

## MINUTES

### ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD

April 28, 2023

In-Person for 5-6 People & Zoom Conference Call

#### MEMBERS PRESENT:

Rick Bailey, Scott Beveridge, Mike Card, Nick Carpenter, Bret Champion, Lance Corley, Terri Fairbanks, Brent Kell, Joe Myers, Sherri Stratton, Marta Tarantsey, Drew Waits, Randy Weber, Kim Whitney, Mike Donnelly

#### QUORUM PRESENT: Yes

#### OTHERS ATTENDING:

*Jackson County Commissioner* – Dave Dotterer

*VASORCC* - Peter Weston

*BBSI* - Suz Montemayor

*Options* - Jenna Dale

*Oregon AFLCIO* - Josh Hall

*Project Youth Plus* – Jen Perry

*Oregon Employment Department* – Guy Tauer

*Rogue Community College* – Lisa Parks, Kim Freeze

*WorkSource Rogue Valley*- Tammy Schroeder, Jaymes Tadlock, Josh Morell, Joe Spagnalo

*Rogue Workforce Partnership*- Heather Stafford, Haylee Ulrey, Stephannie Krunglevich, Matt Fadich, Greg Thweatt, Tyler Worthley, Tami Allison

#### CALL TO ORDER

The RWP Workforce Board meeting was called to order by outgoing Chair Mike Donnelly at 9:03 a.m.

#### Welcome & Introductions

RWP Workforce Board Members introduced themselves and the non-members roll was documented through the Zoom meeting participants list.

Mike is resigning from the workforce board, and this will be his last meeting. At the last RWP Corporate Director's meeting, Robert Begg was voted in as Chair of the RWP Corporate Directors. Heather noted that she is continuing to recruit for a vice-chair candidate. ***Both Chair and Vice-Chair of the Workforce Board will need to be considered as an action item at the next Workforce Board meeting.***

#### Consent Agenda

*The consent agenda groups routine, procedural, informational & self-explanatory items that aren't expected to require discussion. It's approved together in one action. Items may be moved out of the consent agenda for discussion at the request of any member.*

The motion was made by Mike Card to approve the consent agenda consisting of the minutes from the [February 3, 2023 RWP Workforce Board meeting](#). The motion was seconded by Brent Kell. There was no discussion. The motion passed unanimously.

## **RWP Workforce Board Chair & Vice-Chair Transition**

Robert Begg was recently elected Chair of the Rogue Workforce Partnership Corporate Directors and per the RWP Bylaws, *Article 1: Definitions*, it states that the Chair of the Workforce Board and the Chair of the Corporate Directors is the same person; however, the election must take place at an RWP Workforce Board meeting before Robert can be the acting Chair. Robert is not present at today's meeting, so **this action will move forward to the July 28, 2023, Workforce Board meeting.**

Heather noted that she is continuing to recruit for a Vice-Chair as well as a couple other vacant workforce board positions. Please send Heather any suggestions you may have for candidates.

"Part of the governance changes is to formalize the workforce board selection process", Heather stated, "utilizing a nominating/membership committee that will be formed as a sub-committee of the workforce board".

Josephine County Commissioner John West will be joining the Rogue Valley Workforce Consortium as well as the Corporate Directors.

## **Budget Review**

- **Budget Modification**

Matt presented the budget modification, that includes a modified format to streamline and provide more information, reflecting actual expenses through mid-December 2022 and projections through the remainder of the fiscal year. Historically, RWP has made the modifications at the end of the year, and going forward, the goal is to do a mid-year modification. Heather added that the Board will always see a modification six months into the program year to ensure alignment of our programs.

Matt again, encouraged board members to contact him if they want to take a deeper dive into the budget.

### **Highlights included:**

- Salaries and Wages – retirements and reorganization created cost savings from the previous month. One position remains vacant.
- Direct Client Services – These are client services provided by our subrecipients and those that RWP pays directly. Direct Outside services are Express payments paid for internships. Direct fees and other direct costs are cost paid by RWP in support of our subrecipients.
- Operating Costs – These are costs associated with running the organization, including rent, information technology, insurance, etc.
- Administration – Administration is the cost associated with the administrative duties of the organization, including accounting, payroll, and the audit. These costs are pooled and allocated to the other contracts.
- Other Cost Pools – Like Administration, RWP has other cost pools that are allocated to other grants. Communications/Reimagine WSRV/Production Costs are cost pools related to communications and video production. These are allocated to WIOA Adult and DW (and a small portion to Workforce Strategies).
- Obligated Funds – RWP contracts with the Oregon Employment Department (OED) and Project Youth Plus. This budget assumes that all contracted funds will be fully spent during the fiscal year. This is not necessarily an accurate assumption.
- WIOA Formula Funds – Every year, RWP receives two-year WIOA grant funds. In the long term, the organization should spend 50% of each award each year to remain consistent. For the current cycle, our percentages are above 50%, which means there will be less available next Growing Skills - Building Careers - Boosting the Economy year. These percentages are budgeted as:
  - Adult – 72%. The availability of funds may require a focus on dislocated worker services

**The motion was made by Mike Donnelly to approve the budget modification as presented and as previously approved by the Rogue Workforce Partnership Corporate Directors at their March 31, 2023, meeting. The motion was seconded by Lance Corley. No discussion took place. The motion passed unanimously.**

- **Budget to Actuals**

Matt reported that the Budget to Actuals document presents actual expenses and revenues compared to the original Board approved budget for 2022-2023. The first page shows the total agency budget to actuals and the following pages show individual funds. The narrative addresses variances for the entire agency.

Going forward, RWP intends to present budget actuals to the workforce board at each quarterly meeting and present one modification in January. The format is likely to change as RWP staff work to improve the form and content of the presentation.

Matt explained that because WIOA funds come to us as two-year grants, we are always rolling funds into the next year. Although we do not anticipate any issues in providing services, Matt indicated that funding will be decreased for the coming year;

- Focus on adult services will skew heavily toward dislocated workers
- Underspent in staffing for the Good Jobs Grant
- Over budget (positively) for providing services

Investment Gains and Losses: From July 2021 through September 2022 they lost \$161,000 in value, declining from \$541,000 to \$380,000. In September, RWP staff met with our investment agent to discuss ways to mitigate risk in the current market. In the last quarter of 2022, we shifted to a more cash-heavy, risk averse investment strategy. If markets continue to decline, we may need to revisit this again. When asked by a board member about any analysis RWP has done, Matt indicated that we don't try to realize the unrealized. We did get a big conversion from unrealized to realized when we sold investments and bought others, and we have seen slow gains and hope to break even until we get into a better place. When Matt met with the broker, they recommended that we remain in the market, stay more cash heavy and stay as conservative as possible.

Mike Donnelly explained that the tasks that would otherwise take place by an investment committee mainly falls on the Corporate Directors. Four to six investment advisors were interviewed and the one with the best track record as well as communication was selected (Sky Oak Investments). Sky Oaks Investments manage many funds for non-profits and have a very good reputation, traveling the fine line between using their expertise and managing our desires and expectations. The strategy is to use the investment funds as a funding mechanism for things like Careers in Gear and use funds that made gains for programs that could not be funded through WIOA.

**The motion was made by Scott Beveridge to approve the Budget to Actuals for July 2022 through February 2023 as presented and as previously approved by the Rogue Workforce Partnership Corporate Directors at their March 31, 2023, meeting. The motion was seconded by Brent Kell.**

## **Executive Director Updates**

- Department of Labor Federal Allocations – Oregon's allocation is 8.5% lower than last year. To address shortages in funding, RWP is currently building an internal grant writing team to increase our overall budget.
- Future Ready Oregon - Was previously referred to as Prosperity 10k but has now been changed to 7k due to the funding decrease from \$50 million to \$32 million.

- Workforce Ready Grants 1 and 2- Six organizations in Southern Oregon received grants.
- Statewide Industry Consortia - Higher Education Coordinating Commission (HECC) has decided to retain some of the money to fund statewide sector groups in Health care, Manufacturing, and technology. Heather announced that she has been invited to serve on the health care statewide consortia, and a kickoff meeting was held yesterday. Heather will be looking for other industry representatives who would like to serve on the consortia. Manufacturing and technology have not yet been convened.

Here are some studies in healthcare that are informing the group:

- [Post Secondary Healthcare Education Shortage in Oregon](#)
- [Oregon's Healthcare Workforce Needs Assessment 2023](#)

Other data is showing:

- Education institutions are only able to accept 20% of nursing applicants
- If we were able to raise that by 15% and accept 35% of nursing applicants, we would be at full nursing employment in Oregon.
- The 20% almost exactly mirrors the demographic diversity of our state in acceptance
- On the workforce side, those investments are more inclusive and more diverse than the state average;

Dr. Randy Weber, President of RCC, thanked Heather for her leadership on the statewide group and announced that RCC has recently received approval from Oregon State Board of Nursing to add a second cohort of RNs. Currently RCC can award 32 RNs in a year. With the second cohort of 24 tentatively scheduled to start in the Spring, RCC will be able to award 56 RNs per year.

Dr. Weber talked about the requirements for clinical faculty to have their Bachelor of Science degree, and to be a lecturer, didactyl faculty, it requires a master's degree. Healthcare providers are committed to helping generate more nurses in our workforce, and the hope is to develop a creative agreement that will allow this to happen.

- RWP Governance Updates – Heather briefly announced that updates to the RWP and RVWC Governance Documents will be brought to the next Executive (Corporate Director) Committee meeting for review and then to the full workforce board at their next meeting for approval.

## **REGIONAL ECONOMIC & LABOR MARKET REPORT**

See Quality Info website for additional data <https://www.qualityinfo.org/rogue-valley>  
[Slides from today's presentation](#)

Regional Economists have been asked to include the Bureau of Labor Statistics Survey in their presentations.

BLS has been struggling with survey response rates and low response rates take away from the accuracy, creates larger margins of error and creates less data than can be provided. The Census Bureau also collects and produces a lot of data from surveys such as the household survey which is a survey for data by states. Nothing for individuals or businesses is disclosed and getting this input from everyone will allow the continued providing of accurate information for our needs.

## **RWP STRATEGIC ROAD MAP - UPDATES & COORDINATION**

### **Filling the Talent Pipeline**

- Sector Strategies
  - Updates from Sector Chairs

This agenda item will be used for ongoing discussion and updates from the sector groups.

Tyler Worthley introduced himself as the new Business Services Manager with RWP and gave an update and an overview of where we're at and the direction we are heading in our sector work. Out of our six sectors, Natural Resources, Healthcare, and Transportation and Logistics all have strong engagement. Tyler indicated his focus will be to continue to uplift those groups, get more industry leaders involved, and to pull action items to hand off to community programs to drive some of the workforce results we are looking for. The goal with Manufacturing, Construction and Technology is to convene those groups and build them to meet regularly, as well as increase industry engagement and bring in some new industry partners to share their needs as well as having the right audience to listen to their needs.

Although we recently had a RAMP meeting, where we didn't have the employer engagement we wanted, we did have a lot of community partners present and it was great for them to get on the same page and learn more about the direction that RCC is heading with a lot of the manufacturing programs. Tyler's recent outreach has resulted in 8-10 employers showing an increase in interest in getting re-involved in RAMP.

One of the biggest trends we are seeing that is helping these sector groups is the willingness from community partners, such as SOREDI and Business Oregon, to be aligned and all on the same page.

Heather added that sector strategies are the heart and soul of what we do, and it is the ability to be demand driven, not create programs in a vacuum, and to really be responsive and nimble to what industry is looking for. Healthcare, Manufacturing, and Technology are going to have great alignment with the state groups and those state boards will dictate where a lot of the funding goes, so we want to create alignment so that we can be competitive when funding is made available.

If anyone has any feedback, please pass it along to Tyler.

Randy added that in Healthcare as well as Transportation and Logistics there are very specific credential requirements whereas Manufacturing and Technology require more training providing industry recognized programs and this is where RCC becomes challenged to determine what it is industry needs. Tyler commended the Manufacturing Department at RCC for coming to the table and working closely with many industry partners. The goal is to identify some core needs within Manufacturing and Technology and then try to match those needs to workforce training programs.

#### Transportation & Logistics

- Good Jobs Grant was split between RWP and SOWIB
- SOWIB Board has received the truck driving simulator and has it loaded on a trailer that a two-axle truck can pull around
- Will have ability to borrow it and move it around to utilize in training
- Guys information showed a swing and Mike reported they are seeing more applicants for truck driving programs, schools are full, and it's getting a bit easier to hire truck drivers right now

#### Healthcare

- Continue to struggle with labor shortages and cost of labor
- Oregon is 45<sup>th</sup> in the country for Medicare reimbursement
- Working to reach out more into K-12 and underserved populations
- SOAP (Southern Oregon Alliance Providers) new group formed to recruit healthcare providers to the Rogue Valley

#### Natural Resources

- Terry asked for help in defining and measuring the Natural Resources sector to determine how many people are employed
  - Crosses government lines
  - Involves service
  - Involves the use of heavy equipment

- Challenging to determine the workforce in this sector as so many come from out of the area.
- Guy provided [links to information](#)
- Are any other workforce boards looking at Natural Resources as a sector?
- Local hires are increasing from 30-60% locally
- Better data can be obtained by bringing the industry sector people together to aggregate their needs

#### Manufacturing

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#### Construction

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#### Technology

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#### Reimagining K-20 Education

- Heather reported that the SOELC meeting scheduled earlier this month was cancelled
- There was no other information or updates to share
- Tami is working to schedule one-on-one meetings with Heather and the educators

#### Reimagining WSRV

- Adult and Youth Workforce Program Overview
  - Employment and Training numbers from PY 22 are similar to PY 21
  - Majority of trainings continue to be Occupational Skills; Certified Nurse Assistant and Commercial Driver's license
  - Of PY 22 Trainings, 23% were Work-Based (OJTs, internships, work experience)
  - Total investments are down due to our commitment of blending and braiding resources
  - Customers are remaining engaged for 30+ days
  - PY+ between January and July have scheduled 56 CNAs and phlebotomists for high school students
  - Another 24 students will be taking the caregiver course in May and June
  - Internship opportunities will be expanding
    - Internships at Asante
    - Will expand into RV Manor
- Careers in Gear Update <https://www.facebook.com/profile.php?id=100085125231960>
  - 155 exhibitors
  - Expanded into a second building at the Expo
  - 30 volunteers
  - 1,767 students
  - 35 schools
  - 205 adults

#### Learning Community / Longitudinal Data Analytics

Heather reported that a lot is going on but for now, while the state is working on how they can and cannot share their data, Heather has been asked to join the OED modernization effort. Heather will provide updates as they are available.

- Communications and Engagement
  - Success Stories are posted on Rogue Careers as well as our Facebook pages.
  - There was a slight dip in January / February but are consistently rebounding
  - Focus is on long-term, sustained growth, as well as high school and community outreach

- Equity and Holistic Focus
  - Personal Effectiveness Training
  - Priority Population Outreach

## **PUBLIC COMMENT**

No public comment was made.

## **ADJOURN**

With no further discussion, the meeting was adjourned at 11:07 AM.

Respectfully Submitted,

Tami Allison  
Senior Project Manager  
/tka

APPROVED:



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Chair

10/10/23

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Date