

East Cascades Workforce Investment Board

Executive Board Meeting Minutes

December 13, 2017 from 1-3 pm

Call in 1-971-337-0147 code 41983569

Attendees: Wally Corwin (Chair), Mark Warne (Secretary/Treasurer), Amy Gibbs (member), Brad Porterfield (member), Heather Ficht (Executive Director), Stefanie Siebold (staff), Jamie Kendellen (staff), Cynthia Crossman (staff)

By phone: Sara Hummel (Jones & Roth auditor)

Quorum Reached

Meeting called to order: 1:00 pm

Topic	Lead	Time	Description
Consent Agenda	Wally	1pm	<ul style="list-style-type: none">Meeting minutes from 11/8/17 Exec Comm. - <i>vote required</i>
			Motion: Mark moves to approve as written Amy seconds Unanimously approved
Audit	Jamie & Sara Hummel	1:10pm	<ul style="list-style-type: none">Sara Hummel presented draft of audited financials for review and vote <p><u>Discussion:</u> Per Sara, audit was completely clean. Quality of ECWIB materials very high. She also pointed out that our segregation of duties is excellent, and we have good controls in place. Wally thanked staff on behalf of the Board and COWC for the good work.</p> <p>Jamie clarified that she consults Sara throughout the year when we get new funding, need new accounts, etc. This communication is part of our audit contract.</p>
			Motion: Amy motions to approve audit as presented Mark seconds Unanimously approved
			Actions: Sara to send ECWIB final approved copy of audit
Innovation Festival	Heather & Jamie	1:30pm	<ul style="list-style-type: none">2018 Innovation Festival

			<p><u>Discussion:</u> We've been approached to be fiscal agent for the 2018 Innovation Festival. We will get top billing with Opportunity Knocks and others. It was suggested that we set up a separate bank account for these funds, which will be approximately \$50K.</p>
			<p><u>Motion:</u> Mark moves to approve setting up new bank account for these funds with Wally, Heather and Jessica as signers. Brad seconds Unanimously approved</p>
			<p><u>Actions:</u> We need something in writing re: each partners' role and a contract with a Hold Harmless clause. Jamie will have bank account set-up w/Jessica, Heather and Wally as signers.</p>
Incumbent Worker Grants	Heather	1:40pm	<ul style="list-style-type: none"> Report was requested 11/8/17 on the Incumbent Worker grants awarded in PY16. <p><u>Discussion:</u> Amy pointed out that this report tells a compelling story that the Board needs to be aware of. These success stories need to be communicated. It is critical for the public to be aware of our efforts, which will also add to our brand recognition.</p> <p>We were disappointed in the response to this initial procurement. This showed us that in order to improve future outcomes, board members, Sub-Regional Action Teams and LLTs must play an active role in understanding the opportunity and its requirements, as well as generating interest from the business community.</p>
			<p><u>Actions:</u> We are withholding funds until providers submit their final reports. We'll then submit follow-up report to Executive Committee. Discuss how to better document these successes and present to Board.</p>
Local Board Assessment	Heather	2:10pm	<ul style="list-style-type: none"> Results of the local area board assessment from HECC <p><u>Discussion:</u> We were one of the first boards to be assessed. Heather was pleased with how many board members and partners participated. We got high marks in all areas except technology, which Wally had pointed out during the assessment as a critical issue. Auditor, Shalee Hodgson, attended our October Board meeting and was impressed with how engaged the members are as compared to other boards she attends.</p>
			<p><u>Actions:</u></p>

			<ul style="list-style-type: none"> Shalee has connected us with Wayne Fanno to develop a technical assistance plan and strategy for increasing the use of technology for board meetings, sub-committees, partner meetings, etc. Cynthia will set up a meeting. For July Board meeting we should open the discussion again about strategic planning.
Workforce Action Teams	All	2:30pm	<ul style="list-style-type: none"> Report-out on each sub-regional workforce action team's progress to date <p><u>Discussion:</u></p> <p>Central – developed list of key contacts including Warm Springs, COCC, OSU, Regional Solutions, US National Bank and others. Kick off meeting is Jan. 8.</p> <p>South – first planning meeting with co-chairs didn't happen. Stefanie is meeting with them next week to plan scheduling of the full team meeting in January. Wally offered to participate to help move things along.</p> <p>North – Jessica met on Dec. 4 with co-chairs, who were to create a contact list. Meeting with full team to be scheduled in January.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> Each action team will be asked to review the applications for the RFP for Incumbent Workers in the North region. This will help to get the teams engaged. We have to keep giving the teams specific project items or the momentum will die. Teams should discuss using volunteer staff to help with their projects. Look into using AmeriCorps, Score, etc.
n	All	2:45pm	<ul style="list-style-type: none"> Agenda for January Board meeting <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ Bob Uhlenkott, Director of Research for OED will give a presentation regarding the Future of Work ➤ Action Teams will report ➤ Innovation Festival ➤ Heather proposed a name change for non-profit organization - East Cascades Works. ECWIB is too long and not clear. The actual name of the Board wouldn't change. All agreed we should include this proposal in consent agenda at January Board meeting. <ul style="list-style-type: none"> State of the Workforce Report update

			<p><u>Discussion</u>: Report won't be ready for January Board meeting. Instead we'll have a special event in March to release it and do presentations in each sub-region. This will help with our branding efforts and credibility.</p> <p>We have great data from OED and have found a design/marketing agency – Sublime, which we feel is a very good fit for us. We are waiting for a quote from them for designing the annual report, style guide and industry info pieces.</p> <ul style="list-style-type: none"> • Other <p><u>OWIB meeting</u> – Reallocation of state general workforce funds was brought up again. Governor's liaison said there will be no changes.</p> <p><u>Redmond layoffs</u> - Heather submitted a successful grant request for \$275,000 (\$25,000 for ECWIB admin) to support the rapid re-employment at Composite Approach of workers laid-off by Evolution Aircraft.</p> <p><u>Female STEM students</u>: OSU Cascades approached us about some female students in their final year of their STEM degree, but they don't have the finances to finish. Heather is working with TAO's Women in STEAM to set-up a scholarship fund that OSU will match.</p>
<p>Attachments:</p> <ul style="list-style-type: none"> • Executive Committee meeting minutes from 11/8/17 • Draft Audited Financials • Memo re: Incumbent Worker Training investments • Local Board Assessment 			

Motion to adjourn:

Mark moves

Brad seconds

Unanimously voted to adjourn, 3:05 p.m.



s/Mark Warne
Secretary/Treasurer

01-17-2017
Date