



## East Cascades Works

### Executive Committee Notes

January 14, 2020 from 8:30am-10am

*EC Works Office- 404 SW Columbia St. Bend, OR 97702*

*Call in 1-408-638-0968; Meeting ID 232 175 561*

*Attendees: Jenni Newby, Lisa Dobey, Steve Kramer, Gary North, Julie Matthews, and Heather Tramp; staff: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Stefanie Siebold, Melissa Barrett; guest: Sarah Hummel, auditor, Jones & Roth.*

*Quorum reached; meeting called to order at 8:31am.*

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> <li>Ex Com minutes from November 12, 2019 – <i>vote required</i></li> <li>Ex Com minutes from December 3, 2019 – <i>vote required</i></li> </ul>
			<p><b>Motions:</b> Jenni Newby moves to accept the notes as drafted, Heather Tramp seconds, unanimously approved</p>
Audited Financials	Jamie & Sarah Hummel	8:40am	<ul style="list-style-type: none"> <li>Review of Audited Financials – <i>vote required</i></li> </ul> <p>-Refer to handout- Audited Financials</p> <p>Results: Includes a financial statement audit as well as a financial statement audit. Found to be in the highest level of compliance- “presented fairly, in all material respects.” No errors that required adjustments, which is exceedingly rare. Outstanding implementation of new levels of compliance. No findings.</p> <p>Auditors also evaluated two new accounting practices that had been implemented- Operating Lease Liabilities/ Right of Use- Our Bend office and the Lakeview WorkSource space. Calculation allows for the expense to be consistent through the lifetime of the lease.</p> <p>Overall increase in assets and revenue. Management and general expenses went down, after the implementation of additional efficiencies.</p>



			<p>Program Projects has increased, which is a direct result of additional services being offered at the job seeker and employer level. Total expenditures for WIOA was \$3.57 million paid to sub-recipients for WIOA services.</p> <p><b>Actions:</b> Sarah H. encourage the Executive Committee to read the Notes on Financial Statements, specifically the lease disclosures beginning on page 10. Will help clarify the lease liability and assets information. Also encourages you to review page 24 which is the financial statement summary. Overall, she paid compliments to Jamie for leading the team in the fiscal department and ensuring detailed and clean practices.</p> <p><b>Motions:</b> Gary North moves to accept the financial statements as presented, Julie Matthews seconds, unanimously approved.</p>
HECC monitoring feedback	Heather & Jessica	8:55am	<ul style="list-style-type: none"> <li>• Summary of Feedback from the Higher Education Coordinating Commission (HECC)</li> </ul> <p>HECC conducted their annual sub-recipient monitoring of the local workforce boards. We received additional levels of review that we have not had in the past, which included review of our policies, bylaws, partnership agreements, and contracts.</p> <p>Overall HECC’s review was positive. All feedback was to provide technical assistance and give us an opportunity to further refine our internal policies and procedures.</p> <p><b>Actions:</b> none</p>
Board Bylaws, Conflicts of Interest & Expectations Agreement	Jessica	9:05am	<ul style="list-style-type: none"> <li>• Review and discuss Bylaws draft revision</li> <li>• Discuss refining our process for Conflicts of Interest compliance and developing a Member Expectations Agreement</li> </ul> <p>Jessica provided an overview of the documents prepared. The first is a summary of all the changes made to the bylaws. The first section relates to federal and state policies to be incorporated into the bylaws. The second</p>

			<p>relates to areas of suggestion from the HECC to help create further clarity. The third were cosmetic and clean-up and not technical in nature. The two areas called out in highlighted text are for specific discussion, Board Expectations Agreement and Regional/Advisory Committees:</p> <ul style="list-style-type: none"> <li>• <b>Board Expectations Agreement:</b> came at the suggestion of the HECC and based on feedback Jessica received in a Federal DOL training she attended. Expectations Agreement creates a structure for which the members of the board shall operate and serves as a compliment to the Code of Conduct. Rather than modifying the Code of Conduct with each new board/executive committee, we will create an Expectations Agreement, to be used as an onboarding tool and will be signed annually along with our Conflicts of Interest. Items to include are expectations around attendance in meetings, active participation in meetings, and conduct outside of meetings.</li> <li>• <b>Regional/Advisory Committees:</b> when the board was founded, there was concerns around equity in serving such a large region. The then board recommended establishing regional committees and action teams. While we have been successful in ensuring equity in the ways we do our work, we have been unsuccessful in establishing committees of the board. Lisa and Julie express concerns around removing this from the Bylaws and would like to solicit input from the full board to ensure that there is input from the three regions.</li> </ul> <p>Executive Committee pleased with revisions and thought that went into the updated Bylaws and will look forward to the discussion at the upcoming board meeting around the Expectations Agreement and Regional Committees.</p> <p><b>Actions:</b> Jessica to work with Nicole Hough to draft an Expectations Agreement for review in March Executive Committee and for Approval at April Board Meeting.</p>
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			Jessica will solicit input from the board regarding the expectations agreement and their feedback around regional committees, at the January board meeting.
January Board Meeting	Lisa	9:20am	<ul style="list-style-type: none"> <li>● Review draft agenda for January Board Meeting               <ul style="list-style-type: none"> <li>○ Brainstorm Youth component inspired by the recent City Club facilitated by Heather and very well attended, as well as Heather’s presentation in Klamath.</li> </ul> </li> </ul>
			<p><b>Actions:</b> Jamie to provide Lisa with a process agenda for her talking points around the audited financials.</p> <p>Heather to develop questions to help move the youth conversation along. Board member or staff to facilitate in each sub-region.</p> <p>Staff to refine order and timing of discussions.</p>
Economic Development Incentives	Heather & Julie	9:30am	<ul style="list-style-type: none"> <li>● Develop Decision Making Criterion for Economic Development Incentives</li> </ul> <p>When there is potential for a new employer to land in one of our sub-regional communities, we are presented with an opportunity to invest training dollars to incentivize them. What kind of information would this body like to review in order to aid in the decision?</p> <p>Exec. Com would like staff to explore criteria. In meantime, will review current opportunity:</p> <p>Julie presented an opportunity to invest in training for a new manufacturing employer that will result in 36 new jobs. The company is looking at Klamath Falls along with several other locations. Questions: Wages? \$20/hour. Request? Unknown.</p>
			<p><b>Motion:</b> Julie Matthews conflicted- recuses herself from voting and discussion.</p>



			<p>Jennifer Newby- Make a motion to earmark \$15,000 to incentivize the employer, with the request for additional information regarding the number and types of jobs. Staff shall negotiate the number down should there be factors to be considered. Gary North seconds, Unanimously approved.</p> <p><b>Actions:</b> Heather to work with Julie on the letter of support and commitment. Julie to provide additional information regarding the number and types of jobs.</p> <p>Team to work to establish recommendations for criteria for funding.</p>
General Discussion & Announcements	All	9:50am	<ul style="list-style-type: none"> <li>General Discussion &amp; Announcements</li> </ul> <p>None.</p>
			<p><b>Actions:</b> none</p>
<p>Attachments:</p> <ul style="list-style-type: none"> <li>November and December Executive Committee Meeting Minutes</li> <li>Audited Financials</li> <li>Summary of Changes to Bylaws</li> <li>Draft Bylaws Update</li> <li>Board Meeting Draft Agenda</li> </ul>			

Adjourned 9:58am

Minutes Approved in Consent Agenda 2/11/2020