



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

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

Consent Agenda:

- Minutes from June 2024 Executive Committee Meeting – *vote required*

12:35pm: Funding Updates – Heather Ficht, Staff

- Future Ready
- WSO Reentry
- WIOA Gov Hold Back
- Construction Workforce Funding
- HB2235 - Behavioral Health

1:00pm: July Board Meeting Agenda – Heather Ficht, Staff

Gather feedback on the draft July agenda – *information only*

1:30pm: Adjourn – K'Lynn Lane, Chair

Attachments:

- Draft June 2024 Executive Committee Minutes
- Draft July 2024 ECW Board Meeting Agenda



Executive Committee and COWC Joint Meeting Minutes

June 10, 2024

Virtual Meeting Via Zoom or Phone

Staff attendees: Heather Ficht, Jessica Fitzpatrick, Nickelle Haffey

Executive Committee attendees: K'Lynn Lane, Laurie Chesley, David Burger

COWC attendees: Tony DeBone, Ed Weathers, Steve Kramer, Joe Dabulskis, Lynn Morley, Mark Albertson

Quorum reached and meeting called to order at 12:34 pm.

I. 12:30pm: Call to Order – Executive Committee – K'Lynn Lane, Chair

- Executive Committee Consent Agenda:
 - Minutes from May 2024 Executive Committee Meeting – *Vote Required*.
 - Laurie moved to accept the minutes as presented; K'Lynn seconded. Motion passed unanimously with no discussion or abstentions.

II. 12:35pm: Call to Order – Central Oregon Workforce Consortium – Commissioner DeBone, Chair

- COWC Consent Agenda:
 - Minutes from June 2023 meeting – *Vote Required*.
 - Acceptance of the 2022-2023 Tax Returns & Financial Statements – *Vote Required*.
 - Steve Kramer moved to accept the minutes, tax returns, and financial statements as presented; Mark Albertson seconded. Motion passed unanimously with no discussion or abstentions.
- Election of Officers – *Vote Required*.
 - Chair: Tony DeBone moved to elect Mark Albertson; Steve Kramer seconded. Mark Albertson was elected unanimously with no discussion or abstentions.
 - Vice Chair (two positions):
 - Steve Kramer moved to elect Ed Weathers; Ed Weathers seconded. Ed Weathers was elected unanimously with no discussion or abstentions.
 - Steve Kramer moved to elect Tony DeBone; Mark Albertson seconded. Tony DeBone was elected unanimously with no discussion or abstentions.

III. 12:45pm: 2024-2025 Budget – Jessica Fitzpatrick, Staff

- Refer to “Summary of Proposed Budget” in the materials attached below for presentation highlights.
- Acceptance of the Budget by Executive Committee – *Call for Vote* – K'Lynn Lane, Chair.
 - Laurie moved to accept the budget as presented; David Burger seconded. Motion passed unanimously with no discussion or abstentions.



- Approval of the Budget by COWC – *Call for Vote* – Commissioner DeBone, Chair.
 - Ed Weathers moved to approve the budget as presented; Steve Kramer seconded. Motion passed unanimously with no discussion or abstentions.

IV. 12:55pm: Other Announcements – Nickelle Haffey, Staff

- Conflict of Interest Forms – *Information Only*
 - EC Works is required to have conflict of interest disclosures on file from all staff, Board, and COWC members. These must be updated annually. Nickelle will email a fillable Conflict of Interest form to COWC immediately after today's meeting; please sign and send back to her as soon as possible.

V. 1:00pm: Adjourn COWC and Executive Committee Meeting – Chairs Lane and DeBone

Meeting adjourned at 12:56 pm by K'Lynn Lane and Tony DeBone.

Attachments:

- May 2024 Executive Committee Meeting Minutes
- PY 2024-2025 Budget
- EC Works 2022-2023 Form 990 Tax Return
- EC Works 2022-2023 Form CT12 Tax Return
- June 2023 Meeting Minutes for COWC
- 2022-23 Financial Statements
- HECC Monitoring Report
- Sub-recipient Monitoring Reports



EC Works Board Meeting Agenda
July 24, 2024 from 11:30am-1:30pm
Location TBD

I. 11:30am: Call to Order – K'Lynn Lane, Chair

- Welcome New Board Members:
 - Brian Wiessmeyer, Viowiess
 - Susan Lewis, CGCC Dean of Teaching and Learning
 - TBD, EDCO
- Appreciation of Service:
 - Julie Matthews, KCEDA
 - Erin Szymoniak, KCC Adult Basic Skills
- Introductions of all board members and staff
 - Name, organization, county of residence, and What is your favorite dish at a summer BBQ?
- Consent Agenda:
 - Minutes from April 2024 EC Works Board meeting – *vote required*
 - Election of Officers – *vote required*
 - Ratify Budget – *vote required*

II. 11:45am: Updates

- Outreach and Education re: Workforce Funding – Heather Ficht, Staff
- WIOA Reauthorization – Heather Ficht, Staff
- Benefits Navigator Contracts – Teresa Cummings-Weir, Staff

III. 12:15pm: Strategic Plan – Heather Ficht, Staff

- Ratify vote conducted via email in June 2024
- Finalize subcommittees
- Breakout groups via Zoom by subcommittee

IV. 1:30pm: Adjourn

Attachments:

- Minutes from April 24, 2024
- Strategic Plan
- EC Works Budget 2024-25 and Supporting Materials
- 7/1/2022- 6/30/2023 Tax Return
- 2023 HECC Monitoring Letter
- EC Works' Sub-Recipient Monitoring Letters