



MINUTES

ROGUE WORKFORCE PARTNERSHIP ~ CORPORATE DIRECTORS MEETING

June 15, 2022 ♦ 37 N. Central Ave. Medford OR & Zoom Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

Commissioner Dave Dotterer – *RVWC Member*
Nikki Jones

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
Lisa Parks, Senior Program Manager, Rogue Workforce Partnership
Stephannie Krunglevich, Program Manager, Rogue Workforce Partnership
Haylee Ulrey, Program Manager, Rogue Workforce Partnership
Greg Thweatt, Data and Program Analyst, Rogue Workforce Partnership
Barry Whetstine, Communications Specialist, Rogue Workforce Partnership
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

Quorum Present: Yes

Call to Order

Jessica Gomez called the Rogue Workforce Partnership meeting to order at 1:04 PM.

Approval of Minutes

Shawn Hogan moved to approve the minutes of the Rogue Workforce Partnership Corporate Directors meeting dated March 30, 2022. The motion was seconded by Robert Begg. There was no discussion. The motion passed unanimously.

Elect RWP Corporate Directors Chair & Vice-Chair

Jim spoke about the annual process that requires the election of the chair and vice-chair at the beginning of the new fiscal year, as well as calling for the alignment of the chair and vice chair to be the same for the workforce board, indicating that we may choose to streamline this process in the future.

Commissioner Fowler moved to nominate Jessica Gomez as Chair and Mike Donnelly as Vice Chair. The motion was seconded by Robert Begg. There was no discussion. The motion passed unanimously.

Robert recommended that we talk about the process for succession planning and recruiting for our chair and vice chair at the next Corporate Director's meeting. A suggestion was also made to have a chair and a chair elect.

Mike indicated that he is willing to serve for another 6 months as his new position no longer ties him to the local Carestream facility.

Board Membership

- [Re-appointments & Transitions](#)

Formal action will not take place in this meeting as Commissioner Dotterrer was unable to attend today. Instead, a recommendation will be made here today by the Corporate Directors and taken to a meeting of the RVWC for formal action.

- Although Nikki Jones will be retiring at the end of the year, she has agreed to serve as a board member as well as a Corporate Director for the next 6 months.
- Shawn Hogan also agreed to continue serving on both the workforce board and corporate directors.
- Scott Beveridge agreed to continue to serve on the workforce board.
- Conversations with Joe Myers and Tom Keyser will be scheduled.
- Dr. Randy Weber officially starts as RCC's new President as of July 1, 2022, and Jim and Heather already have a meeting scheduled with him.
- Commissioner Fowler asked about the vacant Economic Development position. Jessica indicated that she has had a few conversations with Commissioner Dotterrer about some options and that they will get back together to develop some ideas and have some names ready for the next meeting.
- Lance Corley is highlighted on the membership chart as he was planning on transitioning from JATC; however, plans have changed, and Lance will be staying with JATC in the same position and will remain on the workforce board.
- RWP is currently exploring work with Trever Yarrish (current workforce board member) to build out a layer of a software component for our Future Ready trainings. If we decide to move forward with a business relationship, Trever is willing to resign from the workforce board and RWP will manage any potential conflict of interest.

Robert Begg moved to recommend the reappointments as presented to the Rogue Valley Workforce Consortium at a future meeting. The motion was seconded by Mike Donnelly. No further discussion took place. The motion passed unanimously.

RWP staff will schedule a separate meeting with the Rogue Valley Workforce Consortium to take further action.

- **New Corporate Director Candidates**

Jim talked about the structure of the Corporate Directors, a self-re-generating group, that allows, at their discretion, for 7-9 corporate directors (includes two county commissioners). Jim has talked to both Brent Kell and Norm Kester, who are current workforce board members, about joining the Corporate Directors and they have asked to continue the conversation at a future Corporate Directors meeting. There is a potential to make this effective as of January 1, 2023. "Adding these two long-time workforce board members to the Corporate Directors will add some stability during the upcoming transitions," Heather stated.

Program Investments & Budget Review / Recommendation

- [Program Year 2022 – 2023 Budget](#)

The budget being presented today is a draft budget as RWP continues to receive new numbers and negotiations with service providers continue; however, it is the budget that we are asking the Corporate Directors to recommend to the Workforce Board for approval.

Some highlights include:

- Revenues and expenditures are projected to be down over 12% from the budget modification presented in March 2022.
- Expecting to receive an additional \$2,250,000 in three-year Federal ARPA funding that is not included in this budget.
- Although 10% is allowed for Administration per WIOA definition, RWPs administration function typically runs below 7%. Any excess admin funding may always be used for program costs (but not the other way around).
- Adult and Dislocated Worker are our largest funding source.
- We are projecting to spend down the last portion of the WIOA DWG grants early in this coming program year.
- WIOA Youth funds are funds we see every year to provide services to our youth. High Concentration of Eligible Youth funds are additional monies we receive based upon a formula, by area, of those areas in the state with a high concentration of eligible youth.
- State General Funds
 - Future Ready Oregon Prosperity 10,000 – first of three allocations we expect to receive is \$1.2M, the other \$2.25M will be coming later in the year.
 - Workforce Strategies funds are the least restrictive and are used internally to supplement our general systems work.
 - Industry Engagement funds are provided specifically for our sector work, and we are paid as we establish and meet our various sector goals.
 - WorkEx funds are mainly distributed to our service providers as additional funding for client work experience and training. They must be matched by WIOA funding and are being utilized to assist an array of underserved populations.
- Other Funds
 - Two Oregon Youth Employment Program grants
 - Oregon Department of Human Services
 - Challenged in spending this as we must rely on referrals from ODHS.
 - Higher Education Coordinating Commission
 - Used to provide youth internships, along with personal effectiveness skills and support services.
 - US Forest Service
 - Used to fund forestry work for your youth as USFS has the need.
 - Ford Family Foundation
 - Used to train CDL and Diesel Technicians for those who live outside the Metropolitan Statistical Area of Medford and Grants Pass.
 - Because of grant restrictions, we have been challenged to spend these funds.
 - Oregon Health Authority
 - Used for a pilot to address the immediate exigent Caregiver workforce needs and provide training for much needed Certified Nursing Assistants. It is also being used to provide a Caregiver School of Learning for high school youth.
 - Careers in Gear
 - Had our largest-ever event at the end of April and was able to generate some profit that will provide seed money for future Careers in Gear events.
 - Revolving Tuition Fund

- Funds generated a couple years ago by our RAMP partners who reimbursed 50% for training of their incumbent workers. The funds generated from this will be used to assist in training for incumbent workers from smaller companies who may be unable to afford the 50% reimbursement, as well as marketing to spread the word about this program.
- Endowment Fund
 - Reflects gains/losses and interest in our investment accounts, as well as any expenditures the Board has agreed to.

Sherri referred the Directors to the “Comparison to Prior Year” page in the brief which shows increases and decreases and a detailed explanation of the reasons.

Jim shared that in other regions of the state, Future Ready funds are being used to contract out to expand service providers. “We are not doing that because we have two really good service providers, and we don’t feel we have enough time (funds must be spent out by June 2023) to sufficiently onboard new service providers in only one year”, Jim stated. We will instead give more funds to our current service providers and collaborate with other partners to send folks to our established service providers.

Regarding funding for Benefit Navigators, we are talking with RCC, Community Corrections, and the Latino/a/x community, as well as doubling down on the work we are already doing with our K-12 partners. Our region did a 30-minute presentation to the State Workforce Board on Employer Engagement and Sector Partnerships and received feedback that it was the best workforce presentation ever given to the State Workforce Board. Jim credited the success of the presentation to the direction that the RWP Corporate Directors as well as the Rogue Workforce Partnership Workforce Board has given us.

Jim talked about a cutting-edge apprenticeship program for CDL drivers that has been developed by Mike Card (Combined Transport) and Andy Owens (A&M Trucking) that involves our Maximum Training Benefit Policy. This policy addresses investments made directly to employers, but does not include the trainings that are paid directly to service providers. Jim wanted to flag this to make sure that the Directors are aware that this work is tied directly to the budget. More about this topic will be addressed later in the agenda.

No further discussion took place.

Mike Donnelly moved to recommend the Program Year 2022-2023 Budget to the full Workforce Board for their approval. The motion was seconded by Shawn Hogan. There was no further discussion. The motion passed unanimously.

RWP Policy Review & Discussion

- [Procurement Policy Revision](#)

The Workforce Board approved a revised Procurement Policy in January 2022 that aligned with state policy. Since that time, we have seen that other Oregon workforce boards have updated their Procurement Policy to align with the less restrictive federal regulations that the state has not yet adopted. To provide us with the most flexibility in our day-to-day operations, we are proposing to adopt those federal regulations as well. (See the brief linked above for more details). It was clarified that these revisions do not eliminate the competitive process.

Discussion took place by Directors who felt that there should be signature authority for the various purchase levels. Sherri indicated that because we are a small organization, she is the first level for small purchases (being the CFAO), and Jim is the final signature authority as the Executive Director.

Another recommendation was to have a workflow developed and in place. RWP staff indicated that this policy is about procuring vendors and is what HECC and DOL monitor us to, and is not RWP's internal purchasing process or signature process. Jessica noted that as a board, we want to keep the integrity of the delegation that the board gives to the Executive Director, and that he gives to the CFAO, and does not want the directors to manage internal processes.

The motion was made by Robert Begg to approve the policy change to align with the federal regulations.

Additional discussion took place and RWP was asked to provide the internal policy along with this revised policy so they could both be reviewed. Then the Directors could see how signature authority, as well as approvals of expenditures, is handled internally.

Jessica suggested that ***RWP staff come back to the next Corporate Directors meeting with the written internal process for signature authority*** that the Corporate Directors can review, along with the revised Procurement Policy presented today.

A second to the motion was not made and it did not move forward.

- [Maximum Training Benefit Policy](#)

An arbitrary amount of \$50,000 was created for this policy approved in 2019.

RWP staff are requesting that the Corporate Directors discuss and review whether this amount is still appropriate for a company to receive as their share of training funds. This policy is self-imposed and can be changed as the Corporate Directors and Workforce Board see fit.

Jim talked about the two companies who are currently using a lot of training funds (Combined Transport and Asante) and indicated that he could see where exceptions to this policy may be requested.

Jessica noted that we need to be sure that we set aside enough to ensure that we can help large, as well as small, employers.

Robert suggested a program where funds are given out during the year; and if there are funds remaining at the end of the year, they go back and allocate them to those who requested additional funds.

Our sector strategy work is primarily with those businesses who are around the table and engaging with us. We are identifying companies' highest priorities and assisting them with creating entry-level and/or career pathway programs.

The work we anticipate starting with Trever Yarrish will allow more public-facing information sharing, as well as the work we are doing with WSRV business services team and benefit navigators.

RWP staff will bring a recommendation for managing this program to the full workforce board in July.

RWP Staffing Update

- Staff Changes and Capacity

Heather spoke about the recent new hires for RWP, as well as some of the exciting systems and processes that are being developed. She felt that with the infrastructure this team is building, we will be able to act if we do, in fact, go into a recession. The infrastructure is also going to allow looking at performance in real time. Jim added that we have dreamed of having this kind of capacity to build our program management and we are very excited to be gaining traction in getting the work done.

At 2:45 pm, Chair Jessica Gomez moved the Corporate Directors into Executive Session.

Executive Session - To Consider Employment of an Individual

The Rogue Workforce Partnership ~ Corporate Directors will hold an executive session to consider employment of an individual pursuant to ORS 192.660 (2)(a).

The following designated staff may also be in attendance at the executive session: Jim Fong, Executive Director; Heather Stafford, Chief Operating Officer; and Sherri Emitte, Chief Finance and Administrative Officer.

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).


Executive Session ended at 3:10 pm. The Corporate Directors asked that the Executive Session be continued and another Corporate Directors meeting be scheduled as quickly as possible after July 4, 2022.

Adjourn

With no further business, the RWP Corporate Directors meeting was adjourned at 3:15 p.m.

Respectfully Submitted,

Tami Allison
Senior Project Manager

 11-29-2022
Approved Date
Jessica Gomez, RWP Chair