



ROGUE WORKFORCE PARTNERSHIP

MINUTES

ROGUE WORKFORCE PARTNERSHIP • BOARD OF DIRECTORS

June 8, 2015 The Job Council Board Room | 100 E. Main St., Suite A, Medford, Or

MEMBERS PRESENT

Nikki Jones

Cheryl Walker

Rick Dyer

Ron Fox

Gregg Edwards

Tamara Nordin (via phone)

Michael Donnelly (via phone)

MEMBERS ABSENT

Jessica Gomez

Lyndell Smith

OTHERS PRESENT

Jim Fong, Executive Director, Rogue Workforce Partnership / Job Council

Sherri Emitte, Rogue Workforce Partnership / Job Council

Rene' Brandon, Rogue Workforce Partnership / Job Council

Aurora King, Rogue Workforce Partnership / Job Council

Tami Allison, Rogue Workforce Partnership / Job Council

Quorum Present: Yes

All meetings of the RWP Board of Directors are recorded. Should reference be desired in addition to the minutes, backup materials are available in the Office of the Executive Director of The Job Council.

1) **CALL TO ORDER**

The meeting was called to order by Vice Chair Gregg Edwards at 7:45 am.

2) **CONSENT AGENDA**

RON FOX MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY RICK DYER AND APPROVED UNANIMOUSLY.

3) **APPOINTMENTS TO RWP WORKFORCE INVESTMENT BOARD**

The following corrections were made to the membership chart:

Scott Koch is with Umpqua Bank

Add Tamara Nordin

It was noted that twelve slots need to be recruited (7 private sector, 5 CBO's). Discussion took place regarding some of the possible recruits for the workforce board. A new one-page modified version of the "About Us" was given out to the group and can be used as a recruitment tool. Jim indicated that although the total membership of the workforce board will increase to 39, the quorum requirements will be set at approximately the same actual number of members as the current level.

RON FOX MOVED TO RECOMMEND TO THE RVWC THAT THE ACTION BE TAKEN AS OUTLINED IN THE ACTION BRIEF, AND AS CORRECTED DURING THE MEETING. THE MOTION WAS SECONDED BY NIKKI JONES AND WAS APPROVED UNANIMOUSLY.

4) GOVERNANCE CHANGES

- Articles of Incorporation & Bylaws- Draft documents were presented to the Board of Directors for their review and preliminary approval pending review from Chair Jessica Gomez, and our attorney.

Jim offered clarification of the structure indicating that the Rogue Workforce Partnership Board of Directors is for the non-profit corporation. The Rogue Workforce Partnership Workforce Board is the federally mandated workforce board which is a sub-committee of the non-profit corporation. Discussion took place about the need to have further clarity between the titles of the Board of Directors and the Workforce Board. **Jim will talk to John Chamberlin, as well as the folks in Salem and will report back to the Board of Directors by email regarding his findings.** The group felt that the roles can be approved as they have been clarified and we can follow up with the names at a later date.

- Partnership Agreement - RWP & RVWC- Sherri Emitte noted a correction to be made under 3. C. This section should read, "Hire, evaluate and employ the Rogue Valley workforce area's chief executive officer."

NIKKI JONES MOVED TO APPROVE BOTH THE ARTICLES OF INCORPORATION & BYLAWS, AND THE PARTNERSHIP AGREEMENT BETWEEN RWP AND RVWC AS PRESENTED WITH RECOMMENDED CHANGES. THE MOTION WAS SECONDED BY RON FOX AND WAS APPROVED UNANIMOUSLY.

- RWP Grant Request- The Board of Directors are being asked to approve a grant request to receive The Job Council's current assets (furniture, computers, vehicle and cash after account payable payments) from the Counties to allow for a smooth and seamless transition to maintain continuing operations of the region's WorkSource Oregon Centers.

NIKKI JONES MOVED TO APPROVE THE GRANT REQUEST AS PRESENTED. THE MOTION WAS SECONDED BY RON FOX. RICK DYER RECUSED HIMSELF FROM THE VOTING. WITH NO ADDITIONAL DISCUSSION, THE MOTION WAS APPROVED UNANIMOUSLY.

- Rogue Workforce Partnership Staffing- Nikki spoke to the handout that was developed after a meeting with the personnel subcommittee (made up of members of the BOD), and explained that the Board of Directors will be hiring the Chief Executive Officer who will then hire the rest of the RWP staff. The salaries shown are approximately a 10% increase over current wages, and that three of the people shown will be temporary staff to help close out The Job Council. Part of this increase is to offset the 3% salary reduction done in the past year to help offset the PERS employer 6% pickup that was simultaneously implemented. The 401(k) that will be offered will guarantee 4% and match another 4% up to a maximum of 8%. The 4% will vest immediately as all are current employees. New hires will be handled differently, and a package for new hires will need to be established. Tamara clarified that there will be a three year vesting on the employer contribution.

Discussion took place regarding establishing a salary structure and who would approve it. Historically the BOD has given the Chief Executive Officer the authority after the BOD approves the budget which includes the personnel detail. ***The personnel subcommittee will meet to establish a pay schedule and bring back to the BOD for their approval.***

RON FOX MOVED TO APPROVE THE RWP STAFFING AND PRELIMINARY PAYROLL PROPOSAL. THE MOTION WAS SECONDED BY NIKKI JONES AND APPROVED UNANIMOUSLY.

5) FINAL MONITORING RESPONSE

The final monitoring response from Community Colleges and Workforce Development (CCWD) was received and reviewed with the BOD.

6) JOB COUNCIL TO RESCARE TRANSITION

Jim gave a brief update on staff transitions and work with DHS:

- Staff have received layoff letters as of 5/29/15
- All but three staff have received offers of employment
- Very impressed with Michael Vu and Matt Sneed of ResCare
- Transitioning Youth Program
 - Preliminary conversations with College Dreams
 - Maintain staff continuity
 - Recalibrate program to new WIOA guidelines
 - Building on validation of the model we have associating youth with the OneStop center
- WIOA Adult and Dislocated Worker contract / letter of intent in place by July 1
- DHS / OED / RWP Work Session
 - 1 ½ day session clarifying roles and responsibilities for a joint management team

Jim stated that we are also in transition with Child Care Resource Network (CCRN) transitioning to Southern Oregon ESD (Education Service District) as the fiscal/administrative entity for the early learning hub. The staff will remain at the WSO OneStop Center.

7) FACILITIES UPDATE

Jim announced that we are in “re-start” mode due to proposals not penciling out financially, and the commercial real estate market in Medford being unaffordable. The lease for 100 E. Main St. has been extended and we will have a 12-18 month window of time for funding from OED.

8) STATE OWIB STRATEGIC PLANNING

Jim announced that a session will be convened in each region with a kick off either being the week of July 20th or July 27th, 2015. The announcement will be coming out soon.

9) SECTOR STRATEGIES

Healthcare Career Pathway Mapping & Health Professions Opportunity Grant- Jim presented a Rogue Valley-Skills Pyramid and Customer / Student Flow Chart of the Healthcare Sector, and announced that Lane Community College will be attending the next Healthcare Sector Steering Committee meeting on July 7, 2015 to explain their model.

Jim also announced that forward movement will begin taking place with the other two sectors (E-Commerce / IT and Advanced Manufacturing) and subcommittee meetings.

10) SOUTHERN OREGON SUCCESS

Jim briefly spoke about the CTE Revitalization Grants – College and Career for All and reported that proposals are being done for Jackson, Josephine, and Klamath Counties.

11) OTHER ITEMS

Legislative Update was added to the agenda and Jim updated the group on the pending legislation and work being done focusing on workforce priorities. Jim also announced that he has been in discussion with Senator Bates regarding carving out some money to do a pilot with the TANF program.

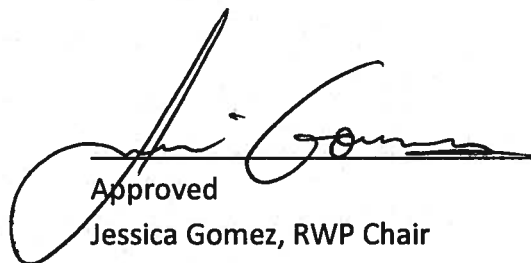
A article was handed out regarding Motorcycle Superstore moving to Texas. Ron indicated that this is a perfect example of a company born here, owner sold and now moving it out of state. “The greatest risk is transitional ownership of business”, Ron stated.

12) ADJOURN

With no further business, the RWP Board of Director’s meeting was adjourned at 9:40 am.

Respectfully Submitted,

Tami Allison
Executive Team Coordinator

 6-26-15
Approved Date
Jessica Gomez, RWP Chair