East Cascades WORKS
Connecting Talent To Opportunity

DRAFT: Executive Committee Minutes **February 8, 2022 from 8:30am-9:30am**

Zoom or Call in ONLY- 1-408-638-0968

Meeting URL: https://us02web.zoom.us/j/89773299793?pwd=cjdhVVhtSlJLTndkMlEveXpZalg1dz09
Meeting ID: 897 7329 9793
Passcode: 682196

Board Members Present: Gary North (Chair), Dr. Marta Cronin (Vice-Chair), Martin Campos-Davis (Treasurer)
COWC Members Present: None
Others Present: None
Staff Present: Heather Ficht, Stefanie Siebold, Jessica Fitzpatrick, Jamie Kendellen, Stephanie Tarntino
Board Members Absent: None

- **Consent Agenda:** Meeting called to order at 8:34 am by Chair Gary North. The minutes of the January meeting were presented and the Chair asked for a motion to approve the minutes.

  Motion: Marta moved to approve the minutes as presented, Gary seconded, and the minutes were unanimously approved.

- **EC Works Unaudited Financials, July 2021 - December 2021:** Jamie presented the unaudited financials from July through December. Not a lot of change, just continued spend down from the last quarterly financials. Items of note:
  - Future Ready – we were able to spend all but a couple hundred dollars, good news since this was extended multiple times.
  - Funding – we received an additional award from Roundhouse Foundation for $10k. We are going to pilot a driver's ed and driver's licensing program in partnership with COIC and Roundhouse which will provide services to people looking to obtain their licenses, including undocumented individuals, as a pilot. Depending on results it may support advocacy for changes in ODOT around how Oregonian's access driver licenses. The pilot will run for six months and then we will revisit additional funding with Roundhouse if successful.
  - No additional troubles in spending down funds. Funds received for COVID expire next quarter, with only about $13k left to spend.
  - A question was asked regarding how funds are allocated across different programs. When funds get donated or generated, they are used for our entire program. We are fiscal agent, with funds allocated to staffing costs, time on site with students and businesses, which support our entire program.

  The Chair asked for a motion to approve the EC Works Unaudited Financials, July 2021 – December 2021.

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Motion: Marta moved to approve the financials as presented, Martin seconded, and the financials were unanimously approved.

- **January Board Meeting Debrief:** Heather asked for the Committee's thoughts regarding January's full Board meeting:
  - Stef and Heather want to provide a more comprehensive look at program reporting and a different cadence to more realistically provide the story to the Board about what is happening in our WorkSource centers and Youth Compass Program. We want to present in more of a story arc vs. just facts and figures in a Power Point.
  - Best engagement during Board meetings is when we talk about supply and demand and industry work / partnership. Board members can share stories about how we are impacting communities, which is more compelling, as well as highlighting individual successes with both students and businesses that members can share out.
  - We want to provide Board members a takeaway that is visually appealing and provide stories on a regular basis. Bethlehem Inn partnership is a perfect example of a partner who could provide real-life examples of our work.

- **Monitoring Reports:** Jessica explained that we monitor all sub-recipients, passing along all requirements of all federal / state contracts to make sure all expenditures that are made meet compliance with any previsions of WIOA and compliance with non-discrimination and equal opportunity requirements. We review a random selection of fiscal as well as program items determined by level of risk as well as nature of the funding. This year's monitoring was very successful, as we view monitoring as an exercise in continuous improvement, not a way to be punitive. Any corrections noted after last year have been implemented Any questions about monitoring, please contact Jessica or Jamie.

- **Sub-Committee Update:** Stef, Martin and Marta provided an update on the DEI subcommittee that was created following our October 2021 Board meeting.
  - Goals include informing EC Works' internal activities, approving a commitment statement to guide in action planning and staff training, helping to understand where we are and where we want to be, and create standards and validate organizational strategies to identify activities to create awareness.
  - We had our first meeting last month and are in process of writing psychological safety assessment, reviewing our commitment statement, and looking at demographics to ensure we are reaching out to the appropriate populations and being inclusive. We are also looking at the language we use as terms like "targeted populations" and some state jargon can be uncomfortable, so needs to be revised.
  - We hope to report-out at the April 2022 Board meeting so members can look into their own organizations and reflect on their own journeys. We are also doing internal work, from policies to hiring, and we did an assessment of 12 components to internal staff to gauge where we are – which we plan to give every two years to

monitor progress – and initial results came out average. From these results, we developed questions that we are using at Team Meetings to help determine how best we can improve . Stef will share assessment tool with the Ex Committee.

- EC Works staff will complete this initial work in the next couple of weeks and then leadership will determine where to focus our energy to help move the work forward and find ways to operationalize this work into action.

- **Other Updates:**
  - Heather provided an update on funding under the Prosperity 10,000 initiative. Session started last Monday and Heather testified Thursday, which Shannon recorded and we can send to Ex Committee. There is ongoing negotiation with Gov's office around final language, but there was agreement that the language from Prosperity 10k would replace the language that was in Future Ready's legislation re: Local Workforce Development Boards (LWDB). The LWDB's funds will support OJT, incumbent workers, etc. There are still concerns about funding aligning with community-based organizations, and Heather is going to be part of a group on how we align. While the good news is that workforce development is being recognized and it appears serious investments will be made, concern remains that this is a one-time, huge investment with no follow on funding.
  - Heather reminded the Committee about private sector Board member outreach needs. We have two positions open on Board and would love assistance with recruiting. Heather will work with Steph to identify geography, industry and other factors that we want to highlight and then we will send out a wish list to the Ex Committee to help us find good candidates.
  - Jamie provided an update on Program Year 2022 Budget planning. We are in budget season and have created the calendar for prep. We are projecting to have draft to this committee by April 20 and will copy COWC to offer feedback via email. We will then present during our May Ex Committee meeting to get approval, which will then get emailed to COWC for final edits the following day. If COWC does not approve, will then go back to Exec Comm and we are holding June 14 Ex Com meeting as a potential joint meeting with COWC if any revisions are needed. After that, we will send to full EC Works' Board to ratify during July meeting.
  - Martin was in DC for leadership conference, where he got to meet with reps from Oregon and Nevada, to discuss language access and agriculture and how to facilitate learning and discussion about immigration, as all agreed labor shortage is also affecting agriculture. Positive meeting overall, during which workforce was brought up to remind the reps about successful programs in the district.
  - Marta also at AACC Development in Jacksonville Florida, where she sat on a panel related to using data, which provided useful info and good contacts.
  - Gary testified on house bill yesterday, mostly about local politics, as the industry is still extremely busy and no one foresees anything slowing down for quite a while, although COVID as excuse for supply issues is starting to wind down.

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- The meeting was adjourned by Chair Gary North at 9:25 am.