

East Cascades Workforce Investment Board

Executive Board Meeting Agenda

June 14, 2017 from 1-3pm

Call in 1-971-337-0147 code 41983569

In Person: Wally Corwin(treasurer), Amy Gibbs (member), Brad Porterfield (member), Heather Ficht (Executive Director), Jamie Kendellen (staff), Jessica Fitzpatrick (staff)

Quorum Reached

Wally Corwin called meeting to order at 1:16pm

Topic	Lead	Time	Description
Consent Agenda	Wally	1pm	<ul style="list-style-type: none"> Meeting minutes from 5/11/17 Ex Com. (<i>vote required</i>) <p>Discussion: Clarity sought regarding page 2, paragraph 1 regarding BTWO funding- Heather to revise to offer further clarity.</p> <p>Motion: Brad moves to approve with pending edits Amy seconds Unanimously Approved</p>
Policies	Jessica & Jamie	1:15pm	<ul style="list-style-type: none"> Review and vote on below ECWIB policies (vote required): <ul style="list-style-type: none"> One Stop Certification Policy and Process Stipends Policy Severance Policy <p><u>Discussion:</u></p> <ul style="list-style-type: none"> One-Stop-Certification: All local boards must establish a One Stop Certification policy AND certify all WorkSource centers in our regions by June 30, 2017 Stipends: Wally pointed out that any stipend income or other income over \$600 has to be reported to the IRS as earned income <p>Severance:</p> <ul style="list-style-type: none"> Edits suggested: “company” to be changed to “organization” Please include 2CFR200 in reference to federal maximum for executive level pay

			<ul style="list-style-type: none"> • Record keeping will be needed to ensure that an 8-week severance isn't exceeded • Recommend including a probationary period in the employee handbook and reference in the Severance Policy, during which an employee would not be eligible for severance. • Recommend implementing additional guidelines around Executive Director discretion and Executive Committee Approval. (Include language regarding liability, support from outside council and the board.) • Include contract employee exemption <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Wally will refer an ADA expert (Bill Rogers) to help ECWIB assess ADA compliance. • Amy will check with OED/DAS to see which WorkSource Centers have ADA certification completed and share it • Jamie will make all edits and additions based on the above to the severance policy, to be reviewed and approved next month. <p><u>Motions:</u></p> <p>Amy made motion to approve the One-Stop Certification policy Brad Seconds Unanimously approved</p> <p>Amy made motion to approve the Stipend policy Brad Seconds Unanimously approved</p> <p>Severance Policy- Approval to be held over to next month's agenda</p>
Review Quarterly Financials	Jamie	1:45pm	<ul style="list-style-type: none"> • Review and vote on Financials (vote required) <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Admin Formula can be carried in at 100%- preserving these funds to help in the coming years given that Board Support and CFO Grant will not be coming in. Will spend down prior carry in resources first. • NEG's unspent (example: Woodgrain) given that there were multi-year layoffs. Eligible participants did not qualify for

			<p>training dollars, as they returned to work prior to being given the opportunity for training. We are more equipped to not have this underspend happen in the future given the hiring of a Trade Act Navigator at OED and the implementation of a Rapid Response team.</p> <ul style="list-style-type: none"> • Rethinking Job Search funds were returned, as it was underutilized and not a good fit in our region with such low unemployment. • Update- Sector Strategies is now expected to be spent out. <p>Actions:</p> <ul style="list-style-type: none"> • Jamie to adjust “Total Board Expenses” to drop costs that are not overhead or board expenses to below the line (I-trac, Incumbent Worker) <p>Motion: Brad Moves to approve as presented Amy seconds Unanimously approved</p>
One Stop Operator	Heather	2:00pm	<ul style="list-style-type: none"> • Review and vote on the Strategic Alignment Team’s recommendations for items to be included in contract negotiations with OMEP as the One Stop Operator for ECWIB (vote required) <p>Discussion:</p> <ul style="list-style-type: none"> • Highlighted services are those recommended by the SAT, as those to be included in contract. • We currently have \$25,000 budgeted. The recommended services total \$18,700. • Keep option open to include Center Certification as an addition for next year. • Will need additional clarity on #10 and the inputs involved <p>Motion: Brad moves to approve SAT recommendation, allowing ECWIB staff to begin contract negotiations with OMEP Wally seconds Unanimous approval</p>

State Allocation	Wally	2:30pm	<ul style="list-style-type: none"> • Chip and Wally came to OWIB meeting on 6/9/17 to support the ECWIB region and the need for resources in rural Oregon. <p>Discussion:</p> <ul style="list-style-type: none"> • ECWIB received the largest cut in our allocation in the state, which translates to a reduction in Adult/DW • We are currently slated to receive BTW and Sectors \$ at a 10% reduction- is now being reviewed by the legislator • There are also reserve funds that we should push to use on our core work • Allocation based on outdated factors that do not account for business • Heather invited to join the continuous improvement committee that will take on reviewing the allocation formula and policies for funding. • Seeing some traction on the rural vs. metro nuances • Heather to be vice-chair of OWP <p>Action:</p> <p>Heather will send group the PowerPoint presented at OWIB last week.</p>
Strategic Direction	Wally	2:45pm	<ul style="list-style-type: none"> • Strategic planning – how do you want to develop Executive Director’s and agency priorities for PY17 – discussion <p>Actions: Propose having a dedicated four-hour Executive Committee Meeting with Heather to focus specifically on Strategic Planning and Goal Setting for ECWIB Non-Profit- Prior to the July Board Meeting and prior to Chip’s departure from the board.</p> <p>Also include discussion around the roles of Board, Executive Committee, Executive Director and staff.</p> <p>Invite Steve Kramer and vice chairs, as well as Commissioner Henderson from Deschutes County. Heather to send a Doodle Poll</p>

Amy moves to adjourn

Brad seconds

Meeting adjourned at 3:16pm