



## **MINUTES**

### **ROGUE WORKFORCE PARTNERSHIP – CORPORATE DIRECTORS**

January 19, 2023 ♦ Zoom Video Conference

#### **MEMBERS PRESENT**

Vice-Chair, Mike Donnelly  
Norm Kester  
Brent Kell  
Robert Begg

#### **MEMBERS ABSENT**

Chair, Jessica Gomez  
Commissioner Dave Dotterer – *RVWC Member*  
Commissioner John West – *RWWC Member*

#### **OTHERS PRESENT**

Jeny Grupe, KDP Certified Public Accountants  
Ben Cohn, KDP Certified Public Accountants  
Heather Stafford, Executive Director, Rogue Workforce Partnership  
Sherri Emitte, Outgoing Chief Finance and Administrative Officer, Rogue Workforce Partnership  
Matt Fadich, Incoming Chief Finance and Administrative Officer, Rogue Workforce Partnership  
Haylee Ulrey, Senior Operations Manager, Rogue Workforce Partnership  
Greg Thweatt, Data & Program Analyst, Rogue Workforce Partnership  
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

**Quorum Present:** Yes

Heather welcomed everyone to the first meeting of 2023 and talked briefly about Jim's retirement party that was held on January 12, 2023.

### **Call to Order**

Mike Donnelly, Vice-Chair, called the Rogue Workforce Partnership Corporate Directors meeting to order at 9:04 a.m. Introductions were done.

### **RWP Corporate Director Chair Transition**

Heather reported that Chair, Jessica Gomez, will be opening another corporate business location in Florida and will be resigning from the Corporate Directors as well as the Workforce Board. Jessica will announce her resignation at the next Workforce Board meeting. Mike Donnelly has agreed to step in as chair for approximately 6 months, before he also resigns, in order to bring on a new chair and vice-chair.

Norm Kester and Brent Kell were welcomed as new Corporate Directors. Heather will meet with them to do a deeper dive into areas of interest. Heather also plans to talk to each Corporate Director regarding the vice-chair position.

**Robert Begg made the motion to accept Mike Donnelly's nomination for Corporate Director Chair. The motion was seconded by Norm Kester. No further discussion took place. The motion was passed unanimously.**

## Consent Agenda

Robert Begg made the motion to approve the consent agenda consisting of the September 21, 2022 Joint Corporate Directors & RVWC Meeting Minutes. The motion was seconded by Norm Kester. No further discussion took place. The motion was passed unanimously.

## PY 21 RWP Audit

Jeny Grupe and Ben Cohn from KDP Certified Public Accounts attended the meeting to review the PY 21 RWP Audit Report. KDP reported that RWP had no findings and qualified as a low-risk auditee (lower level of testing required for single audit).

As noted on page 10, note 1, next year will be the first year that RWP will have to implement ASU 2016-02 requiring all leases over one year to be placed on the balance sheet as well as addressing and evaluating all contracts to see if there are embedded lease components contained. A short discussion took place on whether RWP would need to set up a new process. It was clarified by Matt that RWP already has a process in place, and Ben clarified that we won't need to look retroactively on any contracts. Matt indicated that he does not anticipate making changes month-to-month regarding leases but will do so at the end of the year.

The Management Representation letter was reviewed with the Board. No observations were noted.

Matt talked briefly about the HECC-OWI Final Monitoring Report that was sent to the Board on December 19, 2022, that brought a few items forward needing attention, one of which was the need for a revised Audit policy. Matt will be discussion this later in today's meeting.

Board member Mike Donnelly applauded Sherri Emitte for the work she has done to clean up the mess that she walked into 10 years ago – insuring not only compliance but having a strategy in place to move forward. Heather Stafford noted that because of Sherri, we have a reputable system and a positive reputation to move forward.

Robert Begg moved to approve the PY 21 RWP Audit Report as presented. The motion was seconded by Brent Kell. No further discussion took place. The motion passed unanimously.

## RWP Budget Discussion

Matt Fadich introduced himself as the incoming Chief Finance and Administrative Officer effective January 1, 2023. Matt shared a bit about his background and noted that he has already begun to establish relationships with peers on other workforce boards around the state. Matt's budget implementation plan includes the following:

- Implement a robust budgeting process
- Involve as many people as possible and integrate into planning and monthly review
- Going forward would like to do budget modifications mid-year
- Already started budgeting process for the remainder of this year and into next year
- Implement purchase orders beginning February 1, 2023

Matt indicated that he will always have more information than what is presented in the budget and is available to present and answer questions as needed.

Heather added that we want to make this fully automated and fully transparent and are working hard toward that goal. "Funding streams will become more diverse as we move forward and a formal grant writing team is being put in place," Heather stated.

Feedback from Directors included:

- Need to dig down further into why we are spending the funds and what is the ROI
- Likes the idea of budget vs. actual and whether we are on plan
- Don't like having lagging indicators
- With good data, we can take good action
- Likes idea of including more people in the budgeting process

Matt reported that RWP is also transitioning to upgraded accounting software (Sage Intact) this summer that will not only communicate with our payroll provider BBSI, but also with SmartSheets and will be able to import participant data into the financial reporting.

## Policy Approval

RWP staff presented policy revisions for the following policies:

- Incident Reporting
- Individual Training Account
- Audit

The policy revisions all came from the HECC-OWI monitoring.

Based on a suggestion from a director, Heather indicated that in the future, RWP staff will provide both a redlined copy as well as a clean copy of the policy revisions for easier review.

Brief discussion took place on the Audit policy revision regarding responsibility to change auditors if the RFP comes back with a vendor at a lower cost. Matt indicated that we do not have to change auditors; however, if someone did come in at a lower cost, it could cause pressure to change auditors because of the savings. Heather feels this is a good opportunity to check our costs and it is a check and balance requirement by the state as well.

After some brief discussion, the Corporate Directors asked to review the Procurement Policy at the next meeting.

**Robert Begg moved to approve these policy revisions as a package as they were presented. The motion was seconded by Mike Donnelly. No further discussion took place. The motion passed unanimously.**

## RWP Workforce Board Meeting Agenda Prep

Heather reported that all Workforce Board meetings have been scheduled for the year, and that the meeting in July will be technically called the "Annual Meeting" as required by WIOA. This one meeting will be extended to three hours. The remainder of the meetings will be two hours in length with actions at the front end of the meeting and the second hour to include programmatic and strategic updates and discussion. Updates at the next Workforce Board meeting will include:

- Budget
- Policy

- Audit
- Transition of current Chair
- New board members

Directors were asked to let Heather know of anyone they think would be a good workforce board member.

## Adjourn

With no further business, the RWP Corporate Directors meeting was adjourned at 10:30 a.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

  
Michael Donnelly, RWP Chair