

## East Cascades Workforce Investment Board

### Executive Board Meeting Minutes

September 13, 2017 from 1-3pm

Call in 1-971-337-0147 code 41983569

*Attendees: Wally Corwin (Chair), Mark Warne (Secretary/Treasurer), Brad Porterfield (member), Heather Ficht (Executive Director), Jessica Fitzpatrick (staff), Jamie Kendellen (staff), Cynthia Crossman (staff)*

*By Phone: Derrick DeGroot*

*Quorum Reached.*

*Meeting called to order: 1:11pm*

Topic	Lead	Time	Description
Consent Agenda	Wally	1pm	<ul style="list-style-type: none"> <li>Meeting minutes from 7/12/17 Ex Com. - <i>vote required</i></li> <li>Records Retention Policy (updated to reflect new state requirement to save records for additional 3 years) – <i>vote required</i></li> </ul>
			<p><b>Motion:</b> Mark moves to approve the 7/12/17 minutes and the records retention policy as presented. Brad seconds. Unanimously approved.</p>
Policies	Wally	1:15pm	<ul style="list-style-type: none"> <li>Review and edit ECWIB bylaws for ECWIB to vote on at October meeting</li> </ul>
			<p>Discussion: Reminder of July board meeting discussion and vote to modify the ECWIB policy so that Vice Chair and Secretary Treasurer positions can be filled by either private or public sector members.</p>
			<p>Actions: The July 27 Board meeting minutes reflect the decision to revise, therefore we will include modified by-laws in the consent agenda of the next full board meeting.</p>
Funding update	Heather and Jamie	1:30pm	<ul style="list-style-type: none"> <li>Allocations of 2017-19 state general funds               <ul style="list-style-type: none"> <li>Local Competitiveness Strategies</li> <li>Work Experience</li> <li>Industry Engagement</li> </ul> </li> </ul>

			<p>Discussion: Changes in the way that the State of Oregon determines the formula used for allocating additional resources to the local boards, which has taken into account additional factors regarding square mileage and poverty rates within the local areas. Roughly a million dollars was repurposed from PDX metro to the rural areas based on the new allocation methodology.</p> <p>This is only the second time that the state has invested in local workforce boards on a biennium basis. This is the first time that they are using measures beyond density of population to determine allocation.</p> <p>It is possible that there could be additional pushback from the more urban areas that received a reduction, in an effort to get the state to revisit. If this happens, Heather will continue to keep the Board and the CLEOs engaged for their support.</p> <p>While these are welcome changes, there seems to be additional restrictions added to the Work Experience funding, which staff are still working through and requested additional information from the state to gain clarity on the expectations. No contract has yet been issued.</p> <p>Actions: Jamie to update budget to account for additional funds available.</p>
Financials	Jamie	1:45pm	<ul style="list-style-type: none"> <li>Review of Quarterly Financials</li> </ul> <p>Discussion: Quarterly Financials represents the organization's working budget, not a budget vs actual of the approved budget. We were able to obligate our carry-in resources down to the 20% required to allow us to retain the additional resources to cover Q1 expenses while the board awaits the federal allocation. We put out additional funds to the field than was originally budgeted. In comparison to a board of equal size, our revenue is close to identical. Their resources and allocation to the providers were much lower, while their expenses were much higher.</p> <p><b>Motion:</b>  Brad motions to approve the financials as presented.  Wally seconds  Unanimously approved.</p>

MOU and IFA update	Heather	1:55pm	<ul style="list-style-type: none"> <li>• Share state feedback on MOU and Infrastructure Sharing Agreement and next steps</li> </ul> <p>Discussion: MOU and IFA are requirements of WIOA to ensure that all mandated partners are paying their fair share for the system as it relates to customers and their staff's physical presence within centers. The ECWIB has been engaging with all core partners, as well as the state's Technical Assistance team in order to get into compliance.</p> <p>Actions: Heather and Jamie continue to meet with the Core Partners to develop IFA methodology for the infrastructure and career services, so that our cost sharing can be submitted on time. Will focus on Klamath Falls as the model to be submitted for approval. Once complete, we'll use that methodology for the other areas.</p> <p>Executive Committee and Staff to set up our internal process for record keeping. Important to make sure this cost doesn't outweigh the financial return on the cost sharing.</p> <p>Board Chair and the CLEO have to sign the final agreement.</p>
Future focus – share vision	Wally	2:15pm	<ul style="list-style-type: none"> <li>• Business engagement - deployment of the Sub-Regional Action Teams; Sector Strategies, and Lattice Employment</li> <li>• Branding - develop and implement communications strategy</li> </ul> <p>Discussion: Branding: what we're finding is that the ECWIB does not have enough visibility in the business community even though we've funded various initiatives. Often times the recognition goes solely to the organization we've partnered with.</p> <p>Business Engagement: Board function rather than a staff function to figure out how to engage with businesses.</p> <p>Consolidate Multiple Streams of Money: Workforce funds need to be managed at the board level so that the messaging and the vision is consolidated as well. Allows for more resources to go out to the field rather than at the fund management level. Texas is an example of this.</p>

			<p>Define Board Responsibility vs. Staff Responsibility: Board and Executive Committee need to set up a charter for Board, Executive Committee and Staff.</p> <p>Political realm: Each state senator and representative is allowed to introduce one bill. Board needs to decide what type of funding we want to ask for.</p> <p>Heather will have increased bandwidth to support all of the above when we have hired on our Deputy Director.</p> <p>Actions: Develop standards/MOU for Staff/Board/Executive Committee</p> <p>Wally to draft an update document to include in Board Meeting in October. This will include a piece for members to describe where they see the Board now and their intentions and goals for future.</p>
General updates	Heather	2:50pm	<ul style="list-style-type: none"> <li>• ECWIB staff hiring process</li> <li>• One Stop Operator - OMEP</li> </ul> <p>Discussion: Hiring: Three exceptional candidates for Deputy Director position. Heather will be making phone calls to candidates and checking references in the next couple of days. We hope to make an offer by next week.</p> <p>OMEP: Under contract and we've had a kick-off. OMEP will be conducting a Value Stream Mapping in the WorkSource first from the customer perspective then from the business perspective. Staff will continue to share information with the Executive Committee as it becomes available.</p> <p>Additional Discussion: Regional Business Services: Heather meeting locally with Central Sub-region business service teams to better align the teams in the Central offices (Redmond, Bend, Prineville, Madras).</p> <p>Footprint: We need to begin addressing our regional footprint (where our offices are located and the costs of doing services). Heather already having conversations locally with community agencies and elected officials, about how the cost of services can be shared. The question is: Are counties, community justice, etc.</p>

			willing to fund a portion of the services, to ensure that their constituents and their populations continue to be served?
			Action: Wally will be reaching out to Preston Callicott (Five Talent) to start to do further research on how technology can better serve us and our rural locations.
			Wally to participate in City Club conversation on Immigration in November. We'll look into City Club membership for the board.

Motion to Adjourn: Brad moves  
Mark Seconds  
Unanimously voted to adjourn

3:05pm