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

Attendees: K'Lynn Lane, David Burger, Heather Ficht, Jessica Fitzpatrick, Teresa Cummings-Weir, Nickelle Haffey

Meeting called to order at 12:32 pm.

K'Lynn kicked off the meeting with a gratitude practice, where everyone reflected on a moment this summer that brought them joy.

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

- Minutes from July 2024 Executive Committee Meeting – *vote required*
    - David moved to approve the minutes as presented; K'Lynn seconded. Motion passed unanimously with no abstentions.
- Upcoming Meeting Dates – Nickelle Haffey, Staff – *information only*
    - The October and November executive committee meetings fall on holidays and will need to be rescheduled.
        - Decision: the October meeting will move to Tuesday, October 15 at 12:30 pm; the November meeting will move to Monday, November 18 at 12:30 pm.
    - Our current meeting series expires after the February 2025 meeting. Moving forward, should we continue meeting every 2nd Monday at 12:30 pm, or change to something different?
        - Decision: keep the current timing through July, then reevaluate once a new executive committee member has been named following Laurie's retirement.
- New Board Member Appointments – Heather Ficht, Staff
    - At the request of our new Chief Local Elected Official (CLEO), Mark Albertson, we are proposing a process change for confirming new ECW Board members:
        1. *New: Executive committee reviews the nomination information and board member application, then decides whether to recommend or not, before it is sent on to the CLEO for review and appointment.*
        2. CLEO signs the appointment letter.
    - Jessica clarified that the executive committee does not need to conduct a formal vote to recommend new board members, as this is not a required step; a conversation will suffice.
    - K'Lynn asked what information new board members receive before joining.
        - Heather explained the Board Introduction Form, which outlines the Board's duties and responsibilities and collects information about the

new member's interests and demographics, as well as an orientation meeting.

- Susan Lewis and Eric Strobel are the latest nominees to the ECW Board. K'Lynn and David briefly discussed the value their membership adds to the board and decided to recommend them.
- In the future, any new member's completed Board Introduction packets will be included as part of the Executive Committee meeting materials.

12:35pm: Debrief July Board Meeting – Heather Ficht, Staff

- Heather shared the Strategic Plan engagement survey results (see attached), and gave an overview of the survey questions and their purpose:
  - We wanted to know how board members wanted to engage in supporting the implementation of the strategic plan.
  - Due to the nature of the survey, we did not collect information about which board member entered which response.
  - With this initial feedback, we can think about how to utilize the board in more meaningful ways. Some ideas are to start listservs on communications by topic, form subcommittees, or hold a kickoff meeting to develop an action plan.
  - We have one final meeting with Coraggio about the strategic plan. Heather also recently met with a business culture consulting group that has experience implementing strategic plans with a Diversity, Equity and Inclusion lens.
- K'Lynn noted that if we ask people to show interest, there needs to be content. We should figure out what staff members and centers actually need, then identify how board members can participate effectively without creating more work for staff. For example, we could ask each board member to share one social media post per month.

12:45pm: WORKing Together Conference – Heather Ficht, Staff

- Heather and Nickelle reviewed the current board, staff, and COWC RSVP list. Heather will follow up with anyone who has not yet responded.
- Workforce Champion Award
  - We need to submit a proposal for who we recommend as workforce champion from our region. Voting happens on Day 1 of WTC; awards are delivered Day 2.
  - Heather proposed nominating Laurie, who will be retiring this summer.

1:00pm: Updates – Heather Ficht, Staff

- COBHC: we just submitted a proposal to HECC for the last round of Future Ready sector funding. We asked for about $350k in resources to support our behavioral health collaborative, and expect to hear a response in several months. One change we are working on is becoming more aligned with our other sector partnerships, where membership has more of a voice in the process and services. There will be a full member meeting in September. Heather met with the leaders of the 7 most engaged partners. We want to reorganize to be more embedded in sector work.

- Oregon Workforce Partnership is interested in possibly applying for the Good Jobs Challenge Grant with a focus on hospitality/tourism. The board can support us by providing external data and Labor Market Information; Jaime Eder can likely help.
- Reentry Program: Teresa talked about upcoming reentry trainings and shared news of Coffee Creek Correctional Facility's kickoff last week, which is our first non-East Cascades prison to launch the reentry program. The program is entirely voluntary for customers and has brought together some fantastic partnerships. A community of practice meets once a month to work through challenges.
    - Teresa shared some examples of challenges:
        - The grant that funds the program is very prescriptive, which is not something we are used to.
        - Every prison operates very differently in terms of entrance security, ease of access to Adults in Custody (AIC), etc.
    - K'Lynn asked whether we use any scheduling or customer tracking software. Teresa responded that we do use a system for internal tracking. While an AIC is still in prison, case managers are asked to make a Calendly to assist with scheduling.
    - K'Lynn expressed hope that we can share some reentry stories at the next board meeting.
- Teresa and Jessica developed parameters around Employee Advancement Grant funding (ex: giving microgrants to small businesses that don't require a match). We will hear more from them soon.
- The Governor's office asked HECC to commission a study on the construction workforce's real needs. Heather was interviewed by staff as our area was highlighted by the task force as a best practice area. She encouraged giving money to local boards to deploy through their Sector Partnerships. A Committee will be making recommendations based on a study the HECC is commissioning on the workforce demand in Construction.

1:30pm: Adjourn – K'Lynn Lane, Chair

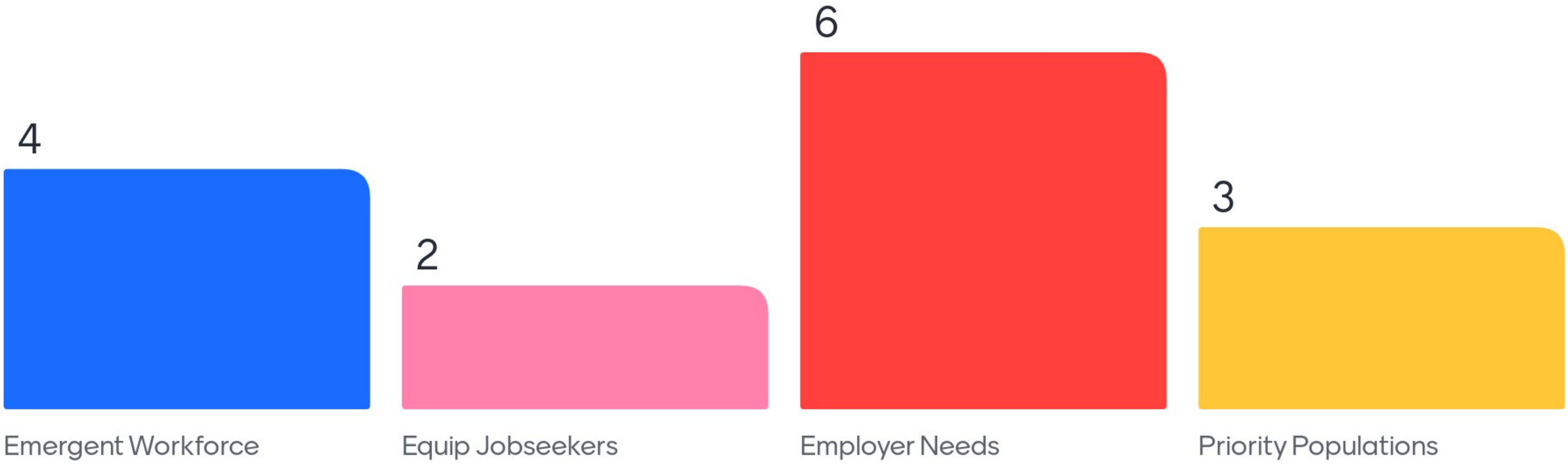
- Meeting adjourned at 1:33 pm.

Attachments:

- Draft July 2024 Executive Committee Minutes
- Strategic Plan Engagement Poll Results

Mentimeter

Which of the 4 Strategic Priorities do you see yourself supporting the most?



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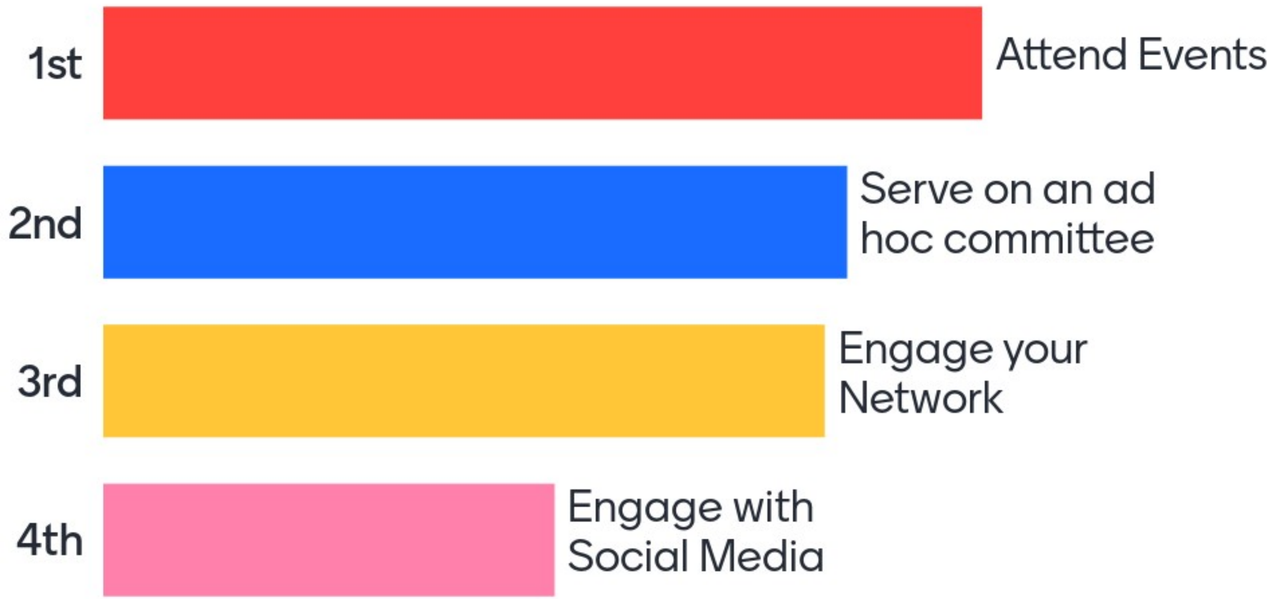
15

Which of these engagement options would you prefer?



What other ways might you engage not listed previously?

17 responses

Mentimeter

How do you see your role, as a board member, in supporting the strategic plan?

Advocacy for priority populations, specifically people with disabilities

I don't have a strong idea, but I can take delegated tasks.

N/A, visitor

Building connections between education and employment.

focusing in on a specific task

Continuing to show up to meetings, support the staff and Heather. Make sure rural is always represented.

Connecting with job seekers

Support staff initiatives and provide industry perspectives

Mentimeter

How do you see your role, as a board member, in supporting the strategic plan?

Link with business owners to educate on EC Works programs.

Help get funding

Accountability in sticking to it; measuring and tracking our performance against it; taking actions to helping to achieve it; help Heather by bringing cases and evidence from the field

secure funding

Convener

Stay informed on funding opportunities.

Giving feedback

Sharing the work being done and opportunities with my industry Providing feedback

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Mentimeter

How do you see your role, as a board member, in supporting the strategic plan?

Identifying blind spots

Asking critical questions

Encouraging goals are measurable, attainable, etc etc

Outreach to employers