



**ROGUE WORKFORCE
PARTNERSHIP**



MINUTES

JOINT MEETING OF THE ROGUE VALLEY WORKFORCE CONSORTIUM & ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS

AUGUST 10, 2018 ♦ 100 E. Main St., Suite A - Board Room ♦ Medford, OR

MEMBERS PRESENT

Commissioner Rick Dyer
Commissioner Lily Morgan
Jessica Gomez, Chair
Mike Donnelly, Vice-Chair
John Underwood
Shawn Hogan (via phone)

MEMBERS ABSENT

Nikki Jones
Paul Macuga

OTHERS PRESENT

Jim Fong, Executive Director, Rogue Workforce Partnership
Sherri Emitte, Chief Finance and Administration Officer, Rogue Workforce Partnership (via phone)
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

Quorum Present: Yes

1) Call to Order

Both meetings were called to order by Chair of the RVWC, Commissioner Rick Dyer, and Vice-Chair of the RWP Corporate Directors, Mike Donnelly at 11:07 A.M.

Commissioner Lily Morgan shared about her background and her passion and commonalities around community workforce. Commissioner Morgan stated that she has high expectations of outcomes and that the work we are doing is meaningful.

Additions to the Agenda include:

- SOREDI Coordination
- Rogue Workforce Partnership Workforce Board Agenda for September
- Governor's Office Industry Meetings
- Truck Driving / Freight & Logistics Sector

2) Approval of Minutes

COMMISSIONER DYER MOVED TO APPROVE THE MINUTES OF THE MAY 17, 2018 RWP CORPORATE DIRECTOR'S MEETING. THE MOTION WAS SECONDED BY MIKE DONNELLY. WITH COMMISSIONER MORGAN ABSTAINING FROM THE VOTE, THE MOTION WAS APPROVED.

3) Endowment Fund

Sherri Emitte reported that she had hoped Jennifer Davis from SkyOak would be in attendance; however, she was called away at the last minute. Sherri summarized and asked John and Mike to share their thoughts as well.

Sherri stated that the RFP was sent to 11 companies with three companies being interviewed. The group was very impressed, and all agreed with SkyOak Wealth Management as the obvious choice. Sherri went on to report that SkyOak has proprietary software management – a different way of looking at investments – used for investing. “The market is different than it used to be and SkyOak has a different way of looking at things that are more lucrative, as well as their management fee of .7% being lower than anyone else,” Sherri stated. John indicated that what “clinched” it for him was SkyOak’s commitment to engaging with the community in a meaningful way. “They want to grow deep and wide in this community plus their investment strategies are very sound”, John stated. Mike added that while all three companies were qualified, he feels confident that any one of the three could do the job; however, SkyOak was the best of the three. Commissioner Dyer added that he will abstain from the vote; however, feels “SkyOak is a great company”.

A newly updated RWP Endowment Fund’s investment policy was shared with the group. This was needed to include roles, responsibilities, expectations, etc. Sherri asked the group if they had any questions. No questions were posed; however, John commented that the investment objectives are reasonable, realistic, and smart.

After some discussion it was agreed that of the total \$462,000; \$450,000 would be invested leaving \$12,000 in a money market account for cash flow purposes.

Next Steps:

- Sherri will send out additional information to the investment committee.
- Sherri will give the board regular reports on both the investment as well as the money market fund.

Approval of Investment Advisor

JOHN UNDERWOOD MOVED TO APPROVE THE SELECTION OF SKYOAK WEALTH MANAGEMENT AS THE INVESTMENT ADVISOR FOR THE RWP ENDOWMENT FUND. THE MOTION WAS SECONDED BY MIKE DONNELLY. WITH COMMISSIONER DYER AND COMMISSIONER MORGAN ABSTAINING FROM THE VOTE, THE MOTION WAS APPROVED.

Approval of Endowment Fund Investment Policy Statement

MIKE DONNELLY MOVED TO APPROVE THE ENDOWMENT FUND INVESTMENT POLICY STATEMENT. THE MOTION WAS SECONDED BY COMMISSIONER RICK DYER AND APPROVED UNANIMOUSLY.

Approval to Invest Funds

MIKE DONNELLY MOVED TO APPROVE THE INVESTMENT OF \$450,000 WITH SKYOAK WEALTH MANAGEMENT AND FOLLOW THE PLAN AS DOCUMENTED IN THE INVESTMENT PLAN DATED JULY 13, 2018. THE MOTION WAS SECONDED BY COMMISSIOSNER RICK DYER AND APPROVED UNANIMOUSLY.

4) Rogue Workforce Partnership Budget

Jim explained that there will be two different motions at the end of the discussion for this topic:

- The first motion will be for the RVWC to approve the RWP PY 18 Budget.
- The second motion will be for the RWP Corporate Directors to approve the RWP PY 18 Budget.

Mike inquired as to the progress that has been made with the State in the timeliness of the local areas receiving their grants. Jim indicated that HECC has just received the authority to hire some new positions and hopes to get the contract deployment to the local areas up to speed in the near future. Sherri added that part of the issue is that DOJ is having to approve the contracts and they are first in/first out without consideration of content. Jessica indicated that Business Oregon is having the same delay with DOJ.

John asked about Title 1B Adult being very targeted to WIOA Adult use. John asked if we felt it was important to fund a position with RWP, where would where would we get those funds? Could it come from WIOA IB or would it need to come from other non-federal sources? The answer: it would depend on what the position would be doing. All of the work RWP currently does falls within the scope of what Local Workforce Boards are called upon to do under WIOA. If there's a body of work that falls outside this scope, it would require non-federal funding.

As the group started to review the budget, Jim indicated that the budget will show a high altitude view, and a deeper dive may be warranted with a smaller group if necessary.

The group discussed restrictions of WIOA, as well as other funds. Jessica suggested that we might want to consider a more aggressive strategy around the use of the endowment funds to help build capacity and to create more momentum around those things we want to invest in.

The question was posed as to whether loans could be made against the endowment fund? Sherri indicated that it is something that we could check into.

Jim suggested carving out a Corporate Director's meeting - possibly a half-day session- as a business strategy meeting to talk about the types of things we want to invest in. Jessica added that it could help us adjust to the changing economy as we see things changing and evolving we could adapt a little ahead of the curve.

Sherri reviewed the budget documents with the group.

Revenue

WIOA Fund	PY18 Allocation	PY17 Carry-Fwd	Supplemental Funds	TOTALS
Adult	\$ 954,219	\$ 515,000	\$ (659,549)	\$ 809,670
Dislocated Worker	\$ 749,871	\$ 317,000	\$ 659,549	\$1,726,420
Youth	\$ 990,625	\$ 126,080	\$ 165,000	\$1,281,705
Total	\$2,694,715	\$ 958,080	\$ 165,000	\$3,817,795

Other Income

There is a net increase of \$173,164 in other income. Details can be found in the budget brief dated July 13, 2018.

Expenditures

- Personnel costs are down by \$1479 compared to the previous year due to a decrease in salaries and not filling a vacant position; however, health insurance and other benefits have increased.
- Contracted workforce services, representing amounts to be paid to sub-contractors ResCare and College Dreams, has an overall increase of \$116,082 which is directly attributable to the increase in available WIOA funding.
- Both the RWP and One Stop Operating expenses reflect a minimal increase at 4.6% and 1.8% respectively.
- There is \$682,965 budgeted as funds to be carried forward into the following year. Sherri indicated that there is not a common percentage that we identify to hold back or carry into the following year, and that it varies from year to year based on other funding. "Carry in goes into revenues and carry out goes into expenditures", Sherri clarified for the group; however, it is not really an expenditure but a way to balance out the revenues.

Some discussion took place regarding historical programs and the benefit those programs provided as well as the differences it made in the lives of youth. Commissioner Morgan mentioned Hearts with a Mission that recently opened an office in Grants Pass and wondered if it would be possible to partner with an agency such as this? Jessica stated she feels it is important where we put our resources and what is most effective. Jim added that he has also been in recent meetings with Youth for Christ and Maslow Project as well as growing our links in the community.

Jim noted that our youth services contract will be up for procurement again this next year and is important to look at what we are doing to target those kids who are aging out of Foster Care.

John indicated that we should be able to spend 75% on in school and 25% on out of school as opposed to the opposite allowed by law, and that it would be interesting to do a parallel study. Jim responded that we have done a lot of investment in K-12 and are getting upstream on this issue.

BUDGET APPROVAL BY RVWC – COMMISSIONER MORGAN MADE MOTION TO APPROVE THE RWP PY 18 BUDGET. THE MOTION WAS SECONDED BY COMMISSIONER DYER AND APPROVED UNANIMOUSLY.

BUDGET APPROVAL BY RWP CORPORATE DIRECTORS – COMMISSIONER DYER MOVED TO APPROVE THE RWP PY 18 BUDGET. THE MOTION WAS SECONDED BY JOHN UNDERWOOD AND APPROVED UNANIMOUSLY.

Next Steps:

- Staff will bring the RWP PY 18 budget to the next Workforce Board meeting in September for affirmation.

5) Facilities Update

Jim and Sherri shared with the group that SOREDI gave their notice that they would be moving out of our shared facility as they received a free rent for 2 years from People's Bank. After looking into colocated with other partners in our current facility, as well as looking at different configuration scenarios, it was decided that we needed to reduce our footprint. A request for information was sent out and we narrowed our selection down to the Woolworth building on Central Avenue in Medford - the previous home of Zeal. The rent is quite a bit lower, with savings of approximately \$3,000 per month; however it will take some funds to do improvements, moving costs, etc. But it's estimated that we will be ahead of the game by \$36,000 per year after the first year. Jim added that the Governor's Office Regional Solutions Center will stay co-located with us, as well as Guy Tauer, the Regional Economist from OED. Our move date is scheduled for September 30, 2018.

Jim went on to say that it is still a goal and desire among partners to figure out the co-location issue for Medford's WorkSource Rogue Valley One Stop Center. What we are paying for rent in both buildings (Oakdale and Bartlett) is the cheapest around and haven't been able to find anything comparable in price or facilities to house all of the partners. The goal is to start the conversation with our anchor partners next week to get clear on current and future cost sharing and facilities colocation.

Sherri asked if we needed board approval to move. Jim indicated, that historically, we only requested board approval when we moved in Grants Pass due to some controversy and issue that was taking place at that time related to this particular move with the previous landlord. The Corporate Directors stated they do not feel that board approval is necessary.

6) College and Career For All / Superintendent's Meeting

Frequency & Joint Meetings with SOESD/K-12 Superintendents & College Presidents

Jim indicated that one goal we might want to adopt is to have joint meetings with all these cross-regional stakeholders once or twice a year. Commissioner Morgan suggested adding the rural school districts in Josephine County. Jim replied that the rural school districts in Josephine County are already involved and at the table. More planning will take place with Southern

Oregon Regional Education Service District (SOESD); however, we hope to have something scheduled in the fall – stay tuned for more information.

7) Rogue Workforce Partnership Membership

This item was deferred due to lack of time.

8) September “WORKing Together - The Future of Work” Conference

Jim reminded folks to consider attending this conference in Eugene on September 26 and September 27, 2018. It’s the inaugural conference being put on by the statewide association of Local Workforce Boards – the Oregon Workforce Partnership – which RWP is a member of.

9) Other Business

Commissioner Morgan thanked RWP for Aurora’s presence and information sharing at the recent fire meeting in Josephine County. Commissioner Morgan stated she was not aware that we had a Rapid Response Team.


Jim reminded the group that RCC will be having their Grand Opening Celebration of their High Tech Center on September 20, 2018. There will also be the Southern Oregon Career Networking Expo and the Second Chance Tour at the Medford Armory happening this same day.

10) Adjourn

With no further business, the joint meeting of the Rogue Valley Workforce Consortium and the RWP Corporate Directors was adjourned at 1:08 p.m.

Respectfully Submitted,

Tami Allison
Senior Project Manager

	12-10-18
Approved	Date
Jessica Gomez, RWP Chair	