

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

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. Humelbaugh 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.