

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

Meeting Minutes

Tuesday, May 10, 2016

9:30 AM – 12:00 PM

Advanced Technology and Manufacturing Institute

1110 NE Circle Drive

Corvallis, OR 97330

Members Present

Al DeVita

Amanda Morris

Amy Jauron

Connie Green

Debra Smith

Gail Muller

Jeff Kemp

John Hawkins

Rhonda Meidinger

Stephanie Hurliman

Tom Gill

Tony Erickson

Whitey Forsman

Zack Poole

Members Absent

Henry Balensifer III

Jim Tierney

Pat Malone

Randy Getman

Michael Smith

Commissioners

Commissioner Doug Hunt

Staff

Heather DeSart

Mike Kennedy

Katelyn Roberts

Pete Svendsen

CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL.

The meeting was called to order by Chair Tony Erickson at 9:48 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

Keith Ozols, state transition coordinator with Vocational Rehabilitation, and Cindy Henry, Director of special education for the Lincoln County School District, provided information to the board on the summer youth transition program. The Lincoln County program provides paid, seven-week work experience for 12 youth who have barriers to employment. They are looking for employers who are willing to host the work experience. The program also provide staff to support and coach the youth as they are in the work experience.

CONSENT AGENDA

Chair Erickson confirmed that there are not inclusion of the agenda. Ms. DeSart requested the following changes be made to the March board meeting minutes:

- Page 3 of board the packet – addition of section under Members Absent section to note commissioners present at the meeting which will include Commissioners Present: Commissioner Hunt and Commissioner Schuster
- Page 4 of the board packet - within the third paragraph under Executive Director Report change “to” to “two in the first sentence
- Page 4 of the board packet – within the fourth Paragraph under Executive Director Report, remove “60 people were effected, 8-10 employers there, workers giving resumes to employers” from the end of the paragraph
- Page 6 of board packet – second paragraph under Board Member Comments, remove “appreciate on how responsive to Heather” and remove “ask Mike how ONWIB is doing”

There was no discussion on the Code of Conduct policy, Conflict of Interest policy, and Cost Reimbursement policy. Related to the Grievance policy, Mr. Gill asked if the ONWIB has identified an equal opportunity officer. Ms. DeSart informed the board, as a requirement of the local plan, Pete Svendsen was identified as the EO officer for the Northwest Area.

A motion was made by Tom Gill and seconded by John Hawkins to approve the items on the consent agenda with the revisions to the March board meeting minutes. No further discussion. Motion carried.

PIPELINE PROJECT INFORMATION

Josefine Fleetwood is the Workforce Development Director of the Albany Area Chamber of Commerce. She provided an overview of the Pipeline Project occurring in Linn County with local businesses, high schools, county, City of Albany, Linn-Benton Community College, and other partners. The business-led project is working to educate youth, educators, and the community about the local employment and career opportunities. In response to members' questions, she explained the different components of the project including how it is funded, events, the employability grade, industry and partner involvement. The success of replicating the project in other areas would depend on the industries' needs.

BOARD CHAIR REPORT

Chair Erickson reported that the board is looking for a Vice Chair of the ONWIB. Members can nominate someone or yourself by emailing Ms. DeSart. At the July meeting, there will also be an opportunity to nominate members prior to taking a vote.

He also reported he was part of a round table discussion at Portland Community College with U.S Representative Suzanne Bonamici and Congressman Bobby Scott. It was a chance to highlight good work and partnerships in Oregon and the work of the ONWIB.

ONWIB'S EXECUTIVE COMMITTEE REPORT

Chair Erickson reported on the April 28 meeting the Executive Committee. The committee reviewed and approved signature authority matrix and ONWIB personnel handbook. They also discussed the idea of changing the business name of the ONWIB to Northwest Oregon Works.

There was also discussion about member term limits and election of officers. Currently the ONWIB bylaws allow for an officer to serve a one-year term. Chair Erickson will be looking to add two more members to the committee, one to represent labor and one to represent private sector. These must be members of the ONWIB. If members are interested, they should reach out to Ms. DeSart.

BUDGET-TO-ACTUAL EXPENDITURE REPORT

In reference to the report provided in the meeting packet, Chair Erickson provided the budget-to-actual report reflects expenditures through March 31. Ms. DeSart explained that this is the first snapshot being provided to the board due to the transition of accounting work to the technical assistance team. There are higher balances in some line item since the ONWIB administrative operations were ramping up at the beginning of the program year. In September, staff will have a final budget-to-actual expenditure report for the 2015 program year. The ONWIB will approve the 2016 program year budget in July. Ms. DeSart thanked Gary Mueller for his work, as part of the technical assistance team, on the ONWIB's fiscal matters.

AWARDS FOR WIOA FUNDING

Chair Erickson referred to the documents provided by staff on the service provider recommendation. He reminded the board of using a third party evaluator to score the proposals submitted in response to the Request for Proposals (RFPs) for Adult and Dislocated Worker and Youth services. Social Policy Research Associates (SPRA) was procured as the third party evaluator. Ms. DeSart introduced Jessie Oettinger with (SPRA) who served as the project lead in reviewing the proposals. Ms. Oettinger

provided an overview of the process that was used to evaluate the program which is outlined in the scoring methodology memo within the staff recommendation. As a result of the scoring process, the Adult and Dislocated Worker proposals were scored as follows

ResCare Workforce Services - 81.22
Community Services Consortium - 77.47
South Coast Business Employment Corporation - 74.80

A motion was made by Tom Gill and seconded by John Hawkins to accept staff's recommendation to award funding to ResCare Workforce Services for providing Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker services in the Northwest Area, authorize staff to negotiate the terms and conditions of the contract, and execute the contract following successful negotiations. No further discussion. Motion carried.

The same process was used to score the Youth proposals. As a result of this process, the Youth proposals were scored as follows:

Community Services Consortium - 80.94
ResCare Workforce Services - 78.22
South Coast Business Employment Corporation - 76.18

Mr. DeVita disclose a conflict as he is employed with CSC and recused himself from the vote. Commissioner Hunt also disclosed that he is on the board of CSC though he is not a voting member of the ONWIB.

A motion was made by Tom Gill and seconded by John Hawkins to Accept staff's recommendation to award funding to Community Services Consortium for providing Workforce Innovation and Opportunity Act (WIOA) Youth services in the Northwest Area, authorize staff to negotiate the terms and conditions of the contract, and execute the contract following successful negotiations. No further discussion. Motion carried.

EXECUTIVE DIRECTOR REPORT

Ms. DeSart reported that ONWIB staff participated in the Workforce Alignment meeting. State representatives from the Office of Community College and Workforce Development, Department of Human Services, and Oregon Employment Department facilitated a work session for local workforce partners in the Northwest Area. It resulted in a shared work plan amongst local partner as known as the Local Leadership Teams. At the six weeks follow up call, the state was enthused with the progress made on the work plan.

Ms. DeSart thanked Ms. Muller and Ms. Hurliman for work on the ONWIB personnel handbook. With his temporary employment with the ONWIB ending on June 30, she also recognized Mike Kennedy for the work and effort he has put into building the ONWIB as an organization. Mr. Kennedy expressed how rewarding it has been to be a part of the transition of the workforce system and building the ONWIB.

Commissioner Hunt and Chair Erickson also thanked Mr. Kennedy for assisting in the early development stages of the ONWIB. Mr. Kennedy provided encouragement to the board to continue ceasing the opportunity provided by WIOA and the state.

BOARD MEMBER COMMENTS

Ms. Green thanked Mr. Kennedy for his work in the past months. She also thanked Ms. DeSart and the board for partaking in the organization that was still forming.

SECOND PUBLIC COMMENT SESSION

Tim Foster with ResCare Workforce Services expressed his gratefulness for the opportunity to enter into negotiations for the Adult and Dislocated Worker services in the Northwest Area. They are looking forward to working and partnering with the ONWIB.

Martha Lyon with Community Services Consortium thanked the board for its endurance over the last 18 months. The ONWIB had some heavy lifting to do with an area that had not been natural partnership in previous years. She also thanked Mr. Kennedy for his work in the area. She is excited to move forward to provide youth services in all five counties as well as learning from the communities that CSC previously has not served to what is needed. She thanked the board for the opportunity.

ADJOURNMENT

Chair Erickson was adjourned at 10:58.