East Cascades WORKS
Connecting Talent To Opportunity

DRAFT: Executive Committee Minutes **March 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
Others Present: N/A
Staff Present: Heather Ficht, Jessica Fitzpatrick, Jamie Kendellen, Melissa Barrett, Brenda Stewart, Stephanie Tarntino
Board Members Absent: Heather Tramp (Treasurer)

- **Consent Agenda:** Meeting called to order at 8:33 am by Chair Gary North. The minutes of the February meeting were presented and the Chair asked for a motion to approve the minutes.

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

- **Updated Audited Financial Statements:** Clarification was provided to explanation the e-vote the Ex Com participated in regarding the previously approved audited financial statements. While monitoring a sub-recipient for a national emergency fund, we found a minor disallowed cost (less than $400) related to how the funds were applied to tuition for a scholarship. Due to the potential for increased findings and the specificity of the timing related to the grant, Jamie and Jess are doing a full comprehensive check and have asked for a full list of participants who received the scholarship to ensure no other disallowed costs. ECW gave the sub-recipient a month to go through all participants who received tuition so we can narrow down to review, and we will bring back to the April Exec Com to present final resolution.

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

- **Tax Return:** Jamie presented the draft 2019-2020 Tax Return (Form 990), noting that all numbers are almost 100% identical to approved financial statements. She brought attention to the following pages / sections and asked that the Board direct any questions to her:
  - Bottom of page 4 through page 6: this section was expanded and gives a lot of info about our organization, and we met all requirements related to policy and document retention, meeting minutes, etc. Schedule O also gives specific details about how our organization reviews our tax form with our governing body, and other compensations.

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- Page 10: our statement of functional expenses shows that we are at around 95% for program expenses which is great as NPOs want a high percentage for program. One thing to note: we marked the box about changing bi-laws, which the Exec Com approved in a previous meeting, and we have to attach those to the tax return when filing.
- Page 15: this schedule shows our classification as an organization receiving at least 33.3% of our money or more from government or publicly supported organizations. While this for the first time we had a significant amount of funding not from government (FB and Tykeson), we were still well below the threshold that the IRS mandates as a 501c3 organization.
- Page 30: this shows our fundraising events in more detail, specifically Endless Summer Nights which partially funded the Construction Education program at COCC. COVID halted all in person instruction therefore postponing the course.
- Page 32: this shows details about grants that we put out into field, and there is an added line for all other grants, i.e. amounts put out for local business for COVID assistance. Additionally, there is information about monitoring activities as well as business transactions involving interested persons, which applies to Marta Cronin for example as someone who controls over 35% of her organization.

- **Motion:** Julie moved to approve the Draft 2019-2020 Tax Return as presented, Marta seconded, and the Tax Return was unanimously approved.

- **Board Memberships and Elections:** Heather reminded the Committee 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. Additionally, this will be a big transition, as that means three people will be leaving this committee. We want to be more focused in outreach and with encouraging private sector Board members to be on the Exec Com. April is month they expire, so hope they will attend that meeting so we can thank them. Committee agreed to help by connecting with any Board members who are interested and have questions, and also to talk up being on the Ex Com prior to our next Board meeting.

  Action: Heather to email Board and prepare a slate of candidates before our next meeting so we can vote. Heather F. and Julie to connect after the meeting to discuss the Economic Development position.

- **Local Plan Public Comments:** Jessica presented the final Local Plan in order to review substantial changes following public comments, which we also have to summarize as part of the submission process. Additionally, Section 5.12 requires us to summarize the process we used to solicit public comments, and the comments had to be submitted in writing by

March 1. The summary is everything we received. Changes were anything other than grammatical errors or sentence structure and consisted of four bullet points:

- Attaching "Needs Additional Assistance" policy
- Changing direct entry to be more accurate
- Recommended changing youth programs to reflect new programs,
- Added CGCC and Klamath CC as providers of TANF.

The final step in the process is voting to review the submission of the final plan. Changes recommended were made to local plan in real time.

NOTE: the process to submit the final plan to the state: once we submit, they can come back with edit requests and it will voted at the WTDB's June. In the time between when we submit and the WTDB meeting, there will be a technical review by higher ed staff and strategic review by Board members. If they have questions or comments, they will get back to us prior to their Board meeting. If they come back with anything substantive, we will bring back to this committee.

- **Motion:** Marta moved to approve the final Local Plan as presented, Jenni seconded, and the Local Plan submission was unanimously approved.

- **Other Discussion Items:**
  - SB 623 update from Heather: the bill was originally to do immediate assessment of WorkSource and then have longer assessment every year following. Following many conversations between state agencies and local Board directors, Jenn Baker, Governor's Workforce Policy Liaison convened a small group to hold a series of 4-5 meetings each Friday, which Heather and Karen H (HECC-OWI Director) will co-lead. Progress so far is that there is universal agreement that assessment is necessary but that an annual assessment is too frequent. Currently the group is thinking about a 2 year cycle which would match the budget cycle, and we are trying to come to an agreement on state and local board roles. We are hoping there will be resolution, which would result in an updated draft of SB 623 or be codified through another means. Heather will continue to update as things progress.

    ACTION: Heather will touch base with Steve K about this as he needed to leave meeting early.
  - Julie Downing, COCC Dean and Heather will be presenting at State Board – WTDB meeting on Friday to talk about grant from WTDB if anyone wants to tune in.
  - Marta is ready to start accepting applications for housing to become a residential facility and are looking at July for substantial completion.
  - Gary talked about prices going up on supplies.
  - Heather shared that Project Orange would not likely be using their full grant as they did training before contacting us. Julie will follow up on Project Waterfall, still slated to be open in July. Julie said Project Intertool, tool distributers, largest in Europe,

want to come to Klamath. Make tools in Asia and UK, will be hiring 5-6 people, filling old Parr Lumber Building.

- OR Employment Dept got approval for 2 full time new staff, to staff Lakeview WSO and Warner Creek Correctional as well as one in Madras and Deer Ridge Correctional.

- Meeting was adjourned by Chair Gary North at 9:22 am.