

NORTHWEST OREGON WORKS BOARD OF DIRECTORS

MEETING MINUTES

January 27, 2017

10:00 AM – 12:00 PM

Trillium Campus' Historic Old School, Room C

4455 NE Highway 20

Corvallis, Oregon 97330

Members Present

Amanda Morris
Connie Green
Debra Smith
Gail Muller
John Hawkins

Karen Sanders
Pat Malone
Rod Belisle
Rhonda Meidinger
Stephanie Hurliman

Tony Erickson
Whitey Forsman
Zach Poole

Members Absent

Henry Balensifer III

Jeff Kemp

Randy Getman

Commissioners Present

Commissioner Anne Schuster
Commissioner Doug Hunt

Staff

Heather DeSart
Pete Svendsen
Jason Swain
Jamie Kendellen

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

Chair Erickson called the meeting to order at 10:09 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.

CONSENT AGENDA

- Chair Erickson listed the following items to be approved by the board as part of the board January meeting agenda with inclusion of any emergency items and deletion of any items
- Approve board meeting minutes from the October 28, 2016 meeting
- Policy statements on the following topics:
 - Disaster Recovery
 - Transfer of Funds
 - Debt Collection
 - Audit Requirements and Resolution
 - Property Management
 - Incumbent Worker Training

He opened it up for questions on the policy statements. Ms. DeSart confirmed that these are all new policies. Staff also confirmed they would be developing the disaster recovery plan that is mentioned in the Disaster Recovery policy.

A motion was made by Pat Malone and seconded by Rod Belisle to approve the consent agenda as presented including the January meeting agenda, October 28 board meeting minutes, and the following policy statements: Disaster Recovery, Transfer of Funds, Debt Collection, Audit Requirements and Resolution, Property Management, and Incumbent Worker Training. No further discussion. Motion carried.

INTRODUCTION OF NOW'S CFO

At Chair Erickson's request, Ms. DeSart introduced Jason Swain as NOW's Chief Financial Officer. Mr. Swain provided a brief overview of his background.

NOW'S 2015 PROGRAM YEAR AUDIT

At Chair Erickson's request, Ms. DeSart explained that NOW Executive Committee's approved the 2015 program year audit during its meeting last month. She introduced Sara Hummel with Jones and Roth, the company that performed the audit. Ms. Hummel explained that the financial audit and the compliance audit was conducted. She confirmed that there were no findings to document. She complemented staff for their part in completing the organization's first audit.

A motion was made by John Hawkins and seconded by Connie Green to accept the Executive Committee's recommendation to approve the audit as presented. No further discussion. Motion carried.

OPERATING BUDGET MODIFICATION

At Chair Erickson's request, Ms. DeSart provided an overview of the changes staff are proposing to the budget. There was additional funds from the state and will be going up to support the programs and for the Veterans' Stand Down event. There was a decrease in NOW staff line items as a result of having actual costs for employee benefits rather than estimated costs. Additional Back to Work Oregon funds were added to the service provider contract. These changes also resulted in additional funds in the Remaining Funds line item.

In response to Commissioner Schuster's question, Ms. DeSart explained that it is likely there will be a slight decrease in funding for the next program year. The state general fund grants are dependent on the upcoming legislative session.

A motion was made by John Hawkins and seconded by Rod Belisle to accept staff's recommendation to modify NOW's 2016 Operating Budget as presented.

LABOR MARKET INFORMATION PRESENTATION

Chair Erickson introduced Erik Knoder, Economist with the Oregon Employment Department (OED), who provided information on the job vacancy survey that was recently conducted by OED. He also provided an update on common employment statistics within the workforce area. He responded to board members' questions throughout the presentation. Staff will be sending out the presentation following the meeting.

VETERANS' STAND DOWN EVENT INFORMATION

At Chair Erickson's request, Ms. DeSart commended Pete Svendsen for his work on getting a \$4,750 grant to support the Veterans' Stand Down event. Mr. Svendsen explained that with the help of many partners the Stand Down was held in Newport on December 9 to provide a large array of services to veterans in one place. While event serves all veterans, the primary focus is to serve homeless veterans and their families or those at-risk of becoming homeless. The funding supported the event facilities, outreach, and personal items. During the event, 110 veterans were served. Stand Down event are held in each county, held by different entities.

PROGRAM UPDATE FROM CSC AND RESCARE

Chair Erickson invited representatives from Community Services Consortium (CSC) and ResCare Workforce Services to share about the programs and

Lucinda Olrich, Senior Youth Advisor for CSC in Tillamook and Lincoln Counties, introduced Joseph Halden who is participating in the youth program in Lincoln County. Originally from Waldport, Joseph didn't graduate high school but he was connected to CSC. He is working towards earning his GED and has also participated in an interenship which is leading his towards a career in parks and recreation in South Beach.

Denise Able with ResCare Workforce Services shared about program participants who could not attend the meeting as they were working or in school. She shared Cassandra's experience who is currently working as a clerk at the hospital and going to school to be a Medical Assistant. The program was been able to assist her with the tuition expenses which will enable her to move up in her career ladder. Denise also shared about individual who participated in the on-the-job training. This enabled her to get a job within the field of optometry.

ONE-STOP OPERATOR DISCUSSION

At Chair Erickson's request, Ms. DeSart review the overview page in the packet on One-Stop Operator roles and procurement. Staff will be releasing a request for proposal for an amount not exceed \$100,000. The RFPs will have to be evaluated. Chair Erickson asked board members to consider being a part of evaluation process. One or two members would be needed. There many be members who need recuse themselves from participating to avoid conflicts of interest. Board members were asked to contact staff if they were interested or had questions about whether or not they could participate.

There was significant discussion regarding the operator roles and where they fit within local workforce system. Board members related this position to be like an internal auditor or quality control for the system rather operator coming into the system to control or do the work. The roles of the operator should focus on providing guidance for the system by looking for best practices and providing technical assistance. Board members also wanted to ensure there is value-added in this position within the system and provides support to the board and local leadership team.

VIDEO: SUCCESS IN THE NEW ECONOMY

Staff shared an informational video called Success in the New Economy. At the members' request, staff will send it out after the meeting. The board had a insightful discussion about the the middle skill jobs along with career and college paths for young adults.

BOARD CHAIR REPORT

Chair Erickson commended Connie Green for receiving Citizen of the Year Award at the Tillamook Area Chamber of Commerce Awards Banquet. Ms. Hurliman commented on what a significant asset she is to education, workforce, and the community. Ms. Green mentioned that Whitey Forsman received an award for Business of the Year.

EXECUTIVE DIRECTOR REPORT

Staff recently submitted a grant application to the Oregon Community Foundation. If received, the grant would support equipment for the advanced textile manufacturing partnership's training. Ms. DeSart is also working with Commissioner Hunt to support the early development of the maritime partnership convening amongst stakeholders on the coastal counties. Staff also met with Dr. Mullins from Samaritan Health Services. He will be instrumental in getting the healthcare partnership functional in Benton and Lincoln Counties. There is a map of Oregon's local workforce boards in the packet which was requested at the last board meeting. Staff will also be working to apply for a YouthBuild grant in the next couple of months.

Staff will also be sending out the letter of the Oregon Workforce Partnership responding to the Governor's request in feedback on the statewide workforce system and lifting families out of poverty.

BOARD MEMBER COMMENTS

Ms. Hurliman mentioned that the WorkSource center located in Corvallis is now open five days a week. In the center, there is one FTE for OED and one FTE from ResCare along with a presence from CSC. In Lincoln City, the WorkSource center will be moving into a larger space at the north part of town. Renovations have begun and it is anticipated that staff will be moving into the space in March.

Mr. Malone participated in a forestry class that provided explanation to difference in generations. He'll be sending it to Ms. DeSart to share with the board.

SECOND PUBLIC COMMENT SESSION

No comments were made.

ADJOURNMENT

Chair Erickson adjourned the meeting at 12:15 PM.