

# East Cascades Workforce Investment Board

**Executive Board Meeting Minutes DRAFT**

**February 14, 2018 from 1-3 pm**

*Call in 1-971-337-0147 code 41983569*

Attendees: Wally Corwin (Chair), Amy Gibbs (member), Heather Ficht (Executive Director), Stefanie Siebold (staff), Jamie Kendellen (staff), Jessica Fitzpatrick (staff), Cynthia Crossman (staff)

By phone: Mark Warne (Secretary/Treasurer)

Quorum Reached

Meeting called to order: 1:03 pm

Topic	Lead	Time	Description
Consent Agenda	Wally	1:00pm	<ul style="list-style-type: none"> <li>Meeting minutes from 1/17/18 Exec Comm - <i>vote required</i></li> </ul>
			<p>Motion: Mark moves to approve as written Amy seconds Unanimously approved</p>
Dec. 2017 Financial Statement	Jamie	1:10pm	<ul style="list-style-type: none"> <li>Review December 2017 Financial Statement - <i>vote required</i></li> </ul> <p><u>Discussion:</u> We are on track drawing down funds. Admin – expenses are at 10%. Staffing – we are under budget because Stefanie Siebold didn’t start until October. Operations – expenses are on target.</p> <p>Board/Program expenses – these need to be updated to include IFA estimates, but we are still waiting for guidelines from the State. Jamie also wants to break out the Program Expenses so we can get a more accurate picture. We need to draw from DW and move to some funds to Adult where they are needed more. She will present this for approval at next Exec Comm meeting.</p> <p>Purpose of IFA is to share cost of public workforce system among all core partners. State is moving slowly, and we still don’t have data to calculate costs. Our concern is that we won’t know our costs going into next year and won’t know what to allocate. All of our partners are similarly impacted in preparing their budgets. We also don’t have leases for all locations. Heather wanted Exec Comm to be aware of these challenges, which could impact budget planning.</p>
			<p>Motion: Amy moves to approve Dec. 2017 Financial statement Mark seconds</p>

			Unanimously approved
Budget Modification Policy	Jamie	1:20pm	<ul style="list-style-type: none"> <li>• Needed to establish guidelines for modifying ECWIB’s budget – <i>vote required</i></li> </ul> <p><u>Discussion:</u> To streamline the budget approval process we have identified three types of budget modifications that would need Exec Comm approval:</p> <ul style="list-style-type: none"> <li>• Modifications to total ECWIB Operating Expenses that would result in costs exceeding approved amount. (Line items can fluctuate.)</li> <li>• Staffing Expense modifications that would result in costs exceeding approved amount.</li> <li>• Modifications to ECWIB Contingency Fund that would result in costs exceeding approved amount.</li> </ul> <p>Motion: Amy moves to approve Budget Modification Policy Mark seconds Unanimously approved</p>
Workforce Action Teams	All	1:40pm	<ul style="list-style-type: none"> <li>• Updates and potential shift</li> </ul> <p><u>Discussion:</u> <b>Central Workforce Action Team (CWAT) meeting</b> - Wally felt it was well attended. Still need to work on getting more private sector members involved. CWAT decided to resource a promotional video of Central Oregon to entice relocation to this area in order to address immediate talent needs. Despite this not being their first choice, the Board members felt they aren’t there to drive the decisions but to allow the members to discuss and engage. Wally is encouraged that the group is meeting and making decisions.</p> <p><b>North &amp; South Action Teams:</b> Both Jessica and Stefanie have found that the Action Teams in the North and South have been slow to gain momentum. In addition, Heather needs to be more connected to the North and South regions. As a result, Heather will now be the lead on these teams. She has more positional authority and can keep things moving. Wally will try to be engaged as well, as he has business contacts in these areas.</p> <p>Private Sector Board members need to put energy into the action teams and support staff. Plan is for Heather to meet beforehand</p>

			<p>with the co-chairs in those areas to help motivate and give direction prior to the full team meetings.</p> <p>Actions: Heather will arrange to meet with co-chairs prior to next Action Team meetings in North and South, and then attend the meetings. Wally will join if available.</p>
Board Member Update	Heather	2:00pm	<ul style="list-style-type: none"> <li>• New Board member – Mike Peterson, EarthH2O – Jefferson county. Heather had help from Janet Brown at EDCO to get him on board.</li> <li>• Resignation of Kevin Harter – need replacement from the South</li> <li>• Board member terms</li> </ul> <p>Private sector: Kelly McGarva’s term is expiring soon and Ellyn Craven’s is up later this year. We need nominations from Economic Development or Chamber and then will submit to CLEO for appointment.</p> <p>Public sector: Brad Porterfield’s term expires in June. We need to consider representation from DHS. Also perhaps representation from a migrant seasonal farm workers org., Veterans agency, or Tribes.</p> <p>Actions: Heather needs to look for private sector members from North &amp; South. Next meeting we need to brainstorm about Brad’s replacement/s.</p>
Upcoming Meetings	Heather	2:15pm	<ul style="list-style-type: none"> <li>• Upskill/backfill – Incumbent Worker RFP will be released this week. Volunteers from each Action Team will review the applications from their areas. Approval doesn’t need to involve Exec Comm. as long as staff approves. Only if there is a disagreement would this need to come to Exec Comm.</li> <li>• IFA update/footprint – discussed earlier in Financial Statement conversation. We need to postpone Board discussion of footprint to July ECWIB meeting, as we won’t have the data in April.</li> <li>• Budget we are planning for a 10% reduction for WIOA and 15% reduction for PY18. Heather is looking into changing the bylaws so that the Chair and Vice chairs of COWC can be involved in budget discussions.</li> </ul>

			<ul style="list-style-type: none"> <li>MOU Review – last year’s MOU didn’t include the Commission for the Blind. They are requesting that we write a new MOU that includes them.</li> </ul>
			<p>Actions:</p> <p>Heather needs to prepare new version of MOU to include Commission for the Blind.</p>
General updates	All	2:30pm	<ul style="list-style-type: none"> <li>New EC Works logo – everyone likes the logo and tagline</li> <li>State of the Workforce Report update: We are making progress on the draft. Damon did an incredible amount of work for this report. We still need photos from all areas showing workers in their industries.</li> <li>Innovation Festival – they decided they don’t need us as a fiscal agent but we are still a partner</li> <li>Wally met with Alan Unger who is on COCC Board. They are interested in our thoughts on COCC’s involvement with ECWIB &amp; workforce.</li> <li>Monitoring – Heather asked if Wally’s employee can do our ADA monitoring. Yes.</li> </ul>
			<p>Actions:</p> <ul style="list-style-type: none"> <li>Wally to send ADA contact info to Cynthia.</li> <li>Wally to schedule with Heather re COCC.</li> </ul>

Motion to adjourn:

Wally moves

Amy seconds

Unanimously voted to adjourn at 2:42 pm

  
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 s/Wally Corwin  
 Board Chair

3/14/18

Date