East Cascades WORKS
Connecting Talent To Opportunity

EC Works Board Meeting Agenda
January 26, 2022 from 11:30am-1:00pm
Virtual Meeting Via Zoom or Phone

Phone one-tap: US: +12532158782,,8793810312# or +13462487799,,8793810312#

Meeting URL: https://us02web.zoom.us/j/8793810312
Meeting ID: 879 381 0312

Board Members Present: Gary North (Chair), David Burger, John Hanner, Dave Aiken, Martin Campos-Davis, Bambi Bevill, Erin Szymoniak, K'Lynn Lane, Nicole Hough, Suzanne Lindsay, Julie Matthews, David Burger, Robbie Smith, Michelle Alvarado, Soledad Haines
Others Present: Dana Dunlap, Sara Hummel, Steve Kramer, Teresa Cummings Weir, Cheyenne Williams
Staff Present: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Adam Dickey, Melissa Barrett, Brenda Stewart, Stefanie Siebold, Shannon McGivney, Stephanie Tarntino
Board Members Absent: Wendy Peterson, Maggie Hubble, Matt Bogatay, Marta Cronin

- Meeting called to order at 11:32 am by Chair Gary North.

- **Introductions:**
  - The Chair recognized Stefanie Siebold to introduce Shannon McGivney, the new Regional Services Manager at EC Works. Brenda Stewart will be moving to Youth Services Manager so there can be more individualized focus on each program.
  - Heather Ficht introduced new Board member Soledad Haines, who will represent State Employment Department taking over for Amy Gibbs board position.
  - Heather Ficht also introduced Suzanne Lindsay who will be taking Wendy's position representing Technology as well as Construction on the Board and will co-chair the Continuous Improvement Committee of the Workforce Talent Development Board, focused on continuous improvement of WorkSource services.

- **Consent Agenda:** The minutes of the October meeting were presented and the Chair asked for a motion to approve the minutes.

  Motion: Martin moved to approve the minutes as presented, Dave seconded, and the minutes were unanimously approved.

  The 06/30/2021 EC Works Audited Financials were presented and the Chair asked for a motion to approve the minutes.

  Motion: Martin moved to approve the audited financials as presented, Dave seconded, and the financials were unanimously approved.

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The Chair referenced the EC Works Final Monitoring Report 2021 that was included in the email packet sent to the Board and asked for any questions or comments. The audit was clean with no observations or findings on the financials and the final signed copy has come in which we will send out after the meeting. Sara Hummel, Jones & Roth was present in case anyone had questions about the financials. No questions or comments were posed from the Board.

- **WIOA Performance:** Stefanie Siebold, Mel Barrett, and Brenda Stewart (staff) presented the program performance report from October 1, 2021 – January 20, 2022. In our October Board meeting, we presented our program outcomes from last year, and now we are reporting results from this quarter. Please refer to the attached PowerPoint for details but of note, many participants are still in the midst of training, therefore completions are not as high as they will be at year's end.

- **Conflicts of Interest and Duality of Interest Training:** Jessica Fitzpatrick (staff) presented the following regarding Conflicts of Interest (COI) and Duality of Interest (DOI):
  - Avoiding COI aligns with our values as an organization, and these policies help prevent making decisions based on bias and / or favoritism.
  - The definition of and examples of COI and DOI were provided. A potential COI is said to exist when a person can gain a financial benefit through "insider" connections. A potential DOI is sitting on two boards serving a common population.
  - Potential or perceived conflict / duality: disclosure does not remove but helps address or eliminate perception, and there are three simple safeguards: 1) disclose your relationships / memberships 2) recuse from vote and discussion and 3) document action and maintain records.
  - An important addition for a non-profit like EC Works is to make sure we are doing an annual disclosure statement which we do every year to reaffirm anything that has changed or additions, especially if entering into a vote. The Chair can present any agenda items that may bring-up a conflict or duality and allow them to leave the room for discussion and vote and will then note in the minutes anyone who leaves the room.
  - Next Steps – we will clarify language and expand our COI form to allow for DOI language, include duality in our staff handbook, review and approve in April meeting, begin implementation following Board vote, and will have further discussion about changes that we have implemented.
  - Nicole suggested a pre-screen for meetings to determine any agenda items that would need to be flagged and we can add to run of show for Gary. Jessica will look into the process for when someone has a COI but it would not impact the agenda item. The final forms will go to Exec Comm the month before the full April Board meeting and Nicole was asked for help with reviewing since she has a background with COIs/DOIs.

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- **General Group Updates and Discussion**
  - Stefanie Siebold (staff) provided an update on Oregon Youth Employment Program Funding. We are excited to receive between $300-500k for our region, which will have to be spent by June 30, 2023. We are having preliminary conversations with providers about what this could look like as far as enhancing youth opportunities.
  - This is Michelle Alvarado's last Board meeting, and we thank her for her service! She has been on our Board for three years and we have gained a lot from her representing the small business community. We now have two openings for private sector seats on the Board, please send Heather any options especially within the manufacturing and health care sectors.
  - Heather provided an update on Prosperity 10,000 funding. There are a lot of moving parts and competing initiatives, so it is still unclear how funding will be distributed. Our hope is the Gov's office and legislature come to agreement on resourcing workforce development at least partially through Local Workforce Boards and we should know by March. Almost all Board members have shared their logos and supported our outreach and education work.
  - Driving Force Award – Heather was one of three individuals in the state to receive this award from the Gov via the Workforce and Talent Development Board, for her work on advocacy for the public workforce system and improvements to better serve Oregonians.
  - Steve Kramer offered to assist with any advocacy work he can do in Salem, especially due to a commissioner resigning in Klamath County, leaving Commissioner Degroot with a lot of extra work on his plate right now. Heather thanked Steve for his consistency in leadership in supporting our mission over the last 6 years!

- Meeting was adjourned by Chair Gary North at 12:45 pm.