



ROGUE WORKFORCE PARTNERSHIP



MINUTES

ROGUE WORKFORCE PARTNERSHIP - CORPORATE DIRECTORS & ROGUE VALLEY WORKFORCE CONSORTIUM

March 15, 2024 In-Person at 37 N. Central Ave. Medford OR & Microsoft Teams

MEMBERS PRESENT

Commissioner Dave Dotterer – *RVWC Member*
Brent Kell
Mike Card

MEMBERS ABSENT

Commissioner John West – *RVWC Member*

OTHERS PRESENT

Heather Stafford, Executive Director, Rogue Workforce Partnership
Matt Fadich, Chief Finance and Administrative Officer, Rogue Workforce Partnership
Stephannie Krunglevich, Director of Workforce Programs, Rogue Workforce Partnership
Greg Thweatt, Systems and Quality Improvement Analyst, Rogue Workforce Partnership
Caylynn Reed, Program Coordinator, Rogue Workforce Partnership
Tyler Worthley, Business Services Manager, Rogue Workforce Partnership
Spencer McQueary, Communications Manager, Rogue Workforce Partnership
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

Quorum Present: Yes – Corporate Directors; No- Rogue Valley Workforce Consortium

Call to Order

Chair Brent Kell called the Rogue Workforce Partnership Corporate Director’s Meeting to order at 1:03 pm. Due to the lack of a quorum for the Rogue Valley Workforce Consortium, that meeting was not called to order.

Approve Minutes

Mike Card moved to approve the minutes of the Rogue Workforce Partnership Corporate Director’s meeting from September 29,2023. The motion was seconded by Brent Kell. There was no discussion. The motion passed unanimously.

Due to the lack of participation from Josephine County, the Rogue Valley Workforce Consortium meeting minutes from June 30, 2023, and September 29, 2023, will be emailed to Commissioner Dotterer for his approval and signature.

Policy Approval Process

During our monitoring process with the Higher Education Coordinating Commission, Office of Workforce Investments, they recommended that to streamline the approval process, reduce delays, and alleviate the board’s workload only a handful of policies need workforce board approval and suggested that we bring the full list of policies to the board notating which ones needed board approval and ask that we change our policy approval process. We are bringing this list here today for the Executive Committee to recommend approving this policy process change. The following are the list of policies requiring workforce board approval:

- Audit Policy
- Code of Conduct Policy
- Local Workforce Development Board Membership Criteria Policy
- Incident Reporting Policy
- One-Stop Certification Policy
- Priority of Service Policy
- Rapid Response Activities and Tracking Requirements Policy
- Supportive Services and Needs Related Payments Policy

Discussion took place regarding the intent of the workforce board to look at the bigger picture and not into the minutia. RWP staff can always make time on the agenda to bring items of importance forward for discussion, as well as utilizing the Executive Committee as a policy committee to do a deeper dive as needed.

Mike Card moved to approve the policy process change recommendation to the Rogue Workforce Development Board. The motion was seconded by Commissioner Dave Dotterer. There was no discussion. The motion passed unanimously. This item will be presented at the next Workforce Board Meeting.

Key Performance Indicators (KPIs)

During the RWP staff retreat last August, the strategic roadmap was revised after going through a lengthy discussion about having opportunities as well as results. The approach for the Board is to have KPIs (a set of basic performance indicators) that can be looked at and measured over time. The following suggestions were made:

- take the KPIs and separate into core performance and look at it from the viewpoint of our funders.
- Make the data discussion an objective

The Executive Committee will review the KPIs and send their comments to Heather by email. Comments will be collated and will be discussed at the April 19, 2024 Workforce Board Agenda planning meeting.

Tami will send the April 19, 2024, agenda planning meeting invitation to Commissioner Dotterer.

Board Review Calendar

The Executive Committee agrees with the timeline presented; however, Heather will rename as the Executive Committee Review Calendar as the Executive Committee will recommend approval by the Workforce Board.

RWP Budget

Budget to Actuals

Matt clarified that although the presentation for today's meeting shows action needs to be taken for this item, it is only an information item as indicated on the agenda.

Discussion took place regarding the challenge of presenting budget to actuals due to the receipt of invoices. The Executive Committee agreed that Matt can provide February information at the April Workforce Board meeting.

Board Recruitment and Committees - Proposed Standing Committees

- Executive Committee
- Nominating Committee
- Education Committee
- Business Sector Committee

Mike indicated that he feels the nominating committee should be a standing committee and that DEI should be engrained in all the committees and not be a standalone committee.

A suggestion was made to have a standing committee of the chairs of our six Industry Sectors which would align with our first objective and could be a KPI.

Mike, Heather, and Tami will work to diversify the workforce board and add members to the Executive Committee. Tami will schedule a meeting.

Brent has someone from manufacturing that he will introduce to Mike as a potential board member.

Local Plan Update

Heather reported that a fair number of comments were received during the 30-day public comment period. The comments have been collated and entered into the Local Plan. We received approval to move forward with submission of the Local Plan without the IFA. The plan will be submitted on Monday March 18, 2024.

Heather indicated that RWP is moving forward with the Pathway Home Grant which would allow delivering wrap around and direct workforce services inside the Jackson County Jail and to the parole population.

Commissioner Dotterer asked Heather to attend the March 25 County Economic Development Advisory Committee at 3 pm where they will be discussing the Aviation Training Center. Pacific Aviation received funding for a flight simulator that could be housed at the Medford Airport.

Heather is working at the Oregon Workforce Partnership level to get a portion of the Prosperity 10k into the Governor's budget.

Public Comment

There was no public comment.

Adjourn

With no further business, the RWP Corporate Directors adjourned at 2:27 pm.

Respectfully Submitted,

Tami Allison
Senior Project Manager


Chair - Executive Committee

Chair - RVWC