



**Executive Committee Minutes
December 4, 2023, from 1pm-2pm
Virtual Meeting Via Zoom or Phone**

In attendance:

Board Members: K'Lynn Lane, David Burger, Laurie Chesley

Staff: Heather Ficht, Fish Williams, Jessica Fitzpatrick, Teresa Cummings-Weir

Meeting called to order by K'Lynn at 1:09pm

1:00pm: Consent Agenda – K'Lynn Lane, Chair

Consent Agenda: Minutes from October Executive Committee Meeting – *vote required.*

Laurie moved to approve, David seconded the motion, unanimously approved the October Executive Committee Meeting minutes as presented.

1:10pm: Budget Modification and Audit Update – Fish Williams, Staff

Present the updated budget to reflect additional funds and carry in resources – *vote required.*

Fish provided an overview of the budget modification. Further information can be found in the modification memo.

Overall, we have approximately \$65,000 more than we anticipated in carry-in resources. New grants include Pathways Home, QUEST, Benefits Navigator (Part of Future Ready legislation), Portland General Electric, additional resources from Meta, and local funds from the Redmond, Bend LaPine and Jefferson 509j school districts to support Youth Career Connect.

We did not contract with the state for TANF Youth Employment this year, given trouble with referrals from DHS and an inability to spend the dollars in previous years. Heather continues to have leadership level discussions with DHS regarding the issues and to change the process for referrals.

Operating costs have gone down by 3% based on expenses vs. revenue, despite adding one additional staff member per the Pathways Home Grant for the WorkSource Oregon Reentry Program.

Also due to additional resources coming in we were able to increase our provider contracts (by nearly \$1 million since last year), Incumbent Worker investments and our program general expenses overall.

Program General Expenses broken out can be found in the additional schedule included.



Dave recuses himself from voting on the budget due to a conflict of interest with Central Oregon Building Trades Council, a required beneficiary of the Meta donation of \$5,000.

Laurie moves to approve the budget as presented, K'Lynn seconds the motion, Motion passes to Approve the Budget Modification as approved.

1:35pm Strategic Plan Process – Heather Ficht, Staff

Heather provided a high-level summary of the process that kicked off last week. There will be various virtual sessions to convene the sub-regions and the staff within the next several weeks. Committee is working to refine the survey that will be brought back to this group for input before being sent out.

Coraggio is summarizing partner strategic plans by sub-region to help us understand the gaps and assets throughout the region.

The group will present a one-pager at the April board meeting. The team will then provide quarterly updates from there on the progress made.

1:45pm Updates – all

- *Pathways Home Update: Heather has clarified that there has continued to be some delays from US DOL. EC Works will no longer oversee the full implementation of the funds, per DOL. OWP will now oversee the contracts of the Future Ready and Pathways Home funding with the 9 local boards. EC Works will employ the Program Manager and oversee the statewide implementation of the program. We've also made advancements in getting our data reporting system set-up to allow for streamlining of Future Ready and the Pathways Home funding. Fish is doing reference checks for the Program Manager position and we hope to make an offer soon.*
- *Project Coordinator position update: will look to post the position in January.*
- *Annual Audit draft will now be presented by the auditors at the January meeting.*
- *Dave meeting on Saturday with Biden's cabinets for Transportation and Energy regarding two projects: Offshore wind and dredging.*
- *Continuous Improvement Committee (sub-committee of WTDB responsible for assessment and transparency) update from K'Lynn: big focus on data right now. If there is anything related to data systems issues, please let the CIC know so they can make an appeal to the governor.*

Meeting adjourned by K'Lynn at 2:02pm.