



MINUTES

ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS

February 21, 2019 ♦ 37 N. Central Ave. - Board Room ♦ Medford, OR

MEMBERS PRESENT

Chair, Jessica Gomez
Commissioner Bob Strosser
Vice-Chair, Michael Donnelly*
Nikki Jones
John Underwood
Paul Macuga

MEMBERS ABSENT

Commissioner Darin Fowler
Shawn Hogan

OTHERS PRESENT

Norm Kester, Quantum Innovations
Trever Yarrish, ZEAL
Mark Damon, KDP Certified Public Accountants
Ben Cohn, KDP Certified Public Accountants

Jim Fong, Executive Director, Rogue Workforce Partnership
Sherri Emitte, Chief Finance and Administration 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 3:05 P.M.

A round of introductions were made.

2) Consent Agenda

John Underwood moved to approve the consent agenda consisting of the December 6, 2018 Rogue Workforce Partnership Corporate Director Meeting minutes, and the Travel Reimbursement Policy Revision. The motion was seconded by Mike Donnelly and approved unanimously.

John asked to pull the Travel Reimbursement Policy revision out from the consent agenda for discussion. Questions were posed regarding the meals and travel status on page 2. Sherri explained that all RWP staff are salaried (with the exception of the Accounting Specialist) and

are exempt from overtime. Directors suggested to review the CFR and note it in the policy as there have been times when employers have thought that employees are exempt and there were not. Sherri indicated she feels we have minimal risk in the area and is confident the policy, as written, covers us. ***It was also suggested that we generate a policy that would include the Accounting Specialist.*** The Corporate Directors agreed to uphold the motion and second to approve the policy as written, and if, after Sherri does some review we need to make revisions, staff will bring back a revised document at that time.

3) Incumbent Worker Policy

Jim corrected the agenda by indicating that we don't want to take action today on the Incumbent Worker Training Policy; but rather, ask for guidance and then bring to the March workforce board meeting.

4) RWP Audit

Mark Damon and Ben Cohn from KDP Certified Public Accountants presented the audited financial statements, IRS form 990, and Department of Justice Form CT-12. Mark and Ben indicated that this was a very smooth and clean audit. The directors were referred to page 19 of the audited financial statements that gives a summary of the audit results noting that the report expressed a clean opinion with no issues noted, no non-compliance noted and no internal controls over compliance weaknesses. There were no exceptions to the audit of federal funds. The auditors also noted that RWP staff are doing a great job in monitoring their sub-recipients. Mark concluded by saying that it was a pleasure working with the group and the team at RWP.

In reviewing the Form 990, John noted that we had a previous conversation about a "Whistle Blower Policy" and would like an update on whether or not the policy is needed. ***Jim indicated that RWP staff will flag this and draft a policy for review.*** Mark added that although this policy is good to have, the size of the organization and the cost to implement are important to think about.

_____ ***moved to approve the audit as recorded as well as the Form 990 and CT-12. The motion was seconded by Nikki Jones and approved unanimously.***

5) RWP Priorities, Work & Meetings in the Future

Jim reported that he and Norm met to have a more in-depth discussion on the ideas Norm had brought up at the January Workforce Board meeting. This conversation explored ways to streamline and focus the work done at the meeting. The goal would be for the formidable community leaders at the table to do more than just share information and identify opportunities for program and systems alignment.

Norm would like to see the Workforce Board:

- **Work on clarifying our RWP “Big Hairy Audacious Goal”**
Per “Good to Great” by author Jim Collins
- **Pre-load information so that we don’t spend meeting time just sharing information**
This could be done through videos, PowerPoints (narrated) or documents that members could access prior to the meeting, so that they can come prepared with questions, feedback, ideas, and capacity to make decisions, bust barriers and solve problems
- **Make decisions & solve problems**
So instead of just sharing information at our meetings, we come together to make decisions and solve problems that we can’t otherwise solve just working within our own organizations; i.e., more effectively use the power of this group of strong community leaders who come to the table.

Jim shared that the action plans for both the Healthcare Workforce Subcommittee and the Rogue Advanced Manufacturing groups are just being refined to reflect a similar clarity of focus on the big overarching objectives of these industry sector groups. “Building a Demand-Driven Workforce and Education System” is a key big goal. The other big goal that that’s emerging is building “Bridges out of Poverty.” Paul Macuga is spearheading an effort to bring this focus and training (*based on Ruby Payne’s work*) to the region.

Much discussion took place about the metrics) we are moving, what our primary outcomes are, as well as questioning the overarching board itself delivering the value intended. The Corporate Directors must weigh in on what the common thought is.

Paul added that the Corporate Directors is a governance group of an organization and not generally very fulfilling work. The action takes place at the work group level, and as a board, we can ask for accountability from the workgroups on what is taking place.

Trever indicated that in doing the strategic plan one step beyond this is missing and that is using the strategic roadmap to drive the budget and how the budget maps to the strategic drivers. There seems to be a disconnect between the strategic roadmap and the budget and the groups are not incentivized to do this.

Norm indicated that he is advocating for, outside of the actionable items, pre-loading the meeting with the information required to bring the expertise to the table. Have strategic things to talk about during the meeting and only talk about those things that we chose to be intentional about. Align systems to get the output we need, and narrow down the strategic intent as he feels it is too broad.

The conversation moved to the program overview document and considering using this as an annual document. The next document shared is a new iteration of the dashboard that adds the WIOA information as well as the other grants. The directors voiced a disconnect between the strategic roadmap and the dashboard and feels outcomes need to be created through the lenses

of the roadmap. Jim stated that we are required to get numbers from our third party contracts; however, it is a work in progress and “we are always scrambling due to our staffing levels”.

Jessica suggested replicating this conversation at the workforce board and ask if we are in alignment and ask for feedback. “Picking one topic and diving in deep to unpack to see if it aligns to the roadmap would be one way to start”, Jessica stated. Some suggestions for agenda items are:

- Budget Investment and Strategic Alignment
- Modified high school diploma
- Refining the roadmap
- Transportation sector
- Bridges out of Poverty

After much discussion, the directors feel it is worth a try to build some of this into the next agenda with the workforce board.

6) RWP Budget, Programs & Strategic Investments

This item was not discussed and will be deferred to a future meeting.

7) RWP Membership

This item was not discussed and will be deferred to a future meeting.

8) Adjourn

With no further business, the RWP Corporate Directors meeting was adjourned at 5:02 p.m.

Respectfully Submitted,

Tami Allison
Senior Project Manager


Approved _____ Date 6-21-19

Jessica Gomez, RWP Chair