

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

BOARD MEETING

Friday, October 30, 2015
10:00 AM – 12:00 PM
Oregon Coast Community College
Community Room
3788 SE High School Drive
Lincoln City, OR 97367

This meeting will be properly noticed and posted in the following places:

Columbia County Commissioners office: 230 Strand Street 331, St. Helens, OR 97051
Clatsop County Commissioners office: 800 Exchange Street, Ste. 410, Astoria, OR 97103
Tillamook County Commissioners office: 201 Laurel Ave., Tillamook, OR 97141
Lincoln County Commissioners office: 225 West Olive Street Room 110, Newport, Oregon 97365
Benton County Commissioners office: 205 NW 5th Street, Corvallis, OR 97330
Columbia County: The Chronicle
Clatsop County: The Daily Astorian
Lincoln County: The News Guard
Tillamook County: Headlight Herald
Benton County: Gazette Times-Corvallis

AGENDA

1. Call to order, confirmation of posting, and roll call.
2. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on the agenda, which is before the board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.
3. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusion of any emergency items and deletion of any items
4. **DISCUSSION AND POSSIBLE ACTION:** Approve of ONWIB minutes from the September 25, 2015 meeting.
5. **DISCUSSION AND POSSIBLE ACTION:** Review and approve the Administrative Policy on Signature Authority
6. **DISCUSSION AND POSSIBLE ACTION:** Discuss and approve the following modifications to the PY 15 ONWIB Operating Budget
 - Correction of percentage listed in Revenue: WIOA Program (9%). The budget presented in September listed this as 7%.
 - Add line item under Revenue titled Supplemental Funding for New Board Support with funds totaling \$15,000. Staff recommend these funds be added to Equipment and Maintenance under Materials and Services.

- Add line item under Revenue titled Rethinking Job Search with funds totaling \$99,032. 09. Staff recommend these funds be added to the Unobligated Operating Budget until detailed spending recommendation can be developed and presented to the board.

By accepting the modification of these line items, the board will be accepting these grants.

- 7. DISCUSSION AND POSSIBLE ACTION:** Approve proposed meeting schedule for the remainder of PY 2015 (July 1, 2015 – June 30, 2015)
- 8. INFORMATION:** Review and discuss plan for developing the local strategic plan in compliance with the guidance provided by the Higher Education Coordinating Commission's Office of Community Colleges and Workforce Development – Heather DeSart
- 9. INFORMATION:** Overview of the Oregon's Sector Partnership Event provided by Heather DeSart and members who attended
- 10. BOARD MEMBER COMMENTS:** All
- 11. SECOND PUBLIC COMMENT SESSION:** Members of the public may not comment on any matter or topic, which is relevant to or within the authority of jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and address for the record. Each comment will be limited to three (3) minutes.

12. ADJOURNMENT

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

Draft Meeting Minutes

**Friday, September 25, 2015
10:00 AM – 2:00 PM**

**Oregon Coast Community College
Community Room
3788 SE High School Drive
Lincoln City, OR 97367**

Members Present

Al DeVita	Henry Balensifer III (phone)	Stephanie Hurliman
Amy Jauron	Jeff Kemp (phone)	Tom Gill
Connie Green	Pat Malone	Tony Erickson
Debra Smith	Randy Getman	Whitey Forsman
Gail Muller	Rhonda Meidinger	Zack Poole

Members Absent

Amanda Morris	John Hawkins	Michael Smith
Jim Tierney	Luke Colvin	

Staff

Heather DeSart
Mike Kennedy

Others Present

Commissioner Bill Baertlein, Tillamook County	Sharee Cooper, Community Services Consortium
Commissioner Henry Heimuller, Columbia County	JJ McLeod, South Coast Business Employment Corporation
Commissioner Doug Hunt, Lincoln County	Steve Corwin, Oregon Employment Department
Commissioner Scott Lee, Clatsop County	Karen Humelbaugh, Higher Education Coordinating Commission
Commissioner Anne Schuster, Benton County	Shawna Sykes, Oregon Employment Department
Karin Miller, Pacific NW Works	Katelyn Roberts, Higher Education Coordinating Commission
Joyco Aho, Oregon Employment Department	
Erik Knoder, Oregon Employment Department	
John Chamberlin, Attorney	
Marco Sinor, Oregon Employment Department	
Sean Larsen, Community Services Consortium	

CALL TO ORDER, CONFIRMATION OF POSTING, ROLL CALL

The meeting was called to order by Chair Tony Erickson at 10:13 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.

DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusion of any emergency items and deletion of any items.

A motion was made by Connie Green and seconded by Henry Balensifer III to approve the agenda as presented. Motion carried.

OPENING REMARKS AND INTRODUCTIONS

Chair Erickson thanked all members for attending the ONWIB's inaugural meeting. He provided it has been and will continue to be a learning experience to establish the new board in the five county area of Northwest Oregon. He also thanked members of the board who make up the Executive Committee for their efforts to date.

Introductions were made by each member of the board, local elected officials who are members of the Northwest Oregon Workforce Consortium, invited guests, and members of the audience.

INFORMATION: Board orientation and overview of the Workforce Innovation and Opportunity Act by John Chamberlin

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 as part of the team providing technical assistance to the four new local workforce development boards. Throughout the presentation, members of the board and local elected officials asked questions to which Mr. Chamberlin and staff provided answers.

Mrs. Karen Humelbaugh, Workforce Deputy for the Workforce Investment Division, communicated to the board that the Oregon Workforce Investment Board, state board under WIOA, approved its strategic plan on September 18th. This will inform the local strategic plan guidance which will be sent to the local boards on October 9th.

Ms. DeSart will distribute the presentation to all members of the board and consortium. Mr. Chamberlin asked boards members to direct questions through Ms. DeSart.

DISCUSSION AND POSSIBLE ACTION: Accept staff's recommendation to authorize the Executive Director to negotiate and execute, with the provision that negotiations stay within the approved boundaries of the PY15 budget.

In order to secure office facilities for staff, the board must provide the approval for the Executive Director to negotiate and execute a lease. Ms. DeSart confirmed that facilities amount of \$7,500 would be sufficient for office space in the Lincoln City area.

A motion was made by Tom Gill and seconded by Whitey Forsman to accept staff's recommendation to authorize the Executive Director to negotiate and execute, with the provision that negotiations stay within the approved boundaries of the PY15 budget.

INFORMATION: Review and discussion of Oregon Northwest Workforce Investment Board agenda items approved by the Northwest Oregon Workforce Consortium on August 7, 2015 and by the Executive Committee on August 27, 2015

- **PY15 ONWIB Operating Budget**
- **ONWIB Code of Conduct Policy**
- **Local Area Interim Plan**

- **Partnership Agreement between the Local Elected Official Consortium and the ONWIB**
- **Professional services contract for accounting services between ONWIB and Oregon Workforce Alliance (OWA)**
- **Professional services contract between ONWIB and Interim Coordinator Mike Kennedy**
- **Professional services contract between ONWIB and Worksystems, Inc. for an I-Trac data management system license**
- **Internal Revenue Service designation of 501(C)3 status to the Oregon Northwest Workforce Investment Board**

Chair Erickson explained in order to move forward in establishing the board, the Executive Committee and Northwest Oregon Workforce Consortium had to take action on a number of items including:

- PY15 ONWIB Operating Budget
- ONWIB Code of Conduct Policy
- Local Area Interim Plan
- Partnership Agreement between the Local Elected Official Consortium and the ONWIB
- Professional services contract for accounting services between ONWIB and Oregon Workforce Alliance (OWA)
- Professional services contract between ONWIB and Interim Coordinator Mike Kennedy
- Professional services contract between ONWIB and Worksystems, Inc. for an I-Trac data management system license
- Internal Revenue Service designation of 501(C)3 status to the Oregon Northwest Workforce Investment Board
- ONWIB Bylaws

Staff clarified that the operating budget included in provided materials is not draft; it has been approved along with the board bylaws and code of conduct by the Northwest Oregon Workforce Consortium and Executive Committee of the ONWIB. This was necessary to establish the organization.

In discussion about the operating budget, Mrs. Humebaugh provided that the state is planning to provide a small amount of money to each of the new local boards in order to buy equipment necessary for video conferencing and other technology needs.

Membership of the Executive Committee is defined in the board bylaws and can be changed with approval from the Northwest Oregon Workforce Consortium and the ONWIB. Currently, the committee is made up of one representative from each county and includes: Tony Erickson, Debra Smith, Connie Green, Henry Balensifer III, and Amy Jauron. Each member was asked by the county commissioners to represent their county in establishing the board. In the future, the board will need to determine officers for the board and possibly additional representation on the Executive Committee.

There was discussion about revising the code of conduct to include clearer, general non-discrimination language. Ms. DeSart committed to providing members with a binder of all necessary background information.

DISCUSSION AND POSSIBLE ACTION: Discuss the formation of future committees to state in compliance with the Workforce Innovation and Opportunity Act.

Chair Erickson explained there are duties of the board that may be served well by committees. Mr. Kennedy suggested that the board focus on developing a local strategic plan and request for proposal (RFP) for Adult, Dislocated Worker, and Youth services. Ms. DeSart encouraged the board to convene a

strategic planning group. After discussion, the following members volunteered to serve on the ad hoc committee focused on strategic planning: Tom Gill, Amy Jauron, Zach Poole, Stephanie Hurliman, Gail Muller, Connie Green, and Commissioner Anne Schuster. Shawna Sykes, Workforce Analyst with the Oregon Employment Development, also volunteered to assist with labor market information.

Mrs. Humelbaugh provided that local plan guidance will be sent to the local boards which will give the committee a starting point.

DISCUSSION AND POSSIBLE ACTION: Discuss schedule for future ONWIB meetings

Chair Erickson asked the board to discuss frequency of board meeting. There was agreement it would be beneficial to meet more frequently than quarterly for the first year. In order to set a regular day and time of the month, staff will use a scheduling tool to identify a specific time for the board to meet.

A motion was made by Tom Gill and seconded by Zach Poole for the ONWIB to meet monthly for the first year, with the exception of no meeting in December, and one meeting per quarter held in person. Motion carried.

EXECUTIVE DIRECTOR’S REPORT

Ms. DeSart informed the board that she is excited be the director for the board. She thanked everyone for the warm welcome to Oregon. She is looking forward to meeting with the county commissioners and all of the members of the board and working together to move forward.

BOARD MEMBER COMMENTS

Chair Erickson opened the board member comment period by thanking all for attending and is looking for to working together to impact change in the communities. Dr. Green commented that the work could not be done without the services providers. She hopes for open communication between the board and providers.

Commissioner Schuster informed the board she is meeting with community members from Linn County and Albany to learn more about the youth pipeline program. A partnership has been built between K-12, community college, and businesses to show youth career opportunities. She will provide more information at the later date.

Commissioner Hunt commended all involved for a great start to the ONWIB. He looks forward to building on the collaborative effort and having great outcomes for the area.

Commissioner Lee suggested a press release be developed and sent out to mark the achievement to date. Mrs. Humelbaugh suggested that the communications division at the Oregon Employment Department may be able to provide assistance.

Mr. Kennedy commended the board for have an open and amicable environment to as this is not always the case across the nation.

SECOND PUBLIC COMMENT

No comments were made.

ADJOURNMENT

The meeting was adjourned at 1:56 PM.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)

ADMINISTRATIVE POLICY & PROCEDURES MANUAL

TITLE: SIGNATURE AUTHORITY

EFFECTIVE DATE: 10/30/2015

POLICY: It is the policy of the Oregon Northwest Workforce Investment Board to identify and establish signatories, limitation of expenditures and federal cash draw authorizations for the Oregon Northwest Workforce Investment Council.

1. Only the members of the Oregon Northwest Workforce Investment Board (ONWIB), by majority action, or the Executive Director or designee, upon authority delegated by the Board of Directors, may incur liability on behalf of ONWIB.
2. Contracts or modifications exceeding \$100,000, shall require the approval of a majority of the ONWIB or its Executive Committee. Upon approval of the contract or modification, signature authority is granted to the Chair, Secretary, or Executive Director or designee to execute the contract or agreement.
3. By adoption of this policy, the Executive Director or designee is granted signature authority to sign contracts or modifications not exceeding \$100,000.
4. The ONWIB Chair, ONWIB Secretary, and Executive Director have signature authority to sign checks.
5. The Executive Director or designee shall have signature authority for any procurement authorized within the approved Operating Budget for the current program year. Procurement will be carried out as outlined in the ONWIB Procurement Policy.
6. The Executive Director or designee shall have signature authority for any and all matters relating to the delivery of the program services, such as, but not limited to, draws, Requests for Proposals, payroll, etc.
7. In no case, will a signature authority sign any check that identifies that signature authority as the Payee. (In other words, no signature authority will sing their own check.)

Questions or concerns regarding this Administrative Policy should be directed to the Executive Director, Oregon Northwest Workforce Investment Board.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
ADMINISTRATIVE OFFICE BUDGET - Presented to ONWIB in September 2015
PROGRAM YEAR - JULY 1, 2015 THROUGH JUNE 30, 2016

	EXPECTED	YTD ACTUALS	% against BUDGET	NOTES
ALLOCATION	\$1,676,550.00			
youth	\$616,876.00			
adult	\$493,090.00			
dw	\$566,584.00			
REVENUES				
WIOA ADMINISTRATION (10%)	\$ 167,655.00		\$1,508,895.00	
WIOA PROGRAM (7%)	\$ 150,889.50		\$150,889.50	
ADDITIONAL STATE FUNDING/RURAL ALLOCATION (25%)	\$208,333.00		\$1,358,005.50	
ADDITIONAL STATE FUNDING/BOARD SUPPORT (75%)	\$ 108,812.00			
Transition Grant Carry In	\$ 32,000.00			
TOTAL OPERATING BUDGET	\$ 667,689.50			
TOTAL FUNDS AVAILABLE	\$ 2,025,695.00			
OPERATING EXPENSES				
Administration & Oversight				
Personal Services/Benefits				
EXECUTIVE DIRECTOR - \$125,000 + \$37,500 BENEFITS	\$162,500.00			
DEPUTY DIRECTOR - \$80,000 + \$24,000 BENEFITS	\$104,000.00			
PROGRAM SPECIALIST - \$60,000 + \$18,000 BENEFITS	\$78,000.00			
ADMINSISTRATIVE ASSISTANT - \$55,000 + \$16,500 BENEFITS	\$71,500.00			
Total Staffing (Sub)	\$416,000.00			
General Expenses				
Staff Travel / Training	\$20,000.00			
Board Travel / Training	\$5,000.00			
Facilities	\$7,500.00			
Telephone	\$3,600.00			
Equipment & Maintenance	\$10,000.00			
Supplies	\$10,000.00			
Ads, Dues & Subscriptions	\$10,000.00			
Insurance	\$5,000.00			
Total General Expenses (Sub)	\$71,100.00			

Professional Services				
Accounting Services	\$37,000.00			
I-Trac	\$20,001.00			
Legal	\$10,000.00			
Public Information/Relations	\$7,500.00			
Payroll Services				
Total Professional Services (Sub)	\$74,501.00			
TOTAL OPERATING EXPENSES	\$561,601.00			
Unobligated Operating Budget	\$106,089			
PROVIDER BUDGET	\$1,358,005.50	<i>prev</i>	\$1,638,178.00	can separate program staff from admin staff expenses and reflect 7% program holdback in program section
PROVIDER EXPENSES		<i>dif</i>	\$280,172.50	
CSC 52% pgm bud	\$706,162.86		\$853,619.00	-15%
youth 40 % prv bud	\$282,465.14			
Adult 29% prv bud	\$204,787.23			
DW 31% prv bud	\$218,910.49			
SCBEC 48% pgm bud	\$651,842.64		\$706,331.97	-5%
youth 35%	\$228,144.92		247,047.43	
adult 34%	\$221,626.50		238,461.34	
DW 31%	\$202,071.22		16,880.27	
			221,581.07	
			220,823.20	
			31,304.54	
			189,518.66	
TOTAL PROVIDER CONTRACTS	\$1,358,005.50			

**OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
ADMINISTRATIVE OFFICE BUDGET - Revised October 2015
PROGRAM YEAR - JULY 1, 2015 THROUGH JUNE 30, 2016**

Red text indicated changes from the budget that was presented to the board in September 2015.

	EXPECTED	YTD ACTUALS	% against BUDGET	NOTES
ALLOCATION	\$1,676,550.00			
Youth PY15	\$616,876.00			
Adult PY15 & FY16	\$493,090.00			
Dislocated Worker PY15 & FY16	\$566,584.00			
REVENUES				
WIOA ADMINISTRATION (10%)	\$ 167,655.00		\$1,508,895.00	
WIOA PROGRAM (9%)	\$ 150,889.50		\$150,889.50	
SUPPLEMENTAL FUNDING FOR NEW BOARD SUPPORT	\$ 15,000.00			
RETHINKING JOB SEARCH - From Incite	\$ 99,032.09			
ADDITIONAL STATE FUNDING/RURAL ALLOCATION (25%)	\$208,333.00		\$1,358,005.50	
ADDITIONAL STATE FUNDING/BOARD SUPPORT (75%)	\$ 108,812.00			
Transition Grant Carry In	\$ 32,031.93			
TOTAL OPERATING BUDGET	\$ 781,753.52			
TOTAL FUNDS AVAILABLE	\$ 2,139,759.02			
OPERATING EXPENSES				
Administration & Oversight				
Personal Services/Benefits				
EXECUTIVE DIRECTOR - \$125,000 + \$37,500 BENEFITS	\$162,500.00			
DEPUTY DIRECTOR - \$80,000 + \$24,000 BENEFITS	\$104,000.00			
PROGRAM SPECIALIST - \$60,000 + \$18,000 BENEFITS	\$78,000.00			
ADMINSISTRATIVE ASSISTANT - \$55,000 + \$16,500 BENEFITS	\$71,500.00			
Total Staffing (Sub)	\$416,000.00			
General Expenses				
Staff Travel / Training	\$20,000.00			
Board Travel / Training	\$5,000.00			
Facilities	\$7,500.00			
Telephone	\$3,600.00			
Equipment & Maintenance	\$25,000.00			
Supplies	\$10,000.00			

Ads, Dues & Subscriptions	\$10,000.00			
Insurance	\$5,000.00			
Total General Expenses (Sub)	\$86,100.00			
Professional Services				
Accounting Services	\$37,000.00			
I-Trac	\$20,001.00			
Legal	\$10,000.00			
Public Information/Relations	\$7,500.00			
Payroll Services				
Total Professional Services (Sub)	\$74,501.00			
TOTAL OPERATING EXPENSES	\$576,601.00			
Unobligated Operating Budget	\$205,153			
PROVIDER BUDGET	\$1,358,005.50	<i>prev</i>	\$1,638,178.00	can separate program staff from admin staff expenses and reflect 7% program holdback in program section
PROVIDER EXPENSES		<i>dif</i>	\$280,172.50	
CSC 52% pgm bud	\$706,162.86		\$853,619.00	-15%
youth 40 % prv bud	\$282,465.14			
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youth 35%	\$228,144.92		247,047.43	
adult 34%	\$221,626.50		238,461.34	
DW 31%	\$202,071.22		16,880.27	
			221,581.07	
			220,823.20	
			31,304.54	
			189,518.66	
TOTAL PROVIDER CONTRACTS	\$1,358,005.50			



Workforce Innovation and Opportunity Act (WIOA) Title I Guidance Letter		
Subject: Local Plan		
Number/Reference: WIOA 108	Review Date: 10/9/2015	Revision # Original

Overview

The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDBs) to develop and submit a comprehensive four year plan, in consultation with the chief elected official. This document along with the attachments clarifies what the LWDBs must provide in order to be in compliance with WIOA and state requirements.

General Information

The local plan should identify how workforce partners and programs in each local workforce area will align and implement the vision and goals of the Oregon Workforce Investment Board and requirements of the WIOA. The LWDBs are responsible for convening the workforce partners necessary to develop and implement the plan in the local area.

Modifications

The information submitted will be the foundation of the four year local plan beginning July 1, 2016 through June 30, 2020. There are questions shaded in gray. Local boards are not required to complete these questions due to a lack of federal guidance at this time.

As final regulations for WIOA are released, additional guidance is provided from the U.S. Department of Labor and/or the Oregon Workforce Investment Board, the Office of Community Colleges and Workforce Development (CCWD) within the Higher Education Coordinating Commission may ask for the LWDBs to provide additional information in the form of a local plan modification. CCWD will provide notification of required plan modification. Local boards will be given a reasonable amount of time to submit modifications.

WIOA Monitoring

CCWD is responsible to monitor the local boards for compliance with the federal and state laws and regulations. CCWD commits to minimizing duplication of information requested by the local boards, especially in the local plan and modifications and monitoring activities.

Action(s)

Submission Requirements

Each local board must complete all five sections of the WIOA Local Plan document, including submission of required documents specified in each section, by April 1, 2016. Responses and information must be typed or copied into the text box provided under each question. Section 5 requests copy of document that should be included as separate attachments. When developing responses, please adhere to the page limitations as specified at the beginning of each section. Responses to questions must be single spaced and no smaller than 11 point font.

When submitting, all documents must be in a Microsoft Word or searchable PDF; do not submit the required documents as image files. Documents must be uploaded to the following website: <http://oregonlocalplanning.weebly.com/>.

Please direct questions and requests for technical assistance to Kurt Tackman at 503-947-2439 or kurt.r.tackman@oregon.gov.

Attachments/Additional Resources

All guidance and resources can be found at: <http://oregonlocalplanning.weebly.com/>

- WIOA Local Plan
- Local Plan Reference and Resources

Oregon Northwest Workforce Investment Board Meeting Schedule

During the September 25th meeting, the board approved to hold monthly meetings with one meeting per quarter being held in person while the other meetings will be held by conference call. There will not be a meeting in December. Based on the poll results, it was determined that the meetings will be held on the third Friday of each month starting in the late morning. Below is a schedule of ONWIB meetings through June of 2016. Staff are committed to holding the in person meetings through the five county area.

Date and Time	Location
September 25, 2015 10:00 AM to 2:00 PM	Oregon Coast Community College Community Room 3788 SE High School Drive Lincoln City, OR 97367
October 30, 2015 10:00 AM to 12:00 PM	Call In Option for Members Public Location: Oregon Coast Community College Community Room 3788 SE High School Drive Lincoln City, OR 97367
November 20, 2015 10:00 AM to 12:00 PM	TBD
January 15, 2016 10:00 AM to 12:00 PM	TBD
February 19, 2016 10:00 AM to 12:00 PM	TBD
March 18, 2016 10:00 AM to 12:00 PM	TBD
April 15, 2016 10:00 AM to 12:00 PM	TBD
May 20, 2016 10:00 AM to 12:00 PM	TBD
June 17, 2016 10:00 AM to 12:00 PM	TBD

Please note that the meeting length may be adjusted as there may be a need to have longer meetings. Staff will provide as much notice of changes as possible.