East Cascades WORKS
Connecting Talent To Opportunity

Executive Committee Meeting Agenda

Date: November 9, 2026
Time: 12:30-1:30 pm
Location: Virtual via Zoom or Phone

Time	Topic	Presenter
12:30 pm	**Consent Agenda**	**Dave Baiocchi, Chair**
	• Check-in • Minutes from September 2026 Executive Committee Meeting – *vote required*	
12:40 pm	**Debrief Board Meeting**	**Heather Ficht, Staff**
	• Feedback from October Board Meeting	
12:50 pm	**Policy Update**	**Jessica Fitzpatrick, Staff**
	• Youth Eligibility & Enrollment Policy – *vote required*	
1:00 pm	**State Monitoring Update**	**Jessica Fitzpatrick, Staff**
1:10 pm	**Legislative Update**	**Heather Ficht, Staff**
1:20 pm	**Announcements**	**All**
	• Any other miscellaneous items or news from the group	
1:30 pm	**Adjourn**	**Dave Baiocchi, Chair**

Attachments:
- Draft September 2026 Executive Committee Meeting Minutes
- Youth Eligibility & Enrollment Policy

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Executive Committee Meeting Minutes

Date: September 14, 2026
Time: 12:30-1:30 pm
Location: Virtual via Zoom or Phone

Attendance

- Board: Dave Baiocchi, K'Lynn Lane, Wendy Jackson
- Staff: Heather Ficht, Jessica Fitzpatrick, Teresa Weir, Matt Gorman, Nickelle Haffey

Time	Topic	Presenter

12:30 pm **Consent Agenda** **Dave Baiocchi, Chair**

- Meeting called to order at 12:32 pm.
- Everyone answered the check-in question: As a parent, what do you have time to do now that school has started?
- Approve Minutes from August – *vote required*
    - Wendy moved to approve the minutes as presented; K'Lynn seconded. Motion passed unanimously.
- All were in favor of canceling the October Executive Committee Meeting since it is a busy month of conferences and meetings.

12:45 pm **Quarterly Financials** **Matt Gorman, Staff**

- Matt presented the Q1 budget-to-actual/FY25 year-end update. Highlights included:
    - Assets (liabilities + equity) decreased $1.7 million (26.6%) from prior year, and total liabilities decreased $973K (39.3%) from the prior year. Net revenue for the year was essentially breakeven at $16K.
    - Funding overview: $2.24 million carry-in, P10K and Benefits Navigator grants (which ended July 1, 2026) were spent down to $0, OYEP grant was $22,700 over budget (but this is the expected pacing on a 2-year grant and not a concern).
    - Board expenses: $273K (11.7%) under budget due to savings achieved in employee benefits, leases, data systems, and a brief vacancy in the youth program manager role.
    - Provider expenses: $776K (15%) under budget overall.
- Matt concluded that our budget picture is overall positive. There were no questions.

1:00 pm **Board Survey Results** **Heather Ficht & Nickelle Haffey, Staff**

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- Nickelle shared the Board Survey results in detail, focusing on differences between public and private sector members' responses and feedback that EC Works Directors identified as particularly important and actionable. Top action items included:
    - Develop a simple Board Member talking points sheet with EC Works' mission, current priorities, key accomplishments, and ways to describe/support the work.
    - Offer occasional site visits, program tours, or other "Board in the Field" opportunities; this wouldn't need to be limited to Board Members.
    - Consider an informal Board gathering where members can get to know each other and learn about each other's expertise, connections, and communities. This could include a holiday party, open house, or summer appreciation barbecue – something low-budget and located in each of the subregions.
    - Use meeting time for more strategic discussion, policy implications, and questions where Board input is genuinely needed.
- Regarding the Board gathering, K'Lynn suggested focusing less on us and more on getting people to WorkSource or service providers' locations. She suggested collaborating with community colleges, small business development centers, or other partners.
- Wendy voiced support for giving Board Members specific action items and providing them with tools to become more familiar with their mission, role, and responsibilities. She noted that the Executive Committee had a strong discussion on this topic last month and should build on that.
- Dave expressed surprise that the public sector wasn't more engaged in the survey and suggested prompting a few more people to fill it out.
    - Jessica guessed that public sector members might have been unsure which "hat" they are wearing and whether they're representing the system, their agency, the customers, or the Board/ECW.
- Dave shared a few other ideas for engagement:
    - Compile the Board Spotlight sections from our newsletter into a flipbook that could also be added to the orientation packet.
        - Heather pointed out that we could include staff members' bios as well.
    - The day before WORKing Together, have Board and Staff get together for an informal activity, similar to the taco dinner we did last year.
        - Heather suggested grabbing dinner after the conference reception on Monday evening.
- Dave offered the Executive Committee's support around action items.
- Heather shared some additional ideas for engagement:
    - Create a Board Portal for member-only access to relevant information and documents.
    - List our mission at the top of every agenda as a continuous reminder of why we do our work.
- Wendy pointed out that survey fatigue can be a barrier to thoughtful responses, which in turn can paint a false narrative. She suggested putting more weight on comments than multiple-choice ratings.
    - Heather agreed and noted that when we share the survey results at the January Board Meeting, we want to make it discussion-based rather than just a presentation. We plan to use PowerPoint to help tell a compelling story and share our action items.

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1:10 pm **October Board Meeting Agenda** **Heather Ficht, Staff**

- Heather shared the draft October Board Meeting agenda for feedback, highlighting a few points:
    - Most of the agenda will focus on sharing PY2025 WIOA performance. To encourage a more robust and engaging conversation, our partners will present their own data and we will hold time for Q&A after each presenter.
        - We are still unsure if Youth Build and ODHS Self-Sufficiency will be included.
    - The Strategic Plan Scorecard and Board Member Survey presentations will happen at the January meeting. Nickelle will share a brief agenda preview to reassure Board Members that the survey has not been forgotten.
    - Our asks/action items will include sharing a video clip that Kristyn and Nickelle will be putting together, and giving members who did not fill out the survey one last chance to respond.
- Dave wanted to clarify that after each bullet point under "WIOA Performance," there will be a pause for Q&A; Heather confirmed.

1:20 pm **Updates** **All**

- Heather invited everyone to reach out with any last-minute questions or needs regarding the WORKing Together Conference.
- Heather shared that she has recruited new private sector members to our Board, so help is no longer needed.

1:30 pm **Adjourn** **Dave Baiocchi, Chair**

- Meeting adjourned at 1:30 pm.

Attachments:

- August Executive Committee Meeting Minutes
- Quarterly Financials
- Board Survey Results
- Draft October Board Meeting Agenda

East Cascades WORKS
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Program Management Policy

TITLE: Youth Eligibility and Enrollment

POLICY APPROVED BY:

Heather Ficht — **EC Works Executive Director**

Dave Baiocchi — **EC Works Board Chair**

Previous Policy Approval Date:
July 30, 2025

Current Policy Effective Date:
July 1, 2026

Revision Approved:
November 9, 2026

PURPOSE:
To establish a policy in support of State standards for eligibility regarding youth participating in Workforce Innovation and Opportunity Act (WIOA) Title IB funded programs. This policy also reinforces expectations for the enrollment of eligible youth into services funded by WIOA under Title IB and provides flexibility for providers of Title IB youth services when current waivers are in place.

POLICY:
East Cascades Works expects providers to make every effort to integrate and align services and to leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). EC Works investments in youth services are specifically intended to ensure that disadvantaged youth become employed and enter career paths that ultimately lead to self-sufficiency.

To be eligible for services, an individual must meet specific age, school status and barrier requirements at the time of enrollment.

Out-of-School Youth Eligibility:

A. Age 16-24 at the time of enrollment;
B. One or more of the following:
   a. A youth who does not have a GED or secondary diploma and is not enrolled in secondary education,
   b. A youth who has a GED or secondary diploma and is not enrolled in postsecondary education,
   c. A youth who is attending an alternative education program, dropout reengagement program or high school equivalency program; or
   d. A youth who is attending an adult education program under Title II (ABE/ESL), or a YouthBuild or Job Corps program.
C. And, one or more of the following:
   1. A secondary school dropout as defined in ORS 339.505(1)(b),
   2. A youth who is within the age of compulsory school attendance as defined in ORS

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339.010, but has not attended school for at least the most recent complete school year calendar quarter,
3. A recipient of a secondary school diploma or its recognized equivalent who is low-income and is either basic skills deficient or an English language learner,
4. An offender,
5. Is a homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994, a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act or a runaway,
6. In foster care or has aged out of the foster care system or who has attained age 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out of-home placement,
7. Is pregnant or parenting,
8. Has a disability; or
9. Is low-income who "requires additional assistance" to enter or complete an educational program or to secure or hold employment.

ORS 660.310 provides that for the purposes of WIOA, an individual enrolled in alternative education programs, as provided by ORS 336.615 to 336.675, is an out-of-school youth. "Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards

Out-of-School Youth (OSY) Enrollment at a rate of 75%:

- Contractors shall use at least 75% of WIOA Title I Youth program resources available after administrative costs have been deducted to serve OSY as defined by WIOA.
- EC Works expects that at least 75% of participants enrolled as youth will be enrolled as OSY.

In-School Youth Eligibility:

A. Enrolled in school, including secondary and post-secondary education institutions, unless as noted above,
B. Age 14 to 21 at the time of enrollment,
C. Is, or is a member of a family that is low-income; and
D. One or more of the following:
1. Basic skills deficient,
2. An English language learner,
3. An offender,
4. Is a homeless individual,
5. Is pregnant or parenting,
6. Has a disability; or
7. Is an individual who "requires additional assistance" to enter or complete an educational program or to secure or hold employment.

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In-School Youth (ISY) Enrollment at a rate of 25%:

- Contractors must not expend more than 25% of WIOA Title I Youth program resources available after administrative have been deducted to serve ISY as defined by WIOA.
- EC Works expects no more than 25% of participants enrolled as youth will be enrolled as ISY.

Flexibility Pertaining to State or Federal Issued Waivers:
Should at any point the State of Oregon or the US Department of Labor issue a Waiver regarding the eligibility or enrollment outlined herein, EC Works grants maximum flexibility to its providers to align with the requirements of the Federally or State issued Waiver.

Serving Older Youth:
EC Works acknowledges that some 18- to 24-year-olds may be ready for adult services and therefore encourages program providers to coordinate services with their WorkSource partners. Funding streams and services must be tracked concurrently to avoid any duplication of service or payment.

Requires Additional Assistance:
EC Works further clarifies the definition of "requires additional assistance to enter or complete an educational program or to secure or hold employment," as a youth who:

1. Resides thirty-five or more miles from the nearest Youth Services Provider, therefore lacking access to training and/or employment opportunities due to geographic challenges; or
2. Has poor or no work history, with their most recent job lasting no longer than six consecutive weeks; and/or has been fired from a job in the last six months.

Enrollment:

1. Youth must complete an application, which collects the required WIOA Youth Eligibility information and creates an MIS record.
2. Once staff have reviewed and verified the application and support documentation, eligibility can be established.
3. Each eligible youth must be provided with an objective assessment of academic and skill levels and service needs and must develop an Individual Service Strategy (ISS) directly linked to one or more performance indicators, and that identifies career pathways for education and employment.
4. Upon completion of the applicant's first grant-funded service, the applicant is enrolled and is considered a "participant."
5. All youth participants are provided with access to the required program elements, as defined by WIOA Sec. 129 (c)(1). The program elements identified as appropriate for the participant must be based on the objective assessment and the plan developed in the ISS.

REFERENCES:
TEGL 10-16
TEGL 19-16

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TEGL 21-16
TEGL 21-16
TEGL 14-18
20 CFR 677.150(a)(3)(iii) Section 134(b) and 134(c)(2)
Higher Education Coordinating Commission, Office of Workforce Investments Policy: Program Engagement-Enrolment, Exit and Services