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Executive Committee Agenda **September 16, 2019 from 10am-11:30am**
Call in 1-408-638-0968 Meeting ID 232 175 561

Attendees: Lisa Dobey (Chair), Jennifer Newby, Julie Matthews, Heather Ficht (staff), Jessica Fitzpatrick (staff), Melissa Barrett (staff), Stefanie Siebold (staff), Jamie Kendellen (staff), Steve Kramer (COWC)

Meeting called to order at 10:02am

Topic	Lead	Time	Description
Consent Agenda	Lisa	10:00am	• Ex Com minutes from August 19, 2019
			Motion: Julie moves to approve the minutes as presented, Jennifer seconds, Unanimously Approved.
Fiscal related items	Jamie and Jessica	10:10am	• Additional Bank Account • Incumbent Worker Training Funds • Field allocations • Unaudited Financial Statements
			Additional Bank Account Discussion: With approval, Jamie will establish an additional bank account, to be used for direct deposits of funds, for use with online purchasing/ payment, to protect main account from potential data breach. Will research and choose least costly option between savings and checking. **Motion:** Jenni moves to approve the request to obtain an additional bank account as recommended, Julie seconds, Unanimously Approved. Incumbent Worker Training Funds Discussion (Refer to handout): This program is aimed at providing support for employer training needs that are aimed at upskilling their current workforce and creating new positions. The program saw a great deal of success last year, after the process was switched from a once yearly to a rolling cycle. We went from 5 applicants/awards in 2016 for $24k to 21 applicants in 2018 for $91k. 90 individuals training – 100% success rate including wage increases and promotions. Proposals last year and so far, this year, represent the entirety of the region, as well as a

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			broad number of sectors. Given this, we would like to explore increasing the rigor in scoring with the upcoming procurement and based on the recommendation of the Executive Committee, as suggested by Jenni Newby, staff will collaborate with members of the IWT Review Panel for decision. Field Allocations Discussion: (refer to handout) Jamie has finalized 18/19 financial statements and has trued up the carry in. Providers did not spend out completely and represents FIFO (first in first out) from the state, late in the year. Given that Admin cannot be carried in and must be spent first, they have been applied to the program, with a substantial portion applied to youth, due to A/DW not having been spent out by the field. What is being presented represents the additional allocations to be contracted out to the field. There are two options for DW and Youth. In DW, the first represents contracting all resources out to the field, the second represents retaining $50k to potentially add to the Incumbent Worker Training Grant resources line. For Youth, the first represents all resources being contracted out, the other is to retain $54k to further systematize the Youth Career Connect model and the way internships happen throughout our regions, as well as to sustain the coordinator positions and require captured performance. Lastly, the $42k for Future Ready is additional resources requested and approved by HECC to support more dedicated staff time in Warm Springs, as well as another year of Tribal Health Scholars Internships with St. Charles. **Motion:** Jenni moves to approve the hold back of $50k in DW as presented, Julie Seconds, Unanimously Approved. Julie moves to approve the hold back and allocation of the $54k from youth as presented, Jenni Seconds, Unanimously Approved. Unaudited Financial Statements Discussion: The documents being presented represent the final Program Year 2018 budget, barring any changes due to audit. Highlights:

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			• From the adopted budget we came in lower on salaries in benefits, due to necessarily conservative projections. • Board expenses as a percentage of revenue- 15%. A more common and acceptable rate is closer to 20%. • Balance is reflective of carry in resource and resource that are sustained. • TANF summer jobs funding is difficult to spend given the challenges in contracting with the state and with DHS as well as the nature of the eligibility requirements. The team is continuing to collaborate with our partners to spend out. • We've experienced challenges implementing Apprenti some several reasons: lack of employer involvement and placement to find spots for OJT portion at the end of the coursework; is very expensive; and difficult to get people through all of the coursework. Also a very long training for an employer to hold off for 6 months to fill the vacancies. Model has chaged and will have modules 201/301 as pre-apprenticeship with interviewing and hiring happening at the 401 level-apprenticeship and only lasts 10 weeks. 3rd cohort begins next Monday with 10 individuals. By end of November we will reassess how the new model is working. **Motion:** Jennifer moves to approve the financials statements as presented. Julie seconds. Unanimously Approved.
Board Engagement	Lisa	10:50am	• Discussion of "scorecard" - information helpful to the board to track progress and scope of work • Name tags "Scorecard" Discussion: Executive Committee would like the board to have a way track the projects that are underway with staff and if they are on/off track. The goal is not to have a list of everything, but the big ticket items that move the organization forward and how impact is being measured, as well as what items can be brought to scale. **Action:** Jessica and Heather to draft for review next month.

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			Name Tags: Jessica will send an email to confirm those that would like to have name tags to wear when representing EC Works.
Updates	Heather	11:20am	• Short Legislative session • Endless Summer Nights • Warm Springs $42,000 grant addition • Facebook grant for Crook County Schools $200,000 • Layoffs and company closures
			Heather asked to speak to the Oregon Senate Labor and Workforce Committee on 9/17 to present on innovation, regional work and role of local boards. Endless Summer Nights- very successful, but still trying to reconcile. Will have a debrief coming up. Warm Springs- additional resources for another year of programming for youth. Serving as the Fiscal Sponsor for Crook County School District's Grant from Facebook to revitalize STEM and CTE programming and the purchase equipment. October event-celebration- Heather will invite everyone to attend once FB releases it. Other- progress aligning the construction industry groups, K-12 and COCC into one learning community to oversee curriculum. Beginning to see closures and layoffs. New job creation is going down. Increased traffic in the centers. Team will be looking into additional resources directly from the DOL.
Attachments: • Meeting minutes from August 19, 2019 meeting • Incumbent Worker Training Fund Report • Field Allocations			

11:10am meeting adjourned

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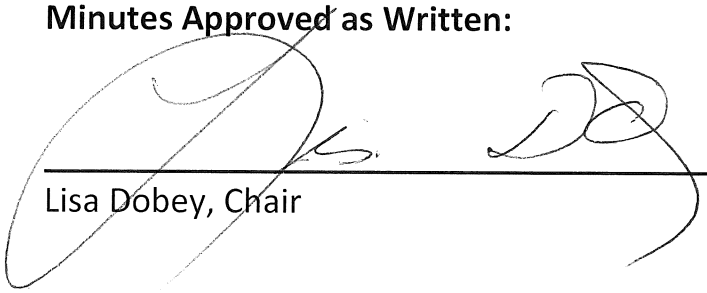
Minutes Approved as Written:



Lisa Dobey, Chair

10/14/19