



## East Cascades Works

### Executive Committee Meeting Notes

**November 12, 2019 from 8:30-10am**

*EC Works Office- 404 SW Columbia St. Bend, OR 97702*

*Call in 1-408-638-0968 Meeting ID 232 175 561*

*Attendees: Julie Matthews, Steve Kramer, Jennifer Newby, Lisa Dobey (chair), Heather Ficht (staff), Jessica Fitzpatrick (staff), Mel Barrett (staff), Stefanie Siebold (staff), Jamie Kendellen (staff)*

*Lisa called meeting to order at 8:30.*

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> <li>Ex Com minutes from October 14, 2019 (approval required)</li> </ul>
			<p>Motions: Julie moves to approve the minutes as presented; Jennifer seconds the motion; minutes unanimously approved.</p>
Quarterly Financial Statements	Jamie	8:45am	<ul style="list-style-type: none"> <li>Review of Quarterly Financial Statements (approval required)</li> </ul>
			<p>Discussion:</p> <p>The financials for the previous year, Program Year 2018, have been closed. Due to conservative budgeting, we were able to carry additional resources, along with provider unspent resources, into this year's budget to support Program Year 2019. In addition, items such as Incumbent Worker, Cohort Training- those resources are carried in when not spent, as they represent contracts that overlap program years.</p> <p>Based on where we are in the year, we would hope to see a budget of roughly 75% resources remaining, we are on track at 77%. The only expense that is tracking below is the staff development line, due to the bulk of training happening in the first quarter of the year.</p> <p>Everything tracking as planned, there are items that have been adjusted as additional resources were allocated by</p>



			<p>the executive committee and as added resources come in. For example, we have received additional Future Ready Grant funds to support the continuation of the Tribal Health Scholars program at St. Charles; to allocate a one-day per week staff person on the reservation to support enrollment in WIOA; and to hire a full time Indianpreneurship trainer.</p> <p>As a reminder: adjustments or modifications do not need approval, unless they are associated with staffing or administrative costs.</p> <p>The State General Fund resources (Work Experiences), were contracted late, and TANF resources came in after the grant term closed. We also still do not have access to the federal funds that we were allocated for this program year. Also, depending on the grant, we are limited to 10%, others it is 12% to support our admin expenses.</p> <p>Lisa would like to recognize Jamie for her ability to keep us out of hot water when there are issues.</p> <p>Actions: We are working to ensure that fiscal and program, at our provider level, are tighter in their coordination throughout the year. We will also engage Steve Kramer for support at the AOC level with regards to late contracting. In addition, we will keep the executive committee up to date on the progress that is made.</p> <p>Motions: Julie moves to approve the financials as presented; Jennifer seconds; financials are unanimously approved.</p>
Board Meeting Format & December Executive Committee Meeting	Heather	9:05am	<ul style="list-style-type: none"> <li>• Group discussion regarding the format of the quarterly board meetings</li> <li>• Heather to make ask regarding December Executive Team Meeting schedule</li> </ul> <p>Actions: Technology worked well. Having the three locations does provide an option for more remote folks and then allows for local collaboration as well.</p>

			<p>Changing locations does not allow for us to get the technology dialed in however so we will want to continue working on a permanent location in each sub-region.</p> <p>Actions: Julie will check with Heather about hosting at the South Portal Building, and potentially deploying our 360 camera.</p> <p>Target Populations Update will be included in the next board meeting with an ECOs team, Youth Career Connect, and an English Language Learners sub-group update.</p> <p>December Executive Committee has been moved to December 3 at 8:30 am to accommodate State Monitoring and the City Club even.t</p>
Executive Director Updated Goals	Heather	9:20am	<ul style="list-style-type: none"> <li>Review updates to Heather’s goals</li> </ul>
			<p>Heather has added goals to cover an update to the Strategic Plan, Programs and Operations, and development for larger bodies of work: example is the Diversity, Equity, Inclusion work and the Resource Development plans underway.</p> <p>Heather also wants to begin spending more time in the South and North to continue growing work and relationships.</p> <p>Actions: Lisa would like to see more outcomes and measurable targets and specificity. Lisa would also like to see more stretch goals so that Heather is continuing to grow as leader. Heather will update and provide an update at the next meeting.</p>
General Discussion & Announcements	All	9:45am	<ul style="list-style-type: none"> <li>Final Awardees from Employer Training RFP</li> </ul>
			<p>Employer Training Fund: Round One Announcement- BMS Technologies, Velox Systems, Tofurky- all recipients.</p>



			<p>Have awarded \$33k out of the \$75k and have additional funds available should we need them.</p> <p>iQor Update: We have submitted a federal DWG to support staffing and training costs at \$611k, mostly frontloaded in the first of 2 years. We were also awarded Gapfill dollars from the state to hold us through the first two quarters. These funds will convert to a loan that we will have to pay back if we receive the DWG, we will not if we do not receive the DWG.</p> <p>CGCC Skills Center: Breaking ground with a contractor selected- this Spring.</p> <p>Rapid Response: K-Mart in The Dalles is going to lay-off at the end of the season.</p> <p>Eastern Oregon-Morrow and Umatilla Counties are exploring the idea creating their own workforce region. Commissioner Kramer will be meeting with the Association of Oregon Counties on the 19<sup>th</sup> to determine the result. North Coast is also hoping to consolidate as well, although has not formally petitioned the state.</p> <p>YCC: we are currently looking at an alternative model in Central Oregon to house the initiative in EDCO. We are looking to also implement pay for placement contracts. We also need to take another look at the target youth and the expectations for serving high school age and disconnected youth.</p>
<p>Attachments:</p> <ul style="list-style-type: none"> <li>• Meeting Minutes October Executive Committee</li> <li>• Quarterly Financial Statements</li> <li>• Executive Director Goals</li> </ul>			

Meeting adjourned at 9:37am.

Minutes Approved:



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Lisa Dobey, Chair

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Date

**EAST CASCADES WORKS  
BUDGET VS. ACTUAL  
JULY 1, 2019 THROUGH SEPTEMBER 30, 2019**

Funding Expiration	RESOURCES	ADOPTED BUDGET	WORKING BUDGET	FUNDS DRAWN/ RECEIVED	REMAINING FUNDS AVAILABLE	BALANCE REMAINING %
<u>Carry In Resources</u>						
	Rapid Response - Composite App				-	#DIV/0!
6/30/2020	WIOA - Future Ready	6,872	186,377	-	186,377	100%
6/30/2020	WIOA Adult	334,526	443,707	215,092	228,615	52%
6/30/2020	WIOA Dislocated Worker	325,879	544,508	348,119	196,389	36%
6/30/2020	WIOA Youth	294,561	486,528	228,879	257,649	53%
6/30/2020	WIOA - HCEY	15,000	15,000	2,322	12,678	85%
6/30/2020	Admin - Formula	276,070	276,834	-	276,834	100%
9/30/2019	State - GED Wraparound	-	17,276	17,276	-	0%
<u>Current Year Resources</u>						
10/31/2019	State - PY19 TANF Summer Jobs	-	134,574	94,118	40,456	30%
10/31/2020	DOL - Apprenticeship USA	170,000	247,500	16,339	231,161	93%
6/30/2021	WIOA Adult	744,424	733,471	-	733,471	100%
6/30/2021	WIOA Dislocated Worker	754,197	822,703	-	822,703	100%
6/30/2021	WIOA Youth	790,891	794,548	-	794,548	100%
6/30/2021	WIOA - HCEY	-	11,250	-	11,250	100%
6/30/2021	Admin - Formula	254,390	261,191	-	261,191	100%
6/30/2021	State - Compet Strategies (Board)	209,280	209,280	49,918	159,362	76%
6/30/2021	State - Work Exp (TWIP/GF WEX)	278,662	286,018	7,616	278,402	76%
6/30/2021	State - Industry Eng (Sectors)	212,034	212,034	5,746	206,288	97%
n/a	County - Lake County	14,500	14,500	14,500	-	0%
n/a	Special event revenue - net of exp	-	-	19,770	(19,770)	0%
7/31/2022	Local revenue - COHC	-	90,000	10,000	80,000	0%
12/10/2019	Local revenue - Facebook	-	200,000	-	200,000	0%
	Program Income	-	12,500	48,044	(35,544)	0%
	Unrestricted Inc - Interest & Misc	-	-	70	(70)	0%
<b>TOTAL AVAILABLE RESOURCES</b>		<b>4,681,286</b>	<b>5,999,799</b>	<b>1,077,809</b>	<b>4,921,990</b>	<b>82%</b>

target 20%  
carry in of each  
to next year

target - as much as poss

	ADOPTED BUDGET	WORKING BUDGET	YTD SPENDING	BALANCE REMAINING	BALANCE REMAINING %	YTD SPENDING as a % of REVENUE
<b>BOARD EXPENSES</b>						
<b>Staffing</b>						
Salaries	513,883	503,050	121,391	381,659	76%	11.26%
Taxes & Benefits	197,845	181,098	35,734	145,364	80%	3.32%
<b>Total Staffing</b>	<b>711,728</b>	<b>684,148</b>	<b>157,125</b>	<b>527,023</b>	<b>77%</b>	<b>14.58%</b>
<b>Operating Expenses</b>						
Temporary staff	4,000	4,000	-	4,000	0%	0.00%
Professional services	5,000	5,000	-	5,000	100%	0.00%
Legal services	1,500	1,500	67	1,433	96%	0.01%
Audit services	18,025	18,025	9,800	8,225	46%	0.91%
Fees/taxes	7,000	7,000	1,620	5,380	77%	0.15%
Phone & internet	13,500	13,500	3,474	10,026	74%	0.32%
Insurance	5,700	5,100	1,164	3,936	77%	0.11%
Facilities	33,000	30,350	7,560	22,790	75%	0.70%
Office supplies/expenses	5,700	5,700	1,306	4,394	77%	0.12%
Memberships	14,000	14,000	3,738	10,262	73%	0.35%
Printing	3,000	3,000	384	2,616	87%	0.04%
Postage	500	500	7	493	99%	0.00%
Staff/Board travel	15,000	15,000	5,011	9,989	67%	0.46%
Meetings	7,000	7,000	1,056	5,944	85%	0.10%
Staff development	5,000	5,000	3,384	1,616	32%	0.31%
<b>Total Operating Expenses</b>	<b>137,925</b>	<b>134,675</b>	<b>38,571</b>	<b>96,104</b>	<b>71%</b>	<b>3.58%</b>
<i>Board Exp as % of Revenue</i>			<b>18.16%</b>			
<b>Program Expenses</b>						
I-Trac	29,870	29,222	4,056	25,166	86%	0.38%
WSO Exp - Leases, Phone, Tech	85,000	57,500	16,092	41,408	72%	1.49%
One Stop Operator	32,967	32,961	11,445	21,516	65%	1.06%
Program General Expenses	420,000	1,053,574	141,155	912,419	87%	13.10%
Program Outreach		429	429	-	0%	0.04%
<b>Total Program Expenses</b>	<b>567,837</b>	<b>1,173,686</b>	<b>173,177</b>	<b>1,000,509</b>	<b>85%</b>	<b>16.07%</b>
<b>TOTAL BOARD EXPENSES</b>	<b>1,417,490</b>	<b>1,992,509</b>	<b>368,873</b>	<b>1,623,636</b>	<b>81%</b>	<b>34.22%</b>

Contract Expiration	PROVIDER EXPENSES	ADOPTED BUDGET	WORKING BUDGET	YTD SPENDING	BALANCE	BALANCE %	% of REVENUE
10/31/2019	TANF - 2019 Summer Jobs	-	118,425	87,108	31,317	26%	8.08%
6/30/2020	WIOA Adult	615,000	767,500	145,188	622,312	81%	13.47%
6/30/2020	WIOA Dislocated Worker	615,000	720,000	191,065	528,935	73%	17.73%
6/30/2020	WIOA Youth	725,000	876,000	171,018	704,982	80%	15.87%
	WIOA Youth - program income exp	-	-	35,436	(35,436)	0%	3.29%
6/30/2020	WIOA HCEY	15,000	15,000	2,322	12,678	85%	0.22%
9/30/2019	State - GED Wraparound	-	15,687	15,843	(156)	-1%	1.47%
6/30/2020	Lake County - WSO Center	14,500	14,500	405	14,095	97%	0.04%
6/30/2020	Work Experiences (BTWO)	125,398	125,398	6,854	118,544	95%	0.64%
6/30/2020	DOL Apprenticeship USA	-	20,000	2,472	17,528	88%	0.23%
6/30/2020	Future Ready - Warm Springs	-	71,200	7,431	63,769	90%	0.69%
<b>TOTAL PROVIDER EXPENSES</b>		<b>2,109,898</b>	<b>2,743,710</b>	<b>665,142</b>	<b>2,078,568</b>	<b>76%</b>	<b>61.71%</b>
	<b>CONTINGENCY</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>100%</b>	<b>0.00%</b>
	<b>GRAND TOTAL EXPENSES</b>	<b>3,537,388</b>	<b>4,746,219</b>	<b>1,034,015</b>	<b>3,712,204</b>	<b>78%</b>	<b>95.94%</b>
	<b>UNEXPENDED FUNDS</b>	<b>1,143,898</b>	<b>1,253,580</b>	<b>43,794</b>	<b>1,209,786</b>	<b>97%</b>	<b>4.06%</b>

Program General Exp account tracking  
acct # 8185

	Adult	DW	Youth	Sectors	Facebook	DOL Apprenti	Future Ready	Totals	Spent YTD	Balance
Sectors Academy Training								-	-	-
Larry Holeman			17,000.00					17,000.00	5,100.00	11,900.00
Action teams	3,333.00	3,333.00	3,334.00					10,000.00	5,001.00	4,999.00
Field training	5,000.00	5,000.00	5,000.00					15,000.00	3,273.00	11,727.00
PY18 Apprenti		59,467.00						59,467.00	59,467.00	-
PY19 Apprenti Cohort 1						160,000.00		160,000.00	-	160,000.00
PY19 Apprenti Cohort 2						47,500.00		47,500.00	-	47,500.00
Sectors projects				88,571.00				88,571.00	10,000.00	78,571.00
Second Story			4,000.00					4,000.00	4,000.00	-
Evolve Training (Rane/OSU)			10,500.00					10,500.00	-	10,500.00
TAO/COIC .25FTE Apprenti						7,500.00		7,500.00	2,500.00	5,000.00
Central Construction Cohort		33,000.00						33,000.00	16,500.00	16,500.00
Crook County School District					195,302.00			195,302.00	-	195,302.00
Industry Cohort Trng - Red Rock	17,500.00	17,500.00						35,000.00	-	35,000.00
Future Ready - Warm Springs							107,728.00	107,728.00	6,107.00	101,621.00
Industry Cohort Training								-	-	-
Incumbent Worker	37,500.00	161,508.00						199,008.00	29,209.00	169,799.00
YCC			54,000.00					54,000.00	-	54,000.00
								-	-	-
Reserve for Future Projects	3,333.00	3,333.00	3,334.00					10,000.00	-	10,000.00
<b>Starting Balance</b>	<b>66,666.00</b>	<b>283,141.00</b>	<b>97,168.00</b>	<b>88,571.00</b>	<b>195,302.00</b>	<b>215,000.00</b>	<b>107,728.00</b>	<b>1,053,576.00</b>	<b>141,157.00</b>	<b>912,419.00</b>



# East Cascades Works

## BALANCE SHEET - UNAUDITED

As of September 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1005 Petty Cash	0.00
1011 General Checking	836,104.22
1025 Special Events Checking	31,543.34
<b>Total Bank Accounts</b>	<b>\$867,647.56</b>
Accounts Receivable	
1200 Accounts Receivable (A/R)	14,664.00
<b>Total Accounts Receivable</b>	<b>\$14,664.00</b>
Other Current Assets	
1202 Grants Receivable	176,881.68
1209 Other Receivable	42.31
1405 Prepaid Expenses	19,341.37
1999 Interfund Advances	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$196,265.36</b>
<b>Total Current Assets</b>	<b>\$1,078,576.92</b>
Other Assets	
1505 Deposits	3,200.00
<b>Total Other Assets</b>	<b>\$3,200.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,081,776.92</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2011 Accounts Payable (A/P)	481,383.31
<b>Total Accounts Payable</b>	<b>\$481,383.31</b>
Other Current Liabilities	
2015 Other Accrued Expenses	1,283.80
2020 Wages Payable	12,907.56
2025 Payroll Taxes Payable	7,084.27
2030 Benefits Payable	3,068.45
2040 Deferred Revenue	493,635.92
<b>Total Other Current Liabilities</b>	<b>\$517,980.00</b>
<b>Total Current Liabilities</b>	<b>\$999,363.31</b>
<b>Total Liabilities</b>	<b>\$999,363.31</b>
Equity	
3103 Fund Balance	38,619.53
Opening Balance Equity	0.00
Net Income	43,794.08
<b>Total Equity</b>	<b>\$82,413.61</b>

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TOTAL

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**TOTAL LIABILITIES AND EQUITY**

**\$1,081,776.92**

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# East Cascades Works

## Statement of Revenues and Expenditures by Fund - Unaudited

July - September, 2019

	Total 11 WIOA Admin	Total 12 WIOA Adult	Total 13 WIOA DW	Total 14 WIOA Youth	Total 18 State DHS
<b>Income</b>					
4501 Federal WIOA	0.00	215,091.53	348,118.60	231,200.99	0.00
4510 Federal Grants	0.00	0.00	0.00	0.00	0.00
4530 State Grants	0.00	0.00	0.00	0.00	94,118.17
4590 Local Revenue	0.00	0.00	0.00	0.00	0.00
4600 Program Income Subrecipient	0.00	0.00	0.00	35,435.95	0.00
4625 Donation	0.00	0.00	0.00	0.00	0.00
4650 Special Event Revenue	0.00	0.00	0.00	0.00	0.00
4700 In Kind Revenue	0.00	0.00	0.00	0.00	0.00
4800 Interest and Program Income	3.29	28.72	43.51	30.43	0.00
<b>Total Income</b>	<b>\$ 3.29</b>	<b>\$ 215,120.25</b>	<b>\$ 348,162.11</b>	<b>\$ 266,667.37</b>	<b>\$ 94,118.17</b>
<b>Expenses</b>					
Total 5000 EC Works Board Administrative Expenses	\$ 0.00	\$ 39,082.36	\$ 35,306.61	\$ 45,075.24	\$ 6,710.64
Total 8100 EC Works Program Expenses	\$ 3.29	\$ 23,418.52	\$ 121,790.81	\$ 12,816.31	\$ 299.50
Total 8200 Subrecipient Expenses	\$ 0.00	\$ 152,619.37	\$ 191,064.69	\$ 208,775.82	\$ 87,108.03
<b>Total Expenses</b>	<b>\$ 3.29</b>	<b>\$ 215,120.25</b>	<b>\$ 348,162.11</b>	<b>\$ 266,667.37</b>	<b>\$ 94,118.17</b>
<b>Net Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Tuesday, Oct 29, 2019 02:01:19 PM GMT-7 - Accrual Basis

# East Cascades Works

## Statement of Revenues and Expenditures

July - September, 2019

	Total 44 State Funds	Total 45 State Sectors	Total 46 State GED Wraparound	Total 48 Apprenti	Total 51 State GF WEX	Total 85 Lake County
<b>Income</b>						
4501 Federal WIOA	0.00	0.00	0.00	0.00	0.00	0.00
4510 Federal Grants	0.00	0.00	0.00	16,338.61	0.00	0.00
4530 State Grants	49,918.18	5,745.66	17,275.52	0.00	7,616.07	0.00
4590 Local Revenue	0.00	0.00	0.00	0.00	0.00	14,500.00
4600 Program Income Subrecipient	0.00	0.00	0.00	0.00	0.00	0.00
4625 Donation	0.00	0.00	0.00	0.00	0.00	0.00
4650 Special Event Revenue	0.00	0.00	0.00	0.00	0.00	0.00
4700 In Kind Revenue	0.00	0.00	0.00	0.00	0.00	0.00
4800 Interest and Program Income	0.00	10,001.18	0.00	12,500.00	1.28	0.00
<b>Total Income</b>	<b>\$ 49,918.18</b>	<b>\$ 15,746.84</b>	<b>\$ 17,275.52</b>	<b>\$ 28,838.61</b>	<b>\$ 7,617.35</b>	<b>\$ 14,500.00</b>
<b>Expenses</b>						
Total 5000 EC Works Board Administrative Expenses	\$ 48,881.05	\$ 5,103.91	\$ 1,370.70	\$ 13,298.50	\$ 729.77	\$ 0.00
Total 8100 EC Works Program Expenses	\$ 1,037.13	\$ 10,642.93	\$ 61.79	\$ 3,068.12	\$ 33.30	\$ 0.00
Total 8200 Subrecipient Expenses	\$ 0.00	\$ 0.00	\$ 15,843.03	\$ 2,471.99	\$ 6,854.28	\$ 404.67
<b>Total Expenses</b>	<b>\$ 49,918.18</b>	<b>\$ 15,746.84</b>	<b>\$ 17,275.52</b>	<b>\$ 18,838.61</b>	<b>\$ 7,617.35</b>	<b>\$ 404.67</b>
<b>Net Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 10,000.00</b>	<b>\$ 0.00</b>	<b>\$ 14,095.33</b>

Tuesday, Oct 29, 2019 02:01:19 PM GMT-7 - Accrual Basis

# East Cascades Works

## Statement of Revenues and Expenditure

July - September, 2019

	Total 90 Special Events	Total 99 Unrestricted General Fund	TOTAL
<b>Income</b>			
4501 Federal WIOA	0.00	0.00	794,411.12
4510 Federal Grants	0.00	0.00	16,338.61
4530 State Grants	0.00	0.00	174,673.60
4590 Local Revenue	0.00	0.00	14,500.00
4600 Program Income Subrecipient	0.00	0.00	35,435.95
4625 Donation	14.00	0.00	14.00
4650 Special Event Revenue	29,434.24	0.00	29,434.24
4700 In Kind Revenue	1,092.70	0.00	1,092.70
4800 Interest and Program Income	3.26	67.49	22,679.16
<b>Total Income</b>	<b>\$ 30,544.20</b>	<b>\$ 67.49</b>	<b>\$ 1,088,579.38</b>
<b>Expenses</b>			
Total 5000 EC Works Board Administrative Expenses	\$ 10,770.82	\$ 137.35	\$ 206,466.95
Total 8100 EC Works Program Expenses	\$ 0.00	\$ 4.77	\$ 173,176.47
Total 8200 Subrecipient Expenses	\$ 0.00	\$ 0.00	\$ 665,141.88
<b>Total Expenses</b>	<b>\$ 10,770.82</b>	<b>\$ 142.12</b>	<b>\$ 1,044,785.30</b>
<b>Net Income</b>	<b>\$ 19,773.38</b>	<b>-\$ 74.63</b>	<b>\$ 43,794.08</b>

Tuesday, Oct 29, 2019 02:01:19 PM GMT-7 - Accrual Basis

# ECWIB Individual Goals Form

## 1. Employee Information

Name: Heather Ficht

Job Title: Executive Director

Supervisor: Board Chair

Program Year: 2019-20

## 2. Goals and Results

Individual Goals	Performance Indicator	Due Date	Status
Support and engage Board members and County Commissioners/Judges to best serve East Cascades Works	<ul style="list-style-type: none"> <li>A fully seated and compliant board of directors is maintained</li> <li>At least 80% of board members attend quarterly meetings and/or engage in outside quarterly scheduled meeting time communications/events</li> <li>Central Oregon Workforce Consortia is fully seated, is free of conflicts of interest and meets annually to approve the budget</li> </ul>		
Develop a formal plan to diversify and increase EC Works revenue/grant income	<ul style="list-style-type: none"> <li>With guidance and support of the Vice Chair, co-develop a business plan</li> <li>Implement and revisit business plan with Vice Chair</li> </ul>		
Continue to develop state level awareness of and investment in EC Works	<ul style="list-style-type: none"> <li>Chair Oregon Workforce Partnership</li> <li>Engage and educate state agency leadership, legislators, state WTDB members, state and local representatives from EC workforce area counties</li> <li>Influence policy and allocation formulas in support of EC Works community needs when possible</li> </ul>		
Launch and sustain engagement of businesses in industry sectors partnerships	<ul style="list-style-type: none"> <li>Continue convening Health Care and Construction Sector partnerships in CO</li> <li>Engage KCEDA in co-convening a sector strategy in Klamath Basin</li> <li>Engage REDI/EDCO in co-convening a Mfg Sector Strategy in CO</li> <li>Engage TAO in co-convening a sector strategy in Tech in CO</li> <li>Engage TBD in co-leading a sector strategy in Columbia Gorge</li> </ul>		
Develop and implement advocacy platform at local, state and national levels	<ul style="list-style-type: none"> <li>Develop and utilize audience specific "elevator pitch" about the value of EC</li> </ul>		

	<p>Works and Local Board structure</p> <ul style="list-style-type: none"> <li>Engage and activate board and COWC members to support the messages through their advocacy networks</li> <li>Explore cultivation of a “speakers bureau” of champions to utilize when assistance is needed</li> </ul>		
Sustain high quality programs and operations at East Cascades Works	<ul style="list-style-type: none"> <li>Ensure compliance with WIAO, HECC and other funding and oversight bodies</li> <li>Oversee staff and operations of agency</li> </ul>		
Update the Strategic Plan for East Cascades Workforce Area	<ul style="list-style-type: none"> <li>Solicit Board and COWC feedback on key elements of Strategic Plan to be updated including but not limited to 1) target populations, 2) industry sectors, 3) physical locations of WorkSource Centers, etc.</li> <li>Ensure required alignment with state Workforce and Talent Development Board’s strategic plan</li> <li>Meet HECC and US DOL protocols of public comment period, Board approval and submission guidelines</li> </ul>		

### 3. Signatures

Signatures acknowledge discussion and agreement on PY19 goals.

Board Chair/Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Print Name

Executive Director \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Print Name