



Executive Committee Agenda

November 10, 2020 from 8:30am-9:30am

Zoom or Call in ONLY- 1-408-638-0968; Meeting ID 899 1621 2807

<https://us02web.zoom.us/j/89916212807>

Topic	Lead	Time	Description
Consent Agenda	Gary	8:30am	<ul style="list-style-type: none"> Ex Com minutes from October 13, 2020- <i>vote required</i>
			Motion:
Debrief Board Meeting	Heather/Stef	8:40am	<ul style="list-style-type: none"> Debrief Board Meeting Discussion Clarify Strategy for Outreach and Recruitment of New Members Board Buddies- Expectations around making connections
			Actions:
Unaudited Financials	Jamie	9:10am	<ul style="list-style-type: none"> Review and approve unaudited financials-<i>vote required</i>
			Motion:
Round Robin Discussion	All	9:20am	<ul style="list-style-type: none"> General Updates from Group
			Actions:
Attachments: <ul style="list-style-type: none"> October 13, 2020- Executive Committee Meeting Minutes Unaudited Financials 			



Executive Committee Agenda October 13, 2020 from 8:30am-10am

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

<https://zoom.us/j/232175561>

Staff, Jenni Newby, Commissioner Kramer, Julie Mathews, Gary North, Commissioner Debone

Meeting called to order, with quorum at 8:32am by Gary North.

Topic	Lead	Time	Description
Consent Agenda	Gary	8:30am	<ul style="list-style-type: none"> Ex Com minutes from September 8, 2020- <i>vote required</i>
			<p>Motion: Julie moves to approve the minutes as presented, Jenni seconds, unanimously approved.</p>
Budget Modification Policy	Jamie	8:35am	<ul style="list-style-type: none"> Solicit Review and Approval of Revised Budget Modification Policy- <i>vote required</i> Solicit Approval of additional resources for contingency around office move- <i>vote required</i>
			<p>Discussion: Jamie reminded the group of the history surrounding this policy, which was originally implemented by choice rather than by requirement, at the time the board was created. We will still comply with all agreements between the board and the COWC regarding budget approval and governance.</p> <p>Motion: Julie moves to accept the budget modification as presented, Jenni seconds, unanimously approved.</p> <p>Discussion: Staff would like the options of accessing contingency funds to cover potential cost of transitioning to a new space if we need to cover the cost of two leases simultaneously during the move. There are \$10,000 in contingency resources.</p> <p>Motion: Jenni moves to approve allowing staff to access the contingency fund, if needed for lease and transition to a new space, Julie seconds the motion, unanimously approved.</p>
	Heather/ Jessica	8:45am	<ul style="list-style-type: none"> Review and solicit feedback on new board recruitment materials



Board Member Recruitment Materials			<p>Discussion: Want Heather to make phone calls to board members rather than emailing the survey. Also ask about other ways to improve the board meetings.</p> <p>Actions: Heather outreach to all board members before the October 2020 board meeting.</p>
October Board Meeting Review	Heather	9:05am	<ul style="list-style-type: none"> Review board meeting discussion topics Discuss potential homework and board composition activity
			<p>Discussion/Actions: We will center the discussions on the board composition compared with the population of our region. We will present on the data collected from phone calls as well as data related to our customers to highlight parallels and gaps.</p>
Local Plan Update	Heather	9:30am	<ul style="list-style-type: none"> Update on Local Plan Schedule Solicit thoughts around board vote and public comment period
			<p>Actions: Have the board vote in January, defer the second vote to the Executive Committee in February or March, following the 30 days for public comment. *Add vote to board meeting agenda*</p>
General Updates & Discussion	All	9:40am	<ul style="list-style-type: none"> Round-Robin Discussion <ul style="list-style-type: none"> Board meeting and executive committee schedule (Jessica)
			<p>Actions: Ask re: Board meeting times on calls</p> <p>Gary and Heather T – we need the auditor’s fraud forms completed ASAP.</p> <p>Appreciation was shared for our Adult and Youth providers for the exceptional work they have done to serve people and businesses.</p>
<p>Attachments:</p> <ul style="list-style-type: none"> September 8, 2020 Executive Committee Meeting Minutes Budget Modification Policy Draft Board Recruitment Materials 			

Meeting adjourned at 9:48am

**EAST CASCADES WORKS
BUDGET VS. ACTUAL
JULY 1, 2020 THROUGH SEPTEMBER 30, 2020**

Funding Expiration	RESOURCES	ADOPTED BUDGET	WORKING BUDGET	FUNDS DRAWN/ RECEIVED	REMAINING FUNDS AVAILABLE	BALANCE REMAINING %	NOTES
<u>Carry In Resources</u>							
6/30/2021	WIOA - Future Ready	57,457	57,457	1,088	56,369	98%	
6/30/2021	WIOA Adult	388,121	388,121	132,865	255,256	66%	
6/30/2021	WIOA Dislocated Worker	399,011	399,011	102,614	296,397	74%	
6/30/2021	WIOA Youth	407,038	407,038	257,544	149,494	37%	
6/30/2021	WIOA - HCEY	11,250	11,250	1,836	9,414	84%	
6/30/2021	Admin - Formula	261,189	261,189	-	261,189	100%	
11/30/2020	DOL - American Apprenticeship LWP	33,632	33,632	18,954	14,678	44%	
4/30/2021	DOL - Apprenti	87,861	87,861	13,996	73,865	84%	
3/31/2022	DOL - DWG Disaster & Employment	584,591	584,591	169,384	415,207	71%	
6/30/2021	DOL/State - WTDB COVID Response	78,775	78,775	3,972	74,803	95%	
6/30/2021	State - Compet Strategies (Board)	104,640	104,640	30,545	74,095	71%	
6/30/2021	State - TWIP (Work Exp)	161,684	161,684	19,011	142,673	88%	
6/30/2021	State - Industry Eng (Sectors)	138,756	138,756	-	138,756	100%	
7/31/2022	Local - COHC Health Careers	68,776	68,776	6,125	62,651	91%	
12/10/2019	Local - Facebook	83,672	83,672	-	83,672	100%	
n/a	Local - YCC (Tykeson)	50,000	50,000	-	50,000	100%	
<u>Current Year Resources</u>							
6/30/2022	WIOA Adult	1,087,272	1,087,272	-	1,087,272	100%	} target 20% carry in of each to next year
6/30/2022	WIOA Dislocated Worker	845,299	845,299	-	845,299	100%	
6/30/2022	WIOA Youth	1,149,809	1,149,809	-	1,149,809	100%	
6/30/2022	WIOA - HCEY	11,250	11,250	-	11,250	100%	
6/30/2022	Admin - Formula	342,486	342,486	-	342,486	100%	target - as much as poss
12/31/2020	Federal - Paycheck Protection Prog	111,350	111,350	67,641	43,709	39%	
6/30/2021	Federal/State - PY20 TANF	220,000	220,000	47,553	172,448	78%	
6/30/2021	State - GED Wraparound	42,900	42,900	-	42,900	100%	
n/a	County - Lake County	14,500	14,500	14,500	-	0%	
n/a	Fiscal Sponsorships	-	-	2,000	(2,000)	0%	
	Program Income	-	-	24,750	(24,750)	0%	
	Unrestricted Inc - Interest & Misc	-	-	250	(250)	0%	
TOTAL AVAILABLE RESOURCES		6,741,319	6,741,319	914,626	5,826,693	86%	

	ADOPTED BUDGET	WORKING BUDGET	YTD SPENDING	BALANCE REMAINING	BALANCE REMAINING %	YTD SPENDING as a % of REVENUE
BOARD EXPENSES						
Staffing						
Salaries	583,649	609,511	131,041	478,470	79%	14.33%
Taxes & Benefits	215,950	220,088	40,008	180,080	82%	4.37%
Total Staffing	799,599	829,599	171,049	658,550	79%	18.70%
Operating Expenses						
Temporary staff				-	0%	0.00%
Professional services	60,000	30,000	-	30,000	0%	0.00%
Legal services	1,500	1,500	-	1,500	100%	0.00%
Audit services	18,746	18,746	11,000	7,746	41%	1.20%
Fees/taxes	8,500	8,500	1,541	6,959	82%	0.17%
Phone & internet	13,500	13,500	2,584	10,916	81%	0.28%
Insurance	10,000	10,000	2,383	7,617	76%	0.26%
Facilities	31,000	36,000	7,659	28,341	79%	0.84%
Office supplies/expenses	13,000	13,000	2,780	10,220	79%	0.30%
Memberships	13,500	13,500	3,355	10,145	75%	0.37%
Printing	2,600	2,600	492	2,108	81%	0.05%
Postage	300	300	-	300	100%	0.00%
Staff/Board travel	15,000	15,000	140	14,860	99%	0.02%
Meetings	5,000	5,000	70	4,930	99%	0.01%
Staff development	10,000	10,000	(943)	10,943	109%	-0.10%
Total Operating Expenses	202,646	177,646	31,062	146,584	83%	3.40%
<i>Board Exp as % of Revenue</i>			22.10%			
Program Expenses						
I-Trac	38,510	38,510	7,855	30,655	80%	0.86%
WSO Exp - Leases, Phone, Tech	42,580	42,580	10,574	32,006	75%	1.16%
One Stop Operator	29,289	29,289	5,947	23,342	80%	0.65%
Program General Expenses	885,648	891,648	51,952	839,696	94%	5.68%
Program Outreach	-	-	-	-	0%	0.00%
Total Program Expenses	996,027	1,002,027	76,328	925,699	92%	8.35%

TOTAL BOARD EXPENSES	1,998,272	2,009,272	278,438	1,730,834	86%	30.44%
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Contract Expiration	PROVIDER EXPENSES	ADOPTED BUDGET	WORKING BUDGET	YTD SPENDING	BALANCE	BALANCE %	% of REVENUE
6/30/2021	WIOA Adult	850,000	850,000	103,529	746,471	88%	11.32%
6/30/2021	WIOA Dislocated Worker	860,000	860,000	75,061	784,939	91%	8.21%
6/30/2021	WIOA Youth	988,750	988,750	209,938	778,812	79%	22.95%
	WIOA Youth - program income exp	-	-	24,750	(24,750)	0%	2.71%
6/30/2021	WIOA HCEY	11,250	11,250	1,836	9,414	84%	0.20%
12/31/2020	DOL - Disaster/Employment DWGs	460,138	460,138	149,670	310,468	67%	16.36%
6/30/2021	Lake County - WSO Center	10,000	10,000	2,111	7,889	79%	0.23%
6/30/2021	State - Work Experiences (TWIP)	147,383	147,383	14,184	133,199	90%	1.55%
4/30/2021	DOL - Apprenticeship USA	76,158	76,158	9,300	66,858	88%	1.02%
6/30/2021	Future Ready - Warm Springs	35,670	35,670	23	35,647	100%	0.00%
6/30/2021	Federal/State - PY20 TANF	193,600	193,600	39,704	153,896	79%	4.34%
6/30/2021	State - GED Wraparound	42,900	42,900	-	42,900	100%	0.00%

TOTAL PROVIDER EXPENSES	3,675,849	3,675,849	630,105	3,045,744	83%	68.89%
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CONTINGENCY	10,000	10,000	-	10,000	0%	0.00%
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GRAND TOTAL EXPENSES	5,684,121	5,695,121	908,544	4,786,577	84%	99.33%
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UNEXPENDED FUNDS	1,057,198	1,046,198	6,083	1,040,115	99%	0.67%
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Program General Exp account tracking
 acct # 8185

	State/Fed funds					
	Adult	DW	Youth	Sectors	Facebook	Other
Target Population	10,000.00	10,000.00	10,000.00			
YCC Data System			24,000.00			
Sponsorships	2,500.00	2,500.00	2,500.00			
Field Training (Super LLT \$6k)	4,000.00		2,000.00			
Sectors projects - other	18,334.00	18,334.00	30,727.50	80,104.50		
COHC & Match - COCC	38,775.79	38,775.78				
Ranemaker Institute	9,466.00		4,734.00			
COCC - WTDB C N A & Nurse Assistant 06/30/21						
Future Ready - Warm Springs						
Crook County School District					83,671.75	
Incumbent Worker	138,003.95					
Project Orange - cohort	30,000.00					
Project Waterfall - KCEDA Econ Dev - cohort	15,000.00					
Google				6,000.00		
Language Translation Services	3,333.00	3,333.00	3,334.00			
YCC			75,000.00			
YCC - Hold - do not yet contract			50,000.00			
WorkSource Branding	4,000.00					
Reserve for Future Projects	6,666.00		3,334.00			
Erika McCalpine - DEI	3,333.00	3,333.00	3,334.00			6,500.00
COIC - computers	3,000.00	3,000.00				
Starting Balance	286,411.74	79,275.78	208,963.50	86,104.50	83,671.75	6,500.00

Program General Exp account tracking
 acct # 8185

	YCC	WTDB Covid	Future Ready	Totals	Spent YTD	Balance
Target Population				30,000.00		30,000.00
YCC Data System				24,000.00	6,000.00	18,000.00
Sponsorships				7,500.00		7,500.00
Field Training (Super LLT \$6k)				6,000.00		6,000.00
Sectors projects - other				147,500.00		147,500.00
COHC & Match - COCC				77,551.57	12,249.95	65,301.62
Ranemaker Institute				14,200.00		14,200.00
COCC - WTDB C N A & Nurse Assistant 06/30/21		70,000.00		70,000.00	-	70,000.00
Future Ready - Warm Springs			20,721.01	20,721.01		20,721.01
Crook County School District				83,671.75	7,362.75	76,309.00
Incumbent Worker				138,003.95	1,339.50	136,664.45
Project Orange - cohort				30,000.00		30,000.00
Project Waterfall - KCEDA Econ Dev - cohort				15,000.00		15,000.00
Google				6,000.00		6,000.00
Language Translation Services				10,000.00		10,000.00
YCC	50,000.00			125,000.00	25,000.00	100,000.00
YCC - Hold - do not yet contract				50,000.00		50,000.00
WorkSource Branding				4,000.00		4,000.00
Reserve for Future Projects				10,000.00		10,000.00
Erika McCalpine - DEI				16,500.00	-	16,500.00
COIC - computers				6,000.00		6,000.00
				-		-
Starting Balance	50,000.00	70,000.00	20,721.01	891,648.28	51,952.20	839,696.08

East Cascades Works

BALANCE SHEET - UNAUDITED

As of September 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1005 Petty Cash	0.00
1011 General Checking	991,521.08
1025 Special Events Checking	30,493.52
1030 Checking - ACH deposits	15.67
Total Bank Accounts	\$1,022,030.27
Accounts Receivable	
1200 Accounts Receivable (A/R)	21,094.84
Total Accounts Receivable	\$21,094.84
Other Current Assets	
1202 Grants Receivable	221,055.18
1209 Other Receivable	1,200.23
1405 Prepaid Expenses	24,321.31
1410 Pay Advance	0.00
1999 Interfund Advances	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$246,576.72
Total Current Assets	\$1,289,701.83
Other Assets	
1505 Deposits	3,200.00
Total Other Assets	\$3,200.00
TOTAL ASSETS	\$1,292,901.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2011 Accounts Payable (A/P)	306,198.99
Total Accounts Payable	\$306,198.99
Other Current Liabilities	
2015 Other Accrued Expenses	305.44
2020 Wages Payable	13,231.80
2025 Payroll Taxes Payable	7,342.31
2030 Benefits Payable	3,482.60
2040 Deferred Revenue	760,553.62
Total Other Current Liabilities	\$784,915.77
Total Current Liabilities	\$1,091,114.76
Total Liabilities	\$1,091,114.76
Equity	
3103 Fund Balance	195,704.18
Opening Balance Equity	0.00
Net Income	6,082.89
Total Equity	\$201,787.07
TOTAL LIABILITIES AND EQUITY	\$1,292,901.83

East Cascades Works

STATEMENT OF REVENUE AND EXPENDITURES - UNAUDITED

July - September, 2020

	TOTAL
Income	
4501 Federal WIOA	665,329.75
4510 Federal Grants	135,448.43
4530 State Grants	66,223.21
4590 Local Revenue	14,500.00
4600 Program Income Subrecipient	24,750.00
4625 Donation	2,005.91
4690 Miscellaneous Revenue	225.00
4800 Interest Income - ECW	19.22
4805 Program Income - ECW	6,124.97
Total Income	\$914,626.49
GROSS PROFIT	\$914,626.49
Expenses	
5000 EC Works Board Administrative Expenses	
5100 Salaries	131,040.92
5150 Employer Taxes	9,875.36
5160 Employee Benefits	30,132.33
5217 Audit Services	11,000.01
5218 Fees / Taxes	1,541.34
5234 Phone / Internet	2,583.63
5235 Insurance	2,383.40
5236 Office Lease	7,659.42
5261 Office Supplies	2,779.65
5263 Memberships	3,355.00
5264 Printing	491.64
5280 Travel	140.30
5281 Meetings	69.92
5282 Staff Training	-942.53
Total 5000 EC Works Board Administrative Expenses	202,110.39
8100 EC Works Program Expenses	
8170 ITrac Database	7,854.57
8175 WSO Leases	9,602.24
8178 WSO Phone / Internet	972.00
8180 One Stop Operator	5,946.88
8185 Program General Expense	51,952.20
Total 8100 EC Works Program Expenses	76,327.89
8200 Subrecipient Expenses	
8201 Sub Program Admin Comp	26,767.68
8210 Sub Professional Services	7,818.78
8213 Sub Insurance	1,186.48
8219 Sub Office Supplies	1,577.37

East Cascades Works

STATEMENT OF REVENUE AND EXPENDITURES - UNAUDITED

July - September, 2020

	TOTAL
8222 Sub Tech/Office Equip	1,178.41
8225 Sub Phone/Internet	3,523.79
8231 Sub Facilities	19,404.74
8237 Sub Travel	3,486.35
8240 Sub Staff Training	0.00
8251 Sub Program Delivery Compensation	329,679.88
8260 Sub Licenses & Certifications	287.25
8263 Sub Training/ITA	43,069.13
8264 Sub On-the-Job Training	13,157.33
8266 Sub Support Services - Training Related	3,966.51
8267 Sub Support Services - non Training Related	12,578.60
8272 Sub Occupational Skills	60.00
8275 Sub Incentives	100.00
8281 Sub WEX - Staff Compensation	44,166.92
8283 Sub WEX - Incentives	300.00
8286 Sub WEX - Participant Pay	65,105.29
8295 Sub Indirect Expenses	52,690.81
Total 8200 Subrecipient Expenses	630,105.32
Total Expenses	\$908,543.60
NET OPERATING INCOME	\$6,082.89
NET INCOME	\$6,082.89

East Cascades Works

Statement of Revenues and Expenditures by Fund - Unaudited

July - September, 2020

	Total 12 WIOA Adult	Total 13 WIOA DW	Total 14 WIOA Youth	Total 15 WIOA DWG	Total 17 Federal Other	Total 18 State DHS TANF	Total 44 State Funds - Other
Income							
4501 Federal WIOA	133,952.77	102,613.55	259,379.42	169,384.01	0.00	0.00	0.00
4510 Federal Grants	0.00	0.00	0.00	0.00	86,595.24	34,856.83	0.00
4530 State Grants	0.00	0.00	0.00	0.00	0.00	12,695.67	34,516.37
4590 Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4600 Program Income Subrecipient	0.00	0.00	24,750.00	0.00	0.00	0.00	0.00
4625 Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4800 Interest Income - ECW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4805 Program Income - ECW	3,062.49	3,062.48	0.00	0.00	0.00	0.00	0.00
Total Income	\$ 137,015.26	\$ 105,676.03	\$ 284,129.42	\$ 169,384.01	\$ 86,595.24	\$ 47,552.50	\$ 34,516.37
Expenses							
Total 5000 EC Works Board Administrative Expenses	\$ 17,217.49	\$ 15,988.02	\$ 14,183.35	\$ 18,024.07	\$ 86,595.24	\$ 7,848.56	\$ 33,975.74
Total 8100 EC Works Program Expenses	\$ 16,246.09	\$ 14,627.32	\$ 33,421.85	\$ 1,689.96	\$ 0.00	\$ 0.00	\$ 540.63
Total 8200 Subrecipient Expenses	\$ 103,551.68	\$ 75,060.69	\$ 236,524.22	\$ 149,669.98	\$ 0.00	\$ 39,703.94	\$ 0.00
Total Expenses	\$ 137,015.26	\$ 105,676.03	\$ 284,129.42	\$ 169,384.01	\$ 86,595.24	\$ 47,552.50	\$ 34,516.37
Net Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Tuesday, Oct 27, 2020 09:24:33 AM GMT-7 - Accrual Basis

East Cascades Works
Statement of Revenues and Expenditures
 July - September, 2020

	Total 48 Apprenti	Total 51 State TWIP	Total 85 Lake County	Total 90 Special Events	Total 95 Local Funds	Total 99 Unrestricted	TOTAL
Income							
4501 Federal WIOA	0.00	0.00	0.00	0.00	0.00	0.00	665,329.75
4510 Federal Grants	13,996.36	0.00	0.00	0.00	0.00	0.00	135,448.43
4530 State Grants	0.00	19,011.17	0.00	0.00	0.00	0.00	66,223.21
4590 Local Revenue	0.00	0.00	14,500.00	0.00	0.00	0.00	14,500.00
4600 Program Income Subrecipient	0.00	0.00	0.00	0.00	0.00	0.00	24,750.00
4625 Donation	0.00	0.00	0.00	0.00	2,000.00	5.91	2,005.91
4690 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	225.00	225.00
4800 Interest Income - ECW	0.00	0.00	0.00	0.69	0.04	18.49	19.22
4805 Program Income - ECW	0.00	0.00	0.00	0.00	0.00	0.00	6,124.97
Total Income	\$ 13,996.36	\$ 19,011.17	\$ 14,500.00	\$ 0.69	\$ 2,000.04	\$ 249.40	\$ 914,626.49
Expenses							
Total 5000 EC Works Board Administrative Expenses	\$ 4,696.84	\$ 3,512.78	\$ 0.00	\$ 0.00	\$ 0.00	\$ 68.30	\$ 202,110.39
Total 8100 EC Works Program Expenses	\$ 0.00	\$ 1,314.29	\$ 1,125.00	\$ 0.00	\$ 7,362.75	\$ 0.00	\$ 76,327.89
Total 8200 Subrecipient Expenses	\$ 9,299.52	\$ 14,184.10	\$ 2,111.19	\$ 0.00	\$ 0.00	\$ 0.00	\$ 630,105.32
Total Expenses	\$ 13,996.36	\$ 19,011.17	\$ 3,236.19	\$ 0.00	\$ 7,362.75	\$ 68.30	\$ 908,543.60
Net Income	\$ 0.00	\$ 0.00	\$ 11,263.81	\$ 0.69	-\$ 5,362.71	\$ 181.10	\$ 6,082.89