



Executive Committee Agenda
May 1, 2023 from noon-1pm
Virtual Meeting Via Zoom or Phone

12:00pm: Consent Agenda – *Dave Burger called to order at 1:02pm*

Consent Agenda:

- Minutes from April Executive Committee Meeting – *Laurie first and Dave seconds, unanimously approved.*
- Monitoring Letter – *EC Works had a clean monitoring for program (policies/program) and fiscal (how we draw down funds) – there were no issues or findings.*
- 2021-22 Taxes – *Laurie first, Dave seconds, unanimously approved.*
- *Jessica announced made an offer to Fiscal Director and he will start on June 1st.*

12:10pm: Budget Mod – **Jessica Fitzpatrick, staff**

Jessica presented the updated budget and explained why we true up the budget via a mod because the budget is based on estimates. Reviewed the variance (yellow highlighted – see attached) from original budget estimates.

Laurie first, Dave seconds and passes unanimously.

12:35pm April Board meeting – **Heather Ficht, staff**

Debrief the board meeting. Review membership vacancies. – information only

We need to recruit 3 new private sector board members. Very friendly, folks participated and seems like people are there bc they are engaged.

Adjourned 1:40pm

Attachments:

- Executive Committee Meeting Minutes – April 2023 (draft)
- Monitoring Letter
- ECW 2022 taxes



Executive Committee Agenda
May 1, 2023 from noon-1pm
Virtual Meeting Via Zoom or Phone

12:00pm: Consent Agenda – K’Lynn Lane, Chair

Consent Agenda:

- Minutes from April Executive Committee Meeting – *vote required*
- Monitoring Letter – *information only*
- 2021-22 Taxes – *vote required*

12:10pm: Budget Mod – Jessica Fitzpatrick, staff

Share the modified budget – *vote required*

12:35pm April Board meeting – Heather Ficht, staff

Debrief the board meeting. Review membership vacancies. – *information only*

Attachments:

- Executive Committee Meeting Minutes – April 2023 (draft)
- Monitoring Letter
- ECW 2022 taxes



Executive Committee Agenda
April 12, 2023 from noon-1pm
Virtual Meeting Via Zoom or Phone

Attendees:

Executive Committee members: Oregon Frontier Chamber of Commerce: K'Lynn Lane (Chair), David Burger (Vice Chair) and Laurie Chesley (Sec/Treasurer)

EC Works: Heather Ficht, Jessica Fitzpatrick, Teresa Cummings-Weir, Amy Bionda

- Called to Order: 12:02pm -

12:02pm: Consent Agenda – K'Lynn Lane, Chair

Consent Agenda:

- Minutes from March Executive Committee Meeting – *vote required*
Dave made a motion to approve March minutes as presented, and Laurie seconded.
The March minutes were unanimously approved.

12:05pm: NAWB Debrief – Dave, Vice Chair; Teresa, Jessica and Heather staff

Share promising practices and lessons learned at conference – *information only*

Overall great and very informative conference with a lot of positive connections made. Also an opportunity for staff and board members to connect. Take-away: Oregon is on-track and making a difference. Interesting breakout sessions / connections included:

- Apprenticeship Session
- High School Internships Session
- Growing American Workforce and Green Energy Session
- Woman's Work Session (Building Construction Industry). More info to be shared.
- Various Communication Sessions
- DOL Chief Evaluation Office: report evaluating methods to keep participants engaged in the programs (texting platform). Could be useful to implement in the region. More info to be shared.

12:30pm Fiscal Year 2022 Mod and Fiscal Year 2023 Budget Process – Heather Ficht and Jessica Fitzpatrick, staff

Clarify timeline, process and plan. Share staffing updates. – *information only*

- Planning and process was explained (see attached document).
- Need to reach out to get County Commissioners (COWC) to attend (for quorum) for the vote at June 5th meeting.

12:45pm: April Board meeting agenda – Heather Ficht, staff

Review draft April Board meeting agenda and share feedback – *information only*

- Agenda was reviewed (see attached document).
- Discussed proposal of creating open subregional community forums for networking opportunities. Would like to bring on a consultant to coordinate.



Additional Comments

COO: Jessica Fitzpatrick has been promoted to EC Works Chief Operating Officer, beginning May 1.

Subrecipient Providers: To ensure pay equity among providers we discussed the possibility of creating a new policy about minimum pay ranges for subrecipient providers. It would need to be a full board approved policy.

- Meeting Adjourned: 1:04pm -

Attachments:

- Executive Committee Meeting Minutes - March 2023 (draft)
- ECWIB Meeting Agenda - April 2023 (draft)
- 2023-2024 Budget Calendar for Distribution



Oregon

Tina Kotek, Governor

Higher Education Coordinating Commission

3225 25th Street SE

Salem, Oregon 97302

www.oregon.gov/HigherEd

March 30, 2023

To: Statewide Accounting and Reporting Services
Chief Financial Office
Department of Administrative Services

Subject: Pass-through agency's review of subrecipient single audit (2 CFR §200.331)
East Cascades Workforce Investment Board
Fiscal Year 2021

We have reviewed the single audit reports of East Cascades Workforce Investment Board for the fiscal year ended 6/30/21. We performed our review in accordance with the requirements of §200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 CFR Part 200, as applicable, and Oregon Accounting Manual Policy No. 30.40.00.

The subrecipient had no federal program audit findings that require contributing agencies to issue a management decision.

With regards,

Brandon Johnson

Brandon Johnson
OSAC Program Accountant
Office of Operations
Higher Education Coordinating Commission

cc: Aki Davis/Jessica Fitzpatrick, Eastern Oregon Workforce Investment Board

EC Works BUDGET 2022 - 2023

	2022 - 2023 Budget Mod#1	2022 - 2023 Budget	Variance	
Program Provider Contracts				
Adult	923,911	555,000	368,911	66.5%
Dislocated Worker	800,420	490,000	310,420	63.4%
Youth	1,077,522	660,000	417,522	63.3%
TANF Summer Jobs	43,163	-	43,163	
DOL DWGs	5,709	-	5,709	
Work Experience	129,000	134,243	(5,243)	-3.9%
Future Ready	1,392,241	1,413,547	(21,306)	-1.5%
COVID Layoff Assistance	10,966	-	10,966	
GED Wraparound	80,428	-	80,428	
YDD	159,730	15,000	144,730	964.9%
OYEP	424,381	310,000	114,381	36.9%
Lake County - WSO Center	10,000	10,000	-	0.0%
Total Program Provider Contracts	5,057,471	3,587,790	1,469,681	40.96%
Total EC Works Expenses	8,260,880	6,563,716	1,697,164	25.86%
Fiscal Year 2023 - 2024 Quarter 1 Resources	1,325,015	1,203,904	121,111	10.06%
Total Program Provider Contracts	5,057,471	3,587,790	1,469,681	40.96%
Historical - Program Provider Contracts				
	2016 - 2017 = \$2,911,261			
	2017 - 2018 = \$2,339,259			
	2018 - 2019 = \$2,733,464			
	2019 - 2020 = \$2,760,001			
	COVID-19 2020 - 2021 = \$3,298,140			

Staff Development						
Total Operating Expenses	<u>19,000</u>	<u>15,500</u>	<u>3,500</u>			26.38%
	<u>309,000</u>	<u>244,500</u>	<u>64,500</u>			
Board expense as % of revenue	17%					
Program Expenses						
ITrac Database	55,365	53,100	2,265			
WSO Expenses - Leases, Phone / Internet	50,300	50,300	-			
One Stop Operator	40,000	45,000	(5,000)			
Program General Expenses ***	1,387,192	915,644	471,548			
Total Program Expenses	<u>1,548,518</u>	<u>1,064,044</u>	<u>484,474</u>			45.53%
Total Board Expenses	3,148,409	2,920,926	227,482			7.79%

State - Work Experience	-	-	-	-
State - Industry Engagement (Sectors)	-	-	-	-
State - Competitive Strategies (Board Support)	-	-	-	-
State - GED Wraparound	-	-	-	-
State - Youth Development Division (YDD)	-	-	-	-
State - Oregon Youth Employment (OYEP)	-	-	-	516,945
State - Oregon Health Authority Behavioral Health	-	-	-	-
State - Future Ready General Fund	1,584,366	1,584,366	-	-
Local - Youth Career Connect (YCC)	183,641	40,700	142,941	-
Local - PGE Project Zero	5,000	-	5,000	-
Local - COHC Behavioral Health Match to OHA	250,000	-	250,000	-
Local - Meta : Facebook	250,000	250,000	-	-
County - Lake County	14,500	14,500	-	-
	<u>5,748,736</u>	<u>4,561,484</u>	<u>1,187,252</u>	
Total Resources	9,585,895	7,767,620	1,818,275	23.41%

EXPENDITURES				
Board Expenses				
<u>Staffing</u>				
Salaries	954,095	1,191,709	(237,614)	
Employer Taxes	95,410	119,171	(23,761)	
Employee Benefits	241,386	301,502	(60,116)	
Total Staffing	1,290,891	1,612,382	(321,492)	-19.94%
<u>Operating Expenses</u>				
Professional Services	90,000	38,000	52,000	
Legal Services	4,500	7,000	(2,500)	
Audit Services	23,000	24,000	(1,000)	
Fees / Taxes	11,000	11,000	-	
Phone & Internet	24,000	24,000	-	
Insurance	28,000	22,000	6,000	
Facilities	25,000	25,000	-	
Office Supplies/Expenses	32,000	32,000	-	
Office Improvements and Equipment	-	-	-	
Memberships	21,000	18,000	3,000	
Printing	2,500	3,000	(500)	
Staff / Board Travel	26,000	20,000	6,000	
Meetings	3,000	5,000	(2,000)	

EC Works BUDGET Mod#1 2022 - 2023

RESOURCES	2022 - 2023 Budget Mod#1	2022 - 2023 Budget	Variance
Carry In Resources			
WIOA - Adult	392,325	311,096	81,229
WIOA - Dislocated Worker	306,295	315,481	(9,186)
WIOA - Youth	403,052	301,607	101,445
WIOA - High Concentration of Eligible Youth		7,500	(7,500)
WIOA - Admin	478,489	296,879	181,610
DOL - DWG Disaster & Employment	5,709	-	5,709
Federal/State - TANF Summer Jobs	54,090	10,117	43,973
DOL - COVID layoff aversion	10,966	-	10,966
ARPA - City of Bend	81,011	7,365	73,646
State - Work Experience	172,783	149,159	23,624
State - Industry Engagement (Sectors)	61,854	112,552	(50,698)
State - Competitive Strategies (Board Support)	113,991	109,140	4,851
State - HowTo	740,281	684,106	56,175
State- GED Wraparound	75,349	-	75,349
State - Youth Development Division (YDD)	140,963	28,805	112,158
State - Oregon Youth Employment (OYEP)		349,246	(349,246)
State - OHA Behavioral Health	300,000	286,564	13,436
Local - COHC Health Careers		-	-
Local - COHC - OHA Behavioral Health match	500,000	236,519	263,481
Local - Lake County	-	-	-
	3,837,159	3,206,136	631,023
Current Year Resources			
Adult	945,738	823,901	121,837
Dislocated Worker	704,660	709,012	(4,352)
Youth	999,458	871,813	127,645
WIOA Admin	294,428	267,192	27,236
WIOA - High Concentration of Eligible Youth	-	-	-
Federal/State - TANF Summer Jobs	-	-	-
ARPA - City of Bend	-	-	-