

# East Cascades Workforce Investment Board

## Executive Board Meeting Minutes

July 11, 2018 from 1-3 pm

Call in 1-971-337-0147 code 5464794

Attendees: Wally Corwin (Chair), Mark Warne (Secretary/Treasurer), Heather Ficht (Executive Director), Jamie Kendellen (staff), Cynthia Crossman (staff)

Quorum Reached

Meeting called to order: 1:08 pm

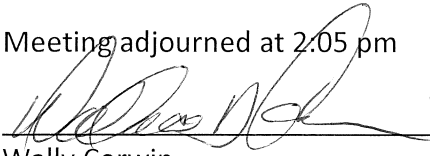
| Topic             | Lead  | Time   | Description   |
|-------------------|-------|--------|---|
| Consent Agenda    | Wally | 1:00pm | Meeting minutes from 6/20/18 Exec Comm. - <i>vote required</i>  |
|                   |       |        | Motion:<br>Mark moves to approve<br>Wally seconds<br>Unanimously approved   |
| Employee Handbook | Jamie | 1:05pm | <ul style="list-style-type: none"> <li>Review of significant changes (see attachment). <i>Vote required</i></li> </ul> <u>Discussion:</u><br>Our attorneys reviewed the handbook and made sure it complies with federal and state law.<br><b>Changes to PTO:</b> PTO was previously unlimited, but this presented various problems especially regarding Family and Medical Leave. Updated to 6 weeks PTO beginning each calendar year inclusive of vacation and sick leave. We will still not accrue as PTO will not be paid out upon departure from employment at EC Works.<br><b>Drug-free Workplace</b> – Discussion around what is “reasonable suspicion.” Law gives wide latitude to definition. Mark expressed concern that it could be misused. We need an amendment to define that “reasonable suspicion” needs to be more than one person’s definition. Per Wally, in the private sector there must be an allegation plus testing. Nothing can be done until there is proof. Suggestion was to tentatively approve this section with potential update. Mark volunteered to work with Jamie on clarifying the wording re drug-free workplace to protect both the organization and employee rights.<br><b>Military leave</b> – Meets federal law as written, but this may need to be revisited if we ever hire someone who is in the Reserves. |
|                   |       |        | Motion:<br>Wally moves to approve with recommendation that we work on updating the drug-free workplace wording.   |

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|                            |         |        | <p>Mark seconds<br/>Unanimously approved</p>   |
| Policies to be voided      | Jamie   | 1:25pm | <p>The following policies need to be voided because they have been incorporated into the revised Employee Handbook - <i>Vote required</i></p> <ul style="list-style-type: none"> <li>• Employee Cell Phone</li> <li>• Employee Family Leave Policy</li> <li>• Severance Pay</li> </ul>   |
|                            |         |        | <p>Motions:<br/>Wally moves to approve<br/>Mark seconds<br/>Unanimously approved</p>   |
| ECWIB Board meeting agenda | Heather | 1:30pm | <p>Review agenda draft</p> <ul style="list-style-type: none"> <li>• New Board member application process<br/>Mark announced that the committee chose Martin Campos-Davis of the Oregon Human Development Corporation. The consensus was that he was the best one to fill the void that Brad is leaving. It provides continuity and represents an important population – low-income farmworkers. He also represents veterans and his program delivers services in several WorkSource Centers – The Dalles and Madras.</li> <li>• Recruitment of new private sector members to replace Shawn Armstrong, Kelly McGarva and Ellyn Crane <ul style="list-style-type: none"> <li>○ Heather - we need another member from North or South</li> <li>○ Wally – we need recommendations from the economic development groups. Julie Matthews and Andrew Stork would be good in the South.</li> <li>○ North – Heather will contact the Chambers of Commerce, MCEDD, Gorge Technical Alliance, as well as Regional Solutions and Business Oregon</li> <li>○ We also need to think about succession planning for Wally, as his term expires next year.</li> <li>○ Wally – We would like to have a Board that is engaged. For example, members should <u>want</u> to be on the Executive Committee and should include those who would want Wally’s position. They need to feel that they are adding value. Over the next year Wally wants more Board engagement - give members things to do outside of the meetings. Ask <u>them</u> what we can do to make <u>them</u> more effective. This is not a non-working Board. We could ask them to report on how many meetings they had with the business sector to talk about Workforce.</li> </ul> </li> </ul> |

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|                             |         |        | <p>We should encourage them to contact each other outside of meetings. We can distribute the contact list at the meeting</p> <ul style="list-style-type: none"> <li>• New Executive Committee member</li> </ul> <p>Wally will announce the opening on this committee at the meeting, explaining that it is critical that the Executive Committee members be able to travel to the meetings and that we'd prefer someone from the private sector. He'll then ask for nominations and volunteers and then call for a vote.</p> <p>Heather feels there is value in identifying members and reaching out prior to the board meeting</p>   |
|                             |         |        | <p>Actions:</p> <ul style="list-style-type: none"> <li>• Heather to review OMEP presentation and meet with staff re: WorkSource presentation.</li> <li>• Cynthia to include contact list in meeting handouts.</li> </ul>  |
| Executive Director Contract | Heather | 2:00pm | <p>Heather's contract expired June 30. Wally suggested extending her contract for two months - <i>vote required</i></p>   |
|                             |         |        | <p>Motion:<br/>Mark moves to approve<br/>Wally seconds<br/>Unanimously approved</p>   |
|                             |         |        | <p>Actions: Wally &amp; Heather will meet to go over performance and negotiate a new contract prior to end of August.</p>   |
| Upcoming Events             | Heather | 2:10pm | <ul style="list-style-type: none"> <li>• WORKing Together</li> <li>• Second Chance – Bend event</li> <li>• Endless Summer Nights – EC Works is the beneficiary of this fundraising event</li> </ul>   |
|                             |         |        | <p>Actions: Cynthia to register Wally for Working Together</p>  |
| General updates             | All     | 2:20pm | <ul style="list-style-type: none"> <li>• Regional Solutions – Wally is on their board. They recently prioritized a \$250K grant for the Old Commissary Project at Warm Springs. The State still has to approve this award, but it is likely that Warm Springs will get at least \$200K for this.</li> <li>• Texas Workforce system – Wally spoke with Larry Tuttle, the head of the Texas Workforce Board. Texas has a model where all workforce funds flow through the local WDB. The benefits of this type of model are consistency, flexibility, local control, no duplication of contacts to business. It's an interesting model, and we were invited to visit one of their rural WorkSource centers.</li> <li>• Wally used to work with John Courtney, who is now CEO of Next Job, a national consulting firm to workforce boards. John works</li> </ul> |

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|  |  |  | with the Texas board. Wally has invited him to attend our July Board meeting. |
|  |  |  | Actions: none   |
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Meeting adjourned at 2:05 pm

  
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Wally Corwin  
Board Chair

8/8/2018  
Date