



**ROGUE WORKFORCE  
PARTNERSHIP**



## **MINUTES**

**SPECIAL JOINT MEETING OF THE ROGUE VALLEY WORKFORCE CONSORTIUM AND THE  
ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS**

**February 22, 2018 ♦ 100 E. Main St., Suite A - Board Room ♦ Medford, OR**

### **MEMBERS PRESENT**

Commissioner Rick Dyer  
Commissioner Dan DeYoung  
Chair, Jessica Gomez (by phone)  
Vice-chair, Michael Donnelly  
Paul Macuga (by phone)

### **MEMBERS ABSENT**

Shawn Hogan  
Nikki Jones  
John Underwood

### **OTHERS PRESENT**

Mark Damon, Partner, KDP Certified Public Accountants  
Alyssa Dixon, Senior Associate, KDP Certified Public Accountants  
Jim Fong, Executive Director, Rogue Workforce Partnership  
Sherri Emitte, Chief Finance and Administrative Officer, Rogue Workforce Partnership (via phone)  
Aurora King, Chief Operating Officer, Rogue Workforce Partnership  
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

**Quorum Present:** Yes, for both RVWC and RWP Corporate Directors

### **Call to Order**

The meeting was called to order by Vice-Chair, Mike Donnelly at 3:05 p.m. Mike welcomed everyone and introductions were made.

### **Approval of Minutes**

***COMMISSIONER DYER MOVED TO APPROVE THE MINUTES OF THE AUGUST 2, 2017 RVWC MEETING. THE MOTION WAS SECONDED BY COMMISSIONER DEYOUNG AND APPROVED UNANIMOUSLY.***

***COMMISSIONER DEYOUNG MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 16, 2017 RWP CORPORATE DIRECTORS MEETING. THE MOTION WAS SECONDED BY COMMISSIONER DYER AND APPROVED UNANIMOUSLY.***

## **RWP New Member Appointments Recommendation to RVWC**

Jim reviewed the membership and positions roster and walked through the membership with the group. Jim explained the protocol used for appointing new members to the workforce board is that the Corporate Directors recommend to RVWC who then does the actual appointment.

Outlined changes included:

- Replace Nagi Naganathan with Dr. Erin Foley
- Replace Jeremy Player with Rosemary Jernigan

Potential future changes include:

- Replacing Chad Scott's position
- Discussions with LaClinica regarding changing their representative
- Conversation with Joshua Fairhurst, Moving Mountains
- Other suggestions included, Dutch Bros., Playcraft Systems, and Met One Instruments.

***PAUL MACUGA MOVED TO ACCEPT THE RECOMMENDATIONS AND FORWARD TO THE RVWC FOR APPOINTMENT. THE MOTION WAS SECONDED BY COMMISSIONER DYER AND APPROVED UNANIMOUSLY.***

## **RVWC Appointment of Members to Rogue Workforce Partnership Workforce Development Board**

***COMMISSIONER DEYOUNG MOVED TO ACCEPT THE RECOMMENDATION FROM THE ROGUE WORKFORCE PARTNERSHIP CORPORATE DIRECTORS AND APPOINT DR. ERIN FOLEY TO REPLACE NAGI NAGANATHAN AND APPOINT ROSEMARY JERNIGAN TO REPLACE JEREMY PLAYER. THE MOTION WAS SECONDED BY COMMISSIONER DYER AND APPROVED UNANIMOUSLY.***

**Finance**

### **FY 16-17 Audited Financial Statements**

Copies were distributed to the group and Alyssa and Mark reviewed the financial statements with the group. A question was asked regarding the billing cycles and income fluctuating from month to month. Sherri responded by indicating that we after terminating our accountant last June, we found that May and June were incorrect and were corrected. "This was unusual circumstances," Sherri stated. Commissioner DeYoung suggested that it would be helpful, in the future, to show the previous year as a comparison. Mark indicated that they will do a dual year presentation in the future.

### **Budget/IFA Next Steps**

Sherri reminded the group that the budget was presented in June prior to having actual numbers which requires that we do a budget adjustment. Sherri is currently waiting on additional funds to be received and will present a budget adjustment at the April meeting.

Methodologies for the IFA, as well as an agreement between the workforce board and the WIOA required partners was submitted to the state December 1, 2017. The IFA's are now with the Department of Justice (DOJ) for review, as well as state-level staff working with local workforce boards to determine the correct data to capture to allocate the expenses to all of the partners. As a result of the delays, cash flow issues are presenting themselves as we cannot bill our partners. "We are the only workforce area in the state that hold the major building leases which puts us in a unique position," stated Sherri. More information and updates will be provided as we receive them.

### **Endowment Fund Next Steps**

Sherri presented the group with a brief history of the endowment fund and indicated that we are now at a place to re-invest the endowment fund into an investment portfolio. Sherri invited any board members to participate if they would like. Sherri will give a more in-depth history and discuss a list of options with the group in April.

### **Executive Session**

The group went into Executive Session at 3:56 p.m. and adjourned from Executive Session at 4:00 p.m.

### **RWP Strategic Plan Retreat Debrief & Next Steps**

#### **Roadmap Review and Discussion**

The board members who attended shared the value they gained from the retreat. An infographic was presented that outlines the strategic intent, mission, strategic drivers and key strategic initiatives. The thought is to vet this with the full workforce board in March, identify the action items behind the strategic initiatives, and identify champions/sponsors to lead the initiatives. John Bowling will be invited to the workforce board meeting in April to lead the next steps in this work.

### **Meeting with the Governor - Debrief & Next Steps**

Jim updated the group on the recent meeting convened with Governor Brown, superintendents and workforce and industry leaders where Governor Brown asked the group how she could help. Jim indicated that he will be compiling his notes into a document to give to the governor. The Corporate Directors voiced their agreement.

It was also suggested that once or twice a year, the ESD and RWP should meet with all the superintendents in the region and have a formal College and Career for All meeting inviting other key leaders as well as legislators. Both Commissioner Dyer and Commissioner DeYoung indicated this would be worthwhile.

### **Workforce Board Meeting Topics**

The group discussed how to schedule meetings and organize the agenda in such a way that we are able to get through the entire agenda. Currently the workforce board meets quarterly for three hours. Commissioner Dyer suggested meeting 6 times a year for shorter periods of time as the shorter more frequent meetings tend to be more productive. Tami will generate a doddle poll and calendar out some days to review availability.

### **Other Business**

No other business was brought before the RVWC or the RWP Corporate Directors.

### **Adjourn**

With no further business, the special joint meeting of the RVWC and the RWP Corporate Directors meeting was adjourned at 4:55 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

  
Approved

4-17-18  
Date

Jessica Gomez, RWP Chair