



**MINUTES**

ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS

January 21, 2016 ♦ 100 E. Main St., Suite A - Board Room ♦ Medford, OR

**MEMBERS PRESENT**

Jessica Gomez  
Gregg Edwards  
Nikki Jones  
Commissioner Cheryl Walker (via phone)  
Commissioner Rick Dyer  
Tamara Nordin  
Michael Donnelly

**MEMBERS ABSENT**

Ron Fox

**OTHERS PRESENT**

Karen Humelbaugh, Workforce Director, Office of Community Colleges and Workforce Development  
Debra Welter, Project Manager, Office of Community Colleges and Workforce Development  
Jim Fong, Executive Director, Rogue Workforce Partnership  
Sherri Emitte, Rogue Workforce Partnership  
Rene' Brandon, Rogue Workforce Partnership  
Tami Allison, Rogue Workforce Partnership

**Quorum Present: Yes**

**1) CALL TO ORDER**

The meeting was called to order by Chair Jessica Gomez at 11:10 am.

**2) ELECT CHAIR AND VICE-CHAIR**

***COMMISSIONER DYER NOMINATED JESSICA GOMEZ AS CHAIR AND GREGG EDWARDS AS VICE-CHAIR TO SERVICE ANOTHER TERM. THE MOTION WAS SECONDED BY MIKE DONNELLY AND APPROVED UNANIMOUSLY.***

**3) CONSENT AGENDA**

***NIKKI JONES MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY MIKE DONNELLY AND APPROVED UNANIMOUSLY.***

**4) U.S. DEPARTMENT OF LABOR - MONITORING REPORT UPDATE**

CCWD was monitored by the USDOL last year and we were part of this monitoring visit. Karen Humelbaugh and Debra Welter, CCWD joined the meeting via video conference. Jim

reviewed the DOL Monitoring/Audit response document with the group. "The expectation of monitoring visits is that monitors will come back with findings and observations from areas they visit," stated Karen. There is generally followed-up with an extended process in which the state and local region's respond back-and-forth with DOL to eventually resolve these findings satisfactorily.

The report for this area noted five findings and three concerns, most having to do with our fiscal system challenges that took place in the past, and all issues that have been fully remedied and monitored by CCWD. CCWD will be working with RWP to further document what's been done to respond to DOL.

The findings and observations were reviewed in full detail with the Corporate Directors. Karen commented that she has requested and received an extension from DOL to submit the response, and it is now due February 19, 2016. The expectation is that this will be a process. Karen concluded by saying that the current CCWD monitoring is going well and that is a good indication of being in good shape with the DOL Review.

#### 5) TJC CLOSEOUT

TJC balance sheet was handed out to the group and reviewed. Sherri indicated that this balance sheet does not reflect \$60,000 from the Endowment Fund on the RWP side. All vehicles have been sold and that a series of things have been liquidated, with Jim as the liquidation agent.

The cash in bank (general) represents non-federal funds built up over many years. Sherri indicated that RWP would like to keep this cash in a separate fund and use for cash flow as needed due to the fact that we are reimbursement based. The Corporate Directors were in consent with this strategy.

#### 6) RWP ENDOWMENT FUND

**Fund Update** – The Job Council cash flow is freeing up the Endowment Fund to be able to reinvest.

**Careers in Gear**- Total event estimated at just over \$23,000 with \$15,000 needed to contract with Junior Achievement and College Dreams. The remainder will be in-kind contributions, business donations, vendor table fees, etc. We are estimating a potential shortage of approximately \$8-\$10,000. It was agreed that up to a maximum of \$10,000 could be used to fund the aforementioned shortage.

***TAMARA NORDIN MOVED TO REAFFIRM THE CURRENT ENDOWMENT FUND POLICY THAT ALLOWS THE USE OF UP TO 5% OF THE FUND BALANCE PER YEAR, AND THAT WE ALLOW THE USE OF UP TO \$10,000 FOR CAREERS IN GEAR FOR THIS YEAR. THE MOTION WAS SECONDED BY MIKE DONNELLY. DISCUSSION INCLUDED THE SUGGESTION TO REVIEW THE ENDOWMENT FUND POLICY AT THE NEXT MEETING. DISCUSSION ENDED AND THE MOTION WAS APPROVED UNANIMOUSLY.***

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## 7) NATIONAL CAREER READINESS CERTIFICATE

**Status Update, Short & Long-Term Funding Options / Business Model** – Jim reported that there is a very good possibility that the number of NCRC's will double from last year; and that NCRC is helping the high school graduation rate as well as being meaningful in regards to CRLE. College Dreams reported that \$20,000 has been expended to date and many schools are not yet on board, but are very interested in the testing. This would probably cost an additional \$10,000 which creates a need to figure out sustainability within the community, and at what point will the education community begin to contribute? The cost per student is approximately \$22 for the NCRC test and certificate itself. A conversation will take place later this week to confirm the cost for the tests.

Karen indicated that the state is continuing to pay for the tests and the profiling of the businesses; however, due to shifts in governors as well as policy advisors, the general fund has changed a bit, but this could be discussed for the next budget. After more discussion it was determined that Karen and Jessica will sit down and discuss with Elana Pirtle-Guiney, the Governor's Workforce and Labor Policy Advisor, on how to revisit this.

Karen was asked if Sector Strategies funding could be used as a back-stop. Karen suggested using another resource as sector initiatives are bound to take the total budget. Karen added that the focus on the federal side is not in-school youth as it would be unlikely that a youth would move from graduation right into a sector; however, after further discussion, Karen indicated that if we could link NCRC to sector strategies, and complete the sector work we have already committed to, that it would be acceptable.

The group went on to discuss current and future funding for College Dreams in doing the NCRC work. The discussion ended with agreement that \$20,000 would be funded from Sector Strategies. The remaining \$10,000 needed to complete the effort would be funded with \$6,740 from OCF, and the remaining \$3,260 from the Endowment Fund. Sherri noted that the \$10,000 for Careers in Gear along with the \$3,260 for College Dreams NCRC work would still be well within the 5% annual spending limit of the Endowment Fund Policy.

## 8) RWP WORKFORCE BOARD - NEW MEMBER ORIENTATION

Jim asked the Corporate Directors their thoughts on what would be valuable for new member orientation, as well as referring to links provided on today's agenda. Jim stated that a New Member Orientation handbook was created in the past; however, feedback from a current new member indicated that a one page summary with access to additional information on line would be more appropriate. Jim also invited the Corporate Directors to share in the role of orientation of new members.

9) **STRATEGIC PLAN UPDATE**

The process is moving forward, with small workgroups convening as well as connecting with local leadership on how RWP can influence outcomes, and targeting customer who have gone through services asking them how ready they felt before coming in versus after receiving services. Also gathering feedback from workshop instructors on curriculum, as well as stakeholder input.

10) **SECTOR STRATEGIES & GUIDANCE ON...**

**Industry Recognized Credentials** – A matrix of industry recognized credentials was distributed and reviewed with the group. Jim posed the question, “what of these credentials would local employers feel are valuable?” Jim indicated he will vet with RCC as well, and could see offering some of these certificates through the OneStop. Mike will take the list back to Carestream for feedback.

**Industry / Training & Education Partnership Framework**- a handout from Brian Shumate was distributed to the group. Jim indicated that he will be following up with Brian in the near future.

**College & Career for All** – Jim reported that the Stem Hub is being finalized as well as carving out a position to be placed here to drive CRLE’s (Career Related Learning Experiences) with schools, business partners and economic development.

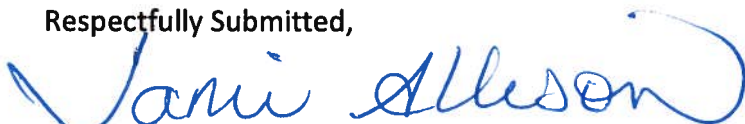
11) **OTHER ITEMS**

Jim asked the Corporate Directors to think about whether we want to replace Lyndell Smith’s position on the Corporate Directors.

12) **ADJOURN**

With no further business, the RWP Corporate Directors meeting was adjourned at 1:03 pm.

Respectfully Submitted,



Tami Allison  
Executive Projects Manager



Approved \_\_\_\_\_ Date 4-1-16  
Jessica Gomez, RWP Chair