East Cascades WORKS
Connecting Talent To Opportunity

Executive Committee Agenda
December 5, 2022 from 1pm-2pm
Virtual Meeting Via Zoom or Phone

Jess, Heather, K'Lynn, David Burger, Bob Malicki, Martin Campos Davis and Teresa Cummings weir

Meeting called to order at 1:02pm.

1:00pm: Consent Agenda – K'Lynn Lane, Chair
Consent Agenda: Minutes from November Executive Committee Meeting – *vote required*
David Burger moves to accept the minutes as presented, Martin Campos- Davis Seconds, Unanimously approved.

1:10pm: Financials – Bob Malicki, staff
Quarter 1 Budget to Actual for Program Year 2022 – reflection of new revenue and carry in resources – *information only*
Bob reviewed the adopted budget, highlighting the additional dollars available following carry-in, which has driven our working budget much higher. Most of our carry-in resources are obligated through sub-recipient contracts. Heather emphasizes the importance to spend oldest funds first, as our allocation from WIOA is good for 2 years. Salaries are lagging behind some of this is due to vacancies through the last quarter of last year and the first quarter of this year.

There were no questions from the group. There was much appreciation shown for the EC Works team, Bob specifically for his presentation being easy to understand.

1:30pm: Employee Handbook Revisions – Heather Ficht, staff and Christine Frazer, consultant *– vote required*

- *Convert Human Resource Policies to Procedures as Handbook overrides existing policy – Employee Compensation and Evaluation Policy*

Christine provided a high-level overview of the changes, which were focused on streamlining and simplifying. Other changes were focused on providing one time-off bucket (PTO), updating compliance related items that had been updated, such as the harassment policy, and family leave.

Heather pointed out the additional work that our team has been doing with Christine as it relates to evaluation and compensation, which has been helping us to move forward in a more equitable and compliant way. In order to reduce risk as an organization, we needed to ensure that there is consistency within our policies.

Martin moves to approve as presented. David seconds. Unanimously approved.

1:45 Executive Session – K'Lynn Lane, Chair and Christine Frazer, consultant – *information only*
Discussion of Executive Director compensation and employment/contract status with organization

Attachments:

- Draft November Executive Committee Meeting Minutes
- Q1 Budget to Actual financials for PY22
- Compensation Study