






## Rogue Valley Workforce Consortium

Wednesday August 2, 2017 • 11:30 a.m. - 12:00 Noon | 100 E. Main Street, Suite A - Board Room • Medford

Video/Phone Conference access available at: <https://zoom.us/j/442959642>. Select your audio preference. 1) Use telephone 1 + (408) 638-0968. Meeting ID: 442-959-642 (normal long distance charges will apply); 2) Or, use computer microphone & speakers (headset is recommended to avoid reverb)

### Agenda

1. Call to Order *Commissioner DeYoung*
2. Approval of Minutes - Action Item *Commissioner DeYoung*
  - April 14, 2017 Rogue Valley Workforce Consortium Minutes 
3. Rogue Workforce Partnership Budget Review & Approval - Action Item  *Sherri Emitte*
3. Rogue Workforce Partnership Workforce Board Membership - Action Item *Jim Fong*
4. Other Items *Commissioner DeYoung*
5. Adjourn *Commissioner DeYoung*

 = Documents attached, linked or will be handed out at meeting

ROGUE WORKFORCE PARTNERSHIP IS AN EQUAL OPPORTUNITY EMPLOYER  
AUXILIARY AIDES AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

Please contact Tami Allison at 541-842-2518 (Voice/TDD) at least 48 hours in advance of the meeting to allow staff sufficient time to arrange for auxiliary aides.



## Minutes

### Rogue Valley Workforce Consortium



Friday April 14, 2017 ◆ 10:30-11:00 a.m.

Rogue Workforce Partnership Boardroom

100 E. Main St., Suite A ◆ Medford, Oregon

#### **Consortium Members Present:**

Commissioner Rick Dyer

Commissioner Dan DeYoung

#### **Quorum Present:** Yes

#### **Others Present:**

Jim Fong, Executive Director - Rogue Workforce Partnership

Tami Allison, Senior Projects Manager – Rogue Workforce Partnership

#### **1. Call to Order**

The meeting was called to order at 10:39 a.m.

#### **2. Election of Officers**

Jim noted that in accordance with 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 years, and the Josephine County board member chairing the consortium in odd numbered years. As this group has only met a few times, this action was overlooked last year, and since this is an odd year, the Josephine County board member would need to be elected as the Chair with the Jackson County board member being elected as Vice-Chair.

***A MOTION WAS MADE BY COMMISSIONER DYER TO ELECT COMMISSIONER DAN DEYOUNG CHAIR AND COMMISSIONER RICK DYER AS VICE-CHAIR OF THE ROGUE VALLEY WORKFORCE CONSORTIUM. THE MOTION WAS SECONDED BY COMMISSIONER DAN DEYOUNG AND APPROVED UNANIMOUSLY.***

#### **3. Consent Agenda**

***A MOTION WAS MADE BY COMMISSIONER DYER TO APPROVE THE CONSENT AGENDA WHICH CONTAINED THE MEETING MINUTES FROM THE DECEMBER 5, 2016 ROGUE VALLEY WORKFORCE CONSORTIUM MEETING. THE MOTION WAS SECONDED BY COMMISSIONER DAN DEYOUNG AND WAS APPROVED UNANIMOUSLY.***

#### **4. Rogue Workforce Partnership Workforce Board Membership**

Jim referred to the action brief in today's packet and noted that the green section of the table indicates new appointments to the workforce board. The blue section indicates renewing membership even though some will be terming out in June 2017. Also attached is a table showing the disposition of the memberships and positions. Two

board members; Scott Koch and Fred Holloway will be terming out in June which will even up the membership and align with the 20% by June.

Commissioner Dyer indicated that he had a recent conversation with Colleen Padilla where she indicated that she wasn't sure if she was a good fit for the board and indicated that she might have someone else join the board in her place. Jim indicated that he would follow up with Colleen to see who she was thinking of.

**COMMISSIONER DYER MOVED TO APPOINT AND REAPPOINT MEMBERS TO THE ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD AS INDICATED IN THE ACTION BRIEF. THE MOTION WAS SECONDED BY COMMISSIONER DEYOUNG AND WAS APPROVED UNANIMOUSLY.**

## 5. OTHER BUSINESS

Jim talked about the need to do some cleanup on the Intergovernmental Agreement as there is not a good resolution path if, for whatever reason, the two county commissioners disagree. It has been talked about in concept that, if that happened, we would engage all 6 county commissioners, and if that proved to be a stalemate, the Governor's office would need to become engaged as the state governing entity. Both Commissioner Dyer and Commissioner DeYoung feel that issues could arise and we would need to have a process in place for resolution.

***Jim will send the proposed change to the Intergovernmental Agreement to both Commissioners to review and will then schedule times to meet with each County Commissioner Board to approve the change.***

## 6. ADJOURN

With no further business, the meeting was adjourned at 10:55 a.m.

Respectfully Submitted,

Tami Allison  
Senior Projects Manager

---

Approved  
Commissioner Dan DeYoung, Chair RVWC

Date



# ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

DATE: July 13, 2017  
TO: Rogue Valley Workforce Consortium  
FROM: Sherri Emitte, Chief Finance and Administrative Officer  
SUBJECT: PY17 Budget

## **BACKGROUND**

As it's the beginning of the new program year, it's time to present the budget for the coming year. There are still many uncertainties, but we will proceed with what we do know. At this point, our PY17 revenues and expenditures are at \$4,347,501, a decrease of \$783,855 from last year. Below are explanations of the various line items in the attached budget document.

## **DISCUSSION**

### **WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

As we have recently informed you, the State and local WIOA formula allocation was decreased for this year. The U.S. Department of Labor decreased the allocation to the State of Oregon by just over 10%, and the State decreased our local allocation by 11.2% (there were a couple of areas that received an increase, and only one area that received a decrease larger than ours). The State wanted to maintain a local allocation cut of no more than 10%, so they came up with some additional funds to supplement our loss: additional 2016 High Concentration Youth and additional FY16 Dislocated Worker formula funds. As a result, our overall formula allocation decreased by 7.28%.

Fortunately, both RWP and ResCare have been frugal with our funds this past year, so we have a decent amount of carry-forward into PY17. You can see the breakdown below:

| WIOA Fund         | PY17 Allocation | PY16 Carry-Fwd | Supplemental Funds | TOTALS      |
|-------------------|-----------------|----------------|--------------------|-------------|
| Adult             | \$ 906,955      | \$ 223,660     |                    | \$1,130,615 |
| Dislocated Worker | \$ 827,862      | \$ 344,570     | \$ 103,840         | \$1,276,272 |
| Youth             | \$ 964,719      | \$ 299,290     | \$ 28,080          | \$ 992,799  |
| Total             | \$2,699,536     | \$ 867,520     | \$ 131,920         | \$3,399,686 |

As for the non-formula WIOA funds, the Job-Driven National Emergency Grant, the Layoff Aversion Grant, and the Transition Grant all expired as of June 30, 2017, so we show no income for those in PY17. As for the Rapid Response Grant, that project will be phasing out this year and we anticipate spending only about \$4,000. The result is that we will be receiving \$104,340 less in WIOA funds in PY17 compared with PY16.

## OTHER INCOME

There are various reasons for the decrease of over \$1.26 million dollars in Other Income:

- The REACH and SOHOPE grants were given to us by Department of Human Services (DHS) and Rogue Community College (RCC), respectively. These were pilot programs we were able to launch that have now taken lives of their own. The REACH activity has now been incorporated into the direct DHS grant with ResCare (along with JOBS and OFSET), and the SOHOPE activity has now been absorbed back into RCC.
- The Careers in Gear, Independent Living, Rethinking Job Search, and SOESD (College and Careers for All) grants, as well as Miscellaneous Income and Rental Income, are continuing into a subsequent year at just about the same levels.
- The National Fish and Wildlife Foundation grant is just about finished, and we've budgeted \$3,000 to get that done.
- The Temporary Assistance to Needy Families (TANF) Summer Jobs Program is a new opportunity granted to us by DHS. They have granted us over \$80,000 to help provide summer work experience to teen parents receiving TANF benefits.
- Our recent contracts with Applegate Trails Association and Siskiyou Uplands Trails Association have been very successful in providing trail crew work to many. Our most recent contracts have expired, but they have indicated that they would like to work with us on a continuing basis, and we expect new contracts soon.
- We were just informed that the State Legislature has approved the state budget, and that our General Fund grants -- Back to Work Oregon, Local Board Support, and Sector Strategies -- have survived. Included in the last biennium (2015-16) was \$8.4 million for these grants; but this biennium \$7.6 million was granted -- a 9.5% decrease. We are still thrilled that we're receiving these grants since they are so critical to our mission.

We will not find out the final allocations until mid-August, but for budget purposes, we have taken the amounts we received last biennium and decreased them by 9.5%. Then we placed half of that amount into this first year of the biennium.

You'll note that there is a large difference between the amounts we've budgeted for the current year and those from the previous year. That's because the State was late getting the grants out in the last biennium, and we got a late start on spending. So we had a substantial amount more to spend in the second year of the biennium in order to spend out the grant. Even though we anticipate that the contracts will be late again this year, we know that they will have an effective date of July 1, 2017, and we'll be able to get started immediately.

## EXPENDITURES

Personnel costs are down by almost \$78,000 compared to the previous year. We currently have one vacant position, and we are being cautious in refilling that position with our current decrease in income.

Contracted Workforce Services represent amounts to be paid to just our two sub-contractors, ResCare and College Dreams. This budget projection has decreased dramatically (by more than \$1.1 million), but part of that decrease is in presentation. The Contracted Services line item in the previous year contained ALL contracted services, which included many different types of contracted expenses. Over \$176,000 of other contracted services were a part of the previous year's \$3.5 million line item; but those are now included in either RWP or One Stop Operating Expenses. Nevertheless, there is a significant hit to our two workforce service providers, to the tune of almost \$1 million.

Even though ResCare is absorbing most of this cut, it should be noted that they are incorporating the REACH program activities (currently at \$416,984) into the JOBS contract that they have directly from DHS. They also have recently completed some restructuring to reduce some of their mid-management positions. But certainly more adjustments will need to be made.

Adding together the RWP and One Stop Operating Expenses shows an increase of over \$148,000; however, as noted above, there is a different presentation. The \$176,000 mentioned above consisting of expenses previously categorized in Contracted Services are now included in these two line items; so there is actually a slight net decrease in current year expenditures.

There is also a less noticeable difference in presentation between the two Operating Expense line items. Under our new Cost Sharing Agreement with our partner agencies, we have to present expenses in a different format, to ensure that all One Stop expenditures are appropriately captured and reported.

Finally, there is \$250,000 budgeted as funds to be carried forward into the following year. It is always desirable to have some "cushion" from year to year so we're not pushed into a corner by unexpected surprises.

## SUMMARY

RWP Staff would request that the Rogue Valley Workforce Consortium, as well as the Rogue Workforce Partnership Corporate Directors approve the PY17 budget in the amount of \$4,347,501.

**ROGUE WORKFORCE PARTNERSHIP  
BUDGET FOR YEAR ENDING JUNE 30, 2018**

|   | CURRENT YEAR<br>2017-18 | PRIOR YEAR<br>2016-17 | DIFFERENCE       |
|---|-------------------------|-----------------------|------------------|
| <b>REVENUES</b>                                   |                         |                       |                  |
| <b>WORKFORCE INNOVATION &amp; OPPORTUNITY ACT</b> |                         |                       |                  |
| Title 1B Adult                                    | 1,130,615               | 561,845               | 568,770          |
| Title 1B Dislocated Worker                        | 1,276,272               | 1,192,526             | 83,746           |
| Title 1B Youth                                    | 992,799                 | 1,247,141             | (254,342)        |
| Job-Driven National Emergency Grant               | 0                       | 212,856               | (212,856)        |
| Rapid Response                                    | 4,000                   | 24,690                | (20,690)         |
| Layoff Aversion                                   | 0                       | 45,287                | (45,287)         |
| Transition Grant                                  | 0                       | 15,000                | (15,000)         |
| <b>WIOA SUBTOTAL</b>                              | <b>3,403,685</b>        | <b>3,299,345</b>      | <b>104,340</b>   |
| <b>OTHER INCOME</b>                               |                         |                       |                  |
| Applegate Trails Association                      | 0                       | 30,000                | (30,000)         |
| Back to Work Oregon                               | 210,950                 | 437,811               | (226,861)        |
| Careers in Gear                                   | 20,000                  | 18,050                | 1,950            |
| Independent Living                                | 18,000                  | 20,104                | (2,104)          |
| Local Board Support                               | 78,480                  | 129,648               | (51,168)         |
| National Fish & Wildlife Foundation               | 3,000                   | 40,643                | (37,643)         |
| REACH   | 0                       | 416,984               | (416,984)        |
| Rethinking Job Search                             | 72,000                  | 61,223                | 10,777           |
| Sector Strategies                                 | 78,480                  | 146,419               | (67,939)         |
| Siskiyou Uplands Trails Association               | 0                       | 35,000                | (35,000)         |
| SOESD (CC4A)                                      | 45,000                  | 52,039                | (7,039)          |
| SOHOPE  | 0                       | 106,249               | (106,249)        |
| TANF Summer Jobs Program                          | 80,104                  | 0                     | 80,104           |
| Miscellaneous Income                              | 2,500                   | 2,539                 | (39)             |
| Rental Income / Cost Reimbursements               | 335,302                 | 335,302               | 0                |
| <b>OTHER INCOME SUBTOTAL</b>                      | <b>943,816</b>          | <b>1,832,011</b>      | <b>(888,195)</b> |
| <b>TOTAL REVENUES</b>                             | <b>4,347,501</b>        | <b>5,131,356</b>      | <b>(783,855)</b> |
| <b>EXPENDITURES</b>                               |                         |                       |                  |
| <b>SERVICES</b>                                   |                         |                       |                  |
| Personnel   | 750,460                 | 828,381               | (77,921)         |
| Contracted Workforce Services                     | 2,438,335               | 3,542,986             | (1,104,651)      |
| RWP Operating Expense                             | 334,704                 | 290,911               | 43,793           |
| One Stop Operating Expense                        | 574,003                 | 469,078               | 104,925          |
| Holdback / Carry Out into following year          | 250,000                 | 0                     | 250,000          |
| <b>TOTAL EXPENDITURES</b>                         | <b>4,347,501</b>        | <b>5,131,356</b>      | <b>(783,855)</b> |