



## East Cascades Works

### Executive Committee Meeting Minutes (DRAFT) Sept. 12, 2018 from 1pm-3pm Call in 1-971-337-0147 code 5464794

Attendees: Wally Corwin (Chair), Mark Warne (Secretary Treasurer), Lisa Dobey (member), Gary North (member), Heather Ficht (Executive Director), Jamie Kendellen (staff), Jessica Fitzpatrick (staff), Stefanie Siebold (staff), Cynthia Crossman (staff)

Meeting called to order: 1:03pm

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> <li>Approve minutes from 8/8/18 Executive Committee meeting. <i>Vote required</i></li> </ul>
			<p>Motion: Lisa moved to approve Mark seconded Unanimously approved</p>
June 30, 2018 Financial Statement	Jamie	1:05pm	<ul style="list-style-type: none"> <li>Review and approve year-end Financial Statement. <i>Vote required</i></li> </ul> <p><u>Discussion:</u> Current year resources – the carry-in was \$2.4MM. This will cover our expenses for the next quarter until we receive the funds for those expenses. Admin funds were applied to program expenses, which is allowable. We were under budget for staffing and Board expenses. We try to keep expenses low so we can devote more to programs. We analyzed the costs for Launch Path and _____ and found that these out-of-the-box programs don't suit our needs and are very expensive. We aren't going to pay for these programs in 2018-2019 and instead will develop our own systems locally to suit the needs of the workforce organizations here. Apprenti discussion – this is a great model of what can be done for apprenticeship programs. We will need a minimum of 10 participants for the next cohort if we are to continue with tech training, in order to be cost effective. We could shift to healthcare or construction training instead. Choice will also be dependent on employer support.</p>
			<p>Motion:</p>

			<p>Mark moved to approve the financial statement Lisa seconded Unanimously approved</p>
2018-2019 Budget Modification	Heather and Jamie	1:30pm	<ul style="list-style-type: none"> <li>Review and adopt 2018-2019 budget modifications. <i>Vote required</i></li> </ul> <p><u>Discussion:</u> Our carry-in was \$900K higher than calculated in the original budget. We held back money anticipating large expense for WorkSource leases. We are obligated to share expenses with those who have leases with us, but the expense wasn't as high as we planned for. Also, providers didn't spend all funds allocated to them, so we have a carryover from that. State funds are a concern for next year because Portland felt they didn't get their fair share for 2017-18. They tried and failed to get the allocation changed, so they no doubt will come back to the legislature next year to challenge the allocation. Dislocated worker funds are also a concern for next year because of low unemployment rates. We try to keep our admin expenses as low as possible. We aim for 10-20% for admin. Last year's 14% is good target. No other Board in state is this low. However, we want to maintain the level of expertise we currently have by paying reasonable wages. Youth budget – the 30% increase will go toward construction training for youth. We plan to contract out an additional \$500K for programs. We always try to keep 30% as contingency to cover unexpected expenses that arise. This budget modification will need to be approved by COWC, and then the Board will ratify in October.</p> <p><u>Motion:</u> Gary moved to adopt the budget modifications Lisa seconded Unanimously approved</p>
Rapid Response Policy	Stefanie	1:50pm	<ul style="list-style-type: none"> <li>Review and approve changes to Rapid Response Policy. <i>Vote required</i></li> </ul> <p>Policy was updated with new WIOA/legislative language. No substantive changes.</p> <p><u>Motion:</u> Mark moved to approve Gary seconded</p>

			Unanimously approved
EC Works Compensation Process	Wally	2:10pm	<ul style="list-style-type: none"> <li>Discuss implementation of an Annual Review and compensation process for all EC Works staff</li> </ul> <p><u>Discussion:</u></p> <p>Wally pointed out that there is nothing in the compensation policy regarding a review process. His philosophy is to set general goals with each employee with a timeline. Also, the Executive Committee should approve the process. It shouldn't be just the Chair making the decision about compensation.</p> <p>Heather pointed out that the timeline should align with the new program year, so compensation increases can be calculated in the new budget. There should be a COLA line and a merit line.</p> <p>Actions: Heather to prepare policy draft for next meeting</p>
Education Summit	Wally and Heather	2:30pm	<ul style="list-style-type: none"> <li>Proposal to invite CGCC, COCC, KCC, OIT, OSU-C, and OHSU who all have a presence in our region to a meeting re: our target industries and alignment/collaboration</li> </ul> <p>Education is one of our mandated partners. We need to have a meeting with leadership from the above educational institutions to find out what they offer and what they need, in order to plan/coordinate funding for training programs and avoid duplicating efforts. Then have a subsequent meeting with members from target industries with the relevant department heads from these institutions. The plan is to send out a letter from EC Works to the college presidents saying we need a representative from your senior leadership to attend a meeting to discuss coordination of efforts.</p> <p>Heather- our goal, as partners with education, is to determine how can we work better together to meet industry needs. We want education to be part of the solution. Bring them in to discuss strategy and how we should proceed.</p> <p>Actions: Heather to draft letter and send to Wally for review</p>
Meeting time change		1:55pm	<ul style="list-style-type: none"> <li>It was agreed to change the regular time for the monthly Executive Committee meeting to 12:30-2:30 due to a scheduling conflict for one of the members.</li> </ul>



Meeting adjourned 2:00pm

A handwritten signature in black ink, appearing to read "Wally Corwin", is written over a solid horizontal line.

Wally Corwin  
Chair

The date "10/10/18" is handwritten in black ink over a solid horizontal line.

Date