



Rogue Workforce Partnership • Board of Directors Meeting

Monday August 24, 2015 • 12:00-1:00 PM | 100 E. Main Street, Suite A - Board Room • Medford

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Agenda

1. **Call to Order** Jessica Gomez

2. **Consent Agenda - Action Item** Jessica
 - Approval of Minutes – June 26, 2015 Corporate Directors & Rogue Valley Workforce Consortium Joint Meeting Minutes

3. **Authorize Submission of Grant Proposal - Action Item** Jim Fong
 - Leightman Maxey Foundation

4. **College & Careers for All Hub Proposal - Action Item** Jim

5. **Governance Maintenance Work** Jim
 - Discuss the annual meeting schedule and configuration of RWP – Workforce Board and the Corporate Directors
 - Discuss and guide Corporate Directors and RWP-Workforce Board Membership

6. **ResCare Transition at WSO Centers Update** Jim, RWP Leadership Team

7. **Other Items** Jessica

8. **Adjourn** Jessica

= Documents attached or will be handed out at meeting



**ROGUE WORKFORCE
PARTNERSHIP**



MINUTES

JOINT MEETING - ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS AND ROGUE VALLEY WORKFORCE CONSORTIUM

June 26, 2015 The Job Council Board Room | 100 E. Main St., Suite A, Medford, Or

RWP CORPORATE MEMBERS PRESENT

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

RWP CORPORATE MEMBERS ABSENT

Nikki Jones
Lyndell Smith
Ron Fox

RVWC MEMBERS PRESENT

Cherryl Walker (via phone)
Rick Dyer

RVWC MEMBERS ABSENT

(intentionally left blank)

OTHERS PRESENT

Jim Fong, Executive Director, Rogue Workforce Partnership / Job Council
Sherri Emitte, 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 Corporate 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 meetings were called to order by RWP Corporate Directors Chair Jessica Gomez, and RVWC Chair Cherryl Walker at 1:30 pm.

2) **CONSENT AGENDA**

RICK DYER MOVED TO APPROVE THE JUNE 8, 2015 RWP BOARD OF DIRECTORS MINUTES AS PRESENTED. THE MOTION WAS SECONDED BY GREGG EDWARDS AND APPROVED UNANIMOUSLY.

3) **THE JOB COUNCIL FINAL LIQUIDATION PLAN**

- **Memorandum of Understanding-** Jim noted that this is the same document that was approved in TJC's Board of Director's meeting; however, RWP must take their action to approve.

RICK DYER MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING. THE MOTION WAS SECONDED BY GREGG EDWARDS AND APPROVED UNANIMOUSLY.

4) **EXECUTIVE DIRECTOR HIRING**

- **Hiring Standards, criteria, policy directives & hiring of Executive Director-**

RICK DYER MOVED TO HIRE JIM FONG AS THE EXECUTIVE DIRECTOR OF THE ROGUE WORKFORCE PARTNERSHIP IN THE SAME CAPACITY AS HE HAS BEEN SERVING THROUGH THE JOB COUNCIL. THE MOTION WAS SECONDED BY MIKE DONNELLY AND APPROVED UNANIMOUSLY

An offer of employment letter will be signed by Chair Jessica Gomez and given to Jim Fong.

5) ROGUE WORKFORCE PARTNERSHIP BUDGET

Review and Approval of PY 14 and PY 15 RWP Budgets -Sherri Emitte presented both the PY 14 and PY 15 RWP budgets for review by the Board. Jim indicated that both budgets must be acted on separately and by both RWP Directors as well as RVWC.

Jessica suggested, and it was agreed by the Board, that the budget be reviewed by the Board quarterly.

RICK DYER, AS A MEMBER OF THE RWP CORPORATE DIRECTORS, MOVED TO APPROVE THE PY 14 RWP BUDGET. THE MOTION WAS SECONDED BY CORPORATE DIRECTOR GREGG EDWARDS AND APPROVED UNANIMOUSLY.

RICK DYER, AS A MEMBER OF THE RWP CORPORATE DIRECTORS, MOVED TO APPROVE THE PY 15 RWP BUDGET. THE MOTION WAS SECONDED BY CORPORATE DIRECTOR GREGG EDWARDS AND APPROVED UNANIMOUSLY.

Endowment Fund Update- Sherri gave a brief update indicating that once we get to a stable point after the transition that we will look at reinvesting the money. \$100,000 has been moved to the new RWP Endowment account at US Bank.

Additional Grants- U.S. DOL Sector Strategies – \$6.7 million to Oregon; Meyer Memorial Trust - \$35,000; Gordon Elwood Foundation - \$10,000. Jim indicated that both the Meyer Memorial Trust and the Gordon Elwood Foundation grants were to maintain capacity and backbone for SORS (Southern Oregon Success).

RVWC Action:
RICK DYER, AS THE VICE CHAIR OF THE RVWC, MOVED TO APPROVE THE PY 15 RWP BUDGET.
RVWC CHAIR CHERRYL WALKER CALLED FOR THE VOTE: RICK DYER: YES; CHERRYL WAKER: YES

6) CONTRACT / LETTER OF INTENT WITH RESCARE

The letter was presented during the meeting.

RICK DYER MOVED TO APPROVE THE LETTER OF INTENT WITH RESCARE. THE MOTION WAS SECONDED BY GREGG EDWARDS AND APPROVED UNANIMOUSLY.

7) JOB COUNCIL TO RESCARE TRANSITION

- Transition is going well
- Document created to track tasks
- Staff attrition high 80%
- High training support by ResCare
- RAYS (ResCare at Your Service) training offered to partners
- DHS excited; “opportunity to raise the bar for our staff”
- Project Director position still vacant
- Michael Vu’s supervisor will be onsite July 7th & 8th

Gregg asked what, if anything, consumers would experience differently. Aurora indicated that she felt consumers would experience TJC staff at a higher level of professionalism.

8) STATEWIDE STRATEGIC PLANNING KICKOFF & WORKFORCE BOARD COMMUNITY FORUM

Nine regional meetings will take place in Oregon to kick off the strategic planning. Medford will have their forum on July 27, 2015. Discussion took place on the options for a venue. The decision was made to limit the attendance to 69 people and have the event at Rogue Community College Table Rock Campus.

9) WORKFORCE BOARD MEETINGS

After some brief discussion, it was decided that the next workforce board meeting would be held in September and that the meeting will be held on a quarterly basis, from 2-5 pm, with a networking opportunity at the end.

Next Steps:

- A doodle poll will go out to workforce board members to determine a Wednesday or Thursday of a specific month to hold the meetings.
- Jim will draft a cover email to frame-up the new vision

10) POWERUP ACADEMY NEXT STEPS UPDATE

Jim indicated that we will be looking into recalibrating how we do PowerUp and an RFP will go out to provide services.

11) OTHER ITEMS

Sector Strategy Events will be coming in the near future. Graham Hetland is the point of contact.

12) ADJOURN

With no further business, the RWP Board of Director's and the Rogue Valley Workforce Consortium joint meeting was adjourned at 2:30 pm.

Respectfully Submitted,

Tami Allison
Executive Team Coordinator

Approved _____ Date _____
Jessica Gomez, RWP Chair

Approved _____ Date _____
Cherryl Walker, RVWC Chair