

EASTERN OREGON WORKFORCE INVESTMENT BOARD (EOWIB)

Meeting Minutes

10:00 a.m. – 2:30 p.m. MDT
Tuesday, September 29, 2015

St. Alphonsus Medical Center
351 SW 9th Street
Ontario, OR 97914

Members Present

Kathy Gover-Shaw
Rick Fulton
Bill Wyllie
Randy Fulton
Pete Runnels
Ken Hart

Sheryll Bates
Debbie Radie
Mark Mascall
Susie Cederholm
Steve Lyon
Jesse Schmidt

Cam Preus
Dana Young
Deb Gargalis
Susan Hughes

Members Absent

Richard Chaves
Riley Hill

Bob Bahrms
Jim Jones

Patrick Patterson
Mark Warne

Staff

Bill Rosholt

Others Present

Tara Bishop, Community Action Program for East
Central Oregon
Eric Labonte, Training and Employment Consortium
Leann Rea, Morrow County Commissioner
John Chamberlin, Attorney

Christopher Rich, Oregon Employment Department
Ed Susman, Oregon Employment Department
Tina Joyce, Oregon Employment Department
Katelyn Roberts, Higher Education Coordinating
Commission

Introductions

The meeting was called to order by Chair Susie Cederholm at 10:06 MDT. Introductions were made by each member of the Board, staff, and members of the audience. There were not members on the phone.

Approval of Agenda

A motion was made by Kathy Gover-Shaw and seconded by Deb Gargalis to approve the agenda as presented. Motion approved unanimously.

Approval of July 29th minutes

A motion was made by Randy Fulton and seconded by Ken Hart to approve the minutes for the EOWIB's August meeting as presented. Motion approved unanimously.

Approval of Blue Mountain Community College's Eligible Training Provide List's Tuesday packet

Mr. Rosholt, with assistance from Ms. Preus, explained Title I service providers in the area to pay for training for individuals, the programs must be on the eligible training provider (ETP) list. This is a single statewide list that shows customers what courses are eligible to receive Title I funding. With the enactment of the Workforce

Innovation and Opportunity Act (WIOA), those programs who are on the ETP list will be grandfathered in until December of 2015, at which time the providers will have to reapply to be on the list.

A motion was made by Kathy Gover-Shaw and seconded by Dana Young to approve the list of Blue Mountain Community College (BMCC) programs to be on the eligible training provider list. Motion approved unanimously.

Approval of Policies

Mr. Rosholt provided a draft policy on public records requests for the Board's approval. Mr. Chamberlin explained that each local board will, or does have, a policy on this topic as the federal law requires the boards to be open and transparent on WIOA related activities, including open meetings and public notices. There are currently requests for records of the EOWIB.

A motion was made by Kathy Gover-Shaw and seconded by Cam Preus to approve the policy on public records requests list. Motion approved unanimously.

Approval of Directors Report

Mr. Rosholt reported the following activities and updates to the Board:

- Mr. Rosholt has worked with the two service providers in the local area, Community Action Program for East Central Oregon (CAPECO) and, Training and Employment Consortium (TEC) to get contracts in place, effective through June 30, 2016.
- The EOWIB has a contract in place with the Oregon Workforce Alliance for accounting services. Mr. Rosholt has attended training on fiscal management to meet all federal and state requirements and will be attending two more trainings.
- Mr. Rosholt is working with the state to get carry in funds back out to the service providers, CAPECO and TEC. The funds that were left over after July 1, 2015 had to be given back to the state since The Oregon Consortium will no longer be functioning as a workforce board. The funds will be provided to the EOWIB then distributed to the service providers. These funds should be available on October 16, 2015.
- WorkSource Oregon provided assistance with the application process for the Director of Programs position. Three candidates were interviewed. The top candidate has been contacted, but has not responded. Mr. Rosholt will be meeting with a second candidate later in the week. The position has been modified to be the Director of Projects/Administrative Assistant. Mr. Rosholt explained that he anticipates having two staff along with himself to provide staffing support for the Board. Members asked for a revised budget to reflect this change.
- Mr. Rosholt has been out to visit some of the Board members and will try to meet with the rest of the members in the coming weeks.
- A website for the EOWIB is in the final stages of development. It will be going live soon.

Approval of Future Consent agenda's

Mr. Rosholt recommended that the Board use a consent agenda during Board meetings for staff to provide documents in writing that may not need discussion, such as meeting minutes and Executive Director's report.

A motion was made by Kathy Gover-Shaw and seconded by Sheryll Bates to approve the use of the consent agenda during Board meetings when necessary. Motion approved unanimously.

Oregon Workforce Partnership Video

Mr. Rosholt shared a video created by the Oregon Workforce Partnership that gives an overview of the local workforce development boards' roles and responsibilities. He also provided a list of Oregon legislators' names. He explained that it is vital these individuals are informed and Board members may be asked to reach out to legislators in the future to help educate them on workforce matters.

The Inner Workings of WIOA/LWIB

Mr. John Chamberlin presented an overview of the Workforce Innovation and Opportunity Act (WIOA) and responsibilities of the local boards under the law. Mr. Chamberlin is on contract with the Office of Community Colleges and Workforce Development (CCWD) as part of the team providing technical assistance to the four new local workforce investment boards. Throughout the presentation, members of the Board asked questions to which Mr. Chamberlin provided answers. At the request of members, Mr. Rosholt will send out the presentation to the Board.

Workforce/WorkSource

Deb Gargalis, Senior Manager for the Eastern Oregon Area with the Oregon Employment Department (OED), introduced Robert Brown and Debi Welter who joined the meeting via phone. Mr. Brown is the WorkSource Standards and Performance Analyst with OED and Ms. Welter is a WIOA Program Manager with CCWD. While members of the Board ate lunch, Mr. Brown and Ms. Welter provided an overview of the WorkSource Oregon Operational Standards. These were developed in partnership with OED, CCWD, and the local workforce investment boards (LWIBs) to ensure quality services to customers, which includes businesses and individuals.

Members suggested it would be helpful to have a list of the WorkSource Oregon centers in the area, a list of workforce acronyms, and a visual of the funding streams involved with the workforce system.

Our Workforce Area Data

Ms. Gargalis introduced Chris Rich, Regional Economist of the Eastern Oregon Area for OED. Mr. Rich explained he analyzes labor market information of the eight county area to better understand what is happening and the reasons behind it. He provides information and analysis to a wide variety of stakeholders. The Board is a high priority for him to provide timely and relevant information when needed.

How Contractors Provide Services

Tara Bishop, Workforce Development Director for Community Action Program for East Central Oregon (CAPECO) and Eric Labonte, Executive Director for Training and Employment Consortium (TEC) provided a brief overview of what their organizations do for the Board and community. While each of these organizations provides a variety of services to the communities in the area, both of these organizations provided WIOA Title I – Adult, Dislocated Worker, and Youth services within the eight county area of Eastern Oregon. CAPECO provides these services in Morrow and Umatilla counties while TEC provides services in Union, Baker, Malheur, Harney, Grant and Wallowa counties.

County Success Stories: Poverty to Prosperity

Members of the Board Ken Hart with St. Alphonsus Medical Center and Dana Young with Treasure Valley Community College highlighted a local initiative in Malheur County called Poverty to Prosperity. The initiative began four years ago. Partners, including the school districts, community college, Education Service District, and others, are working to figure out the best way to move people from high school to post-secondary education and get living wage jobs. There are five points and action committees focused on different aspects of the initiative, including 1) building a Career Technical Education (CTE) School 2) expansion of industrial land, 3) utilization of natural resources, 4) retention of local business, and 5) expansion of agriculture traded sector.

Next meetings

Mr. Rosholt requested input from the Board on when it prefers to meet. The Board was asked to complete a short survey provided at the meeting. A tentative meeting schedule was provided to each member which shows meetings approximately six weeks apart and no meeting scheduled in December. The next meeting is currently scheduled to be in Morrow County in November.

During the August Board, members volunteered to participate in a sector strategies committee and policy committee. Mr. Rosholt will be working to convene these meetings prior to the next Board meeting.

Public Comment

Leann Rea, Morrow County Commissioner, encouraged all the Board to reach out to county commissioners. With the change in commissioners, they may not be aware of the workforce activities. Commissioner Rea iterated that it is important for the commissioners to be engaged and involved. Mr. Rosholt committed to sending out the names of the commissioners who are on the Jobs Council, the consortia of local elected officials for Eastern Oregon.

For the Good of the Order

Chair Cederholm invited members to discuss other topics that had not already been covered during the meeting. Ms. Gover-Shaw informed the Board that Richard Chaves will be stepping down from the Board and Executive Committee. She recommended that Ms. Preus may be a good fit for the Executive Committee. After getting verbal approval from Ms. Preus, Chair Cederholm appointed her to the Executive Committee.

Chair Cederholm suggested the formation of two additional committees: budget and strategic planning. After discussion, members volunteered to serve on the committees as follows:

- Budget Committee: Ken Hart, Mark Mascall, Patrick Patterson. Mr. Patterson was not present at the meeting but Mr. Rosholt will follow up to with him to ensure he is willing and available to serve on the committee.
- Strategic Planning Committee: Deb Gargalis, Susan Hughes, Cam Preus, Dana Young, Steve Lyon, Jesse Schmidt, Kathy Gover-Shaw
- Mr. Rosholt will support each committee.

Ms. Radie invited the Board to attend the Boardman Training Network at the Port of Morrow on October 6th from 8:00 to 10:00. Mr. Rosholt will be attending to provide an overview of what the EOWIB is and will be doing in the area.

Adjourn

Chair Cederholm adjourned the meeting at 2:29 PM MDT.