



# ROGUE WORKFORCE PARTNERSHIP

## MINUTES

ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS

May 16, 2019 ♦ 37 N. Central Ave. - Board Room ♦ Medford, OR

### MEMBERS PRESENT

Chair Jessica Gomez  
Vice-Chair Mike Donnelly\*  
Nikki Jones  
Commissioner Bob Strosser  
John Underwood  
Shawn Hogan

### MEMBERS ABSENT

Commissioner Darin Fowler

### OTHERS PRESENT

Robert Begg, Director HR Administration, Asante  
Michael S. Card, Combined Transport Trucking  
Andrew Owens, A&M Transport Trucking  
David Hopkins, TP Trucking  
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 3:04 P.M.  
A round of introductions were made.

#### 2) Consent Agenda

Shawn Hogan moved to approve the consent agenda consisting of the April 18, 2019 Rogue Workforce Partnership Corporate Director Meeting minutes. The motion was seconded by Commissioner Bob Strosser and approved unanimously.

#### 3) Sector Strategies

##### Adding Transportation / Logistics & Construction Sectors

Staff propose expanding the RWP's sector work to include the Transportation/Logistics and Construction sectors. This conversations kick-started late last summer, when Andy Owens or A&M Trucking connected with Jim via the Southwestern Oregon Workforce Investment Board. Andy is a member of SOWIB. Since A&M Trucking is located in Glendale which shares a labor-shed with the Rogue Valley, Andy wants to get a

Transportation sector group going in the Rogue Valley. Follow-up got delayed due to the additional grants we got from the State, but in recent months a number of preparatory meetings have taken place with Andy, Mike Card, Dave Hopkins and Mark Gibson of Siskiyou Transportation.

Mike and Andy attended a Next Generation Sector Partnership Conference in Austin, Texas in February and are ready to lead an industry sector effort using this methodology. Next Gen and John Melville is the consulting group that previously help our region kick-off the Advanced Manufacturing and IT/E-Commerce sector groups.

Andy indicated that out of the nine workforce regions in Oregon, only one other region recognizes transportation as a sector. He would like to see RWP authorize adding Transportation / Logistics as a sector for the region, as well as appointing Michael Card, Combined Transportation, to the Workforce Board.

RWP staff also recently attended a meeting with local commercial construction contractors convened by the Association of General Contractors (AGC), which had a strong focus on workforce needs. Plus we continue to work with Lance Corley (IBEW) and Drew Waits (Plumbers & Steamfitters) to build pre-apprenticeship training capacity and fill this talent pipeline with better prepared and motivated career-seekers

These two sectors fit the criteria of having above average career paths and wages, and also being critical to the vitality of our regional economy.

Members of the Corporate Directors agreed that with the numbers of current openings, as well as the future need, we need to support this sector and get behind it with capital, equipment and energy.

Jessica talked about the capacity of RWP staff to add two additional sectors to support, and wanting to make sure staff capacity wouldn't be overloaded with the work. Jim and the staff feel confident the workload is manageable, and that these sectors are priorities that we want to support.

Andy stated that the champions of this group have done most of the heavy lifting and will continue to do so; however, recognition from the board will give the credibility they need to successfully move forward.

Mike indicated that although they are just getting off the ground with this group locally, they are unsure what the need might be; but he feels that with recognition from the Workforce Board, as well as a representative from trucking joining the board, that would be a great start. "The group will follow the model of the Next Generation Sector Partnership," Mike stated. Jim added that because we have worked with this model, we already know how to do this. He said that part of the value we have contributed as a board is cross-pollenating best practices across the sectors.

The group discussed the "driverless trucks" phenomenon, and David indicated that he attended a recent conference where they indicated it would be at least 10 years before inception. Many city, county, and state laws will need to be implemented or changed to address driverless trucks; however, we will begin to see confined ports in sooner than 10 years, and technicians will be needed more and more to service and repair these new vehicles. The trucking industry expects autonomous trucks in 10 years, and driverless trucks not expected for 20-25 years.

The current cost for truck driver training is approximately \$4500 and involves about four weeks of training. The challenge is that people with less than family wage jobs cannot afford to quit their current jobs to attend training, even though it has the opportunity to move them into family wage jobs. Conversations are

being held regarding the need for non-traditional training hours, as well as stipends to assist with this challenge.

The industry is looking for a pipeline of 25-35 year olds who are looking to change their job to a family wage career. We need to outreach to those who are under-employed / ready for a career change. Jim indicated that we have recently started working with Alex Poythress of REVEIL Agency around communication strategies for all of our sectors, so these outreach efforts would be part of each sectors work, as well as an overarching regional workforce communications strategy.

RWP staff is asking for sanction from the Corporate Directors to officially expand the Rogue Valley Sectors to include transportation/logistics and construction, as well as adding representation to the full workforce board and the corporate directors.

**Commissioner Strosser moved to recommend to the full workforce board the addition of Transportation/Logistics and Construction as new sector strategies for the Rogue Valley, as well as adding representation to the full board and the corporate directors. The motion was seconded by John Underwood and was approved unanimously.**

#### 4) RWP Budget, Program & Strategic Investments

##### **Budget / Actual as of March 31, 2019**

Sherri presented an RWP Budget/Actual spreadsheet as of March 31, 2019, and noted that comments have been added off to the side of the budget showing the interweaving of revenues coming in from the previous year.

##### **PY 2019 Budget Recommendation**

Sherri explained that we have typically waited until the July meeting to present the proposed budget to the Corporate Directors and the Consortium, and then, subsequently, to the Workforce Board at their September meeting. This has been done because the state typically hasn't sent us enough preliminary information until about June, and even then, we don't have final numbers and have to make our best guess. Since RWP has to use their best guess anyway, it was decided to present the budget to the boards in May and June before the program year begins, and do our normal and customary budget adjustment in the fall when more solid numbers are known. Sherri presented the proposed PY 19 budget with projected revenues and expenditures of \$4,254,835. More details of various budget line items are included in the brief that was presented.

Sherri indicated that the Department of Labor has already notified us of a 10% decrease in Adult and DW and 4% in youth for the coming budget year, which she used when working up this budget.

Contracted Workforce Services represents amounts to be paid to just two sub-contractors, ResCare and College Dreams. An overall decrease has been budgeted of almost \$530,000 which is due to the following:

- The reduction of over \$327,000 in WIOA funds;
- The refinement in investment strategies to focus resources on new stepping stone "Upskill and Backfill" trainings and personal effectiveness skill-building for incumbent, transitioning, and emerging workers; and
- The elimination of a couple of funding sources referenced in the brief.

ResCare has also consistently under-expended prior contracted budget allocations due primarily to turnover, and resulting periods of staff vacancies.

Discussion took place about the under-expended funds, and what impact this lack of spending has on the community. Jim indicated that the under-expenditure by ResCare was primarily in personnel cost. Their staff turnover tends to be high, and unfilled positions generate much of this budget under-expenditure. The impact to the community is that these available resources weren't able to be spent on training and skill gain for workers or emerging workers. So in the coming year, we want to redeploy resources as part of a recalibrated investment strategy. RWP staff and partners have been doing work to create new training capacity in personal effectiveness competencies and social-emotional well-being, as well as rolling out new trainings such as Certified Production Technician, Mechatronics, Plant Systems Technician, and Caregiver's School of Learning.

**John Underwood moved to recommend the PY 19 budget as presented to the full Workforce Board. The motion was seconded by Shawn Hogan and approved unanimously.**

**Program / Strategic Investments & RWP Dashboard**

The group reviewed the RWP Dashboard. The numbers listed are not the same individuals throughout the process, it's a snapshot in time. However, we have the opportunity to pilot work with longitudinal data and predictive to more effectively determine the short and long-term impacts that result from our training and other investments. This pilot is just launching and will include the institutional research staff person from RCC, along with WorkSource Rogue Valley and other partners. Our hope is that in the 2-3 year timeframe it will take to reach this goal, we will lead the country in this type of work. The Corporate Directors affirmed that the refined dashboard creates a great baseline to start this work.

Some suggestions were made in regards to adding to the measurements:

- Cost per
- Number of people placed in specific sector(s)

**5) Policy Approval**

**Maximum Benefit**

Jim reported that we just received a draft policy from our attorney and will not be ready to present a proposal until a later date.

**6) RWP Strategic Roadmap & Objectives / Key Results (OKR's)**

**Status & Next Steps Discussion**

There has been a lot of time spent on this subject at the full Workforce Board, as well as individual meetings with key board members, to strategize the Mission and Vision of RWP. The OKR workgroups will meet next week, led by John Bowling, to take a deeper dive into the objectives and key results.

**7) RWP Membership**

A draft of a revised Workforce Board membership and positions list was presented to the Corporate Directors for action. The revised list indicated the following individuals for appointment and reappointment:

- |                    |                         |                                      |
|--------------------|-------------------------|--------------------------------------|
| • Michael S. Card  | Combined Transportation | New appointment                      |
| • Robert Begg      | Asante                  | New appointment ( <i>tentative</i> ) |
| • Nikki Jones      | Express Employment      | Reappointment                        |
| • Shawn Hogan      | Linx Technologies       | Reappointment                        |
| • Catherine Goslin | Rogue Valley Manor      | Reappointment                        |

- |                          |                                |                                    |
|--------------------------|--------------------------------|------------------------------------|
| • Lance Corley           | Crater Lake Electrical – JATC  | Reappointment                      |
| • Dr. Cathy Kemper-Pelle | Rogue Community College        | Reappointment                      |
| • Dr. Tom Keyser         | Oregon Institute of Technology | Reappointment                      |
| • Joe Myers              | Pacific Electrical Contractors | Reappointment ( <i>tentative</i> ) |

**A motion was made by Nikki Jones to recommend to the Rogue Valley Workforce Consortium at a meeting yet to be scheduled (after the June 6 workforce board meeting) the above slate of members. The motion was seconded by John Underwood and approved unanimously.**

## 8) RWP Spring Shindig Update - May 29

### Endowment Fund Allocation for Beverages

We are less than a week away from our first annual Spring Shindig, and the plan is to provide each guest with two drink tickets for beer or wine. Since Federal funds cannot be used to pay for alcoholic beverages, RWP is requesting that the Corporate Directors approve the allocation for beverages in the amount of approximately \$1500 from the Endowment Fund. “This is a celebratory event, as well as investing in partnering and networking. We also want to give out the statewide and local workforce champion awards to support industry and education partnerships,” Jim stated.

Discussion took place both for and against the request, citing differences of opinion on whether or not this is a good practice.

Based on a “hard no” comment from one director, the topic did not move forward for a motion.

## 9) RWP Executive Director Evaluation

### Next Steps Discussion

Jessica stated that per the bylaws, the board is required to evaluate the Executive Director on an annual basis. An evaluation hasn’t been done in several years and the directors need to determine a format to use to perform the evaluation. As a second option, the board may want to revise this requirement in the bylaws. A previous evaluation format was included in today’s packet for review.

The Corporate Board asked Jim Fong to prepare a one-page summary of:

- Key accomplishments and challenges over the past twelve months
- His strengths and opportunities, and
- Accomplishments he is most proud of.

They also asked that the full Workforce Board be surveyed with three questions:

- What should Jim keep doing?
- What should Jim stop doing?
- What should Jim start doing?

With this survey feedback from the Workforce Board, Jim’s summary self-evaluation, and the Executive Director job description, the Corporate Board will proceed with the evaluation process at their July meeting, and consider any appropriate compensation increase.

The Corporate Board will report out at the next Workforce Board meeting of the results of their process.

**10)Adjourn**

With no further business, the RWP Corporate Directors meeting was adjourned at 5:23 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

  
Approved \_\_\_\_\_ Date 7-18-19  
Jessica Gomez, RWP Chair