

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

January 17, 2018 from 1-3 pm

Call in 1-971-337-0147 code 41983569

Topic	Lead	Time	Description
Consent Agenda	Wally	1pm	<ul style="list-style-type: none"> Meeting minutes from 12/13/17 Ex Com. - <i>vote required</i>
			Motion:
North Adult/DW RFP	Jessica	1:10 pm	<ul style="list-style-type: none"> Review of RFP Review Outcome. Recommendation for RFP Award- vote required.
			Motion:
ECWIB Agenda Development	Heather	1:20pm	<ul style="list-style-type: none"> Review and edit draft Agenda Board member recruitment
			Actions:
Workforce Action Teams	All	1:40pm	<ul style="list-style-type: none"> Report-out on each sub-regional workforce action team's progress to date
			Actions:
Events	Heather	2:00pm	<ul style="list-style-type: none"> Oregon Talent Summit – March 13-16th sometime Healthcare Apprenticeship – Mid February Re-entry Summit – TBD – possibly Spring Working Together: The Future of Work – Fall
General updates	All	2:30pm	<ul style="list-style-type: none"> PRISM data Communications Update <ul style="list-style-type: none"> State of the Workforce Report Logo and name change Grant updates – Vets and Educator Externships Other
			Actions:
Attachments: <ul style="list-style-type: none"> Ex Com meeting minutes from 12/13/17 Draft ECWIB Agenda for 1/24/17 			

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

February 14, 2018 from 1-3 pm

Call in 1-971-337-0147 code 41983569

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> Meeting minutes from 1/17/18 Ex Com. - <i>vote required</i>
			Motion:
Dec. 2017 Financial Statement	Jamie	1:10pm	<ul style="list-style-type: none"> Review December 2017 Financial Statement - <i>vote required</i>
			Motion:
Budget Modification Policy	Jamie	1:20pm	<ul style="list-style-type: none"> To establish guidelines for modifying ECWIB's budget – <i>vote required</i>
			Motion:
Workforce Action Teams	All	1:40pm	<ul style="list-style-type: none"> Updates and potential shift
			Actions:
Board Member Update	Heather	2:00pm	<ul style="list-style-type: none"> New Board member – Mark Peterson, EarthH2O Resignation of Kevin Harter Board member terms
			Actions:
Upcoming Meetings	Heather	2:15pm	<ul style="list-style-type: none"> Upskill/backfill IFA update/footprint MOU Review
			Actions:
General updates	All	2:30pm	<ul style="list-style-type: none"> Present new EC Works logo State of the Workforce Report update Innovation Festival Other
			Actions:
Attachments: <ul style="list-style-type: none"> Ex Com meeting minutes from 1/17/18 Dec. 2017 Financial Statement Budget Modification Policy 			

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

March 14, 2018 from 1-3 pm

Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> Meeting minutes from 2/14/18 Ex Com. - <i>vote required</i>
			Motion:
Transfer of Program Funds	Jamie	1:10pm	<ul style="list-style-type: none"> Request to transfer DW program funds to Adult program funds- <i>vote required</i>
			Motion:
WIOA Policy Updates	Jessica, Stefanie, Jamie	1:20pm	<ul style="list-style-type: none"> WIOA Policy updates: <ul style="list-style-type: none"> Supportive Services Needs Related Payments Policy Incumbent Worker Policy Out-of-School Youth Needs Assistance Policy
			Actions:
Workforce Action Teams	Wally and Heather	1:40pm	<ul style="list-style-type: none"> Update on all sub-regions
			Actions:
Board Member Update	Heather	2:00pm	<ul style="list-style-type: none"> New Board members: <ul style="list-style-type: none"> Gary North, R&H Construction Lisa Dobey, St. Charles Brad Porterfield – discuss replacement
			Actions:
General updates	All	2:30pm	<ul style="list-style-type: none"> Second Chance Summit – Salem on April 10th Innovation Fund RFP – April 1, 2018
			Actions:
Attachments: <ul style="list-style-type: none"> Ex Com meeting minutes from 2/14/18 Adult/DW Funds Transfer Request Supportive Services Needs Related Payments Policy Incumbent Worker Policy Out-of-School Youth Needs Assistance Policy 			



East Cascades Works

Executive Board Meeting Agenda

May 9, 2018 from 1-3 pm

Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> Meeting minutes from 3/14/18 Ex Com. <i>Vote required</i>
			Motion:
Review & adopt 2018-2019 Budget	Jamie	1:20pm	<ul style="list-style-type: none"> Deliberate on the 2018-2019 Draft Budget. Adoption is required to send to COWC for approval. <i>Vote required</i>
			Motion:
Review & approve Jan-Mar 2018 Financial Statement	Jamie	1:40pm	<ul style="list-style-type: none"> January-March 2018 Financial Statement ready for approval. <i>Vote required</i>
			Motion:
Upskill/Backfill RFP Award	Stefanie	1:50pm	<ul style="list-style-type: none"> Results of Upskill/Backfill RFP review/award – <i>informational</i>
			Actions:
Debrief Board meeting	All		<ul style="list-style-type: none"> State of the Workforce Overall meeting feedback
			Actions:
General updates	All	2:30pm	<ul style="list-style-type: none"> Infrastructure Funding Agreement Update – implications discussion (Heather)
			Actions:
Attachments: <ul style="list-style-type: none"> Executive Committee meeting minutes from 3/14/18 EC Works Budget 2018-2019 2018-2019 Budget – Program General Expenses EC Works Financial Statement Jan-Mar 2018 			



East Cascades Works

Executive Board Meeting Agenda

June 20, 2018 from 9-10am

Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	9:00am	<ul style="list-style-type: none"> Meeting minutes from 5/9/18 Ex Com. <i>Vote required</i>
			Motion:
Board meeting presentation	Heather	9:05am	<ul style="list-style-type: none"> Discuss presentation regarding WorkSource for July 25 Board meeting
			Actions:
Approve payments to Sublime & Wahoo Films	Heather & Jamie	9:45am	<ul style="list-style-type: none"> Approve payments of up to \$5,500 to Sublime and \$5,000 to Wahoo Films to be paid out of the 2018-19 budget contingency. <i>Vote required</i>
			Motion:
Attachments: <ul style="list-style-type: none"> Executive Committee meeting minutes from 5/9/18 Sublime State of the Workforce modified contract Wahoo Films contract 			



East Cascades Works

Executive Committee Meeting Agenda

August 8, 2018 from 1pm-3pm

Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> Approve minutes from 7/11/18 Executive Committee meeting. <i>Vote required</i>
			Motion:
Welcome new committee members	Wally	1:05pm	<ul style="list-style-type: none"> Welcome Gary North and Lisa Dobey Explain functions of the committee
			Actions:
Debrief July 25 Board Meeting	Wally & Heather	1:25pm	<ul style="list-style-type: none"> Takeaways Topics for October meeting
Executive Session	Wally, Mark, Amy, Gary, Lisa	1:25pm	<ul style="list-style-type: none"> Review Heather's evaluation and discuss contract
			Motion:
Upcoming Events	Heather	2:00pm	<ul style="list-style-type: none"> WORKing Together Second Chance Endless Summer Nights
			Actions:
Attachments: <ul style="list-style-type: none"> Meeting minutes from 7/11/18 meeting 			



East Cascades Works

Executive Committee Meeting Agenda

August 8, 2018 from 1pm-3pm

Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> Approve minutes from 7/11/18 Executive Committee meeting. <i>Vote required</i>
			Motion:
Welcome & Orientation	All	1:05pm	<ul style="list-style-type: none"> Welcome Gary North and Lisa Dobey Orientation <ul style="list-style-type: none"> Heather – function w/in broader state/region context Wally – vision from launch to now – where we’re going Amy & Mark – share feedback and background that is helpful to orient Gary and Lisa
			Actions:
Debrief Board Meeting	Wally & Heather	2:00pm	<ul style="list-style-type: none"> What went well – what can we improve from July 25th mtg?
Upcoming Events	Heather	2:15pm	<ul style="list-style-type: none"> WORKing Together – Sept 25-26 on Eugene Second Chance – Sept 11th at OSU Cascades Endless Summer Nights – Sept 8th
			Actions:
Executive Session Members only (staff are excused)	Wally	2:20pm	<ul style="list-style-type: none"> Executive Director’s evaluation and contract renewal discussion
			Motion:
Attachments:			
<ul style="list-style-type: none"> Meeting minutes from 7/11/18 meeting 			



East Cascades Works

Executive Committee Meeting Agenda

Sept. 12, 2018 from 1pm-3pm

Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> Approve minutes from 8/8/18 Executive Committee meeting. <i>Vote required</i>
			Motion:
June 30, 2018 Financial Statement	Jamie	1:05pm	<ul style="list-style-type: none"> Review and approve year-end Financial Statement. <i>Vote required</i>
			Motion:
2018-2019 Budget Modification	Heather and Jamie	1:30pm	<ul style="list-style-type: none"> Review and adopt 2018-2019 budget modifications. <i>Vote required</i>
			Motion:
Rapid Response Policy	Stefanie	1:50pm	<ul style="list-style-type: none"> Review and approve changes to Rapid Response Policy. <i>Vote required</i>
			Motion:
EC Works Compensation Process	Wally	2:10pm	<ul style="list-style-type: none"> Discuss implementation of an Annual Review and compensation process for all EC Works staff
			Actions:
Education Summit	Wally and Heather	2:30pm	<ul style="list-style-type: none"> Proposal to invite CGCC, COCC, KCC, OIT, OSU-C, and OHSU who all have a presence in our region to a meeting re: our target industries and alignment/collaboration
			Actions:
Attachments: <ul style="list-style-type: none"> Meeting minutes from 8/8/18 meeting June 30, 2018 Financial Statement 2018-2019 Budget Modifications Rapid Response Policy 			



East Cascades Works

Executive Committee Meeting Agenda

Oct. 10, 2018 from 12:30pm-2:30pm

Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	12:30pm	<ul style="list-style-type: none"> Approve minutes from 9/12/18 Executive Committee meeting. <i>Vote required</i>
			Motion:
Audited June 30, 2018 Financial Statement	Jamie and Sara Hummel (auditor)	12:35pm	<ul style="list-style-type: none"> Review and approve <u>audited</u> year-end Financial Statement. <i>Vote required</i>
			Motion:
Employee Handbook	Heather and Jamie	12:45pm	<ul style="list-style-type: none"> Review and adopt updates to Employee Handbook - Section VII Drug Free Workplace Policy section
			Motion:
Adult Work Experience Policy	Jessica	1:00pm	<ul style="list-style-type: none"> Review and approve Adult Work Experience Policy
			Motion:
EC Works Compensation Process	Heather	1:15pm	<ul style="list-style-type: none"> Discuss timeline in relation to budget
			Actions:
Education Summit	Wally and Heather	1:30pm	<ul style="list-style-type: none"> Discuss next steps
			Actions:
Attachments: <ul style="list-style-type: none"> Meeting minutes from 9/12/18 meeting June 30, 2018 Audited Financial Statement Employee Handbook Adult Work Experience Policy 			



East Cascades Works

Executive Committee Meeting Agenda **Nov. 14, 2018 from 12:30pm-2:30pm**
Call in 1-971-337-0147 code 5464794

Topic	Lead	Time	Description
Consent Agenda	Wally	12:30pm	<ul style="list-style-type: none"> Approve minutes from 10/10/18 Executive Committee meeting. <i>Vote required</i>
			Motion:
July-Sept. 2018 Quarterly Financials	Jamie	12:35pm	<ul style="list-style-type: none"> Review and approve July-Sept. 2018 Financials <i>Vote required</i>
			Motion:
Incumbent Worker Training Policy & Grant	Stefanie	12:55pm	<ul style="list-style-type: none"> Review updated Incumbent Worker Training policy (vote required) Finalize RFP review committee and deliberate on request to allow committee to recommend proposals for staff to negotiate contracts with (vote required)
			Motion:
Changing Patterns Fiscal Agency	Frank Patka	1:15pm	<ul style="list-style-type: none"> Discuss potential contracting with Changing Patterns for fiscal agency Allow staff to work with CP to explore contracting options for Ex Com review (vote required)
			Actions:
State funding	Heather	1:45pm	<ul style="list-style-type: none"> Share updates on PY19 state funding Updates on state contracting process
Post-Secondary Education Summit	Lisa & Heather	2:15pm	<ul style="list-style-type: none"> Discuss next steps
			Actions:
Attachments: <ul style="list-style-type: none"> Meeting minutes from 10/10/18 meeting July-Sept. 2018 Quarterly Financials Incumbent Worker Training Policy 			