



**ROGUE WORKFORCE
PARTNERSHIP**



MINUTES

Joint Meeting of:

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

July 8, 2022 ♦ Zoom Video Conference

MEMBERS PRESENT

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

MEMBERS ABSENT

Robert Begg
Nikki Jones

OTHERS PRESENT

Jim Fong, Executive Director, Rogue Workforce Partnership
Heather Stafford, Chief Operating Officer, Rogue Workforce Partnership
Sherrri Emitte, Chief Finance and Administrative Officer, Rogue Workforce Partnership
Haylee Ulrey, Senior Operations Manager, Rogue Workforce Partnership
Stephannie Krunglevich, Program Manager, Rogue Workforce Partnership
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

Quorum Present: Yes for both meetings.

Call to Order

Jessica Gomez & Commissioner Darin Fowler called the Joint Meeting of the Rogue Workforce Partnership Corporate Directors & Rogue Valley Workforce Consortium meeting to order at 10:02 a.m.

Elect New RVWC Chair & Vice-Chair

Commissioner Fowler moved to elect Commissioner Dotterer as the Chair of the Rogue Valley Workforce Consortium. The motion was seconded by Commissioner Dotterer. There was no discussion. The motion passed unanimously.

Commissioner Dotterer moved to elect Commissioner Fowler as the Vice-Chair of the Rogue Valley Workforce Consortium. The motion was seconded by Commissioner Fowler. There was no discussion. The motion passed unanimously.

Approve RVWC Minutes

Commissioner Fowler made the motion to approve the May 5, 2022, RVWC minutes as presented. The motion was seconded by Commissioner Dotterer. There were no comments. The motion passed unanimously.

RWP Workforce Board Member Reappointments

The following individuals were presented for reappointment to the Rogue Workforce Partnership Workforce Board:

Scott Beveridge
Michael Donnelly
Shawn Hogan
Nikki Jones
Tom Keyser
Joe Myers

Jim indicated that he has spoken to the above, except for Joe Myers, and they have agreed to be reappointed. The RVWC will move forward with approving all the reappointments and, if Mr. Myers decides to decline, we will address it at that time.

Commissioner Fowler moved to reappoint the board members listed above. The motion was seconded by Commissioner Dotterer. There was no discussion. The motion passed unanimously.

Approve RWP Corporate Directors Minutes

Commissioner Fowler moved to approve the June 15, 2022, Corporate Director's minutes. The motion was seconded by Mike Donnelly. There was no discussion. The motion passed unanimously.

RWP Procurement Policy Revision Approval & Standard Operating Procedure Review

In response to a request from the Corporate Directors at their last meeting, the Signature Authority Standard Operating Procedure was presented to better define the procedure around signature approval.

Sherri Emitte indicated that she used a similar standard operating procedure from the Portland Workforce Board and modified it to meet the needs of RWP, and this SOP has already been put in place.

The Executive Director must approve all the credit card expenditures, as well as certain bills. Copies of issued checks are forwarded to the Executive Director and The Chief Operating Officer on a weekly basis for their review.

Although both the Executive Director and Chief Operating Officer are signers on the RWP bank account, checks require only one signature. Sherri noted that Jessica (RWP Chair) is also a signer on the account.

Mike indicated that this standard operating procedure addresses the concerns he brought up in the previous meeting. No further discussion took place.

RWP Revised Procurement Policy

Clarification was made that this revision changes the previous three levels of purchasing:

- Small purchases from \$0-\$10,000
- Medium purchases from \$10,000 - \$150,000
- Large purchases for amounts greater than \$150,00

To:

- Micro-purchases from \$0-\$50,000
- Small purchases from \$50,001 to \$250,000
- Competitive proposals for purchases greater than \$250,000

Sherri noted that the Micro-purchases may be used only if an entity has been found to be a “low-risk auditee” in the audited financial statements’ “Schedule of Findings and Questioned Costs,” which RWP has been for several years now. RWP will need to “self-certify” that they are low risk each year after the receipt of its audited financial statements.

Mike Donnelly moved to approve the revised procurement policy as written and presented. The motion was seconded by Commissioner Fowler. There was no discussion. The motion passed unanimously.

Executive Session - To Consider Employment of an Individual

The Rogue Workforce Partnership – Corporate Directors will continue the Executive Session held on June 15, 2022 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, 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)

The executive session ended at 11:01 am. The Corporate Directors will continue this conversation at an Executive Session to be held at the next RWP Corporate Directors meeting which is not yet scheduled.

Adjourn

With no further business, the RWP Corporate Directors and Rogue Valley Workforce Consortium meetings were adjourned at 11:05 a.m.

Respectfully Submitted,

Tami Allison
Senior Project Manager


Approved _____ Date 11/29/22
Jessica Gomez, RWP Chair


Approved _____ Date 12-06-22
Commissioner Darin Fowler, RVWC Chair