

ECOS Board Of Directors
Thursday, April 24, 2003 – 8:15 AM to 10:30 AM – Portland Habilitation Center
5312 NE 148th – Between Airport Way and Marine Drive

Attending: Maren Peterson and Heather Ronald – Portland Habilitation Center; Ruthanne Cox-Crouthers – IAMCares/Easter Seals; Gloria Wood – DHS Self-Sufficiency Services; JoAnn Espinosa – Springdale Job Corps; Kelli Walker and Gwen Nothwang – Workforce Connections; Catherine Zimmerman – Resource Connectors; Jesse Kappel – Vocational Rehabilitation Services, Victoria Libov – IRCO, David Dragavon – Multnomah county Aging and Disability Services; Jean DeMaster – Human Solutions, Inc., Karen Cusick – Gresham Employment Office, Joan Pasco – ECOS Project Manager.

Welcome and Introductions: Announcements and news:

Due to closure of the National IAM Cares Office, IAM Cares Oregon has been formally accepted as an affiliate organization of the Easter Seal Foundation. As of June 5, 2003 they will be working under its corporate umbrella. Easter Seal will provide enhanced resources including access to grant writing, which will be valuable to our partnership.

IRCO (Immigrant and Refugee Community Organization), in collaboration with 7 other organizations, is managing the DOL YO contract for Worksystems, inc. The partnership is providing education, vocational training and services that lead to long term employment to youth ages 14 to 21 WHO LIVE IN THE NE ENTERPRISE ZONE. Young people seeking services need to list an address within this geographic area at time of enrollment. This is a challenging project due to the need to enroll 1400 eligible youth by June 30th. ECOS partners are encouraged to get the word out to their respective contacts. This is an important resource for youth and we need to help connect kids to YO center services. The process to enroll them is somewhat long and cumbersome, but the services the young people can access are highly regarded. If you have any questions about how to plug people into programs funded with these grant dollars, call Victoria Libov at IRCO – 503.234.1541 The collaboration hopes to create an infrastructure that will be able to provide youth employment services region wide after the grant period expires – in 14 to 26 months.

Joan will follow up on conversations about designating Rockwood as an enterprise zone to see if east county youth could be served with these dollars.

Human Solutions is trying to prevent the loss of an east county family shelter and needs to raise (or get pledges for) \$33,000 by May 8th. MEPIHN (Metro East Portland Interfaith Hospitality Network) will be closing their day center and partnership with 11 churches that provide overnight lodging for homeless families. There are 28 churches in the network. They provide meals, support services and volunteers to keep this service active. If HSI is successful in raising funds, they will take over the administration of the network and keep this homeless shelter/day center in operation. It is the only one of its kind in East County. They are seeking funds from foundations, as there will not likely be much help coming from the city or county. If anyone knows of any emergency resources that could help with this, please call Jean DeMaster at 503.988.5201

Presentation: Portland Habilitation Center: Heather Ronald and Maren Peterson

Heather and Maren presented an overview of PHC, its services and projects. Highlights include:

Plant Sales: Mother's Day weekend – sale with Parkrose High School, large event each spring and fall, and they have daily retail sales in the shop – Monday to Friday 8 to 5.

Janitorial services: PHC is recruiting for persons to be trained to work as janitors in the Portland Public Schools. They have an orientation for the training three times a week – Monday, Tuesday and Wednesday at 2:30 PM. Persons must have a documented disability (includes depression, mental conditions, learning disabilities); must be able to pass a drug screening and background check – no felonies after age 18 and no misdemeanors involving drugs or alcohol. The work is all swing shift – late afternoon and early evening.

There is a weekly training stipend to cover transportation costs during the training period. Both part-time and full-time people are needed. So far over 375 people have been trained, with a 75% retention rate.

Set-aside law for Qualified Rehabilitation Facilities: State (modeled after a Federal law) sets out a preferential procurement program mandating state agencies to purchase goods and services from QRF's when at all possible. This practice has come under intense scrutiny by private firms that question this practice as unfair competition. QRF's are supposed to employ a minimum of 75% disabled persons in order to qualify for the preferential procurement process. ECOS partners can help PHC meet this hiring requirement by referring persons with any documented disability to the janitorial and landscape trainings.

Landscape: PHC will continue a contract to provide landscape services to Bonneville Power. They are seeking 8 to 9 persons to participate in a 6-month training. An orientation for interested persons will be held on May 2nd at 9 AM. If accepted into this training, participants will be paid a training stipend for the first 2 weeks, then minimum wage for the balance of the training period. They will earn \$9.00 an hour - which is based on production, after completion of the six-month training period. If you have questions, Call Heather at PHC – 503.261.1266

Finance and Grant reports

Finance Committee report – Jesse – see attached meeting notes

Current grant applications – more information is included in the attached meeting notes from the Finance and Management Team meeting:

- Services To Groups Grants – ECOS has approved and submitted two proposals to VR for funding: Deaf NW Staffing/pre-employment and vendor training – training of deaf individuals to work at Chestnut Lane – a skilled nursing facility/assisted living center for the deaf and deaf-blind. The second proposal is a project to develop Home Based Business strategies for disabled persons. The decision on which projects have been funded should be made soon.
- OCCWD Current Worker funds: ECOS is, with prior board approval, re-submitting the application for Dubois Spa and Salon Therapist training in the spring round of grants that are due May 9th.
- Pathways To Collaboration: this is a three-year project that will fund 12 collaborative organizations at \$50,000 per year. The 12 chosen groups will work together to develop proven strategies for partnerships. Successful applicants will be community-based organizations that work collaboratively to solve problems and improve access to information. The groups must have been in existence for over 7 years. M/S from ECOS to proceed with this application – approved by consensus. Initial letter of intent is due May 9th.
- Rockefeller Foundation: Partnerships Affirming Community Transformation – seeking projects that bring together art and culture/leadership in underserved communities. Applying for \$50,000 for the Bi-Lingual Job Coach Institute and the International Marketplace – this was approved by the board via an email vote in March. Initial application was made on April 1, 2003. We have received a letter that we are still under consideration and that invitations to make full application will be announced in June – with a September submission deadline.
- DOL: Grants for Intermediaries: \$500,000 to connect returning felons to faith-based ministries/support groups – see full description in meeting notes below. After extensive discussion about the impact that any grant funded activities might have on the One Stop Resource Centers, the board moved to proceed and make application for this grant in conjunction with IAMCares/Easter Seal. Easter Seal is donating a grant writer to put this proposal together for the team.
- SOROS Foundation – discussion is just beginning – Joan will meet with the Soros Foundation on May 22 in New York. She hopes to get an invitation for ECOS and Central City Concern to apply to their Open Society Programs to fund an enterprise development strategy that will create jobs to hire ex-offenders.

Project reports:

Health Care Industry Forum/Deaf NW projects — Catherine reported on progress with health care initiatives. The group has completed the CNA capacity building grant and is exploring other project options. Deaf NW is waiting word on funding from Sale, hoping to begin their pre-employment training project in May.

International Marketplace – Rockwood - Joan has met with Gresham city and economic development officials to work in concert with the Rockwood Urban Renewal grant the city received from the regional investment board. We are exploring how we can use these planning dollars to help with the feasibility study for the marketplace. She met with Rob Fussell, city manager, Jack Horner, City Counselor, Max Talbot, Deb Meihoff and Cindy Hogen this past week. She is also working on attracting ethnic grocery stores interested in co-locating in the Rockwood Fred Meyer store. The Fiesta Supermarkets based in Texas is expanding into N. Carolina and has mentioned Nebraska and Oregon as good markets with large Hispanic populations. One of the planning team members will be meeting with this corporation in May to initiate a conversation about possibly coming to Oregon and locating in Rockwood.

Bi-lingual Job Coach Institute – the institute is off and running. Classes are held one evening and each Saturday through May. This project has received some national publicity lately and is listed as a best practice on the DOL web site.

Re-entry planning team – Maren and Joan reported on the efforts to create enterprise to employ ex-offenders. This project will fit well with the proposal to link post-prison persons with a faith-based family or mentor. The team meets regularly and is working with Metropolitan Family Services, Volunteers of American, Central City Concern, the Multnomah County Sheriff’s office, and the Multnomah Adult Community Justice department.

Regional and System reports:

Workforce Connections – Fred committee – Gwen reported on activities at the One Stop Resource Center. They are meeting their numbers. The Fred Committee meeting the third Monday of each month. Workforce Connections had a quality assurance review last week with no negative findings.

Worksystems, inc. – Jesse and JoAnn (Board members) Jess is resigning from the board in June. His VR replacement will be Stephanie Taylor from the North office. It is anticipated that the configuration of the board will change after WIA re-authorization – more private employers and less (if any) public partner representation. East County needs to find good candidates to represent this area on the WIA board.

Employment Dept. report –Lennea and Gwen met with Swift Transportation to set up a system to refer persons to them for long haul jobs. Swift will be participating in the Workforce Connection employer groups each month. These are good jobs for persons that can be on the road for up to three weeks at a time.

Planning activity – ECOS Board Retreat – June 27-28 in Bend – Meetings will be held at Catherine’s home in Bend. She will provide directions and a list of recommended lodging facilities close to her home. Meetings will begin at 1 PM on Friday, Food costs for Friday dinner and Saturday Breakfast and lunch will be pro-rated among attendees. Saturday dinner together in a local restaurant is an option. We will reserve a block of rooms at the Mill Inn with the Phoenix Inn for overflow.

Planning will:

Develop the Pathways to Collaboration strategy

Focus on assessment of ECOS projects and direction

Develop strategies to strengthen partnerships/relations between partners

Feature an exercise on the ECOS “niche” - what do we do well and what should we not try to do?

Annual invoices for partner contributions – Maren and Gwen issued a reminder to partners to please consider a cost sharing contribution to ECOs to help off-set 501 c3 costs that cannot be charged to a project or grant.

Next Meeting: May 29th – Workforce Connections 8:15 to 10:30

Notes from the Management and Finance Team meeting are attached.

ECOS Joint Finance and Management Team Meeting
Friday, April 18, 2003
10 AM to 11:30 AM – Jesse Kappel's office

Present: Maren Peterson, Patti Swanson, Karen Cusick, Jesse Kappel, David Dragavon, Gwen Nothwang, Joan Pasco

Finance reports:

The following invoices were approved for payment:

International Marketplace – Project Management – Joan Pasco \$2475

Job Coach Institute: Menucha Retreat Center - \$1079; Supplies - \$135; Isaac Dixon – Instructor - \$800, Intercultural Institute - \$405.85 – Instructional materials

ECOS General: Color My Web – web services - \$90

Account Balances: (after paying the invoices approved)

RIM – Restricted: \$18,225.80

Job Coach – Restricted: \$400.85 (A/R = \$4900)

Unrestricted: \$5026.95

Accounts receivable:

Job Coach = \$4900

RIM – Regional Investment Board = \$15,671.25 (invoiced 4-10-03)

Finance notes:

The Regional Investment Board will be replacing 8% of the 10.45% reduction in all of the 2002-2004 grant projects due to default of one of the grants which resulted in return of a sizable amount of funds. Rather than re-allocate to other projects, the board is returning these funds to the projects that were reduced last winter. ECOS will receive as additional \$4430.91 included in the payment after the final report has been submitted in June of 2004.

Grants that were discussed:

Rockefeller Foundation – PACT – funds development of community, leadership development within ethnic communities, celebration of community culture and the arts. Applying for \$12,000 for the Job Coach Institute and \$38,000 for the International Marketplace – grant title: Celebrate Culture- Pre-application was due April 1 – notice to continue will be made in early June.

DOL Grants for Intermediaries:

\$3.5 million will be used for 7-12 NEW intermediary grants. The grant amount for each intermediary organization is expected to range between \$300,000-\$500,000

Applications deadline: May 5

Eligible organizations:

Non-profit, faith-based and community organizations with existing connections to grassroots faith-based and community organizations, and the demonstrated ability to connect those organizations to the local workforce investment system. For the purposes of this solicitation, One-Stop operators and Workforce Boards do not qualify as intermediary organizations. The intermediary grantees will identify a community need and organize collaboration between a range of faith-based and community organizations and the One-Stop Career Center system to meet that need in the community.

Common need: Re-entry mentoring and employment services for ex-offenders coming out of prison.

Requesting \$500,000 Project concept: The East County One Stop Career System - ECOS, Inc., is a 501 c3 non-profit with less than 6 employees with less than a \$300,000 annual budget - required to order to be an eligible applicant for these funds. We plan to co-submit this proposal with IAM Cares, **linking with a network of 26 faith-based groups**, to deliver a well designed and well structured project to develop mentors for ex-offenders....as part of an equally well orchestrated project that is developing employment opportunities for these folks....we have good connections with churches that provide support for the homeless, and we could connect them to an employment/mentor based activity as well.

Suggested re-entry type of activities to be funded: assisting churches with mentor recruitment, mentor training, supplies, materials, and resources, support for activities such as excursions, sports, entertainment; development of support groups, connections to resources for self-employment, job search data and services via technology and other resources, and perhaps a way for these individuals to give back to their communities at some point.

Pathways to Collaboration: \$50,000 for three years will be granted to 12 collaborative organizations in the country...they will then work together to develop best practices and proven strategies for building partnerships/collaboration – ECOS meets the application and eligibility criteria – must have been organized for seven years or more....due May 9th.

OCCWD current worker grants: due May 9th. ECOS is reapplying for cosmetology/spa therapy training with the DuBois Spa and Salon – total grant \$74,000 ECOS role: fiscal agent – 8% = \$5920 (we were almost funded last fall – missed the cut by 2 proposals)

Services to Groups grants: ECOS is connected to two that are being reviewed (first review was yesterday): Deaf NW staffing and Home Based Business strategies – ECOS would be the fiscal agent for both, Catherine - project manager for Deaf NW and Ruthanne for the Home Based Business project. Both are in the \$22,000 to \$25,000 range.

Other Issues:

Flexibility Conference: Metropolitan group needs a non-profit to handle funds and sponsorship dollars for the conference – they will contribute 1% back to ECOS in exchange for us doing this for them....small amount of work, will generate about \$500.

Project reports:

Bi-Lingual Job Coach Institute – struggling to break even...we will be very close.
International marketplace – grant writing and outreach phase – building connections
Health Care Forum/Deaf NW projects
Re-entry planning team
Retreat discussion: Dates – June 27-28 will be held in Bend at Catherine's new home.