



MINUTES

ROGUE WORKFORCE PARTNERSHIP ~ EXECUTIVE DIRECTOR’S MEETING

October 4, 2024 ♦ In-Person at 37 N. Central Ave. Medford OR & Microsoft Teams

MEMBERS PRESENT

Commissioner Dave Dotterrer
Brent Kell

MEMBERS ABSENT

Mike Card

OTHERS PRESENT

Sara Bristol, Mayor, City of Grants Pass
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
Haylee Ulrey, Senior Operations Manager, Rogue Workforce Partnership
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

Quorum Present: Yes

Call to Order

Chair Brent Kell called the meeting of the Rogue Workforce Partnership Executive Committee to order at 1:15 pm.

Approve Minutes

Dave Dotterrer moved to approve the minutes of the Rogue Workforce Partnership Corporate Director’s meeting from June 28, 2024. The motion was seconded by Brent Kell. There was no discussion. The motion passed unanimously.

Elect Chair and Vice-Chair

No changes are being made to the Chair and Vice-Chair.

Dave Dotterrer moved to re-elect Brent Kell as Chair and Mike Card as Vice-Chair of the Rogue Workforce Partnership’s Executive Directors. The motion was seconded by Brent Kell. There was no discussion. The motion passed unanimously.

Executive Director Update

Rogue Valley Workforce Consortium Governance Status

Heather reported that we are still waiting to have Sara Bristol officially on the Rogue Valley Workforce Consortium as Jackson County legal team is still reviewing the governance documents.

Governor’s Workforce Policy Advisor

Sara Foster is the new workforce policy advisor and our connection to the Governor.

State HECC Healthcare Consortium

The most recent HECC Healthcare Consortium meeting was hosted in Jackson County. After a series of business interviews around the state, nursing and behavioral health rose to the top as the biggest issues. A study will be conducted to determine the need around the state. Many large organizations already have bills in and there will be a big investment in the Governor's budget.

Heather has a meeting next week with Marc Overbeck regarding a grant for Behavioral Health. Two of five meetings have been held at the state level with Oregon Workforce Partnership and all nine workforce boards and county administrators to get aligned at the policy and funding level.

EPA Project Proposal

Heather indicated that our competitive proposal was submitted, and we are looking forward to our partnership with Southern Oregon University.

Policy Updates

The following policies are presented as **information only** as they require only approval by the Executive Director:

- **Adult/DW Documentation and Eligibility Program Standard**
 - Edits made to comply with WIOA changes on how WIOA Title IB participants are deemed eligible for services.
- **Basic Skills Deficient Policy**
 - Edits made to comply with WIOA changes for Priority of Service
 - Expanded options for staff to assess for Basic Skills Deficient
- **Dislocated Worker Eligibility Policy**
 - Edits reflect a change in how WIOA Title IB Dislocated Worker eligibility is provided
 - Clarified requirements for Individualized, Support, or Training services
- **Follow-up Services WIOA Title I Adult, Dislocated Worker, Youth Policy**
 - Added WIOA Adult/DW in addition to WIOA Youth to follow WIOA change
- **Individual Training Account (ITA) Policy**
 - Changed language that would allow 16 and 17 year olds Out-of-School Youth to receive an ITA (prior version only allowed 18+ that is contrary to WIOA)
- **Personal Identifiable Information (PII) Policy**
 - Added wording to include the digital filing system (eBridge) and Provider Payment request system (Smartsheets)
- **Travel and Expense Reimbursement Policy**
 - Removal of the word "entertainment"
- **WIOA Sub-Recipient Monitoring Policy**
 - Clearly included the distribution of reports to the workforce board and LEOs
 - Revised headers to match each page

The following policies are presented needing action from the Executive Directors to recommend policies to the full Workforce Board:

- **Audit Policy**
 - The audit policy was revised based on recommendations from the HECC. The fixed time frame was removed to maximize RWP's flexibility in choosing when to reissue an RFP. A fixed time frame in our previous policy was the source of the HECC's finding in 2022.
 - The policy was also modified to require that the audit be presented to the full Board of Directors and the Consortium, which has already been our practice.

Dave Dotterer moved to recommend the Audit Policy for approval by the full Workforce Board. The motion was seconded by Brent Kell. No further discussion took place. The motion passed unanimously.

- Code of Conduct Policy
 - Reviewing the definition of conflict of interest and how we handle conflict of interest, or any perceived conflict of interest. In the prior policy we didn't detail the procedures of how we handle these conflicts of interest. We outlined the procedures clearly in the policy. Also doing internal trainings around Conflict of Interest and plan on doing training with the board as well.

Dave Dotterer moved to recommend the Code of Conduct Policy for approval by the full Workforce Board. The motion was seconded by Brent Kell. No further discussion took place. The motion passed unanimously.

Executive Session

This item was tabled, and the group discussed scheduling another meeting for October 18. Tami will check availability and schedule the meeting.

Public Comment

There was no public comment.

Adjourn

With no further business, the RWP Executive Committee adjourned at 1:35 pm.

Respectfully Submitted,

Tami Allison
Senior Project Manager



Chair – Executive Committee