



## Rogue Valley Workforce Consortium



Thursday December 3, 2015 • 1:10-1:20 pm  
The Job Council/Rogue Workforce Partnership Boardroom  
100 E. Main St., Suite A • Medford, Oregon

### Agenda

1. Welcome & Introductions
2. Consent Agenda
  - Approval of June 11, 2015 RVWC Meeting Minutes
3. Appointment of Members to Rogue Workforce Partnership Workforce Development Board
4. Adjourn



## Minutes Rogue Valley Workforce Consortium



Thursday June 11, 2015 • 1:30-2:30 pm  
The Job Council/Rogue Workforce Partnership Boardroom  
100 E. Main St., Suite A • Medford, Oregon

### **Consortium Members Present:**

Commissioner Cheryl Walker  
Commissioner Rick Dyer

### **Consortium Members Absent:**

*(intentionally left blank)*

### **Quorum Present:** Yes

### **Others Present:**

Jim Fong, Executive Director - Rogue Workforce Partnership / The Job Council  
Sherri Emitte, Director of Administration - Rogue Workforce Partnership / The Job Council  
Rene' Brandon, Program Director – Rogue Workforce Partnership / The Job Council  
Tami Allison, Executive Team Coordinator – Rogue Workforce Partnership / The Job Council

*All meetings of the Rogue Valley Workforce Consortium are recorded should reference be desired in addition to the minutes.*

## 1. Welcome & Introductions

Jim welcomed everyone to the first official meeting of the Rogue Valley Workforce Consortium, and noted that the agenda was generated as a draft and reviewed prior to today's meeting.

Binders, for Consortium documents, were given to each Commissioner. Section dividers, table of contents, etc. will follow at a later date. Jim indicated that many of the documents being presented today were patterned after documents obtained from John Chamberlin and other workforce boards around the state.

## 2. Approve Consortium Bylaws

The group discussed the need for staff to bring back language that addresses mediation options under "Quorum". Because the Consortium has only two members with a two member quorum, there is the potential that at some point the two parties may be unable to come to an agreement and mediation, or something similar, would need to take place.

***A MOTION WAS MADE BY COMMISSIONER WALKER TO APPROVE THE CONSORTIUM BYLAWS WITH INSTRUCTION TO STAFF TO BRING BACK MEDIATION LANGUAGE TO ADD TO THE QUORUM SECTION. THE MOTION WAS SECONDED BY COMMISSIONER DYER AND APPROVED UNANIMOUSLY.***

### 3. Designation of Chair & Vice-Chair

Per the Intergovernmental Agreement between Jackson County and Josephine County establishing the Rogue Valley Workforce Consortium, the RVWC chair shall alternate, with the Jackson County board member chairing the consortium in even numbered calendar years, and the Josephine County board member chairing the consortium in odd numbered calendar years. Cheryl Walker will Chair the RVWC in 2015 with Rick Dyer being Co-Chair.

### 4. Rogue Valley Workforce Consortium RWP Designation

Along with the establishment of the Rogue Valley Workforce Consortium (RVWC), the appointment of Rogue Workforce Partnership – Workforce Board members, and the recasting of regional governance and organizational workforce agency capacities, the new federal Workforce Innovation and Opportunity Act of 2014 (WIOA) also requires that the RVWC designate the grant recipient and administrative entity of the workforce area.

***A MOTION WAS MADE BY COMMISSIONER DYER TO DESIGNATE THE ROGUE WORKFORCE PARTNERSHIP AS THE GRANT RECIPIENT AND ADMINISTRATIVE ENTITY FOR THE ROGUE VALLEY WORKFORCE AREA. THE MOTION WAS SECONDED BY COMMISSIONER WALKER AND APPROVED UNANIMOUSLY.***

### 5. Appoint Workforce Board Members

At the June 8, 2015 Rogue Workforce Partnership Board of Directors Meeting, the RWP Board of Directors voted to recommend to the RVWC that the following action be taken to provide for the continuity and expansion of RWP membership:

- Appoint all listed individuals in the attached table [20150610 RWP Board Configuration as of 20150701.docx](#) except those listed as “no longer required”, as members on a newly reconfigured RWP Workforce Development Board. All current RWP Workforce Investment Board members would have their current terms terminated effective June 30, 2015 and all appropriate current and the new members would be appointed to the new staggered three year terms.
- Recruit and vet new members to fill the vacant positions that will be created by the new RWP Workforce Development Board membership configuration. The RWP Board of Directors could consider forming an ad hoc Membership Committee, and/or assign staff to identify and recruit new members.

A brief discussion took place regarding cultivating more active business members over time and a suggestion that HASL might be a good addition to cover the disability requirement. Other suggestions were Options and Hearts with a Mission.

***A MOTION WAS MADE BY COMMISSIONER DYER TO APPOINT AND RECRUIT AS PRESENTED. THE MOTION WAS SECONDED BY COMMISSIONER WALKER AND APPROVED UNANIMOUSLY.***

### 6. Approve Partnership Agreement

The draft Partnership Agreement was reviewed.

***A MOTION WAS MADE BY COMMISSIONER WALKER TO APPROVE THE PARTNERSHIP AGREEMENT. THE MOTION WAS SECONDED BY COMMISSIONER DYER AND APPROVED UNANIMOUSLY.***

## 7. Adopt Code of Conduct

The draft Code of Conduct was reviewed.

***A MOTION WAS MADE BY COMMISSIONER DYER TO ADOPT THE CODE OF CONDUCT. THE MOTION WAS SECONDED BY COMMISSIONER WALKER AND APPROVED UNANIMOUSLY.***

## 8. Grant Request

This item was placed on this agenda in error. This topic is being discussed at the June 11, 2015 The Job Council & Rogue Workforce Partnership Governance Work Session.

## 9. Adjourn

The meeting was adjourned at 2:30 pm.

Respectfully Submitted,

Tami Allison  
Executive Team Coordinator

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Approved  
Commissioner Cherryl Walker, Chair RVWC

Date



## ROGUE VALLEY WORKFORCE CONSORTIUM

### ACTION BRIEF

To: Rogue Valley Workforce Consortium  
From: Jim Fong, Rogue Workforce Partnership Executive Director  
Date: December 3, 2015  
Subject: Appointments to RWP Workforce Development Board -

#### **Background**

The RWP Corporate Directors customarily forwards and recommends to the Chief Local Elected Official a slate of vetted and appropriately nominated individuals for membership on the Rogue Workforce Partnership. At the December 3, 2015 meeting, the RWP Corporate Directors voted to recommend to the RVWC that the following individuals be appointed to the RWP Workforce Development Board.

#### **Recommended Action**

That the Rogue Valley Workforce Consortium appoint the following individuals for three-year membership terms to the Rogue Workforce Partnership – Workforce Development Board, to end June 30, 2018.

- Adam Cuppy, Co-Founder and Chief Operating Officer of Coding Zeal
- John Underwood, Southern Oregon Region Human Resources Manager for Timber Products Company