East Cascades Workforce Investment Board

Executive Committee Meeting NotesJune 30, 2016 2pm-3pmECWIB 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.

- "Program Services Incumbent" represents set aside dollars for the board to make opportunistic investments not represented by formula funds ex: incumbent worker training or unique partnerships.
- "Audit Services" will likely go down in future years, as this is the first time that the board will be used to prepare for the audit- ensuring compliance, review of federal regulations, etc.
- Proposed change: move \$4k from "Community Outreach" to "Program Outreach".
- COWC Meeting- Thursday July 7th at 1pm:
 - a. Should Treasurer Wally Corwin attend?
 - b. Suggestions on presentation of budget and clarification of voting eligibility based on state conflict of interest policy
 - Wally will join the meeting and recap conversation from Executive Committee discussion. Alan will start meeting and establish quorum. Will look to Steve for additional input. Heather will send budget to COWC following this meeting's adjournment.
 - Budget will be revisited again in September/October after official PY close out, with Executive Committee review. Any changes will require approval from the consortium.
 - \circ $\,$ Only Dan and Jim can vote.

MOTION: Wally: Moved to approve change to outreach line items, with no further changes to the budget draft. Pat: Seconded. Unanimous approval.

II. ECWIB Board Representation and changes discussion

(attachments: ECWIB membership document from Local Plan; ECWIB attendance roster)

- Board Chair- Chip Massie in his new role at Klamath CC, as Workforce Program Director
 - Will transition into his new role on August 2nd. He will finalize his ECWIB Chair duties by the end of July and will plan to meet with Heather and Wally prior to the transition. Board replacement would have to be representative of private sector. Chip will continue to support the board in whatever way is appropriate.
- Amy Gibbs possible shift in role to ex-officio
 - Conversation about term limits, staggering and what Amy's transition would mean? Would an election for a replacement have to take place? Executive Committee will meet again before the July 28 board meeting to discuss a plan to present at the full board meeting.

• 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 28th 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