



East Cascades Works

Executive Committee Agenda

April 14, 2020 from 8:30am-10am

Call in ONLY- 1-408-638-0968; Meeting ID 232 175 561

Attendees: Lisa Dobe (Chair), Gary North, Steve Kramer (ex-officio), Julie Matthew, Jennifer Newby, Heather Tramp, Staff: Heather Ficht, Jamie Kendellen, Stefanie Siebold, Jessica Fitzpatrick, Melissa Barrett

Quorum reached; meeting called to order at 8:30am.

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> Ex Com minutes from March 10, 2020 meeting- <i>vote required</i> Executive Committee Special Meeting Minutes March 24, 2020- <i>vote required</i>
			<p>Motions: Julie moves to accept the items as presented; Jenny seconds; unanimously approved.</p>
Rapid Response Activities and Layoff Aversion	Stefanie, Mel and Jessica	8:40am	<ul style="list-style-type: none"> Rapid Response Efforts, Current WorkSource Center Activities, and Layoff Aversion Strategies
			<p>Discussion: Refer to hand-out. Rapid Response teams have been working diligently to support the needs of businesses needing to lay off workers or reduce hours. Have been providing remote/virtual Rapid Response activities. WorkSource activities have shifted away from training and focus on fielding calls for unemployment and urgent support services. We are currently planning on what the work in the centers will look like when the centers do reopen. At present, none of our contracted staff have been laid off and are all working remotely or safely from the office. EC Works received a little over \$100k in Layoff Aversion funds from the HECC in late March which we quickly deployed to the community, investing all of it in small/rural/minority/women owned businesses throughout our 10 counties, working in partnership with our Rapid Response team members. Since then we have been able to secure a little over \$80k more to continue our efforts a little bit longer than expected.</p>



			<p>Actions: Team will continue to update the report as funds are available and investments are made.</p>
Board Expectations Agreement	Jessica & Heather	8:55am	<ul style="list-style-type: none"> Preview and solicit feedback and changes to document for board approval at upcoming meeting Strategic Plan update
			<p>Actions: Jessica to incorporate a few suggested changes into the Board Expectations Agreement to bring to final for board review:</p> <ul style="list-style-type: none"> Removing Staff from the Agreement Clarify language around meeting participation and advanced notice
Board Meeting Format & Agenda	Heather	9:25am	<ul style="list-style-type: none"> Discuss all remote meeting facilitation Review agenda
			<p>Action: Adjust the timing of the agenda to allow for more time for Damon’s presentation and discussion.</p>
Budget Updates and Requests for Proposals Discussion	Heather	9:40am	<ul style="list-style-type: none"> Budget Reallocations State and Federal Funds Incumbent Worker RFP Central WIOA Title 1B Provider RFP- <i>vote required</i>
			<p>Discussion: Staff would like to recommend closing the Incumbent Worker RFP to retain the remaining \$63k for more strategic deployment as it relates to business/industry engagement and recovery from COVID-19.</p> <p>Staff would also like to recommend that EC Works no longer consider moving to a new space for the upcoming year, given the cost and what is not yet know as it relates to when we will return to the office.</p> <p>Staff announce that Central Oregon Intergovernmental Council has prevailed in the procurement for Title 1B Provider for Youth and Adult/Dislocated Worker Services.</p> <p>Actions: Executive Committee agree that staff should close the Incumbent Worker RFP but would like to see what staff come up with as the alternative.</p>



			<p>Motion: Julie moves to authorize staff to enter into contract negotiations with Central Oregon Intergovernmental Council for the delivery of Title 1B Services for Youth, Adult and Dislocated Workers. Jenny seconds. Unanimously Approved.</p>
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Attachments:

- March 10 & 24 Executive Committee Meeting Minutes
- Board Expectations Agreement
- April Board Meeting Agenda