



Executive Committee Minutes
May 13, 2024 from 12:30pm-1:30pm
Virtual Meeting Via Zoom or Phone

Executive Committee attendees: K'Lynn Lane, Laurie Chesley, David Burger
Staff/contractor: Heather Ficht, Jessica Fitzpatrick, Teresa Cummings-Weir, Nickelle Haffey,
Gary Mueller

Meeting called to order at 12:32 pm.

12:30pm: Consent Agenda – K'Lynn Lane, Chair

Consent Agenda:

- Minutes from April 2024 Executive Committee Meeting – *vote required*
 - Laurie moved to approve the minutes as presented, David seconded, motion passed unanimously with no discussion.

12:40pm: Budget – Gary Mueller

Unaudited Financials for July 1, 2023 through March 31, 2024 – *vote required*

- Heather introduced Gary Mueller, our fractional CFO from SYA and the former CFO for Willamette Workforce Partnership.
- The spreadsheet highlights our total working budget, funds spent so far through March 2024 (almost \$2.4 million), and our remaining balance (about \$800k). The Board Expenses section is what EC Works spends internally.
- Important considerations:
 - We don't have information entered for all grants yet, as we are still waiting on grant agreements from some of our funders. For example, we are still waiting on the total for QUEST (statewide emergency dislocated worker grant), but expect to receive them soon.
 - Incumbent Worker Grant funds awarded shows that we have 84% remaining. These funds are obligated in contract and should begin to track downward as training is completed and invoices are received.
 - Many grants started mid-biennium and were just received or are still in process. Grants are 2 or 3 years; run through June 2025 or June 2026.
- Gary reiterated that we're in good shape overall with plenty of grants to work with.
- WIOA allocations to state of Oregon were just released and we're up 30% in Youth and Adult, down only -1.7% in Dislocated Worker. The state now has 45 days to determine the allocation across the state as well as their holdback.
- Also of note, we were just awarded \$200k in support of COBHC through the State Innovation Fund Grant.
 - David moved to accept the unaudited financials as presented; Laurie seconded. Motion passed unanimously with no questions.

1:05pm: Review Strategic Plan Updates – Heather Ficht, Staff

Feedback and changes discussed at the April ECW Board meeting – *information only*

- The following changes were made based on conversations at the April Board meeting:
 - This will be a 5-year strategic plan with annual reviews. The annual reviews will be called out in a write-up that accompanies the plan rather than on the plan header itself. Reviews will happen at the October Board meeting, with reminders shared at the July Board meeting.
 - Added Veterans and people experiencing disabilities to priority populations, per federal mandate.
 - Changed “customer service” to “customer service/hospitality”.
 - Added action items around technology training resources with input from board member Dave Baiocchi.
 - Added an emphasis on small businesses.
 - Added a fifth priority around stakeholder engagement and communications.
- There was concern over stakeholder engagement being its own priority. Committee members noted that it felt like an outlier compared to other priorities and will be hard to measure. However, improving communication is an essential task; particularly in rural areas, many people don’t know what services are available to them.
 - Instead of being a separate priority, decided to add “Develop a communications strategy aimed at clearly defining and effectively conveying the significance, value, and influence of EC Works and our partners” as an action attached to the Enhance Services priority.
 - Not every action needs to have an associated metric; however, website hits and social media followers may be a more effective way to measure increased engagement than a stakeholder survey.
 - Heather noted that many of our peers are developing their own comprehensive communications strategies that we can use to guide us.
- Clarified wording around increasing tech skills of jobseekers/the emergent workforce through training resources.
- Next step: bring draft plan to the full Board and COWC for review and feedback.

1:25pm: Debrief Board Meeting Format – Heather Ficht, Staff

In person sub-regionally – *information only*

- Central had a very positive experience, but North and South were hindered by low attendance.
- David noted his support of in-person gatherings, stating they are invaluable in building connections. K’Lynn echoed this support, noting a positive shift in engagement when the subregions broke off into small group conversations. That being said, she also appreciated having a Zoom option. She noted that it’s important to get in-person meetings on the calendar well in advance so people can plan accordingly.
- Chad Young has offered to host at Skanska again for future meetings.



Other updates – Heather Ficht, Staff

- Staff compensation:
 - Need to present a budget at the June Combined COWC/Executive Committee meeting for review and approval so contracts can begin July 1.
 - Cost of living is the only increase in salaries allowed per ECW policy. This year the COLA is 4.75%. Asked Ex Com members if they would prefer to see a budget with Directors and Senior leaders with no increase or a partial increase and have all other staff get eth full COLA.
 - Committee unanimously agreed that maintaining fair pay is essential. When creating the new budget, all staff should get a 4.75% increase; if it is not done annually, we will fall behind and have to make it up or lose talent.
 - Budget will be sent out in a couple weeks; the Executive Committee and the COWC will both be asked to review in advance, so we'll be ready to vote at the June meeting.

1:30pm: Adjourn – K'Lynn Lane, Chair

K'Lynn Lane adjourned the meeting at 1:32 pm.

Attachments:

- Draft April 2024 Executive Committee Minutes
- Budget to Actual July 2023-March 2024
- Updated Draft Strategic Plan



Executive Committee Minutes
April 8, 2024 from 12:30pm-1:30pm
Virtual Meeting Via Zoom or Phone

Executive Committee Attendees: K'Lynn Lane, Laurie Chesley
Staff Attendees: Heather Ficht, Jessica Fitzpatrick, Teresa Cummings-Weir, Nickelle Haffey

Meeting called to order at 12:35 pm.

12:30pm: Consent Agenda – K'Lynn Lane, Chair

Consent Agenda:

- Minutes from March 2024 Executive Committee Meeting – *vote required*
 - Laurie Chesley moved to approve the minutes as presented, K'Lynn Lane seconded, passed unanimously with no discussion.

12:40pm: April Board Meeting Agenda – Heather

Review and determine best format for engagement – *information only*

- Historically for Board meetings, each subregion convened in person and then used Zoom to connect with each other virtually. We will return to this hybrid format for the April meeting in hopes of promoting more engagement, facilitating better conversations around our updated Strategic Plan, and providing space for networking.
- Goal: focus on our 3-5 year Strategic Plan, through an East Cascades/full 10 county lens, as we review our Mission, Vision, Values, Reputation, Priorities, Outcomes, and Actions together.
- Solicited feedback on the format and how to get the best engagement from Board members around the Strategic Plan.
- We need one more private sector Board member but would prefer two. The Basin needs more representation in the private sector, as does Construction or Healthcare in the Gorge. We could invite someone who may be interested to join the meeting, as long as they're aware they can't vote. Heather has already reached out to someone in the Basin from a 3D printing tech company.

12:55pm: Strategic Plan Update – Heather Ficht, Staff

Review final draft plan – *information only*

- Heather shared the draft of the Strategic Plan. Some key updates were:
 - Moved target industries and priority populations to overarching statement on top.
 - Clarified that the purpose of the reputation statement is to describe how we want to be seen in our community.
 - Mission, Vision, and Values have been cleaned up for clarity.
 - Added “community collaborators” language.



- Coraggio, our contracted facilitator, will help us build scorecards and quantitatively measure outcomes. We want to report out against our strategic plan annually.
- In addition to this one-pager, we also want to have a more in-depth supplemental document that describes our Strategic Plan development process.
- Feedback:
 - Laurie loved that it's clean and clear, both in terms of content and the visual presentation.
 - K'Lynn loved the background image, but noted that we will want to double check it's from the East Cascades region.
 - When presenting to the Board, it could be helpful to propose a couple committees, or opportunities to work with staff, on building out what meeting our outcomes will look like. Board members could also attach themselves to a priority that they would like to engage with.
 - We are already meeting with Coraggio about an action plan, but not until after the Board meeting.
 - K'Lynn noted that she would like to volunteer with communications.

1:15pm: Executive Session – Heather Ficht, Staff

- Closed Executive Session began at 1:09 pm.

1:30pm Adjourn – K'Lynn Lane, Chair

K'Lynn Lane adjourned the meeting at 1:26 pm.

Attachments:

- Draft March 2024 Executive Committee Minutes
- Draft April ECW Board Meeting Agenda
- Draft Strategic Plan

**EAST CASCADES WORKS
BUDGET VS. ACTUAL
JULY 1, 2023 THROUGH MARCH 31, 2024**

UNAUDITED

Funding Expiration	RESOURCES	WORKING BUDGET	FUNDS SPENT	REMAINING FUNDS	BALANCE REMAINING %	NOTES
<u>Carry In Resources</u>						
6/30/2024	WIOA - Adult	556,568	556,568	-	0%	
6/30/2024	WIOA - Dislocated Worker	393,952	393,952	-	0%	
6/30/2024	WIOA - Youth	343,351	343,351	-	0%	
6/30/2024	WIOA - Rapid Response	180,717	145,971	34,746		Funds received in February
6/30/2024	WIOA - Admin	443,478	322,273	121,205	27%	
12/31/2024	ARPA - City of Bend	36,543	36,543	-	0%	
6/30/2024	State - HowTo	298,129	298,129	-	0%	
6/30/2024	State - OHA Behavioral Health	174,508	84,600	89,908	52%	
6/30/2025	Local - COHC - OHA Behavioral Health match	644,698	75,323	569,375	88%	
n/a	Local - Meta : Facebook	99,681	34,479	65,202	65%	
n/a	Unrestricted		6,686	(6,686)		
Total Carry-In Resources		3,171,625	2,297,876	873,749	28%	
<u>Current Year Resources</u>						
6/30/2025	WIOA - Adult	1,123,077	661,049	462,028	41%	
6/30/2025	WIOA - Dislocated Worker	594,349	332,575	261,774	44%	
6/30/2025	WIOA - Youth	1,126,169	939,367	186,802	17%	
6/30/2025	WIOA - HCEY	6,100	-	6,100	100%	
6/30/2025	WIOA - Admin	320,877	-	320,877	100%	
6/30/2025	WIOA - Rapid Response	44,326	-	44,326	100%	
6/30/2026	Federal - Future Ready (Prosperity 10K)	900,000	601,743	298,257	33%	
6/30/2026	Federal - DOL/OWP - Pathways Home	245,843	61,362	184,481	75%	Grant Received in March
6/30/2026	Federal - QUEST Disaster Recovery DW	-	-	-		Grant Contract in Process
6/30/2025	Federal - Benefits Navigator	101,153	-	101,153	100%	Grant Contract in Process
6/30/2025	State - Work Experience	235,423	166,288	69,135	29%	
6/30/2025	State - Industry Engagement (Sectors)	115,220	37,236	77,984	68%	Grant Received in March
6/30/2025	State - Competitive Strategies (Board Support)	113,724	1,677	112,047	99%	Grant Received in March
6/30/2025	State - Oregon Youth Employment (OYEP)	430,573	273,356	157,217	37%	
n/a	Local - PGE	-	-	-		Grant Contract in Process
n/a	Local - Meta : Facebook	-	-	-		
6/30/2024	Local - Youth Career Connect (YCC)	220,700	163,098	57,602	26%	
Total Current Year Resources		5,577,534	3,237,751	2,339,783	42%	
TOTAL AVAILABLE RESOURCES		8,749,159	5,535,626	3,213,533	37%	

BOARD EXPENSES	WORKING BUDGET	YTD SPENDING	BALANCE REMAINING	BALANCE REMAINING %	NOTES
<u>Staffing</u>					
Salaries	1,182,227	864,975	317,252	27%	
Taxes & Benefits	372,489	256,649	115,840	31%	
Total Staffing	1,554,716	1,121,624	433,092	28%	
<u>Operating Expenses</u>					
Professional services	50,000	27,987	22,013	44%	
Legal services	7,000	3,335	3,665	52%	
Audit services	27,000	40,000	(13,000)	-48%	
Fees/taxes	11,000	6,788	4,212	38%	
Phone & internet	25,000	15,627	9,373	37%	
Insurance	30,000	15,471	14,529	48%	
Facilities	27,000	19,697	7,303	27%	
Office supplies/expenses	32,000	8,147	23,853	75%	
Memberships	28,000	22,725	5,275	19%	
Printing	6,000	4,596	1,404	23%	
Staff/Board travel	30,000	53,290	(23,290)	-78%	
Meetings	5,000	7,120	(2,120)	-42%	
Staff development	19,000	47,114	(28,114)	-148%	
Total Operating Expenses	297,000	271,897	25,103	8%	
	Board Exp %	25.17%			
<u>Program Expenses</u>					
I-Trac	68,000	45,087	22,913	34%	
WSO Exp - Leases, Phone, Tech	60,000	48,348	11,652	19%	

One Stop Operator	30,000	22,069	7,931	26%
Incumbent Worker	212,446	33,925	178,521	84%
Program General Expenses	535,850	379,332	156,518	29%
Total Program Expenses	906,296	528,761	377,535	42%

TOTAL BOARD EXPENSES	2,758,012	1,922,282	835,730	30%	34.73%
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Contract Expiration	PROVIDER EXPENSES	WORKING BUDGET	YTD SPENDING	BALANCE	BALANCE %	NOTES
6/30/2024	WIOA - Adult	1,437,790	965,564	472,226	33%	
6/30/2024	WIOA - Dislocated Worker	879,949	526,781	353,168	40%	
6/30/2024	WIOA - Youth	1,117,974	1,013,770	104,204	9%	
6/30/2024	WIOA - Rapid Response	104,321	104,321	-	0%	
6/30/2024	State - Work Experience	235,807	156,986	78,821	33%	
6/30/2024	Future Ready - Prosperity 10K	650,793	455,142	195,651	30%	
6/30/2024	State - OR Youth Empl (OYEP)	387,516	227,683	159,833	41%	
6/30/2024	Federal - QUEST Disaster Recovery DW	129,712	-	129,712	100%	Grant Contract in Process
6/30/2024	Local - Youth Career Connect (YCC)	220,700	163,098	57,602	26%	

TOTAL PROVIDER EXPENSES	5,164,562	3,613,344	1,551,218	30%	65.27%
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GRAND TOTAL EXPENSES	7,922,574	5,535,626	2,386,948	60%	100.00%
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UNEXPENDED FUNDS	826,585	(0)	826,585	100%	0.00%
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East Cascades Works Strategic Plan		
2024-2029		
Our priority populations: Low income people, rural residents, the emergent workforce (16-24 year olds), people impacted by the criminal justice system, Veterans, people experiencing disabilities and people who identify as Black, Indigenous, Latino/a, Asian, and People of Color		
PRIORITIES	OUTCOMES	ACTIONS
Prepare the Emergent Workforce for careers across the East Cascades Region	<ul style="list-style-type: none"> *Young people across our 10 counties have increased access to internships/work experiences before completing high school *Labor market participation increases for young people in our region 	<ul style="list-style-type: none"> *Co-invest in building career pathways and increased awareness of transferrable skills *Leverage our strategic partnerships to engage more young people in entry level customer service/hospitality roles to build essential employability traits *Expand Youth Career Connect internships *Increase tech skills of the emergent workforce through training resources
Equip Jobseekers to access living wage employment through skill building and training	<ul style="list-style-type: none"> *Increase the starting wage of WorkSource Oregon customers *Greater retention of employment by WorkSource Oregon customers 	<ul style="list-style-type: none"> *Support the development and implementation of apprenticeships/pre-apprenticeships *Respond to employer feedback and invest in addressing the skills gaps of jobseekers *Increase tech skills of jobseekers through training resources
Address Employer Talent Needs, particularly in target industries	<ul style="list-style-type: none"> *Increase living wage job opportunities listed through WorkSource *Increase employer utilization of WorkSource and Youth programs coordinated by EC Works 	<ul style="list-style-type: none"> *Invest in strategies to activate the latent workforce (people not currently seeking employment) *Advise employers, with an emphasis on small businesses, on best practices re: inclusive hiring practices, employee engagement, competitive wages, flex work schedules and retention *Convene education and industry partners to assess future workforce needs and develop action plans
Enhance Services to our priority populations	<ul style="list-style-type: none"> *Increase percentage of people within our priority populations accessing services *Increase labor market participation of our priority populations 	<ul style="list-style-type: none"> *Support the expansion of programs and services tailored to meet the needs of our priority populations *Enhance outreach about services specifically to our priority populations *Develop a communications strategy aimed at clearly defining and effectively conveying the significance, value, and influence of EC Works and our partners