



East Cascades Works

Executive Committee Agenda

July 14, 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	Lisa	8:30am	<ul style="list-style-type: none"> Ex Com minutes from June 9, 2020 meeting- <i>vote required</i> Ratify Vote by Email- Vote to approve Extension of Relaxed Policies due to COVID, through August 11, 2020- <i>vote required</i> Ratify Vote by Email- Vote to approve additional dollars be added to Project Orange Investment in the amount of \$10,000, for a total investment of \$30,000- <i>vote required</i>
			Motions:
Board Meeting Agenda Review & Preview of Industry Engagement Discussion	Heather, Jessica & Stef	8:40am	<ul style="list-style-type: none"> Review Board Meeting Draft Agenda Stefanie and Jessica to provide preview of Board Meeting Discussion: Industry Engagement Model
			Actions:
PPP Loan Application	Jamie & Heather	9:20am	<ul style="list-style-type: none"> Soliciting the input and approval from the Executive Committee to proceed or refrain from applying for the Paycheck Protection Program Loan- <i>vote required</i>
			Motions:
General Updates & Discussion	All	9:40am	<ul style="list-style-type: none"> Round-Robin Discussion <ul style="list-style-type: none"> Budget Modification Update- Sept/October Board Meeting (Heather)
			Actions:
Attachments: <ul style="list-style-type: none"> June 9 Executive Committee Meeting Minutes July Board Meeting Agenda PPP Recommendation Summary 			



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Attendees: Julie Matthews, Lisa Dobey, Jenny Newby, Gary North, Tony DeBone, Heather Tramp, staff: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Stefanie Siebold, Melissa Barrett

Meeting Called to Order by Lisa Dobey with Quorum at 8:33am

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> Ex Com minutes from May 12, 2020 meeting- <i>vote required</i>
			<p>Motion: Jenny moves to approve, Gary seconds, unanimously approved.</p>
Update on Rapid Response & WorkSource Activities	Mel & Stef	8:40am	<ul style="list-style-type: none"> Rapid Response Efforts and Current WorkSource Center Activities
			<p>Refer to handout.</p> <p>Our <u>Rapid Response</u> team is a model of best practice. Went virtual quickly when they needed to adapt, which was then shared and implemented statewide.</p> <p>All our comprehensive centers now have security officers in place- will help keep the buildings secure, which will include partners within the buildings, not just WorkSource services.</p> <p><u>Focus 100</u> project from OED has now been implemented, which will take OED staff to focus them on processing UI claims that have been left unprocessed. We are still at 20,000 claims left to be processed. However, this does not necessarily mean that that all of those that have been processed have been paid yet- they have not. This also does not include Pandemic Unemployment Assistance (PUA), which are not being tracked currently.</p>

			<p>The resources that they are added are personnel, which will help to alleviate the phone systems. Overall, the data system is outdated and was not set up to handle the number of claims, or the amount of back pay weeks needed.</p> <p>At the same time, we will need to alleviate the pressure from the PUA that has been put on the UI system.</p> <p>Mel has been leading the work for EC Works along with our One-Stop-Operator who have been engaged in deep work around reopening, which is leading in the state. By the end of June, the three sub-regions will have a comprehensive reopening plan to present to the board to review, that can then be rolled up to the WSET.</p> <p>State agencies do not expect to begin reopening until July. We are pushing to have common messaging and decision making.</p>
<p>Budget Updates Program Year 2020-2021 Update</p>	<p>Jamie/Heather</p>	<p>9:00am</p>	<ul style="list-style-type: none"> • Program Year 2020/21 Budget Process • Funding Updates: DWGs, Facebook, Talent Development Board, DHS-YEP <p>We have a fully approved budget- approved by the COWC, which means that we can draw funds from the state beginning July 1 and can begin entering program year 2020 contracts with our providers. The budget will also go to the board for ratification in July.</p> <p>We are going to receiving a 600k increase from Adult and Youth, DW will remain flat. We did budget consistent/conservatively.</p> <p>We had a call yesterday to understand the formula for allocation, but instead we heard that the state is withholding 17.5% of funds, which they say will help to respond to the recovery. In our experience however they tend to sit on their funds for too long.</p>



			<p><u>Commissioner Tony DeBone is our Vice Chair.</u></p> <p><u>Funding Updates:</u> DWGs- 660k in DWGs for COVID-19 Facebook- \$50,000 Talent Development Board to support CNA Training in partnership with St. Charles and COCC- \$114,000 DHS Year Round Summer Jobs Funding- \$220, 000</p> <p>Are there gaps in funding that still exist?</p> <ul style="list-style-type: none"> - HF predicts that it is Incumbent Workers and 501c6 and Economic Development and Chamber Partners - Stef is already seeing an increased ask for training, including On-the-Job Training <p>There are many training programs that the colleges will have to prioritize having in person because of accreditations.</p>
<p>Best Practice Region Updates</p>	<p>Jamie/Heather</p>	<p>9:20am</p>	<ul style="list-style-type: none"> • Revenue/EE Model • 25% Minimum Training Expenditure • Rapid Response User Guide • Local Leadership Team Structure & Reopening Planning • Summer Youth Employment Programming <p><u>Revenue/EE Model:</u> Jamie began calculating Revenue over Employee Expenses out of curiosity, but then really started comparing it to the other boards. Year over year we continue to be first in the state for the dollars brought in for dollars spent. We bring in \$8 for every \$1 spent on payroll.</p> <p>Gary would be interested in seeing a business plan before we add another staff member, to ensure that we are adding team members in a strategic</p>



			<p>way. Lisa on the other hand does offer that ECW does have to respond to the economy in a way that is counterintuitive to the business nature- we hire in a time that has to respond to industry's need for hiring.</p> <p><u>25% MTE</u>: State has imposed a policy where we must spend a minimum of 25% of our allocation on training- for 18-19 we spent 39% and so far in 19-20% we are at 42% so far.</p> <p><u>Rapid Response User Guide</u>: Mel developed a statewide guide that has been used to train all Rapid Response team members- throughout Oregon and named a Best Practice. At the same time, our Central Oregon Rapid Response team has provided statewide virtual RR training.</p> <p><u>Local Leadership Team Structure & Reopening Planning</u>: Mel leading this work with our One-Stop-Operator within our three sub-regions. Stef collaborating at the state level in a coordinated effort to make sure that reopening in the region are done safely. This group then reports to the WSET- all the directors of the system- working to develop common strategies for implementation. Jamie and Jessica each also serve on their own fiscal and compliance workgroups to ensure that we stay fiscally and programmatically compliant.</p> <p><u>Summer Youth Employment Programming</u>: Serves TANF Teens and Teen Parents providing them with summer jobs. We were the only region in the entire state to do this last year.</p>
General Updates & Discussion	All	9:40am	<ul style="list-style-type: none"> • Round-Robin Discussion <p>Lisa will be leaving the area and the board. Will need to do an election for a board chair. We will</p>

		<p>also need to have an additional member join the Executive Committee.</p> <p>Molly Joubert has also left her position at her VR and John Irvine will be asking that his local designee replace him on the board.</p> <p>Industry Updates: Gary has opened his office. Being in the office is voluntary. Job site work has dropped off. Strategic plan has been shrinking. Layoffs have been happening. Anticipating that the Portland office market will not come back and will have to adapt, however that does not impact Bend as much. R & H is much more residential in nature.</p> <p>Julie and Heather looking forward to the Basin Reopening Summit focused on Phase II. There is a huge cost to the restaurant industry to reopen with the new restrictions. Business owners are struggling to get people to come back to work. We have also heard a lot from employers about wanting to transition to online services, ability to see now as an opportunity to access training to be able to do this now. How can we use marketing to manage people’s expectations around the rules?</p> <p>Actions: Gary will be added to the ballot for Chair. Gary would like to have a discussion with Heather and Lisa about the duties and responsibilities prior to the July Executive meeting.</p>
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- Attachments:
- May Executive Committee Meeting Minutes
 - Rapid Response Report
 - Revenue/EE Model



East Cascades Works

Board Meeting Agenda

July 22, 2020; 11:30 am - 1:30 pm

Virtual Meeting Only: Dial: (669) 900- 6833 Meeting ID: 919 1101 6876

To Join By Video/Zoom: [Join Zoom Meeting](#)

Topic	Time	Discussion/Action/Motion
Welcome, Consent Agenda & Board Member Transitions	11:30-12pm	<p>Lisa Dobey, EC Works Chair</p> <ul style="list-style-type: none"> • Approval of minutes from April- <i>Vote Required</i> • Approval of PPP Application Summary & Submission- <i>Vote Required</i> • Ratify Budget- <i>Vote Required</i> • Welcome New Board Members: Trevor Janeck, John Hanner <p>Heather Ficht, EC Works Executive Director</p> <ul style="list-style-type: none"> • Farewell to Exiting Members: Teri Hockett, Robbie Smith, Jon Irvine, Molly Joubert • Recognition for outgoing Chair: Lisa Dobey • Election: Board Chair, Vice Chair, Secretary-Treasurer- <i>vote required</i>
		<p><u>Motions:</u></p>
WorkSource Ready to Hire Curriculum	12-12:30pm	Mel Barrett, EC Works Program Manager
Industry/Sectors Update	12:30-12:45pm	<p>Industry Provides Updates on:</p> <ul style="list-style-type: none"> • Technology: ? • Manufacturing: Sam & Mike • Healthcare: Lisa & Trevor • Construction & Building Trades: Gary, Robbie, John & Dave
		<p><u>Action:</u></p>
Strategic Industry Engagement Model & Economic Investment	12:45-1:20pm	<p>Stefanie and Jessica, EC Works Program Directors</p> <ul style="list-style-type: none"> • Regional Business Services • Investments in Training and Creating a Pipeline • Economic Expansion Investments
		<p><u>Action:</u></p>

General Updates & Public Comment	1:20-1:30pm	Heather Ficht, EC Works Executive Director & NEWLY APPOINTED CHAIR, EC Works Chair <ul data-bbox="553 268 1062 294" style="list-style-type: none">• Closing conversation and adjournment
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PAYCHECK PROTECTION PROGRAM LOAN AND LOAN FORGIVENESS APPLICATION

BACKGROUND

The Paycheck Protection Program (PPP) is part of the federal CARES Act passed in response to the current economic crisis in the United States created by the novel coronavirus pandemic. PPP is a loan designed to provide for small businesses to keep their workers on the payroll with loan forgiveness if the money is used in accordance with the regulations. PPP loan amounts are based on eight weeks of gross payroll costs and the funds must be used for payroll, rent, mortgage interest or utilities within 24 weeks of receipt.

DISCUSSION

EC Works anticipates increased demands on current staffing levels now and into the future as a result of COVID-19's effects on the economy. However, due to the uncertainty of continued state funding critical to our ongoing operations and amidst ever changing federal and state regulations and policies, we seek to secure additional resources to support staffing at the board level so that we may continue to be rigorous stewards of public dollars.

If approved by the EC Works Executive Committee, EC Works staff will prepare an application estimated at \$111,000 but not projected to exceed \$150,000, which will be allocated in full to support payroll expenses. EC Works staff will also prepare a summary of the application for approval at the July 22 Board Meeting, as outlined in the Recommendation below.

EC Works will apply for loan forgiveness, as the program allows. Should EC Works not be granted loan forgiveness, EC Works will return 100% of the funds within the current budget year and will not carry a liability into future years.

RECOMMENDATION

For the Executive Committee to approve of the staff proceeding with the Paycheck Protection Program Loan Application of which a Summary will be presented and voted on at the July 22, 2020 Board Meeting. The Central Oregon Workforce Consortium shall also be present to take part in the vote on July 22, 2020 Board Meeting, which shall now be considered a joint meeting of the Board and COWC and published for public notice accordingly.