East Cascades WORKS
Connecting Talent To Opportunity

Executive Committee Agenda
January 3, 2023 from 1pm-2pm
Virtual Meeting Via Zoom or Phone

Attendees: K'Lynn, David, Martin
Staff: Bob, Heather, Jessica, Teresa
Meeting called to order at 1:06pm

1:00pm: Consent Agenda – K'Lynn Lane, Chair
Consent Agenda:

- Minutes from December Executive Committee Meeting – *vote required*
  - *Dave moved to approve the minutes as presented, seconded by Martin with none opposed- unanimously approved.*
- Approval of Incident Reporting Policy – *vote required*
  - *Martin moves to approve the policy as presented, David seconds with none opposed- unanimously approved.*
- Discontinuation of Transfer Funds Policy – *vote required*
  - Discussion: How would transfer of funding apply to State Funds? Are you able to transfer funds within federal and state funds? The policy does not apply to State funding. While state funding can be considered stand-in resources, the policy explicitly applies only to WIOA and is now handled at the state level through the draw system.
  - *David moves to approve and discontinue the policy as requested; Martin seconds with none opposed- unanimously approve discontinuing the Transfer of Funds policy.*
- State monitoring report –Jessica - *information only*
  - Was a successful monitoring with no observations or findings. The next monitoring will take place next fall and will be in-person to include sampling of internal controls and payments.
- Office Manager Position –Jessica - *information only*
  - Not a newly created position, rather an adaptation of the Executive Assistant so that the role extends to office, team and board support. The position will report to Jessica and will be required to spend most of their time in the office. Getting ready to post the position for recruitment.
  - K'Lynn (fit) and Dave (skill) will be a part of the interview process.

1:20pm: Goals for next 6 months – Heather Ficht, staff
State of the Workforce report, Strategic Planning, Comprehensive Communications Strategy – *information/discussion only*

- *Heather would like to update the State of the Workforce report, which is now 5 years old. While we do not currently have a Regional Economist, we would like to explore bringing a contracted team/person on to conduct the data updates as well as for the design work.*

- *While we currently have a local plan, we do not truly have a Strategic Plan, which could be more readily updated and revisited and stands as a guide for the organization rather than simply as a matter of compliance.*
- *Both projects above will inform our Comprehensive Communications Strategy which could be done last and consider other areas such as: EC Works Editorial Calendar and Website.*
    - Discussion: Does it make sense to do these three projects sequentially? State of the Workforce does serve as a needs assessment, so yes, the group agrees that it makes sense to have the State of the Workforce done first. K'Lynn would also like to have a Marketing Plan, as part of the communications strategy, that includes our partners and how they are part of the EC Works' messaging. Martin would like to have board members weigh in on the scope of the State of the Workforce, as well as the Strategic Plan. An Ad hoc committee of the board could be convened to tackle each of these projects. How will this be communicated to the board? Heather will provide an overview of the plan of action during the January board meeting and ask for a call of volunteers, along with a rough timeline for completing each of the projects.
        - Martin has volunteered to be a member of the State of the Workforce Ad hoc Committee
        - Dave will be a member of the Strategic Planning Committee
        - K'Lynn volunteered to be a member of the marketing committee

1:40pm: January Board Meeting Agenda – Heather Ficht, staff – *information only*
Review and revise January Board meeting agenda- included as an attachment.

- Heather will modify the agenda to include timelines for board engagement.

1:50: NAWB Conference – Heather Ficht, staff – *information only*
Clarify logistics and Board member attendance

- Make sure that we are inviting Dr. Chesley, barring her vote and acceptance onto the Executive Committee.
- Hotel reservation is Saturday to Tuesday.

Meeting adjourned at 2:04pm

Attachments:

- Draft Minutes December 2022 Ex Com Meeting
- Incident Reporting Policy
- Transfer Funds Policy
- State monitoring report
- Draft January Board Meeting Agenda