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East Cascades Works

Executive Committee Meeting **Feb. 22, 2019 from 12:00pm-2:00pm**

Call in 1-408 638 0968 Meeting ID: 935 550 004

Attendees:
Board Members: Wally Corwin (Chair), Lisa Dobey, Gary North, Amy Gibbs
Staff: Heather Ficht, Stefanie Siebold, Jessica Fitzpatrick, Jamie Kendellen, Cynthia Crossman

Meeting called to order at 12:08 pm

Topic	Lead	Time	Description
Consent Agenda	Wally	12:00pm	• Approve minutes from 1/9/19 Executive Committee meeting. *Vote required* Motion: Amy moved to approve Gary seconded Unanimously approved
December 2018 Financial Statement	Jamie	12:15pm	• Discuss 12/31/18 quarterly financial statement The working budget resources are $816K higher than our adopted budget resources due to the following: • $199K from old WIOA DW funds that became available as Oregon did not spend them on Rapid Response – must be spent by 06/30/19. Staff to FIFO with current year DW dollars. • $5K additional for Competitiveness Strategy grant, which we used for staff and partners to attend Sectors Academy. • $147k Innovation Grant funds came in for Summer Teacher Externship, Construction Bootcamp, Youth Career Connect and Gorge Works Transition projects. This was a very competitive grant and we were happy to receive these funds. • $150K GED Wraparound grant • $326k Future Ready – Warm Springs grant Expenses: Board expenses as a percentage of revenues are higher than projected for end of year, but still low and within acceptable range. Program expenses to increase rapidly as we spend

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			Apprenti, Future Ready, GED Wraparound and Innovation grant funds in the field between January and June 2019. Provider expenses: GED wraparound – received grant late in the year. We will be billed upon completion and funds will be spent. Apprenti – program was expensive to startup. Ongoing expenses will be less.
			Motion: Gary moved to accept financial statement as presented Amy seconded Unanimously approved
Employee Evaluation & Compensation Policy	Jamie & Jessica	12:30pm	• Review and vote on policy to establish a process and timeline for adjusting EC Works staff and Executive Director salary based on merit and cost of living (COLA) This policywas established to better align the evaluation and compensation process with the annual budget process. The policy defines both OLA and merit increases. . Schedule and process are outlined in the policy. A recommendation was made to include a reference to the Employee Handbook and Grievance policy, to ensure that there is a process established for both the director and the staff regarding grievance. A recommendation was also made to include further clarity around retroactive date for increase. Any increases will be effective July 1 of the current year, following budget approval. Policy draft was amended to add reference to the Employee Handbook, Grievance Policy and to update the retroactive date.
			Motion: Lisa moved to approve policy as amended Gary seconded Unanimously approved
Executive Director Evaluation E	Wally	12:50pm	• Develop plan and timeline for Executive Director's annual evaluation process The process for reviewing Heather's contract, performance and increases will also be in-line with the budget cycle. The Executive Board, as well as any volunteers from the full board

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			will be involved in the process, which will follow the same timeline established for staff. The review should include organizational goals as well as professional goals.
			Actions: Heather to share goals and self-evaluation with the Executive Committee, along with names of those who volunteered at last Board meeting to be part of the evaluation process.
April Board Meeting – Strategic Plan	Heather	1:05pm	• Relocation of April meeting Since we are continuing the Strategic Planning discussion, Heather proposes holding the April meeting in Central Oregon. We had the highest in-person attendance ever at our January meeting, due in large part to having it here in Central OR. (The July meeting will be held in The Dalles.) As part of the strategic planning: • Mark Warne and Martin Campos-Davis would like to present their rationale for including in our Target Populations ex-offenders and those who have limited proficiency in speaking English. If Board approves, we can then focus program funds and efforts to include these populations. • Youth writ large – The focus now is on disconnected kids but there are a number of programs already in place. We need more focus on the emergent workforce. Question: Does EC Works staff have capacity for serving ex-offenders and those with limited English proficiency? Yes, it's more about insuring that services are available. Current focus is on veterans, low-income individuals and those with low skills. If Board approves adding these other two target populations, it would give staff permission to put focus on them and do more than the bare minimum. We could be more prescriptive in how we contract for services. Next meeting to also include: • Elections – Need new Chair, Vice Chair, Secretary/Treasurer and two Executive Committee members. To save time we could conduct a poll ahead

East Cascades WORKS
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			of time. It would be ideal to have someone from the Tech industry. • Wally wants time to talk about the future of work.
			Actions: • Heather to send proposed nominees and agenda/timing to Lisa and Gary • Heather to send out notification to Board re location change and positions open • Conduct voting electronically and then vote to confirm results at meeting
Sectors Academy Debrief	Lisa	1:20pm	• Discuss insights gained from Next Generation Sectors Academy • Lisa gave a brief overview of the Sectors Academy held in Austin in February. Discussions were very beneficial, and we now have a path and guidelines for how to create communication within sectors. • Heather – we haven't launched the manufacturing sector in Central OR yet. Jon Stark at REDI could be the convener because Redmond has strong relationships with manufacturers.
			Actions: Heather to contact Jon Stark
EC Works Facebook & Instagram pages	Natalie Overbay	1:40pm	• Preview of our new Facebook & Instagram pages Natalie, EC Works intern, has set up these pages and we are already getting "Likes" and "Followers." She will be adding one post each week to Facebook and Instagram. Natalie has been training Jessica on design and posting, as well as the strategy she uses, and will train the rest of the staff as well. Internships: • Natalie's paid internship is through Youth Career Connect. Working 65 hrs = ½ credit and one work experience credit.
			Actions: Board members, staff and partner needs to take more pictures at events to share on social media.
Updates	All	1:55pm	• Share any relevant updates • Jamie and Jessica are reviewing all of our policies and by-laws and we'll then send for legal review.

East Cascades WORKS
Connecting Talent To Opportunity

			• We want to change our by-laws to allow electronic meetings. This will be especially helpful for COWC meetings because it is difficult to get enough members to participate in order to have quorum. Needed annually for budget approval. • Amy – WorkSource is seeing increased jobseeker traffic all across our 10 counties. Probably due in part to some business closures. This is good news in that the labor pool is now larger. More applicants are available for job openings. Also, WorkSource now has funding to help job seekers with things like obtaining driver's licenses, birth certificates, interview clothing, etc.
			Actions: NA

Lisa moved to adjourn at 2:02 pm

Wally Corwin, Board Chair

3/13/19
Date