

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

MEETING MINUTES

Friday, July 22, 2016

10:00 AM – 1:00 PM

Tongue Point Job Corps Center

Columbia Vista Cafe

37573 Old Highway 30

Astoria, OR 97103

Members Present

Amanda Morris

Amy Jauron

Connie Green

Debra Smith

Gail Muller

Jim Tierney

John Hawkins

Pat Malone

Rhonda Meidinger

Stephanie Hurliman

Tom Gill

Tony Erickson

Zack Poole

Members Absent

Al DeVita

Jeff Kemp

Henry Balensifer III

Randy Getman

Whitey Forsman

Commissioners

Commissioner Anne Schuster

Staff

Heather DeSart

Katelyn Roberts

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

The meeting was called to order by Chair Tony Erickson at 10:28 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

No public comments were made.

WELCOME AND OVERVIEW OF TONGUE POINT JOB CORPS CENTER

Mr. Kim Shillinger, Center Director, and Ms. Katrina Gassner, Business and Community Liaison welcomed the board members and public. Mr. Shillinger provided a detailed overview of the center's facilities, students, programs, recent performance, and partnerships.

Two students spoke about their current experiences and remarkable achievements at Tongue Point. Originally from Beaverton, Oregon, Andres has been at the center for four months. In the first month, he earned his GED and he is currently in the dental vocational program. Kathrine recently completed a three-month internship with Senator Wyden's office in Washington DC. She has almost completed the glazing program at the center.

CONSENT AGENDA

Chair Erickson confirmed that there were no inclusion of the July agenda. Tom Gill request discussion of the Incident Reporting Policy.

A motion was made by Zack Poole and seconded by John Hawkins to approve the meeting minutes from May 10 and the Gift and Donation Acceptance policy. No discussion. Motion carried.

Regarding the Incident Reporting Policy, Mr. Gill asked for clarification of staff reporting incidents as it seems limited to staff that can report acts of fraud or abuse. Ms. DeSart clarified that anyone such as members of the board or public can report to the Executive Director. If the incident reported involves the Executive Director, it would be reported to the state. It could also be reported to the Chair of the ONWIB or the Northwest Oregon Workforce Consortium.

A motion was made by Tom Gill and seconded by John Hawkins to approve the policy as written with the suggestion to be review in order to clarify the points discussed. No further discussion. Motion carried.

BOARD CHAIR REPORT

Chairman Erickson reported on the successful launch of the advanced textile sector partnership on July 13. The industry is looking at many workers retiring in the next 5-10 years and don't have workers to backfill the openings. The group of businesses involved have identified over 1,000 position that would fill if there was a workforce available. The partnership will be working to address these needs of businesses.

MEETING SCHEUDLE

At Chair Erickson request, Ms. DeSart reviewed the proposed schedule for meetings for the upcoming program year. Dates can be adjusted if needed. In building the schedule, staff tried to avoid months where the holidays fall. There also was a need to schedule a meeting at the end of June in order to approve the budget for next program year.

A motion was made by Tom Gill and seconded by Pat Malone to approve the meeting schedule as proposed. No further discussion. Motion carried.

ORGANIZATION NAME CHANGE

As background, Chair Erickson informed the board that establishing a name was one of the first items that the planning committee had to address in order to become a legal entity. This is an opportunity to have a more succinct name for the organization. It will be an assumed business name.

A motion was made by Tom Gill and seconded by Pat Malone of the change to Northwest Oregon Works as the business name. No further discussion. Motion carried.

PRELIMINARY ONWIB OPERATING BUDGET FOR THE 2016 PROGRAM YEAR

As Chair Erickson's request, Ms. DeSart provided an overview of the preliminary budget for the 2016 program year. The Consortium approved the budget in June. They provided feedback on distinguishing the unexpended federal funds from PY 2015 and the federal allocation for 2016. Also as the commissioners' request, staff adjusted the formatting to clearly distinguish between the organization expenses and program expenses.

Members requested that staff spell out the acronyms in the budget or have a key at the bottom. Staff provided clarity that approve of the budget include authorization of expenditure. Next year, staff will take the budget before the board prior to taking to the consortium for approval. As far a variance allowed without board approval, staff can move funds within the categories (such as Board Expenses and Program Expenses) but cannot move funds out of categories.

A motion was made by Debra Smith and seconded by Amy Jauron to approve the budget as presented. No further discussion. Motion carried.

ONWIB BYLAWS

Chair Erickson referred the board to the proposed changes to the ONWIB's bylaws. There was a suggestion to change removal to replacement in Article 3 (E). Staff clarified that unexcused in reference

to attendance means the member is not attending meetings and has no communication with board staff as if and why they cannot attend meetings. Also, Investment should be removed in Article IX.

A motion was made by John Hawkins and seconded by Zack Poole to approve the bylaws with the corrections noted. No further discussion. Motion carried.

ELECTION OF ONWIB OFFICERS

At Chair Erickson's request, Ms. DeSart provided that the planning committee formed the organization has become the Executive Committee of the ONWIB. At its last meeting, the committee nominated board members to serve as officers for the upcoming year. She explained that there will be an opportunity for members to nominate themselves or other members to be officers.

Based on the bylaws, the officers will be serving a two-year term as of July 1, 2016. Tony Erickson was nominated to serve as Chair by the Executive Committee. No other members were nominated in the meeting.

A motion made by Debra Smith and seconded by John Hawkins for Tony Erickson to serve as Chair for the two-year term. Tom Gill commented that Chair Erickson has done an exceptional job. Motion carried.

Debra Smith was nominated by Tony Erickson for the Vice Chair position. No other members were nominated in the meeting.

A motion was made by Amy Jauron and seconded by Pat for Debra Smith to serve as Vice Chair for the two-year term. No discussion. Motion carried.

There was a confusion as to necessity of the position of Secretary on the board. Staff will be research this and follow up with the board at the next board meeting.

MEMBERSHIP TERM LENGTH

Chair Erickson explained that the term expiration dates for members need to be staggered in order to avoid all members needing to be reappointed at the same time. Ms. DeSart informed the board that there was a slip of paper in a bowl for each member of the board. There is a number on each paper which indicates the number of years for the initial term. For those members joining by phone or not present, staff would draw a number on their behalf. Based on the bylaws, there is no limited to the number of terms that a member can serve.

Members proceeded to draw a slip of paper from the bowl while staff recorded the number that each member drew. Ms. DeSart drew a slip of paper for those members joining by phone and who were not present while Mrs. Roberts recorded it.

OVERVIEW FROM RESCARE WORKFORCE SERVICES AND COMMUNITY SERVICES CONSORTIUM

Chair Erickson introduced Camille Padilla with ResCare Workforce Services. Ms. Padilla is the Project Director for ResCare in the five county area. She is based in Astoria. She informed the board that they were able to hire incumbent staff from the former services providers. There will be a talent development specialist in each WorkSource location and two business services staff for the area. They conducted two weeks of training to provide staff with of overview of workforce and ResCare At You Services. They will be working to building strong partnerships.

Martha Lyon, Executive Director for Community Services Consortium provided an overview of the organization. Their work has been focused to Linn, Benton, and Lincoln Counties but are now expanding Youth services in Columbia, Clatsop, and Tillamook Counties as well as Polk County. As a

community action agency, CSC administers a variety of program and grants in order to help people get out of poverty. They have had oversight of many youth related programs including natural resources crews and the CSC Garden, an entrepreneurial program. CSC is currently working to recruit staff in the northern counties. They will be working to connect with members and communities to see what the needs are.

ECONOMIC AND WORKFORCE PRESENTATION

Chair Erickson introduced Erik Knoder, Regional Economist and Shawna Sykes, Workforce Analyst. Both are employed with the Oregon Employment Department. Mr. Knoder provided an overview of the Northwest Area’s economy, growth industries, and occupation projections. Ms. Sykes provided handouts of the workforce statistics. Members discussed and asked questions about the information provided by Mr. Knoder and Ms. Sykes.

EXECUTIVE DIRECTOR REPORT

Ms. DeSart recognize Tom Gill for his contributions to the board and local leadership team. He will be retiring from Clatsop Community College. His engagement is very much appreciated.

BOARD MEMBER COMMENTS

Mrs. Smith commented that Mr. Gill has a very impressive career.

Mr. Poole commented on how impressed he was with the Tongue Point facilities. He had friends go through the programs here and is glad to hear is it still successful for youth.

SECOND PUBLIC COMMENT SESSION

No comments were made.

ADJOURNMENT

Chair Erickson adjourned the meeting at 1:29 PM.

Members of the board and public were invited to tours the Tongue Point facilities.