



**Executive Committee Agenda**  
**February 12, 2024 from 12:30pm-1:30pm**  
**Virtual Meeting Via Zoom or Phone**

*Attendees: K'Lynn Lane, David Burger, Heather Ficht, Teresa Cummings-Weir, Jessica Fitzpatrick*  
*Meeting called to order at 12:33pm*

**12:30pm: Consent Agenda – K'Lynn Lane, Chair**

Consent Agenda:

- Minutes from January Executive Committee Meeting – *vote required*

**David moves to approve the minutes as presented, K'Lynn seconded, unanimously approved.**

**12:40pm: Strategic Plan/Local Plan Updates – Heather Ficht and Jessica Fitzpatrick, Staff**

Local Plan – WIOA compliance requirement - *information only*: Now available for public comment on our website. Public comment period open until March 13. Plan will have to be approved by the board via email vote on March 15. The approved plan will be submitted to the state on March 18. We will plan to revisit anything within the strategic plan section that changes due to the strategic planning process. Heather will send a summary email to the board this week.

Strategic Plan – updates on progress – *information only*: Several meetings will take place in March. There could be opportunities for ad hoc committees of the board. Heather is also recruiting new private sector members now.

**12:55pm Office Update – Heather Ficht, Staff**

*Flooding - information only*: The office is still uninhabitable after the January flooding. All tech equipment is currently in storage. We will be letting go of the space at the end of March or April and will begin renting a single office at The Haven co-working space in Bend beginning in March. We also continue to explore space at the new Bend WorkSource office and have also secured space at The Dalles WorkSource for staff to work from. The furniture and some technology from our current Bend office will be sent down to the new WSO Lakeview space that we secured.

We are close to making an offer to a Project Coordinator, who will manage the simultaneous office moves.

**1:05pm Executive Session – Heather Ficht, Staff**

**1:15pm Adjourn – K'Lynn Lane, Chair**