

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

Meeting Minutes

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

Members Present

Amanda Morris
John Hawkins
Gail Muller
Jim Tierney
John Hawkins

Pat Malone
Randy Getman
Rhonda Meidinger
Stephanie Hurliman
Tom Gill

Tony Erickson
Zack Poole

Members Absent

Al DeVita
Amy Jauron
Connie Green

Jeff Kemp
Debra Smith
Henry Balensifer III

Michael Smith
Whitey Forsman

Staff

Heather DeSart
Mike Kennedy

CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL

The meeting was called to order by Chair Tony Erickson at 10:06 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

Caroline Bauman with Economic Development Alliance of Lincoln County provided an idea for possible future action of board regarding locally available certifications on a local needs to certification. She used the example forklift operator certification. There is a need by workers and businesses for certifications. These are costly as far as a financial and time commitment for workers and businesses. Many small businesses can't afford it. There is discussion about developing a small scholarship fund of approximately \$10,000 for certifications requirements to assist local workers. She is interested in how the board might be included in this effort.

DISCUSSION AND POSSIBLE ACTION:

Prior to a motion being made on the consent agenda, Ms. DeSart presented a correction to the January meeting minutes as provided by Commissioner Schuster. Under the Benton County Pipeline Project item, it was suggested that the following language be removed: "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."

This should be replaced with the following language: "The focus is on students. It is hoped that the program could be tailored to also accommodate disabled workers or those who are in need of retraining for today's jobs."

A motion was made by Tom Gill and seconded by John Hawkins to approve of the consent agenda with the removal of the January meeting minutes. Motion carried.

A motion was made by Tom Gill and seconded by John Hawkins to approve the January meeting minutes with the suggested change present by Ms. DeSart. Motion carried.

BOARD CHAIR REPORT

Chair Erickson request staff to develop a document that outlines the roles, responsibilities, and membership of the ONWIB's Executive Committee. He asked that this be presented at the March board meeting. He thanked the strategic planning ad hoc committee for their work on the strategic elements of the local plan.

EXECUTIVE DIRECTOR REPORT

Ms. DeSart reported on the various activities staff have been engaged in since the last board meeting. Recently, Ms. DeSart planned and participated in the local leadership team meetings. There was one in Astoria which includes partners from the Columbia, Clatsop, and Tillamook counties. The other team includes partners from Benton and Lincoln counties. The priority for these teams will be implementing the WorkSource Oregon Operational Standards.

She participated in the strategic planning ad hoc committee which was be report on later in the meeting. Ms. DeSart reported in the Oregon Workforce Partnership meetings there was discussion of the National Association of Workforce Boards which Chair Erickson and Ms. DeSart will be attending in March. It is an opportunity to connect with other workforce members and staff along with learning about WIOA implementation and best practices across the nation.

At the end of the March, state staff from the Department of Human Services, Oregon Employment Department, and Office of Community Colleges and Workforce Development will be meeting with ONWIB staff and local partner staff to discuss partnerships.

DRAFT ADMINISTRATIVE POLICY

Chair Erickson introduced the draft Administrative Policy on Nomination and Appointment Process for Membership on the Oregon Northwest Workforce Investment Board as presented in the board packet. This is a policy based on WIOA and state requirements for membership. The board bylaws outlines the outcomes for members who are not functioning. It will be up to staff to maintain records, follow up with members who are not engaged, and bring before the board.

As a point of interest, Chair Erickson that Luke Colvin, a business representative from Clatsop County, recently resigned as his business a substantially growth over the last year. Ms. DeSart is working with Commissioner Lee to fill this vacancy.

The policy will go to the Northwest Oregon Workforce Consortium for approval as it is the authority of the consortium to make appointment to the ONWIB.

A motion was made by John Hawkins and seconded by Zack Poole to approve the administrative policy as presented. Motion carried.

REQUEST FOR PROPOSALS (RFP) SPECIFICATIONS

At Chair Erickson's request, Ms. DeSart reviewed the RFP overview document provided during the meeting. This included the important dates related to the RFPs. Ms. DeSart reviewed the process for submitting the RFPs including bidders conferences, use of the third party evaluator, and ex parte communication with board members and staff. A third party evaluator for the RFPs will be procured to score the proposals. Chair Erickson provided that the state supports using a third party evaluator. The board and consortium will be making the final decisions on who is awarded the contracts for Adult and Dislocated Worker services and Youth services

She also reviewed the service delivery expectations. Staff clarified and will clarify within the RFP documents, as appropriate, that training is provided at training facilities not necessarily in the WorkSource centers. All details relating to RFP content requirements and submission are included within the RFP documents on the ONWIB website.

A motion was moved by Tom Gill and seconded by Stephanie Hurliman to endorse the RFP timeline and overview as provided and clarified by Ms. DeSart. Motion carried.

STRATEGIC ELEMENTS OF THE NORTHWEST AREA'S LOCAL PLAN

At Chair Erickson and Ms. DeSart's request, Mr. Poole reviewed how the recommended strategic elements were developed. Following the business portion of January board meeting, there was in depth discussion and brainstorm session on the vision, mission, and goals. The board packet included all of the comments and ideas captured during the session. The strategic planning ad hoc committee had a robust discussion to settle on the recommended language as follows:

The mission of the Oregon Northwest Workforce Investment Board is to advance 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.

The vision for the Northwest Area to be 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.

In order to move towards this vision, the ONWIB also set the following goals:

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

A motion was made by Tom Gill and seconded by John Hawkins to approve the mission, vision, and goals as presented. Motion carried.

BOARD MEMBER COMMENTS

Mr. Gill commended Ms. DeSart to leading the board through this formation period.

Mr. Hawkins thanked the ad hoc committee for their work on the strategic planning elements.

Mr. Poole thought the Ms. Bauman's commented were great. He has had experience with not being able to get a forklift driver in the timely manner. Chair Erickson convened that he has also had this issue which is why he maintains a forklift operator's license. He suggested that the forklift manufacturers may be supportive of the scholarship fund.

Commissioner Schuster commented that the ONWIB needs a better phone system. Ms. DeSart apologized. A conference phone has been purchased but it was not compatible with the phone jack in the building. Staff will make sure to have a better system for the March meeting.

SECOND PUBLIC COMMENT SESSION

Armand Schoppy with the Community Services Consortium (CSC) provided an overview the youth program. CSC is the current provider of WIOA Youth services in Lincoln and Benton counties. Mr.

Schoppy is a GED instructor who works with 16-24 year old youth adults in obtaining their GED. The youth program also assist pre-employment training skill, internships, and work experience. For many youth in the program, high school was not a good fit but they may not have to funds to pay for their GED. He is currently working with four youth who are working towards their GED. One youth recently earned their GED. He brought two youth to speak to the board who are working on earning their GEDs.

Devin Dirks has been within the youth program with CSC for about 2 years. He is currently working on earning his GED. The program assisted in getting his license. He received work experience in natural resources. Through the program, he has been able to maintain a stable income. Overall, the program has been very beneficial.

Brian Lighthill has been in CSC's youth program for about two years. He started while attending alternative school. Through the program, he was able to work two days a week and get his license. He is working on getting his GED. It has helped him be motivated about what he will do later in life.

Mark Warne with the Oregon AFL-CIO provided to the board that summer programs are important and impactful for the community especially for those who were formerly incarcerated.

ADJOURNMENT

The board meeting was adjourned at 11:07 AM.