East Cascades WORKS
Connecting Talent To Opportunity

East Cascades Works

Executive Committee Meeting Notes **November 12, 2019 from 8:30-10am**

EC Works Office- 404 SW Columbia St. Bend, OR 97702
Call in 1-408-638-0968 Meeting ID 232 175 561

Attendees: Julie Matthews, Steve Kramer, Jennifer Newby, Lisa Dobey (chair), Heather Ficht (staff), Jessica Fitzpatrick (staff), Mel Barrett (staff), Stefanie Siebold (staff), Jamie Kendellen (staff)

Lisa called meeting to order at 8:30.

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	• Ex Com minutes from October 14, 2019 (approval required)
			Motions: Julie moves to approve the minutes as presented; Jennifer seconds the motion; minutes unanimously approved.
Quarterly Financial Statements	Jamie	8:45am	• Review of Quarterly Financial Statements (approval required)
			Discussion: The financials for the previous year, Program Year 2018, have been closed. Due to conservative budgeting, we were able to carry additional resources, along with provider unspent resources, into this year's budget to support Program Year 2019. In addition, items such as Incumbent Worker, Cohort Training- those resources are carried in when not spent, as they represent contracts that overlap program years. Based on where we are in the year, we would hope to see a budget of roughly 75% resources remaining, we are on track at 77%. The only expense that is tracking below is the staff development line, due to the bulk of training happening in the first quarter of the year. Everything tracking as planned, there are items that have been adjusted as additional resources were allocated by

			the executive committee and as added resources come in. For example, we have received additional Future Ready Grant funds to support the continuation of the Tribal Health Scholars program at St. Charles; to allocate a one-day per week staff person on the reservation to support enrollment in WIOA; and to hire a full time Indianpreneurship trainer. As a reminder: adjustments or modifications do not need approval, unless they are associated with staffing or administrative costs. The State General Fund resources (Work Experiences), were contracted late, and TANF resources came in after the grant term closed. We also still do not have access to the federal funds that we were allocated for this program year. Also, depending on the grant, we are limited to 10%, others it is 12% to support our admin expenses. Lisa would like to recognize Jamie for her ability to keep us out of hot water when there are issues. Actions: We are working to ensure that fiscal and program, at our provider level, are tighter in their coordination throughout the year. We will also engage Steve Kramer for support at the AOC level with regards to late contracting. In addition, we will keep the executive committee up to date on the progress that is made. Motions: Julie moves to approve the financials as presented; Jennifer seconds; financials are unanimously approved.
Board Meeting Format & December Executive Committee Meeting	Heather	9:05am	• Group discussion regarding the format of the quarterly board meetings • Heather to make ask regarding December Executive Team Meeting schedule Actions: Technology worked well. Having the three locations does provide an option for more remote folks and then allows for local collaboration as well.

			Changing locations does not allow for us to get the technology dialed in however so we will want to continue working on a permanent location in each sub-region. Actions: Julie will check with Heather about hosting at the South Portal Building, and potentially deploying our 360 camera. Target Populations Update will be included in the next board meeting with an ECOs team, Youth Career Connect, and an English Language Learners sub-group update. December Executive Committee has been moved to December 3 at 8:30 am to accommodate State Monitoring and the City Club even.t
Executive Director Updated Goals	Heather	9:20am	• Review updates to Heather's goals Heather has added goals to cover an update to the Strategic Plan, Programs and Operations, and development for larger bodies of work: example is the Diversity, Equity, Inclusion work and the Resource Development plans underway. Heather also wants to begin spending more time in the South and North to continue growing work and relationships. Actions: Lisa would like to see more outcomes and measurable targets and specificity. Lisa would also like to see more stretch goals so that Heather is continuing to grow as leader. Heather will update and provide an update at the next meeting.
General Discussion & Announcements	All	9:45am	• Final Awardees from Employer Training RFP Employer Training Fund: Round One Announcement- BMS Technologies, Velox Systems, Tofurky- all recipients.

			Have awarded $33k out of the $75k and have additional funds available should we need them. iQor Update: We have submitted a federal DWG to support staffing and training costs at $611k, mostly frontloaded in the first of 2 years. We were also awarded Gapfill dollars from the state to hold us through the first two quarters. These funds will convert to a loan that we will have to pay back if we receive the DWG, we will not if we do not receive the DWG. CGCC Skills Center: Breaking ground with a contractor selected- this Spring. Rapid Response: K-Mart in The Dalles is going to lay-off at the end of the season. Eastern Oregon-Morrow and Umatilla Counties are exploring the idea creating their own workforce region. Commissioner Kramer will be meeting with the Association of Oregon Counties on the 19th to determine the result. North Coast is also hoping to consolidate as well, although has not formally petitioned the state. YCC: we are currently looking at an alternative model in Central Oregon to house the initiative in EDCO. We are looking to also implement pay for placement contracts. We also need to take another look at the target youth and the expectations for serving high school age and disconnected youth.
Attachments: • Meeting Minutes October Executive Committee • Quarterly Financial Statements • Executive Director Goals			

Meeting adjourned at 9:37am.

Minutes Approved:

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Lisa Dobey, Chair Date