



**MINUTES**

**ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS**

July 18, 2019 ♦ 37 N. Central Ave. - Board Room ♦ Medford, OR

**MEMBERS PRESENT**

Chair Jessica Gomez  
Vice-Chair Mike Donnelly  
Commissioner Darin Fowler  
Commissioner Bob Strosser  
John Underwood  
Shawn Hogan

**MEMBERS ABSENT**

Nikki Jones  
Robert Begg

**OTHERS PRESENT**

Jim Fong, Executive Director, Rogue Workforce Partnership  
Sherri Emitte, Chief Finance and Administrative Officer, Rogue Workforce Partnership  
Jill teVelde, Workforce Development Manager, Rogue Workforce Partnership  
Ida Saito, Partnership Engagement Manager, Rogue Workforce Partnership  
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

*\*indicates that individual joined remotely.*

**Quorum Present:** Yes

**1) Call to Order**

The meeting was called to order by Chair, Jessica Gomez at 3:00 P.M.  
A round of introductions were made.

**2) Consent Agenda**

**Mike Donnelly moved to approve the consent agenda consisting of the May 16, 2019 Rogue Workforce Partnership Corporate Director Meeting minutes. The motion was seconded by John Underwood. The motion passed with Commissioner Fowler abstaining from the vote.**

**3) Election of Officers**

Jim indicated that the election of officers has been both on and off cycle with fiscal and calendar year and in order to get back in rhythm with our bylaws, we need to elect new officers at the first meeting of the new fiscal year. Both Jessica and Mike have indicated their willingness to serve again, if nominated.

**Commissioner Fowler moved to nominate and elect Jessica Gomez as Chair and Mike Donnelly as the Vice-Chair of the Rogue Workforce Partnership Corporate Directors. The motion was seconded by John Underwood and was approved unanimously.**

#### 4) Oversight, Compliance and Policies

##### New Policy

###### **Maximum Training Benefit**

This policy was created to ensure fair and equitable distribution of Rogue Workforce Partnership's training funds to the region's businesses.

Sherri noted that records over the last four years have indicated that there was really no workforce board members that exceeded the \$50,000 amount that is in this policy. Sherri also noted that we will revisit the amount in the future and adjust if needed.

Procedures were removed from the policy.

##### Related Existing Policies

###### **On-the-Job Training**

The revision to this policy consisted of the addition of the sentence; *"Participating employers will be limited to the total benefit received within a program year as specified in RWP's Maximum Training Benefit Policy."*

###### **Incumbent Worker Training**

The revision to this policy consisted of the addition of the sentence; *"Participating employers will be limited to the total benefit received within a program year as specified in RWP's Maximum Training Benefit Policy."*

###### **Code of Conduct**

The revision to this policy consisted of the following:

*All businesses, including businesses owned by or employing Workforce Development Board members, are encouraged to utilize workforce services, such as On-the-Job Training (OJT), incumbent worker training (IWT), or customized training (CT); However, if the use of these services by specific businesses reaches a high level, the appearance of undue benefit may be created. For this reason:*

- a. If a given business, which is owned by or employs a Board Member, receives more than the amount listed in the Maximum Training Benefit Policy in combined OJT, IWT, or CT payments in a given program year (July 1 through June 30), use of these services shall be disclosed to the full Workforce Development Board, and these services shall be discontinued for the remainder of the program year.*
- b. The full Workforce Development Board may vote to make an exception based upon the expected benefit to the trainees; but in no case shall the amount received exceed the exception amount in the Maximum Training Benefit Policy; and*
- c. No Board Member shall vote on or participate in a Workforce Development Board decision which directly affects their business or employer.*

Jim added that these policies are meant as "do not exceed" policies that include an exception process. The \$50,000 might be high based on the historical information that Sherri shared; however, the number can be revisited as needed.

The Corporate Directors discussed and agreed that if any area business reaches the maximum training benefit level, the situation will be brought to the Workforce Board for discussion.

**Mike Donnelly moved to approve all the policies as presented. The motion was seconded by Commissioner Strosser. Discussion took place regarding the code of conduct acknowledgment page and it was determined that Tami will send this out now and yearly to all board members. No more discussion took place and the motion was approved unanimously.**

## **5) Strategic Roadmap and Objectives / Key Results**

As follow-up work after the extended discussion on this topic at the June 6<sup>th</sup> Workforce Board meeting, Jim, Ida and John Bowling took all the input and crafted a next draft version of the mission statement and objectives. This incorporates the key concept and distilled verbiage of “improving career pathway accessibility.” This team also did work to refine some draft key objective statements as a next step in moving this work forward..

Jim and Ida presented this updated work to the Corporate Directors. They walked through the updated draft verbiage and elicited feedback from members. Based on these inputs, additional rough edits were made in real time during the meeting.

As next steps, staff will craft-up and refine a next iteration version of this work based on today’s input. The plan is to then present this to the full Workforce Board at their next meeting in the fall. We’ll ask John to help present this work, and also help facilitate us getting to next steps and efficient closure to this foundation-setting phase of this work.

## **6) RWP Program and Strategic Investments**

### **Personal Effectiveness Skills Investments**

Jim updated the Corporate Directors on the recent inaugural 2-day Wings Work/Life Success seminar in July that RWP is partnering with LaClinica to deploy. This was the first of four sessions we’ll be spearheading for this program year. The overarching goal in this investment strategy is to provide resources and applied learning experiences that can help all incumbent, transitioning and emerging workers to develop their personal effectiveness or soft skills. These skills are something employers continually seek in their employees, yet have a hard time finding.

This first seminar was well attended, with 55 total participants. Approximately 9 to 10 staff from WorkSource Rogue Valley attended, as did available staff from RWP. The feedback to date has been very positive, especially with regards to the second day in which lots of applied learning skills were exercised in small group breakouts. Feedback from this first session will be used to further refine this training offering, as we continue to explore new ways to address these foundational skill development needs.

RWP will also be investing in other foundational skills training capacity in the coming year. We’re contracting with Evolutionary Consulting to provide Mindful Leadership training to our extended Local Leadership Team partners (OED, ResCare, DHS, RCC, SOGI), and also other staff development training and coaching in related topics. The ultimate goal is to grow the capacity of these partner staff to provide a new array of trainings and services that can significantly help job/career seekers to improve in these foundational personal effectiveness skills.

### **Learning Community / Predictive Analytics Pilot – Employment and Career Paths**

RWP staff has convened this sub-group to focus on applying these analytic tools with regional partners and programs focused on improving Employment and Career Path outcomes for their targeted populations. The first meeting was held with the group this morning. A second meeting is being convened in August.

Based on previous rollouts in other disciplines, we anticipate a 12 to 18 month learning curve in being able to apply these tools to significantly impact program performance with targeted populations.

**Southern Oregon Success and Co-Creative Consulting**

Jim introduced Co-Creative Consulting, indicating that they are currently working on community-wide initiatives in Del Norte County and have recently worked with Southern Oregon Success. Co-Creative Consulting works across a range of issues and sectors to develop powerful solutions to complex societal changes using creative, design-driven engagements. They are a consultancy practice that incorporates systems thinking, Lean (continuous process improvement) and human-centered design.

Jim also reported that Southern Oregon Success appears finally ready to cross over into a much more substantive phase in its community-wide work. New key leader events are being planned in partnership with Co-Creative Consulting that will focus on real-time community problem solving. Given RWP's recent work on mission and OKRs, there could be real value in RWP members participating in these events.

There will be a general invitation sent to the Workforce Board to attend these Southern Oregon Success in the future.

**Workplace Stability Training / Bridges Out of Poverty**

Bridges out of Poverty provides a community support program with a comprehensive approach and concrete tools for reducing poverty in communities. Jim noted that this was first introduced by Asante's former Chief People Officer, Paul Macuga. RWP staff is in the midst of finding out more about these offerings and will then explore employer interest in bringing this program to our community.

**WORKing Together Conference – September 25<sup>th</sup> and 26<sup>th</sup>**

This is the 2<sup>nd</sup> annual conference hosted by Oregon's statewide association of Local Workforce Boards – the Oregon Workforce Partnership. RWP is a member. Last year's inaugural conference was a great success with over 300 participants. Many cross-sector partners from our region attended. An invitation with registration information will be sent out in the very near future to all RWP members, as well as our extended mailing list of partners from business/industry, education, labor, workforce and community partners.

**7) Executive Session**

Pursuant to ORS 192.660 (2)(i), the Rogue Workforce Partnership Corporate Directors entered into Executive Session for the purpose of reviewing and evaluating the employment-related performance of the Executive Director.

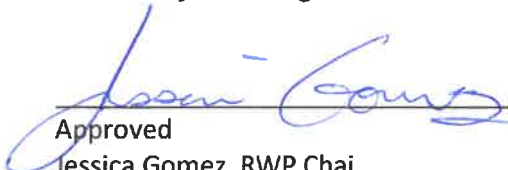
The Rogue Workforce Partnership Corporate Directors came out of Executive Session at 5:00 p.m. Jessica reported that they will be compiling the feedback into a formal review report, and will be meeting in Executive Session again at the subsequent Corporate Director's meeting in August to review with Jim their final report. After they adjourn that Executive Session at this next meeting, they expect to make a recommendation regarding the Executive Director's salary.

**8) Adjourn**

With no further business, the RWP Corporate Directors meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

 8-15-19  
Approved Date  
Jessica Gomez, RWP Chai