



East Cascades Works

Board Meeting Agenda

January 22, 2020; 11:30 am - 1:30 pm

Primary meeting location- Central Oregon:

East Cascades Works
 404 SW Columbia St. Suite 200
 Bend, OR 97702

Columbia Gorge in person option:

Instructional Services Conference Room
 Columbia Gorge Community College- Building 2
 400 E Scenic Drive, The Dalles, OR 97058

Klamath Basin in person option:

Employer Conference Room
 WorkSource Klamath
 801 Oak Ave.
 Klamath Falls, OR 97601

**Lunch will be served at in person locations – please grab lunch when you arrive*

Phone Only Option: 1-(408)-638-0968; Meeting ID: 194 581 258

Video Option: [Join Zoom Meeting](#)

Board Member, COWC and Staff Attendees: Julie Matthews, Dr. Marta Cronin, Lisa Farquharson, Steve Kramer, Gary North, Martin Campos-Davis, Robbie Smith, Michelle Alvarado, Nicole Hough, Heather Ficht, Teri Hockett, Dave Burger, Lisa Dobey, Jamie Kendellen, Jennifer Newby, Mel Barrett, Stefanie Siebold, Derrick Degroot, Jessica Fitzpatrick

Public Attendees: Greg Chandler, Randy Norris, Erica Dow, Eric Profit, Michael Howe, Nate Stice, John Asher, Sara Hummel, Kale Donnelly, Annette Liebe, Dana Dunlap, Jeff Warren, Josh Lagalo

Quorum Reached at 11:35am, meeting called to order by Lisa Dobey, Chair.

Topic	Time	Discussion/Action/Motion
Welcome & Consent Agenda	11:30-11:45am	Lisa Dobey, EC Works Chair <ul style="list-style-type: none"> Review of October 23, 2019 Board Meeting Minutes – <i>vote required</i> Sarah Hummel, Jones & Roth <ul style="list-style-type: none"> Review of Audited Financial Statements- <i>vote required</i>

		<p>The Final Audit Statement presented represents a clean, unmodified opinion. There were no material weaknesses, no instances of non-compliance. EC Works is a low risk auditee for another year running. EC Works' early implementation of new operating lease liability standards (pertaining to EC Works Bend Office and the Lakeview WorkSource) were implemented seamlessly. A summary of the auditor's results can be found on the last page, with details for the Lease Liability found on page 3.</p> <p>Sara Hummel, auditor from Jones & Roth joined on the phone and commented that staff did an excellent job in implementing new standards. She again was there high quality work, with staff that are particularly good at providing all the detail needed in a highly organized way.</p> <p>Motion: Martin Campos Davis moves to approve minutes as presented, Teri Hockett Second, unanimously approved.</p> <p>Motion: David Burger makes a motion to approve the financials as presented, Nicole Hough seconds, unanimously approved.</p>
<p>Workforce Champion Award Presentation</p>	<p>11:45- 11:55am</p>	<p>Heather Ficht, EC Works Executive Director</p> <ul style="list-style-type: none"> • Presentation of Workforce Champion Award <p>Oregon Workforce Partnership elects a champion every two years, based on votes received from the community. All LLTs in the region elected Jeff Warren, Youth Employment Counselor from Central Oregon Intergovernmental Council, here today. Josh Lagalo, Youth Programs Manager, joined to help present the award.</p> <p>Jeff has worked with COIC for 19 years. Previously having lived and worked on a farm, he had little experience working with at risk youth. He jumped right in with Josh on crew and began helping them with more than just learning to work, just by sharing his compassion. Jeff now runs the Prineville Youth Employment Program and has developed strong relationships within the community.</p> <p>Action: None</p>
<p>Emergent Workforce – Generation Z</p>	<p>11:55- 12:45pm</p>	<p>Heather Ficht, EC Works Executive Director</p> <ul style="list-style-type: none"> • Generation Z - presentation • Facilitated discussion about young adult career readiness <p>Refer to slides.</p> <p>The emergent workforce is a target population of the board and is a population that all businesses care about. At the same time though, we are having all hear "kids these days". It is a term that has been used by every generation about the one after them. Today we hear this when people are referring to "millennials". This generation though, is nearing 40 and while they have both grown up with and without technology and have helped pave the way in many ways, they are not "kids".</p>

		<p>At a recent panel Heather facilitated at City Club, she asked young people about the trades and other occupations. She wanted to know what attracted them to different occupations and what steered them away. The young people all talked about there needing to use technology to attract them to certain occupations, as their world is a digital one.</p> <p>The other reality is that, most people, regardless of generation, will happen into their career: For example, Heather shared her own story: Her own two non-college educated parents who told her that it was non-negotiable and that she was going to college so that she could get out of poverty. So, Heather went on to receive her liberal arts degree in sociology, then volunteered at an abuse prevention center- it was then that she decided to be a social worker. Heather then went on to receive her master’s in social work and the debt that went along with it. It took Heather 30 years to pay off her loans and she still happened into her career in workforce.</p> <p>Sub-regions each broke out into discussion, where common themes emerge. To narrow our focus on supporting young people as they prepare for or enter work, we must:</p> <ul style="list-style-type: none"> • Focus on technology and digital marketing • Educate the educators on trades and other careers that do not require a college degree. • Support internship programs and encourage employers to take on an intern, offer job shadow or speak at career fairs • Focus on building the foundational skills, like communication (encourage youth to join a debate team) • Encourage young people to focus on finding passion through volunteering • Use qualityinfo.org to find occupation and industry data to share with young people and their support networks (parents, teachers, counselors) <p>Action: Jessica to include Quality Info in the notes. Found here: Occupation Profiles Tool</p>
WIOA 101: The Role of the Local Workforce Board	12:45-1:05pm	<p>Heather Ficht, EC Works Executive Director</p> <ul style="list-style-type: none"> • Provide an overview and background- Structure and Purpose of a Local Workforce Board <p>Refer to slides.</p> <p>Action: Board members to help identify additional private sector business board members.</p> <p>Staff to continue working on board recruitment tool and orientation materials.</p>

<p>East Cascades Works Bylaws, Conflicts of Interest, and Board Member Expectations Agreement</p>	<p>1:05-1:25pm</p>	<p>Staff to include presentation on website.</p> <p>Jessica Fitzpatrick, EC Works Staff</p> <ul style="list-style-type: none"> • Summary of State Monitoring Visit Results • Review of revised Bylaws - <i>vote required</i> • Kick-off conversation around developing a Board Member Expectations Agreement & Revising Conflicts of Interest Standards <p>HECC conducted their annual sub-recipient monitoring of the local workforce boards. We received additional levels of review that we have not had in the past, which included review of our policies, bylaws, partnership agreements, and contracts. Overall HECC's review was positive. All feedback was to provide technical assistance and give us an opportunity to further refine our internal policies and procedures.</p> <p>Jessica provided an overview of the documents prepared. The first is a summary of all the changes made to the bylaws. The first section relates to federal and state policies to be incorporated into the bylaws. The second relates to areas of suggestion from the HECC to help create further clarity. The third were cosmetic and clean-up and not technical in nature. The two areas called out in highlighted text are for specific discussion, Board Expectations Agreement and Regional/Advisory Committees:</p> <ul style="list-style-type: none"> • Board Expectations Agreement: came at the suggestion of the HECC and based on feedback Jessica received in a Federal DOL training she attended. Expectations Agreement creates a structure for which the members of the board shall operate and serves as a compliment to the Code of Conduct. Rather than modifying the Code of Conduct with each new board/executive committee, we will create an Expectations Agreement, to be used as an onboarding tool and will be signed annually along with our Conflicts of Interest. Items to include are expectations around attendance in meetings, active participation in meetings, and conduct outside of meetings. • Regional/Advisory Committees: when the board was founded, there was concerns around equity in serving such a large region. The then board recommended establishing regional committees and action teams. While we have been successful in ensuring equity in the ways we do our work, we have been unsuccessful in establishing committees of the board. Board would like to keep the section in, but create flexibility around how equity is ensured, which may include sub-regional, action teams. <p>Action: Staff to work with Nicole Hough to draft an Expectations Agreement for review by the Executive Committee in March and Board in April. Board will vote on the adoption of Expectations Agreement in April Board Meeting.</p> <p>Staff to work with sub-regions to ensure solicit feedback around what we refer to our sub-regions as: North, Central, South vs. Gorge, Central, Basin vs. other.</p>
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		<p>Motion: David Burger votes to accept all required and cosmetic changes to the Bylaws, with additional work on Board Expectations Agreement and Regional/Advisory Committees to be presented at April Board Meeting. Gary North Seconds. Unanimously Accepted.</p>
General Updates & Public Comment	1:25-1:30pm	<p>Closing conversation and adjournment</p> <p>Heather made the ask for support/collaboration in obtaining the 4.1 million in state general funds.</p> <p>Martin Campos Davis has hired new staff with Oregon Health Development Corp. – collocated with DHS in Madras and with Neighbor Impact in Bend</p>

Meeting hand-outs:

- Minutes from October 23, 2019 Board Meeting
- Audited Financial Statements
- Generation Z Presentation
- WIOA 101- Board Structure
- Summary of Changes to Bylaws & Revised Bylaws

Approved in Consent Agenda 4/22/2020