



MINUTES

ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS

March 22, 2017 ♦ 100 E. Main St., Suite A - Board Room ♦ Medford, OR

MEMBERS PRESENT

Commissioner Rick Dyer, Jackson County
Commissioner Dan DeYoung, Josephine County (via phone)
Michael Donnelly, Carestream (via phone)
Nikki Jones, Express Employment Professionals (via phone)
Jessica Gomez, Rogue Valley Microdevices (via phone)

MEMBERS ABSENT

OTHERS PRESENT

Paul Macuga, Asante Health Systems
John Underwood, Timber Products, Co.
Shawn Hogan, Linx Technologies (via phone)
Jim Fong, Rogue Workforce Partnership
Sherri Emitte, Rogue Workforce Partnership (via video conference)
Tami Allison, Rogue Workforce Partnership

Quorum Present: Yes

1) Call to Order

The meeting was called to order by Chair Jessica Gomez at 3:05 p.m. Introductions were made.

2) Election of Officers

Jim explained that the Chair and Vice-Chair positions are voted on annually, and must be private sector members of the Corporate Directors and Workforce Board. The Chair and Vice-Chair of the Corporate Directors will also be elected Chair and Vice-Chair of the Workforce Board. Whichever group meets first in the beginning of the calendar year will vote to elect and then we ask the other group to corroborate. Jim also noted that there is not an expectation that officers must rotate. The recommendation before the board is to re-elect Jessica Gomez as the Chair, and elect Michael Donnelly as the Vice-Chair to replace Gregg Edwards, who is retiring.

COMMISSIONER DYER MOVED TO RE-ELECT JESSICA GOMEZ AS CHAIR OF THE ROGUE WORKFORCE PARTNERSHIP CORPORATE DIRECTORS, AND MICHAEL DONNELLY AS THE VICE-CHAIR OF THE CORPORATE DIRECTORS. THE MOTION WAS SECONDED BY MICHAEL DONNELLY AND WAS APPROVED UNANIMOUSLY.

Jim shared his appreciation for Jessica's leadership, and Jessica indicated that she is looking forward to serving another year as Chair.

3) Corporate Directors - New Members Appointment

John Underwood and Shawn Hogan have agreed to serve as members on the RWP – Corporate Directors. Gregg Edwards, Chief People Officer at Asante and current RWP Vice-Chair, is retiring after many years of outstanding service. Paul Macuga is succeeding Gregg as the CPO at Asante and is

joining today's meeting to meet the Corporate Directors and get a sense of the meetings. Paul has agreed to step-in as a member of the RWP, and is willing to serve on both the full Workforce Board as well as the Corporate Directors. We've received a nomination for Paul from Chamber of Medford/Jackson County Chamber as required by WIOA, and we'll be convening a special meeting of the Rogue Valley Workforce Consortium to appoint Paul and other new members to the Workforce Board prior to the next meeting (*The Consortium is our region's inter-governmental entity consisting of the designated Commissioners from each County, and constitutes the Chief Elected Official under WIOA*). The recommendation from RWP staff is to appoint John, Shawn and Paul to serve as members of the RWP – Corporate Directors.

COMMISSIONER DYER MOVED TO APPOINT JOHN UNDERWOOD, SHAWN HOGAN, AND PAUL MACUGA, CONTINGENT UPON APPOINTMENT TO THE WORKFORCE BOARD, TO SERVE AS MEMBERS OF THE RWP – CORPORATE DIRECTORS. THE MOTION WAS SECONDED BY MICHAEL DONNELLY AND APPROVED UNANIMOUSLY.

4) Consent Agenda

There were no requests to pull any item (s) out for discussion.

COMMISSIONER DYER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY JOHN UNDERWOOD AND APPROVED UNANIMOUSLY.

5) RWP Workforce Board Member Update

A proposed RWP Workforce Board roster was presented at a previous meeting. Since that time, conversations have taken place with Barbara Byrd regarding labor representation on the Workforce Board. Barbara serves on the Oregon Workforce Investment Board as a labor representative from the AFL-CIO. Jim stated that the local labor chapter is in the process of sending letters notifying us that Wes Brain will be replaced with Drew Waits of the Plumbers & Steamfitters Local 290. Lance Corley is also being added as a labor representative from the International Brotherhood of Electrical Workers (*IBEW*) to replace Jon Flegel. Lance will also simultaneously represent Crater Lake Electrical Joint Apprenticeship Training Center (*JATC*) on the Workforce Board.

These new membership appointments will be added to the appointment slate for the upcoming Rogue Valley Workforce Consortium Jim added that once these positions are full, the board will be complete with the exception of finalizing the attendance policy and checking with those members who have not been attending.

Jessica reported receiving a letter from an individual on the Eagle Point City Council who runs a non-profit and is interested in the Workforce Board. Jessica will meet with him in April.

On a tangentially-related topic (*regarding RWP partnerships*), Jim took the opportunity to report out on a recent conversation he had with Suz Montemayor of BBSI who is also a leader on the Jackson County - **Oregon Employer Council** (*OEC is a business leaders group originally convened by the Oregon Employment Department many years ago to help guide their services*). Suz is an ex-RWP member/director and a tremendous promoter for the WorkSource Rogue Valley One-Stop center services and benefits to other business leaders. OEC also continues to convene trainings for businesses in employment regulations and other related business support topics. Jim and Suz discussed the possibility of RWP partnering with OEC to:

- Provide a more direct business connection, guidance and coordination point for the WSRV One-Stop agency partners, particularly to continuously improve our integrated business outreach and workforce development efforts to better meet employer needs.
- Work together to address the still large training need for employers and incumbent workers. Perhaps re-starting some of the RWP's PowerUp Academy core trainings with OEC's help, and combining promotional efforts with RWP, OEC, WSRV, and SHRM (*Society for Human Resource Management*).

A more detailed proposal will be brought back to the Corporate Directors at a future meeting.

6) RWP Staffing Update

Jim reported on a recalibration and reconfiguration of RWP staff positions. This is being catalyzed, in part, by uncertainty surrounding proposed budget cuts at the federal and state levels for the upcoming fiscal year. We also want to deploy staff skills and talents in the best manner possible.

Our executive management team is being reconfigured. In addition to the Executive Director, there will be a Chief Fiscal & Administrative Officer (CFAO) and Chief Operating Officer (COO).

- **Sherri Emitte – Chief Financial & Administrative Officer**
This new CFAO position title more accurately reflects Sherri's entire scope of responsibility in overseeing all of our fiscal, administrative, and related compliance functions.
- **Aurora King – Chief Operating Officer**
As COO, Aurora will be stepping into expanded responsibilities, overseeing the entirety of our day-to-day operations in all program management, business outreach services and sector strategies efforts.

We're also reconfiguring and recalibrating 3 other staff positions:

- **Tami Allison – Senior Project Manager**
Tami will be stepping into an expanded role, focusing on supporting the Rogue Advanced Manufacturing Partnership sector work, providing enhanced contract management support and oversight, and also working with Workforce / K-20 Education partners in our career pathways and systems integration work. She'll also have a strong focus on data systems tracking and federal/state compliance, as well as a continued focus on RWP – Workforce Board and Corporate Directors direct support.
- **Julie Gillis – Senior Project Manager**
Julie's will continue her focus on supporting the Rogue Tech Collective sectors work, providing contract management support and oversight, and also working with Workforce / K-20 Education partners in our career pathways and systems integration work. She'll have a primary focus on youth services/programs, and will also be our point person for communications coordination, website and social media efforts.
- **David Fricke**
Dave is no longer with the RWP. This transition took place in early March. The Senior Program Manager position he occupied has been eliminated, and we will not be filling any new position in the immediate future. We'll await finalization of federal and state budgets before determining any next steps. Subsequent to his departure, Dave contacted BBSI – whom RWP contracts with for payroll services - and mentioned a notion of initiating legal action. RWP staff will keep the Corporate Directors apprised of any developments that may occur with this in the future.

Jim indicated there will be a slight compensation increase for those taking on expanded scopes of work, however, it will be offset by other cost savings.

Nikki expressed general concern about potential litigation, and also asked if there would be a budget issue if, in the future, a new position is created and filled? Jim indicated that much of the RWP's work involves coordinating complex systems and program alignment amongst a multitude of partner organizations. This requires very unique skillsets, and we're learning that much of these are best developed on-the-job, through extensive hands-on experience over an extended length of time. If we create any future openings, our new staffing strategy is to seek people with great raw talent, bring them into entry-level project management positions, and develop their skills and capacity over time.

Jessica thanked Jim for making sure that the team stays on track during these challenging times, and the ability to stay nimble to get the work done. She indicated the importance of staff feeling appreciated when asked to do more / different scope of work.

7) Federal Funding Update

Jim reported that he, Mike Donnelly, and Jessica Gomez are attending the National Association of Workforce Boards conference in Washington D.C. and will be scheduling appointments with our federal legislators to advocate for workforce funding. Jessica added that she will be attending a second day of meetings with microprocessor industry partners talking to legislators about business-related issues.

8) Other Items

Added to the agenda:

- **Manufacturing Training / MSSC Industry Certification**

Jim reported that RWP and WSRV staff met with Carestream leadership regarding their desire to improve the quantity and quality of entry-level job applicants. We're planning on adding-in an NCRC component into their hiring process, and hoping to kick-start an MSSC – Certified Productions Technician training cohort prior to the end of June.

- **Healthcare & Workforce**

Upon request, Paul Macuga described his 25-years of healthcare executive experience specializing in Human Resources. Paul previously served for almost 12 years as the Chief Human Resources Officer at the University of Vermont Health Network. Prior to that, he served in similar leadership roles at hospitals in his hometown of Chicago. Currently, there are over 300 unfilled jobs at ASANTE - mostly in high-wage occupations such as Nurses, Pharmacy Techs, etc. There's not enough education/training capacity for young people to become nurses, etc., and there's also a critical capacity gap of having enough clinical educators.

9) Adjourn

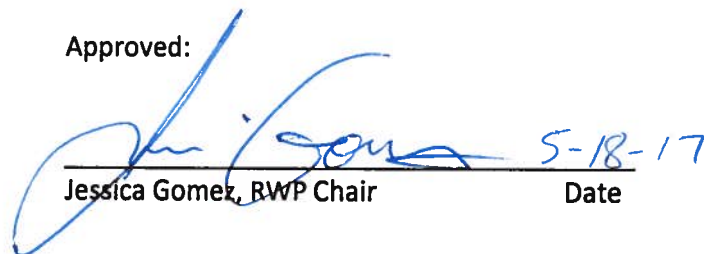
With no further business, the RWP Corporate Directors meeting was adjourned at 4:01 p.m.

Respectfully Submitted:



Tami Allison
Senior Project Manager

Approved:



Jessica Gomez, RWP Chair

5-18-17
Date