



ROGUE WORKFORCE PARTNERSHIP

MINUTES

ROGUE WORKFORCE PARTNERSHIP

June 15, 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, Shawn Hogan, Nikki Jones, Joe Myers, Colleen Padilla, Brian Shumate (*arrived for Strategic Plan discussion*), Sherri Stratton, John Underwood, Drew Waites, Trever Yarrish

QUORUM PRESENT: No

OTHERS ATTENDING:

Jackson County Commissioner: Rick Dyer

Business Oregon: Marta Tarantsey

WorkSource Rogue Valley: Andrea Anderson, Sara Beck, Andrea Burcham; Tabitha Carlson, Linda Lochard, Joe Miller, JoshMorell, Roxanne Hurst, Tamara Schroeder

Oregon Employment Department - Workforce & Economic Research: Guy Tauer, Ainoura Oussenbec

Junior Achievement: Deanna Wilson

College Dreams: Kurt Hildebrand, Jen Perry

Rogue Workforce Partnership: Tami Allison, Sherri Emitte, Jim Fong, Julie Gillis, Aurora King, Dana Shumate

1) CALL TO ORDER, WELCOME & INTRODUCTIONS

The RWP-Workforce Board meeting was called to order by Chair Jessica Gomez at 2:09 p.m. A round of introductions were made.

Jessica gave an overview of today's meeting indicating that the focus will be strategic goal planning.

2) CONSENT AGENDA

Approval of the April 27, 2017 RWP-Workforce Board meeting minutes was deferred to the next Workforce Board meeting due to the lack of a quorum. The OJT Policy update will be brought to the next RWP-Corporate Directors for action.

3) FOLLOW-UP DISCUSSION FROM APRIL 27 WORKFORCE BOARD MEETING

Bylaws & Review/Revision & Clarifying Relationship between Corporate Directors and Workforce Board

Jim referred the group to the RWP Bylaws Review document in the packet. This document addresses all of the questions or issues that were raised in the previous meeting. This document was reviewed by the RWP - Corporate Directors and the following decisions were made by them:

- Bylaws will be revised as appropriate
- Any new member additions made to the Workforce Board and the Corporate Directors during the course of the year will be noted on future agendas.
- Membership terms will be listed on the board contact list.
- Emails for Workforce Board members will not be added to the Rogue Workforce Partnership's website.
- The budget will be developed and presented for approval to the designated County Commissioners (*aka: Rogue Valley Workforce Consortium, and WIOA "Chief Elected Official"*) and the Corporate Directors, and then also brought to the Workforce Board for their affirmational approval.

A question was posed regarding: "Is there overlap between the Workforce Board and the Corporate Directors?" The Corporate Directors are comprised of 7 to 9 Business/Industry Leaders from the Workforce Board, plus the two designated County Commissioners. The Corporate Directors function as the "Executive Committee" for the Workforce Board. In cases in which timely action is needed between quarterly Workforce Board meetings, or where there is not a quorum at a Workforce Board meeting, the Corporate Directors are authorized to take action. These decisions are then brought to the Workforce Board for an affirmational vote, as needed. The Corporate Directors also guide the overall agenda-setting and preparatory work for the Workforce Board meetings.

A concern was raised regarding not all past meeting minutes being available on the RWP website to ensure that the public is apprised. Jim indicated that this is a "catch-up" item that fell to a lower priority due to other more time-sensitive priorities related to WIOA Implementation and compliance; however this will be brought up-to-date in the very near future.

In answer to another inquiry, Jim noted that the RWP's fiscal year follows the state fiscal year (July to June) and not the federal fiscal year (October to September).

In response to another question, Jim noted that our RWP legal counsel was not asked to specifically review the last by-laws revision, as this was a very minor change, and was discussed previously with counsel. Extensive legal review had been done in 2015 with the re-configuration of the entire governance structure to comply with WIOA.

Jim also shared that the charge of the Workforce Board is not just managing one small sliver of the workforce system, but to work with all the partners who are a part of the system - even though this board doesn't have direct operational or budgetary oversight of all these organizations. The RWP is responsible to ensure that the system gets aligned to meet the needs all job and career-seekers, and our region's businesses.

4) BUDGET

PY 16-17 Budget Revision Affirmation - No action taken due to the lack of quorum. Sherri Emitte, Chief Finance and Administrative Officer, reviewed the budget adjustment with the board. This item will be brought back to the next Workforce Board meeting for their affirmation.

PY 17-18 Budget Process – Sherri reviewed the PY 17-18 Budget Process with the board indicating that we received the region's federal WIOA allocation in late May which decreased by 7%, or about \$211,000. We don't yet have word about the region's State General Fund workforce allocation, but are expecting an even larger decrease in that funding. Additional challenges will also be faced this year as we enter into the new WIOA-required Cost Sharing/ Infrastructure Funding Agreements through our MOU process with our partners which will require further breakdown of our cost allocation methodology in order to assign appropriate costs to the appropriate partners. Sherri concluded by saying that we anticipate presenting the annual budget to the Corporate Directors for their approval at their July 20, 2018 meeting, and for affirmation by the Workforce Development Board at the September meeting.

5) MEMORANDUM OF UNDERSTANDING, COST SHARING & ONE-STOP OPERATOR PROCUREMENT

Jim updated the board indicating that a draft of the MOU is posted on the website and that staff are in the midst of working with WIOA required partners on the Cost Sharing/Infrastructure Funding Agreement. These items will be brought to the Corporate Directors in July and to the Workforce Board in September for review.

A Request for Proposal for the One-Stop Operator has also been sent out and publicized. This procurement is a required compliance item under WIOA. RFP responses are due by noon on June 20, 2017. Jim indicated that the Corporate Directors have authorized and directed the RWP staff to conduct the review and selection process for the One-Stop Operator. All RWP members are welcome to participate in this selection process if they choose to. Please let Jim know if you are interested.

6) SMALL GROUP DISCUSSION - STRATEGIC PLAN FIESTA

Aurora walked through the Current Strategic Plan Goals & Potential Strategies handout as well as the Dashboard Snapshot, RWP Dashboard, and Lagging Indicators documents.

Jessica spoke about today's small group discussion process and shared that the audience members are welcome to stay but wouldn't be directly participating in the strategic planning work with the Workforce Board, and were asked to keep any side conversations at a minimum during this time.

Aurora and Jessica encouraged everyone to be very candid, as well as creative with their feedback.

Please see separate document entitled Combined Feedback Information for the results of the small group discussions.

7) OTHER BUSINESS

No other business was brought before the Rogue Workforce Partnership Workforce Development Board.

8) ADJOURN

The meeting was informally adjourned by Chair Jessica Gomez at 5:05 pm.

Respectfully Submitted,



Tami Allison
Senior Project Manager
/tka

APPROVED:


Chair


Date

Rogue Workforce Partnership
SMALL GROUP DISCUSSION - STRATEGIC PLAN FIESTA
June 15, 2017

What are we doing well?

- Good questions asked – attentive to process and participating
- Helps us to understand what we're doing well.
- Moving toward more tools, dashboard, indicators, recruiting members, interested public.
- Organization is keeping abreast and current on all the information coming from the State, Fed's, etc.
- Lots of compilation work, packets are full of good information
- Only three additional members to board
- Set aside time at corporate Directors to hone agenda
- Flexibility that's happening at board level to flow and flex with the ongoing challenges underway with WIOA implementation, funding changes, policy changes
- Best meeting in past year when employers lead the presentation on sectors
- Staff prep info out timely
- Like dashboard
- WSRV staff hearing what business' need
- We have the forums
- We're in transition – past involvement under change – scope of work changing, MOU getting done
- Revisiting goal – we're doing what's in current column
- Some good movement to more sector focus at WSRV, RCC – but a slow process
- Integration between local business, State, etc.
- Workforce Board member orientation
- Positive outcomes (even though still confusing, charts/data are helpful)
- Connection between RWP and the educators is getting stronger by the month
- Jim doing a great job of integrating groups
- Quarterly meetings are good
- 9-16 engagement / student connection with career
 - Career fairs/college and...
 - Guest speakers

- SOREDI Tours
- Careers in Gear
- Business Education Partnership
- RAMP
- Tech Tour / Tech Transfer Project KSTP
- High school – getting solid
- Project Lead the Way – 7/8th grade
- Engagement with partners – vision, mission
 - Workforce development
 - Business
 - Education
 - Community partners
 - Cross Sec
 - Business & Education
 - Job Placement

What are we not doing well / want to stop doing?

- 3-hour meetings every 3 months is not effective
- Taking too much time for reporting out (doesn't leave any time for discussion)
- Voting without discussion
- Meetings too long
- Agenda too long
- If just oversight, better ways to spend time – (want to play an active role)
- Improve communication going out
- Too much information
- Encapsulate Corporate Directors and report
- Quarterly meetings not enough
- Is board too big / unwieldy?
- No quorums 2 times in 18 months
- We all don't have a common picture on what we're trying to accomplish
- Don't have great cross-information sharing
- We're not asking the right questions of the employers (e.g. building/filling skills gap, contracting or growing – figure out why – root cause)
- Are training investments being driven by interest or our sector priorities?
- Members challenging the intentions of the workforce board
- Members should not be as critical
- Don't get lost in the minutia
- Spending time in meetings on things that can be addressed in emails
- Vocational pre-apprenticeship programs not utilized as well – not doing programs such as KSTP
- Outreach to drive engagement in work – skills/trades – more attention
- Make school relevant to the 70% not college-bound – continue to ignite passion
- The “Plan” is what matters

What do we want to start doing?

- More group discussion and decision-making during meetings
- Give more definition and clarification during meetings
- Cut agenda down to a third the size
- Move to every other month meetings and focus on one thing
- Ask for more participation from the board
- Define the role/contribution of members – “what can we contribute?”
- Create and enforce minimum attendance requirements for board members
- Put information reports in packets to read prior to meeting, report out at meeting
- Have continuity in dialogue
- Help members be better ambassadors
- Need 30 second elevator speech
- How are we doing across the state?
- See agenda with discussion points
- How do you have time to discuss in quarterly meetings
- How does board have influence on bad numbers?
- Ask critical questions
- Continuity in Dialogue
- Learn/Action – next meeting learn about action
- Information reports in packet to read, then spend time reporting out at meeting
- Re: negative press (e.g. PERS) – respond to board members in an email
- Given limited resources, what are our priorities?
- Helpful
 - What are the latitudes on the data?
 - Which numbers do we focus on?
 - Which numbers are really connected to what we’re doing?
 - How can we influence activity/data?
 - Movement in data – what happened?
- Annual Event Forum
 - Public comments
 - Messaging out that we exist and how things work

- One meeting – engage the audience (agendize?)
- Piece of paper with all board members and organizations that audience can speak with afterward
- With introductions, include 1-2 sentences about what’s going on in their world
- Demystify Corporate Directors Meeting – monthly summary for board
- Move back to every 2 month meetings
- Implement minimum attendance and/or reduce members who don’t come
- Refine, streamline, and prep workforce board meeting agenda
- More RWP workforce board member participation and ownership of the agenda, priorities, and presentation
- Board members come prepared to engage, etc.
- Focus more on results data, get more and timely results – like leading indicators (e.g. what we needed on NCRC asked for and results data
- Need to get to greater clarity on the “real” measure & results we want to see – e.g. pie chart – sectors – time of RWP focus, how much of this is our focus?
e.g. Sherri, OED –
 - 45% focus on business need
 - 20% WIOA time spent
 - 25% system alignment
 - 15% other
 - 40% workforce listen to employer demand
- Need the aggregated RWP Pie Chart
- WSRV + RWP Partners should outreach to businesses on their needs/demands – to get beyond this group for input
 - ▶ Need to market better
 - ▶ WSRV report to RWP on feedback from their Business Outreach Team
 - ▶ WSRV leaders sit with staff and gather this information to bring to RWP
 - ▶ Ask RWP what do you want to hear from service providers?
 - E.g. Nikki- What’s happening with workforce – that I cannot get worker talent into door?
 - ▶ Report out Talent Pool team work – need 30 people – can pull up list
 - ▶ Need training of WSRV staff on how to have those conversations with business
 - What’s going on? Root Cause?
 - Get Nikki’s list of questions
 - Nikki – “Train the Trainers”

- Talk about how to put people to work
 - Be more strategic
 - Empower the Corporate Directors to bring important issues to the workforce board
 - Obtain better quality remote audio option for board meetings
 - Open the door to the pathway between the trades and educators
 - Get more of a commitment from K-12 to send folks to apprenticeship opportunities
 - Open high school door to CTE awareness as an alternative career path
 - Message, “need something beyond a high school diploma.”
 - Offer training during non-traditional times for under employed (evenings or weekends)
 - Better communication of apprenticeship opportunities
 - Better communication between training centers and WSRV
 - Outreach other options
 - Improve and emphasize work on pre-apprenticeship
 - Additional utilization of employers/business
 - Get employers to the table
 - Continue to build relationships and dialogue
 - Increase connections, refined role / refined time for them
 - Increase our ability to align what we are doing – then the ability to outreach and communicate our projects (K-20)
 - Have board meetings at a school and tour school
- Ideal Layout
- Bullet point/message points
 - Email to a link (one source) on past information (no repeating/duplication)
 - Bring reports from various viewpoints – a presentation about one thing
 - More frequent meetings – every other month
 - Opportunity for feedback
 - Corporate Directors meeting flows into workforce board meeting
 - More engagement, but not to the point of burnout
 - Staff talking through reports – videos (meeting for asking questions)
 - 1st hour – action items, after videos
 - 2nd 1.5 hours – focused on specific topic (e.g. Mike/John on RAMP – others contribute from their perspective – Health, RCC, providers, variety)