

ECOS Board Meeting
Thursday, September 25, 2003
OAME Conference Room – 185th and Burnside

Meeting Notes

Participants: Co-Chairs Gwen Nothwang (MHCC) and Maren Peterson – Portland Habilitation Center, Karen Cusick – Gresham Employment Office, Sheri Luru – Youth Employment Institute, Ivan Cortes – Multnomah County Community Corrections, Debbi Foote – DHS Self Sufficiency, Derrick Beaudry – Human Solutions, Patti Swanson – Janus Youth Programs and Eastwind Center,

Old Business:

- Gots and Wants report – partners were reminded to update this information so that it can be posted on the web page
- Calendar – Joan has not received many items/events for the calendar – if we want to use the web page to coordinate meetings, we may need a different strategy to elicit input from our partners.
- Youth activities calendar – still need to connect with wsi to see if they could/would coordinate this on a regional basis – JoAnn Espinosa was going to follow up on this issue on behalf of ECOS.

New Business:

Financial report – attached.

The following invoices were approved for payment:

- \$2175 – Project Management for the Marketplace – Joan Pasco
- \$30 - Color My Web – web page work – Charlotte Dorsey

The Board also approved submission of proposals to funders for the following projects:

1. The Miller Foundation: In partnership with the Center for Advanced Learning: Interactive experiential learning for students to complete CAM requirements for applied learning with area employers: \$250,000 a year for three years – due in December. Project team will be Mike Peterson – project manager, Bill Lesh, Fred Rau and Karylenn Echols. This is a re-submission of an ECOS proposal written two years ago – but not funded. The concept is just as viable today and is a good fit for this particular foundation.
2. The Public Welfare Foundation: \$38,000 for the Bi-Lingual Job Coach Institute and the International Marketplace; plus possible funds to support expungement process and expenses.
3. Oregon Arts Commission: \$6500 to support marketing and outreach for the Marketplace – due October 30th

Grant writing discussion: Additional projects submitted by other grant writers are welcome. If anyone has a personal contact with a funder or foundation and would like to submit a proposal under the ECOS 501 c3 umbrella, they are encouraged to do so – providing the proposals are a good fit with our mission and charge. ECOS Board must approve all proposals over \$10,000. The list of Oregon Foundations can be found at this web address:

<http://www.foundationdatabook.com/orlinks.html>

Reports:

Workforce Connections – Gwen presented an update on the activities at the One Stop Resource Center – they are expecting an increase in activity next week as the UI extensions expire on Sunday; funding for DWP training is lower than what was expected; the site is having no trouble meeting its WIA mandated performance numbers. Gwen is retiring and will ask Kelly Walker or Kay Lopez to begin attending ECOS board meetings to represent Workforce Connections. Gwen will stay on the board as an at-large member and continue her role as co-chair.

(Jesse Kappel is also retiring from state employment. He has indicated his interest in continuing as an at-large member of the ECOS board. Jesse still serves as the President of the ECOS' non-profit corporation and is a signatory for checks and contracts for ECOS.)

Gresham Employment office – Karen Cusick

The employment office has a small pool of funds available to support workforce initiatives. Each office has between \$4000 and \$5000 available – Karen asked for suggestions for use of these funds....ideas from the ECOS board included purchase of bus passes, and assistance with costs relating to expungement of background records.

Other State and regional issues – Debbie reported on the changes expected with re-authorization of TANF and welfare policies. As the state is unlikely to get a waiver to continue its successful Welfare to Work process, there will be an increased requirement for work experience – 25 to 30 hours per week of unpaid on-the-job training. Finding work sites for all TANF clients will be a challenge. Coordination of this outreach effort and minimization of multiple contacts to employers is a needed and important function. Perhaps this could be funded with grant funds?

County School aged framework process and RFP – Patti explained the process to engage east county schools in the School Aged Framework discussion. The county will be issuing a request for proposals to secure contracts with agencies to provide school-based and school linked services. The county will contract with one agency in each of the six regions. Region 5 and 6 are in East County. The impact of the framework on schools has not been thoroughly examined. ECOS has convened two meetings to invite school districts to share both their school improvement plans and what they feel to be critical components of site-based and school-linked services. The meetings will be an opportunity to share process ideas, understand realities of working within a school environment, and what expectations the schools have for this process. The second and final meeting will be held at 10 AM (September 25) – following the ECOS board meeting.

Metro R & R service district issues – Washington County has pulled out of the tri-county R and R system. Clackamas and Multnomah County continue to work together. After 12 years of a working partnership, the state childcare network allowed the three county partnership to be dissolved and established a new service district area – District 17 – for Washington County. Many turf and geographic challenges are already becoming a problem, creating service delivery impacts for child care providers in all three counties as they struggle with new boundaries and service delivery restrictions. Multnomah and Clackamas counties requested mediation prior to the split, but this was denied by the state. Both counties feel that this could have been avoided with adequate input from providers, the community, and the R & R partnering agencies.

Reentry Planning Team – Maren and Joan

Expungement resources needed/efforts to procure – Debbie and Joan met last week with Gary Walker – Commissioner Robert's Office, Sheriff Bernie Giusto, and JoAnn Fuller – director of Community Corrections for Multnomah County. The purpose of the meeting was to explore the possibility of getting a county employee dedicated to work as an ombudsman for setting aside arrests and convictions for those eligible.

Background: The presence of very old and minor arrests and convictions on personal records has become increasingly onerous since 9-11. More employers and landlords are doing routine background checks and technology allows for easier access to records that go back 20 or 30 years. About 75% of the caseload at DHS and Steps to Success has felony charges, arrests or convictions on their permanent records. Many of these can qualify for expungement or set-aside – permanently removing these charges from their backgrounds. The process tends to be cumbersome and not very user friendly. The workforce system would greatly benefit from a resource/referral person to help with expungement. The \$80 fee is also a barrier for many and no state funds can be used to off-set this cost. This resource will also benefit volunteer organizations that work with adult coaches and mentors – as this has become a large issue for them as well.

Employer education is also important, but this will be less effective and immediate than clearing these charges from an individual’s permanent record.

Project reports:

International Marketplace – timeline attached to these minutes. We were successful in receiving a second grant of \$50,000 to support the marketplace planning process and training for vendors.

DuBois Spa and Salon Training program – the first training session began on September 9th. Subsequent sessions will begin in November, January and March.

Bi-Lingual Job Coach Institute – 2004 program – the Verizon Foundation is not considering any new grant requests until after January 1st, 2004. Joan is seeking support from other funders for the 2004 Institute. The Institute can be self-supporting with 20 participants enrolled (and paying \$1200 per person tuition). Until the economy begins to improve and employers and public agencies lift restrictions on training, outside support will be needed to support the Institute.

Next Meeting: October 30 – 8:15 to 10:30 at the Center for Advance Learning – Room #112 (conference room in the NW corner of the school)

Gresham Station – located between Burnside and Division on Civic Drive – parking located at the east side of the building.

Finance and Management Meeting: September 25, 2003

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

2003 Projected 501 c3 ECOS Expenses:

D & O Insurance & General Liability Insurance	\$1150
Web page/server and maintenance	1200
Bookkeeping/accounting	600
Postage/supplies	500
Corporate fees/misc.	300
Match for RIB grant	2000
Total Projected non-grant/project Expenses:	\$5750

September 3, 2003

Account balances:

Business checking: \$1477.10

Money Market: \$23,776.91

Total: \$25,254.01

ECOS Restricted:

Regional Investment Board Grant – Ending balance – 6/13/03 = 25,758.35

Invoice 7-17-03 = \$2700
Invoice 8-28-03= \$2137.50 (pay out of unrestricted as cash match)
(Cash match to date = \$3862.50 – balance due in March 04: \$2137.50)
Invoice 8-28-03 = \$33.00 Public Markets book
Invoice 8-28-03 = \$41.30 Postage
Ending Balance – 8-28-03 = \$22,984.05
Invoice 9-17-03 = \$2175.00
Ending balance – 9-25-03 = \$20,809.05

Verizon Job Coach Institute Grant - \$10,000

Balance: \$432.79 (\$200 A/R – due in September) = \$632.79 – keep in account to renew Private Career School Licenses and required tuition fund deposits

Dubois Salon Grant: no up front funds – straight reimbursement on expenses

Invoice #1 = \$24,545.35 received September 21, 2003
\$22,545.35 = training set up for DuBois Spa and Salon
\$2000 = ECOS for project management
Invoice: Joan Pasco – Project Management: \$1650
ECOS unrestricted – indirect: \$350

NEW: OECD Grant for International Marketplace = \$50,000

No funds received to date – contract meeting on October 2, 2003
Indirect = \$4000 - Unrestricted
Marketplace - \$46,000 - Restricted

Total restricted funds – September 25, 2003: 21,241.84

ECOS Unrestricted funds: beginning balance 1-1-03 = \$6,679.09

September unrestricted income:

Interest = 20.52

Flexibility conference = 15.00

September invoices from unrestricted funds:

Color My Web: \$30.00

September unrestricted balance after invoices are paid: \$4431.07

Grants pending/applications have been submitted:

- National Endowment for the Arts: \$48,700 (marketplace) –submitted 8-18-03 awards announced in April 04.
- OECD Collaboration/Small Business: \$55,000 (marketplace) still pending
- Funded at \$50,000 contracts to be signed October 2, 2003
- Verizon Foundation - \$9500 for Job Coach Institute – They are out of funds until Jan. 2004 at which time we could re-submit.