



Executive Committee Agenda **October 13, 2020 from 8:30am-10am**
Zoom or Call in ONLY- 1-408-638-0968; Meeting ID 232 175 561
<https://zoom.us/j/232175561>

Topic	Lead	Time	Description
Consent Agenda	Gary	8:30am	<ul style="list-style-type: none"> Ex Com minutes from September 8, 2020- <i>vote required</i>
			Motion:
Budget Modification Policy	Jamie	8:35am	<ul style="list-style-type: none"> Solicit Review and Approval of Revised Budget Modification Policy- <i>vote required</i>
			Motion:
Board Member Recruitment Materials	Heather/Jessica	8:45am	<ul style="list-style-type: none"> Review and solicit feedback on new board recruitment materials
			Actions:
October Board Meeting Review	Heather	9:05am	<ul style="list-style-type: none"> Review board meeting discussion topics Discuss potential homework and board composition activity
			Actions:
Local Plan Update	Heather	9:30am	<ul style="list-style-type: none"> Update on Local Plan Schedule Solicit thoughts around board vote and public comment period
			Actions:
General Updates & Discussion	All	9:40am	<ul style="list-style-type: none"> Round-Robin Discussion <ul style="list-style-type: none"> Board meeting and executive committee schedule (Jessica) Other
			Actions:
Attachments: <ul style="list-style-type: none"> September 8, 2020 Executive Committee Meeting Minutes Budget Modification Policy Draft Board Recruitment Materials 			



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Attendees: Heather Tramp, Julie Matthews, Marta Cronin, Jennifer Newby, Derrick Degroot and Tony Debone; **Staff:** Heather Ficht, Jamie Kendellen, Stefanie Siebold, Jessica Fitzpatrick, Melissa Barrett.

Topic	Lead	Time	Description
Consent Agenda	Gary	8:30am	<ul style="list-style-type: none"> • Ex Com minutes from July 8, 2020 meeting- <i>vote required</i> • Ratify Votes by Email- <i>vote required</i> <ul style="list-style-type: none"> ○ <i>Order of Authority</i> ○ <i>EC Works Handbook</i> ○ <i>Budget Modification Policy</i> ○ <i>Procurement Policy</i> ○ <i>Electronic Disbursement Policy</i> ○ <i>Check Signing Authority</i> <p>Motions: Jenny moves to approve the minutes as presented, Julie seconds, unanimously approved.</p> <p>Julie moves to ratify the votes by email as presented, Jennifer seconds, unanimously approved.</p>
Recent Achievements and Accolades	Heather	8:35am	<ul style="list-style-type: none"> • Bi-State Collaboration- Washington/Oregon • National Award for Veteran Services • Grant Submissions <ul style="list-style-type: none"> ○ <i>Oregon Health Authority/OHSU Healthy Oregon Workforce Training Opportunity Grant</i> ○ <i>US Department of Education Reimagining Workforce Preparation Grant</i> <p>Discussion: Focused partnership between South Central Washington Workforce Board in Yakima Valley, as well as Clark College and our board along with Columbia Gorge Community College.</p> <p>National Award for Veteran Services</p>



Quarterly Unaudited Financial Statement	Jamie	8:50am	<ul style="list-style-type: none"> Review of Unaudited June 30 Financial Statements- <i>vote required</i>
			<p>Motion: Jenny moves to approve the financials as presented, Julie seconds, unanimously approved.</p>
Budget	Heather/Jamie	9:00am	<ul style="list-style-type: none"> 2020-2021 Modification #1-<i>vote required</i>
			<p>Discussion: Additional funds reflect funds carried in because of unspent provider funds due to the COVID shut-down, as well as additional funds we received based on competitive funding submissions. Ask: would like to add one FTE additional full-time program staff, as well as a part-time professional services agreement for accounting services.</p> <p>This will be the first year we have ever contracted out over 3 million dollars to the field</p> <p>We are currently soliciting your permission to extend the budget modification policy to the end of this program year. In addition, we will also be revising our Budget Modification Policy in the interim.</p> <p>Motion: Jenny moves to approve the Budget Modification #1 as presented, Julie seconds, Unanimously Approved.</p>
General Updates & Discussion	All	9:45am	<ul style="list-style-type: none"> Round-Robin Discussion <ul style="list-style-type: none"> IFA (Heather)
			<p>Discussion: Heather provided an update on the IFA: the co-funding agreement of the One-Stop (WorkSource). We will need to have signatures by our CLEOs.</p>
<p>Attachments:</p> <ul style="list-style-type: none"> July 8 Executive Committee Meeting Minutes June 30 Unaudited Financial Statements Bi-State Collaboration Write-Up National Award for Veteran Services VIDEO 			



- **Budget Summary**

East Cascades Works



Financial Management Policy

TITLE: Budget Modification

POLICY APPROVED BY:

Heather Ficht

Executive Director

Gary North

EC Works Board Chair

Approval Date:

October 13, 2020

Effective Date:

October 1, 2020

Revisions:

Revision to budget modification approval requirements

PURPOSE:

To establish guidelines for modifying East Cascades Works' (EC Works) budget.

POLICY:

A formal request to modify East Cascades Works' approved budget will be required when:

- Modification(s) to Total EC Works Operating Expenses that result in the entire cost category exceeding the total approved amount.
- Modification(s) made to EC Works Total Staffing Expenses that result in the entire cost category exceeding the total approved amount.
- Modification(s) made to EC Works Contingency fund that results in the cost category exceeding the total approved amount.

Only EC Works Executive Committee approval is required for modifications to the budget throughout the year; however, non-Executive Committee Board members and Central Oregon Workforce Consortium members are invited to attend meetings and provide input to budget modification discussions.

Exceptions:

Line item modifications made that do not impact the total approved amount for any one category are allowable. In addition, modifications made to Program Expenses and/or Program Provider Contract amounts, that do not affect Operating or Staffing Expenses, may be made at the discretion of the Executive Director.



Board of Directors Introduction

It Starts and Ends with YOU

Make investment decisions that will improve the livelihood of people in your community

Transform jobseekers into qualified, viable candidates through skill development initiatives

Use your industry knowledge to assure a pipeline of talent to secure a prosperous economy in the region

Drive economic success of your community through partnerships and collaboration

As a board member, you just became a key player in improving the workforce for the entire region. You can expect to collaborate with other business partners, government agencies, economic developers, and community organizations. Your work on this board is critical to the effort to build a strong community – economically and socially – all at the same time.

Think about it, our local, regional, state, and national economic success depends on thriving businesses and industry and those businesses depend on a pool of skilled workers. Your insights are essential to ensure this network of partners is responding to changes in a way that will meet the needs of its valued customers – YOU!

Your Region

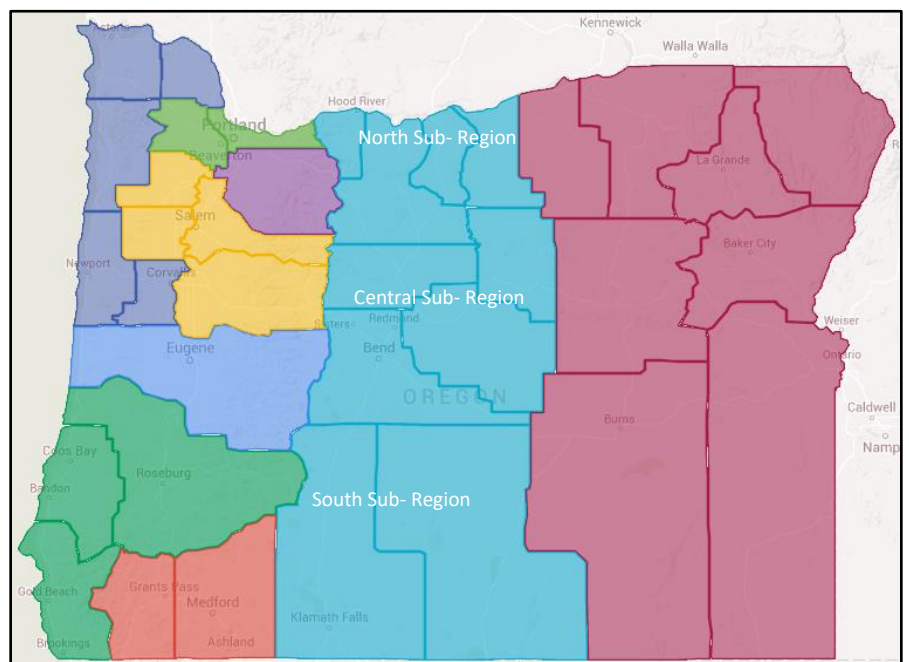
The East Cascades Workforce Area is a ten county region in Oregon that *covers nearly 30,000 square miles* and runs from the Washington border in the north to the California border in the south, encompassing *Hood River, Wasco, Sherman, Gilliam, Wheeler, Crook, Jefferson, Deschutes, Klamath and Lake Counties*.

Within this large region, there are three unique labor sheds:

The North Sub-region, concentrated along the Columbia River Gorge and the Columbia Plateau, including the counties of Hood River, Wasco, Wheeler, Gilliam, and Sherman.

The Central Sub-region, situated in the high-desert and commonly referred to as Central Oregon, includes Crook, Jefferson, and Deschutes Counties.

Lastly, *the South Sub-region, in the basin of Klamath and Lake Counties.*



Your Responsibility

In 2015 following the federal authorization of the Workforce Innovation and Opportunity Act, the Governor of Oregon designated the responsibility of overseeing the public workforce system to nine, newly redistricted Local Workforce Boards, of which we are one. It is within the purview of East Cascades Works Board and Staff to ensure that *high-quality training and career services* are delivered to both businesses and job-seekers through the public workforce system, known as WorkSource.

As a non-profit organization, it is important that we are good stewards of public funds, the board entrusts its staff with implementing policies and procedures that are *focused on sustainability planning, budget management, fiscal compliance and rigorous management of complex funding streams*. In addition, the board relies on staff for ensuring that we are compliant with the Workforce Innovation and Opportunity Act (WIOA), state and local laws, regulations, policies, and procedures; as well as any expectations set forth by the board.

Your Priorities

Our 51% private sector led board tasks staff with providing voice to *four target industries: Health Care, Manufacturing, Construction and Technology*; to identify resource and policy gaps. *EC Works serves as a collaborative, neutral convener for industry*, bringing education, training, and public sector partners together to ensure that jobseekers and the emergent workforce are prepared in a way that meets industry demand AND connects individuals to a living wage career.

At the same time, our board focuses our training and career related resources on creating more opportunities for *individuals living in poverty, justice system involved, English language learners, those experiencing disabilities, those with low math and reading skills, veterans and the emergent workforce*. Furthermore, we focus on youth in our communities who have *dropped out or disconnected from high school, those pregnant, parenting, involved in foster care, or experiencing homelessness*.

Your Commitment

Serving as a volunteer member of the board means that you, uphold the *Values of East Cascades Works*:

- We embrace equity and inclusion.
- We are trusted experts in workforce development and rigorous stewards of public funds.
- We are collaborative neutral conveners.
- We inspire a call to action.
- We are results- driven.
- We are innovative problem solvers.

As a volunteer member you would be expected to:

- Adhere to the Bylaws established by East Cascades Works.
- Attend and actively participate in all quarterly board meetings (January, April, July, October), as well as monthly Executive Committee Meetings if applicable.
- Actively participate in the review and evaluation of critical organization documents, especially those requiring board vote.

- Participate in board voting, except where conflicted.
- Sign letters of support for East Cascades Works as appropriate.
- Provide input, expertise, and advice at the request of the Executive Director and/or Chair.
- Actively recruit new members to join the Board of East Cascades Works.
- Speak on behalf of East Cascades Works, as requested by the Executive Director and/or Chair.
- Volunteer to serve on sub-committees, action teams or industry groups as appropriate, and as recommended by the Executive Director and/or Chair.

You're Invited

All East Cascades Works Board meetings are open to the public and are currently being held virtually via Zoom. *Our next meeting will be held on October 28, 2020.* Should you wish to attend, please RSVP via email to jessica@ecworks.org.

Your Next Steps

Please provide us with as much information as you are comfortable sharing. A member of our board, or our Executive Director will contact you with more information and to answer your questions. If you are a good fit and meet the criteria for joining a Workforce Board (see Appendix A), we will be delighted to have you.

Name:

Address:

Phone:

Email:

I prefer to be contacted by:

I still have questions about:

I am currently a member of the following boards/committees:

I embody the following characteristics, skills, and assets that I believe would further strengthen the East Cascades Works Board:

	Check or List Details
Age	
Under 18	
19-34	
35-50	
51-65	
Over 65	

Prefer Not to Disclose	
Gender	
Male	
Female	
Other	
Prefer Not to Disclose	
Race/Ethnicity	
Caucasian/White	
African American/Black	
Asian/Pacific Islander	
Hispanic/LatinX	
Native/Indigenous	
Other	
Prefer Not to Disclose	
Target Industry	
Construction	
Healthcare	
Technology	
Manufacturing	
Sub-Region	
North	
Central	
South	
Regional	
Representation	
Business Owner/Decision Maker	
Trade Associations/Labor Rep	
Higher Education Provider Rep	
Adult Education and Literacy Rep	
Community Based Organization Rep	
Wagner Peyser Act Rep	
Rehabilitation Act Rep	
Philanthropy Rep	
Other (please list):	
Areas of Interest	
Emergent Workforce	
English Language Learners	
Apprenticeship/Pre-Apprenticeship	
Justice Impacted/Justice Involved	
Diversity, Equity & Inclusion	
Other (Please Provide Details):	

Appendix A: ARTICLE III of East Cascades Works Bylaws

A. Membership Requirements

The size of the Workforce Board shall be variable with the number of members determined by the Consortium. The composition of the Workforce Board must comply with the WIOA, as well as 29 US Code 3122, 20 CFR 679.310, and all applicable state policies and statutes, including, but not limited to ORS 660.321.

1. The majority, as defined by 51 percent or greater, of the members shall be representatives of business from the East Cascades region, who—
 - a. are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
 - b. represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
 - c. are appointed from among individuals nominated by local business organizations and business trade associations.
2. Not less than 20 percent of the members shall be representatives of the workforce within the East Cascades region, who --
 - a. shall include representatives of labor.
 - b. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
 - c. may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - d. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
3. The ECWIB shall include representatives of entities administering education and training activities in the local area, who—
 - a. shall include a representative of eligible providers administering adult education and literacy activities title II of the Workforce Investment and Opportunity Act.
 - b. shall include a representative of institutions of higher education providing workforce investment activities (including community colleges).
 - i. When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities, nominations are solicited from those entities.
 - c. may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

4. The ECWIB shall include representatives of governmental and economic and community development entities serving the local area, who—
 - a. shall include a representative of economic and community development entities.
 - b. shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the East Cascades area.
 - c. shall include an appropriate representative of the programs conducted under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the East Cascades area.
 - d. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
 - e. may include representatives of philanthropic organizations serving the local area; and
5. Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate; and as nominated by locally recognized business organizations, such as chambers of commerce or business membership organizations.