



**MINUTES**

**ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS**

**May 18, 2017 ♦ 100 E. Main St., Suite A - Board Room ♦ Medford, OR**

**MEMBERS PRESENT**

Commissioner Rick Dyer  
Vice-chair, Michael Donnelly (via phone)  
Chairperson, Jessica Gomez  
Shawn Hogan (via phone)  
John Underwood (via phone)

**MEMBERS ABSENT**

Commissioner Dan DeYoung  
Nikki Jones

**OTHERS PRESENT**

Jim Fong, Executive Director, Rogue Workforce Partnership (via phone)  
Sherri Emitte, Director of Administration, Rogue Workforce Partnership (via phone)  
Aurora King, Chief Operating Officer, Rogue Workforce Partnership  
Julie Gillis, Senior Projects Manager, Rogue Workforce Partnership  
Tami Allison, Senior Projects Manager, Rogue Workforce Partnership

**Quorum Present:** Yes

**1) Call to Order**

The meeting was called to order by Chairperson, Jessica Gomez at 3:10 p.m. Introductions were made.

**2) Approval of Minutes**

***COMMISSIONER DYER MOVED TO APPROVE THE MINUTES OF THE MARCH 22, 2017 RWP CORPORATE DIRECTOR'S MEETING. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.***

**3) Finance**

**FY 15-16 Audited Financial Statements** – Sherri Emitte presented the financial statements. Vice-chair, Mike Donnelly thought he should recuse himself from this agenda item as he has a relative with the auditing firm who did the audit. Discussion took place and it was decided that because the vote is only to accept the financial statements, there would be no conflict of interest, and Mike could, in fact, vote.

Sherri reported that the outcome of the audit was satisfactory and that unrestricted assets in the amount of \$1,046,024 were reported.

**COMMISSIONER DYER MOVED TO APPROVE THE FY 15-16 AUDITED FINANCIAL STATEMENTS AS PRESENTED. THE MOTION WAS SECONDED BY JOHN UNDERWOOD AND APPROVED UNANIMOUSLY.**

FY 15-16 Form 990 Tax Return Review – Sherri reported that this is the first year that we have had to file the full tax return. John Underwood indicated that he has some questions; however, he will contact Sherri outside of this forum.

FY-16-17 Budget Revision (adjustment) – Sherri presented a budget adjustment showing a reduction in both revenues and expenditures by \$330,094. The largest change to the budgeted revenues are within the Workforce Investment and Opportunity Act (WIOA) Adult and Dislocated Worker funds where a transfer of \$560,000 between these two funds was just approved by the Workforce Development Board. WIOA Youth revenues have also been reduced by almost \$193,000 to reflect the removal of roll-over. The difference of \$7,636 in JD NEG funds represents an adjustment in the amount carried into the current year. Sherri reported that the decrease in Personnel and Operating Expenses are minimal with contracted services showing a decrease of almost \$90,000 mainly due to the reduction in various funding streams and the corresponding reduction in the final ResCare contract amount. The largest expenditure decrease of over \$226,000 is due to the elimination of roll-over in the budget.

**COMMISSIONER DYER MOVED TO APPROVE THE FY 16-17 BUDGET REVISION (ADJUSTMENT) AS PRESENTED. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.**

FY 17-18 Budget Development & Approval Process – Sherri reported that due to the new Cost Sharing Agreement required under the new WIOA law, she is having to split out career services, common space, classroom space, etc. so that they can be allocated differently. Sherri went on to add that typically our allocations are received in April and; to date, we have not yet received anything from the state. “There has been mention of 10% decrease and that’s what we will plan on,” stated Sherri. Because we are no longer required to have a board approved budget by June 30<sup>th</sup>, we will bring the new budget before the Corporate Directors at the July meeting.

#### **4) RWP Program Policies**

Aurora presented the Incentives / Stipends Policy as well as the Code of Conduct (Conflict of Interest) policies for approval. These policies acted on separately as follows:

**Incentives/Stipends** – The purpose of this policy is 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 as other funds.

**COMMISSIONER DYER MOVED TO APPROVE THE INCENTIVES/STIPENDS POLICY AS PRESENTED. THE MOTION WAS SECONDED BY JOHN UNDERWOOD AND APPROVED UNANIMOUSLY.**

**Code of Conduct (Conflict of Interest)**-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. This policy will be distributed to all workforce board members and they will be asked to return the signed acknowledgment page, which also includes a commitment to make attendance at all board meetings a high priority. Tami will create an electronic file of the signed documents.

**COMMISSIONER DYER MOVED TO APPROVE THE CODE OF CONDUCT (CONFLICT OF INTEREST) POLICY AS PRESENTED. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.**

## **5) OWIB Minimum Training Policy Proposal**

This item was incorrectly listed as an action item on today's agenda.

RWP Advocacy / Letter from Corporate Directors – Jessica and Jim talked about the need for flexibility as it relates to funding for the workforce boards.

It was decided that no formal authorization is required for Jim to draft a letter to be reviewed by the Corporate Directors prior to finalization.

## **6) Next Steps / Discussion from April 27<sup>th</sup> Workforce Development Board Meeting**

Jim presented a document (included in today's packet) that unpacks the questions that were posed, along with what the bylaws show, what our current/recent practice is, as well as potential changes/clarifications. The Corporate Director's reviewed the document and made comments / revisions as follows:

- Bylaws will be revised as appropriate

- New members of the workforce development board, as well as the Corporate Directors, will be listed on the agenda.
- Membership terms should be listed on the contact sheet
- Emails for workforce development board members will not be added to the website
- The budget will be developed and presented for approval to the RVWC and Corporate Directors in a joint meeting, and also brought to the workforce development board for affirmation.

Jim noted that a copy of the Partnership Agreement as well as the Articles of Incorporation were included in today's packet.

## 7) RWP Members & Position

Southern Oregon Goodwill Industries Request – This item was deferred to a future meeting.

## 8) Memorandum of Understanding, Cost Sharing & One-Stop Operator Procurement

Aurora reviewed the Workforce Innovation & Opportunity Act – Final Rule document noting that the deadline for this work is June 30, 2017. Sherri responded to questions about how the cost sharing will be done and that this is a work in progress and will continue to be so into the first year. State staff are providing us with numbers of individuals and what services they are receiving from what agency to assist in this cost sharing process. The effort is to create a more comprehensive array of connection points for our customers. Jim indicated that the draft is almost complete and will be sent out the Local Leadership Team as well as the state. Jim indicated that we do not anticipate any delay due to receiving partner information.

RWP staff are also working on an RFP to procure a One-Stop Operator for the region.

**COMMISSIONER RICK DYER MOVED TO APPROVE RWP STAFF MOVING FORWARD WITH PROCUREMENT OF ONE-STOP OPERATOR. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.**

## 9) Agenda Prep for June RWP-Workforce Development Board Meeting

The group reviewed the 2017 meeting schedule and the tentative agenda shown for June 15, 2017.

- Strategic Plan Review
- OJT Policy Approval
- Dashboard Update
- Budget Adjustment Affirmation

- Budget Process

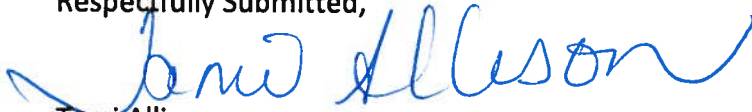
10) Other Items

No other items were brought before the Corporate Directors.

11) Adjourn

With no further business, the RWP Corporate Directors meeting was adjourned at 5:01 p.m.

Respectfully Submitted,



Tami Allison  
Senior Projects Manager



Vice Chair 07-20-17

Approved

Date

Jessica Gomez, RWP Chair