East Cascades WORKS
Connecting Talent To Opportunity

East Cascades Works

Executive Committee Agenda **December 3, 2019 from 8:30am-10am**

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

Attendees: Lisa Dobey, Jennifer Newby, Julie Matthews, Gary North, Steve Kramer staff

Meeting called to order at 8:31am.

Topic	Lead	Time	Description
Consent Agenda	Lisa	8:30am	• Ex Com minutes from November 12, 2019 (approval required)
			Motions: Will defer review to allow for Heather to review and put back up for approval at the next meeting.
Announcement	Stefanie	8:35am	Discussion: We have heard from Carol Padovan, our federal DOL officer that we were successful in our application of a DWG, in the amount $611k, to support training and upskilling of 300 workers laid off by iQor in the basin back at the end of August. There are a few hurdles at the federal level that must be addressed before we are officially awarded- should hear the result soon.
Executive Committee and Board Code of Conduct	Heather/Jessica	8:45am	• Group discussion regarding establishing a board code of conduct/ethics to be committed to annually
			Discussion: Jessica attended a training in Seattle put on by DOL that recommended that each board/executive committee establish a code of conduct that will govern the participation and commitment to serving on the board and/or executive committee. Actions: It would be helpful to have a general board job description, roles, and responsibilities, as well as an orientation to the board/ WIOA 101. Having the board understand the balance between the

			requirements within the law and the purpose for choosing specific individuals based on needs. Heather and staff will draft and bring back to review in January. The January board meeting would also be an appropriate time to do WIOA 101, have them review the code of conduct and vote on implementation.
Wrap-Up/General Discussion	All	9:35am	• General Discussion • Conclude public meeting Discussion: Staff met with Nicole H regarding the physical footprint of our workforce centers. Will be meeting as a sub-group to bring forth a recommendation in April. Madras Update- everything is moving forward to be located at the COCC campus in Madras. COIC will be there as a DHS Jobs partners, Vocational Rehab and OED. There are lease negotiations happening right now. Vocational Rehab will have a permanent office for conducting private meetings. OED and COIC will be moving between rooms with signage to point folks in the right direction. As we move forward, we will negotiate a more permanent space. We will bring back the status update sheet in the next meeting. IFA update- Heather- IFA is the infrastructure funding agreement for the physical space in delivering career services within the WorkSource and how each co-located and non-co-located partner pays in and is compensated for delivery of services. We are still working to sort this out, four years in. Jamie and Heather are now serving on a state workgroup to figure out what the components will be that are included in the IFA.

			RFP Updates: Will be releasing an RFP for Central Adult, Dislocated Worker, Youth services. Will also release RFP for One-Stop-Operator services to provide neutral evaluation of the delivery of services to business and job-seeker customers within the WorkSource centers. Center Certification will also take place before June. Monitoring is underway.
Staff Compensation Policy	Executive Team		• Staff excused, except for Executive Director, for discussion of revised Staff Compensation Policy
			Actions:
Attachments: • Meeting Minutes November Executive Committee • Staff Compensation Policy			

Approved by:

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Lisa Dobey, Chair

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Date