



## East Cascades Works Quarterly Board Meeting

**October 28, 2020; 11:30 am – 1:30 pm**

**Virtual Meeting Only: Dial: (669) 900- 6833 Meeting ID: 834 4594 9972**

**To Join By Video/Zoom: [Join Zoom Meeting](#)**

Topic	Time	Discussion/Action/Motion
Welcome, Consent Agenda & Board Member Transitions	11:30am-11:45am	<p>Gary North, EC Works Chair</p> <ul style="list-style-type: none"> <li>Approval of minutes from July- <b>vote required</b></li> <li>Welcome New Board Members: Bambi Bevill, Vocational Rehabilitation and David Aiken, The Tofurky Company</li> <li>Farewell to Exiting Members: Lisa Farquharson, Chamber of The Dalles and Sam Meier, Composite Approach</li> </ul> <p><u>Motions:</u></p>
Board Member Recruitment & Outreach	11:45-12:05pm	<p>Heather Ficht, EC Works Executive Director</p> <ul style="list-style-type: none"> <li>Share newly developed process for board member recruitment and orientation</li> <li>Solicit feedback on materials shared in advance</li> </ul> <p><u>Actions:</u></p>
Board Member Composition & East Cascades Demographic Profile	12:05-12:55pm	<p>Jessica Fitzpatrick, Director of Compliance &amp; Operations</p> <ul style="list-style-type: none"> <li>Review current board composition profile</li> </ul> <p>Stefanie Siebold, Director of Programs</p> <ul style="list-style-type: none"> <li>Review current East Cascades Regional Demographics</li> <li>Compare and Contrast our board profile with our region</li> <li>Solicit board input and identify areas of focus for new member outreach</li> </ul> <p><u>Actions:</u></p>
Local Plan Update & Timeline for Submission	12:55-1:05pm	<p>Heather Ficht, EC Works Executive Director</p> <ul style="list-style-type: none"> <li>Review the timeline for local plan submission</li> <li>Solicit Board Approval on local plan submission process- <b>vote required</b></li> </ul> <p><u>Motion:</u></p>

General Updates & Public Comment	1:05- 1:25pm	Gary North, Chair <ul style="list-style-type: none"> <li>• Industry Updates</li> <li>• Call for public comment</li> </ul>
Adjournment	1:25- 1:30pm	Gary North, Chair

Attachments:

- July Board Meeting Minutes
- Board Introduction
- Board Member Orientation

## East Cascades Works



### Board & COWC Joint Meeting Agenda

July 22, 2020; 11:30 am – 1:30 pm

Virtual Meeting Only: Dial: (669) 900- 6833 Meeting ID: 8710336109743

To Join By Video/Zoom: [Join Zoom Meeting](#)

Topic	Time	Discussion/Action/Motion
Welcome, Consent Agenda & Board Member Transitions	11:30-12pm	<p>Lisa Dobey, EC Works Chair</p> <ul style="list-style-type: none"> <li>Approval of minutes from April- <b>Board Vote Required</b></li> <li>Approval of PPP Application Summary &amp; Submission- <b>Vote by Board and COWC Required</b></li> <li>Ratify Budget- <b>Board Vote Required</b></li> <li>Welcome New Board Members: Trevor Janeck, John Hanner</li> </ul> <p>Heather Ficht, EC Works Executive Director</p> <ul style="list-style-type: none"> <li>Farewell to Exiting Members: Teri Hockett, Robbie Smith, Jon Irvine, Molly Joubert</li> <li>Recognition for outgoing Chair: Lisa Dobey</li> <li>Election of Officers: Board Chair, Vice Chair, Secretary-Treasurer- <b>Board Vote Required</b></li> </ul> <p><b>Motions:</b> Mike moves to approve the minutes from the April Board Meeting as presented, Nicole seconds, Unanimously Approved.</p> <p>Gary moves to approve the PPP loan application along with Jamie as the authorized signer of the application, Mike Seconds, unanimously approved.</p> <p>COWC will need to reconvene to cast their vote - Commissioners Debone and Kramer will convene.</p> <p>Jenny moves to approve the budget as presented, Mike seconds, unanimously approved.</p> <p>Results of the Election: Chair: Gary North, Vice Chair: Dr. Cronin, Sec-Treasurer: Heather Tramp, remaining members: Julie Matthews, Jenny Newby</p>
WorkSource Ready to Hire Curriculum	12-12:25pm	<p>Mel Barrett, EC Works Program Manager</p> <ul style="list-style-type: none"> <li>WorkSource Ready Hire Training Philosophy</li> <li>Preview of WorkSource Ready to Hire Guide</li> </ul> <p><u>Discussion:</u></p> <p>What happens when an individual has a change in their “readiness” or job situation? Individuals can always come back and re-engage, however if they</p>

		<p>do move to another region, they would engage with their local WorkSource team in whatever work readiness curriculum that is specific to that region.</p> <p><u>Actions:</u> Board will be interested in hearing how that roll-out of this curriculum happens.</p>
Industry/Sectors Update	12:25-12:50pm	<p>Board Member Industry Representatives Provide Updates on:</p> <ul style="list-style-type: none"> <li>• Technology: Stefanie &amp; Mike (Board Member Vacancies)</li> <li>• Manufacturing: Mike &amp; Sam</li> <li>• Healthcare: Lisa &amp; Trevor</li> <li>• Construction &amp; Building Trades: Gary, Dave, Robbie, &amp; John</li> </ul> <p><u>Discussion:</u> Technology &amp; Manufacturing: We have vacancies on our board from the technology industry, so if you have any recommendations for board members, Heather will welcome conversations. Stef and Mike did share that the industry was stable throughout the pandemic, however, has recently worried that geopolitical concerns may impact technology manufacturing industry. Overall business has remained strong. Business continues to pick up with additional needs for hiring.</p> <p>Healthcare: Minute by minute industry. Bend is completely full- with waiting for beds. Hospital will soon stop doing elective surgeries as COVID continues to surge. Unfortunately, elective surgeries is where Healthcare get their income and profit. MCMC has reserved the readiness center and nursing program at CGCC as a back-up plan should it be needed. Wasco had the second death recently, who was sadly a former CGCC board member.</p> <p>Construction &amp; Trades: Continuing to surge and remain mostly stable in most areas, with open jobs also growing. Over 200 Journeymen Electrician openings available in Local 48 (North), with an additional 50 coming in Central - IBEW..</p> <p>All industries having issues with hiring during a recession and pandemic; struggling to meet the needs of business demand and still ensure the safety of their workers.</p> <p>Migrant Seasonal Farm Worker Program is focusing on the needs and safety of the workers. Many times, these workers are undocumented and unable to be supported through federal and state resources.</p> <p><u>Actions:</u> Martin to share flyers for distribution regarding OHDC's efforts.</p>
Strategic Industry Engagement Model & Economic Investment	12:50-1:20pm	<p>Stefanie and Jessica, EC Works Program Directors</p> <ul style="list-style-type: none"> <li>• Regional Business Services</li> <li>• Investments in Training and Creating a Pipeline</li> <li>• Economic Expansion Investments</li> </ul>

		<u>Discussion:</u> Refer to presentation Appreciation from members in the challenging work being done to listen to business.
General Updates & Public Comment	1:20-1:30pm	Heather Ficht, EC Works Executive Director & NEWLY APPOINTED CHAIR, EC Works Chair <ul style="list-style-type: none"> <li>• Thoughts about timing of the quarterly meetings</li> <li>• Closing conversation and adjournment</li> <li>• Request: Please complete the Expectations Agreement and Annual Conflicts of Interest Questionnaire and return to Jessica</li> <li>• Marta Cronin shared that General Enrollment at CGCC is up 49%!!!</li> </ul>

Meeting adjourned at 1:09pm

Attachments:

1. Minutes from the April 22, 2020 Board Meeting
2. PPP Application Summary
3. EC Works 20-21 Adopted and Approved Budget
4. WorkSource Ready to Hire Workbook
5. Expectations Agreement and Annual Conflicts of Interest Questionnaire

## Board of Directors Introduction

### It Starts and Ends with YOU

*Make investment decisions* that will improve the livelihood of people in your community

*Transform jobseekers* into qualified, viable candidates through skill development initiatives

*Use your industry knowledge* to assure a pipeline of talent to secure a prosperous economy in the region

*Drive economic* success of your community through partnerships and collaboration

As a board member, you just became a key player in improving the workforce for the entire region. You can expect to collaborate with other business partners, government agencies, economic developers, and community organizations. Your work on this board is critical to the effort to build a strong community – economically and socially – all at the same time.

Think about it, our local, regional, state, and national economic success depends on thriving businesses and industry and those businesses depend on a pool of skilled workers. Your insights are essential to ensure this network of partners is responding to changes in a way that will meet the needs of its valued customers – YOU!

### Your Region

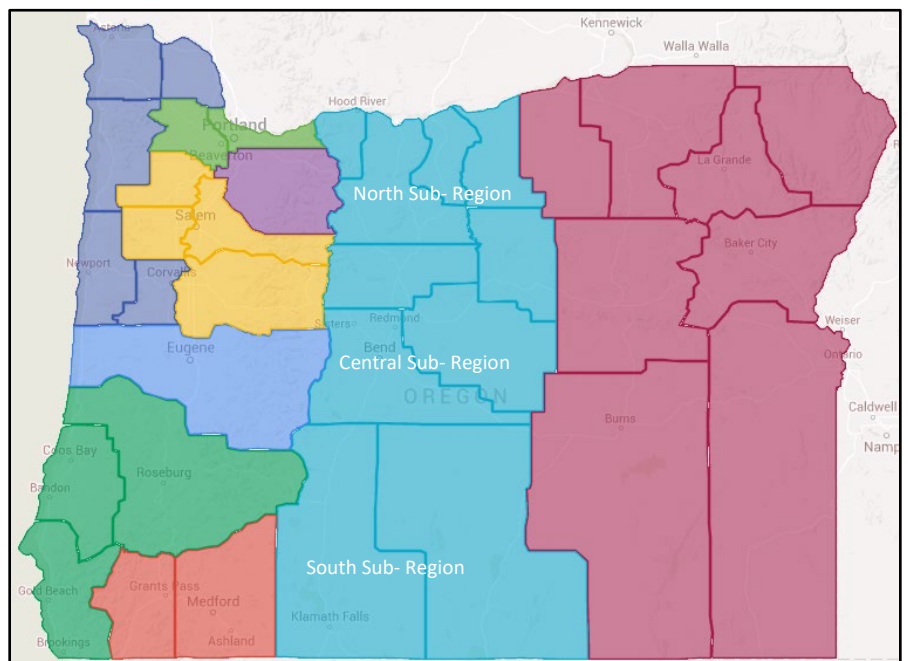
The East Cascades Workforce Area is a ten county region in Oregon that *covers nearly 30,000 square miles* and runs from the Washington border in the north to the California border in the south, encompassing *Hood River, Wasco, Sherman, Gilliam, Wheeler, Crook, Jefferson, Deschutes, Klamath and Lake Counties*.

Within this large region, there are three unique labor sheds:

*The North Sub-region*, concentrated along the Columbia River Gorge and the Columbia Plateau, including the *counties of Hood River, Wasco, Wheeler, Gilliam, and Sherman*.

*The Central Sub-region*, situated in the high-desert and commonly referred to as Central Oregon, includes *Crook, Jefferson, and Deschutes Counties*.

Lastly, *the South Sub-region*, in the basin of *Klamath and Lake Counties*.



## Your Responsibility

In 2015 following the federal authorization of the Workforce Innovation and Opportunity Act, the Governor of Oregon designated the responsibility of overseeing the public workforce system to nine, newly redistricted Local Workforce Boards, of which we are one. It is within the purview of East Cascades Works Board and Staff to ensure that *high-quality training and career services* are delivered to both businesses and job-seekers through the public workforce system, known as WorkSource.

As a non-profit organization, it is important that we are good stewards of public funds, the board entrusts its staff with implementing policies and procedures that are *focused on sustainability planning, budget management, fiscal compliance and rigorous management of complex funding streams*. In addition, the board relies on staff for ensuring that we are compliant with the Workforce Innovation and Opportunity Act (WIOA), state and local laws, regulations, policies, and procedures; as well as any expectations set forth by the board.

## Your Priorities

Our 51% private sector led board tasks staff with providing voice to *four target industries: Health Care, Manufacturing, Construction and Technology*; to identify resource and policy gaps. *EC Works serves as a collaborative, neutral convener for industry*, bringing education, training, and public sector partners together to ensure that jobseekers and the emergent workforce are prepared in a way that meets industry demand AND connects individuals to a living wage career.

At the same time, our board focuses our training and career related resources on creating more opportunities for *individuals living in poverty, justice system involved, English language learners, those experiencing disabilities, those with low math and reading skills, veterans and the emergent workforce*. Furthermore, we focus on youth in our communities who have *dropped out or disconnected from high school, those pregnant, parenting, involved in foster care, or experiencing homelessness*.

## Your Commitment

Serving as a volunteer member of the board means that you, uphold the *Values of East Cascades Works*:

- We embrace equity and inclusion.
- We are trusted experts in workforce development and rigorous stewards of public funds.
- We are collaborative neutral conveners.
- We inspire a call to action.
- We are results- driven.
- We are innovative problem solvers.

As a volunteer member you would be expected to:

- Adhere to the Bylaws established by East Cascades Works.
- Attend and actively participate in all quarterly board meetings (January, April, July, October), as well as monthly Executive Committee Meetings if applicable.

- Actively participate in the review and evaluation of critical organization documents, especially those requiring board vote.
- Participate in board voting, except where conflicted.
- Sign letters of support for East Cascades Works as appropriate.
- Provide input, expertise, and advice at the request of the Executive Director and/or Chair.
- Actively recruit new members to join the Board of East Cascades Works.
- Speak on behalf of East Cascades Works, as requested by the Executive Director and/or Chair.
- Volunteer to serve on sub-committees, action teams or industry groups as appropriate, and as recommended by the Executive Director and/or Chair.

### You're Invited

All East Cascades Works Board meetings are open to the public and are currently being held virtually via Zoom. Should you wish to attend, please RSVP via email to [jessica@ecworks.org](mailto:jessica@ecworks.org).

### Your Next Steps

Please complete the following with as much information as you are comfortable sharing; and send to [jessica@ecworks.org](mailto:jessica@ecworks.org). A member of our board, or our Executive Director will contact you with more information and to answer your questions. If you are a good fit and meet the criteria for joining a Workforce Board (see Appendix A), we will be delighted to have you.

Name:

Address:

Phone:

Email:

I prefer to be contacted by:

I still have questions about:

I am currently a member of the following boards/committees:

I embody the following characteristics, skills, and assets that I believe would further strengthen the East Cascades Works Board:



	Existing Board Composition	X/List Details
<b>Age</b>		
15-19		
20-34		
35-49		
50-64		
65 and Over		
Prefer Not to Disclose		
<b>Gender</b>		
Female		
Male		
Other		
Prefer Not to Disclose		
<b>Race/Ethnicity</b>		
African American/Black		
Asian/Pacific Islander		
Caucasian/White		
Hispanic/LatinX		
Native/Indigenous		
Other		
Prefer Not to Disclose		
<b>Target Industry</b>		
Construction		
Healthcare		
Manufacturing		
Technology		
Other (please list):		
Prefer Not to Disclose		
Not Applicable		
<b>Sub-Region</b>		
Central		
North		
South		
Regional		
Other		
Prefer Not to Disclose		
Not Applicable		
<b>Representation*</b> refer to Appendix for detail		
Adult Education and Literacy Rep		
Business Owner/Decision Maker		
Business Organizations/Chambers of Commerce/Business Membership Org Rep		
Community Based/Non-Profit Organization Rep		
Economic/Community Development		
Higher Education Provider Rep		
Philanthropy Rep		
Local Public Programs Rep		

Rehabilitation Act Rep		
Small Business Rep		
Trade Associations/Labor Rep		
Veterans/Disabilities Services Rep		
Wagner Peyser Act Rep		
Youth Provider/Program Rep		
Other (please list):		
Prefer Not to Disclose		
<b>Areas of Interest</b>		
Apprenticeship/Pre-Apprenticeship		
Diversity, Equity & Inclusion		
Emergent Workforce		
English Language Learners		
Fundraising/Grant Writing		
Criminal Justice Impacted/Justice Involved		
Other (please list):		
Prefer Not to Disclose		
<b>Other Information Not Listed/Helpful to Share:</b>		

## \*Appendix A: ARTICLE III of East Cascades Works Bylaws

### A. Membership Requirements

The size of the Workforce Board shall be variable with the number of members determined by the Consortium. The composition of the Workforce Board must comply with the WIOA, as well as 29 US Code 3122, 20 CFR 679.310, and all applicable state policies and statutes, including, but not limited to ORS 660.321.

1. The majority, as defined by 51 percent or greater, of the members shall be representatives of business from the East Cascades region, who—
  - a. are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
  - b. represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
  - c. are appointed from among individuals nominated by local business organizations and business trade associations.
2. Not less than 20 percent of the members shall be representatives of the workforce within the East Cascades region, who --
  - a. shall include representatives of labor.
  - b. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
  - c. may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of

- individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- d. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
3. The ECWIB shall include representatives of entities administering education and training activities in the local area, who—
    - a. shall include a representative of eligible providers administering adult education and literacy activities title II of the Workforce Investment and Opportunity Act.
    - b. shall include a representative of institutions of higher education providing workforce investment activities (including community colleges).
      - i. When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities, nominations are solicited from those entities.
    - c. may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
  4. The ECWIB shall include representatives of governmental and economic and community development entities serving the local area, who—
    - a. shall include a representative of economic and community development entities.
    - b. shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the East Cascades area.
    - c. shall include an appropriate representative of the programs conducted under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the East Cascades area.
    - d. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
    - e. may include representatives of philanthropic organizations serving the local area; and
  5. Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate; and as nominated by locally recognized business organizations, such as chambers of commerce or business membership organizations.



## Agenda for New Board Member Orientation

*The purpose of Board Member Orientation is to acquaint new members with key staff, board officers and fellow members, as well as to provide them with a deeper understanding of the organization's culture, mission, and vision.*

*Participants: Board Chair/ Executive Committee Members & Executive Director (co-hosts); Chief Financial Officer; Director of Compliance & Operations; Director of Programs; New Board Member*

<i>Time</i>	<i>Topic</i>	<i>Leads</i>
5 Minutes	I. Welcome	Board Chair/Executive Committee Member
10 Minutes	II. Introductions- An opportunity to introduce yourself, your role, your passion, your connection to the mission	Board Chair/ Executive Committee Member or Executive Director
25 Minutes	III. Virtual Tour of Mission & Values- An opportunity to share an overview of the Mission & Values with a presentation on our Accountability Matrix	Executive Director with presentation from Director of Programs
15 Minutes	IV. Bylaws & Board Governance- An overview of the board bylaws and the responsibility of each "arm" of the organization (COWC, Board, Executive Committee, Staff)	Director of Compliance & Operations
15 Minutes	V. Financials & Sustainability- An overview of our current budget, quarterly financial statements, and summary of the interaction between the board and staff regarding sustainability, budget planning and approvals.	Chief Financial Officer
15 Minutes	VI. Planning for the Future/New Board Member Vision- A wonderful time to hear what the new board member would like to see and collect feedback around what he/she/they have heard.	Executive Director
5 Minutes	VII. Closing/Next Steps	Board Chair/ Executive Committee Member