

# East Cascades Workforce Investment Board

---

## Executive Committee Meeting Notes

June 30, 2016 2pm-3pm

ECWIB Office 404 SW Columbia Street, Bend OR 97702

**In person attendees:** Executive Committee Members- Wally Corwin, Brad Porterfield, Amy Gibbs, Ex-Officio-Alan Unger, ECWIB Staff-Heather Ficht, Jamie Kendellen, Liz Casey, Lauren Arbuckle, Jessica Fitzpatrick

**Phone attendees:** Executive Committee Members- Pat Davis, Chip Massie, COWC- Steve Kramer

### Meeting called to order by Wally Corwin at 2:11pm

#### I. Discussion, revision and approval of ECWIB 2016-2017 Budget

(attachment: Draft PY16 Budget)

- Review, discuss and revise (line item detail shared on smart tv)
  - Heather provided context for the 3 highlighted line items that have changed on the budget, as of today (6/30): Staff Development, WSO Leases, and WSO Expenses.
    - Staff Development- an addition of \$10,000. The original allotment was dedicated to CFO training and did not factor in the cost of training for other staff, ex: contracts training, WIOA regulations and reporting training.
    - WSO Leases- \$75k was added to allow for the ECWIB to take over the current WSO leases or negotiate new lease terms. This protects the board in the event that a provider is no longer under contract/providing services. Ensures that there is consistency of service if a new provider moves in. This dollar figure represents leases for WSO only, and does not represent leases for youth services provided elsewhere.
    - WSO Office Expenses- \$50k has been added to allow for WSO computers to be purchased. OED will maintain the computers.
  - Questions pertaining to the budget:
    - “Remaining Resources” represents, what used to sit at the provider level as a “rainy day fund”, which will now sit at the ECWIB for the board to manage. It will also allow coverage for Q1 activities for the next budget year when PY and FY for A/DW are unfunded.
    - “Professional Services” Operating vs. Program. Operating represents T/A for the board only. Program represents field staff training.



- Updates on ECWIB membership- Molly Joubert and desire to recruit DHS representative

### **III. Contract Negotiations**

- COIC- Andrew Spreadborough transition/leases
  - Andrew's last day is June 30 (today). National search for his replacement. Karen Friend has been appointed as interim. Alan and Heather have suggested having a member of the board on the interview panel for the replacement.
- MCCOG- issues, suggestions
  - There are still some issues that will likely be addressed in a corrective action plan. Heather will talk with Chip offline about appropriate next step.
- General update: Contracts will be fully negotiated by the end of July.

### **IV. July 28<sup>th</sup> Board Meeting**

*(attachment: Draft Agenda for ECWIB July meeting)*

- Review, discuss and revise July ECWIB Agenda
  - Will hold a July (18-20) Executive Committee meeting to finalize the July 28 Board Meeting agenda. To be scheduled- doodle poll to come.

**Meeting Adjourned- 3:22pm**