

**ECOS Board Of Directors
Annual Meeting
Friday, January 31, 2003 – 8:15 AM to 10:30 AM – Vocational Rehabilitation**

Meeting notes:

Attending: Maren Peterson – PHC, Gwen Nothwang and Kelli Walker – MHCC Workforce Connections, Catherine Zimmerman – Resource Connectors, Mae Johnson – Deaf Northwest, Jean DeMaster – Human Solutions, Fred Rau – Centennial HS, Sheri Luru – Youth Employment Initiative, Ruthanne Cox-Crouthers – IAM Cares, JoAnn Espinosa – Springdale Job Corps, Lennea Cordray – Gresham Employment Dept., Jesse Kappel – VR Services, David Dragavon – MC Aging and Disability Services, Patti Swanson – Janus Youth Program/Eastwind Center, Karen Burger-Kimber – at large member, Joan Pasco – ECOS Project Manager

Welcome and Introductions/announcements:

Measure 28 fall-out is extreme. All programs are facing budget cuts and loss of personnel. Many ECOS partner organizations have reduced staff, work hours or salaries. The general mood was that we must hang together and try to find creative use of our collaborations to help overcome/offset these impacts.

Partner Announcements:

Resource Connectors, Ltd: Resource Connectors CEO and ECOS board member, Catherine Zimmerman has moved to Bend and will be starting a RCL branch office to serve the central Oregon area. She is resigning from the ECOS board, but will continue her involvement with the organization in the capacity of a project manager for health care initiatives for ECOS. They have added new staff to the Portland office and continue to offer in-home care services. The fall-out from Oregon budget cuts will likely lead to increased requests for their services.

Youth Employment Initiative: East County staff person, Sheri Luru, is now housed full time at FamilyWorks – phone number 503.256.2330. Cell phone: 971.235.0559. They provide employment services for youth aged 16 to 21. She is seeking sites/individuals willing to help youth with mock interview practice during spring break. Call her if you are interested in helping.

Centennial High School: Fred Rau is leaving Centennial after this term (officially resigned as of end of January, but staying on through the 2003 Experiential School program). He is seeking more experiential sites that can work with 3-5 students for the week of April 21-25th. Due to the economy, many businesses are not participating this year. They typically need 110 business sites to serve over 400 students. Please call Fred if you can participate as a host site for this important learning experience for kids...503.661.7612 #462

Karen Burger-Kimber: At large Board Member: Karen was laid off in the fall and is still looking for work. She has extensive experience with non-profit start-up, grant

writing, business consultation, HR and manufacturing. She is exploring formation of a non-profit furniture warehouse and is seeking partners in this endeavor.

Springdale Job Corps: Center director, JoAnn Espinosa announced that their new Security Training program begins Feb. 4th. If you have persons interested in taking this training, contact JoAnn at 503.695.2245

Janus/Eastwind Center: Patti Swanson stated that their organization is also facing considerable cuts, however there is some good news with the receipt of a few small grants, one that will fund new/expanded Family Mediation services in East County. Contact Patti Swanson for more information at 506.233.6090

Human Solutions: Jean DeMaster informed the board that the skill building classes have had to be diminished due to budget cuts. The computer resource room is still open for job seekers, but their capacity to help with workforce training is diminishing. They would be interested in collaboration on grants to assist the homeless.

MC Aging and Disability: The employment piece of their office is still viable, in spite of cuts elsewhere. One problem is that the medically disabled are now trying to utilize the employability services as a means of getting their medications covered, and many are just not very employable. David Dragavon would like for his agency to partner with ECOS on grants to replace some of the services being cut, specifically the screening function that the YMCA is having to drop.

Portland Habilitation Center: The organization only relies on public funding for 4% of its budget, so is able to skirt much of the current impact. They still need candidates for their janitorial program and are conducting group orientations Monday thru Thursdays at 2:30 PM. If you have persons that have a documented disability, can pass a rigorous background check, and can work a swing shift (doing janitorial work) encourage them to participate. Contact Heather or Bridget at 503.261.1266 to reserve a spot. Participants receive a stipend and bus passes during training; post graduation start at \$7.20/hr with full benefits and earn \$9.50/hr after a probationary period.

Presentation: Deaf Northwest – Mae Johnson

Deaf NW: Mae Johnson briefed the board on the construction of an Assisted Living facility to serve the deaf and blind. The new facility will open in June 2003 and is located at the end of the MAX line/Cleveland Station in Gresham. The facility will have 70 units, 62 studios and 8 one-bedroom units. 77% will be low-income housing. This only the second facility of its kind in the US. They may need assistance from the East County One Stop team with training deaf individuals for the 26 FTE staff that they will be hiring. Many of these positions will be caregivers and/or certified nursing assistants. All employees must know sign language. They will be in dialogue with Springdale Job Corps to investigate a partnership in this training. Catherine and Joan are meeting with Deaf NW management on related care giving training issues as they relate to the East County Health Care forum.

New Business: ECOS Annual Meeting - 2003

Formal election of officers: The following persons were nominated by the Finance/Management team to serve as officers for 2003 – M/S to close nominations. M/S to accept slate as presented.

President – Jesse Kappel

Secy/Treas – Patti Swanson

Co-Chairs – Gwen Nothwang and Maren Peterson

Maren Peterson presented Catherine Zimmerman a plaque of appreciation for her many years with the ECOS board and the past two years as co-chair.

Project reports:

CNA grant and Health Care Forum – future focus – Catherine Zimmerman reported on the status of the CNA grant, the East County Health Care Industry Forum and future plans for securing new funds for health care strategies. Focus will be on continuation of the RN Instructor training, removing barriers for nurses to practice in Oregon and developing competency based training curriculum for care givers that can also contribute to CNA competency based training. John Saito from MHCC Allied Health is leading a task force to work on the re-entry issue for the Health Care Forum.

International Marketplace – Rockwood - Joan gave an update of the planning process to develop a new multi-cultural marketplace in Rockwood. The planning efforts will include strategies to co-locate ethnic markets/grocery stores in the Rockwood Fred Meyer building. The market will be a week-end, open air marketplace similar to Saturday Market, but with an International flair. Projected opening is spring, 2004. The project is designed to create earning opportunities for crafters and artisans as well as a destination retail/tourism anchor for Rockwood. The planning team meets the first Wednesday of each month at 3 PM in Gresham City Hall, and anyone interested in working with this project is welcome to attend.

Bi-lingual Job Coach Institute – Joan described the schedule for the 2003 Institute and encouraged people to view the web site at www.bi-lingualjobcoaches.org for more information and application forms. This year's program begins with a retreat at Menucha on March 28-29th and continues each Wednesday and Saturday through May. The program is limited to 20 participants; board members were encouraged to get the information to prospective applicants ASAP. The Professional Development program focuses on intercultural communication, coaching, working with employers and learning how to use this skill for personal and career growth.

Re-entry planning team – Maren explained the latest efforts to solve employment issues for ex-offenders. The planning team will travel to Seattle on Feb. 7th to meet with the original founders of the Pioneer Project, a program that creates enterprise specifically to employ this population. The team is exploring the potential for creating a similar project in the Portland area. Joan reported on the National Reentry Policy meetings held in Dallas on Jan 17-18.

Projects for employing the disabled – home based business strategy – Jesse and Ruthanne – ECOS has resubmitted the application to fund home based business support to VR – as there are some federal funds that may be tapped to begin this project which was not funded by the Regional Investment Board.

Financial reports: year-end and finance committee report – Jesse presented the financial report for 2002 and explained the restricted and unrestricted budgets for 2003. See attachment.

Regional and System reports:

Workforce Connections – Kelli and Gwen – they are adjusting to budget cuts that are creating many challenges; there have been several lay-offs at MHCC. Gwen will be retiring in June. Workload is intense. They expect over 14,000 persons to use the center this year.

Worksystems, inc. – Jesse and Kelli: the new president of wsi is scheduling three 2-day workshops with Region 2 One Stop Resource Center staff to revamp the way one-stops are organized. His plan is for all core services to be delivered at the one-stop brick and mortar centers – by July 1, 2003. This could intensify their capacity problem as the Workforce Connectors, the designated East County One Stop Resource Center, is already operating at/above capacity. This situation prompted discussion regarding ECOS' original organizational strategy that would create and utilize several satellite centers to increased system capacity, as well as increasing capacity via increased on-line/virtual access to job seeker services by those able to access the Internet. The only One Stop center in East County is located on 102nd...and is not convenient, central or accessible to most East County residents.

Sue Mazzio (Boeing) has resigned from the wsi board.

Employment Dept. report – Lennea Cordray reported on activity at the Gresham Office...it has been very busy, most employees are working overtime. In January the office fielded almost 11,000 UE calls and over 400 employment service calls. EI claims were over 5000 in December. Claims continue to run over 1000 per week. People coming in are angry, nerves are on edge. Employees are being trained to handle angry and hostile customers. On the bright side, job listings are beginning to increase up from 99 in October to 351 in December.

Planning activity – Retreat for 2003 – the board discussed holding a spring planning retreat. Catherine offered to host us for this retreat at her home in Bend. There are several affordable motels/hotels nearby for lodging, and she can hold the meeting sessions in her home. This will be further discussed at the February 20th finance/management meeting.

Expansion of grant writing activity – the Board directed the Finance and management team to explore expansion of ECOS grant writing activity using more than one project

manager. This concept will be further developed and brought back to the board at the Feb. 28th meeting at IRCO. Possible project managers included;

Youth – Patti Swanson

Healthcare – Catherine Zimmerman

Disabled – Ruthanne Cox-Crouthers

Re-entry, community dev., Job coach/ESL - Joan

Annual invoices for partner contributions – the finance and management team will prepare recommendations for our annual outreach for volunteer contributions from our partners. ECOS has several organizational expenses that cannot be covered from project revenue. These include our insurances and corporate registration expenses. The insurances will be due in March – they will likely be increased substantially from the \$1600 charged in 2002.

Next Board Meeting: February 28th – IRCO hosting – 10301 NE Glisan

ECOS Account Balances: 2003 Beginning balances all accounts: \$40,604.89

ECOS Restricted:

Regional Investment Board Grant – 1st Installment: \$26,865

YTD Outlays as of 1-1-03 = 8% indirect to ECOS unrestricted = \$2149.20

Balance: \$24,715.80

Verizon Job Coach Institute Grant - \$10,000

YTD outlays as of 1-1-03 = \$790 = \$9210

Total restricted: 33,925.80

ECOS Unrestricted funds: 1-1-03 = \$6679.09

2003 Projected Expenses:

D & O Insurance & General Liability Insurance	\$2000
Web page/server and maintenance	1200
Bookkeeping/accounting	600
Postage/supplies	500
Corporate fees/misc.	300
Match for RIB grant	2000

Total Projected Expenses: \$6600