

# East Cascades Workforce Investment Board

## Executive Board Meeting Agenda

January 11, 2017 from 1-3pm

Topic	Description
Consent Agenda	<ul style="list-style-type: none"> <li>• Meeting minutes from 12/13/16 Ex Com.</li> <li>• Policies for review and approval:                             <ul style="list-style-type: none"> <li>○ Incumbent Worker Training</li> </ul> </li> </ul>
	Motion:
Fiscal Update	<ul style="list-style-type: none"> <li>• Review and discuss:                             <ul style="list-style-type: none"> <li>○ ECWIB Budget Variance Report – this is an updated version for the ECWIB’s adopted and approved budget. Discussion topics include:                                     <ul style="list-style-type: none"> <li>▪ Determination of whether a formal budget mod should be approved to be forwarded to COWC to adopt (<i>vote required</i>)</li> <li>▪ Share concerns or request changes to current budget.</li> <li>▪ Answer any questions Ex Com members have on the budget</li> </ul> </li> <li>○ Budget to Actual report – review and comment</li> <li>○ Financial Statement as of 9/30/16 – review and comment</li> </ul> </li> </ul>
	Actions/Motions:
MCCOG update	<ul style="list-style-type: none"> <li>• Share an update on the WIOA Youth Formula contract with MCCOG and the related Corrective Action plan in place.</li> </ul>
	Actions:
Action Team Updates	<ul style="list-style-type: none"> <li>• Biz Competiveness – met 1/5/17</li> <li>• Development – scheduled for 1/19/17</li> <li>• Emergent Workforce – scheduled for 1/10 but postponed</li> <li>• WorkSource - scheduled for 1/13/17</li> </ul>
	Actions:
ECWIB Meeting	<ul style="list-style-type: none"> <li>• Develop ECWIB 1/26/17 agenda</li> <li>• Staff suggestions:                             <ul style="list-style-type: none"> <li>○ Audited financials – Wally and Jamie</li> <li>○ Updates on staffing changes</li> <li>○ Action Team updates – decision making if related recommendations are being presented</li> <li>○ Sector Partnership Updates – N/C/S</li> <li>○ Governor’s letter – there was good discussion via email – do we want to revisit anything specific?</li> <li>○ Updates on:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Operator procurement</li> <li>▪ MOU and Cost Sharing requirements under WIOA</li> </ul>
	Actions:
Operator Procurement	Update from 12/13/17 meeting from Heather
	Actions:

# East Cascades Workforce Investment Board

## Executive Board Meeting Agenda

February 8, 2017 from 1-3pm

Topic	Description
Consent Agenda	<ul style="list-style-type: none"> <li>• Meeting minutes from 1/11/17 Ex Com. (<i>vote required</i>)</li> <li>• Policies for review and deliberation: (<i>vote required</i>)                             <ul style="list-style-type: none"> <li>○ Employee Family Leave Policy</li> <li>○ Employee Cell Phone Policy</li> </ul> </li> </ul>
	Motion:
Fiscal	<ul style="list-style-type: none"> <li>• Review and discuss:                             <ul style="list-style-type: none"> <li>○ Electronic Disbursement Authority policy (<i>vote required</i>)</li> <li>○ ECWIB Employee Handbook – updated (<i>vote required</i>)</li> <li>○ Financial Statement 12.31.16 (<i>vote required</i>)</li> </ul> </li> </ul>
	Actions/Motions:
Operator Procurement	<ul style="list-style-type: none"> <li>• Update on RFP and evaluation process discussion</li> </ul>
	Actions:
Youth WIOA formula \$	<ul style="list-style-type: none"> <li>• Additional 10% in youth formula funds for services in the field (<i>vote required</i>)</li> </ul>
ECWIB meeting debrief	<ul style="list-style-type: none"> <li>• Any feedback and/or suggestions from those present at ECWIB meeting</li> <li>• Plan for April 27 &amp; July ???</li> </ul>
	Actions:
Cost Sharing and MOU	<ul style="list-style-type: none"> <li>• Update</li> </ul>
	Actions:
Executive Session	<ul style="list-style-type: none"> <li>• Chip and Brad – discuss process and gather feedback on Executive Director Evaluation</li> </ul>
	Actions:

# East Cascades Workforce Investment Board

## Executive Board Meeting Agenda

March 8, 2017 from 1-3pm

Topic	Description
Consent Agenda	<ul style="list-style-type: none"> <li>Meeting minutes from 2/8/17 Ex Com. <i>(vote required)</i></li> </ul>
	Motion:
Corrective Actions	<ul style="list-style-type: none"> <li>Jessica, Heather and Steve - update on MCCOG board meeting 3/7/17 re: Youth Formula Contract</li> </ul>
	Actions:
US DOL convening in SFO	<ul style="list-style-type: none"> <li>Chip and Heather share learnings from DOL Region 6 convening 2/27-2/28 (includes: Hawaii, Guam, Alaska, Washington, Idaho, Oregon and California)</li> </ul>
	Actions:
ECWIB April meeting planning	<ul style="list-style-type: none"> <li>Possible items:                             <ul style="list-style-type: none"> <li>Intro new board members</li> <li>Discuss ECWIB collateral and outreach material</li> <li>Election?</li> <li>Discuss immigrant and ELL service gap in WorkSource Centers</li> <li>Update on Emergent Workforce and WorkSource Action Teams</li> </ul> </li> </ul>
	Actions:
Cost Sharing and MOU	<ul style="list-style-type: none"> <li>Update – we're still at it 😊</li> </ul>
	Actions:

# East Cascades Workforce Investment Board

## Executive Board Meeting Agenda

April 12, 2017 from 1-3pm

Topic	Time	Description
Consent Agenda	1pm	<ul style="list-style-type: none"> <li>• Meeting minutes from 3/8/17 Ex Com. (<i>vote required</i>)</li> <li>• Transfer of funds b/w Adult and Dislocated Worker (<i>vote required</i>)</li> <li>• Cost Allocation Methodology (<i>vote required</i>)</li> <li>• Policy updates to incorporate additional language from 2 CFR 200:                             <ul style="list-style-type: none"> <li>○ Travel Reimbursement (<i>vote required</i>)</li> <li>○ Inventory and Equipment (<i>vote required</i>)</li> <li>○ Records Retention (<i>vote required</i>)</li> </ul> </li> </ul>
		Motion:
Title 1 A/DW/Y formula contracts	1:15pm	<ul style="list-style-type: none"> <li>• CGCC meetings debrief on progress and MCCOG Board update – Heather and Steve</li> <li>• KCC and COIC meeting debrief and update – Heather</li> <li>• Recommendations for moving forward and formalizing decisions</li> </ul>
		Actions:
ECWIB April meeting planning	1:45pm	<ul style="list-style-type: none"> <li>• Review and revise agenda where needed:                             <ul style="list-style-type: none"> <li>○ Brad report out on presentation/recommendations</li> <li>○ Heather report out on private sector recruitment and collateral materials</li> </ul> </li> </ul>
		Actions:
PY17 budget process and planning	2:30pm	<ul style="list-style-type: none"> <li>• Share planned timeline for PY17 budget development, approval and adoption process – Heather</li> </ul>
		Actions:
Director's Evaluation ( <i>Executive Session?</i> )	2:50pm	<ul style="list-style-type: none"> <li>• Chip update on ED evaluation process and timeline</li> </ul>
		Actions:

# East Cascades Workforce Investment Board

## Executive Board Meeting Agenda

May 11, 2017 from 1-3pm

Call in 1-971-337-0147 code 41983569

Topic	Time	Description
Consent Agenda	1pm	<ul style="list-style-type: none"> <li>Meeting minutes from 4/12/17 Ex Com. (<i>vote required</i>)</li> <li>Auditor Engagement letter (<i>vote required</i>)</li> </ul>
		Motion:
Budget	1:15pm	<ul style="list-style-type: none"> <li>Review and vote on PY17 Budget</li> <li>Review and vote on ECWIB policy handbook updates                             <ul style="list-style-type: none"> <li>Time off policy of unlimited PTO provision to eliminate need to accrue PTO</li> <li>Insurance coverage for part time workers</li> </ul> </li> </ul>
		Actions:
ECWIB footprint	1:45pm	<ul style="list-style-type: none"> <li>Damon will present data on utilization/volume of dual customer base - business and job seekers in East Cascades Region - review and consideration for future planning</li> </ul>
		Actions:
Strategic Direction	2:45pm	<ul style="list-style-type: none"> <li>Strategic planning – how do you want to develop Executive Director’s and agency priorities for PY17 – discussion</li> </ul>
		Actions:

# East Cascades Workforce Investment Board

## Executive Board Meeting Agenda

June 14, 2017 from 1-3pm

Call in 1-971-337-0147 code 41983569

Topic	Lead	Time	Description
Consent Agenda	Chip	1pm	<ul style="list-style-type: none"> <li>Meeting minutes from 5/11/17 Ex Com. (<i>vote required</i>)</li> </ul>
			Motion:
Policies	Jessica & Jamie	1:15pm	<ul style="list-style-type: none"> <li>Review and vote on below ECWIB policies (<i>vote required</i>):                             <ul style="list-style-type: none"> <li>One Stop Certification Policy and Process</li> <li>Stipends Policy</li> <li>Severance Policy</li> </ul> </li> </ul>
			Actions:
Review Quarterly Financials	Jamie	1:45pm	<ul style="list-style-type: none"> <li>Review and vote on Financials (<i>vote required</i>)</li> </ul>
			Actions:
One Stop Operator	Heather	2:00pm	<ul style="list-style-type: none"> <li>Review and vote on the Strategic Alignment Team's recommendations for items to be included in contract negotiations with OMEP as the One Stop Operator for ECWIB (<i>vote required</i>)</li> </ul>
			Actions:
State Allocation	Chip and Wally	2:30pm	<ul style="list-style-type: none"> <li>Chip and Wally came to OWIB meeting on 6/9/17 to support the ECWIB region and the need for resources in rural Oregon.</li> </ul>
			Actions:
Strategic Direction	Chip	2:45pm	<ul style="list-style-type: none"> <li>Strategic planning – how do you want to develop Executive Director's and agency priorities for PY17 – discussion</li> </ul>
			Actions:

# East Cascades Workforce Investment Board

## Executive Board Meeting Agenda

July 12, 2017 from 1-3pm

Call in 1-971-337-0147 code 41983569

Topic	Lead	Time	Description
Consent Agenda	Chip	1pm	<ul style="list-style-type: none"> <li>Meeting minutes from 6/14/17 Ex Com. (<i>vote required</i>)</li> </ul>
			Motion:
Policies	Jessica & Jamie	1:15pm	<ul style="list-style-type: none"> <li>Review and vote on below ECWIB policies (<i>vote required</i>):                             <ul style="list-style-type: none"> <li>Severance Policy (updated)</li> <li>Procurement Policy</li> <li>Cost Allocation Plan 2016-2017</li> <li>Cost Allocation Plan 2017-2018</li> </ul> </li> </ul>
			Motions:
ECWIB meeting Agenda	All	1:45pm	<ul style="list-style-type: none"> <li>Need to develop the agenda for July and plan for the coming year's board meetings</li> <li>3 new private sector members – Kevin Harter, Intelfab; Heather Tramp, Klamath Chamber; Lisa Farquharson, The Dalles Chamber</li> <li>Strategic Planning/Develop Priorities – target populations, services, State of the Workforce Report (data), WorkSource locations/footprint, etc.</li> </ul>
			Actions:
Strategic Planning	All	2:30pm	<ul style="list-style-type: none"> <li>How to develop the non-profit ECWIB's plan and body of work for staff in support of the above priorities</li> </ul>
			Actions:



# East Cascades Workforce Investment Board

**Executive Board Meeting Agenda**

**September 13, 2017 from 1-3pm**

*Call in 1-971-337-0147 code 41983569*

Topic	Lead	Time	Description
Consent Agenda	Wally	1pm	<ul style="list-style-type: none"> <li>Meeting minutes from 7/12/17 Ex Com. - <i>vote required</i></li> <li>Records Retention Policy (updated to reflect new state requirement to save records for additional 3 years) – <i>vote required</i></li> </ul>
			Motion:
Policies	Wally	1:15pm	<ul style="list-style-type: none"> <li>Review and edit ECWIB bylaws for ECWIB to vote on at October meeting</li> </ul>
			Actions:
Funding update	Heather and Jamie	1:30pm	<ul style="list-style-type: none"> <li>Allocations of 2017-19 state general funds                             <ul style="list-style-type: none"> <li>Local Competitiveness Strategies</li> <li>Work Experience</li> <li>Industry Engagement</li> </ul> </li> </ul>
			Actions:
MOU and IFA update	Heather	1:45pm	<ul style="list-style-type: none"> <li>Share state feedback on MOU and Infrastructure Sharing Agreement and next steps</li> </ul>
			Actions:
Future focus – share vision	Wally	2:15pm	<ul style="list-style-type: none"> <li>Business engagement - deployment of the Sub-Regional Action Teams; Sector Strategies, and Lattice Employment</li> <li>Branding - develop and implement communications strategy</li> </ul>
			Actions:
General updates	Heather	2:50pm	<ul style="list-style-type: none"> <li>ECWIB staff hiring process</li> <li>One Stop Operator - OMEP</li> </ul>
			Actions:



## East Cascades Workforce Investment Board

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### Board Meeting Agenda

October 25, 2017 11:30am-1:30pm

Location: Klamath Community College  
Building 6, Room H138  
7390 S 6th St, Klamath Falls, OR 97603  
Call-in option: 1.971.337.0747 code 61501479

11:30am-12:00pm

#### Welcome and Introductions – Wally Corwin, ECWIB Chair

- New private sector member introduction:
  - **Shawn Armstrong** – Grace Bio-labs in Deschutes County
- New ECWIB staff introduction:
  - **Cynthia Crossman** – Administrative Assistant
  - **Stefanie Siebold** – Director of Programs
- ECWIB vision and business/community engagement
- Consent Agenda:
  - Meeting Minutes from July 26, 2017 (*vote required*)
  - Updated Bylaws - reflects 7/26/17 ECWIB decision to combine the Vice Chair and Secretary Treasurer roles (*vote required*)

12:00 pm-12:15pm

#### Sector Update

- **North** – Jessica Fitzpatrick
  - Healthcare
  - Advanced Manufacturing
- **Central** – Heather Ficht
  - Healthcare
  - Software/IT
- **South** – Chip Massie
  - Value-added Agriculture

12:15pm – 12:30pm

#### Break to grab working lunch

12:30pm-1:15pm

#### Sub-regional Advisory Teams formation and deployment – Heather

- **North** (Jessica) – Lisa, Amy, Mark, Dave, Steve
- **Central** (Heather) – Brad, Robbie, Debbie, Shawn, Wally
- **South** (Stefanie) – Roberto, Kevin, Ellyn, Kelly, Heather T., Molly

(Open to Commissioners and members of the public.)

1:15pm-1:30pm

**General Discussion and Public Comment**

1:30pm

**Adjourn**

## East Cascades Workforce Investment Board

### Executive Board Meeting Agenda

November 8, 2017 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"> <li>Meeting minutes from 10/25/17 Ex Com. - <i>vote required</i></li> </ul>
			Motion:
Financial Statement & Audit Update	Jamie	1:10pm	<ul style="list-style-type: none"> <li>Review July – September 2017 Financial Statement - <i>vote required</i></li> <li>Update on State Monitoring and External Audit</li> </ul>
			Motions: Actions:
Policy Review	Jamie & Heather	1:30pm	<ul style="list-style-type: none"> <li>Electronic Disbursement Authority – <i>vote required</i></li> <li>Customized Training Policy – <i>vote required</i></li> </ul>
			Motions:
ECWIB Meeting Debrief	Wally & Heather	2:00	<ul style="list-style-type: none"> <li>Debrief 10/25 meeting</li> <li>Review draft language for Co-chairs' invitations</li> </ul>
			Actions:
General updates	All	2:30pm	<ul style="list-style-type: none"> <li>Volunteers to review proposals from North Adult/DW RFP (week of January 8<sup>th</sup> or 15<sup>th</sup>)</li> <li>City Club of Central Oregon – November Forum October 16<sup>th</sup></li> <li>Oregon Business Summit – December 4<sup>th</sup></li> <li>Other</li> </ul>
			Actions:
Attachments: <ul style="list-style-type: none"> <li>Ex Com meeting minutes from 10/25/17</li> <li>Financial Statement 9/30/17</li> <li>Electronic Disbursement Authority Policy</li> <li>Customized Training Policy</li> </ul>			

## East Cascades Workforce Investment Board

### Executive Board Meeting Agenda

December 13, 2017 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"> <li>Meeting minutes from 11/8/17 Ex Com. - <i>vote required</i></li> </ul>
			Motion:
Audit	Jamie & Sara Hummel	1:10pm	<ul style="list-style-type: none"> <li>Sara Hummel will draft audited financials for review and vote</li> </ul>
			Motions: Actions:
Incumbent Worker Grants	Heather	1:30pm	<ul style="list-style-type: none"> <li>Report requested 11/8/17 on Incumbent Worker grants awarded in PY16.</li> </ul>
			Actions:
Local Board Assessment	Heather	2:00pm	<ul style="list-style-type: none"> <li>Results of the local area board assessment from HECC</li> </ul>
			Actions:
Workforce Action Teams	All	2:15pm	<ul style="list-style-type: none"> <li>Report-out on each sub-regional workforce action team's progress to date</li> </ul>
			Actions:
General updates	All	2:30pm	<ul style="list-style-type: none"> <li>Agenda for January Board meeting</li> <li>State of the Workforce Report update</li> <li>Other</li> </ul>
			Actions:
Attachments: <ul style="list-style-type: none"> <li>Ex Com meeting minutes from 11/8/17</li> <li>Draft Audited Financials</li> <li>Memo re: Incumbent Worker Training investments</li> <li>Local Board Assessment</li> </ul>			