

# East Cascades Workforce Investment Board

Executive Board Meeting- Draft Minutes

February 8, 2017 from 1-3pm

*In person:* Wally Corwin, Treasurer; Amy Gibbs, Ex Com Member; Heather Ficht, Executive Director; Jessica Fitzpatrick, staff; Jamie Kendellen, staff

*On the phone:* Chip Massie, Chair; Brad Porterfield, Executive Com Member

**Chip called the meeting to order at 1:11pm**

Topic	Description
Consent Agenda	<ul style="list-style-type: none"> <li>• Meeting minutes from 1/11/17 Ex Com. <i>(vote required)</i></li> <li>• Policies for review and deliberation: <i>(vote required)</i> <ul style="list-style-type: none"> <li>○ Employee Family Leave Policy- implementing the law</li> <li>○ Employee Cell Phone Policy- updating to reflect a change to the policy- no longer offering a monthly stipend, as staff are now provided with a company cell phone.</li> </ul> </li> </ul> <p><b>Motion:</b> Amy moves to approve the meeting notes and policies as drafted with minor edits to the notes. Wally seconds this motion. Unanimous approval.</p>
Fiscal	<ul style="list-style-type: none"> <li>• Review and discuss:           <ul style="list-style-type: none"> <li>○ <u>Electronic Disbursement Authority policy <i>(vote required)</i>:</u> <ul style="list-style-type: none"> <li>▪ 2 CFR 200 strongly recommends the use of Electronic Disbursement in order to eliminate the lag time in making paper payment submissions.</li> <li>▪ This policy outlines the internal process and procedures for each electronic payment type, as well as what to do in the event of an absence of an approver/check signer and in regards to payments of over \$5,000, which require a second approval signature.</li> </ul> </li> <li>○ <u>ECWIB Employee Handbook – updated <i>(vote required)</i></u> <ul style="list-style-type: none"> <li>▪ Handbook identifies where a policy would supersede the handbook.</li> <li>▪ Updates were made to a few section to include the retirement plan, weather closures, family leave, cell phone, flex work environment and process for evaluations.</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Disaster Planning should be included in the EE Handbook (recommendation by Wally C.) Jamie will work on the procedures to be incorporated for future approval.</li> <li>○ <u>Financial Statement 12.31.16 (vote required)</u> <ul style="list-style-type: none"> <li>▪ This is our first quarterly report, as requested by the Exec Com.</li> <li>▪ Reminder that there is a 2-month delay in reconciling provider billing, which is why December is the last month reported here.</li> <li>▪ Represents a better understanding of where we are with budget to actual.</li> <li>▪ Community Outreach line item clarification- \$1,000 spent represents a table sponsorship at the Latin Community Association event. <ul style="list-style-type: none"> <li>• This line item was originally \$5,000, which was subsequently spilt between Community Outreach and Program Outreach \$1,000/\$4,000 respectively</li> </ul> </li> <li>▪ Question from Amy: How do we determine when funds expire? Recommendation: Have an addendum prepared to accompany each quarterly update, that shows when funds expire.</li> </ul> </li> </ul>
	<p><b>Actions/Motions:</b></p> <p><u>Electronic Disbursement Authority:</u> Wally moves to approve the Electronic Disbursement Authority as written. Amy seconds this motion. Unanimous Approval.</p> <p><u>Employee Handbook:</u> Wally moves to approve the Employee Handbook as written. Amy seconds this motion. Unanimous Approval.</p> <p><u>Financial Statement:</u> Wally moves to approve the Financial Statement as presented. Brad seconds this motion. Unanimous Approval.</p>
Operator Procurement	<ul style="list-style-type: none"> <li>• Update on RFP and evaluation process discussion <ul style="list-style-type: none"> <li>○ Draft Operator Action List provided, reflecting the actions that each of the boards involved in the RFP have</li> </ul> </li> </ul>

	<p>discussed as being potential activities to be conducted by the One Stop Operator</p> <ul style="list-style-type: none"> <li>○ Does Executive Committee want to decide on the activities or defer to staff and/or SAT? Just review the procurement results? OR ultimately only decide on the agreement when we have procured and know pricing?</li> </ul>
	<p><b>Actions:</b> Executive Committee defers to staff and Strategic Alignment Team to define best path forward, activities and procurement. Will expect that staff present on the proposed procurement decision, potential budget implications; prior to entering into contract (April)</p>
<p>Youth WIOA formula \$</p>	<ul style="list-style-type: none"> <li>● Additional 10% in youth formula funds for services in the field (<i>vote required</i>) – Refer to Financial Statement presented earlier. <ul style="list-style-type: none"> <li>○ Have identified a surplus in Youth funds- staff recommends letting up to 10% of youth formula contract in additional funds to our youth providers to ensure that we do not have an overage at the end of the year that will not be able to carry into the new year. This only corresponds to Youth, not to our Adult/DW contracts.</li> <li>○ Funds would be let to the field by way of the Formula Youth Contracts, with a contract modification that also requires them to have to enroll additional youth and increase enrollment capacity.</li> <li>○ This would result in an overage in our Youth contracted line, as budgeted, by increasing the line that corresponds to WIOA Youth Provider Expenses line.</li> <li>○ Question from Amy: Do we use this to address specific needs in the region or must we address this with regional equality- same going to all regardless of which of the sub-regions have more need?</li> <li>○ Question from Chip: Do we have an allocation methodology or policy and could we use this same methodology or are we better off just saying each is entitled to the same amount? Yes, we would use the same formula allocation method we use for the formula contracts.</li> <li>○ Follow-up Question from Amy: are we limited to getting this money out to the community based on the capacity of the provider? We would have to procure this if it is to be a separate contract.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Suggestion from Wally: Open up this opportunity to COIC, as they have been identified as having capacity. This would not be made available to MCCOG – This will be documented as not being an option to MCCOG based on their capacity and inability to meet the enrollment requirements. <ul style="list-style-type: none"> <li>▪ Would have to check on whether this is an option based on the state’s allocation methodology</li> </ul> </li> </ul> <p><b>Actions/Motions:</b></p> <p>Amy moves to approve the allocation of additional youth funds to our youth provider contracts, as proposed and based on ECWIBs formula allocation, to meet the 20% or less carry-in on Youth for the new year.</p> <p>Brad seconds this motion. Unanimous Approval.</p>
ECWIB meeting debrief	<ul style="list-style-type: none"> <li>● Any feedback and/or suggestions from those present at ECWIB meeting <ul style="list-style-type: none"> <li>○ One of the best meetings so far and great way to highlight the action teams and partners (Wally)</li> <li>○ Excited about the content and direction. Positive meeting, with content beneficial to business (Amy)</li> <li>○ Great meeting, productive, just a bit thin (Brad)</li> </ul> </li> <li>● Plan for April 27 &amp; July ??? <ul style="list-style-type: none"> <li>○ April meeting in the North.</li> <li>○ Plan for meetings to follow during the April meeting.</li> </ul> </li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>● Continue to figure out how to engage the business community.</li> <li>● Agenda for April Board Meeting- Include: Scheduling discussion, business cards, outreach materials, Elections</li> </ul>
Cost Sharing and MOU	<ul style="list-style-type: none"> <li>● Update <ul style="list-style-type: none"> <li>○ Heather currently working on an MOU draft- an agreement between all of our WSO partners. How much does the Executive Committee want to be involved?</li> </ul> </li> </ul>

	<p><b>Actions:</b> Heather to bring talking points and proposed draft of the MOU to the Executive Committee for review and discussion.</p>
<p><u>Additions to Agenda:</u> DACA/ Enrollments/Eligibility</p>	<p>A reminder from Heather that an individual’s eligibility is based on “legal to work status” at the time of enrollment. Not serving or enrolling an individual who is legal to work and meets program eligibility could be considered discrimination. While there are Executive Orders that could impact this; all potential enrollments should be considered eligible based around the current law and eligibility requirements. Heather has reached out to our attorney and partner agencies for more clarity. Until there are changes in the law (in writing), we are to continue operating under the current requirements.</p>
<p>Equity Concerns:</p>	<p>Brad- the workforce arena (Chambers, workforce system and partners) may not be as focused on serving our Immigrant and Latino populations that we all should be, especially based on population and workforce projections. We need to continue to focus on this and take on as a board.</p> <p>Group agrees that equity has to continue being a topic of concern and discussion in our meetings and when meeting with partners. Board should also look at this as it relates to our sectors, as well as our private business engagement.</p> <p>Critical for this board to remain up to date on federal and state regulations that could impact this.</p> <p><b>Actions:</b> Brad and Heather to discuss a way forward/addition as an April agenda item.</p>
<p>Executive Session</p>	<ul style="list-style-type: none"> <li>• Chip and Brad – discuss process and gather feedback on Executive Director Evaluation</li> </ul>
	<p>Actions:</p>