

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

BOARD MEETING

Friday, November 20, 2015

10:00 AM – 12:00 PM

WorkSource Oregon – St. Helens Center
Classroom 3 of Suite 300
500 N. Highway 30
St. Helens, OR 97051

This meeting will be properly noticed and posted in the following places:

Columbia County Commissioners office: 230 Strand Street 331, St. Helens, OR 97051
Clatsop County Commissioners office: 800 Exchange Street, Ste. 410, Astoria, OR 97103
Tillamook County Commissioners office: 201 Laurel Ave., Tillamook, OR 97141
Lincoln County Commissioners office: 225 West Olive Street Room 110, Newport, Oregon 97365
Benton County Commissioners office: 205 NW 5th Street, Corvallis, OR 97330
Columbia County: The Chronicle
Clatsop County: The Daily Astorian
Lincoln County: The News Guard
Tillamook County: Headlight Herald
Benton County: Gazette Times-Corvallis

AGENDA

1. Call to order, confirmation of posting, and roll call.
2. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on the agenda, which is before the board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.
3. **DISCUSSION AND POSSIBLE ACTION:** Consent agenda – Approval of the following items:
 - November board meeting agenda with inclusion of any emergency items and deletion of any items
 - Approve of ONWIB minutes from the October 30, 2015 meeting
4. **DISCUSSION AND POSSIBLE ACTION:** Review and approve the Administrative Policy on Procurement
5. **INFORMATION:** Introductory data and research from the Oregon Employment Department's Workforce and Economic Research Division.
6. **INFORMATION:** Overview of Rethinking Job Search Grant – Heather DeSart
7. **BOARD MEMBER COMMENTS:** All

8. SECOND PUBLIC COMMENT SESSION: Members of the public may now comment on any matter or topic, which is relevant to or within the authority of jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and address for the record. Each comment will be limited to three (3) minutes.

9. ADJOURNMENT

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

DRAFT Meeting Minutes

Friday, October 30, 2015
10:00 AM – 12:00 PM
Oregon Coast Community College
Community Room
3788 SE High School Drive
Lincoln City, OR 97367

Members Present

Amanda Morris
Amy Jauron
Debra Smith
Gail Muller

Henry Balensifer III
Jim Tierney
Pat Malone
Rhonda Meidinger

Stephanie Hurliman
Tom Gill
Tony Erickson
Whitey Forsman

Members Absent

Al DeVita
Connie Green
Jeff Kemp

John Hawkins
Luke Colvin
Michael Smith

Randy Getman
Zack Poole

Staff

Heather DeSart
Mike Kennedy

Others Present

Commissioner Henry Heimuller, Columbia County
Erik Knoder, Oregon Employment Department
Katelyn Roberts, Higher Education Coordinating Commission

AGENDA

Call to order, confirmation of posting, and roll call.

The meeting was called to order by Chair Tony Erickson at 10:05 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

No comments were made.

DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusion of any emergency items and deletion of any items

Ms. DeSart proposed two corrections to the agenda:

- On Agenda Item 7, the program year should read “July 1, 2015 – June 30, 2016” instead of July 1, 2015 – June 30, 2015”
- On Agenda Item 11, it should read “Members of the public may now comment...” instead of “Members of the public may not comment...”

A motion was made by Henry Balensifer and seconded by Debra Smith to approve the agenda with the corrections provided by staff. Motion carried.

DISCUSSION AND POSSIBLE ACTION: Approve of ONWIB minutes from the September 25, 2015 meeting.

A motion was made by Tom Gill and seconded by Henry Balensifer to approve the minutes as presented. Motion carried.

DISCUSSION AND POSSIBLE ACTION: Review and approve the Administrative Policy on Signature Authority

Chair Erickson drew the board's attention to the draft Administrative Policy on Signature Authority. With questions from members, staff clarified that section 2 means that contracts exceeding \$100,000 or modification of \$100,000 or more of a contract would have to be approved by a majority of ONWIB or its Executive Committee. This does not preclude contracts or modification less than \$100,000 coming to the board. Staff also clarified that "designee" means staff assigned by the Executive Director to perform fiscal tasks, such as draw requests.

Commissioner Heimuller provided a correction to line three within section 7 of the policy to change "sing" to "sign".

A motion was made by Tom Gill and seconded by Henry Balensifer to approve the Administrative Policy on Signature Authority with the correction to section 7.

DISCUSSION AND POSSIBLE ACTION: Discuss and approve the following modifications to the PY 15 ONWIB Operating Budget

- **Correction of percentage listed in Revenue: WIOA Program (9%). The budget presented in September listed this as 7%.**
- **Add line item under Revenue titled Supplemental Funding for New Board Support with funds totaling \$15,000. Staff recommend these funds be added to Equipment and Maintenance under Materials and Services.**
- **Add line item under Revenue titled Rethinking Job Search with funds totaling \$99,032. 09. Staff recommend these funds be added to the Unobligated Operating Budget until detailed spending recommendation can be developed and presented to the board.**

Chair Erickson and Ms. DeSart explained each of the modifications:

- Correction of percentage listed in Revenue: WIOA Program (9%). The budget presented in September listed this as 7%. – This budget figures were correct to reflect a 9% WIOA Program funds reserved for operating expenses. This was a typo. Ms. DeSart clarified that the 10% of WIOA Administration funds is a cap set by DOL. The percentage of WIOA Program funds is discretionary. Nine percent is very close to what other local boards in Oregon operate within. The Program funds is the percentage of the total allocation for Adult, Dislocated Worker, and Youth after the Administration funds are taken.
- Add line item under Revenue titled Supplemental Funding for New Board Support with funds totaling \$15,000 Staff recommend these funds be added to Equipment and Maintenance under Materials and Services. – Each of the four new local boards received this amount to assist with getting the board offices operational and acquire appropriate technological equipment.
- Add line item under Revenue titled Rethinking Job Search with funds totaling \$99,032. 09. Staff recommend these funds be added to the Unobligated Operating Budget until detailed spending recommendation can be developed and presented to the board. – Incite, the local board for Linn, Marion, Polk, and Yamhill counties, was awarded \$3 million for the Rethinking Job Search. The grant will be ran through each of the local boards. Within the northwest area, 20 participants will be served through the WorkSource Oregon center in Newport over the course of three year. Members were encouraged to be on the lookout for other grant opportunities.

A motion was made by Tom Gill and seconded by Jim Tierney to approve the three modifications to ONWIB's PY15 Operating Budget. Motion carried.

The budget will be taken to the next meeting of the Northwest Oregon Workforce Council for approval. Staff will be working to schedule this meeting.

DISCUSSION AND POSSIBLE ACTION: Approve proposed meeting schedule for the remainder of PY 2015 (July 1, 2015 – June 30, 2016)

Chair Erickson pointed out the draft schedule provided in the meeting packet. It is staff's intention to have one in person meeting followed by two meetings where members have an option to call in. The November board meeting will have a call in option for members. Based on the board's decision in September meeting, there will not be a meeting held in December. The board meeting in January will be in person for members. At the members' request, staff will be researching and choosing a video conferencing platform to be used for meeting when there is a call in option for members. Staff will also develop a short user guide for the technology.

A motion was made by Pat Malone and seconded by Whitey Forsman to approve the meeting schedule as presented. Motion carried.

INFORMATION: Review and discuss plan for developing the local strategic plan in compliance with the guidance provided by the Higher Education Coordinating Commission's Office of Community Colleges and Workforce Development – Heather DeSart

Ms. DeSart provided to the board that the ad hoc committee for strategic planning formed during the September board meeting will hold its first meeting on Monday, November 2. During the meeting, the group will assess and determine the meeting schedule. Mr. Balensifer was interested in participating but would like to be informed of the time commitment; Ms. DeSart will follow up with him after the first committee meeting.

Though the guidance from the state looks simple, it will be a lot of work to pull all of the necessary information together. Ms. DeSart informed members they may be asked to provide input in the committee meetings depending on what expertise is needed.

INFORMATION: Overview of the Oregon's Sector Partnership Event provided by Heather DeSart and members who attended

Ms. DeSart provided an overview of the one day seminar host by the state on sector partnerships. It was very valuable to hear about the technology partnership happening in Lane County. Lane Workforce Partnership is leading the partnership and provided the steps of how it became a successful sector partnership. There are consultants contracted with the state to provide assistance for the local boards. Ms. Hurliman also attended the event and found it very valuable. She provided that it is whole new way of thinking about partnering with businesses and non-traditional partners.

BOARD MEMBER COMMENTS

Mr. Gill mentioned he had a chance to look at the new website and said it was a good beginning.

Commissioner Heimuller mentioned that Columbia County's Board of Commissioner's Office did not receive a copy of the agenda. Staff will follow up Commissioner Heimuller to see who the meeting notice and material should be sent to at the commissioners' office.

Hurliman received feedback from partners about not being able to attend or listen in to the meeting. She recommended that a communication be sent out from Ms. DeSart informing partners of how they can participate.

SECOND PUBLIC COMMENT SESSION

No comments were made.

ADJOURNMENT

The meeting was adjourned at 10:55 AM.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)

ADMINISTRATIVE POLICY & PROCEDURES MANUAL

TITLE: PROCUREMENT POLICY

EFFECTIVE DATE: 11/20/2015

REFERENCES:

2 CFR .317-.326

2 CFR .313-.316

29 CFR 95

29 CFR 97

29 CFR 98

Oregon Revised Statute (ORS) 279A

ORS 279B

Community Colleges and Workforce Development Policy 589-10.11

Workforce Innovation and Opportunity Act

POLICY: This policy provides guidance regarding the procurement and purchase methods for allowable costs pursuant to federal and state regulations and Oregon Northwest Workforce Investment Board (ONWIB) procedures.

1. All procurement processes shall be consistent with current minimum federal and state regulations and guidance that pertain to the funds being utilized.
2. Any discrepancies arising between Oregon Northwest Workforce Investment Board (ONWIB) policy with federal and state provisions due to revisions will default to the minimum federal guidance provided.
3. Oregon Northwest Workforce Investment Board (ONWIB) policy may set forth stricter requirements than provided by federal and state guidance, but in no case will Oregon Northwest Workforce Investment Board (ONWIB) policy not meet minimum federal and state policy.
4. Oregon Northwest Workforce Investment Board (ONWIB) will follow policies on codes of conduct and conflict of interest during purchasing and procurement activities.
5. Oregon Northwest Workforce Investment Board (ONWIB) will conduct all procurement transactions in a manner providing full and open competition as consistent with federal regulations.
6. Procurement procedures will be consistent using non-federal and federal funds.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)

7. Procurements and purchases will be based upon funding and budget availability and for the purpose of goals and objectives approved in the Oregon Northwest Workforce Investment Board (ONWIB) budget.

8. Noncompetitive proposals must meet minimum federal qualifications and be approved by the Executive Director or designee prior to contract.

Methods of procurement vary by the size and type of the purchase. In all cases, purchases will be reviewed for cost reasonableness to foster greater economy and efficiency. Applicable Oregon Northwest Workforce Investment Board (ONWIB) policies and procedures should be followed in conjunction with these policy guidelines.

Micro-purchases

1. Procurement by micro-purchase is the acquisition of supplies or general professional and non-professional services, the aggregate dollar amount of which does not exceed \$3,000.
2. Micro-purchases may be awarded without soliciting competitive quotations if the price is considered to be reasonable.
3. Micro-purchases will be distributed equitably among qualified suppliers.

Small Purchases

1. Purchases of supplies, equipment and general professional and non-professional services between \$3,000 and \$50,000 will be deemed small purchases.
2. Equipment and capital improvement purchases of \$5,000 and more with Federal funds needs prior approval from the awarding agency.
3. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the economical approach.
4. Informal written solicitation documentation shall be used to secure responses from at least three sources. Information collected should include a description of the item or service needed; proposed time schedule needed; comparison of costs including setup, delivery, taxes, etc.; and reason for selection if other than cost. Use of intergovernmental agreements where goods and services have already been evaluated and procured is encouraged and do not need additional solicitation documentation.
5. Purchases of services related to delivery of Workforce Innovation and Opportunity (WIOA) Title I-B or related activities, including one-stop operations, even if under \$50,000, will have additional requirements.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)

Competitive Proposals

1. Purchases of supplies, equipment and any professional service, including delivery of services of WIOA Title I-B activities, of more than \$50,000 shall be procured through competitive proposal.
2. Requests for Proposals (RFP's) will be publicized and solicited from an adequate number of qualified sources.
3. Description of required services or components, clear description of any technical requirements, and evaluation factors and their relative importance will be identified in the request for proposal.
4. Responses will be reviewed and evaluated based on consistent grading methods for each proposal. Review Committees or third party evaluator will be established for evaluating delivery of WIOA Title I-B services.
5. When selecting contractors and service providers, award will be made to the responsible firm whose proposal is most advantageous to the program. Selection consideration will be given to such matters as price, contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. An additional price analysis will be conducted if the anticipated award amount is in excess of the Simplified Acquisition Threshold as set by federal guidance.
6. Bidders may be required to complete a Statement of Qualifications (SOQ). The SOQ must be approved by the Executive Director or designee prior to the award of funds.
7. Contractors will be verified they are not excluded from participation in federal awards.
8. Contracts will be administered to ensure contractor conformance with the terms, conditions and specifications. Contractor performance reviews and monitoring shall be done per established policy and procedures of the Oregon Northwest Workforce Investment Board (ONWIB) requirements.
9. Records sufficient to detail the history of procurement will be maintained. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
10. Bidders will be notified with the results of the procurement. Bidders may file a written appeal within seven (7) calendar days after the award, to the Executive Director at the administrative office. Appeals will be handled according to Oregon Northwest Workforce Investment Board's (ONWIB) complaint resolution procedures. If appealed, the effective date of contract award may be delayed pending resolution of the appeal. Oregon Northwest Workforce Investment Board (ONWIB) reserves the right to renegotiate or reissue an RFP should an appeal for non-award be upheld.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)

Noncompetitive Proposals

1. Procurement by noncompetitive proposals, or sole source, is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following conditions apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or,
- d. After solicitation of a number of sources, competition is determined inadequate.

2. Noncompetitive proposals pertaining to the selection of a one-stop operator, eligible training providers, etc. must follow the guidance provided in the Workforce Innovation and Opportunity Act.

Questions or concerns regarding this Administrative Policy should be directed to the Executive Director, Oregon Northwest Workforce Investment Board.

WORKFORCE INNOVATION FUND

3 MILLION DOLLARS

Wholly funded by the Department of Labor

rethinking

JOB  SEARCH SM

The Rethinking Job Search concept began with research on innovative initiatives in the United Kingdom, Australia and Canada that incorporate support for emotional health into their job centers. The concept behind the project uses cognitive behavioral techniques to address important soft-skills such as confidence, motivation, and accountability. The results of this have had remarkable outcomes leading to increased job placement and retention rates. Currently, American Job Centers do not offer these important services for the unemployed but Oregon is leading the way! Rethinking Job Search is an innovative project intended to reduce the length and dependence of unemployment and unemployment insurance as well as improve job retention.

According to local employers, soft-skills are some of the most challenging attributes to find among job applicants and the resources available to target these issues are limited. In response to this, Oregon workforce system partners, who include, the State of Oregon, the Oregon Employment Department and Incite Inc., are collectively implementing Rethinking Job Search Project. Pilots of the Rethinking Job Search curriculum were conducted at four WorkSource Oregon Centers showing promising results. Because of this the Department of Labor has granted Incite \$3 Million to contract with state-wide Workforce Boards and State partners to implement Rethinking Job Search in nine centers.

MISSION: collaborate with essential partners to rebuild job-seeker confidence for rapid re-employment

STRATEGY: Workforce system partners of Oregon will replicate a reemployment strategy used in the United Kingdom and Australia composed of educational workshops that incorporate cognitive behavioral techniques to increase employment for job seekers.

INITIATIVE GOALS:

- Increase employment rates for job seekers.
- Reduce time job seekers spend receiving Unemployment Compensation.
- Reduce costs of service provision.

APPROACH: The Rethinking Job Search approach includes a series of educational job search workshops, based on learning objectives and integrated with cognitive behavioral techniques. The workshops will be offered in nine WorkSource Oregon Centers across the state. An evaluation study will help to determine the effectiveness of the strategy. If the study is found to be effective, the state is prepared to align its policies and resources to support these workshops throughout Oregon.

PARTNERS:

Oregon Governor's Office
Oregon Employment Department
Local Workforce Boards

AREAS SERVED:

WorkSource Clackamas
WorkSource Oregon Coos Bay
WorkSource Lane – Oakmont Center
WorkSource Oregon Newport
WorkSource Oregon Redmond
WorkSource Oregon Salem Center
WorkSource Oregon, The Job Council
WorkSource Oregon Yamhill Center
WorkSource Portland Metro Beaverton/Hillsboro
WorkSource Portland Metro SE

NORTHWEST AREA: Over the course of the three year grant, 20 participants will be served in the WorkSource Oregon Newport Center.