



## **MINUTES**

*Joint Meeting of:*

**ROGUE WORKFORCE PARTNERSHIP - CORPORATE DIRECTORS &  
ROGUE VALLEY WORKFORCE CONSORTIUM**

**September 21, 2022 ♦ Zoom Video Conference**

### **MEMBERS PRESENT**

Chair Jessica Gomez  
Vice-Chair Mike Donnelly  
Commissioner Dave Dotterer – *RVWC Member*  
Commissioner Darin Fowler – *RVWC Member*  
Nikki Jones  
Robert Begg  
Shawn Hogan

### **MEMBERS ABSENT**

### **OTHERS PRESENT**

Jim Fong, Executive Director, Rogue Workforce Partnership  
Heather Stafford, Chief Operating Officer, Rogue Workforce Partnership  
Sherri Emitte, Chief Finance and Administrative Officer, Rogue Workforce Partnership  
Matt Fadich, Senior Accountant, Rogue Workforce Partnership  
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

**Quorum Present:** Yes for both meetings.

## **Call to Order**

Jessica Gomez & Commissioner Dave Dotterer respectively called the Joint Meeting of the Rogue Workforce Partnership Corporate Directors & Rogue Valley Workforce Consortium (RVWC) meetings to order at 1:02 p.m.

## **Approve Minutes**

**Commissioner Darin Fowler made the motion to approve the July 8, 2022, RVWC minutes as presented. The motion was seconded by Commissioner Dotterer. There were no comments or discussion. The motion passed unanimously.**

**Robert Begg made the motion to approve the August 11, 2022, RWP Corporate Directors minutes as presented. The motion was seconded by Nikki Jones. There were no comments or discussion. The motion passed unanimously.**

## **Executive Session (Continued) - To Consider Employment of an Individual**

*The Rogue Workforce Partnership – Corporate Directors will continue the Executive Session held on July 8, 2022, to consider employment of an individual pursuant to ORS 192.660 (2)(a). Representatives of the news media shall be allowed to attend but are specifically directed not to report on any of the deliberations held*

during the executive session, except to state the general subject of the session as announced pursuant to ORS 192.660 (4).

At 1:07 p.m. RWP Corporate Directors were moved to a breakout room for Executive Session. Executive Session concluded at 1:39 p.m.

### **Announcements from Executive Session**

Jessica addressed the group indicating that over the past couple of years the RWP team has been working through a transition/succession planning process that has been going extremely well. Jessica formally announced that Jim Fong's last day as Executive Director of the Rogue Workforce Partnership is September 30, 2022, and Heather Stafford is being promoted into the Executive Director position as of October 1, 2022. Heather voiced her gratitude for the extended time needed to build a team in this very complex workforce system.

Members of the Corporate Directors expressed their appreciation to Jim for all his hard work over the years. Jim stated that we are blessed to be in the moment we are in and have attracted the staff we have to add to the existing capacity. He ensured the Corporate Directors that they will be very pleased with this next generation of staff and the solid foundation that has been built to take off into other levels of excellence.

**Robert Begg made the motion to give Jessica Gomez the authority to negotiate and execute the employment contract for Heather Stafford as Executive Director of the Rogue Workforce Partnership with a salary of between \$125,000 and \$140,000 per year. The motion was seconded by Commissioner Dotterrer. There was no further discussion. The motion passed unanimously.**

### **RWP Corporate Director Appointments**

**Commissioner Dotterrer made the motion to approve the appointments of Norm Kester (Quantum Innovations), and Brent Kell (Valley Immediate Care) to the Rogue Workforce Partnership Corporate Directors. The motion was seconded by Commissioner Fowler. There was no further discussion. The motion passed unanimously.**

### **Workforce Board Appointment**

**For the RWP Corporate Directors, Commissioner Fowler made the motion to nominate Marta Tarantsey (Business Oregon) to the Rogue Workforce Partnership Workforce Board. The motion was seconded by Commissioner Dotterrer. There was no further discussion. The motion passed unanimously.**

**For the RVWC, Commissioner Dotterrer made the motion to approve the nomination of Marta Tarantsey (Business Oregon) to the Rogue Workforce Partnership Workforce Board. The motion was seconded by Commissioner Fowler. There was no further discussion. The motion passed unanimously.**

### **Revised Intergovernmental Agreement - Rogue Workforce Consortium**

Sherri Emitte reported that in preparation for Rogue Workforce Partnership's upcoming monitoring by the Higher Education Coordinating Commission – Office of Workforce Investments, the monitors made a comment that "the bylaws do not contain information on the nomination process used by the chief elected officials to select the local board members as required in Federal Regulations..." The Bylaws DO state in Article IIIB that

"the consortium shall make Workforce Board appointments in accordance with the Intergovernmental Agreement." Therefore, we must look at the IGA to see how the process is laid out.

The IGA states in paragraph 6 (Workforce Board Appointments) that *"The RVWC board shall authorize Rogue Valley Workforce Board (the "Workforce Board") appointments. The Workforce Board shall meet WIOA requirements and certification requirements established by the Oregon Workforce Investment Board ("OWIB") and the Governor of Oregon. Workforce Board members shall serve staggered three-year terms and shall continue serving until (a) resignation, (b) removal by the RVWC board with or without cause, (c) ceasing to work in and effectively represent the sector they were chosen to represent, or (d) until a successor is chosen by the RVWC, whichever occurs first. RVWC will enter into a partnership agreement with the Workforce Board, which agreement shall designate the duties and responsibilities of the Workforce Board."*

Since staff believes that this verbiage is "almost there", we are recommending adding just a couple of additions to this language that would potentially clarify the intent. The WIOA law is very clear on the composition of Workforce Board members, and RWP has always followed these requirements. The WIOA law found at 29 USC 3101 (attached) spells out exactly what positions and organizations are required to be on the Workforce Board, so we are adding a reference to this law within the IGA.

The language we are proposing is woven into the five words shown underlined in paragraph 6 above: "... shall meet WIOA composition requirements [29 USC 3101, Sec 107(2)] and..."

The RWP staff recommends that the RVWC approve this revision and take it to their respective Boards of Commissioners for approval by their entire boards.

**Commissioner Dotterrer made the motion to approve the revision as presented and take to their respective Boards of County Commissioners for approval by their entire boards. The motion was seconded by Commissioner Fowler. There was no further discussion. The motion passed unanimously.**

Sherri Emitte will send the document with the pertinent section highlighted to both counties to take to their respective County Commissioner meetings.

Heather was invited and accepted attending the County Commissioner meetings in each county.

### **Revised Partnership Agreement - Between Rogue Workforce Partnership & Rogue Valley Workforce Consortium**

In preparation for Rogue Workforce Partnership's upcoming monitoring by the Higher Education Coordinating Commission – Office of Workforce Investments, the monitors made a comment that the language in the RWP's Bylaws were inconsistent with the language in the Partnership Agreement regarding the composition of the Corporate Directors (named "Board of Directors" in the Partnership Agreement).

The Bylaws state in Article IIIA that the Corporate Directors will consist of "private sector Workforce Board Members." However, the Partnership Agreement states in paragraph 3P that the (Board of Directors) will consist of "Workforce Board business or economic development representatives."

For consistency's sake, staff is recommending that the "or economic development" wording underlined above be removed.

Robert Begg made the motion to approve the revision to the Partnership Agreement removing the “or economic development” wording. The motion was seconded by Nikki Jones. There was no further discussion. The motion passed unanimously.

Commissioner Dotterer made the motion to approve the revision to the Partnership Agreement removing the “or economic development” wording. The motion was seconded by Commissioner Fowler. There was no further discussion. The motion passed unanimously.

Sherri Emitte noted that there is more work to be done on this agreement, as well as other RWP governance documents. However, at this time, we would just like to make those changes pointed out by the State monitors. RWP staff anticipates bringing additional language changes to all of our documents in the coming months.

## **Policies & Procedures**

### **1. Maximum Benefit Policy – Policy Revision & Exception Request**

*Combined Transport/Blackwell has requested that the Workforce Board make an exception to this policy to extend the limit to his companies from \$50,000 to \$100,000 annually.*

**Policy Revision** -After some discussion, staff’s recommendation is to keep the current policy but create an exception for sector specific grants which will empower staff to work with specific sectors. Heather noted that part of RWP’s promise is that even within sectors, we open a more competitive process through the sector groups and provide ease of access to these funds.

**The motion was made by Nikki Jones to recommend for approval by the Workforce Board the staff recommendation on the maximum benefit policy. The motion was seconded by Robert Begg. There was no further discussion. The motion passed unanimously.**

**Exception Request** – Due to the revision of the policy and the other funds available (e.g., the Good Jobs Grant), it would not make sense to lift the cap from \$50,000 to \$100,000. Discussion took place on whether there are a couple of people waiting during the gap in time, until federal funds are available that we could use. Heather indicated that the expense is realized when the payment is made to the training provider and a registration process is completed on the front end, and Mike Card has already stopped enrolling people into his apprenticeship training. Heather does not feel that there are people waiting but we could make an exception to allow him to apply for a smaller amount. Discussion ended.

Heather will talk to Mike Card at a later date about applying for the federal funds.

**The motion was made by Robert Begg to deny the current exception request. The motion was seconded by Nikki Jones. There was no further discussion. The motion to deny passed unanimously.**

## **New and Updated Policies (HECC Monitoring)**

- Basic Skills Deficient
- Program Engagement – Enrollment,
- Exit, and Services
- Priority of Service
- Board Membership



In preparation for RWP's upcoming monitoring by the State, it has come to our attention that there are certain new policies that we need to implement, or existing ones that we need to revise. Summaries of the changes can be found in the brief linked above. Staff recommends that the Corporate Directors recommend the new and updated policies to the full Workforce Board for their approval.

**The motion was made by Commissioner Dotterrer to recommend the new and updated policies to the full Workforce Board for their approval. The motion was seconded by Shawn Hogan. There was no further discussion. The motion passed unanimously.**

## **Recommend Child, Youth & Families as an Official New Sector**

As mentioned in a couple workforce board meetings, there is a lot of local movement and need around childcare as it has become an incredible barrier for those seeking work. It has also become a priority for the Oregon Workforce Partnership (OWP), as well as other workforce boards around the state, and even nationally. The pandemic caused a loss of over 50% of childcare slots. A number have come back, but there is still an incredible shortage. RWP has been meeting with childcare/early learning partners and we are seeing similar challenges with caregivers as well. In addition to childcare, school districts cannot find enough teachers, bus drivers, and mental health workers. We have added this sector to the Rogue Careers website, and we have the staff capacity to staff this sector. This sector is more supportive of the other sectors and would be part of the infrastructure, and it would include K-12 education.

Jessica voiced that she feels a bit conflicted even though we need childcare and behavioral health; however, it feels like bit of an infinity loop. She doesn't feel the intent of the infrastructure is designed to support public sector jobs such as this, and would rather see incentives go to companies who are wanting to add childcare as a benefit. "It doesn't make sense to make this a sector, but it can work with other sectors to help solve the problem," Jessica stated.

Jim responded by saying that the one distinction is that he doesn't feel we would spend a lot of money on this sector as our board is focused on the entirety of the system. Jim indicated that he really doesn't see it as its own sector, but as an important piece to support other sectors to recruit and retain employees. It would be an option to not name this as a sector, but still work to support it.

Suggestions by the Corporate Directors included the following:

- Streamline some of the regulatory challenges around salary for people providing care
- Set parameters on what sectors look like
- Go to childcare and find out what they need to manage their businesses and/or make it grow

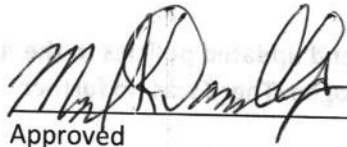
Heather recommended that we integrate this as a topic of discussion at the next Workforce Board meeting with a structure that staff will put together showing career pathways.

## **Adjourn**

With no further business, the RWP Corporate Directors and Rogue Valley Workforce Consortium meetings were adjourned at 3:03 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager



Approved  
Mike Donnelly, RWP Chair

01-19-23

Date

Approved

Commissioner Dave Dotterrer, RVWC Chair

Date