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Meeting ID: 819 2771 4815

Passcode: 499820

## MINUTES

### 1. Call to Order and Confirmation of Quorum

	Dr. Gray (B) (TBD)	X	Jason Traylor (B)	X	Robert Westerman
X	Andy Owens (B)	X	Ben Messner		Mike Hicks
	Joe Benetti (B)	X	Debbie Sargent		Susan Ray (B) (TBD)
X	Dave Sanders (B)	X	Ali Mageehon		Brian Prawitz
X	Rhonda Amer (B)	X	Amy Kincaid	X	Nicole Moody (B)
	Laura McKeane (B)		Marie Simonds (B)		Rachel Pokrandt
		X	Rod Sprinkle		

Names in red -unable to attend, prior notice given.

*The meeting was called to order at 12:02 pm by Robert Westerman. 11 of the 17 members (excluding vacancies) were present, making up 64% of the total members. Of the 64%, 62% represent Businesses.*

*Robert Westerman announced the Board would be going directly into Executive Session. Tina Carpenter and Mindy Woodworth organized the transition, requesting that board members remain, and all staff and guests were disconnected from the Zoom session to maintain confidentiality.*

### 1. INTRODUCTION OF NEW BOARD MEMBERS/CURRENT OPENINGS

*Sara Stephens introduced new Board Member Nichole Moody.*

2. **PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.

*No public comment was presented.*

## BOARD ACTION ITEMS

### 3. DISCUSSION AND POSSIBLE ACTION: Consent Agenda (Approved with one motion/vote)

- a. Meeting Minutes – 8/15/24

*Motion to approve the 8/15/24 minutes and consent agenda made by Andy Owens and seconded by Rhonda Amer. The motion carried unanimously.*

#### 4. DISCUSSION AND POSSIBLE ACTION: COLA

- a. COLA increase of 2.5% based on the CPI-W for all employees starting on January 1, 2025. Pro-rated for all staff who have not been with the organization for a full year.

*Motion to approve COLA made by Ben Messner and seconded by Rhonda Amer. The motion carried unanimously.*

### STANDING REPORTS

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#### 5. INFORMATION: Finance Update; Yolanda Brumfield

##### Fiscal Year Audit and COLA

*The financial audit and the implementation of a 2.5% annual cost of living adjustment (COLA) based on the Consumer Price Index for All Urban Consumers (CPI-W) were discussed.*

*Yolanda also presented a financial update for the period ending September 30th, 2024, with comparisons to the same period in the previous year.*

##### Financial Statements and Budget Review

*The finance director, Yolanda, presents the organization's financial statements as of September 30th. Key points include a significant increase in cash and grants receivable compared to the prior year, leading to higher net assets. However, management and general expenses exceed revenue, resulting in a \$65,000 unrecovered deficit so far. Yolanda explains this is due to timing and they expect to recover these costs through increased program spending later in the year. The budget vs. actual report shows the organization is currently under budget across all categories for the first quarter. Sara, Interim Executive Director, notes they have recently hired additional finance staff to support the large number of funding streams. She expresses confidence in their financial position for this year and next.*

### PRESENTATIONS

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#### 6. DIRECTOR'S REPORTS- Sara Stephens

#### 7. Sara highlighted the agency's recent achievements:

- a. Rachel concluded the Good Jobs Reports.
- b. We've received \$280,000 in prosperity 10K funding, and this will help replace barrier removal, job placement, and training programs.
- c. Laura has successfully navigated the BOLI systems, and December BOLI will certify our surgical tech apprenticeship.
- d. A lot happening around Maritime, and support for fishing industry.
- e. Our Recruit HIPPO teams are in the high schools and doing industry tours and signing students up for on-the-job trainings
- f. Tina has done some great work around Data systems and has just hired 2 new benefits navigators.

#### 8. Shout out to Andy who was chosen as Workforce advocate for the year.

9. Sara Stephens also discussed the agency's insurance renewal in October, noting a 18.8% increase in premiums. Liquor liability, auto deductible correction and increase in coverage for the Non-Profit Management Liability/Directors & Officers insurance were discussed. SOWIB will research excess or umbrella coverage for D&O coverage and return to the Board with that info.
10. Guests Henry Fields and Jeff McAllister, Economist with the Economic Research Division for the Oregon Employment Department regarding competitive strategies, and funding opportunities w/HECC.

#### **11. Executive Session: Sara Stephens**

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- To consider information or records that are exempt from disclosure by law, including written advice from your attorney. ORS 192.660(2)(f).
- To consult with your attorney regarding your legal rights and duties regarding current litigation or litigation that is more likely than not to be filed. ORS 192.660(2)(h).
- To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8).

#### **Adjournment**

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*Robert Westerman announced the Board Members would go into Executive Session and requested all others to leave. He officially adjourned the meeting at approximately 12:48 PM PST.*

Meeting Calendar Available