

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

BOARD MEETING

Friday, February 19, 2016
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:** Consent agenda – Approval of the following items:
 - February board meeting agenda with inclusion of any emergency items and deletion of any items
 - Approve of ONWIB minutes from the January 15, 2016 meeting
 - Approve updated board meeting schedule
4. **BOARD CHAIR REPORT**
5. **EXECUTIVE DIRECTOR REPORT**
6. **DISCUSSION AND POSSIBLE APPROVAL:** Review the Administrative Policy on Nomination and Appointment Process for Membership on the Oregon Northwest Workforce Investment Board

7. **DISCUSSION AND POSSIBLE APPROVAL:** Review overview of request for proposal specification of Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Services
8. **DISCUSSION AND POSSIBLE APPROVAL:** Review the strategic elements of the Northwest Area Local Plan
9. **BOARD MEMBER COMMENTS:** All
10. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now 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.
11. **ADJOURNMENT**

For more information about the ONWIB, visit www.onwib.org. The ONWIB meetings are held in accordance with open meeting laws and with accessibility requirements. If there is a person with a disability who may need assistance in order to attend or participate in a meeting or if a person wishes to offer comments on any item on the agenda, please notify Katelyn Roberts at 503-947-1365. TTY is also available: 1-800-735-2900.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

DRAFT Meeting Minutes

Friday, January 15, 2016
10:00 AM – 3:00 PM
Tillamook Bay Community College
Room 214-215
4301 3rd Street
Tillamook, OR 97141

Members Present

Amanda Morris
Amy Jauron
Connie Green
Jeff Kemp
John Hawkins

Gail Muller
Henry Balensifer III
Pat Malone
Randy Getman
Rhonda Meidinger

Stephanie Hurliman
Tom Gill
Tony Erickson
Whitey Forsman
Zack Poole

Members Absent

Al DeVita
Debra Smith

Jim Tierney
Luke Colvin

Michael Smith

Staff/Others

Heather DeSart
Mike Kennedy
Katelyn J. Roberts (Office of Community Colleges & Workforce Development)

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

The meeting was called to order by Chair Tony Erickson at 10:15 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

Travis Turner of Cannon Beach, Oregon referenced the meeting minutes from the October board meeting on page 5 of the board meeting packet. He requested that the technology used for the board meetings be available for the public to utilize as well.

Tom Gill of Clatsop Community College (CCC) provided information on behalf of Kristen Wilken, Dean of Workforce Education and Training at CCC. He informed the board of CCC's Maritime Science Department role as an active partner in the marine science industry providing specialized training along with supporting Oregon State University marine studies initiative. CCC will continue to support these efforts along with the emerging sector strategy work related to the marine science industry and occupations.

CONSENT AGENDA

Chair Erickson requested a motion to approve today's agenda and board meeting minutes from October and November.

A motion was made by John Hawkins and seconded by Pat Malone to approve the agenda and board meeting minutes from October and November as presented in the board meeting packet. Motion carried.

BOARD CHAIR REPORT

Chair Erickson asked for the staff to send out a doodle poll to members to find a different day of the month to board meetings. The third Friday of the month is a conflict for some members. Staff agreed to send this out after the meeting.

Chair Erickson requested volunteers of the board to act as an ad hoc committee to review the draft personnel handbook. Stephanie Hurliman and Gail Muller agreed to participate. Staff will set a meeting for the committee.

EXECUTIVE DIRECTOR REPORT

Heather DeSart provided the board an overview of activities that staff have been working on since the last board meeting. Along with doing the work required of the local workforce board under the Workforce Innovation and Opportunity Act (WIOA), significant efforts have been focused on getting the non-profit organization established.

As far as staffing, Ms. DeSart shared that she will soon be opening two staff positions which include an Operations Manager and a Program Manager. Ms. Desart informed the members that the Interim Director for the Oregon Employment Department (OED), Kay Erickson, was introduced during the Oregon Workforce Investment Board meeting. The OWIB meeting also included a discussion and comment opportunity for the WIOA State Unified Plan.

Commissioner Schuster inquired about the possibility of the board staff being colocated with staff from the OED. Ms. DeSart confirmed that this is the intention in the future. Stephanie Hurliman and Heather DeSart will be looking into office space. With additional inquiries from the members, Ms. DeSart shared the status of the one-stop delivery system in the Northwest Area. There is at least one center in each county. There must be one comprehensive center, as defined by WIOA, in the area. It is staff's intention to have as many comprehensive centers as possible. State guidance has yet to be provided on center definition and cost sharing arrangements.

At the request of members, staff will send out a link to the WIOA State Plan and instructions on how to comment.

DRAFT ADMINISTRATIVE POLICY

Chair Erickson asked if there were any questions or comments on the draft Administrative Policy on Procurement. It was included in the November meeting packet. Ms. DeSart pointed out that the language allowing "tag on" procurements was moved to the first page of the policy instead under the competitive purchases heading. Staff used this option in procuring the training facilitator for the Rethinking Job Search Grant.

A motion was made by Connie Green and seconded by Stephanie Hurliman to approve the Administrative Policy on Procurement as presented.

BUDGET MODIFICATIONS

At Chair Erickson's request, Ms. DeSart provided a detailed overview of the budget and proposed modifications based on the document provided in the board packet. One change she noted was the title of Administrative Manager is reflected in the document; this will be changed to the title of Operations Manager. The board and staff had a discussion regarding the unexpended funds received, timeframe of federal allocations estimates, and the proposed modifications. At the members' request, staff will provide quarterly budget reports to the board.

A motion was made by Connie Green and seconded by John Hawkins to approve the budget modification as presented. Motion carried.

BENTON COUNTY PIPELINE PROJECT

Commissioner Anne Schuster of Benton County provided an overview of Linn County's Pipeline project. Partners from the various industries, county, chamber, community colleges, City of Albany, and the school districts are working together to build a strong connection between education and the local workforce needs. Though there is a heavy focus of students being connected to the workforce, the program is also for disabled workers or those who are in need of retraining for today's jobs. The information sparked a lively discussion among members. Members thought it would be helpful to hear from Josefina Fleetwood, Workforce Development Director, with the Albany Area Chamber of Commerce and Greg Hamann, President of Linn-Benton Community College.

BOARD MEMBER COMMENTS

Ms. Hurliman suggested staff send out the short video that was developed to provide an overview of Oregon's workforce development system. Staff will be sending a follow up to the board with the link to the video.

SECOND PUBLIC COMMENT PERIOD

Amanda Dahse of Tillamook, Oregon provided members with information of her success within the workforce program provided through Pacific Northwest Works in partnership with WorkSource. Ms. Dahse came to the program with a number of barriers to employment including being a high school dropout and on probation. She took the National Career Readiness Certificate assessments and received a Bronze certificate. She now has a job with a local employer.

Heather Moore of Tillamook, Oregon also provided information to the board on her involvement with the youth services provided by Pacific Northwest Works. After being released from prison, she came to WorkSource for assistance in finding a job. After taking part in the work experience program, she got a job and is now taking GED classes.

Travis Turner of Cannon Beach provided the board with an overview the programs offered at the Tongue Point Job Corps Center where he is in instructor. Located in Astoria, the center offers 17 career and trade programs while working closely with Clatsop Community College's Marine and Environment Research and Training Station (MERTS). He encouraged the board to utilize Job Corps as a partner and resource for building the pipeline of workers.

ADJOURNMENT

The board meeting was adjourned at 11:58 AM.

Strategic Planning Session

After the board meeting, members engaged in a strategic planning session. The board was provided a presentation on sector partnerships. This was followed by facilitated small group discussions and report outs in an effort to define the strategic mission, vision, and goals of the ONWIB.

**Oregon Northwest Workforce Investment Board
Meeting Schedule for the Remainder of Program Year 2015**

Date and Time	Location
February 19, 2016 10:00 AM to 12:00 PM	Oregon Coast Community College Community Room 3788 SE High School Drive Lincoln City, OR 97367
March 25, 2016 10:00 AM to 12:00 PM	Oregon Coast Community College Community Room 3788 SE High School Drive Lincoln City, OR 97367
April 29, 2016 10:00 AM to 12:00 PM	TBD
May 27, 2016 10:00 AM to 12:00 PM	TBD
June 24, 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.

**NORTHWEST OREGON WORKFORCE CONSORTIUM (NOWC)
&
OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)**

ADMINISTRATIVE POLICY - #	TITLE: NOMINATION AND APPOINTMENT PROCESS FOR MEMBERSHIP ON THE OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
APPROVED:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised

PURPOSE

Section 107(b)(1) of the Workforce Innovation and Opportunity Act (WIOA) requires the Governor, in partnership with the State Workforce Development Board, to establish criteria for use by local Chief Elected Officials to appoint members of local boards in their areas. The U.S. Department of Labor (DOL), through Training and Employment Guidance Letter (TEGL) 27-14, further requires state policy outlining the criteria and process for local board member appointment. The Northwest Oregon Workforce Consortium intends to establish a policy and process to accept nominations and make appointments to the Oregon Northwest Workforce Investment Board (ONWIB), based on the criteria established by the Act and the Oregon state policy.

POLICY

Local Board Membership:

All local board members must be individuals with optimum policy-making authority within the entities they represent and demonstrated experience and expertise for the positions they fill.

Business Representatives:

The majority of local board members must be representatives of businesses or business organizations in the local area.

Each business representative must meet the following criteria:

- Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority;
- Provide employment opportunities that, at a minimum, include high-quality, work-relevant training in in-demand industry sectors or occupations as those terms are defined in WIOA Section 3 (23) in the local area;

Workforce Representatives:

At least 20 percent of local board members must be workforce representatives who meet the following criteria:

NORTHWEST OREGON WORKFORCE CONSORTIUM (NOWC)
&
OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)

- Three or more members in this category must be representatives of labor organizations;
- One or more members in this category must represent a joint labor-management or union affiliated registered apprenticeship program within the local area who must be a training director or a member of a labor organization. If no union-affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists;

In addition to the workforce representatives cited above, the local board may include the following to contribute to the 20 percent requirement:

- One or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and
- One or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

Balance of Representatives:

- At least one eligible provider administering adult education and literacy activities under WIOA Title II;
- At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and
- At least one representative from each of the following governmental and economic and community development entities:
 - Economic and community development entities;
 - The state employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and
 - The programs carried out under Title I of the Rehabilitation Act of 1973, other than Section 112 or part C of that title;

Local boards may include representatives of other appropriate entities in the local area, including:

- Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;

NORTHWEST OREGON WORKFORCE CONSORTIUM (NOWC)
&
OREGON NORTHWEST WORKFORCE INVESTMENT BOARD (ONWIB)

- Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
- Philanthropic organizations serving the local area; and
- Other appropriate individuals as determined by the chief elected official.

Board Member Nominations:

- Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations.
- Labor representatives must be selected from among individuals nominated by local or state labor federations;
- When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities. [WIOA Section 107(b)(6)]
- All other representatives are appointed from among individuals who are nominated by locally recognized organizations or entities, such as chambers of commerce, non-profit networks, or coalitions, etc.

Vacancies, Change In Status, and Related Issues

Vacancies

Vacancies must be filled within a reasonable amount of time of the vacancy, but no later than ninety (90)-days. Vacancies must be filled in the same manner as the original nomination and appointment process. Reappointments of current members can be authorized by the Chief Local Elected Official (CLEO). **Actions taken by the ONWIB after a ninety (90)-day period of vacancies will be null and void, unless a waiver has been granted by the Office of Community Colleges and Workforce Development.**

Change in Status

Board members who no longer hold the position or status that made them eligible to be a Board member must resign or be removed immediately by the Chief Local Elected Official (CLEO) as a member of the ONWIB. E.g. no longer work in the private sector, or no longer with an educational institution, etc.

Mid-Term Appointment

Board members replacing out-going member's mid-term, will serve the remainder of the out-going member's term.

Quorum

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&
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A quorum is defined as a majority of 51%, excluding vacancies, provided that the majority (51%) of members in attendance are business representatives.

Removal

A Board member must be immediately removed by the Chief Local Elected Official (CLEO) if any of the following occurs:

- A documented violation of conflict of interest
- Failure to meet the requirements of member representation as described in Change in Status.
- Documented proof of fraud and/or abuse

Board members may be removed for other reasons outlined in the bylaws of the ONWIB. The Northwest Oregon Workforce Consortium strongly encourages the Oregon Northwest Workforce Investment Board to establish and enforce strong attendance requirements for its members. The bylaws must contain specific criteria to establish just cause for removal of a member, as well as the process for removal, and the process for appeal and arbitration.

Questions relating to this document may be directed to the Executive Director of the Northwest Oregon Workforce Consortium (NOWC) and Oregon Northwest Workforce Investment Board (ONWIB). The telephone number is (541)921-7311.

References:

- WIOA Section 107(b)
- WIOA Section 107(i)
- Proposed 20 CFR 679.310, 679.320, 679.330, 679.340, 679.350, and 679.360
- Training and Employment Guidance Letter (TEGL) 27-14

Oregon Northwest Workforce Investment Board

Recommended Mission Statement

The Oregon Northwest Workforce Investment Board advances a collaborative, solutions-based workforce system that positively impacts the prosperity of our communities by meeting the needs of business and industry through a skilled workforce.

Recommended Vision Statement

Northwest Oregon is a thriving and prosperous area with strong, innovative community partnerships ensuring residents have good jobs and businesses have access to the talent they need to compete.

Recommended Goals

1. Champion the strong network of partners in Northwest Oregon that collaborate to provide holistic solutions to the community, businesses and individual customers.
2. Actively engage businesses and sector partnerships to define and satisfy their workforce and training needs.
3. Advance education and training opportunities that respond to business demands for skills and matches the needs of diverse students and job seekers.
4. Grow ONWIB's financial base by identifying and pursuing additional sources of revenue and leveraging resources among partners.

Member Input from ONWIB Strategic Planning Session – January 15, 2016

Developing the Mission Statement

Our Business:

- Training and matching to relevant opportunities
- Growth for Jobseekers
- Soft Skills Development
- An engaged willing workforce with soft skills and high educational standards
- Create a better process for businesses
- Engaged participants for affordable housing

Our Purpose:

- Increasing prosperity of communities
- Profitable businesses to build strong vibrant communities
- Comply with Laws
- Thriving workforce (qualified workers matched with opportunities)
- Define the regional context (SWOT)
- Supporting communities and business services
- Promote equal access and eliminate barriers

Our Values:

- Inclusive
- Responsive
- Collaborative
- Customer focused
- Solution-driven
- Easy to use
- Effective
- Collaborative
- Collaboration
- Adaptability
- Connecting resources, processes and results

Developing the Vision Statement

- Employees have opportunities to reach potential
- Employers can offer these opportunities
- Communities have infrastructure so that youth can remain in the community
- Delivery and oversight of strategic plan
- Greater culture of collaboration and cooperation to support WIB initiatives and processes
- Everyone who wants one has a good job
- Businesses are happy with the quality of employees
- Partnerships with listening and champions
- Thriving communities
- Collaboration focused on flexibility in execution
- A collaborative community partner bringing economic prosperity throughout the region
- Prosperous: A place you'd like to live and work

- Innovate, listen, collaborate, proactive, committed

Developing the Focus Areas

- Increase/expand training opportunities
- Address workplace maturity (soft) skills for entire workforce
- Identify and select viable sector partnerships
- Continue to grow diverse revenue streams
- Develop business-driven sector partnerships
- Develop business-driven regional partnerships
- Education and Training – (soft skills, “vocational” training, including perceptions of CTE and careers)
- Help businesses and communities understand benefits each can offer
- Address other issues such as transportation, childcare, housing (barriers)
- Develop and involve key players for each goal
- Develop partnership between trainers and schools
- Identify key players, listen, then support workforce needs, initiatives and programs
- Research and develop plan to create soft skills training
- Hard Skills: Identify industry sector needs and commonalities throughout the five-county region

Strategies related to the Goals

1. Focus partnerships on holistic approaches/solutions
 - a. Wrap around services
 - b. Community role of board (opportunities to be more than a “WIOA” board)
2. Address needs of business and industry
 - a. Sector Partnerships
 - b. Business Services
 - c. Processes (easy to use system)
3. Education and Training
 - d. Easy to use system
 - e. In-demand skills
 - f. Soft skills
 - g. Promote CTE
4. Grow other Revenue Sources
 - h. Revenues for ONWIB
 - i. ONWIB’s Influence on others’ investments