



East Cascades Works

Executive Committee Meeting Minutes Jan. 9, 2019 from 12:30pm-2:30pm Call in 1-971-337-0147 code 5464794

Attendees: Wally Corwin (Chair), Mark Warne (Secretary/Treasurer), Lisa Dobey (member), Gary North (member), Heather Ficht (Executive Director), Stefanie Siebold (staff), Jessica Fitzpatrick (staff), Jamie Kendellen (staff), Cynthia Crossman (staff)

Meeting called to order 12:33pm

Topic	Lead	Time	Description
Consent Agenda	Wally	12:30pm	<ul style="list-style-type: none"> Approve minutes from 12/12/18 Executive Committee meeting. <i>Vote required</i>
			Motion: Mark moved to approve Lisa seconded Unanimously approved
Tax Returns	Jamie	12:35pm	<ul style="list-style-type: none"> Discuss Draft 990 and Oregon CT-12 tax forms Returns show that 93% of our funds are allocated to program. These forms do not require Executive Committee approval, as Heather is authorized to sign. Let the minutes show however, that you have viewed and accepted the forms, which will be then shared with the Board for informational purposes only.
			Motion to accept draft 990 and Oregon CT-12 tax forms: Lisa moved to accept Mark seconded Unanimously accepted
January Board meeting	Heather	12:50pm	<ul style="list-style-type: none"> Review plan for Board meeting discussion regarding Strategic Plan We plan to have two break-out groups: Target Populations and Sectors. Gary & Jessica will lead the Sectors group; Lisa and Stefanie will lead Target Populations. Relevant data will be sent to members to review before meeting. Each group will meet for 30 min and then will have 15 min to present their recommendations. Next Heather will spend half an hour reviewing the Vision, Mission and Values with the entire group. The Board

			<p>determines the Values, and our staff gets strategic direction from these Values. Board members are our brand ambassadors, and we need to determine how we want to be viewed in our communities. For example, EC Works is an organization that:</p> <ul style="list-style-type: none"> • Embraces equity and inclusion. • Is seen and valued as trustworthy. • Functions as collaborative and neutral conveners. • Facilitates conversations that inspire a call to action regarding the issues being addressed. • Has results-driven, innovative problem solvers on staff. <p>Wally's comments re: Values:</p> <ul style="list-style-type: none"> • Equity/inclusion needs to be representative throughout all 10 counties (eg rural) • Need clarity on "call to action." Flush it out. <p>All agreed that we need to clarify the Board's role related to values. What are the core values they need to represent and commit to? Also need clarity on Board responsibilities vs staff.</p> <p>After meeting, Heather will revise the actual strategic plan and send to Board prior to April meeting. April meeting will also include election of new board members to replace those whose terms are expiring. We also need to recruit more private sector board members.</p> <p>Actions: Heather to send communication to break-out groups and relevant data to review before Board meeting</p>
Construction LOI	Jessica	2:00pm	<ul style="list-style-type: none"> • Discuss Construction Letter of Interest (LOI) Contract Award <p>We received one LOI - from Central Oregon Community College (COCC). The Construction oversight body reviewed and determined that COCC met all the requirements. Immediate next steps: EC Works will be working to execute a contract. The oversight body will meet with COCC about partnering on course content.</p> <p>The larger construction group will focus on marketing and promotion as it relates to the broader work to create a pipeline of Construction Industry employees.</p>

			<p>Stefanie gave a brief overview of how Central Oregon WorkSource fits into developing the workforce pipeline through the formation of a Regional Business Services team for the four main sectors – Health Care, Manufacturing, Construction and Technology – with a staff member assigned to each sector. They are meeting with businesses to find out their current needs, so that when job seekers come in who have the needed skills, they can refer them to the right employer. They also connect job seekers with training opportunities.</p> <p>The team has also recognized the need to have a database of skill sets to cross reference that is organized across industries. Can use iMatchSkills, but it is important to give job seekers guidelines on what info to enter so the system will refer them to the appropriate jobs.</p> <p>Actions: Connect Gary and Lisa to WorkSource Business Services: Jessica to connect Gary and Joe Milazzo Stefanie to connect Lisa and Debbie Butler</p>
KCEDA Economic Development Project	Julie Matthews	2:10pm	<ul style="list-style-type: none"> Julie Matthews to present info re KCEDA's economic development project (via phone) <p>There is a manufacturing company based in Spain that is looking to open their first facility in the US. Klamath Falls and a location in Arizona are the two finalists. Company would invest \$500M to build their facility and provide approximately 135 job opportunities with excellent salaries. KCEDA is asking EC Works to earmark \$25K for training as an incentive for the company to choose Klamath Falls. This would probably come out of the budget for next program year. Based on future developments, Gary suggested we consider increasing the amount to \$50K. The company will make a decision in February.</p> <p>If we earmark these funds, they would be project specific and could not be used for anything else. Further the company would need to negotiate training deliverables with EC Works staff prior to spending any funds.</p> <p>Motion:</p>

			<p>Mark moved to approve earmarking up to \$50K for training if Klamath Falls is chosen.</p> <p>Gary seconded</p> <p>Unanimously approved</p>
Updates	All	2:20pm	<ul style="list-style-type: none"> State monitoring report came in. There were no observations or findings and they identified three best practices: <ul style="list-style-type: none"> The new Rapid Response Policy and Protocols are excellent and not only reflect the rules and guidance for board staff but are extremely useful to service providers in each of the three sub-regions. The One Stop Checklist EC Works developed is easy to understand, complete, modifiable and contains all the necessary components needed to ensure compliance. The example provided for Adult/DW, Special Grants, and Year-End Report Narrative is very well developed and provides a clear picture of progress and results in an easy to read format. The State had funds that expire June 30, 2019, so we received an additional \$196K in Dislocated Worker funds. We are still waiting on four contracts from the HECC: Warm Springs Future Ready grant, AGC summer externship grant, the expansion of Youth Career Connect to Sisters, Prineville and the transition of the Gorge Works program from The Port of The Dalles to The Dalles Area Chamber of Commerce <p>Actions:</p> <p>Jamie to send State monitoring report to Executive Committee members. Cynthia to include it in Board meeting packet.</p>

Meeting adjourned: 2:32 pm


Wally Corwin, Board Chair

Date