

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

May 10, 2017 from 1-3pm

Call in 1-971-337-0147 code 41983569

In person: Wallace Corwin (Treasurer/Co-Chair), Brad Porterfield (member), Amy Gibbs (member), Jamie Kendellen (staff), Heather Ficht (staff), Karen Friend (guest- Central Oregon Intergovernmental Council), Damon Runberg (guest- Oregon Employment Department)

By phone: Steve Kramer, ex-officio

Quorum reached.

Wally called the meeting to order at 1:05pm

Topic	Time	Description
Consent Agenda	1pm	<ul style="list-style-type: none">• Meeting minutes from 4/12/17 Ex Com. (<i>vote required</i>)• Auditor Engagement letter (<i>vote required</i>)
		<p>Discussion:</p> <p>Meeting Minutes: Cost Allocation Methodology- Clarification on what this is- Not related to the Memorandum of Understanding (MOU), is related only to how the organization spreads resources.</p> <p>Auditor Engagement Letter: Will they do four boards again and is this cost associated with only our board? The cost has been reduced, but only reflects our cost, not all four. Audit is even more critical following information learned at the NAJA conference. In addition, our auditor has been a continued support beyond our official audit.</p> <p>Motion: Brad moves to approve Amy seconds Unanimously approve</p>
Budget	1:15pm	<ul style="list-style-type: none">• Review and vote on PY17 Budget• Review and vote on ECWIB policy handbook updates

- Time off policy of unlimited paid-time off (PTO) provision to eliminate need to accrue PTO
- Insurance coverage for part time workers

Discussion:

In a budget reduction scenario, but confident and hopeful that we will receive Back to Work this year, even if it comes out of the Governor's Reserve.

Heather has had meetings regarding Oregon Talent Council (OTC), connecting them to Economic Development of Central Oregon (EDCO) and regarding their trip to Bend. Future sectors funding is at risk; however, our economic development partners are strong in encouraging partnerships to support the work moving forward. Wally also testified to the state legislature in support of OTC.

The ECWIB non-profit organization will take the largest hit, as to not further reduce our allocation to the field.

Semi- allocated funds for special projects: Project Lion and Project Falcon, could be removed from our current budget and reflect it in the following year. Will have to continue to revisit.

One-Stop- Operator at \$25k, is there an update on this procurement and whether this will be adequate.

Several things within our prevue and responsibility with regards to cost, that makes it difficult to provide the services and maintain a reasonable allocation.

Revisions in September/October to reflect final costs associated with the center costs in any of the comprehensive centers. We're waiting on Dept. of Administrative Services (DAS) and Oregon Employment Dept. (OED) for this information.

It has been difficult to resolve lease cost information, given budget uncertainty for all of the partners involved.

We have continued to protect infrastructure costs in order to support transition of lease costs. Lease saving benefits in Prineville will not be seen until September at the earliest.

“PY 2016-17” is the budget that includes projections, but does not reflect to date actuals.

Travel- reduction reflects lower training expenditures and requirements for training. Staff Development / Training- reduction reflects losing the training grant.

Memberships- Reduction in cost reflects us dropping association memberships and a potential reduction in the cost of OWP.

Meetings- reduction based on how costs are now being allocated.

Actions:

Continue to have budget discussions and updates on the Executive Committee Agenda moving forward.

Motion:

Amy moves to approve the budget as presented.

Brad seconds.

Unanimously approved as presented.

Discussion:

Unlimited vacation allows the organization to save expense where you the organization must retain the cost of paying each employee out for vacation. Still requires approval and can be revoked based on abuse or limited performance. Still have to record PTO. Guaranteed a week, regardless. Manager must be careful not to discriminate. Justification memo. All of other time off policies will still apply. Minimums will be tracked through ADP software.

Health Insurance coverage for part time employees: all or nothing, cannot be pro-rated, due to the size of our organization. Anyone with an established work schedules would be eligible for insurance benefits.

Employee could opt out of coverage or name as secondary.

Concern around contracted employees: very strict guidelines for a contract employee that come along with a complex set of issues.

		<p>Motion: Brad moves to approve the updates to the EE. Amy seconds Unanimously approve.</p>
<p>ECWIB footprint</p>	<p>1:45pm</p>	<ul style="list-style-type: none"> • Damon will present data on utilization/volume of dual customer base - business and job seekers in East Cascades Region - review and consideration for future planning <p>Discussion: Heather intro to State of the Workforce Report- all economic indicators and workforce landscape of the region, along with target populations.</p> <p>Damon and Heather working to select the data points that can be used and updated annually or bi-annually. ECWIB will also hire a graphic designer to produce the handout of the report.</p> <p>This project will also allow us to tell the full story of our sub-regions, capturing elements from rural Oregon that are summed up into a single data highlight. This also allows for us to more accurately portray workforce issues that are not painted over due to larger or more prosperous areas.</p> <p>Conversations around allocation of need for WorkSource started nearly a year ago. Difficult to determine where limited resources should be focused. What is the draw and reach of a particular WorkSource office? Stick with zip codes and allocate where folks would go, based on where they live.</p> <p>Analysis shows dual customer base: job-seeker and business. Allocation is based on a percentage of the full ECWIB population and share of the labor force. Could help inform staffing decisions and service delivery strategies. Further data collection from Department of Human Services (DHS) and OED could help to build the data even further.</p> <p>Actions: Sub- committee of the board interested in coming together to work on this? Would be interesting to see Medicaid recipients, DHS self-sufficiency, SNAP, physical location to the nearest WSO.</p> <p>Heather would like to us to begin focusing on implementing services in our remote areas in more innovative ways- kiosks.</p>

		<p>Next Meeting: Develop process for engaging board members in this discussion and for capturing additional data points.</p> <p>Additional discussion regarding Prineville location: Is there a decision that needs to be made to prepare for the coming program year? OED and COIC will take guidance from the board, however the decision will have to be with the input of the full board, COWC and partners in order to best determine the impact on the community. In addition, the conversation should happen upon the approval of the budget by the COWC. This committee can move forward in making a recommendation.</p> <p>Action: Discussion regarding Prineville location and recommendation to the board. Heather, Amy, Karen and Rena to have discussion prior to next Executive Committee meeting.</p>
Strategic Direction	2:45pm	<ul style="list-style-type: none"> • Strategic planning – how do you want to develop Executive Director’s and agency priorities for PY17 – discussion <p>Actions: Hold over discussion until future meeting. Heather to present a “starting point”/ gap analysis to the Executive Committee.</p>

Motion:

Amy moves to adjourn

Brad Seconds

Unanimously Adjourned at 3:11pm