



Serving Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa Counties

Board Meeting Agenda

**Tuesday, May 16, 2017
Blue Mountain Conference Center
404 12th St. La Grande. Oregon**

By Video Conference

Zoom Meeting Link: <https://zoom.us/j/312891406?pwd=L3pZdUnGgTI%3D>

10:00 a.m. – 1:00 pm PDT

- 10:00-10:10am: Call to Order: Susie Cederholm, Chair
 Introductions
 Approval of Draft Agenda (Action)
- 10:10-10:40am: Director’s Report:..... Bill Rosholt
- 10:40 -10:50am OWIB Liaison.....Barbara Bryd
- 10:50-11:00am: Approval of Consent Agenda (Action)..... Susie Cederholm, Chair
 Minutes, Policies, Previously approved Strategic plan Incumbent Worker Customized Training
- 11:00-11:20am: Financial Report.....Sheri McDonald
- 11:20 -11:30am: Train Oregon / Summer Youth..... Brenda Frank
- 11:30-11:45pm: Sector Partnerships.....Anna Harris
 Update on Manufacturing Sector Talent Committee
 In cooperation with Eastern Oregon Regional Solutions
 Anna Harris
 Intermountain Education Service District CTE Program
 Jennifer Pambrun – Coordinator
 “Made in Eastern Oregon- Introduction to Manufacturing”
- 11:45–12:00pm: Break/Lunch
- 12:00-12:30pmDeb Galgalis
 Eastern Oregon Worksource
- 12:30-12:45pm: Public Comment/ For the Good of the Order/ Adjourn...Susie Cederholm, Chair

EOWB Policy #: P-012	Effective Date: 02/06/2017
INCUMBENT WORKER TRAINING	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
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PURPOSE

This policy provides criteria to determine which workers, or groups of workers, are eligible for incumbent worker training services and the cost sharing required for incumbent worker training projects. EOWB staff will award and manage Incumbent worker training contracts.

BACKGROUND

Incumbent Worker training is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker(s). An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent Worker training must increase both a participant's and a company's competitiveness.

Under Section 134(d)(4) of WIOA, local boards can use up to 20 percent of their adult and dislocated worker funds to provide for the federal share of the cost of providing Incumbent Worker training.

POLICY

Incumbent worker training investments count toward EOWB's regional allocation and required 25% investment into occupational skill development.

Incumbent Worker Eligibility Criteria:

An incumbent worker must be:

1. A U.S. citizen or otherwise legally entitled to work in the U.S.;
2. Age 18 or older;
3. Registered for the Selective Service (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified;
4. Employed;
5. Meet the Fair Standards Act requirements for an employer-employee relationship <http://www.dol.gov/whd>; and
6. Have an established employment history with the employer for six (6) months or more.
 - a. The exception for this rule is the incumbent worker training is being provided to a cohort of employees. In this situation not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement.

Per 20 CFR 680.780, an incumbent worker does not have to meet the eligibility requirements for career and training services for adults and dislocated workers under this Act, unless they also are enrolled as a participant in the WIOA adult or dislocated worker program. Incumbent worker trainees who meet WIOA eligibility criteria for Title I Adult and/or Dislocated Worker services should be co-enrolled.

EOWB Policy #: P-012	Effective Date: 02/06/2017
INCUMBENT WORKER TRAINING	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
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Employer Eligibility Criteria

The following factors must be considered when determining the eligibility of employers to receive the WIOA share of funds to provide training to incumbent workers using either Adult and/or Dislocated Worker formula funds:

1. The characteristics of the incumbent workers to be trained and how they would benefit from retention or advancement. Consideration should be given to employers who propose to train individuals with barriers to employment as defined in WIOA Section 3(24).
2. The quality of training. Whenever possible, the training should allow the participant to gain industry recognized training experience and/or lead to industry-recognized credentials and/ or an increase in wages;
3. The number of participants the employer plans to train or retrain;
4. The wage and benefit levels of participants (before and after training);
5. The occupation(s) for which incumbent worker training is being provided must be in demand;
6. The employer is:
 - a. In an in-demand industry as determined by OED labor market information; or
 - b. In an in-balance industry as determined by OED labor market information; or
 - c. In a declining industry, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in incumbent worker training.
7. The employer must not have laid off workers within 120 days to relocate to Oregon from another state;
8. The employer is current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan.

Each of the above factors leading to the approval of an incumbent worker training project with an employer must be documented and placed in the contract file.

Employer Share of Training Costs

Employers participating in incumbent worker training are **required** to pay the non-WIOA (non-federal) share of the cost of providing training to their incumbent workers. (WIOA Sections 134(d)(4)(C) and 134(d)(4)(D) and proposed 20 CFR 680.820).

The employer share is based on the size of the workforce (wages paid to the participant while in training can be included as part of that share and the share can be provided as cash or in-kind that is fairly evaluated) as follows:

1. At least 10 percent of the cost for employers with 50 or fewer employees
2. At least 25 percent of the cost for employers with 51 to 100 employees
3. At least 50 percent of the cost for employers with more than 100 employees

Employer cost share contributions must be tracked and documented in the contract file. In addition, the methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200. 306.

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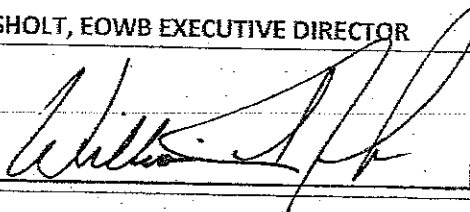
Types of Incumbent Worker Training

Incumbent worker training may be provided as classroom based training, on the job training, apprenticeship or a combination of the above. Training may be provided by the company for which incumbent worker works, or reputable education or training vendors. Training does not have to be restricted to providers on the eligible training provider list (ETPL), unless the training is funded using an Individual Training Account (ITA).

Incumbent worker training may be offered either to an individual or to a cohort, a group of 5 or more.

REFERENCES

- WIOA Section 3(23)
- WIOA Section 134(d)(4)
- 20 CFR 680.780, 680.790, 680.800, 680.810, and 680.820
- 2 CFR 200.306
- TEGL WIOA No. 3-15, Guidance to July 1, 2015

APPROVED AT EWOB REGULAR MEETING	DATE: 02/06/2017
WILLIAM ROSHOLT, EOWB EXECUTIVE DIRECTOR	EFFECTIVE DATE: 02/06/2017
SIGNATURE 	DATE 2-6-17

EOWB Policy #: P-013	Effective Date: 03/24/2017
Customized Training	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
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Background

Customized training is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees. An ideal customized worker training would be one where a participant or employee acquires new skills allowing them to move into a job within the company. WIOA also states the employer incurs some cost of the training and is committed to hiring the trainee upon successful completion of the training.

Policy

Customized Training Eligibility Criteria:

For an employer or group of employers to be considered for customized training, proposals should include the following:

1. Identity of the employer or industry group and obtain a written commitment by the participating employer(s) to hire a minimum of **50 percent** of those participants that successfully complete the training.
2. May include both a classroom and/or worksite training component.
3. Include subsidies and/or needs based payments for time spent in classroom training.
4. Be in a demand occupation and within a target training sector defined and/or allowed by the Eastern Oregon Workforce Investment Board (EOWB), and identifies a career ladder.
5. A training participant's wages will be comparable or improved from prior employment when training concludes.
6. Result in the attainment of an industry recognized certificate or other credentials or exams validated by industry, trade or professional associations
7. Include a detailed line-item budget that identifies a minimum cash match or in-kind contribution by the participating employer(s) or industry group.

Employer Eligibility Criteria

1. Industry Sector:
 - a. In demand as defined by WIOA Section 3(23) and determined by OED labor market information; or
 - b. High demand sector as determined by EOWB Sector Strategies; or
 - c. Declining, but there are compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in customized training.
 - d. Not have any real, implied, or apparent conflict of interest with the service training provider.
2. Employer must:
 - a. Be current in unemployment insurance and workers' compensation taxes, penalties, and/or interest or related payment plan;
 - b. Be located in Oregon;

EOWB Policy #: P-013	Effective Date: 03/24/2017
Customized Training	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
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- c. Be in need of assistance in training future and current employees;
- d. Be able to contract for customized, short-term, training services; and
- e. Not have laid off workers within 120 days to relocate.

Each of the above factors leading to the approval of a customized worker training project with an employer must be documented and placed in the training file.

Employer Share of Training Costs

Employers participating in customized worker training are **required** to pay for a significant share of the cost of the training.

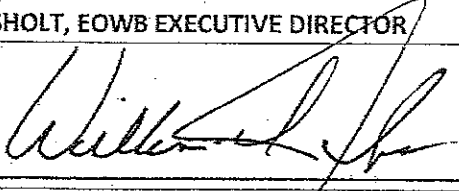
The employer share is based on the size of the workforce (wages paid to the participant while in training can be included as part of that share and the share can be provided as cash or in-kind that is fairly evaluated) as follows:

1. At least 10 percent of the cost for employers with 50 or fewer employees
2. At least 25 percent of the cost for employers with 51 to 100 employees
3. At least 50 percent of the cost for employers with more than 100 employees

Employer cost share contributions must be tracked and documented in the training file. In addition, the methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200. 306.

Reference

- WIOA sec. 3(14) & (23)
- WIOA Section 134(c)(3)
- WIOA Section 134(c)(3)(G)(ii)
- WIOA Section 134(d)(4)(D)
- 20 CFR §680.710, §680.760 and §680.770

APPROVED AT EWOB REGULAR MEETING	DATE:
WILLIAM ROSHOLT, EOWB EXECUTIVE DIRECTOR	EFFECTIVE DATE: 03/24/2017
SIGNATURE 	DATE 3-27-17

EOWB Policy #: A-007	Effective Date: 01/24/2017
Travel and Business Expense Reimbursement	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
Board, Staff, & Other Agents	Page 1 of 2

PURPOSE

This document establishes policy governing the reimbursement of travel and other business expenses incurred during the conduct of Eastern Oregon Workforce Investment Board (EOWB) business.

POLICY

It is EOWB's policy to reimburse EOWB Board members, employees and other agents of EOWB for ordinary, necessary and reasonable expenses when directly related to the transaction of EOWB business as it relates to travel. Those this policy affects are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Necessary and reasonable expenses directly related are those in which there is the expectation of deriving some current or future benefit for EOWB. The employee or Board member is actively engaged in a business meeting or activity necessary to the performance of job/board duties, or a clear business purpose.

Reimbursement for expenses that are not in compliance with this Policy requires the signed written approval of the EOWB Chair, Executive Director, or the supervisor.

Anyone indicated in this policy who are submitting expenses that are not in compliance with this policy and the procedures risk delayed, partial or forfeited reimbursement.

Approval

All travel advance and expense reimbursement forms, together with required accompanying documentation, must be submitted to the employee's immediate supervisor for review and signature of approval. The Executive Director's travel will be approved by the EOWB Chair.

No policy can anticipate every situation that might give rise to legitimate business expenses. Each employee and supervisor must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this Policy.

The following expenses are **not** reimbursable costs for travel. This list is not all inclusive and may be added to at any time by the Executive Director or EOWB.

- Airline club dues
- First class airfare
- In-flight movies/refreshments
- Hotel room movies and other forms of personal entertainment
- Child care costs
- Barbers/hairstylists
- Traffic fines
- Excessive tips and/or tips in addition to pre-applied gratuity
- Alcohol
- Meals that are paid for by an organization or meeting organizer while travelling on company business
- Parties and gifts for organization employees
- Reimbursement for personal miles in excess of the cost of airfare to the same destination


EOWB Policy #: A-007	Effective Date: 01/24/2017
Travel and Business Expense Reimbursement Board, Staff, & Other Agents	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
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TRAVEL RATES

Prudent judgement should be used when determining the cost of travel. Whenever possible, the cost of travel will be in compliance with GSA per diem (CONUS) standards for the area or region.

REFERENCE:

OMB Super Circular
 CFR Title 48 Part 31, Subpart 31.2 §31.205-46
 WIOA Legislation & WIOA Rules and Regulations

APPROVED AT EWOB REGULAR MEETING	DATE: 01/24/2017
WILLIAM ROSHOLT, EOWB EXECUTIVE DIRECTOR	EFFECTIVE DATE: 01/24/2017
SIGNATURE 	DATE 1-24-17