

**Meeting Called to Order by Lisa Dobey at 10:11am on March 24, 2020 via email:**

Hi all – please read the memo below outlining a motion to provide additional flexibility to ECW’s staff during the COVID-19 crisis. Jenni, Gary, Julie M., and Heather T. please **RESPOND** to the motion presented **by 9am Thursday, March 26th**. Thank you.



## Memo

**To:** East Cascades Works Executive Committee  
**From:** Lisa Dobey, Board Chair  
**cc:** Heather Ficht, Executive Director; East Cascades Works Staff; and Board of Directors  
**Date:** March 23, 2020  
**Re:** Emergency Executive Committee meeting re Temporary Emergency Measures

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As the COVID-19 crisis deepens, East Cascades Works staff are requesting greater flexibility to carry out its core function in serving job seekers and impacted workers and business and provide additional safeguards for the organization should someone fall ill.

With this in mind, I am convening a special Executive Committee via email to vote on the motion below. If you have questions or concerns about this motion, please reply all to this email so that all Executive Committee members can participate in the conversation.

**Please respond with an approval or disapproval of the motion below. Each Executive Committee member must reply all to this email to participate. Your vote is due by 9am on Thursday, March 26, 2020. Any comments received after this time and date will not be captured in the official meeting record.**

Executive Committee:  
Official Meeting Record

I am calling to order a Special Meeting of the Executive Committee in order to vote on the motion below. We must have all members participate in order to establish quorum and for the vote to be recorded. Please signify your response to the vote by replying Yes/Yea or No/Nay to the following agenda:

Motion: to authorize the Executive Director and/or her delegate to modify East Cascades Works policies and procedures to meet public needs during the COVID-19 crisis. Staff are required at all times to comply with federally and state issued laws, policies, and guidance. The Executive Director or her designee will send an email out on Friday of each week documenting any modification made and a simple justification for making it. This motion is effective from March 24, 2020 – April 31, 2020 and may be extended by a vote of the Executive Committee.

/lisa

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**Lisa Dobey**, Executive Director Community and Philanthropy

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**Voting:**

Yes	No	Absent/Excused/Recused
Heather Tramp		
Gary North		
Julie Matthew		
Jennie Newby		
Lisa Dobey		

**All members responded, voting yes by the deadline and within the rules of order. Motion passed.  
Voting closed, meeting closed at 12:34pm on March 24, 2020.**

Minutes Approved:

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Lisa Dobey, Chair

\_\_\_\_\_  
Date