



## Workforce Board Meeting

Pacific Retirement Services ♦ Third Floor, Washington Room ♦ 1 W. Main St., Medford

Wednesday, March 9, 2015 ♦ 2:00 - 5:00 pm

+ *post-meeting networking social 5:15p at 4 Daughters Irish Pub, 126 W Main St, Medford, Medford*

Video/Phone Conference access available at: <https://global.gotomeeting.com/join/965861701> Select your audio preference:

1) Use telephone: +1 (224) 501-3412 Access Code: 965-861-701 (normal long distance charges will apply);

2) Or, use computer microphone & speakers (headset is required to avoid reverb)

### Agenda

1. **Call to Order** (5m) *Jessica Gomez*
  - Welcome & Introductions
  
2. **Consent Agenda - Action Item** (1-5m) *Jessica*

*Consent agenda items are voted on as a block unless a member wishes to pull an agenda item(s) out for discussion*

  - a. Approval of Minutes – December 9, 2015 RWP Corporate Directors Meeting
  - b. New and/or Revised Required Policies:
    - Workforce Board Membership
    - Youth Needing Additional Assistance
    - Individual Training Account
    - Supportive Services and Needs Related Payments
  
3. **Our Strategic Plan** (45-60m) *Jessica, Jim Fong, All*

**Workforce Innovation and Opportunity Act - Local Plan for 2016-2020 (DRAFT)**

Can be viewed at: <http://rogueworkforce.org/research-data/latest-news/>.

Hard copies will be available at the meeting

  - Overview of the Plan
  - Public Comment
  - Workforce Board Discussion & Refinements
  
4. **College & Career for All & Southern Oregon Success** (30-45m)
  - Industry, Education & Training Partnerships Framework
  - Industry Recognized Credentials
  - Oregon Connections
  - Careers in Gear / Career Fairs
  - Southern Oregon Success - Community Partnerships & Wrap-Around Services*Brian Shumate / Dana Shumate*  
*Jim, Dana*  
*Jim, Dana*  
*Deanna Wilson*  
*John Higgins*
  
5. **WorkSource Rogue Valley** (45-60m)
  - Update & discussion on what's going on, what's working well, challenges, etc. with regard to services at the One-Stop Centers*Aurora King, René Brandon,*  
*Tabitha Carlson, Sherri Stratton*
  
6. **Certified Work Ready Community** (15-20m)
  - Update & next steps on sustaining capacity for National Career Readiness Certificate*René Brandon,*  
*Jen Perry - College Dreams*

**7. Sector Strategies (20m)**

- Information Technology / E-Commerce
- Advanced Manufacturing / RAMP
- Healthcare

*Jim, Adam Cuppy  
Jessica, Mike Donnelly  
Gregg Edwards, Jim*

**8. Governance (5m)**

- Membership & Workforce Board Structure – Update & Next Steps

*Jim & Jessica*

**9. State & National Coordination (5m)**

- National Association of Workforce Boards Conference & Oregon Congressional Delegation Awards

*Jim*

**10. Other Items**

*Jessica*

**11. Adjourn**

*Jessica*



Join us for a Networking Social immediately after our meeting, 5:15 pm upstairs at 4 Daughters Irish Pub, 126 W. Main Street.

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Tami Allison at 776-5100 (Voice/TDD) at least 48 hours in advance of the meeting to allow staff sufficient time to arrange for auxiliary aid



# ROGUE WORKFORCE PARTNERSHIP

## MINUTES

### ROGUE WORKFORCE PARTNERSHIP

December 9, 2015

Pacific Retirement Services - Third Floor, Washington Room  
1 W. Main St., Medford, OR

#### MEMBERS PRESENT:

Michael Donnelly, Gregg Edwards, Jon Flegel\*, Ron Fox, Jessica Gomez, John Higgins\*, Brent Kell, Scott Koch\*, Tolga Latif\*, Tamara Nordin, Scott Beveridge, Sherri Stratton, Teresa Sayre, Rick Dyer, John Underwood, Brian Shumate, Chad Scott\*, Adam Cuppy\*

\*= *via phone/videoconference*

#### QUORUM PRESENT: Yes

#### OTHERS ATTENDING:

*Oregon Community Colleges & Workforce Development* – John Asher\*

*Oregon Employment Department:* Tamara Schroeder, Ainoura Oussenbec, Maureen Patton, Guy Tauer, Josh Morell

*Oregon Bureau of Labor & Industries* – Ree Ayres

*Department of Human Services:* Melissa Wolff, Rosemary Jernigan

*Oregon Vocational Rehabilitation:* Kristi Hyman, Lee Allison

*VA SORCC* – Charlie Lewis

*Southern Oregon Goodwill:* Shae Johns

*SOESD* - Gwyn Lema

*Junior Achievement* – Deanna Wilson

*College Dreams* - Tom Drummond

*BBSI* – Joe Rossi

*Business Oregon:* Larry Holzgang

*Rogue Workforce Partnership:* Aurora King, Graham Hetland, Rene' Brandon, Tami Allison

#### **1) CALL TO ORDER, WELCOME & INTRODUCTIONS, NEW RWP MEMBERS**

The RWP meeting was called to order by Chair Jessica Gomez at 2:09 pm. Jessica introduced new RWP members Adam Cuppy, Chad Scott, and John Underwood.

#### **2) CONSENT AGENDA:**

**Ron Fox moved to approve the consent agenda as presented. The motion was seconded by Mike Donnelly and was unanimously approved.**

#### **3) WORKSOURCE OREGON REGIONAL NAME**

**Tamara Nordin moved to approve “WorkSource Rogue Valley” as the regional name for Jackson and Josephine Counties’ One-Stop Centers. The motion was seconded by Mike Donnelly and was approved unanimously.**

Jim added that although The Job Council is still receiving a lot of brand recognition, the ultimate goal is that name, as well as The Job Council website, will sunset.

#### 4) DEVELOPING OUR STRATEGIC PLAN

A handout from the Rogue Workforce Partnership website was included in today’s packet outlining RWP’s mission, purpose, and promise to Southern Oregon. Tolga Latif indicated that he felt it important enough that a session is held with this group, or a smaller group to be very clear about our mission, vision, and promise. He feels there is enough confusion and we need to articulate it well, not only for ourselves but for the public as well. Tolga volunteered to bring a group together to do this work. John Underwood and Matt Balkwill volunteered to be part of the group. The smaller group will bring their proposal back to the full board.

A strategic planning process timeline was also available in the packet for review, and Jim indicated that RWP staff are taking on different sections of the plan to draft.

Jessica noted that although we have already done a lot toward identifying the type of work we want to do; we are now in more of the implementation stage, and it makes the most sense to continue on with implementation and refresh our last plan to include WIOA language.

Mike Donnelly applauded the strategic thinking and noted that there is no reason to change the strategy we currently have.

Ron Fox indicated that he would like to see performance measures that are reviewed by the board quarterly. Jim replied that he agrees, adding that we have the data and just need to decide how to present it. John Underwood added that he feels the metrics piece is worth struggling with and is a valuable process. Jim indicated that he will devote sufficient time in the March meeting, and also do some pre-work to flesh out details.

#### 5) SECTOR STRATEGIES

- **Initiative Updates & Next Steps Planning**

- **Healthcare** - Gregg Edwards gave an update on the Healthcare Workforce Steering Committee’s work. The group wants to expand its reach to more actively engage primary care, clinics, private physicians, etc. It plans to partner with Jefferson Regional Health Alliance (JRHA) to convene an annual large group forum, similar to the event co-sponsored in January 2015. Jim added that there is a consistent theme across all the sectors to broaden and have dynamic business leadership and ownership, beyond just the focus on workforce.

- **Advanced Manufacturing** - Jessica Gomez and Mike Donnelly gave an update on RAMP - Rogue Advanced Manufacturing Partnership The first event was held October 30, 2015. Industry leaders first identified the biggest opportunities to grow the sector in the region, then focused on three requirements to capitalize on those opportunities.

1. Business To Business Partnerships
2. Infrastructure
3. Talent

Mike will forward the full summary to Tami for distribution to the group. The next RAMP meeting is scheduled for January 12, 2016. Mike thanked Graham Hetland and Aurora King for organizing the event.

- **Information Technology / E-Commerce** - Ron Fox shared information on the grand opening of Coding Zeal taking place on December 16, 2015. This event is jointly hosted by SOREDI and will include an industry tour of five separate businesses in the downtown core of Medford.

- **WorkSource Oregon & System Partners**

Aurora King reported on convening a business outreach team day-long work session to identify and agree upon criteria for how to identify someone as job ready. "WorkSource Rogue Valley needs to agree on common language that identifies various components that a person needs to have mastered to be able to walk into the job ready to perform," Aurora stated.

Sherri Stratton referred the group to the "unified workforce system" mentioned in the RWP promise where the commitment is to move forward with a coordinated effort, aligning with sector strategies and doing a better job at making sure businesses are not getting multiple contacts. Sherri admitted that it is still hard to agree on what "work ready" means.

Ron stated that work ethics is even a bigger problem and questioned how that will be addressed. Sherri responded that work ethics is part of the work ready criteria. Something that staff are constantly screening for as customers move through services, skill-building and training activities at WorkSource Rogue Valley.

Jessica asked if gaps in employment are addressed with job seekers. Aurora responded that this message is given as part of Workplace Culture.

Tamara shared her enthusiasm about this subject being discussed in partnership and noted that in the past, there has not been trust in the WorkSource Centers.

Sherri indicated that we are positioned very well; however, we need to continue to work to make sure we coordinate the business outreach, and create a streamlined effort with SOREDI who is a definite value to the business population. Ron credited Sherri and OED for taking the initiative to reach out to the first source businesses indicating that historically SOREDI has done the upfront first source hiring, and that things are happening in partnership that have never happened before.

The group briefly discussed the shared business briefcase which markets a shared array of products and services and had discussion on how to make sure it includes the entirety of services available.

- **College & Career For All & Southern Oregon Success** - A number of grant applications are currently in the pipeline with the Oregon Department of Education:
  - Career-Technical Education Revitalization (CTE-R) - 6 grants submitted from school districts in Jackson, Josephine and Klamath Counties; recipients will be announced January 11
  - Southern Promise – continuation grant that pays for a major portion of the dual credit alignment
  - STEM Hub Grant – coordination and bringing partners together around STEM opportunities – how to provide the hands on experiential learning

Scott Beveridge indicated that he feels this region is poised very well to receive these grants.

Jim reinforced that we as a region are leading the state in these areas, and that we are committed as a region to carve out some of the resources to build capacity and infrastructure.

Brian Shumate spoke a little about how this all ties to making high school more relevant, the work he did with Ford Motor Company Pathways Program, and that we will soon be in response mode needing to figure out how to keep up with the demand.

- **Brainstorming a Streamlined Structure & Process for Industry / Education & Training Partnerships-**  
Jim reviewed a slides from the College and Career for All Hub presentation and described the need for us to figure out how we're going to create a streamlined structure for these partnerships. This is challenging to create due to the 11 different school districts, multiple colleges and other partners. Business leaders consistently ask us to create a streamlined system so they are not bombarded with requests to partner with them from different education/training partners.

After extended discussion, Brian Shumate suggested the RWP look at the tiered partnership framework that was used in Louisville, Kentucky. This allowed business leaders to engage at various levels to coordinate activities: organizing the system, coordination work around specific industry sectors/themes (such as Manufacturing, Healthcare, etc.), and organizing the work at an individual school and CTE program of study level.

The RWP will take a closer look at this framework at its next meeting.

## 6) Minimum Wage | Median Wage

A Median Wage proposal was presented by Jessica Gomez, as an alternative to the increase in minimum wage being discussed at the Oregon Legislature, as an alternative to a statewide ballot measure initiative being promoted by advocacy groups in Portland. The Median Wage proposal would allow employers to reward and elevate employees for great work and create career pathways within companies. It would also minimize the negative impacts of a bit jump in the minimum wage.

Jessica and Tolga volunteered to form a subgroup to meet with key Southern Oregon Legislators to discuss the Median Wage proposal and explore options for promoting the idea with other Legislative leaders.

**7) OTHER ITEMS**

No other items were before the Rogue Workforce Partnership.

**8) ADJOURN**

With no further discussion, the meeting was adjourned at 4:54 pm.

Respectfully Submitted,

Tami Allison  
Executive Projects Manager  
/tka

APPROVED:

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Chair

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Date



## BOARD MEMBERSHIP

### **PURPOSE**

The purpose of this policy is to outline criteria and processes for Workforce Board Member appointment, and Board Member expectations in compliance with federal and state laws, regulations, policies, and guidance.

### **BOARD COMPOSITION AND APPOINTMENT**

The Rogue Valley Workforce Consortium (RVWC), comprised of a consortium of elected officials as established by an intergovernmental agreement, serve as the chief elected officials (CLEO) for Jackson and Josephine Counties. The RVWC appoints the Rogue Workforce Partnership (RWP Workforce Board) members in accordance with the Workforce Innovation and Opportunity Act (WIOA) and the State of Oregon Workforce Programs policies to be the visionary driver of workforce development in the local area.

The RWP Workforce Board shall appoint the Workforce Board Chair and Vice-Chair as the President and Secretary-Treasurer of the RWP Corporate Directors and shall appoint an additional five to seven Workforce Board members as Corporate Directors. The five to seven members of the Workforce Board serving as Corporate Directors shall be private sector business members. Two additional Corporate Director positions will also be filled by the designated County Commissioners from Jackson and Josephine Counties who comprise the RVWC.

The RWP Corporate Directors are responsible for management and administrative work, as well as directing public and private fundraising efforts for the local workforce area.

The Partnership Agreement among the RWP Workforce Board, RWP Corporate Directors and the Rogue Valley Workforce Consortium identifies the roles and responsibilities of each board.

Workforce Board members will fall into one of three categories as defined in the WIOA: a representative of business, a representative of workforce (includes labor and community-based organizations and must be not less than 20 percent), or a representative of education and training. Workforce Board members may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in WIOA legislation for each entity. Workforce Board members will be appointed as necessary to maintain the appropriate balance, and must work or reside in Jackson or Josephine Counties.

### **NOMINATION AND APPLICATION PROCESS**

Prospective members must be interviewed by the Workforce Board Chair and/or the RWP Executive Director prior to submitting an application. Prospective business or labor members must be nominated from one of the following:

- Business Representatives from a local business organization or business trade association.
- Labor Representatives of a local labor federation, from which they have also been appointed.





**BOARD MEMBERSHIP**

All nominations must be submitted to the RWP Executive Director to forward onto the RWP Corporate Directors for review and forwarding to the RVWC. As seats become available, the RVWC will review, consider and appoint nominees.

**BOARD MEMBER TERMS, REMOVALS AND VACANCIES**

Workforce Board members serve renewable three-year terms from the date of appointment, except that initial appointments made in 2016 shall be staggered. Workforce Board members who no longer hold the position or status that made them eligible local workforce board members must resign with a written letter or email to the RWP Executive Director or be removed by the CLEOs immediately as a representative of that entity (e.g., no longer work in the private sector, or no longer with an educational institution, etc.). Additionally, Workforce Board members must be removed by the CLEOs if any of the following occurs:

- Documented violation of conflict of interest;
- Documented proof of fraud and/or abuse; and
- Other factors as outlined in the RWP Workforce Board bylaws.

If a Board seat is vacated prior to the end of the three-year term, a new member will be appointed using the process above, and will serve for the remainder of the term.

RWP-Workforce Board vacancies are adhered to in accordance with the state of Oregon Workforce Program policies.

**QUORUM**

The RWP Workforce Board Quorum is defined as:

- 51% of the membership (excluding vacancies) AND
- Of those members in attendance, no fewer than 51% are business representatives.

**MEMBER EXPECTATIONS AND RELATED**

Once appointed, Workforce Board members must attend at least 50% of the Board Meetings, including but not limited to new board member orientation and quarterly meetings. Any Workforce Board member failing to meet this criterion will be subject to removal. Workforce Board members must contact the Executive Director or other designated staff if they are unable to attend a meeting. The RWP Workforce Board prohibits the use of proxies, except in special circumstances approved by the RWP Corporate Directors.

Workforce Board member must actively use their expertise, energy and talents to assist in meeting the RWP Workforce Board’s stated mission and vision. Workforce Board members may participate in one or more ad-hoc advisory group.

Approved: \_\_\_\_\_  
RWP Chair

Date: \_\_\_\_\_



## YOUTH NEEDING ADDITIONAL ASSISTANCE

### PURPOSE

To provide guidance for the Workforce Innovation and Opportunity Act (WIOA) youth programs in Jackson and Josephine Counties.

### REQUIREMENTS

Per WIOA section 129 (1) (C) (iv) (VII), in each local area, not more than 5 percent of the in-school youth may use “Needs Additional Assistance” as a qualifying barrier for eligibility.

### SCOPE

Youth Eligibility determination will be carried out by the youth services contractors and overseen and monitored by Rogue Workforce Partnership for the purpose of serving youth in our region to complete school and/or training, and to enter the workforce.

### POLICY

Eligibility criteria for WIOA Youth Services consist of two primary components: 1) Income eligibility (as set by the Lower Living Standard Income Level, updated annually), and 2) Barriers to Employment. Barriers to employment are specifically listed as the following:

- School dropout
- Basic skills deficient
- Offender
- Homeless
- Pregnant or parenting
- Documented disability
- English language learner

In order to receive services under WIOA, a youth must be income eligible and possess one of the specific barriers listed above.

The Workforce Innovation and Opportunity Act allows local areas to provide services to youth who are low income, but do not meet one of the above-listed barriers, for up to 5% of the region’s youth being served in a program year. These participants are considered “youth who need additional assistance” determined by the needs of youth within the region.

Rogue Workforce Partnership (RWP) has determined that this definition should indicate five additional barriers that are commonly encountered among at-risk youth in Southern Oregon, and is based on an assessment of ongoing needs of youth in our communities. RWP solicits



**YOUTH NEEDING ADDITIONAL ASSISTANCE**

feedback from youth contractors to determine the additional barriers to be included in this definition. As needs change in our region, this policy will be updated to reflect those changes.

**In addition to meeting the low income criteria, up to 5% of youth may qualify under one of the five criteria listed below.**

Barrier	Description
Addiction	Substance addiction <u>and</u> either participating or soon to enter a rehabilitation/recovery program.
Limited or no work history	Limited or no work history after completing high school or GED.
Lack of Parental Involvement	<ul style="list-style-type: none"> <li>Parents who have limited or no English, who are unable to support their children’s school success or entry into the workforce due to language and/or cultural challenges, <u>or</u></li> <li>Parents who have a limited, or absence of, work history and cannot guide their children in job seeking activities.</li> </ul>
Limited School Attendance	Missing significant time in school due to truancy, illness, family situation such as continual relocation, homelessness, caring for younger siblings, family emergency, or severe trauma within family.
Loss of Caregiver	Experiencing the loss of a primary caregiver due to death, divorce, incarceration, or extended military service.

APPROVED: \_\_\_\_\_  
RWP Chair

DATE: \_\_\_\_\_



## INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

### PURPOSE

The purpose of this policy is to establish guidelines for the issuance of individual training accounts for participants engaged in approved short-term training in compliance with federal and state laws, regulations, policies and guidance.

### REQUIREMENTS

Funding of certain Workforce Innovation and Opportunity Act (WIOA) Title I training services for adults, dislocated workers, and youth are provided through ITAs. Using ITA funds, WIOA Title I adults, dislocated workers, and youth purchase training services from eligible training providers they select in consultation with a Talent Development Specialist and a supervisor. Individuals are expected to utilize information that is provided as part of the required training scholarship application (e.g., skills assessment, labor market conditions/trends and training vendor performance) to take an active role in managing their employment future through the use of ITAs. Individuals are expected to make a self-informed choice about their own employment future and the training services needed.

Note: ITAs are allowed for out-of-school youth ages 18-24, per WIOA Section 129(c)(2)(D) and proposed 20 CFR 681.550. Out-of-school youth ages 16-17 are not eligible for ITAs

### SCOPE

This policy applies to staff and all contractors, grantees, sub-grantees, and any other authorized providers of WIOA Title 1B, adult and dislocated worker training funds.

### POLICY

An Individual Training Account (ITA) is intended to provide opportunities for adults and dislocated workers to gain and sustain skills necessary for competitive employment by financing training services. WIOA program participants who are in need of training, and who can benefit from that training, may be offered an ITA in the form of a vocational scholarship. ITAs should be short-term in nature, and focused on skills relevant to job opportunities in the current economy that provide or lead to a self-sufficient wage. Qualifying training includes occupational skills training and registered apprenticeship program.

Individual training accounts support the achievement of skill enhancements as appropriate to applicant eligibility, the requirements of each funding stream and funding availability.



**INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY**

Preference is given to individuals who have taken the NCRC and who are pursuing career options that fall within the region’s sector strategies. At a minimum, the criteria for the award of a scholarship will utilize the region’s “decision-making matrix,” requiring a score of at least 5, and will consider:

- The connection between the employment goal of the applicant and regionally targeted high demand, high skill or high wage occupations, or strategic emerging industries identified within the local unified plan; or
- The connection between the employment goal of the applicant and a career pathway leading to self-sufficiency; and
- The connection between the training requested and the employment goal or career pathway of the applicant; and
- Whether the applicant is willing to re-locate to find employment if the employment goal of the applicant does not relate to the high demand growth, or wage occupation within the workforce area; and
- Whether the applicant has sufficient resources to successfully complete the training program, including Pell Grant and other sources of financial aid or resources; and
- The availability of resources to fund the scholarship; and
- The applicant demonstrates the necessary skills to complete the training and enter employment and has no legal barriers to entering the occupation for which the training is targeted

Rogue Workforce Partnership may add additional criteria and funding priorities.

A list of entities eligible to receive WIOA funds to provide training services to eligible adults and dislocated workers is established as the Eligible Training Provider List (ETPL). All entities receiving WIOA-funded ITAs must be on the ETPL, except when otherwise noted in CCWD Policy 589-30.6, and the exception has been approved by Rogue Workforce Partnership staff.

Approved: \_\_\_\_\_  
RWP Chair

Date: \_\_\_\_\_



## SUPPORTIVE SERVICES AND NEEDS RELATED PAYMENTS POLICY

### PURPOSE

The purpose of this policy is to provide guidance for the provision of supportive services and needs-related payments to youth, adults, and dislocated workers in Jackson and Josephine Counties participating in Workforce Innovation & Opportunity Act (WIOA) funded programs in compliance with federal and state laws, regulations, policies and guidance.

### REQUIREMENTS

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for supportive services for adults and dislocated workers defined in WIOA Sections 3(59) and 134(d)(2) and (3). These include services such as transportation, child care, dependent care, housing, and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eye glasses and protective eye wear. It also includes needs related payments (NRP's) needed to enable individuals to participate in WIOA Title I activities. Supportive services for youth, as defined in WIOA Section 129(c)(2)(G), can additionally include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care.

### SCOPE

This policy applies to staff and all contractors, grantees, sub-grantees, and any other authorized provider of WIOA funds.

### POLICY

Supportive Services may be provided to enable an individual to participate in WIOA activities. Participants must be enrolled in a WIOA program, (individualized or training level services), in order to receive supportive services. The justification and documentation for all supportive services must be included in electronic and hard copy participant records.

Supportive Services are intended to be provided in situations where a participant would otherwise be unable to successfully participate in WIOA-authorized activity. Supportive Services will be provided on a case-by-case basis only when determined necessary and reasonable through a needs-based analysis, and dependent on funds availability.

Supportive Services are not intended to take the place of public assistance and income maintenance payments provided by social service agencies, and should only be utilized when it has been determined that other sources or services outside WIOA are not available to the participant, including all local workforce partners, community services providers, and other public and/or private agencies. Provision of supportive services will be coordinated with these organizations, when appropriate.



## SUPPORTIVE SERVICES AND NEEDS RELATED PAYMENTS POLICY

### DOCUMENTATION

Documentation for each supportive service payment must be maintained in the participant file, including:

- Type of supportive service;
- Date the supportive service was provided;
- Amount/value of the purchase;
- Proof of purchase that can be tracked back to the provider's general accounting ledger;
- Documentation that the payment was received by the participant (for non-check items such as bus passes and gift cards).

Providers will develop procedures for distribution and provision of supportive services that must include:

- Internal controls that result in equitable treatment of participants;
- Documentation requirements, compliant with Rogue Workforce Partnership policies, standards and guidance; and
- Assurance of coordination with and non-duplication of other community resources.

Limits may be established on all supportive services, including maximum amount of funding, length of time, and exceptions to the limits on supportive services given availability of funds.

### ALLOWABLE SUPPORT SERVICES

- Transportation Assistance
- Child care
- Dependent Care
- Housing
- Needs-Related Payments (defined below)
- Other supportive services (such as work-related clothing or tools) as determined by the provider and approved by Rogue Workforce Partnership.

**Transportation Assistance:** includes gas cards, bus passes, emergency car repair, driver licenses, and vehicle registration, and can be issued to participants in ongoing job search, training, or employment activities.

**Child Care:** child care services payments will only be made to state registered child care facilities or providers and will be reimbursed for a determined number of hours based upon WIOA activities and at the hourly rate established by Oregon Department of



## SUPPORTIVE SERVICES AND NEEDS RELATED PAYMENTS POLICY

Human Services Self Sufficiency Division. This shall not include more than one hour of travel time to a training site per day. The participant is liable for any child care costs incurred over and above the amount authorized by the WIOA program.

**Dependent Care:** dependent care will be subject to the same hour limitations as child care and all other limitations of these support service guidelines. Dependent care must be provided by licensed or certified providers.

**Housing:** housing support payments are provided to retain housing stability to participants in order to allow them to participate in WIOA approved activities. WIOA programs are encouraged to coordinate with local agencies and social service organizations whenever possible.

### NEEDS-RELATED PAYMENTS

Needs-Related Payments (NRPs) are financial supports that may be made available to eligible Adult or Dislocated Worker participants who are enrolled in a training program, but will be unable to participate in or complete an approved training program without such assistance. NRPs are one of the supportive services authorized by WIOA and are intended to provide cash assistance to participants with necessary, non-training related expenses. This assistance would be contingent upon the availability of funds and the number of requests received. Rogue Workforce Partnership staff must approve all NRPs prior to being provided and may limit or eliminate the availability of NRPs, at its sole discretion, at any time based on funding availability. NRPs should be provided when it is determined that ongoing resources and income from all other sources are not adequate to support the participant while in WIOA-approved training.

To qualify, a participant must:

1. Meet the eligibility requirements.
2. Be enrolled in an eligible training program within required timeframes (under WIOA section 134).
3. Be unemployed and have not qualified for or exhausted their unemployment compensation.
4. Not have been disqualified from receiving unemployment insurance benefits because of fraud or overpayments, and must have received unemployment insurance benefits within the last 12 months.

Participants who qualify may be eligible to receive NRPs for up to 52 weeks, at an amount not to exceed the participant's most recent weekly unemployment insurance benefit amount at the





**SUPPORTIVE SERVICES AND NEEDS RELATED PAYMENTS POLICY**

time the participant exhausted their weekly benefit. For participants who did not qualify for unemployment compensation, the weekly payment level may not exceed an amount above the federal poverty level for an equivalent period.

If NRPs are provided, in addition to the documentation requirements outlined above, WIOA programs will develop internal protocols that establish attendance and academic standards for payments to continue and how this will be verified, as well as the number of hours/credits a participant be registered for in order to remain eligible for NRPs. Verification of eligibility, evidence of participation in training, attestation of a participant’s understanding of NRP requirements, and compliance with established attendance/academic standards for payment must be described in developed procedures and included in the participant file.

**DISALLOWED SUPPORTIVE SERVICES**

Fines, late fees, interest payments and other costs resulting from penalties and/or sanctions are not allowable supportive services. Supportive services cannot be provided for participant expenses that occurred prior to enrollment in WIOA programs. This includes such items as late car insurance payments or bills for household support that were due to be paid prior to the enrollment date or for services provided or items purchased prior to enrollment.

**RE-ENROLLMENT**

Former participants who re-enroll shall be eligible for all Supportive Services; however, no participant shall be re-enrolled expressly for the purpose of obtaining Supportive Services.

Approved: \_\_\_\_\_

RWP Board Chair

Date: \_\_\_\_\_

<b><i>Title</i></b>	<b><i>Purpose</i></b>	<b><i>Composition</i></b>	<b><i>Frequency of Meetings</i></b>	<b><i>Meeting Locations</i></b>	<b><i>Primary Facilitator(s)</i></b>	<b><i>Others who should attend</i></b>
<b><i>Task Force</i></b>	Broad Community - Looks at the entire program / system to create alignment & change	President and CEO's, Board Chairs, Post-Secondary Presidents	Once a year	Examples: Businesses, Colleges RWP SOESD		Superintendent Board Members Mayor Theme Specialists Community Leaders
<b><i>Theme Partnership Council</i></b>	Represents entire theme and all programs included.	Design Team plus others (post-secondary, industry, etc.)	2-4 times per year	Neutral locations, schools, etc.	Theme Specialists	Superintendent (if possible) Other Specialists (if possible)
<b><i>School Partners</i></b>	Focus support for each thematic school.	Subset of the theme partnership council plus teachers and school community members	2-4 times per year.	Schools	Principals Specialists Teachers	School Administration Teachers
<b><i>Program Advisory (required by the State for CTE programs)</i></b>	Plan and implement a program improvement plan.	Teachers and Various members of school partners or partnership council	2 times per year	Schools (labs or classrooms)	Department Chair/Teacher(s) Principal Theme Specialists	Parents Student School Administration (if possible)

# T.R.E.E. Partnership Model

## For Engaging External Community Partners (Business and Industry, Post-Secondary, Community, Governmental)

### **T - TIME**

- ✓ Mentor students in schools
- ✓ Serve on advisory councils
- ✓ Serve as a guest speaker
- ✓ Work directly with teachers on project development
- ✓ Assist with supervision and part-time instruction
- ✓ Assist with marketing and student recruitment
- ✓ Assist with career academy advocacy in the legislature

### **R - RESOURCES**

- ✓ Human – Make available staff in their respective organizations to work with and in schools and classrooms
- ✓ Material - Provide equipment and supplies related to the career theme and/or school of study
- ✓ Fiscal – Provide monetary assistance via grants, donations, matching funds
- ✓ Social – Provide industry connections to the school Principal, Teachers, and Career Theme Specialist
- ✓ Educational – Provide schools the opportunity to participate in industry training and make available training materials

### **E - EXPERTISE**

- ✓ Advise the school administration and faculty on industry trends, training, new technologies, techniques, and procedures
- ✓ Consult with the Principal, Teachers, and Career Theme Specialists on program development and matriculation to the work force
- ✓ Assist with grant writing

### **E - EXPERIENCES**

- ✓ Provide internships
- ✓ Provide co-op placements
- ✓ Provide field experiences
- ✓ Provide connections to all related industry partners
- ✓ Provide real world problems
- ✓ Host summer teacher externships

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### ***Background***

The recent state investments in career and technical education (CTE) are targeted to help improve the availability and quality of CTE Programs of Study. Earning an Industry-recognized credential is one way for a high school students to demonstrate technical preparation for entry-level employment. An industry recognized credential is most meaningful if it is:

- Available statewide.
- Linked to high wage and high demand occupations.
- Representative of the technical knowledge and skills needed in industry.
- Linked to a student's next steps toward college and career.
- Recognized by state and/or national industry representatives.

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### ***Identifying Credentials***

The Oregon Department of Education (ODE) is responsible for identifying those industry-recognized credentials that are appropriate for high school students. ODE will work closely with Workforce Investment Boards (WIB) to identify credentials that meet the following criteria.

- Credentials must be tied to a high wage and high demand occupation as identified by the Oregon Employment Department.
- Credentials must be attainable by a high school student by the end of August following graduation.
- Courses required for certification must be available to a high school student prior to graduation.
- Credentials must be aligned to at least entry-level requirements for high wage and high demand occupations or are included in a stackable set of credentials that align to entry-level requirements.
- Credentials must be aligned to the standards addressed in the associated CTE Program of Study.
- Credentials must represent the body of technical knowledge and skills learned by investing a substantial amount of time in an approved CTE Program of Study that has at least 3 credits.

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## ***Sample Credentials***

Through an initial survey of available industry-recognized credentials, ODE has been able to identify credentials that meet the proposed criteria. The list below is a sample of those credentials arranged by career area. Currently, not all career areas have credentials that meet the selection criteria.

### **Arts, Information and Communications**

- Adobe Certified Associate
- Cisco Certified Entry Networking Technician
- CompTIA A+
- Microsoft MTA
- Microsoft MCSA
- Oracle Certified Associate – Java Programmer
- CIW Web Foundation Associate

### **Business and Management**

- Microsoft Office Specialist Expert
- ProStart National Certificate of Achievement

### **Health Sciences**

- Oregon State Board of Nursing – CNA
- Oregon Certified Pharmacy Technician
- Oregon EMS Provider License

### **Industrial and Engineering Systems**

- ADDA Certified Architectural Drafter
- NCCER Introduction to Craft Skills and Carpenter Level 1
- Autodesk Revit Architecture Certified User
- Autodesk AutoCAD Certified User
- ASE Student Certification – Automobile Service Technician
- AWS Certified Welder
- MSSC Certified Production Technician
- NIMS Machining Level 1

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## ***Next Steps***

ODE is working with the secondary CTE community and the WIBs to develop processes for identifying appropriate certifications and collecting data on the number of students who are earning credentials. Activities include:

- Creating a process for vetting credentials with business and industry.
- Developing a data collection system.
- Communicating the value of industry-recognized credentials.

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## ***ODE Contact***

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UNITED STATES

OREGON

JACKSON

### JACKSON COUNTY



Workforce	Goals	Actual NCRC
Emerging	295	898
Current	37	445
Transitioning	1304	1656
Totals	1636	2999
Workforce category not identified		0
Total NCRC		2999

	Goals	Actual
Employers Supporting	145	161

Timeline for completing goals is June 2013 to on or before June 2015

CHOOSE COUNTY

Showing: Jan 1, 2012 to Jan 31, 2016

[Print County Data](#)

[County Web Page Guide](#)

Goals updated only for participating counties

Jackson County is a certified ACT Work Ready Community demonstrating they have the partnerships in place that support a robust workforce development.

#### IMPROVED ACT NCRC

TO/FROM	BRONZE	SILVER	GOLD	PLATINUM
Not Earned	9	2	0	0
Bronze		11	0	0
Silver			40	0
Gold				1

### JACKSON COUNTY

#### ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]

WORKFORCE	TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS
Current Private	313	25	164	121	+	-	0
Current Public	132	13	85	33	+	-	0
Emerging & Transitioning High School	798	152	490	150	6	-	0
Emerging & Transitioning College	100	6	50	43	+	-	0
Emerging & Transitioning Adult Education	24	4	14	6	0	-	0
Unemployed	1628	205	917	498	8	-	0
Recent Veteran	4	+	+	+	0	-	0
Workforce category not identified	0	0	0	0	0	-	0
Totals	2999	406	1722	852	+	-	0
NCRC Earned WKIV*	<b>2802</b>						

#### LEGACY NCRC

Bronze	44
Silver	365
Gold	259
Platinum	5
Total NCRC	673

#### About ACT

Founded in 1959, ACT is a not-for-profit organization headquartered in Iowa City, Iowa, and dedicated to helping people achieve education and workplace success. ACT provides a broad array of assessment, research, information and program management solutions in the areas of education and

NCRC data reflected by demographic group from last test date

The table above is a detailed breakdown of the same NCRC data presented in the upper right box on this page and represents NCRCs earned or improved throughout the community. All NCRC data is updated monthly.

[workforce development](#)

+ Value less than 4  
\* WorkKeys Internet Version

[BACK TO ACT MAP ▶](#)

## OREGON EMPLOYERS IN JACKSON COUNTY ARE RECOGNIZING THE ACT NCRC IN SUPPORT OF THIS COUNTY ACHIEVING ITS WRC GOALS

[TAKIT Inc](#)

[S - Communications](#)

[Independent Printing Co.](#)

[The Chamber of Medford / Jackson County](#)

[Alchemical Solutions LLC](#)

[Ton Ton's Artisan Affections](#)

[Healthy Home Cleaning Services](#)

[American Lumber LLC](#)

[Silly Zak's Gluten Free Foods LLC](#)

[Chico's](#)

[Rogue Financial Services LLC](#)

[D & S Heating and Air Conditioniing](#)

[Epic Wellness NW](#)

[Listo Tax Solutions](#)

[Upwind Solutions](#)

[Rogue Valley Veterans & Community Outreach](#)

[Hearts with a Mission](#)

[Shastina Millwork Corporation](#)

[Habitat fo Humanity](#)

[Justin Earp Construction](#)

[Heating & Air Solutions](#)

[Cathcart Business Services Inc](#)

[Rockwell Tops](#)

[Pacific Rose Adult Foster Care Home](#)

[Oregon Action](#)

[ALL EMPLOYERS SUPPORTING ▶](#)

[WHY SHOULD YOUR BUSINESS SUPPORT? ▶](#)

[DOES YOUR BUSINESS SUPPORT JOB APPLICANTS WITH A NATIONAL CAREER READINESS CERTIFICATE? PLEASE JOIN THIS LIST. ▶](#)



UNITED STATES

OREGON

JOSEPHINE

### JOSEPHINE COUNTY



Workforce	Goals	Actual NCRC
Emerging	222	566
Current	34	284
Transitioning	633	987
Totals	889	1837
Workforce category not identified		0
Total NCRC		1837

	Goals	Actual
Employers Supporting	101	104

Timeline for completing goals is June 2013 to on or before June 2015

CHOOSE COUNTY

Showing: Jan 1, 2012 to Jan 31, 2016

[Print County Data](#)

[County Web Page Guide](#)

Goals updated only for participating counties

Josephine County is a certified ACT Work Ready Community demonstrating they have the partnerships in place that support a robust workforce development.

#### IMPROVED ACT NCRC

TO/FROM	BRONZE	SILVER	GOLD	PLATINUM
Not Earned	11	2	0	0
Bronze		10	0	0
Silver			15	0
Gold				1

### JOSEPHINE COUNTY

#### ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]

WORKFORCE	TOTAL NCRC	BRONZE NCRC	SILVER NCRC	GOLD NCRC	PLATINUM NCRC	NOT EARNED	NCRC PLUS
Current Private	189	25	100	64	0	-	0
Current Public	95	20	58	17	0	-	0
Emerging & Transitioning High School	519	106	348	62	+	-	0
Emerging & Transitioning College	47	6	19	21	+	-	0
Adult Education	6	0	+	+	0	-	0
Unemployed	977	149	555	264	9	-	0
Recent Veteran	4	+	+	+	0	-	0
Workforce category not identified	0	0	0	0	0	-	0
Totals	1837	307	1085	432	+	-	0
NCRC Earned WKIV*	1708						

NCRC data reflected by demographic group from last test date

#### LEGACY NCRC

Bronze	47
Silver	235
Gold	137
Platinum	8
Total NCRC	427

#### About ACT

Founded in 1959, ACT is a not-for-profit organization headquartered in Iowa City, Iowa, and dedicated to helping people achieve education and workplace success. ACT provides a broad array of assessment, research, information and program management solutions in the areas of education and



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workforce development

+ Value less than 4  
\* WorkKeys Internet Version

[BACK TO ACT MAP ▶](#)

## OREGON EMPLOYERS IN JOSEPHINE COUNTY ARE RECOGNIZING THE ACT NCRC IN SUPPORT OF THIS COUNTY ACHIEVING ITS WRC GOALS

- [Amazing Yorkies](#)
- [Gill's Indoor Airman](#)
- [Allstate Karen Townsend](#)
- [Sandi's Candies](#)
- [Cherished Footsteps](#)
- [Valerian Homes LLC](#)
- [N Street Partners LLC](#)
- [Tan Factor](#)
- [Kids Connection](#)
- [Apple Preschool Academy](#)
- [Tommi's Ice Cream](#)
- [Red Heels Salon](#)
- [Southern Oregon Tire & 4x4](#)
- [Wildlife Images](#)
- [Tucker's Barbershop](#)
- [Wheeler's Off Road Inc](#)
- [Allstate - Karen Townsend](#)
- [Astral Games](#)
- [WTW Development LLC](#)
- [Bill Thorp Insurance Agency Inc](#)
- [Josephine County](#)
- [Lotus Salon](#)
- [Rogue Kombucha](#)
- [Mountain View Landscaping](#)
- [All Care Management Services](#)

[ALL EMPLOYERS SUPPORTING ▶](#)  
[WHY SHOULD YOUR BUSINESS SUPPORT? ▶](#)

**DOES YOUR BUSINESS SUPPORT JOB APPLICANTS WITH A NATIONAL CAREER READINESS CERTIFICATE?  
PLEASE JOIN THIS LIST. ▶**