

Workforce Board Meeting

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

Thursday April 27, 2017 ♦ 2:00 – 5:00 pm

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

Video/Phone Conference access available at <https://global.gotomeeting.com/join/161060445>. Select your audio preference:






1) Use telephone: +1 (646) 749-3112 Access Code: 161-060-445 (normal long distance charges will apply);

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

Agenda

1. Call to Order (5m) *Jessica Gomez*
 - Welcome & Introductions
2. Honoring Gregg Edwards (10-15m) *Jessica*
3. Elect Chair & Vice-Chair – **Action Item** (2-5m) *Jim Fong*
4. Consent Agenda - **Action Item** (2-5m) *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 15, 2016 RWP Minutes 
 - b. **Approval of RWP Program Policies** - the following attached and updated policies are required for the implementation of the Workforce Innovation and Opportunity Act (WIOA) federal legislation 
 - Incentives/Stipends
 - Code of Conduct (*Conflict of Interest*)
5. Workforce System
 - **Adult/Dislocated Worker Transfer of Funds - Action Item** (10-15m)  *Sherri Emitte, Aurora King*
 - **Memorandum of Understanding / Cost Sharing & One-Stop Operator Procurement** (2-5m) *Jim*
 - **Dashboard** (20m)  -handout will be distributed at the meeting *Aurora*
6. Southern Oregon Career Networking Expo (2-5m)  *Joe Rossi*
 - Saturday, May 13th - 9:00 a.m. to 1:00 p.m.
7. **Business & Education Partnership** (10-15m) *Norm Kester, John Underwood, Trever Yarrish, Jessica*
 - Governor Brown Visit
 - Next Steps
8. **Legislative / Policy Updates** (5m) *Mike Donnelly, Jessica, Jim*
 - Federal
 - State

Break (5m)

9. RWP Member Orientation (50-60m) 📎-handouts will be distributed at the meeting **Jessica, Jim & All**

- New Members
- Orientation
- Buddying-Up

10. Board Member Affiliations Report Out (25-30m) **Jessica & All**

- What other organizations or groups are RWP members affiliated with?
- Leveraging our networks

11. Sector Strategies | College & Careers for All | Workforce Partnerships

• **Careers in Gear Update** (10-15m) **Jen Perry, Deanna Wilson**

- **Oregon Connections Rollout** (2-5m) **Jim**
Online matching platform for businesses to post opportunities for industry tours, job shadows, internships, class presentations, etc.; and for schools/WSRV to post requests for same. We're piloting and creating operational standards for schools so students get needed classroom instruction/support and are prepared to benefit from CRLE's.
View it at: [Oregon Connections](#)

12. June Meeting Agenda (1-2m) **Aurora**

- Dashboard Review
- On-the-Job Training Policy Change
- Sectors Update
- Interactive Activity to Update Local Strategic Plan

**Strategic
Planning
FIESTA**

13. Other Business **Jessica**

14. Adjourn **Jessica**

📎= Documents attached or will be handed out at meeting

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

AUXILIARY AIDES AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES



ROGUE WORKFORCE PARTNERSHIP

MINUTES

ROGUE WORKFORCE PARTNERSHIP

December 15, 2016

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

MEMBERS PRESENT:

Cathy Kemper-Pelle, Shawn Hogan, Adam Cuppy*, Michael Donnelly, Gregg Edwards, Colleen Padilla, Jessica Gomez, Matt Balkwill, Brent Kell*, Norm Kester, Doug Mares, Tamara Nordin, Joe Myers*, Sherri Stratton, John Underwood, Susan Walsh, Lance Corley*

*= via phone/videoconference

QUORUM PRESENT: Yes

OTHERS ATTENDING:

Jackson County Commissioner: Rick Dyer

Josephine County Commissioner: Cherryl Walker*

Community College & Workforce Development: John Asher*

ResCare Workforce Services: Matt Sneed

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

Department of Human Services: Rosemary Jernigan

Southern Oregon ESD: Allison Sweeney

Junior Achievement – Deanna Wilson

College Dreams - Tom Drummond, Kirk Hildebrand

Easter Seals- Linda Chase

Mercy's Gate - Carol Fiddler*

Timber Products- Alex Gideon

Rogue Workforce Partnership: Sherri Emitte*, Dana Shumate, Julie Gillis, David Fricke, Rebecca Williams, Tami Allison, Jim Fong

1) CALL TO ORDER, WELCOME & INTRODUCTIONS

The RWP meeting was called to order by Chair Jessica Gomez at 2:08 p.m. A round of introductions were made.

2) MEMBERSHIP UPDATE:

Tamara Nordin was honored today as she retires from Pacific Retirement Service after 27 years of service as well as 25 years as a board member of the Rogue Workforce Partnership Workforce Board. Both Jim and Jessica shared deep appreciation for Tamara's outstanding leadership and dedicated service and presented Tamara with a gift.

Jim referred the board to the memo in today's packet regarding new and renewing memberships and stated that other Department of Labor requirements are being fleshed out.

3) CONSENT AGENDA

MICHAEL DONNELLY MOVED TO APPROVE THE CONSENT AGENDA. THE MOTION WAS SECONDED BY GREGG EDWARDS AND WAS APPROVED UNANIMOUSLY.

4) WORKSOURCE ROGUE VALLEY

Veteran's Program Award – Sherri Stratton introduced Chuck Hanger, Veteran's Representative from WorkSource Oregon Employment Department. Recently, the Veteran's Program Award was presented to Chuck. John Underwood, Timber Products introduced Alex Gideon an employee at Timber Products who he met at a Veteran's event and later hired. Alex expressed his great appreciation for the services provided to Veterans.

Governor Brown Coordination

Jim shared information about Governor Brown's visit to our WorkSource Oregon Center in Medford on October 14, 2016. Governor Brown applauded the region's exceptional partnerships, leveraging of resources and streamlined service integration, and asked: "how can we create great partnerships like this throughout the State?" Governor Brown also sent a letter recently to Workforce Boards in the State asking for similar recommendations. Two responses are being prepared. One in partnership with other workforce boards in the state and the board was asked to provide input, guidance, insight and authorization. The second, on behalf of the RWP and our regional workforce agency partners. Jim noted that a sub-group has met and a partnership best practices document has been drafted that he will send out electronically to everyone for their review and feedback, prior to submission to the Governor.

5) WORKFORCE SYSTEM

Dashboard

A draft dashboard of WorkSource Rogue Valley's performance has been prepared for review by the RWP, and was presented to the RWP Corporate Directors at their last meeting. The board was asked for their feedback on how to continue this effort to refine our performance metrics tracking. Feedback included:

- Figure out how to capture placements collectively
- Challenge is how to streamline to present the information
- Generate a "job credit report" – a history associated with an individual where workshop certifications can be attached for ease of tracking
- Ability to parse data to effectively move people through the system more effectively
- Need to add the retention piece
- In order to close the skills gap, number of open positions need to be known
- What placements are high demand, high wage
- Find out the reason we are not successful in the areas that show ineffectiveness

Refinements will be made based on this feedback.

6) SECTOR STRATEGIES | COLLEGE & CAREER FOR ALL | WORKFORCE PARTNERSHIPS

The RVWDC is a private/public partnership which addresses the employment needs of Jackson and Josephine Counties

100 E. Main Street, Suite A | Medford, OR 97501 | (541) 776-5100

Rogue Tech Collective – Tech Tour

60 Computer Science students from RCC, KCC, SOU & OIT spent October 28, 2016 touring and networking with tech companies in Ashland and downtown Medford. Based on pre and post surveys, over 75% came away with interests to explore career possibilities in the Rogue Valley.

Jim reported that an invitation will be extended to other companies to ask the question; “how often could businesses handle this type of event (capacity, etc.)?”

RCC Web Development Program Changes

Trever reported that he and a coworker have been teaching classes as well as looking to update the current curriculum.

Governor Brown & Zeal Site Visit

While Governor Brown was in the Rogue Valley on October 14, 2016, she also visited Zeal. Her visit was to inquire how businesses are effectively bridging the skills gap, with an emphasis on building the career pathways to a job.

ROGUE ADVANCED MANUFACTURING (RAMP)

Industry leaders are focused on 3 key priorities:

- Recruiting and maintaining a skilled workforce
- Manufacturing awareness and image campaign
- Public policy advocacy – to school boards, BOLI, legislature, etc.

The immediate focus is on conducting an industry survey to identify the top Industry Recognized Certifications needed and linking these into K-20 curriculum to create improved career pathway capacities. Mike showed a brief powerpoint noting that we want to influence career training by partnering with educators to build the talent pipeline.

Rebecca presented survey results to the group and shared that the survey link is still open and is anonymous.

Cathy Kemper-Pelle added that the affiliation with Audrey Theis is very beneficial and that some training will take place with college instructors to align curriculum.

Jim talked a bit about the media and image campaign around manufacturing and indicated a video will be coming out soon.

Business / Education Partnership - *Uniting Industry, Education & Workforce Efforts*

Our efforts are fragmented. A core group of our Business, Education and Workforce leaders are creating a unified approach with common messaging, branding and consolidated efforts. A project scope and outline were shared along with 3 short videos. The focus is to:

- Connect a kid to career, community and family
- Create pride of ownership in community
- Maintain engagement throughout graduation and into a career

A first school tour for the group will take place on January 18, 2017 at Eagle Point High School.

Oregon Connections Rollout

Oregon Connections is an online matching platform for businesses to post opportunities for industry tours, job shadows, internships, class presentations, etc.; and for schools/WSRV to post requests for the same. We will be piloting this and creating operational standards for schools so students get needed classroom instruction/support and are prepared to benefit from CRLE's.

Traitify

Jim presented a 2 minute visually-based personalized career matching platform that ResCare has. This tool can be accessed from a smartphone, etc. Matt Sneed talked about the profile outlining different options and the ability to tie to the back end of Career Builder which will then tie to actual job openings.

A Business Model

Jessica addressed the group regarding sustaining our efforts for the next decade. Some suggestions from board members were:

- Create more engagement and keep up momentum
- How can we adapt the MECOP program to high school level and those not in school anymore to work on soft skills
- Create a structure to allow for vetting for work experience program and job shadows
- Create a program that is targeted toward providing soft skill experiences, even at an entry level
- Form a workgroup and have someone attend from MECOP

Careers in Gear

Deanna Wilson reported out on this year's Careers in Gear event that will take place on March 16, 2017. Capacity had been reached previously; however, the event was reformatted, lunch was removed and sessions were shortened to be able to open up the event to every 10th grade student in Jackson County. Early bird registration is \$100.

Chief Science Officer Project

Allison Sweeney addressed the group about the Chief Science Officer Project; a way to partner with kids and intrigue them about STEM. It is a way for 11-17 year olds to attend an institute and then promote STEM activities in their school. General elections are held at schools and two from each school will be peer elected. Jim and Allison will connect with Julie to organize website information to send to everyone.

STEM Teacher Externships Grant

This topic was not discussed due to time constraints.

7) OTHER BUSINESS

No other items were brought before the Rogue Workforce Partnership.

8) ADJOURN

With no further discussion, the meeting was adjourned at 5:05 p.m.

The RVWDC is a private/public partnership which addresses the employment needs of Jackson and Josephine Counties

100 E. Main Street, Suite A | Medford, OR 97501 | (541) 776-5100

Respectfully Submitted,

Tami Allison
Executive Projects Manager

/tka

APPROVED:

Chair

Date



TITLE: INCENTIVES / STIPENDS

PURPOSE

To provide guidance for incentive and stipend payments to support Youth success in Jackson and Josephine Counties, funded under Workforce Innovation and Opportunity Act (WIOA) Title IB, as well other funds.

BACKGROUND

Incentives and stipends are a key form of positive reinforcement to sustain motivation and provide encouragement, especially when tied to benchmarks such as earning academic credentials or acquiring specific competencies. They also can be an important source of support to meet the economic challenges these participants face. Incentives can motivate individuals toward completing various grant related activities.

DEFINITIONS

Incentive: An incentive is a payment to a WIOA participant for the successful participation and achievement of expected outcomes as defined in a participant's Individual Service Strategy (ISS). The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Such achievements must be documented as the basis for an incentive payment. While incentives are exempt from social security withholding, the participant may have to pay income taxes on incentive payments.

Stipend: A stipend is a fixed small payment made to WIOA participants during their enrollment to encourage the participant to engage in certain activities. The stipend can be used for activities such as classroom instruction, internships or apprenticeships. A stipend is a payment made to a participant for living or other expenses, and may not be based on wages for hours worked. Although the terms "stipend" and "salary" are often used interchangeably when providing a stipend, the U.S. Department of Labor has specific criteria that must be met to pay a stipend for a work-based learning activity. The work-based activity for which a participant receives a stipend must focus on training rather than employment. The placement must be predominantly for the benefit of the participant, not the employer. The participant cannot be entitled to a job at the end of training or displace regular employees. The trainee and the employer must both acknowledge that the participant isn't entitled to wages for time spent in the activity for which the stipend is issued. Because the stipend is not a wage, it is exempt from minimum wage requirements and social security withholding. However, a stipend is still considered taxable income and the participant should be prepared for the possibility that s/he may have to pay income taxes on the stipend. Participation in the activity must be documented as the basis of stipend payments. If an employer is receiving a benefit from their company from the youth, then the

youth should be paid an hourly wage. Whenever possible, sub-recipients should avoid the use of stipends on a regular basis.

POLICY

It is the policy of the Rogue Workforce Partnership for sub-recipients to utilize the provision of incentives and/or stipends as provided in the WIOA

Stipends and incentives must be necessary, reasonable, and allowable. Any use of stipends or incentives to participants must, at the very least, meet these criteria:

20 CFR § 681.640 states that “incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are tied to the goals of the specific program; outlined in writing before the commencement of the program that may provide incentive payments; align with the local program’s organizational policies; and are in accordance with the requirements contained in 2 CFR Part 200.” DOL included the reference to the Uniform Guidance at 2 CFR Part 200 to emphasize that while incentive payments are allowable under WIOA, the incentives must be in compliance with the Cost Principles in 2 CFR Part 200. For example, Federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

While DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes. Incentive payments may be provided to both ISY and OSY as long as they comply with the requirements of 20 CFR § 681.640.

Every incentive or stipend awarded must have a clear connection to a specific participant goal as documented in a participant’s ISS, which should be tailored in response to the required 14 Elements. There must be clear goals and expectations set forth as to what the participant must do to earn an incentive award or stipend.

Incentives may be provided to those participants who successfully benchmark from one significant activity to another. Programmatic progress as such shall be measured and evaluated by the service provider staff during the tenure of the activity. Incentives that are tangible, such store gift cards, gas cards, etc. must be kept in a secure location, and the form of incentive that was used and the date of issuance must be documented. Additionally, an auditor must be able to see, through source documentation, who received the incentive, and why. Participants should sign off and date on any incentive/stipend received. Common examples of incentives are to award gift cards to completers of

work readiness programs in order to purchase interview-appropriate attire, or to provide a small monetary award for perfect attendance in class.

Stipends may be awarded to those participants who are engaged in classroom-based and/or work-based learning. As with incentives, the reason for the stipend, amount, dates issued, and progress toward the goals related to the stipend must be documented such that an auditor would be able to determine who received the stipend and why. Examples of stipends include paying participants a set sum to support living expenses while engaged in training or programmatic-related activities.

Any sub-recipient who receives WIOA funds and intends to issue stipends and/or incentives must have established clear, auditable guidelines outlining the process by which the determination to award incentives or stipends will be made, the process for making an award, and the documentation that must be maintained for the award. These guidelines should include assurance that appropriate income tax documentation will be provided to participants as per IRS guidelines. The guidelines should also require staff to discuss the potential tax implications of the award of incentives or stipends, as appropriate with participants, prior to the receipt of such awards.

ELIGIBILITY

An eligible participant must be WIOA Title I enrolled, having initiated an Individual Service Strategy (ISS), and met all WIOA required eligibility. The participant must be in good standing, fully participating in necessary activities, and demonstrating adequate follow-through.

DOCUMENTATION

Stipends and incentives may be awarded providing that the provision of an incentive or stipend is included in the ISS. At a minimum, the following documentation must be maintained:

- The ISS must specify the goal that must be met in order to qualify for the incentive.
- The ISS must document the need for a stipend and specify what the participant must do in order to receive a stipend.
- Documentation for payment of stipends.

To qualify for an incentive, a copy of the required documentation verifying which milestone is met, and/or the completion of a benchmark should be retained.

A copy of this policy may be found at www.rogueworkforce.org.

APPROVED: _____
RWP Chair

DATE: _____



TITLE: CODE OF CONDUCT

PURPOSE

The purpose of this policy is to protect Rogue Workforce Partnership's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

POLICY

A conflict of interest transaction or arrangement is a transaction or arrangement with this corporation in which a director or officer has a direct or indirect interest.

1. A director or officer has a direct conflict of interest in any transaction or arrangement if the director or officer or a member of the director's or officer's family has a financial interest in the transaction or arrangement.
2. A director or officer has an indirect interest in any transaction or arrangement if that director or officer or a family member:
 - a. Has a financial interest or potential financial interest in any entity or individual involved in the transaction or agreement;
 - b. Has a compensation arrangement with any entity or individual with which this corporation has a transaction or arrangement; or
 - c. Is a director, officer, or trustee of a profit or nonprofit entity involved in the transaction or arrangement and the transaction or arrangement is of such important that it is or should be considered by the board of that entity.
3. Members of Local Workforce Development Boards (LWDBs), standing committees or workgroups, etc. may not
 - a. Vote on a matter under consideration by the local board
 - i. Regarding the procurement or provision of services by such member, or by an entity that such member represents or is affiliated with; or
 - ii. That would provide direct or perceived financial benefit to such member or the immediate family of such member; or
 - b. Engage in any other activity determined by the Governor to constitute a conflict of interest. Other activities include, but are not limited to:
 - i. Soliciting or accepting gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements; or
 - ii. Vote on, or contribute to, any part of an evaluation process (developing criteria, scoring, reviewing, or submitting a response) regarding any procurement matter under consideration by the local board in which they, or an entity they are affiliated with, have a conflict of interest.

PROCEDURES

1. Duty to Disclose. In connection with any actual or possible conflict of interest, the director/officer must disclose the existence of the financial interest and be given the opportunity to disclose all

material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested director/officer, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest.

- a. The interested director/officer may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Code of Conduct Policy.

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

5. Records of Proceedings. The minutes of the governing board and all committees with board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. Periodic Reviews. To ensure the Organization operates in a manner consistent with its purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- b. When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

7. Annual Statements. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the Code of Conduct policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

8. Confidentiality. Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or clients/consumers may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

9. Active Participation. Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- a. Making attendance at all meetings of the board a high priority.
- b. Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- c. Cooperating with and respecting the opinions of fellow Board members, and leaving personal
- d. prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- e. Putting the interests of the organization above personal interests.
- f. Representing the organization in a positive and supportive manner at all times and in all places.
- g. Showing respect and courteous conduct in all board and committee meetings.
- h. Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- i. Observing established lines of communication and directing requests for information or assistance to the executive director.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Rogue Workforce Partnership Workforce Development Board, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board member, pursuant to the requirements and processes provided in the organization's governing documents.

Signature

Date

Please see attachment A for Definitions

Attachment A-Definitions

Affiliated. Created by, controlled by, or closely related to a governmental unit, including a State, a possession of the United States, or any political subdivision of a State or a possession of the United States, or the United States, or the District of Columbia.

Arm's length. A transaction between parties having adverse (or opposing) interests; where none of the participants are in a position to exercise substantial influence over the transaction because of business or family relationship(s) with more than one of the parties.

Business relationships. Employment and contractual relationships, and common ownership of a business where any officers, directors, or trustees, individually or together, possess more than a 35% ownership interest in common. Ownership means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Bylaws. The internal rules and regulations of an organization.

Certification of Filing. Articles of Incorporation for your organization showing evidence that on a specific date they were filed with and approved by an appropriate state authority.

Close connection. A relationship between organizations that may include: control of one organization by another through common governance or through authority to approve budgets or expenditures; coordination of operations as to facilities, programs, employees, or other activities; or common persons exercising substantial influence over all of the organizations.

Common control. You and one or more other organizations have (1) a majority of your governing boards or officers appointed or elected by the same organization(s), or (2) a majority of your governing boards or officers consist of the same individuals. Common control also occurs when you and one or more commonly controlled organizations have a majority ownership interest in a corporation, partnership, or trust. Ownership means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Community. The local or regional geographic area to be served by an organization.

Compensation. All forms of income from working, including salary or wages; deferred compensation; retirement benefits, whether in the form of a qualified or non-qualified employee plan (for example: pensions or annuities); fringe benefits (for example: personal vehicle, meals, lodging, personal and family educational benefits, low interest loans, payment of personal travel, entertainment, or other expenses, athletic or country club membership, and personal use of your property); and bonuses.

Conflict of interest. A conflict of interest arises when a person in a position of authority over an organization, such as a director, officer, or manager, may benefit personally from a decision he or she could make.

Code of Conduct Policy - A code of conduct policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive an inappropriate benefit.

Corporation. An entity organized under a Federal or state statute, or a statute of a federally recognized Indian tribal or Alaskan native government.

Develop. Develop means the planning, financing, construction, or provision of similar services involved in the acquisition of real property, such as land or a building.

Disqualified person. Any individual or organization that is:

- a. A substantial contributor to you (see *substantial contributor*).
 - b. An officer, director, trustee, or any other individual who has similar powers or responsibilities.
 - c. An individual who owns more than 20% of the total combined voting power of a corporation that is a substantial contributor to you.
 - d. An individual who owns more than 20% of the profits interest of a partnership that is a substantial contributor to you.
 - e. An individual who owns more than 20% of the beneficial interest of a trust or estate that is a substantial contributor to you.
 - f. A member of the family of any individual described in a, b, c, d, or e above;
 - g. A corporation in which any individuals described in a, b, c, d, e, or f above hold more than 35% of the total combined voting power;
 - h. A trust or estate in which any individuals described in a, b, c, d, e, or f above hold more than 35% of the beneficial interests; and
 - i. A partnership in which any individuals described a, b, c, d, e, or f above hold more than 35% of the profits interest.
-

Earmark. Donations or other contributions given to you to assist particular individuals or specific identified groups.

Economic development. Organizations formed to combat community deterioration by assisting businesses located in a particular geographic area whose economy is economically depressed or deteriorating. Economic development activities include grants, loans, provision of information and expertise, or creation of industrial parks. Economic development organizations may also be formed to eliminate prejudice and discrimination or lessen the burdens of government through involvement with business development.

Expenses. Financial burdens or outlays; costs (of doing business); business outlays chargeable against revenues. For purposes of this policy, expenses mean direct and indirect expenses.

Fair market value. The price at which property or the right to use property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy, sell, or transfer property or the right to use property, and both having reasonable knowledge of relevant facts.

Family. Includes an individual's spouse, ancestors, children, grandchildren, great grandchildren, siblings (whether by whole or half-blood), and the spouses of children, grandchildren, great grandchildren, and siblings.

Foreign country. A country other than the United States, its territories and possessions, and the District of Columbia.

For-profit. A business entity whose activities are conducted or maintained to make a profit (e.g. revenues greater than expenses).

Foundation manager. Officers, directors, or trustees, or an individual having powers or responsibilities similar to those of a foundation's officers, directors, or trustees.

Fundraising. The organized activity of raising funds, whether by volunteers, employees, or paid independent contractors.

Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article II, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Gross investment income. As defined in 26 U.S. Code Section 509, gross investment income means the gross amount of income from interest, dividends, payments with respect to securities loans, rents, and royalties, but not including any such income to the extent included in computing the tax imposed by 26 U.S. Code Section 511.

Gross receipts. For purposes of *Part IX-A. Statement of Revenues and Expenses*, gross receipts includes monies earned from activities related to your charitable or other section 501(c)(3) activities, such as selling admissions or merchandise, performing services, or furnishing facilities.

Handicapped. Persons with physical or mental disabilities with special needs for suitable housing, physical and mental health care, civic, cultural, and recreational activities, transportation, and an overall environment conducive to dignity and independence.

Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Independent contractors. Persons who are not treated as employees for employment tax purposes.

Influence legislation. The act of directly contacting or urging the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation. You are also attempting to influence legislation if you advocate the adoption or rejection of legislation.

Intellectual property. A type of property (distinct from real or personal property) which includes:

- a. Patents (for inventions).
 - b. Copyrights (for literary and artistic works such as novels, poems, plays, films, musical works, drawings, paintings, photographs, sculptures, architectural designs, performances, recordings, film, and radio or television programs).
 - c. Trade names, trademarks, and service marks (for symbols, names, images, and designs).
 - d. Formulas, know-how, and trade secrets.
-

Joint ventures. A legal agreement in which the parties jointly undertake a transaction for mutual profit. Generally, each person contributes assets and shares risks. Like a partnership, joint ventures can involve any type of business transaction and the “persons” involved can be individuals, groups of individuals, companies, or corporations.

Non-fixed payments. A non-fixed payment means a payment that depends on discretion. For example, a bonus of up to \$100,000 that is based on an evaluation of performance by the governing board is a non-fixed payment because the governing body has discretion over whether the bonus is paid and the amount of the bonus.

Organizing document. The organizing document depends on the form of the organization. For a corporation, the document is the articles of incorporation. For a limited liability company (LLC), the document is the articles of organization. For an unincorporated association, the document is the articles of association or constitution. The organizing document of a trust is the trust agreement.

Political. You participate in a political campaign if you promote or oppose, through political literature, brochures, pamphlets, hosting or participating in events, etc., the candidacy of an individual for public office. Debates and nonpartisan voter education are not considered political.

Predecessor. An organization whose activities or assets were taken over by another organization.

Private foundations. Organizations that are exempt under section 501(c)(3) are private foundations unless they are: churches, schools, hospitals, governmental units, entities that undertake testing for public safety; organizations that have broad financial support from the general public; or organizations that support one or more other organizations that are themselves classified as public charities.

Private operating foundation. A type of private foundation that lacks general public support, but makes qualifying distributions directly for the active conduct of its educational, charitable, and religious purposes. "Directly for the active conduct" means that the distributions are used by the foundation itself to carry out the programs for which it is organized and operated. Grants made to assist other organizations or individuals are normally considered indirect.

Public charity. Organizations that are exempt under section 501(c)(3) and are not private foundations because they are: churches, schools, hospitals, governmental units, entities that undertake testing for public safety; organizations that have broad financial support from the general public; or organizations that support one or more other organizations that are themselves classified as public charities. Public charity status is a more favorable tax status than private foundation status.

Reasonable compensation. Reasonable compensation is the amount that would ordinarily be paid for like services by like organizations under like circumstances as of the date the compensation arrangement is made. Reasonable compensation is important because excessive benefits in the form of compensation to disqualified persons may result in the imposition of excise taxes and jeopardize the organization's tax-exempt status.

Related. The family or business relationships between persons.

Relationship. A relationship between you and the recipient organization includes the following situations:

- a. You control the organization or it controls you through common officers, directors, or trustees, or through authority to approve budgets or expenditures.
 - b. You and the organization were created at approximately the same time and by the same persons.
 - c. You and the organization operate in a coordinated manner with respect to facilities, programs, employees, or other activities.
 - d. Persons who exercise substantial influence over you also exercise substantial influence over the other organization.
-

Revenue. Revenue means gross revenue amounts.

Similarly situated. Similarly situated organizations means tax-exempt or taxable organizations of a comparable size, purpose, and resources.

Substantial contributor. Any individual or organization that gave more than \$5,000 to you from the date you were formed or other date that your exemption would be effective, to the end of the year in which the contributions were received. This total amount contributed must also be more than 2% of all the contributions you received. A creator of a trust is treated as a substantial contributor regardless of the amount contributed.

Successor. An organization that took over:

- a. More than a negligible amount of the activities that were previously conducted by another organization;
- b. Twenty-five percent or more of the fair market value of the net assets of another organization; or
- c. Was established upon the conversion of an organization from for-profit to non-profit status.

Unusual grants. Substantial contributions and bequests from disinterested persons that by their size adversely affect classification as a public charity. They are:

- a. Unusual;
- b. Unexpected; and
- c. Received from an unrelated party.

APPROVED: _____
RWP Chair

DATE: _____



ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

May 1, 2017

Mr. John Asher
Higher Education Coordinating Commission
Office of Community College and Workforce Development
875 Union Street NE
Salem, OR 97311

Dear John,

The purpose of this letter is to request a plan modification through transferring an amount of \$560,000.00 from our Adult allocation to our Dislocated Worker (DLW) allocation.

BACKGROUND

Rogue Workforce Partnership's (RWP) Adult and DLW allocations have varied from year to year. We understand that the State annually determines our local allocation of federal Department of Labor funds using many varied factors, and we were notified of our current year funding allocation last summer. We noticed that our DLW allocation was smaller than it had been, and assumed that it was because our local, as well as statewide, unemployment (UI) rate was at the lowest it has been in over 16 years. (Please see the attached charts and narrative provided by our local Oregon Employment Department economists, shown as Exhibit A). As encouraging as that lower UI rate is, we are seeing a different story play itself out in our One-Stop Centers located in Josephine and Jackson Counties

OUR CUSTOMERS

Each month, we generate a report from iTrac data information system to analyze who is coming through our doors. This data helps us to refine our customer-centric approach, through better understanding the type of individuals we are serving at that moment in time (rather than reviewing past data at the end of each program year). Attached as Exhibit B, you will see (in both chart and graph forms) 20 months of data reporting the number of Adult and DLW participants that we serve. The Adult portion continually hovers at around 200 people per month, while the DLW portion varies greatly. We have found that, even though our unemployment rate is very low, we still have a lot of folks who are still facing unemployment due to greater obstacles that we are charged with supporting them to overcome through our service delivery model, and leveraging community partnerships. Perhaps they have recently received notice of a layoff, are experiencing long-term unemployment; or maybe they are a reoccurring customer who faces greater challenges to getting and keeping a job. As a result, we have consistently seen that around 75% of the WIOA Adult Participants qualify for DLW services, with the remaining 25% meeting Adult-only eligibility criteria. As a result, our DLW allocation has been expended more rapidly than we anticipated in response to our historically low unemployment rate.

OUR EXPENDITURES

At the bottom of Exhibit B (2/2), you can see our total Adult and DLW expenditures over the correlating 20 months of \$2.94 million, resulting in a cost per participant of \$232.05 for Adult participants and \$161.45 for DLW participants. Using our current PY16 budget of \$1.76 million and the estimate of participants served for the same period, we're still expecting to see close to those same costs per participant with \$224.80 for Adult and \$163.98 for DLW.

FUNDING ALLOCATIONS

On Exhibit C (and in the accompanying graph), you'll see the Adult and DLW allocations for the past five years. In that chart, you'll also see that five years ago the total allocation was 45% Adult and 55% DLW. This last allocation was the opposite, at 55% Adult and 45% DLW. You'll also see that over those five years, we are receiving almost 25% more in Adult funding, and over 15% less in DLW funding.

EXPENDITURES AND DRAWS

You'll see in the light green section at the top of Exhibit D that out of the current year allocations, we've drawn \$182,233 from our Adult funding, and \$617,571 from our DLW funding, leaving a substantial balance of Adult funding, but much less DLW funding. Part of the reason for that is that we had more prior year Adult funding available at the beginning of this program year, and were able to use that up first (please see the draw detail in the dark green section just below). In fact, you'll see that we still have over \$64,000 of prior year Adult funding still available (note that the Adult draws shown were from program funds and the prior year funds still available are for Admin funds).

In the light blue section of this Exhibit, you'll see our actual expenses for the current program year through the end of February, as well as the draws taken during the same period. It is our standard operating practice to draw after the expenditure, so you'll see that we have an excess of expenses over the corresponding draws.

But when we look at the darker blue section, you'll see the budgeted expenditures through the program year. When you subtract the draws we've already requested from the remaining draws we'll need through the end of the year, and compare them to the amounts available for draw, you'll see that we would expect to have an excess of almost \$663,000 in Adult funds over and above what we need, while at the same time, have a shortage of over \$287,000 in DLW funds. If we were to be denied a fund transfer, we would surely run out of DLW funding by the end of April, while sitting with a much-more-than-adequate surplus of Adult funds.

While it appears that we would need only the \$287,000 to be transferred into the DLW allocation, we are requesting a transfer of \$560,000 (or 52.8% of the current year allocation). We expect to have nearly \$376,000 still available to roll over into PY17; and we would prefer that the balance in the roll-over be allocated at the 25% Adult/75% DLW level in order to mitigate this same problem going into PY17. We have never requested a fund transfer before, and hope we can avoid it going forward.

Thank you for your consideration of our request. If you have questions or need any additional information, please call me or Sherri Emitte.

Sincerely,

James G. Fong
Executive Director

Rogue Workforce Partnership
Adult and Dislocated Worker Participants
July 2015 - February 2017

	Adult	DLW	Total
J15	210	636	846
A15	187	477	664
S15	209	487	696
O15	193	552	745
N15	158	625	783
D15	168	814	982
J16	235	918	1,153
F16	278	732	1,010
M16	238	633	871
A16	215	465	680
M16	200	461	661
J16	211	627	838
J16	207	552	759
A16	233	452	685
S16	185	407	592
O16	212	437	649
N16	188	584	772
D16	185	722	907
J17	235	887	1,122
F17	241	736	977

4,188 12,204 16,392
 25.55% 74.45%

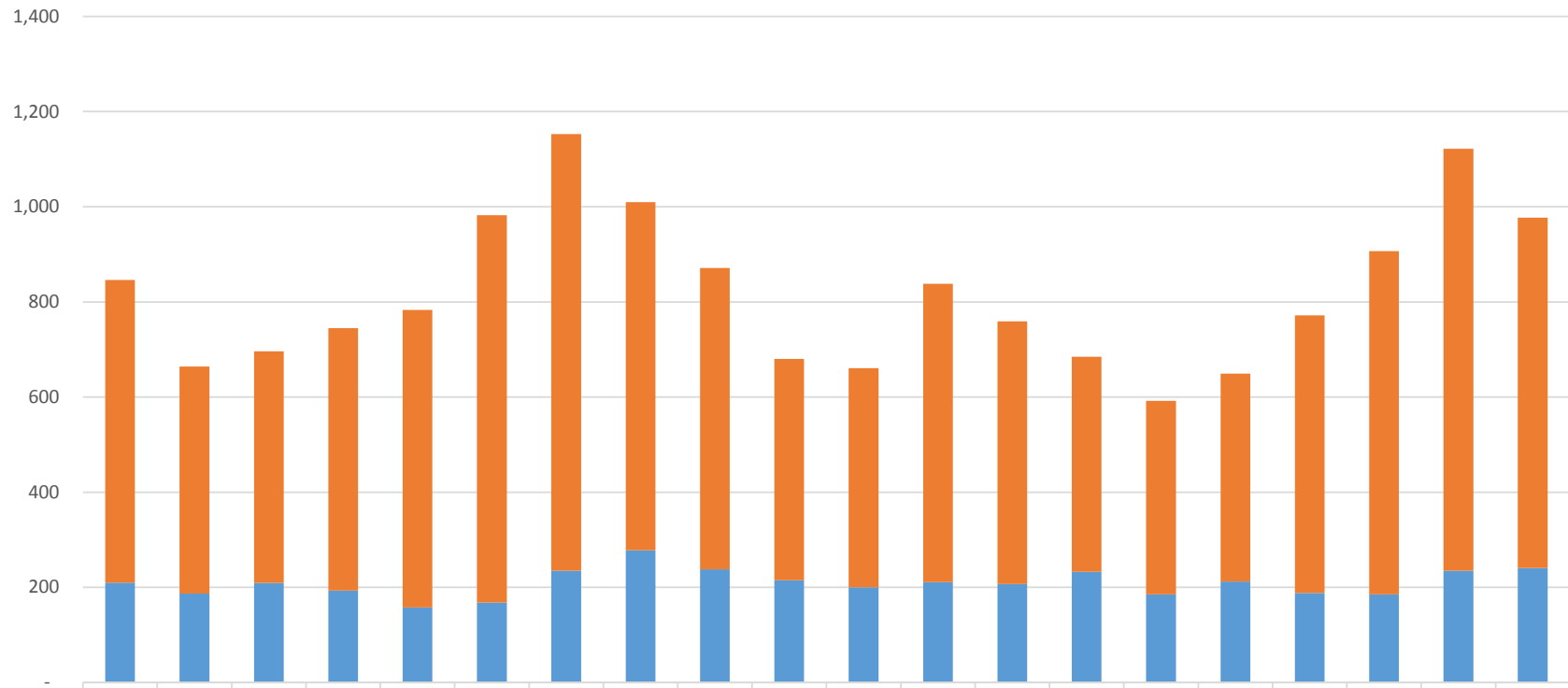
Averages 209 610 820
 Avg Annual 2,513 7,322 9,835
 25.55% 74.45%

Total Expenditures (20 mos)	\$	971,817	\$	1,970,308	\$	2,942,125
Cost/Participant	\$	232.05	\$	161.45		

Budgeted Expenditures PY16	\$	564,918	\$	1,200,651	\$	1,765,569
Estimate of participants		2,513		7,322		
Cost per participant	\$	224.80	\$	163.98		



**Rogue Workforce Partnership
Adult and Dislocated Worker Participants
July 2015 - February 2017**



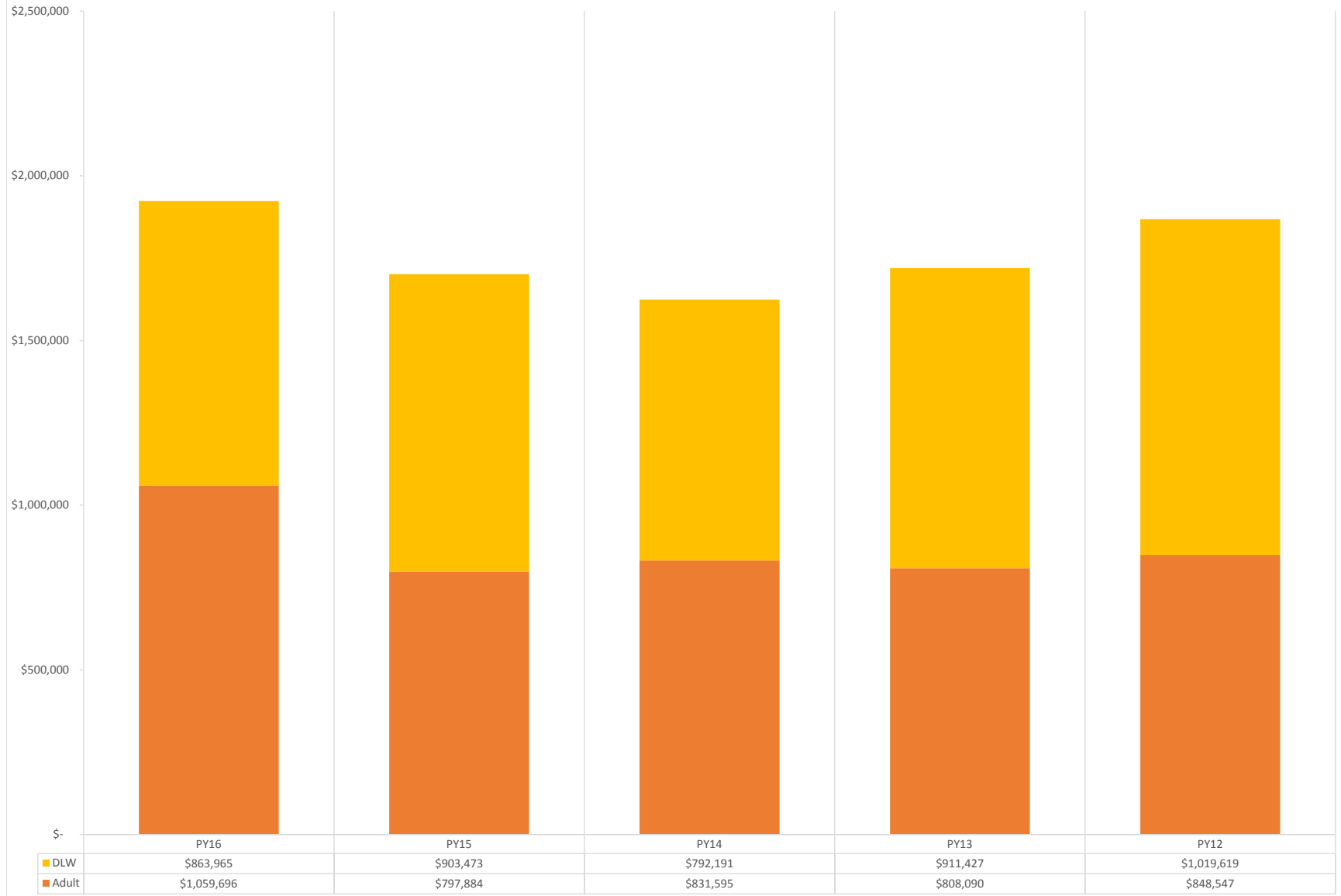
	J15	A15	S15	O15	N15	D15	J16	F16	M16	A16	M16	J16	J16	A16	S16	O16	N16	D16	J17	F17
DLW	636	477	487	552	625	814	918	732	633	465	461	627	552	452	407	437	584	722	887	736
Adult	210	187	209	193	158	168	235	278	238	215	200	211	207	233	185	212	188	185	235	241

Rogue Workforce Partnership
Allocation History

	Adult			DLW			Total			Adult	DLW
PY16	\$	1,059,696	\$	863,965	\$	1,923,661				55%	45%
PY15	\$	797,884	\$	903,473	\$	1,701,357				47%	53%
PY14	\$	831,595	\$	792,191	\$	1,623,786				51%	49%
PY13	\$	808,090	\$	911,427	\$	1,719,517				47%	53%
PY12	\$	848,547	\$	1,019,619	\$	1,868,166				45%	55%

5-year change	24.9%	-15.3%	3.0%
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ROGUE WORKFORCE PARTNERSHIP ADULT AND DISLOCATED WORKER ALLOCATION HISTORY



Rogue Workforce Partnership
PY16 Allocations, Draws and Expenses

	Adult	DLW	Total
Current Year Allocations			
Program	953,727	777,570	1,731,297
Admin	105,969	86,395	192,364
	<u>1,059,696</u>	<u>863,965</u>	<u>1,923,661</u>
Draws from current year allocation	(182,233)	(617,571)	(799,804)
Current Allocation Available	877,463	246,394	1,123,857
Prior Year Allocation Still Available	64,406		64,406
	<u>941,869</u>	<u>246,394</u>	<u>1,188,263</u>
Balance available			
Draws			
From prior year allocation	103,789	49,636	153,425
From current year allocation	182,233	617,571	799,804
	<u>286,022</u>	<u>667,207</u>	<u>953,229</u>

Expenses Jul 16 - Feb 17	323,150	721,491	1,044,641
Less draws (same period)			
Program	(281,150)	(607,772)	(888,922)
Admin	(4,872)	(59,435)	(64,307)
	<u>(286,022)</u>	<u>(667,207)</u>	<u>(953,229)</u>
Expenses over Draws	<u>37,128</u>	<u>54,284</u>	<u>91,412</u>

Budgeted Expenditures PY16	564,918	1,200,651	1,765,569
Less Draws thru Feb 17	<u>(286,022)</u>	<u>(667,207)</u>	<u>(953,229)</u>
Remaining draws needed	278,896	533,444	812,340
Available for Draw	<u>941,869</u>	<u>246,394</u>	<u>1,188,263</u>
(Overavailable) / Underavailable	(662,973)	287,050	(375,923)
Amount of Transfer Requested	<u>560,000</u>	<u>(560,000)</u>	
Availability after Transfer	<u>(102,973)</u>	<u>(272,950)</u>	<u>(375,923)</u>

91.8%
of Alloc

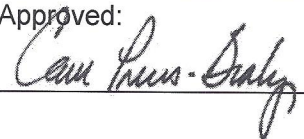
WIA/WIOA Adult/DLW Jul 2015 - Feb 2017

	Total Adult	Total DLW
Income		
42000 · Government Grants	971,443.74	1,969,420.09
42100 · Grant Transfers	0.00	0.00
43440 · Gifts in Kind - Goods	371.00	863.23
46430 · Miscellaneous Revenue	2.15	1.67
47200 · Program Income	0.00	23.12
Total Income	971,816.89	1,970,308.11
Expense		
60000 · Payroll Expenses		
60100 · Salaries and Wages		
60109 · Less supplemental benefit	-2,422.22	-6,200.10
60100 · Salaries and Wages - Other	142,106.35	327,399.46
Total 60100 · Salaries and Wages	139,684.13	321,199.36
60300 · PTO		
60310 · PTO Used and Accrued	815.87	2,920.70
Total 60300 · PTO	815.87	2,920.70
60700 · Payroll Tax & Workers Comp	14,412.22	33,198.20
60800 · Employee Benefits Expense	22,057.08	50,677.09
60901 · Retirement Plan Expense	9,959.66	22,399.81
Total 60000 · Payroll Expenses	186,928.96	430,395.16
61200 · Training, Travel, Events		
61210 · Food expense	166.75	401.76
61220 · Conference, Convention, Meeting	319.08	535.52
61230 · Transportation	892.75	2,115.68
61200 · Training, Travel, Events - Other	120.24	342.91
Total 61200 · Training, Travel, Events	1,498.82	3,395.87
61300 · Staff Development	33.34	100.00
62100 · Contracted Workforce Services	603,083.36	1,192,095.96
62200 · Outside Services	27,482.22	24,769.55
62400 · Legal Fees	13.00	30.33
62600 · Payroll Services	538.61	1,410.42
62700 · Janitorial Services	5,817.13	10,930.28
63100 · Rent and Parking		
63110 · Rent and Parking Reimbursement	-163.64	-277.66
63190 · Rent Discount	-235.42	-695.36
63100 · Rent and Parking - Other	70,875.33	133,760.05
Total 63100 · Rent and Parking	70,476.27	132,787.03
63200 · Utilities		
63209 · Utilities Discount	-11.95	-35.41
63200 · Utilities - Other	7,807.98	13,251.53
Total 63200 · Utilities	7,796.03	13,216.12
63300 · Real Estate, Personal Prop Tax	226.89	521.51
63400 · Insurance		
63410 · Property Insurance	1,365.30	2,235.62

63420 · Other Insurance	393.97	1,169.97
63400 · Insurance - Other	1,096.39	1,231.04
Total 63400 · Insurance	2,855.66	4,636.63
63800 · Non-capitalized Facilities Cost	272.32	507.49
64100 · Memberships and Dues	1,156.10	1,722.76
64300 · Postage, Mailing Service	24.26	64.22
64400 · Printing and Copying	5,402.32	13,377.64
64600 · Supplies	444.14	873.66
64700 · Telephone, Telecommunications	9,084.48	18,478.15
64800 · Information Technology	9,495.91	23,159.91
64900 · Outreach and Advertising	137.84	394.05
65200 · Business Fees	115.94	333.98
65500 · Other Costs	-979.87	-1,857.49
69100 · Administration Expense	39,913.16	98,964.88
Total Expense (20 months)	971,816.89	1,970,308.11
Net Income	0.00	0.00

WIA/WIOA Adult/DLW Jul 2016 - Feb 2017	Total Adult	Total DLW
Income		
42000 · Government Grants	323,150.21	721,491.02
Total Income	323,150.21	721,491.02
Expense		
60000 · Payroll Expenses		
60100 · Salaries and Wages		
60109 · Less supplemental benefit	-1,094.11	-3,101.09
60100 · Salaries and Wages - Other	46,002.57	130,454.96
Total 60100 · Salaries and Wages	44,908.46	127,353.87
60300 · PTO		
60310 · PTO Used and Accrued	1,389.59	3,901.55
Total 60300 · PTO	1,389.59	3,901.55
60700 · Payroll Tax & Workers Comp	4,237.92	12,005.45
60800 · Employee Benefits Expense	6,629.96	18,363.85
60901 · Retirement Plan Expense	2,214.41	6,582.81
Total 60000 · Payroll Expenses	59,380.34	168,207.53
61200 · Training, Travel, Events		
61210 · Food expense	87.89	267.31
61220 · Conference, Convention, Meeting	21.60	58.40
61230 · Transportation	207.43	602.75
61200 · Training, Travel, Events - Other	82.76	255.45
Total 61200 · Training, Travel, Events	399.68	1,183.91
61300 · Staff Development	33.34	100.00
62100 · Contracted Workforce Services	202,907.61	399,056.83
62200 · Outside Services	9,904.13	9,304.86
62600 · Payroll Services	325.18	936.86
62700 · Janitorial Services	1,417.70	4,138.64
63100 · Rent and Parking		
63110 · Rent and Parking Reimbursement	-35.44	-106.21
63190 · Rent Discount	-235.42	-695.36
63100 · Rent and Parking - Other	18,586.29	52,134.65
Total 63100 · Rent and Parking	18,315.43	51,333.08
63200 · Utilities		
63209 · Utilities Discount	-11.95	-35.41
63200 · Utilities - Other	1,813.48	5,342.90
Total 63200 · Utilities	1,801.53	5,307.49
63300 · Real Estate, Personal Prop Tax	81.88	250.06
63400 · Insurance		
63410 · Property Insurance	261.21	713.60
63420 · Other Insurance	393.97	1,169.97
Total 63400 · Insurance	655.18	1,883.57
64100 · Memberships and Dues	90.00	270.00
64300 · Postage, Mailing Service	11.41	34.24
64400 · Printing and Copying	1,859.22	5,110.35
64600 · Supplies	127.26	386.56

64700 · Telephone, Telecommunications	2,598.32	7,378.58
64800 · Information Technology	2,189.20	6,559.25
64900 · Outreach and Advertising	92.27	287.73
65200 · Business Fees	112.07	326.81
69100 · Administration Expense	20,848.46	59,434.67
Total Expense (8 months)	<u>323,150.21</u>	<u>721,491.02</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Department of Community Colleges and Workforce Development	Number: 589-20.5
	Effective Date: 07-04-05 Revised: 07-24-06
	Page 1 of 2
SUBJECT: Workforce Investment Act Title 1B Transfer of Funds Between Adult and Dislocated Worker Grants	Approved: 

Purpose: To establish procedures for the transfer of funds between the Workforce Investment Act (WIA) Title IB Dislocated Worker and Adult programs.

References: WIA, Section 133(b)(4)
Training and Employment Guidance Letter 23-02
20 CFR 667.150
20 CFR 667.140

Background: The WIA, Section 133(b)(4) allows the Local Workforce Investment Board (LWIB) to transfer, if approved by the governor, not more than 20 percent of the formula funds allocated to the local area under (1) dislocated worker activities and (2) adult activities.

The 2003 WIA appropriations, as specified in the Training and Employment Guidance Letter 23-02, dated April 1, 2003, outlined a technical amendment that increased transfer authority from 20% to no more than 30%.

Policy: To transmit the requirements for the transfer of funds between the adult and dislocated worker programs, the LWIB may transfer up to 30% of a program year's "base allocation" for adult employment and training activities to dislocated worker activities, and conversely, up to 30% of a "base allocation" for dislocated worker employment and training activities to adult activities.

Before making such a transfer, a LWIB must obtain written approval from the Department of Community Colleges and Workforce Development (CCWD) on behalf of the governor.

Procedures: Prior to any transfer of adult employment and training funds or dislocated worker employment and training funds, LWIBs must forward a letter to CCWD for approval to transfer the funds. The letter must be in the form of a request for local plan modification and include the following criteria for review and approval by CCWD:

- ✓ 1. The reason(s) for the request to transfer funds and the percentage the transfer represents of the program allocation;
- ✓ 2. The fund source of the transfer;
- ✓ 3. A Participant and Budget Plan;

4. A program analysis that includes:

- a. Proposed services and number of participants originally planned to be served by the allocation compared to services and number of participants planned to be served once the funds have been transferred. This analysis must provide justification that the transfer of funds will not have an adverse impact in providing services to participants and that necessary services and participant planned activities will be maintained in the program from which the funds are transferred;
- ✓ b. The labor market conditions contributing to the need for the transfer;
- N/A c. A discussion of the local area's past history of the request for transfers and how previous transfers impacted participants and funds;
- N/A d. If funds are transferred from the dislocated worker program, the analysis must provide an assessment of any potential layoffs or closures of which the LWIB is aware and how these events will be addressed using existing funds;
- ✓ e. Current cash draws versus year-to-date expenditures for adults and dislocated workers;

- 5. A LWIB may request a transfer of funds anytime during the program year. As such, the local area must confirm that this transfer will not reduce the required rate of expenditure of the fund source to which funds are transferred by the end of the program year. The Department of Labor requires that 80% of the WIA Title IB adults and dislocated workers resources be expended by the end of each program year;
- 6. The transfer request must be accompanied by the LWIB meeting minutes that include the Board request for approval of the transfer. The minutes should also reflect that at least one labor board member was present at the LWIB meeting at which the transfer was discussed and acted upon.

Responsibility:Action:

Subrecipient:

- 1. Obtains LWIB Board Approval for Transfer.
- 2. Submits request to CCWD as a local plan modification containing the criteria outlined above.

CCWD:

- 3. Reviews request for transfer and refers decision on approval/disapproval to CCWD Commissioner.
- 4. If approval is granted by the CCWD Commissioner, issues an approved modification along with a Notice of Fund Availability.



Southern Oregon Career Networking Expo



What is the Southern Oregon Career Networking Expo?

Southern Oregon Career Networking Expo is an event connecting local businesses and the talent market in a one-on-one networking environment; supporting career opportunity, exploration, information exchange and business-to-business relations.

FREE Admission!
Welcoming businesses
and the talent market
community throughout
Southern Oregon!

**Jackson County Expo
Olsrud Pavilion
Saturday, May 13, 2017
9:00am to 1:00pm**

Sign up at:

shrmroguevalley.shrm.org

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