



East Cascades Works

Executive Committee Agenda

March 10, 2020 from 8:30am-10am

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

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

Heather Tramp, Julie Matthews, Jennifer Newby, Gary North, Lisa Dobey; Staff

Quorum reached; meeting called to order at 8:34am

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> • Ex Com minutes from February 11, 2020 meeting- <i>vote required</i> • Motion carried forward from February 11, 2020- <i>vote required</i>: <ul style="list-style-type: none"> ○ Employee Compensation Policy ○ Employee Handbook <p>Motions: Gary moves to approve the minutes as presented, Julie seconds, unanimously approved as presented.</p> <p>Julie moves to approve the employee compensation policy and employee handbook as presented and carried forward from the previous meeting, Heather seconds, unanimously approved.</p>
Accountability Matrix and Updates	Heather	8:40am	<ul style="list-style-type: none"> • Updated for review and discussion- Refer to the attachment for highlights. <p>Discussion:</p> <p>What are the performance expectations driving the ECO System work in having the 2 FTE OED staff in the prisons? The overarching goal is to more quickly attach individuals to work when they release from prison by connecting them to training and support services before they are released. We are also working with other local areas to establish a warm hand-off. If they are within our 10 counties they are enrolled and have an established plan for post-release. Local employers are also engaged to create true opportunities for immediate employment.</p>

			<p>What are some examples of training programs that will materialize to real jobs? Manufacturing and Construction- example: CDL, Welding, Flagger COCC's contract with DOC is up in January so they will begin negotiating what that contract will look like in the future could open additional opportunities.</p> <p>Does this workload feel right sized? We're still working to figure it out, especially around DEI.</p> <p>Is there enough industry engagement to allow you to move the work forward? With Jessica and Stefanie leading on the work now, there is now more of an expectation to have employers lead.</p> <p>Actions: Send out matrix, which was not included in the packet.</p>
EC Works Meeting Space	Jamie/Heather	8:55am	<ul style="list-style-type: none"> • BLRB's move from the building – 900+ sq. ft @ ~\$24k <p>Discussion: Heather wanted to be sure that Executive Committee was aware of an opportunity prior to us bringing a budget to the board.</p> <p>Open space downstairs that will allow us to have a conference room and two additional offices.</p> <p>Actions: Lisa would like to defer staff on if it can work in the budget.</p> <p>Gary would like to know how often the conference space will be occupied.</p>
Planning for Future Board Meetings	Heather/Jessica	9:05am	<ul style="list-style-type: none"> • Board/Ex Com Calendar – planning tool • April Board Meeting topics include: <ul style="list-style-type: none"> ○ Bylaws, Board Expectations ○ Labor Market Info Presentation ○ WorkSource Landscape ○ Central RFP ○ Strategic plan- addition

			<p>Discussion: Heather missed the deadline notification for strategic plan so will be having a call with the state today to find out how we will have to adjust our timeline.</p> <p>Actions: Heather would like to ask for volunteers to review sections of the strategic plan so that we can get it in by the deadline and then up for public comment (April 30). Heather will follow-up with the Executive Committee regarding the call she has with the state today.</p>
Announcements	All	9:35am	<ul style="list-style-type: none"> ● General Discussion & Announcements <ul style="list-style-type: none"> ○ Final State Monitoring Report - Lisa ○ State Legislative update – Heather
			<p>Discussion: Thank you to staff for a great monitoring visit.</p> <p>\$4 million ask was “dead on arrival” at legislature, which will hurt us in the coming years- growing funding stream-RESEA- new guidance that may allow for funding to flow through the local boards. More funds than WIOA with potential to increase.</p>
Personnel Costs <i>(closed session)- Program Staff Excused.</i>	Jamie/Heather	9:45am	<ul style="list-style-type: none"> ● COLA increase of 2.54% - recommendation to round up to 3% across board for staff as COLA/Merit pool for PY20 – <i>vote required</i>
			<p>Motions: Heather moves to approve the 3% increase for all board staff, Gary seconds, unanimously approved.</p>
<p>Attachments:</p> <ul style="list-style-type: none"> ● February Executive Committee Meeting Minutes ● Revised policies: Employee Handbook, and Employee Compensation Policy ● Accountability Matrix ● Final Monitoring Report letter ● Legislative letter of support for \$4.1M to LWDB ● Legislative support flyer for \$4.1M to LWDB 			