

WSI BOARD OF DIRECTORS
MEETING MINUTES
November 6, 2009
111 SW 5th Ave., Suite 1150
Portland, OR

In Attendance:

James Paulson – Chair, Don Jensen- Vice Chair, Kimberly Schneider, Roy Rogers, Ted Wheeler, Diane McKeel, Bob Tackett, Elizabeth King, Travis Stovall, Eileen Drake

Staff: Andrew McGough, Tricia Ryan, Sharon McFarland, Amy Parkhurst, Barb Timper, Pat Malone, Jenny Weller

Call to Order

Quorum was announced and meeting was called to order at 7:30 a.m.

Consent Agenda

Elizabeth King moved to accept the October 2009 minutes. Don Jensen seconded the motion. Motion was unanimously approved.

Audit Update

Pat Malone summarized the audit report and findings that were presented to the Finance Committee on 10/30/09. The Finance Committee felt the findings were not material and, overall, were pleased with the report. Most of the findings were the result of a DOL audit of the WIRED grant and were based on potential exposure and not actual exposure. The WIRED procurement method was an area of concern. This has since been reviewed and procedures are in place to correct this issue. The Finance Committee unanimously approved the Audit Report.

September Financial Review

Malone reviewed the September Financial reports. Overall, our budget is on track. We have \$100,000 more in Carry-In than we had anticipated. At the end of the first quarter expenditures are on track at about 21% despite major budget cuts. 85% of our funding is going to community contractors.

Monitoring Policy

Malone reviewed the internal monitoring policy which adds structure to our monitoring activities. The policy will ensure we are following our policies, formalize the reporting and communication process, and clarify responsibility and sanctions.

Action: The Board recommended that a Board Fiduciary Responsibility Policy be put place and brought to the next meeting.

SummerWorks

Eileen Drake, Chair of the Youth Education & Training sub-committee, reviewed the SummerWorks program and the need to figure out how to continue to fund our youth programs. This program was entirely funded by ARRA. This is a legacy opportunity to establish something that we know works and adds value to both the business and education committees. The State did not provide any funding for the program. We are looking at other cities and states that have funded this type of program and will provide this information to the board.

The board reviewed the new SummerWorks video which will be used in conjunction with our call to action. The video is not intended to be a stand-alone product. The State may modify the video so that it can be used state-wide.

In order for the program to continue to work, we need to make this a private/public partnership. We need to figure out how to get business engaged. We need to be able to demonstrate the advantages and value of the program to businesses.

The Youth Education & Training Committee will work on getting this information out and look at ways to continue this important program.

Strategic Plan Updates

All the sub-committees have met and we are synthesizing what we heard from the WIB Board of Directors. The overriding purpose of the initial meetings was to confirm the goals, structure and elect committee chairs. A draft of the plan was presented at the October WIB meeting and will be vetted with partners and the community before presenting the final copy to the WIB at the January meeting.

Upcoming Events

McGough reviewed the upcoming events.

Meeting was adjourned at 8:47 a.m.