

**Eastern Oregon Workforce Investment Board Meeting**  
**Friday, June 19, 2015**  
**1001 4<sup>th</sup> Street, La Grande**

**Board Members present:** Sheryll Bates, Susie Cedarholm, Richard Chavez, Rich Fulton, Debbie Gargalis, Kathy Gover-Shaw, Ken Hart, Riley Hill, Patrick Patterson, Debbie Radie, Pete Runnels, Jesse Schmidt

**Board Members via telephone:** Randy Fulton, Bill Wyllie

**Board Members absent:** Bob Bahrns, Cam Preus, Jim Jones, Steve Lyon, Mark Mascall

**Others:** Tara Bishop, John Chamberlin, Isaac Delke, Scott Fairley, Art Hill (for Cam Preus) Karen Humbelbaugh, Mike Kennedy, Susan Hughes, Eric Labonte, Leann Rea, Susan Roberts, Bill Rosholt, Teri Simonis

Meeting was called to order at 10:10 a.m. and Susie Cedarholm, Chair reviewed the consent agenda and reviewed the ground rules.

**Approval of Consent Agenda:** Following review and discussion, Ken Hart made the motion to accept the consent agenda as presented, Richard Chaves seconded, motion carried.

**Welcome and Introductions:** Susie welcomed everyone to the first Eastern Oregon Workforce Investment Board and thanked everyone for coming. She asked each board member to give their name, business affiliation and goal for being on the board and for public introductions to give name and affiliation. Susan Hughes was present at the request of her employer, but wasn't listed as a board member; she will need to be "approved" by the board, following the selection process, handled by Susan Roberts, the chair of the Eastern Oregon Jobs Council, consisting of 8 County Commissioners.

**History and Transition Process:** Kathy Gover-Shaw, Vice-Chair gave the history and transition process. (See history write up attached).

**Introduction of John Chamberlin:** Susie introduced John Chamberlin who has been contracted by the State of Oregon to offer legal expertise in creating the non-profit to assure EOWIB completes all of the steps required to comply and become a fully functional board. John explained that he deals with the "legalities". The board has been developed by public, private individuals to form a partnership, which have been nominated and appointed from 8 County Commissioners (Eastern Oregon Jobs Council) representing Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa counties. The meetings are to be open to the public. It should be the goal of the board to be as visible as possible. Use of federal, state and whatever other funds/grants awarded will support the work, and be used for jobs, wages and businesses where we live. The board will work with community colleges, economic development groups, healthcare etc. with the goal of strengthening Workforce in Eastern Oregon. Eventually the board will develop a strategic plan on how to partner together.

Service providers: What have they been doing? John explained that through the Workforce Investment Act, there are three funding streams; (1) youth program – now 16-24 which could include

returning military personnel. (Complete HS education to gain work experience, get employment, secondary education); (2) adult – low income (assist in getting a job; get skilled up); (3) Dislocated workers (assist in job search, relocation, training). There is an opportunity for employers to work with these provides for on-the-jo they are reimbursed up to 50% during the training period.

Service Providers (CAPECO and TEC) are “Grandfathered in” until June 30, 2016. Contracts with providers should be reviewed for any possible changes. An RFP process will be followed to procure a provider beginning July 1 2016. This key decision by the board, means the process will need to start in January, 2016. Certifying one-stop shops throughout WIB will be a responsibility of the board. The State will be providing all technical assistance and experience to complete this process.

Mike Kennedy commented that the board will also have the responsibility of determining the policy positions as how to direct the funds. There will be staff to carry out the responsibilities.

**Questions by the board:**

Riley Hill: What is the budget we can expect to receive? Karen reviewed some of the federal/state estimated funds available to EOWIB of \$1.5 million, \$300,000 from the State’s general fund, and in addition to that, there will be federal funds available throughout the year and there will be some matching funds. There will be additional dollars distributed from the TOC/OWA budget and any additional dollars received. EOWIB staff will draft an operating budget which will be brought to the Executive Committee and Jobs Council Budget Committee for review and approval.

Debbie Radie: What criteria do we have to measure effectiveness, performance measures for adult or dislocated workers; how many found employment; retention; income and what skills that are relevant have they learned. How do we measure businesses satisfaction to make the best use of public money?

Riley Hill: Can we get help with grant writing for our specific county? This might be the case if it is something that could/would benefit other business sectors within our 8 county area. The board approves what type of staffing is necessary, whether it is necessary to hire someone to write grants or pay someone on contract. The State can also assist with this. “Grants.gov” is a good grant resource, as well as many other foundation grants.

Richard Chavez: How does the board work to make sure we aren’t in competition? That will be the boards responsibility to work together so that doesn’t happen, realizing that it may not benefit all of the areas, all of the time.

Art Hill: Are we missing current board members? A board roster will be incorporated in the minutes from this meeting.

**Introduction of Karen Humelbaugh:** Susie asked Karen to introduce herself and her role in this transition. Karen mentioned that she is the current workforce deputy for CCWD and on July 1, they will become the higher education commission (HECC) will receive information and will communicate out to the workforce boards.

Karen explained that they will be distributing the available funds out to each of the workforce boards throughout the state. At the state level, the Oregon Workforce Board has been created, and represent business sectors throughout the state. They are going through strategic plan throughout

the summer and will be looking for each local area to define, what their plan is to look like, they will ask local boards a to reserve a minimum amount in training dollars (20% eg.) They will finalize the statewide strategic plan in the fall and then the individual area workforce boards will put their strategic plan together.

**Approval of:**

**Bylaws**

**Authorization to open a new bank account**

**Conflicts of Interest and Executive Compensation Policy**

**Eastern Oregon Workforce Partnership Agreement between the EOWIB and the Eastern Oregon Jobs Council**

Kathy announced that the board is being asked for affirmation of the documents that have been prepared by the planning committee, noting that everything can be changed in the future as deemed necessary. These documents were prepared as a placeholder in good faith. You have been asked to join this board because what you bring to the table will help to develop solutions on workforce issues in each of our communities and area.

Following discussion, Kathy made the motion to accept the policy and agreements as designed and written, Debbie Radie seconded, 2 abstain, motion carried.

Copies of the Code of Conduct signature pages were distributed for signature. Board members on the telephone or who were not present will be emailed a copy for their signature, and returned to Bill Rosholt.

Kathy also stated that she would also entertain a motion to approve that the Executive Committee be given the authority to act on behalf of the full board on items related to developing an operating budget, the process of recruiting and hiring, the authority to enter into contracts for shared financial services, providers and making payments and any other items that may come up requiring immediate action for time is of the essence. The Executive Committee will report back to the full board with information, update and affirmation to ensure transparency at the next board meeting.

The current Executive Committee consists of members on the planning committee; (Susie Cederholm, Kathy Gover-Shaw, Sheryll Bates, Bob Bahrns). Following discussion, Peter Runnels moved to authorize the Executive Committee be given the authority to act on behalf of the full board, Deb Gargalis seconded, motion carried.

Kathy shared that Bob Bahrns hasn't been able to participate lately and asked if anyone would like to serve on the Executive Committee. Following discussion, Kathy moved to appoint Richard Chavez, Riley 2<sup>nd</sup>, motion carried.

Ken Hart asked what type of decisions/actions the Executive Committee anticipates needing to make: Kathy commented that although there could be other items added, the items known as of this meeting are:

Hiring executive director

Develop budget

Pay the providers/ Review contracts

Hire additional staff

Opening a bank account

Enter into a professional services contract with staff, staffing agency or use some other assistance provider

**Email communication:** It was determined that when the Executive Committee, would like to hear comments from the entire board prior to a decision being made. The documentation will be emailed out for review and comments with a request of a quick turn around. .

**Future Board Meetings:** Karen Humbelbaugh expressed concern that we need to have a board meeting in July just to keep up with the activities that are going on at the state level. She mentioned that they will be holding a state strategic plan meeting on July 30<sup>th</sup> in LaGrande and suggested that an EOWIB board meeting be set up around that meeting time. It was decided to hold a board meeting on Wed., 7/29 from 3-5 p.m., location to be selected and communicated. There will be “call in” capabilities.

**Board Mileage Reimbursement:** Mileage forms will be emailed to all board members to submit reimbursement before 7/1 through the TOC/OWA office.

Debbie Gargalis shared that there will be an Ethics meeting in September and it would be good for any board member who can to attend.

There being no further discussion or public comment, the meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Sheryll Bates,  
EOWIB Secretary

Attached: History and Transition Process of EOWIB  
Eastern Oregon Workforce Partnership Agreement between EOWIB and the Eastern  
Oregon Jobs Council

## History and Transition Process of EOWIB

- The Oregon Consortium was first formed in 1981
- In 1999, when the Workforce Investment Act was authorized by Congress, the 24 county “The Oregon Consortium (public) and Workforce Alliance” (newly appointed private) did what was needed to comply with the law.
- Through the years and without reauthorization of WIA, the funds began to dwindle and it began to become tougher for TOC/OWA to fulfill all the mandates of the law.
- Private sector members of Oregon Workforce Alliance became less interested. TOC/OWA was left struggling to survive. Like in many cases, dedicated employees helped it limp by.
- In 2013, discussions began about the Consortium and Workforce Alliance dissolving and creating small Workforce boards in rural Oregon. In the summer of 2013, the Executive Committee of TOC/OWA, with the blessings of the majority of the entire board, authorized the Governor to research the possibility of more Workforce boards and different areas.
- In 2014, the process was in full swing. Areas were determined, budgets for the transition were developed and in July of 2014 (unbeknownst to almost everyone) WIA was reauthorized and it became Workforce innovative and Opportunity Act with new and different guidelines.
- This new law fit very nicely with the restructuring of TOC/OWA. Therefore, things started in earnest in the fall of 2014. Since that time, there are four new Workforce areas, with the eight Eastern Oregon counties as one of them. The change over takes place July 1, 2015. Beginning the first of March, the planning committee has been working to make the transition successful.
- With the help of state and the consultants that have been brought in to assist us, we are almost there.
- The greatest opportunity is that this group who has volunteered to serve on the EOWI board can play a bigger role in developing a direction for workforce. People who live and work in Eastern Oregon, who understand our area will have oversight of local programs.
- The counties which are included in the EOWI area are: Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa.