

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

DRAFT Meeting Minutes

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

Members Present

Amanda Morris
Amy Jauron
Debra Smith
Gail Muller

Henry Balensifer III
Jim Tierney
Pat Malone
Rhonda Meidinger

Stephanie Hurliman
Tom Gill
Tony Erickson
Whitey Forsman

Members Absent

Al DeVita
Connie Green
Jeff Kemp

John Hawkins
Luke Colvin
Michael Smith

Randy Getman
Zack Poole

Staff

Heather DeSart
Mike Kennedy

Others Present

Commissioner Henry Heimuller, Columbia County
Erik Knoder, Oregon Employment Department
Katelyn Roberts, Higher Education Coordinating Commission

AGENDA

Call to order, confirmation of posting, and roll call.

The meeting was called to order by Chair Tony Erickson at 10:05 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

Ms. DeSart proposed two corrections to the agenda:

- On Agenda Item 7, the program year should read “July 1, 2015 – June 30, 2016” instead of July 1, 2015 – June 30, 2015”
- On Agenda Item 11, it should read “Members of the public may now comment...” instead of “Members of the public may not comment...”

A motion was made by Henry Balensifer and seconded by Debra Smith to approve the agenda with the corrections provided by staff. Motion carried.

DISCUSSION AND POSSIBLE ACTION: Approve of ONWIB minutes from the September 25, 2015 meeting.

A motion was made by Tom Gill and seconded by Henry Balensifer to approve the minutes as presented. Motion carried.

DISCUSSION AND POSSIBLE ACTION: Review and approve the Administrative Policy on Signature Authority

Chair Erickson drew the board's attention to the draft Administrative Policy on Signature Authority. With questions from members, staff clarified that section 2 means that contracts exceeding \$100,000 or modification of \$100,000 or more of a contract would have to be approved by a majority of ONWIB or its Executive Committee. This does not preclude contracts or modification less than \$100,000 coming to the board. Staff also clarified that "designee" means staff assigned by the Executive Director to perform fiscal tasks, such as draw requests.

Commissioner Heimuller provided a correction to line three within section 7 of the policy to change "sing" to "sign".

A motion was made by Tom Gill and seconded by Henry Balensifer to approve the Administrative Policy on Signature Authority with the correction to section 7.

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.**

Chair Erickson and Ms. DeSart explained each of the modifications:

- Correction of percentage listed in Revenue: WIOA Program (9%). The budget presented in September listed this as 7%. – This budget figures were correct to reflect a 9% WIOA Program funds reserved for operating expenses. This was a typo. Ms. DeSart clarified that the 10% of WIOA Administration funds is a cap set by DOL. The percentage of WIOA Program funds is discretionary. Nine percent is very close to what other local boards in Oregon operate within. The Program funds is the percentage of the total allocation for Adult, Dislocated Worker, and Youth after the Administration funds are taken.
- 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. – Each of the four new local boards received this amount to assist with getting the board offices operational and acquire appropriate technological equipment.
- 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. – Incite, the local board for Linn, Marion, Polk, and Yamhill counties, was awarded \$3 million for the Rethinking Job Search. The grant will be ran through each of the local boards. Within the northwest area, 20 participants will be served through the WorkSource Oregon center in Newport over the course of three year. Members were encouraged to be on the lookout for other grant opportunities.

A motion was made by Tom Gill and seconded by Jim Tierney to approve the three modifications to ONWIB's PY15 Operating Budget. Motion carried.

The budget will be taken to the next meeting of the Northwest Oregon Workforce Council for approval. Staff will be working to schedule this meeting.

DISCUSSION AND POSSIBLE ACTION: Approve proposed meeting schedule for the remainder of PY 2015 (July 1, 2015 – June 30, 2016)

Chair Erickson pointed out the draft schedule provided in the meeting packet. It is staff's intention to have one in person meeting followed by two meetings where members have an option to call in. The November board meeting will have a call in option for members. Based on the board's decision in September meeting, there will not be a meeting held in December. The board meeting in January will be in person for members. At the members' request, staff will be researching and choosing a video conferencing platform to be used for meeting when there is a call in option for members. Staff will also develop a short user guide for the technology.

A motion was made by Pat Malone and seconded by Whitey Forsman to approve the meeting schedule as presented. Motion carried.

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

Ms. DeSart provided to the board that the ad hoc committee for strategic planning formed during the September board meeting will be hold its first meeting on Monday, November 2. During the meeting, the group will assess and determine the meeting schedule. Mr. Balensifer was interested in participating but would like to be informed of the time commitment; Ms. DeSart will follow up with him after the first committee meeting.

Though the guidance from the state looks simple, it will be a lot of work to pull all of the necessary information together. Ms. DeSart informed members they may be asked to provide input in the committee meetings depending on what expertise is needed.

INFORMATION: Overview of the Oregon's Sector Partnership Event provided by Heather DeSart and members who attended

Ms. DeSart provided an overview of the one day seminar host by the state on sector partnerships. It was very valuable to hear about the technology partnership happening in Lane County. Lane Workforce Partnership is leading the partnership and provided the steps of how it became a successful sector partnership. There are consultants contracted with the state to provide assistance for the local boards. Ms. Hurliman also attended the event and found it very valuable. She provided that it is whole new way of thinking about partnering with businesses and non-traditional partners.

BOARD MEMBER COMMENTS

Mr. Gill mentioned he had a chance to look at the new website and said it was a good beginning.

Commissioner Heimuller mentioned that Columbia County's Board of Commissioner's Office did not receive a copy of the agenda. Staff will follow up Commissioner Heimuller to see who the meeting notice and material should be sent to at the commissioners' office.

Hurliman received feedback from partners about not being able to attend or listen in to the meeting. She recommended that a communication be sent out from Ms. DeSart informing partners of how they can participate.

SECOND PUBLIC COMMENT SESSION

No comments were made.

ADJOURNMENT

The meeting was adjourned at 10:55 AM.