

ECOS Annual Board Meeting  
Friday, January 25, 2002  
Vocational Rehabilitation, 8:15 to 10:30 AM

MINUTES

Board members present: (Quorum represented) Jesse Kappel - VRD, Catherine Hoofard Zimmerman– Resource Connectors LTD, Claudia King – Human Solutions Inc., Chris Bekemeier – FamilyWorks, Fred Rau – Centennial School District/STW Coordinators, David Dragavon – MC Aging and Disability Services, Gwen Nothwang and Kelli Walker – Workforce Connections/MHCC, Karen Cusick – Employment Dept., Patti Swanson – Janus Youth Programs, Sharron Kelley – at-large, Maren Peterson – Portland Habilitation Center, Lynn Mayer Beam – IAM Cares.

Others present: Sheri Luru – Youth Employment Institute, Joan Pasco - Project Manager

Partner Sharing:

Centennial High School: Gearing up for experiential learning week – April 22-26, 2002. 5 ECOS partners are serving as sites. Fred has 94 work sites lined up, was pleasantly surprised that most business partners are still participating in spite of the economic downturn. Fred could still use additional sites as there are 370 juniors participating this year. Centennial freshman students are also participating in the Experiential Learning week with a “volunteer work day” on Thursday, April 25<sup>th</sup>. Projects are needed that can accommodate approximately 35 students for the morning. They will work with non-profits, schools, public agencies. If you have a project that would be suitable, call Fred Rau at 503.661.7612. The school is also expanding its tutoring program – high school students work with elementary students on reading, math, writing, and other disciplines.

MC Aging and Disability Services: Moving into the new Multnomah East building, lots of time spent dealing with moving and shifting services between three buildings. Budget uncertainties still make planning difficult, serving a high number of clients right now.

MHCC – Workforce Connections: Extremely busy due to area layoffs and plant closures, dealing with funding challenges to serve these new numbers without any budget increases or new grant money. The short-term trainings have been well received. They will graduate students from the medical office administration program on April 3<sup>rd</sup>, and the CNA class on March 8<sup>th</sup>.

Employment Dept. – Continue to file over 1000 new unemployment claims per week. Last week filed 1378, with 1157 the week before. Also completed 877 extended benefits claims. Their services are funded by employer payroll taxes and from the federal level, not state, so are not subject to the same budget cuts other state agencies will be facing. The Gresham office is using lots of over-time to handle the current impact. The phone-in benefits system has also been overloaded from sheer numbers of calls. This has proven very frustrating for agency and clients alike.

Janus Youth Programs/Eastwind Center: Children's First report is now available – lists percent of children living in poverty – statewide. As expected, the Portland area leads the state. The county's new, integrated School and Community Services department, under Lorenzo Poe may bring important changes in how services are delivered.

Sharron Kelley: Offered many thanks to Jesse Kappel for his leadership over the past six years and his two-year service in a co-chair position for ECOS. She currently serves on the Governor's advisory council for Drug and Alcohol Services and the Steering committee for HB 555 – which is an effort to combine mental health and A&D services. She is also working to establish a Learning Center for Children in the Depoe Bay area.

Workforce Connections/Worksystems: Staff training for working with youth will be held on June 21, 2002. Also being considered are trainings on universal access and suggestive interviews. A resource fair will be held in May as well.

Portland Habilitation Center: PHC is now a qualified training and employment vender under the Ticket to Work program. The four local TTW Employer Networks will be working together to coordinate services. The ticket provides Social Security funding for training that leads to subsidized employment and then full employment.

IAM Cares: They are participating in the development of an Oregon Business Leadership Network, one of several being rolled out nationally. The network links business to business and is designed to increase employment of persons with disabilities. IAM Cares will be providing a partnership and funds to strengthen the Job Developer Network allowing for some clerical/admin help for the JDN.

Human Solutions: There are family wage funds available through DHS/AFS to pay for child care, transportation, training and other support to persons seeking work. The funds will be distributed through Human Solutions to families with children who are homeless or facing eviction. Claudia is writing three grants and will need support letters from ECOS partners.

FamilyWorks: Moving into their new Headquarters on Feb. 1. The office will be closed until Wednesday, Feb. 5<sup>th</sup> to accommodate the move-in. New address is: 12630 SE Stark, building J (Plaza 205 Building). Phone and contact numbers remain the same.

Youth Employment Institute – Rockwood Project: Project provides tutoring, job and life skill training, mentoring, and other services to youth in the Reynolds and Centennial School Districts. They are seeking space for a small office in the Rockwood area. The project is encountering problems with the need to obtain SSN's from training participants, as many in the area are undocumented and do not have social security numbers.

Resource Connectors: Seeking persons to fill three open positions, continue to seek nurses, developing a community partnership with Springdale Job Corp to provide

classroom instructors for their CNA program, seeking creative partnerships and job sharing to expand the teaching resource.

#### Annual Corporate business:

Election of Officers:

Elect ECOS Co-chairs: Nominations: Catherine Hoofard Zimmerman – One-year term and Gwen Nothwang – two-year term. No further nominations were received, motion Patti Swanson, Second Lynn Mayer-Beam to accept the nomination. Motion carried by consensus.

Re-elect corporate officers, Nominations: Jesse Kappel – President and Patti Swanson – Secretary (maintain continuity with grants, signatories for checking accounts and insurance.) No further nominations received. Motion Maren Peterson, Second David Dragavon to accept the nominations: Motion carried by consensus.

#### Old Business:

Approve minutes of December 7, 2001 as emailed to Board. M/S to approve, carried by consensus vote.

Strategic Planning retreat: Catherine reviewed the action plan developed at the Jan. 12<sup>th</sup> annual board planning session. Refer to attached document. Highlights include:

- Continue to seek funding for long-term organizational stability – funds to support ECOS' administration and grant writing efforts
- Add a marketing task force – volunteers to work with this group included Charlotte Dorsey, Catherine Zimmerman, Patti Swanson and Kelli Walker
- Create a central clearing house for area demographics. Joan will keep house and make available the data, we need to conduct a survey to determine what demographic data our partners are currently using in grant applications and what they may need. A demographic study team was created – initial members include Jesse Kappel, Sharron Kelley, and Lynn Mayer-Beam.
- Continue to develop and strengthen relationships between partner organizations. Jesse Kappel, Karen Cusick and David Dragavon will help develop strategies to forward this goal.
- Consider the possibility of ownership of the Rockwood Fred Meyer building for co-location of partner services and home for a Rockwood One Stop Career Center. Human Solutions is a Community Development Corporation. ECOS could partner with them as well as work with DHS and Vocational Rehabilitation for long term leases in the building. Sharron will continue to gather data about any benefits ECOS may derive from becoming a CDC. Does this status give us anything that we do not already have under our 501 c3 incorporation? What roles could ECOS, Weed and Seed, and Human Solutions play in the development of this strategy? It was suggested that the Neighborhood Partnership Foundation should be included in this discussion. A Community Center Task Force comprised of Sheri Luru, Claudia King, Patti Swanson, Sharron Kelley, and Lynn Mayer-Beam will bring back recommendations to the board.

- Consider forming a task force to determine new strategies to work with the hardest to serve among the populations we serve. This was tabled until the next Board meeting.

#### New Business:

The board reviewed the following policy recommendation from Finance/Management teams – process for selecting and approving grant proposals - Current process:

Step #1: Availability of funding is presented to board, board decides whether or not ECOS should pursue grant application. ECOS Board determines who will proceed as project manager and grant writer.

Step #2: Person determined to pursue grant application makes a recommendation to the ECOS board as to what projects/strategies best fit the funders requirements; after discussion, board agrees to a priority list.

Step #3: Project manager assembles project team.

Step #4: Grant writer writes proposal, board approves it prior to being submitted.

The two successful grants have both required sub-contractors and consultants be identified in the proposal – not after funds have been awarded.

Recommendation: Finance committee recommends that the ECOS Board of Directors formally adopt this policy and then advertise to ECOS partners that any entity wishing to develop a grant proposal that is consistent with ECOS mission may use this process to take advantage of the collaborative support represented in the ECOS organization.

Sharron Kelley reviewed and asked that we add a “conflict of interest” clause that requires board members to recuse themselves from actions that will benefit either themselves personally or their organization.

After discussion the following process was approved, by consensus vote, as the new ECOS policy for proceeding with grant applications:

Step #1: Availability of funding is presented to the board. The board decides whether or not ECOS should pursue grant application. ECOS Board determines who will proceed as project manager and grant writer.

Step #2: Person determined to pursue grant application makes a recommendation to the ECOS board as to what projects/strategies best fit the funders requirements; after discussion, board agrees to a priority list.

Step #3: Project manager assembles project team and oversight team.

Step #4: Grant writer writes proposal, board approves it prior to being submitted.

Step #5: Conflict of Interest Clause: Board members will formally state this conflict of interest and recuse themselves from voting on actions that will benefit either themselves personally or their organization.

The issue of employee versus contractor was discussed. This will not be a problem in the near future, but should be reviewed periodically. As Joan serves as an unpaid volunteer

for the duties related to ECOS administration/organizational tasks; and she and all other contractors are paid solely from grant funding and only under contracts as project managers, there should be no implication of a real or perceived employee relationship between ECOS and any of the current contractors.

Monthly Reports:

Finance Committee report – Jess Kappel went over the year-end reports as presented by our accountant. Total income for 2001 was \$144,444.70. Expenses were \$95,044.04 leaving a year-end balance of \$52,631.99. Jess reminded the board that these funds are almost entirely obligated to grant funded activities. The finance team is getting new bids for the two insurance policies that we carry: Directors and Officers Liability and General Liability.

Wsi/MHCC/Workforce Connections report: MHCC is making their performance numbers for WIA funds.

Grant project updates:

Health Care: Catherine reviewed the goals of the newest CNA training capacity grant as well as progress from the RIB funded strategies for this industry. We continue to seek strategies to attract workers to health care from other industries that are in decline. The other area of intense interest is development of more on-line and distance-learning opportunities for health care training. Catherine has been appointed to the Governor's Employment Strategy Team for the health care industry. ECOS is widely represented regionally and statewide on health care planning teams. We are highly regarded for the work that is being accomplished through the ECOS Health Care Forum.

Other RIB projects – Joan reviewed the following projects:

BiLingual Job Coach Institute – Board members are being asked to help support these grant funded projects. Please try to find a person within your own organization or professional network that would benefit by participating in the Job Coach Institute.

***PRIZE!! Joan and Catherine will cook a gourmet dinner at Joan's home for first 10 board members to bring in an applicant.***

Career Path Modeling research – Please help find candidates from the ESL/disabled populations. Research has begun on the ex-offender population. Now we need to find 15-20 individuals from the non-native English speaking and disabled populations to participate as research candidates. The ideal candidate will be someone that successfully overcame his or her employment barrier and are now employed at or near family wage earning capacity.