



# ROGUE WORKFORCE PARTNERSHIP

## MINUTES

### ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD

April 27, 2017

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

#### MEMBERS PRESENT:

Matt Balkwill, Scott Beveridge, Lance Corley, Mike Donnelly, Jessica Gomez, Catherine Goslin, Shawn Hogan\*, Nikki Jones, Brent Kell, Cathy Kemper-Pelle, Joe Myers, Kim Oveson, Colleen Padilla, Linda Schott, John Underwood, Trever Yarrish, Drew Waits

\*= *via phone/videoconference*

#### QUORUM PRESENT: Yes

#### OTHERS ATTENDING:

*Jackson County Commissioner: Rick Dyer*

*Community College & Workforce Development: John Asher\**

*State of Oregon Vocational Rehabilitation – Kari Kingsolver, Daniel Wilson*

*ResCare Workforce Services: Matt Sneed*

*Southern Oregon Success - Peter Buckley*

*WorkSource Rogue Valley Employment Department: Tamara Schroeder, Roxanne Hurst, Ross Jesswein, Josh Morell, Bambi Bevill*

*WorkSource Rogue Valley ResCare: Tabitha Carlson, Devi-Ana Stone, Tina Berry, Cynthia Ragsdale*

*Junior Achievement – Deanna Wilson*

*College Dreams - Jen Perry*

*City of Eagle Point – Jonathan Bilden*

*BBSI- Joe Rossi*

*Rogue Workforce Partnership: Dana Shumate, Aurora King, Tami Allison, Jim Fong*

#### 1) **CALL TO ORDER, WELCOME & INTRODUCTIONS**

The Board meeting was called to order by Chair Jessica Gomez at 2:06 p.m. A round of introductions were made.

#### 2) **HONORING GREGG EDWARDS**

Gregg was unable to attend today. This item will be deferred to a future meeting.

#### 3) **ELECT CHAIR & VICE-CHAIR**

**CATHY KEMPER-PELLE MOVED TO APPROVE THE ELECTION OF JESSICA GOMEZ AS CHAIR AND MICHAEL DONNELLY AS VICE CHAIR OF THE ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD. THE MOTION WAS SECONDED BY JOHN UNDERWOOD.**

Discussion: Colleen Padilla inquired as to whether today's meeting was the annual meeting as it states in the bylaws that is when the chair and vice-chair are elected. Colleen also inquired about the process for how the "slate of nominees" that are mentioned are nominated and elected. It was Colleen's suggestion that the bylaws be revised to reflect what is currently being done.

**THE MOTION PASSED WITH COLLEEN PADILLA VOTING NO.**

#### 4) CONSENT AGENDA

Colleen Padilla asked that both items a. and b. be removed from the consent agenda and acted on separately.

**Approval of Minutes** - December 15, 2016 Board meeting minutes. **MIKE DONNELLY MOVED TO APPROVE THE MINUTES OF THE DECEMBER 15, 2016 BOARD MEETING. THE MOTION WAS SECONDED BY NIKKI JONES AND APPROVED UNANIMOUSLY.**

**Approval of RWP Program Policies** - Colleen raised concern regarding the timeliness of information being received by board members in order to review prior to the meeting. Chair Jessica Gomez deferred the approval of program policies (Incentives/Stipends and Code of Conduct) to a future meeting.

The group had discussion regarding the policies and more specifically whether or not board members could sign the Code of Conduct policy acknowledgement today. It was suggested that this item be deferred to a future meeting of the Corporate Directors.

#### 5) WORKFORCE SYSTEM

**Adult/Dislocated Worker (DLW) Transfer of Funds** – Twenty months of data was presented reporting the number of Adult and DLW participants being served. The Adult portion continually hovers around 200 people per month, while the DLW portion varies greatly. Even though the unemployment rate is hovering at an average of 4-5%, we still have many folks who are facing unemployment due to greater obstacles. As a result, we have consistently seen around 75% of the WIOA Adult participants qualify for DLW services, with the remaining 25% meeting Adult-only eligibility criteria. As a result, the DLW allocation has been expended more rapidly than anticipated.

John Asher, CCWD, stated that he appreciated that we are realizing that the unemployed are coming to us with a lot more barriers and that we have to look at providing services differently. John added that this it was not an uncommon request to transfer funds, and that the Federal government allows for this ability.

RWP is requesting a plan modification in the amount of \$560,000 from Adult to Dislocated Worker.

**NIKKI JONES MOVED TO APPROVE THE TRANSFER OF ADULT FUNDS TO DISLOCATED WORKER IN THE AMOUNT OF \$560,000. THE MOTION WAS SECONDED BY BRENT KELL AND WAS APPROVED UNANIMOUSLY.**

**Memorandum of Understanding / Cost Sharing & One-Stop Operator Procurement** – Jim indicated that we are working on these items that must be complete by June 30, 2017 and will bring more information back to the Board as it is available.

**Dashboard** – Aurora presented a Dashboard Snapshot to the group and indicated that the data is centric to WSRV and the data currently available. It is the intent for the future to be inclusive of other workforce system service providers as well to create a more comprehensive report card. Jim added that the ultimate goal is to link all of the available service output and outcome data to the OED wage data to create longitudinal views of customers and their long term success rates in jobs and career progression.

Discussion took place on how the data aligns with the six core measures in the federal law, and whether we are providing the Workforce Board with the proper information. The six core measures are lagging indicators and are available at [www.qualityinfo.org](http://www.qualityinfo.org). Our dashboard is looking at leading indicators. The Workforce Board needs to see both. Jessica indicated that while there is a requirement to measure those core items; there is also other data that helps us in significant alignment with our partners. “Our Board is not just WIOA, but a hub to coordinate all the other resources in the community, and we do not currently have an aligned system that will allow us to collect this other data,” Jessica stated. It was decided that this conversation will be discussed further at a future Local Leadership Team meeting, and appropriate report out and/or recommendations will be brought back the Corporate Directors and the Workforce Board.

Jessica indicated that the board will be looking at these numbers at each quarterly meeting in the hope of seeing trends. If anyone has any comments or questions, please contact Jim Fong.

## 6) SOUTHERN OREGON CAREER NETWORKING EXPO

Approximately 50 employers will be participating in the first Southern Oregon Career Networking Expo (SOCNE) on Saturday May 13, 2017 9 a.m. to 1 p.m. at the Jackson County Expo Olsrud Pavilion. The hope is that at least 500 customers are scheduled to attend this event. PSA's on the radio should have started yesterday.

## 7) BUSINESS & EDUCATION PARTNERSHIP

This item was deferred to a future meeting.

## 8) LEGISLATIVE / POLICY UPDATES

This item was deferred to a future meeting.

## 9) RWP MEMBER ORIENTATION

The Board participated in a group orientation. An orientation packet was distributed to board members and was reviewed in the group setting.

Discussion took place regarding which board is subordinate to which, between the Corporate Directors and the Workforce Board. Jim indicated that the organizational structure is not hierarchical, and that each body has different roles and responsibilities in relationship to each other. A number of members expressed the need for greater clarification in this relationship to alleviate confusion. An additional request was for greater clarification to understand the difference between the Rogue Valley Workforce Consortium (RVWC), the Corporate Directors and the Workforce Board. Jim explained that the RVWC are the two designated County Commissioners who appoint the Workforce Board members, plus the Commissioners are also members of the Corporate Directors. Jessica suggested connecting what is in the bylaws with a visual picture, as well as one-on-one meetings with members to gain clarity. RWP staff will review and suggest any needed revision in the bylaws or our current practice to provide greater clarity in these areas.

The RWP staff is also charged with developing a budget for Workforce Board activities. RWP staff indicated that a budget would be presented at the next board meeting. We've been in a transition year and time period as we step more fully into all of the new federal requirements of WIOA. With our new bylaws just amended in December 2016, we're now getting on cycle to accomplish our annual duties. Up till now we've had the Corporate Directors review and approve this budget.

In addition, in fulfillment of its workforce systems oversight and alignment role, the Workforce Board needs to review all the public resources and "inputs" that fund our region's workforce system. "The group is charged with aligning the workforce system, but is not in direct control of all the different workforce agency or partner organization budgets," Jim stated. As we look at the workforce system's activities and results, the Workforce Board also needs to look at what investment are being made into the system

It was also suggested that we have membership terms listed on the website, as well as email addresses for members as contact information. The board members felt okay with this; however, they may give a separate email. It was decided to poll the members not here today for their input.

Current board members were asked to share about the value they see in being a member of the workforce board. In addition, new board members were asked for their thoughts and their motivation around joining the Workforce Board.

Lance Corley, Joe Myers and Drew Waits each shared their motivation for joining, and how the need to fill the talent and training pipeline is their top concern, especially with so many workers in the trades retiring and a decrease in interest and enrollment in apprenticeship programs. They want to leverage their organization's capacities to help fill this skills and talent pipeline.

## 10) BOARD MEMBER AFFILIATIONS REPORT OUT

This item was deferred to a future meeting.

## 11) SECTOR STRATEGIES | COLLEGE & CAREER FOR ALL | WORKFORCE PARTNERSHIPS

**Careers in Gear Update** - The 7<sup>th</sup> Annual Event took place in March 2017 and was attended by 1124 students from 16 schools. Fifty-four booths were on site as well as 38 table talk volunteers. Overall, a tremendous success. Quantum Innovations donated a \$250 cash card and John Underwood drew a student's name today who will receive that gift. Next year's event will be held on March 15, 2018.

**Oregon Connections** - Oregon Connections is a statewide 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. Pilot rollout is taking place in Medford and Grants Pass School Districts, and operational standards are being created for schools so that students get needed classroom career readiness instruction, preparation and support, and are prepared to benefit from these Career Related Learning Experiences.

## 12) PROPOSED JUNE MEETING AGENDA

- Items deferred from today's agenda
- More dashboard review
- On-the-Job Training Policy Change
- Sectors Update
- Interactive Activity to Update Local Strategic Plan (planning Fiesta)
- Financials
- Bylaws and governance structure chart

The next meeting will be held on June 15, 2017. The meeting will be kept to three hours with the possibility of prep work taking place between meetings.

## 13) OTHER BUSINESS

No other items were brought before the Rogue Workforce Partnership.

## 14) ADJOURN

With no further discussion, the meeting was adjourned at 5:02 p.m.

Respectfully Submitted,

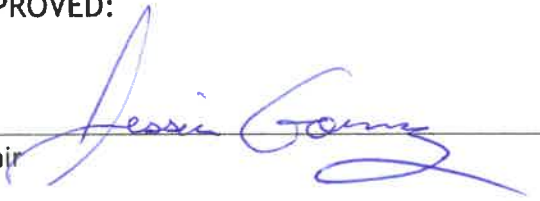


Tami Allison

Senior Project Manager

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APPROVED:

Chair 

Date 6-27-18