

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

DRAFT Meeting Minutes

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

Members Present

Al DeVita

Amanda Morris

Connie Green

John Hawkins

Rhonda Meidinger

Stephanie Hurliman

Tom Gill

Tony Erickson

Members Absent

Amy Jauron

Debra Smith

Gail Muller

Henry Balensifer III

Jeff Kemp

Jim Tierney

Luke Colvin

Michael Smith

Pat Malone

Randy Getman

Whitey Forsman

Zack Poole

Staff

Heather DeSart

Others Present

Willie Fisher, Portland Community College

John Chamberlin, Attorney

Joyce Aho, Oregon Employment Department

Karin Miller, Pacific Northwest Works

Pete Svendsen, Community Services

Consortium

Shawna Skyes, Oregon Employment
Department

Kim Davis, Portland Community College

Kelly Marks, Portland Community College

Mike Kennedy, Contractor

Katelyn Roberts, Higher Education

Coordinating Commission

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

The meeting was called to order by Chair Tony Erickson at 10:09 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was not present.

FIRST PUBLIC COMMENT SESSION

No comments were made.

DISCUSSION: Consent agenda – Approval of the meeting agenda and October board meeting minutes.

Since there was not a quorum of members, members can discuss items on the agenda but no action can be taken. The October board meeting minutes will be on the next meeting agenda for approval.

DISCUSSION: Review the Administrative Policy on Procurement

Chair Erickson drew the board's attention to the draft policy on procurement. It was asked if it would limit or prohibit staff from moving forward in any way. Ms. DeSart responded that it would not as there are federal and state guidelines for procurement that staff will follow in order to purchase goods and services for ONWIB's operations. Chamberlin suggested that the policy could be taken to the Executive

Committee or to the full board at the next meeting. Ms. DeSart confirmed that she would try to schedule an Executive Committee before the next board meeting.

INFORMATION: Introductory data and research from the Oregon Employment Department's Workforce and Economic Research Division

Ms. DeSart introduced Shawna Sykes, Workforce Analyst with the Oregon Employment Department. Ms. Sykes explained and the board discussed the economic and workforce data that was provided in the board packet. It included information on each of the five counties along with an overview of the five county area.

INFORMATION: Overview of Rethinking Job Search Grant

Ms. DeSart gave an overview of the Rethinking Job Search grant provided by Incite. Over the course of the three year grant, it is expected that 20 individuals are served in the Newport WorkSource center but it is likely that more will be served. Staff are currently in the process of partnering with the Southwestern Oregon Workforce Investment Board to procure a facilitator to administer the curriculum as defined in the grant. At Ms. Hurliman's request, Ms. DeSart will find out and share the reason for the Newport center was selected as the site where services will be provided.

BOARD MEMBER COMMENTS

Mr. Gill requested that the a standing item be add to the agenda that provides a brief description as to what is happening between board meetings. Ms. DeSart confirmed that this will be added.

SECOND PUBLIC COMMENT SESSION

No comments were made.

ADJOURNMENT

The meeting was adjourned at 10:35 AM.