



East Cascades Works

Executive Committee Minutes February 11, 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: Commissioner Tony Debone, Lisa Dobey (Chair), Gary North, Julie Mathews, Sarah Hummel (Jones & Roth); Staff: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Melissa Barrett, Stefanie Siebold.

Quorum reached.

Lisa called the meeting to order at 8:32

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	<ul style="list-style-type: none"> Ex Com minutes from January 14, 2020 meeting <p>Motions: Julie moves to accept the minutes, Gary seconds. Minutes unanimously approved as presented.</p>
Review Unaudited Financials (July 1-December 31, 2019) & Draft Federal 990 Tax Return	Jamie & Sarah Hummel, Jones & Roth (by phone)	8:40am	<ul style="list-style-type: none"> Review and approval of unaudited financials – <i>vote required</i> Review of Draft Federal 990 tax return July 2018- June 2019- <i>vote required</i> <p>Discussion: We have received additional revenue in grant resources since our budget was adopted. Key highlights are funding through Tykeson Family Foundation to support Youth CareerConnect, as well as funding from the Central Oregon Health Council and Facebook and fundraising from Endless Summer Nights.</p> <p>There are additional carry-in dollars to note as well: Dislocated Worker funds received from the state to support the retraining of iQor closure impacted workers and funds remaining to be invoiced for Future Ready.</p> <p>Worth noting that we have also made the conscience decision to not spend some of the remaining dollars from the DOL Apprenti.</p>

			<p>We are on track with our operating budget for internal/staff costs. The increase is reflective of additional dollars spent on Incumbent Worker Training. While we are nearing the end of our budgeted amount for staff travel, we will not need a mod given that we will remain within the cost category.</p> <p>Programs are billing and spending their funds appropriately given the timing in the year.</p> <p>Motions: Gary moves to approve the draft tax return 990 as presented, Julie seconds, unanimously approved.</p> <p>Julie moves to approve the unaudited financials as presented, Gary seconds, unanimously approved.</p>
<p>Review Policy Revisions</p>	<p>Jamie/Heather</p>	<p>8:55am</p>	<ul style="list-style-type: none"> Review of updated Property Management, Inventory & Equipment Policy, Employee Handbook, and Employee Compensation Policy- <i>vote required</i> <p>Discussion: Changes are at the recommendation of the Higher Education Coordinating Commission during monitoring. We no longer have to tag and inventory all equipment, including that below \$5,000. We will only inventory property with a unit acquisition cost of \$5,000 or more.</p> <p>Employee Handbook and Compensation Policy have been updated to remove conflicting statements.</p> <p>Human Resources Policy for Compensation offers more clarity and is more thorough than the previous policy. The updated policy also expands the bonus/merit increase flexibility, in addition to Cost of Living Adjustments and to be fiscally prudent as it pertains to our budget and funding. We also included a section pertaining to salary studies and remaining current in the industry. Process is also expanded so that the process has some additional flexibility for when reviews and compensation changes are recommended to the Executive Committee for approval as a line item within the budget. The only</p>

			<p>constants are the April and May Executive Committee review and approvals, as well as COWC review and approval and Board ratification.</p> <p>Motions: Gary moves to approve the Property Management Policy as presented, Julie seconds the motion, unanimously approved.</p> <p>*Employee Handbook and Compensation Policy deferred to March for approval due to not having quorum (Julie had to leave mtg).</p>
Donor Advised Funds	Heather/Gary	9:05am	<ul style="list-style-type: none"> Summary of conversation with OSU-C and thoughts about establishing a Donor Advised Fund for Industry Engagement <p>Discussion: Staff and Gary recently engaged with OSU-C on a Fund Development strategy and reviewed their recommendations for various revenue stream models.</p> <p>We decided that it would be beneficial to have EC Works develop a fund to allow for industry to pay in along with support partners. This also allows for the funders and the industry to give guidance around the types of investments made. If industry considers this an operation/training cost paid into annually, it would allow for funds to go further and be more sustainable.</p> <p>Actions: Stefanie will be working with COCC about levels of benefit to employers for contribution to training related to Construction Industry.</p> <p>Heather, Jamie and Gary to continue to work on what the donor/industry advised model structure and parameters should be.</p> <p>Heather and Gary to also meet with COBA- Mandy and Ron next week.</p>
SNAP 50/50 Funding	Heather/Stef/Jamie	9:20	<ul style="list-style-type: none"> Overview of SNAP 50/50 Setting up a structure for using dollars recouped from SNAP 50/50 projects



			<p>Discussion: Department of Agriculture administers SNAP 50/50 through the Department of Human Services in Oregon. We must contribute non-federal funds and provide programming that is expanded and enhanced delivered to SNAP participants. You then get 50 cents back on every \$1 you spend.</p> <p>Team recently met with Pacific Source who identified a need for a local training for Community Health Workers and Peer Support Specialists needed in the community. Some interested individuals may be SNAP participants. Stefanie working with Oregon Employment Department and our WIOA Title 1 providers, who are also SNAP providers, to explore further.</p> <p>We could potentially use non-federal, state General funds to support this training. It would be a success if we have 10 SNAP participants go through training. We will recoup staff costs.</p> <p>Other ideas are around ELL populations and re-entry population.</p> <p>There are rigorous compliance standards, so we will be very careful in heading into this project.</p> <p>Actions: none</p>
Central Formula RFP	Jessica	9:40	<ul style="list-style-type: none"> • Overview of Timeline for RFP for Central Formula Funds • Ask for volunteers to review <p>Discussion: In order to ensure the highest quality of Adult and Dislocated Worker and Employer services delivered through WorkSource, and the Youth WIOA Title 1 services we procure every 3-5 years, as required by law. EC Works will therefore procure in Central this year to begin this process once again. The timeline for this procurement is outlined below – red text is internal staff work and black reflects the public process.</p> <p>Action: Jessica to release RFP and solicit reviewers from the full board.</p>



ITEM		DATE/TIME	
Drafts sent to team for 1 st Review. Team working on budget planning simultaneously, to inform funding amount.		9pm, Tuesday, February 4, 2020	
First round review comments due to Jessica Budget requests/ideas due to Jamie		COB, Wednesday, February 12, 2020	
Second Round clean drafts sent back to team for final review		COB, Friday, February 14, 2020	
Second round/final review due back to Jessica		COB, Friday, February 21, 2020	
Final Packaging, Clean-up and Last Sets of Eyes		Monday, February 24, 2020- mid-day	
RFP Released		Monday, February 24, 2020 by 11:59pm	
Deadline for Submission of Written Questions		Noon Pacific, Monday, March 16, 2020	
Deadline for Submission of Required Intent to Apply		Noon Pacific, Monday, March 23, 2020	
Deadline for Submission of Full Proposal		Noon Pacific, Monday, April 6, 2020	
Provisional Award Notification		April 24, 2020	
Written Appeal Deadline		5:00pm Pacific, May 1, 2020	
Contract Start Date		July 1, 2020	
General Discussion & Announcements	All	9:50am	<ul style="list-style-type: none"> General Discussion & Announcements
			Actions: none
Attachments: <ul style="list-style-type: none"> January Executive Committee Meeting Minutes Unaudited Financials July 1, 2019- December 31, 2019 Draft Federal 990 Tax Return Revised policies: Property Management, Inventory and Equipment Policy, Employee Handbook, and Employee Compensation Policy 			