East Cascades WORKS
Connecting Talent To Opportunity

Executive Committee Minutes
June 14, 2022 from 8:30am-9:30am
Virtual Meeting Via Zoom or Phone

Called to order at 8:32am

Attendees: Martin Campos Davis, Gary North, Marta Cronin, Kendall Lenhares, Heather Ficht, Jessica Fitzpatrick, Tony Debone

1) **8:30am: Call to Order – Gary North, Chair**
   a) Consent Agenda: Minutes from May Executive Committee Meeting – *vote required*

Martin Moves to accept minutes as drafted/ Marta seconds/ Unanimously approved.

2) **8:35am: WSO Center Certification –**
   a) One Stop Operator - Kendall Lenhares, OMEP - *information only*
      i) (See presentation.) Certification of centers is really about accessibility and meeting standards. Accessibility can be thought of as both physical accessibility and equal access to services.
      ii) All seven centers were certified between February and May. Each center passed although there were some gaps in accessibility which will be addressed in Technical Assistance.
      iii) Continuous Improvement Efforts- LLT roadshows will begin in July to address the deficiencies noted in the Center Certification evaluations.
      iv) Center Certification is where the boards and our CLEOs are empowered to make notations around partner deficiencies in complying with the WSO standards and the WIOA standards.
      v) Executive committee would really like to see more reports back to this group via Kendall regarding the continuous improvement and the technical aspects of meeting the needs
   b) One Stop Certification Policy – Jessica Fitzpatrick, Staff – *vote required*
      i) Jessica presented the key changes to the policy and the attachment, which included refining the deadline for recertification to every three years, expanding the accessibility assessment to include equity in addition to physical access, and to refine the documentation required for performance.

Marta moves to approve the policy as presented/ Martin seconds/ Unanimously approved.

3) **8:55am: Staffing and Operations Update – Heather Ficht and Jessica Fitzpatrick, Staff**
   a) Update on Administrative Rights for Human Resources and Fiscal Duties, including Insurance, ADP and QuickBooks - *vote required.*

Marta moves to add Matt Brown and Christine Frazer to the organization accounts as points of contact and administrators as requested/Martin seconds/Unanimously approved.

   b) Juneteenth service/training for comp days – *vote required*

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Martin moves to have this day as a service day rather than an additional vacation day. /Marta seconds/Unanimously approved.

4) **9:15am: Executive Session – Gary North, Chair**
   a) Recommendation of Heather Ficht's 2021-2022 Merit Bonus – *vote required*
      Merit Bonus range of 0% to 5%

Marta moves to award Executive Director a 3.5% bonus. Gary seconds/Martin Abstains/ Unanimously Approved

5) **9:25am: Other Updates – All**

Attachments:

- Draft February Executive Committee Meeting Minutes
- WorkSource Oregon Center Certifications
- One Stop Operator Presentation
- One Stop Certification Policy