



**Executive Committee Agenda**  
**April 13, 2021 from 8:30am-9:30am**  
**Virtual Meeting Via Zoom or Phone**

- I. 8:30am: Call to Order - Gary North, Chair**
  - a) Consent Agenda: Minutes from March Executive Committee Meeting – vote required
  - b) Audit RFP Update - Jamie
  
- II. 8:40am: Draft April Quarterly Board Meeting Agenda**
  
- III. 8:50am: Klamath and Lake Adult and Youth RFP – Stefanie Siebold, Staff**
  - a) Vote required
  
- IV. 9:00am: Program Monitoring Update – Jamie Kendellen and Jessica Fitzpatrick, Staff**
  
- V. 9:10am: Executive Session**
  - a) Annual Evaluation Process
  - b) Merit Recommendation and COLA

Attachments:

- Draft March Executive Committee Meeting Minutes
- Draft April Quarterly Board Meeting Agenda



**DRAFT: Executive Committee Minutes**

**April 12, 2021 from 8:30am-9:30am**

*Zoom or Call in ONLY- 1-408-638-0968*

Meeting URL: <https://us02web.zoom.us/j/89773299793?pwd=cjdhVVhtSlJLTndkMlEveXpZalg1dz09>

Meeting ID: 897 7329 9793

Passcode: 682196

Board Members Present: Gary North (Chair), Jenni Newby, Julie Matthews, Heather Tramp (Treasurer)

COWC Members Present: Deschutes Commissioner DeBone

Others Present: N/A

Staff Present: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Stefanie Siebold, Melissa Barrett, Brenda Stewart, Stephanie Tarantino

Board Members Absent: Marta Cronin

- **Consent Agenda:** Meeting called to order at 8:31 am by Chair Gary North. The minutes of the March meeting were presented and the Chair asked for a motion to approve the minutes.

**Motion:** Julie moved to approve the minutes as presented, Heather T seconded, and the minutes were unanimously approved.

- **Audit RFP Update:** Jamie explained to the Committee that a minimum of once every five years, ECW conducts an RFP for audit services. This cycle we had two responses: Jones & Roth, our current auditor, and a new one out of Portland. The two proposals were very close, but overall, Jones & Roth prevailed. We have notified them they will continue to be our auditor for up to the next five years.
- **DRAFT April Quarterly Board Meeting Agenda:** Heather went through each agenda item for the April Board Meeting:
  - For the consent agenda items, Gary can direct anyone with questions to Jamie.
  - Our Economic Development partners decided that they wanted Julie to be re-appointed to the Board, so she will remain on the Board but rotate off Executive Committee. With this vacancy as well as Heather T. and Jenni timing off board, we need to do elections. Heather F will send a message early to get people to volunteer and then at the meeting, we plan to use the voting option on Zoom to expedite the election process (if people are on just the phone, we can figure that out). The Committee agreed to be available to people to answer any questions about being on the Committee should they volunteer.
  - Local Plan Update: no news is good news! We had zero feedback on our Local Plan submission, so we hope that it meets all standards and just want to share this quickly with the full Board.
  - Program Performance: we determined providing a performance report doesn't make sense timing-wise for this meeting because it is more meaningful to look at program

performance on an annual basis. We will remove this item from the agenda and move to the next Board meeting so Mel can look at entire program year and report accordingly.

- In lieu of a performance report, Heather proposed we discuss forming a sub-committee within the Board regarding developing short-term strategies to activate the work force a little differently. Heather has been in meetings with private sector Board members particularly interested in data around populations other than our usual targeted populations and how COVID has been affecting these groups. The sub-committee would look more deeply at different hard impacted groups and recommend strategies. Gary mentioned being curious about diving deeper to see what is driving these issues in industries like hospitality (child care issues, COVID, etc.). Committee agreed this would be a good conversation for the Board to focus on and try to get at least one member from each target industry across all regions.
- Worksource Reopening Plans: Mel and our One Stop Operator did great work getting five state agencies to agree on single protocols for COVID regarding cleaning, etc. We now have an approved comprehensive plan for reopening for at least 1:1 in person appointments, so Mel / Stef will share this with the Board.

After discussion, Committee agreed we should move Local Plan under General Update's section and Gary suggested we move industry updates into its place so people could have more time and interactivity within the meeting. He asked Heather to reach out to ask people to submit a few bullet points (i.e. tell us what you are seeing today and what you are anticipating in 12 months) so they know ahead of time what they are going to convey to the Board. Stef and Brenda will reach out to other partners to ensure we have a voice for areas other than Central Oregon to see if there is continuity of experiences. We can then do sub-committee recruitment following this discussion. All other agenda items were approved.

- **Klamath and Lake Adult and Youth RFP:** Stef and Jess reminded committee members that our procurement cycle for Adult and Youth WIOA services was due. We released an RFP in February for delivery of these services in Klamath and Lake and concluded the process yesterday via a regional panel of various partners (Board members, partners, etc.). We had seven reviewers plus a staff member used as tie-breaker if needed, with a total of five proposals to review: Klamath Community College (KCC) and Career Team for adult services, and Youth Rising, Career Team and KCC for youth services. In the review, we used a rubric and convened the panel with the discussion focused on any major discrepancies in scoring to eliminate the presence of bias. The youth services proposals were very close, and there was a great discussion in the review panel with clear opportunities for partnership in the future. In the end, KCC prevailed in both categories; therefore, the recommendation to the Committee is to allow staff to notify bidders of results and allow us enter contract negotiation with KCC.



**Motion:** Julie moved to approve KCC for both Adult and Youth Services, Jenni seconded, and the motion was unanimously approved.

- **Program Monitoring Update:** Jamie and Jessica are close to completing the monitoring for last Fiscal Year. We have accumulated all the disallowed costs now, which totaled around an additional \$5k from the couple hundred we found as of the last update. Our providers are aware this was an issue and we anticipate revising our Training Policy to ensure there is not a repeat of these issues related to disallowed costs.
- **Executive Session:** The Committee adjourned to Executive Session at 9:02am.



**EC Works Board Meeting Agenda**  
**April 28, 2021 from 11:30am-1:30pm**  
**Virtual Meeting Via Zoom or Phone**

Phone one-tap: US: [+12532158782](tel:+12532158782), [8793810312#](tel:+13462487799) or [+13462487799](tel:+13462487799), [8793810312#](tel:+13462487799)

Meeting URL: <https://us02web.zoom.us/j/8793810312>

Meeting ID: 879 381 0312

- I. 11:30am: Call to Order - Gary North, Chair**
  - a) Consent Agenda – Minutes from January EC Works Board Meeting – vote required
  - b) Consent Agenda – 2019-2020 Audited Financial Statements (final audit) and Management Letter (no vote required)
  - c) Consent Agenda – Final Form 990 Tax Return (no vote required)
- II. 11:45am: Appreciation of Service and Election of Officers – Gary North, Chair**
  - a) Vote required for Election of Officers
- III. 12:00pm: Local Plan Updates – Heather Ficht and Jessica Fitzpatrick, Staff**
- IV. 12:10pm: Program Performance – Melanie Barrett, Staff**
- V. 12:30pm: WorkSource Reopening Plans – Stefanie Siebold, Staff**
- VI. 12:40pm: General Group Updates and Discussion – All Present**
  - a) Klamath and Lake RFP
  - b) Private Sector Industry Updates
  - c) Drive-Through Job Fair

Attachments:

- Draft January EC Works Board Meeting Minutes
- 2019-2020 Audited Financial Statements
- Management Letter
- Form 990 Tax Return
- Performance Report