

# East Cascades Workforce Investment Board

## Executive Board Meeting Minutes

November 8, 2017 from 1-3 pm

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

By phone: Steve Kramer (local elected official), Derrick DeGroot, (local elected official)

Quorum Reached

Meeting called to order: 1:04 pm

Topic	Lead	Time	Description
Consent Agenda	Wally	1pm	<ul style="list-style-type: none"> <li>Meeting minutes from 10/25/17 Exec Comm - <i>vote required</i></li> </ul>
			<p>Motion: Mark moves to approve minutes as written Brad seconds Unanimously approved</p>
Financial Statement & Audit Update	Jamie	1:10pm	<ul style="list-style-type: none"> <li>Review July – September 2017 Financial Statement - <i>vote required</i></li> </ul> <p><u>Discussion:</u> We are fully on track with the budget, both revenue and expenses. Corrections to line item for WSO expenses – 81% of the budget is still remaining. We still haven't received the contract for state funds and probably won't before year end. COIC has been closed out in the South. Jamie met with KCC to make sure they are billing properly.</p>
			<ul style="list-style-type: none"> <li>Update on State Monitoring and External Audit</li> </ul> <p><u>Discussion:</u> We are currently being audited by State Monitors for the first time covering 2015-2017 fiscal years, and by our external auditor. So far we have not been made aware of any major issues and do not expect any.</p> <ul style="list-style-type: none"> <li>ECWIB Assessment</li> </ul> <p><u>Discussion:</u> Shalee Hodgson from OED came to Bend to do an assessment of ECWIB. She met with multiple Board members and Commissioners, as well as many of our partners. Wally was asked if we need state assistance. He said only for technical programs and technology support. Possibly OED could provide tech support. This is important to tie in our rural areas.</p>
			Motions:

			<p>Brad moves to approve financial statements as presented Mark seconds Sept. 2017 Financial Statement unanimously approved</p> <p>Actions: Jamie will work on internal process for budget modification parameters around staffing costs when there are significant variances in the budget. Not all modifications require Executive Committee approval. We should state the minimum amount that needs to be submitted to the committee.</p>
Policy Review	Jamie & Heather	1:30pm	<ul style="list-style-type: none"> <li>• Electronic Disbursement Authority – <i>vote required</i></li> <li>• <u>Discussion</u>: The approval process for electronic disbursement authority needed clarification</li> <li>• Customized Training Policy – <i>vote required</i></li> </ul> <p><u>Discussion</u>: We can access state funds for the apprenticeship program recently implemented -- up to \$10K for each trainee. We need a customized training policy in place to do so. The policy is based on OWIB policy and state law.</p> <p>Motions:</p> <p><b>Electronic Disbursement Authority</b> Brad moves to approve as presented Mark seconds Unanimously approved</p> <p><b>Customized training</b> Mark moves to approve as presented Brad seconds Unanimously approved</p>
ECWIB Meeting Debrief	Wally & Heather	2:00	<ul style="list-style-type: none"> <li>• Debrief 10/25 ECWIB meeting</li> </ul> <p><u>Discussion</u>: Wally was pleased with attendance and input. We need to get the Action Teams up and running.</p> <ul style="list-style-type: none"> <li>• Review draft language for Co-chairs' invitations</li> </ul> <p>This item was not discussed. See action item below.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Heather will reach out to Action Team co-chairs to make sure they are engaged and know how to proceed.</li> <li>• Need to do outreach to Warm Springs.</li> <li>• Next ECWIB meeting – Should focus on state of the workforce and the Action Teams. Also, there is a new head of the division that oversees state labor analysts. He did an excellent presentation to Sectors Academy on the future of work, which includes the topic of immigrants. Heather will invite him to</li> </ul>

			present at this meeting, to help private sector and board members better understand opportunities.
General updates	All	2:30pm	<ul style="list-style-type: none"> <li>• Volunteers to review proposals from North Adult/DW RFP (week of January 8<sup>th</sup> or 15<sup>th</sup>). We decided to do an RFP for the North due to MCCOG closing down. Need volunteers to review RFP applications. Mark Warne volunteered. We should also invite members of broader Board to participate in the review. We should change Jan. meeting date of Executive Committee to January 17 so they can vote on awards.</li> <li>• City Club of Central Oregon – November Forum on Nov. 16<sup>th</sup> Topic is immigrants in Central Oregon. Wally is presenting. Brad has put a lot of effort into organizing this forum.</li> <li>• Oregon Business Summit – December 4<sup>th</sup> this year the topic is Workforce. HECC is leading the program.</li> <li>• Incumbent worker grants – One closed out successfully; the other is preparing to close out. Will bring update to next Ex Com meeting.</li> </ul>
			<p>Actions:</p> <ul style="list-style-type: none"> <li>• Jessica to invite Board to review RFP applications.</li> <li>• Exec Committee agenda next month – Jessica to report on incumbent worker grants. How did they do and what are the key take aways? What are the metrics and are they the right ones? This information will be helpful for the Action Teams.</li> <li>• Change January Executive Committee meeting to Jan. 17.</li> </ul>

Motion to adjourn:

Mark moves

Brad seconds

Unanimously voted to adjourn, 2:28 p.m.



s/Mark Warne  
Secretary/Treasurer

12-13-2017  
Date approved

