

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

January 5, 2016 3pm-5pm

I. Financial Update 3:00-3:45pm

- Updated Budget – reflects new revenue (see attachment)
- Fiscal Services Update

II. Local Plan Update 3:45-4:15pm

- Discuss and decide on proposed timeline
- Discuss and decide on proposed format and facilitator

III. RFP Process 4:15-4:45pm

- Discuss and decide on proposed timeline
- Discuss and decide on proposed format
- Cross Gorge Collaborative update

IV. Misc. Updates 4:45-5:00pm

- Phones – New Number: (541) 385-9675
- Furniture
- Logo

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

July 20th, 2016 3pm-5pm

I. Action Items

- Meeting Minutes Approval: (dates)

II. Discussion

- It would be most beneficial to the ECWIB staff and Boards to reduce time pressure on any changes that need to occur this program year as last program year they were not afforded much time to make important and strategic decisions.
- Chip's primary employment is changing from the Klamath Chamber to Klamath Community College as of August 1, 2016. Chip is also CEO and co-owner of Pizza and Pasta Place, Inc.
- Chair, ED and CLEO should develop agenda in the future – all agendas should/could include: Consent agenda (includes \$ updates, approval of minutes, etc); Financial report; Presentation by guests (could be locally relevant, etc), Strategic Plan update; Sector Strategy update.

III. Agenda Recommendations for July 28th ECWIB Meeting

- Re-appoint all board members as of July 1, 2016 by CLOE/COWC
- Determine term limits – do they want to allow 2 or 3 consecutive terms; requires vote
- Ask for volunteers to serve for one (ends June 30, 2017) or two years (ends June 30, 2018) terms and/or separate public and private sector members into pools and draw at random names of half of each that will continue for only one year and the remaining half have two year terms. This is necessary to stagger terms or we'll lose everyone at once.
- Schedule all PY16 ECWIB meetings for the year – suggestion from staff is the following:
4th Tuesday of the first month of each quarter of the program year:
 - July 28, 2016 (pre-scheduled)
 - October 25, 2016
 - January 31, 2017
 - April 25, 2017
- Elect Officers: Recommend/vote on a slate of officers that will serve for two years starting July 1, 2016
- Clarify several processes in July meeting and update ECWIB bylaws to be adopted by quorum in October meeting:
 - Develop and approve process for vacancy appointments outside of terms
 - Clarify that the ECWIB makes recommendations of appointments to COWC and their CLEO approves
 - Create succession plan for officers as possibility – serve as Treasurer, then vice chair, chair, etc.

- Create Standing Committees in the July meeting. Possible suggestions include: Employed Worker/Business Services, Finance Committee, Community Relations or Communications and Youth

East Cascades Workforce Investment Board Executive Committee Meeting



East Cascades
WORKFORCE INVESTMENT BOARD

3.18.2016		3-5pm	ECWIB office 404 SW Columbia St, Suite 200 Bend, OR 97702
Attendees	<u>ECWIB Staff:</u> Heather Ficht and Lauren Arbuckle <u>Board Members:</u> Alan Unger, Wally Corwin, Amy Gibbs, and Chip Massie (by phone)		Quorum? Yes <u> X </u> No <u> </u>
Agenda Item - Minutes			
10 minutes	Heather and Lauren		
<ul style="list-style-type: none"> Review and approve minutes from 2/9/16 meeting Report out on any follow-up items 			
<p><i>Discussion: Minutes were not ready for review and approval. Chip reported on his “next steps” from last meeting which was to contact Brenda Jones and/or Ellyn Biedscheid to serve on the Executive Committee to replace Keith Eager’s private sector position. Brenda could not commit at this time and Chip has a message in to Ellyn.</i></p>			
Action Items/Decisions		Person Responsible	Deadline
Complete Meeting minutes		Lauren & Heather	April 19 th
Agenda Item - Updates			
30 minutes	Heather, Chip, Amy and Lauren		
<ul style="list-style-type: none"> \$ update: <ul style="list-style-type: none"> CFO Position - interviews scheduled for 3/24; 5 strong candidates; Interview panel is Heather, Gary Mueller (fiscal consultant), Marcia Norrgard (CFO WSI), Debbie Welter (CCWD), and Deb Zang (CFO CWP) Gary M. is working to re-enter all expenses and is almost complete. He’s working on January and Feb now so should have budget to actual next meeting. ECWIB job posting - 4 qualified applicants for the position - any volunteers to be on interview panel – envision two rounds with writing sample required for second round. Sector Strategy Kick-Offs: North = Beverage Mfg; Central = Outdoor Gear; South = Specialty Ag.; working with Woolsey Group to develop 2-4 hour facilitator trg to increase bench strength in all sub-regions. ECWIB Basecamp – we’d like to create additional groups and keep them together in one ECWIB basecamp <ul style="list-style-type: none"> Groups include: <ul style="list-style-type: none"> Regional Operations LLT 3 Subregional LLT’s 3+ Subregional Sector Partnerships Executive Committee ECWIB National Association of Workforce Boards Conference update: <ul style="list-style-type: none"> OWP Award and meetings with legislators Key Messages: <ul style="list-style-type: none"> Workforce development is economic development USDOL / WIOA appropriations USDOL implementation of new rules on Exempt Workers Walden/Wyden – rural Oregon matters Reflections on content 			

East Cascades Workforce Investment Board

Executive Committee Meeting



Discussion:

- Chip and Alan offered to follow-up with other new LWIB’s CLEO’s and Board Chairs if there is an ongoing concern about the other boards not prioritizing fiscal oversight through ongoing funding of a shared CFO position past CCWD’s investment.
- Heather and Alan shared information on the letters that went back and forth b/w CLOE’s and TOCOWA/Tim re: full accounting of WIA/WIOA funding. See attached letters.
- Interviews for ECWIB Director of Innovation will be early April and Wally, Chip and Amy volunteered to participate if they are available during the interview times that Lauren schedules.
- Wally shared strong support for Sector Strategies and wanted to stay updated so he can help guide supportive resources appropriate partners (eg EDCO for cluster development).
- All current Basecamp groups related to ECWIB will be moved to ECWIB’s Basecamp account and additional groups will be developed – all were supportive and make some suggestions on sharing a tutorial video for new users.
- Amy shared that NAWB conf –
- Chip shared that although the Hill visits weren’t necessarily effective in themselves the PR locally from photo ops and connecting with key staffers is valuable.

Action Items/Decisions	Person Responsible	Deadline
Schedule DoI interviews and share with AG, WC, CM	Lauren	April 1 st
Follow-up email to each sector team	Heather	March 25 th
Find Basecamp Tutorial video or steps and share with users; give Alan Unger TA on how to manage B.C. emails	Lauren	March 25 th

ECWIB meeting on March 29th

45 minutes	Heather
------------	---------

The primary focus of the upcoming ECWIB meeting is to review and approve the Strategic Plan due to the State on April 4, 2016. Heather’s suggestion based on feedback from various members is to review the purpose of a local WIB within the context of WIOA implementation and in light of our local structure of governance. We also need ECWIB members to understand their role and then engage in plan development/refinement.

Heather recommends doing the following pre-work:

- Executive Committee helps craft the goal areas based on Strategic Plan meeting feedback and other factors
- We engage ECWIB feedback via online survey tool to get feedback to develop goal areas
- At ECWIB meeting present mission/vision/goals separately but in addition to technical document we are required to submit
- Conduct a process of vetting and finalizing agreement on our final version for submittal to state/public comment

East Cascades Workforce Investment Board

Executive Committee Meeting



Discussion: All agreed that additional feedback would be helpful prior to the next ECWIB meeting and that presenting the plan in two formats would be helpful. Heather will prepare both the compliance oriented required format and focused version on Vision/Mission/Goals only formats. In addition to a 45 minute WIAO Board role 101 session to help level set and focus the ECWIB.

Alan shared a concern re: private sector engagement on the ECWIB and suggested we look into appointing retired business persons to help guide the board. Wally shared that the WIOA rules for private sector appointments were more intensive than WIA which may cause difficulty and Heather shared concerns about needing hiring private sector folks. ECWIB staff agreed to share attendance of current membership with Executive Committee to help ID if there are seats that need to be replaced or re-engaged.

Alan shared a concern re: labor and ECWIB – wants to make sure we’re on the same page at the ECWIB level. Alan sees apprenticeships as a good connection but labor has very limited reach in eastern Oregon and so is not sure folks are getting work through unions. Heather asked that we table that conversation until after the plan is submitted and suggested it be a topic at the ECWIB. Alan suggested a smaller group meeting first with labor reps.

Action Items/Decisions	Person Responsible	Deadline
Develop online survey for ECWIB members re: various elements of plan	Heather	March 21 st
Post technical and non-technical draft plan prior to ECWIB meeting	Heather	March 25 th
Agenda item - Executive Committee		
5 minutes	Heather	
Can we agree on when the Exec Committee regularly scheduled meeting will be?		
<i>Discussion: April 19th from 3-5pm; reoccurring on third Tuesday of the month b/w 3-5pm</i>		
Action Items/Decisions	Person Responsible	Deadline
Send invite for ongoing meeting	Lauren	March 25 th

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

May 31, 2016 3pm-5pm

ECWIB Office 404 SW Columbia Street, Bend OR 97702

I. At 3:00pm Chairman Chip Massie calls the meeting to order

II. Introduction of Attendees:

Executive Board Members – Chip Massie, Wally Corwin, Amy Gibbs, Brad Porterfield

ECWIB Staff – Heather Ficht, Liz Casey, Jessica Fitzpatrick, Lauren Arbuckle

Public Attendees – Jack Farley

III. Overview of RFP process - Heather

- 13 proposals from 5 different organizations (see chart below)
- ECWIB staff Liz Casey and Jessica Fitzpatrick and Project Masters Consultant, Karen Litvin reviewed all 13 proposals; Mark Warne, AFL-CIO and ECWIB Board Member reviewed Youth and Adult proposals for Central sub-region.
- See attached Scoring Rubrics for Youth and Adult/Dislocated Worker; they were designed to create consistency in scoring and remove as much subjectivity from the evaluation process as possible.
- The Review Panels met on Friday May 27, 2016 for one hour per sub-regional proposal type (Youth or Adult/DW). After discussion of each proposal – reviewers had the opportunity to finalize scores. Scores were averaged and the highest ranking overall proposal is recommended for funding.

	MCCOG	ResCare	Goodwill	COIC	KCC
North - Youth	x				x
North – Adult/DW	x				x
Central – Youth		x		x	
Central – Adult/DW		x		x	
South - Youth			x	x	x
South – Adult/DW				x	x

IV. Presentation and deliberation on the Review Panel recommendations (Ex Com action required) – Heather

- North
 - Adult - MCCOG
 - Youth - MCCOG
- Central
 - Adult - COIC
 - Youth - COIC
- South
 - Adult - COIC
 - Youth – COIC

Wally Corwin moves to approve ECWIB staff recommendations based on highest score.

Brad Porterfield seconds.

In later discussion: Original approval amended to place MCCOG on a corrective action plan.
Wally Corwin moves to vote, Brad Porterfield seconds, none oppose, motion passed.

V. Future Meetings – Heather

- COWC get draft budget next week – Executive Committee decides to meet to approve last week of June/first week July.
- July COWC and ECWIB meeting discussed. Plans to invite new providers and local leadership teams.
- Quarterly ECWIB meetings
- How frequent should Ex Com be? Monthly scheduled, plus whenever needed.

VI. **Public Comment** – No public comments

VII. **Meeting Adjourned by Chairman Chip Massie at 5:15pm**

East Cascades Workforce Investment Board

Executive Committee Meeting Agenda

June 30, 2016 2pm-3pm

ECWIB Office 404 SW Columbia Street, Bend OR 97702

I. Discussion, revision and approval of ECWIB 2016-2017 Budget

(attachment: Draft PY16 Budget)

- Review, discuss and revise (line item detail shared on smart tv)
- COWC Meeting- Thursday July 7 1pm:
 - a. Should Treasurer Wally Corwin attend?
 - b. Suggestions on presentation of budget and clarification of voting eligibility based on state conflict of interest policy

II. ECWIB Board Representation and changes discussion

(attachments: ECWIB membership document from Local Plan; ECWIB attendance roster)

- Board Chair- Chip Massie in his new role at Klamath CC
- Amy Gibbs possible shift in role to ex-officio
- Updates on ECWIB membership- Molly Joubert and desire to recruit DHS representative

III. Contract Negotiations

- COIC- Andrew Spreadborough transition/leases
- MCCOG- issues, suggestions

IV. July 28th Board Meeting

(attachment: Draft Agenda for ECWIB July meeting)

- Review, discuss and revise July ECWIB Agenda

East Cascades Workforce Investment Board

Board Meeting Agenda

July 28, 2016 11am-2pm

I. Welcome and introductions

- Board Chair – calls meeting to order and welcome remarks
- Introduce new ECWIB staff:
 - CFO (shared), Jamie Kendellen
 - Director of Innovation and Development, Jessica Fitzpatrick
- Welcome new members: Molly Joubert from VR who is replacing Matt Balkwill
- Intros all around

II. ECWIB Board Representation and changes discussion

(attachments: ECWIB membership document from Local Plan; ECWIB attendance roster)

- Board Chair - Chip Massie in his new role at Klamath CC
- Term limits and membership discussion

III. A year in review Program Year 2015

(attachments: local plan, Vision/Mission/Goals)

- Budget + New \$
- Performance
- RFP
- Local Plan
- Sector Update

IV. The year to come – planning sessions

- Board subcommittees/Priorities (activity based?)
- Performance indicators beyond DOL and State requirements
- Board priorities
- Incumbent worker funds
- Values id?
- PY16 Budget- present with new \$

Other

Approve Meeting Minutes

Schedule Calendar for PY16 ECWIB

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

September 13, 2016 3pm-5pm

- I. Welcome and call to order
- II. July 20, 2016 Meeting Minutes Approval (vote required)
- III. COIC and MCCOG updates – 30 minutes (vote required)
- IV. Policies – review and approval – 30 minutes (vote required)
- V. ECWIB Meeting follow-up – 45 minutes (feedback requested)
 - Subcommittees formation
 - Private Sector member outreach plan
- VI. Updates – 15 minutes (information only)
 - Sector Academy
 - Funding – America’s Promise and SNAP 50/50
 - FPO-DOL visit
- VII. Adjourn

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

September 13, 2016 3pm-5pm

- I. Welcome and call to order
- II. July 20, 2016 Meeting Minutes Approval (vote required)
- III. COIC and MCCOG updates – 30 minutes (vote required)
- IV. Policies – review and approval – 30 minutes (vote required)
- V. ECWIB Meeting follow-up – 45 minutes (feedback requested)
 - Subcommittees formation
 - Private Sector member outreach plan
- VI. Updates – 15 minutes (information only)
 - Sector Academy
 - Funding – America’s Promise and SNAP 50/50
 - FPO-DOL visit
- VII. Adjourn

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

October 18, 2016 3pm-5pm

- I. Welcome and call to order
- II. September 13, 2016 Meeting Minutes Approval (vote required)
- III. Policies – review and approval – 30 minutes (vote required)
- IV. Private Sector Board member recruitment – review bylaws and discuss recommended changes – 30 minutes
- V. Board committees update – 15 minutes
- VI. Upcoming ECWIB Meeting October 27th, 2016 from 11:00am-2:00pm @ KCC – 30 minutes
- VII. Adjourn

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

December 13, 2016 3pm-5pm

Time	Topic	Description
3:00pm	Welcome and call to order	Chair Massie
3:05pm	Consent Agenda	<ul style="list-style-type: none">• Meeting minutes from 9/13/16 and 10/18/16 Ex Com.• Policies for review and approval:<ul style="list-style-type: none">○ Check Signing Authority○ Incumbent Worker Training○ Dislocated Worker Eligibility○ WIOA Youth Incentive○ Transfer of Funds b/w Adult & Dislocated Worker○ Personal Information & Data Security○ Disaster Recovery
3:15pm	Auditor's Report	ECWIB CFO will introduce Sara Hummel from Jones & Roth who will share the draft Audited Financials from FY15.
3:45pm	One Stop Operator	Procurement of this function is required under WIOA. What that means for us and our budget.
4:00pm	MOU and Cost Allocation Plan	Required by WIOA and 2 CFR 200 that Local WDB coordinate and execute these items.
4:30pm	Human Resources	Staff structure and ED evaluation discussion.
5:00pm	Adjourn	Chair Massie