DRAFT: Executive Committee Minutes **February 9, 2021 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), Jenni Newby, Marta Cronin, Julie Matthews
COWC Members Present: Com. Steve Kramer, Com. Tony DeBone
Others Present: Sara Hummel, Jones and Roth
Staff Present: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Stefanie Siebold, Melissa Barrett, Brenda Stewart, Stephanie Tarntino
Board Members Absent: Heather Tramp (Treasurer)

- **Consent Agenda:** Meeting called to order at 8:31 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: Julie moved to approve the minutes as presented, Marta seconded, and the minutes were unanimously approved.

  Heather welcomed Stephanie Tarntino as the new EC Works Executive Assistant and asked for Board member introductions which were briefly given by each attendee.

- **Draft Audited Financial Statements:** Sara Hummel, Jones and Roth presented the audit results and financial statements which are in draft form and pending Committee approval. In summation, the auditor reported no significant deficiencies and awarded the highest rating which is unmodified. The auditor reviewed both the WIOA as well as the US Apprenticeship Grant.

  Notable differences from previous year included increases in net assets due to grants, and an increase in personnel costs, partly due to COVID layoff funds. Sara then asked that the Committee pay special attention to Footnotes 11 and 12 which outline uncertainties and subsequent events: we are still in a pandemic, and there is still economic uncertainty this year and in future years. Additionally, EC Works received a Paycheck Protection Program loan for small business, which should be forgiven through a fairly straightforward process. The Committee had no questions or further discussion regarding the financials.

  Motion: Jenni moved to approve the draft audited financials as presented, Julie seconded, and the financial statements were unanimously approved.

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- **Draft Quarterly Financial Statements:** Jamie presented quarterly financial statements unaudited through December 2020. We have had some challenges spending grant money due to COVID and there is additional uncertainty regarding state funding for next year, which is concerning because these funds were already cut 10 percent in the Governor's proposed budget. We will be asking for Board support to get these reinstated because they are for job training and our customers really need these resources. Jamie doesn't see any issues getting PPP forgiven as she reviewed the application. We are looking to extend TANF – Youth Employment Program, but again COVID presents issues with spending out the funds. Youth Development Division is a new funding stream which positions us well for creating more connectivity between youth programs and the tribes to focus on Native Youth. Local Youth Career Connect funds also continue to increase as we bring in more resources.

  Expenses have been moving around due to COVID; working remotely, website and IT work, as well as consulting and grant support. A good portion will carry into next year but should see a large decrease moving forward. Everything else is on track or rolling into next year.

  Motion: Jenni moved to approve quarterly financials as presented, Gary seconded, and the quarterly financials were unanimously approved.

- **Updated Fiscal Policies:** Jamie presented updated fiscal policies which reflect what was already approved at last month's Executive Committee meeting.

  Motion: Julie moved to approve both policies as presented, Marta seconded, and the updated fiscal policies were unanimously approved.

- **Board Memberships and Elections:** Heather F. let the Committee know that Jenni, Julie and Heather Tramp's positions all expire in April, 2021, so we need to have elections at the next Board meeting in April. Heather requested the Committee's help in continuing to do outreach and reminded everyone we are always accepting private sector members and to be mindful of regional equity.

  Action: Heather F. and Julie to connect after the meeting to discuss the Ec Dev position.

- **Other Discussion Items:** Commissioner Kramer shared an important vote yesterday regarding SB623 discussions. The bill got moved through the Legislative Committee and he has a meeting with Senator Finley who has agreed to co-sponsor, as well as several reps waiting for when it passes in senate. He also asked about contacting Commissioner DeGroot, and Heather said she will follow up.

Heather shared that she has had two meetings with legislative liaisons, as well as a House Bill 2092 regarding funding for a youth employment program. Lastly, she shared that the procurement has opened for Adult/Dislocated Worker/Youth WIOA Title I services in Klamath and Lake Counties.

- Meeting was adjourned by Chair Gary North at 9:21 am.