

## Meeting Minutes

Tuesday, January 9, 2018, 10 AM – 11 PM (PDST)

### By Video Conference

**Zoom Meeting Link:** Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/735240504>

**Present:** Susie Cederholm, Chair

#### Present through a ZOOM link:

Sheryll Bates, Secretary	Joseph Franell	Kathy Gover-Shaw, Vice Chair
Jeff Gritz	Steve Lyon	Patrick Patterson
Bill Wyllie	Jesse Schmidt	Patrick Davis
Cam Preus, BMCC President	Dana Young, TVCC	Mark Warne

#### Guests Present:

Chris Rich, OED

#### Guests Present through a ZOOM link:

Tara Bishop, CAPECO      Eric Labonte, TEC  
Michael McCoy, HEEC

#### EOWB Staff Present:

Bill Rosholt, Executive Director      Sheri McDonald, Controller  
Farideh Alvijeh, Accountant      Brenda Frank, Grants & Contracts

#### Absent:

Doug Dalton	Rich Fulton	Randy Fulton	
Donna Keddy, DHS/VR	Riley Hill	Jim Jones	Debbie Radie

#### Meeting Called to Order: 10:02 AM

- Roll Call      **Quorum Established**

#### Approval of Draft Agenda

Motion to Approve Agenda made by Sheryll Bates, 2<sup>nd</sup> by Joe Farnell  
Motion Carries by Voice Vote.

#### Approval of Consent Agenda

Motion to Approve July 11, 2017 Minutes made by Sheryll Bates, 2<sup>nd</sup> by Pat Davis.  
Motion Carries by Voice Vote

#### Financial Report, Sheri McDonald, Controller

Report (attached to Meeting Material) shared via Zoom  
Actual Mid-point in the Program Year Actual  
Explanation of the report was given by Sheri McDonald  
No questions were asked

#### Regional Trends, Chris Rich, Eastern Oregon Regional Economist

Presentation via Zoom

Trends in Employment & Population-Eastern Oregon Handouts prior to the meeting and posted.  
Presentation presented via Zoom

- UI rates have dropped over the year 2016-17
- Trends in Population were reviewed, Over-the Year and Five Year. Over the 5-years, the largest gains are seen in Morrow and Umatilla counties with a slight decrease in population seen in Grant County.
- Population demographics are yet available from Portland State. Population is ageing in Eastern Oregon.
- Industry Employment Growth is seen in five areas: Construction, Manufacturing, Retail Trade, Health Services, Leisure and Hospitality.

#### **Rapid Response Hermiston Foods Tara Bishop, CAPECO**

- August received notification there will be a closure
  - 199 laid off, and accommodated all shifts in one day for employee information sessions
- 2 staff on site twice a week, visited with 131 employees
- Job Fair on November 1<sup>st</sup> with 25 employers participating, Hermiston Foods provided transportation for employees to meet the employers
- Applied for Rapid Response Additional Assistance which is good for one-year
  - Issue with this worker group is that when the work is complete many leave the area and do not return until March. This is when most of the services will begin
  - Enrollments have begun with a handful
- The ideal situation would be to contract with BMCC to provide ESL and GED at the WSO but due to the timeline this may not be feasible. 15 individuals are currently enrolled.

#### **Director's Report, William Rosholt**

Report given prior to the meeting.

- The Housing situation in how it relates to local employment issues has been a topic of conversations with the County Commissioners regarding.
- Employers and their needs for the jobs they have open.

Thanked Cam Preus & Dana Young for joining the meeting, this being only the second day of the Winter Term.

Steve Lyon referred to the report about Health Care Sector: Bill stated he spoken with different branches of Health Care and cannot seem to get the champions needed to launch a Health Sector.

Working with Meredith Lahr to get health sector to answer the survey or tell us what is needed in Eastern Oregon. We may want to find another sector to work on and then move on. Recommendations will come at the next meeting.

**Public Comment: No Public Comment**

**Next Meeting: April 10, 2010 at Baker City OR also Open to Video Conferencing**

**Adjourn: 10:45 PM (PDST)**



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

## Information Meeting

Tuesday, April 17, 2017, 10 AM – 12 PM (PDST)  
3275 Baker Street, BMCC Baker County, Baker City OR 97814

### By Video Conference

**Zoom Meeting Link:** Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/735240504>

#### Present:

Susie Cederholm, Chair  
Steve Lyon

Kathy Gover-Shaw, Vice Chair  
Mark Warne

Riley Hill

#### Present through a ZOOM link:

Sheryll Bates, Secretary  
Jesse Schmidt

Joseph Franell  
Cam Preus, BMCC President

#### Guests Present:

Chris Rich, OED  
Eric Labonte, TEC  
Susan Roberts, CLEO  
Matthew Campbell

#### Guests Present through a ZOOM link:

Michael McCoy, HEEC  
Diggett McCracken, OSU Grant Open Campus  
Dan Ramirez, DHS  
Steve Strain, OED

#### Absent:

Doug Dalton  
Donna Keddy, DHS/VR  
Dana Young, TVCC  
Patrick Patterson

Rich Fulton  
Jim Jones  
Patrick Davis

Jeff Gritz  
Debbie Radie  
Bill Wyllie

#### EOWB Staff Present:

Bill Rosholt, Executive Director  
Brenda Frank, Grants & Contracts

Farideh Alvijeh, Accountant  
Sheri McDonald, Controller

#### Meeting Called to Order: 10:10 AM

- Roll Call
- Quorum not established, informational meeting

#### Approval of Draft Agenda

Vote not be done due to lack of quorum

#### Adoption of Consent Agenda

Motion to Adopt Draft Policies and Minutes of 1/9/2018 made by Mark Warne, 2nd by Kathy Gover-Shaw

- Voice vote of consensus, no nays were heard during the vote.

#### Quarterly Financial Report, Sheri McDonald, Controller

Report (attached to Meeting Material)

- 8-months into the fiscal year
- Minor budget modifications to come which is normal for year-end

- Expenses are as expected for this time of year
- Providers are doing an excellent job utilizing the resources for the year. Their spend rate is on track for this time of year.
- Budget Committee members requested, contact Bill Rosholt or Brenda Frank
  - Bill stated that Patrick Patterson, and Bill Wyllie will serve; there is a need for one other person.
  - Rich Fulton's name was mentioned as an interest. Bill Rosholt will contact him.

No questions were asked

### **Regional Economist, Chris Rich**

Presentation, Job Vacancy Survey 2017 (Handout sent to Board Members)

- 1,200 private employers in Eastern Oregon 8 County Region having 2 or more employees were surveyed
- Health Care Industry had the largest number of job vacancies with 783 of the 2,307 total in the area
- Health Care Practitioners and Technical (higher degreed professionals) were the greatest in demand followed by Transportation and material moving (mainly truck drivers).
- Eastern Oregon businesses reported job vacancies in 100 different occupations with Registered Nurses and Farmworkers and Laborers, Crop, Nursery and Greenhouse leading the way. Carpenters made the list with Welders, Cutters, Solders, and Brazers made the list unlike 2016.
- Increase in 'No Requirement' for education level are being seen in the job vacancies. This is a change from the last survey completed in 2016.
- 6 out of 10 of all vacancies in the region pay less than \$15/hour. This is about 2/3's of all job vacancies in the region. Mainly due to low skill jobs.
- Largest number of difficult-to-fill vacancies in the region are Registered Nurses and Laborers.

### **Apprenticeship Trainings, Steve Strain**      Power Point Presentation available on EOWB website

- What is an Apprenticeship?
- Myths
- Core Components of Registered Apprenticeship-5
- Models of Apprentice-3
- Apprenticable Occupations
- Benefits of Apprenticeship

### **Self-Sufficiency & TANF, Wend Hill, & Dan Ramirez**

- Vocal report given about DHS services and funds spent in Malheur County
- This information was shared with the Eastern Oregon Border Economic Development Board

### **Made in Eastern Oregon Curriculum, Matthew Campbell**

- Made in Eastern Oregon is a set of information and lessons for teachers to use in combination with the video series of the same name. It is set up as an instructor accessible Canvas course, teachers can copy the course directly into their personal Canvas account to adjust and build as needed with editable files, pages, and resources. I will show you the content of the online Canvas curriculum, which is downloadable with permissions from Intermountain Education Service District.
- This series demonstrates to students about the manufacturing careers that are available in Eastern Oregon.

**Work Experience Program, Eric LaBonte, TEC Executive Director**

- Offered by both Training and Employment Consortium (TEC) and Community Action Programs East Central Oregon (CAPECO).
- Paid activity for youth to gain experience, occupational skills, and work readiness skills
- Youth ages 16-24, with most being Out of School Youth (OSY) that are older
- This may be an answer for the hard to fill jobs, by training a younger person into the job
- How to obtain a Work Experience is to contact the WorkSource Centers throughout the eastern region, there are Youth Service Case Workers at the Centers
- Contract is 2-page agreement. There is not a lot of paperwork.
- All that is asked of the employer is that there is work for the youth that is placed with the employer.
- Wages are paid 100% by TEC, CAPECO, includes all wages, required taxes, and workers comp.
  - An employer will need to supply the mentorship and oversight of the youth

**Public Comment:** None

**Adjourn:** 12 Noon (PDST)

Informational Notes completed by BFrank 4/19/2018

EOWB Policy #: A-007	Effective Date: 01/27/2017
	Revised: 07/17/2018
Travel and Business Expense Reimbursement	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
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**PURPOSE**

This policy establishes the advanced payment and/or reimbursement of travel and other business expenses incurred by Eastern Oregon Workforce Investment Board (EOWB) Board staff.

**POLICY**

It is EOWB's policy to reimburse staff for ordinary, necessary, and reasonable travel expenses when directly related to the transaction of EOWB business. All affected by this policy are expected to use good judgement in the expenditure of public funds.

Necessary and reasonable expenses directly related to EOWB are those in which there is the expectation of deriving some current or future benefit for EOWB. The Board staff are actively engaged in a business meeting or activity necessary to the performance of employment or Board duties.

Reimbursement for expenses that do not comply with this Policy will require the prior written approval of the EOWB Chair or Executive Director as per policy A-001, Exception Policy.

EOWB staff are responsible for complying with this Policy. Staff submitting expenses that do not comply with this policy risk delayed, partial, or forfeited reimbursement.

**DOCUMENTATION**

Requests for reimbursement of business expenses must be submitted on the appropriate expense reimbursement form. Each expense shall be separately identified. Forms shall be dated and signed by the person requesting the reimbursement.

Reimbursement requests shall be submitted no more than than fifteen (15) days after the expense. Reimbursement requests more than thirty (30) days old may be rejected.

**APPROVAL**

All travel must be pre-approved by the the Executive Director before any expenses may be incurred. The Executive Director's travel will be approved by the EOWB Chair. Travel Advance/Expense reimbursement form, together with required accompanying documentation must be submitted to the employee's immediate supervisor for review and approval signature.

**TRAVEL REIMBURSMENTS**

The following information will be used on the Travel Advance/Reimbursement Form. EOWB staff are required to submit receipts for all expense reimbursements, except Meals and Incidentals.

Transportation mode for all travel will be the most logical and least expensive. Consideration about the type of travel mode is the correlation of distance, time, and total cost to the organization. If an employee elects to use a mode of transportation other than the most logical and the least expensive, EOWB will pay only the cost of the most logical and least expensive mode. The traveler's personal expense is the difference between their selected mode and the least expensive mode; and the traveler will pay the additional lodging and meal expenses resulting from the selection. The employee will also charge any additional time spent in route during normal work hours to Paid Time Off.

EOWB Policy #: A-007	Effective Date: 01/27/2017
	Revised: 07/17/2018
Travel and Business Expense Reimbursement	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
Staff	Page 2 of 3

Air Travel Reservation and Class of Service costs paid by EOWB if the cost of a round-trip fare is reasonable and most logical using the best direct flight. Any personal upgrades or enhancements are expenditures not paid by the organization. One piece of luggage is a reimbursable expense with receipt.

Meals and Incidentals for EOWB employees who are on approved overnight travel status are reimbursed at the federal per diem rate.

Meal allowances that do not involve an overnight stay are taxable income to the traveler.

Initial and final day of travel per diem is tabled below.

Initial Day of Travel	Leave two-hours prior to the start of the work day, full day meal & incidental rate
	Leave after 6 AM or before noon, 75% of a full day meal & incidental rate
	Leave after 12 PM, 50% of a full meal & incidental rate
Final Day of Travel	Arrive two-hours after the end of the work day, full day meal & incidental rate
	Arrive prior to the end of the work day, 50% of a full day meal & incidental rate
	Arrive at duty station prior to 12 noon of the work day, 25% of full day meal & incidental rate

Meals that are provided at a place of lodging, meeting, training, or conference will be deducted from the daily per diem.

Lodging Expenses will be allowed for staff during an overnight or multiple-day travel. An overnight travel is considered if the employee's business travel will exceed normal work day hours. Hotel accommodations should be obtained at the best possible rate at a moderately priced business class hotel or motel.

For all lodging expenditures, hotel receipts must be submitted.

Communication charges, such as, long distance telephone, fax, and/or internet associated with the overnight trip will be reimbursed if the communication is related to EOWB business travel.

Taxi, Shuttles, Public Transportation, & Vehicle Rentals will be reimbursed at cost if it is deemed necessary and reasonable. The mode of transportation used will be the most logical and the best cost benefit to the organization. Receipts are required and dated for the dates of travel.

Personal vehicles may be used in the conduct of EOWB Business. The driver must possess insurance and a valid Oregon driver's license. Reimbursement for the use of a privately own vehicle on behalf of EOWB business is the federal mileage rate. Mileage is documented by the vehicles odometer, beginning and ending, or using a standard internet map to calculate the standard number of miles.

Tolls & Parking Expenses are allowable when related to travel on behalf of EOWB business. Receipts are required and dated for the dates of travel.

**General Statement of Disallowed Costs**

<b>EOWB Policy #: A-007</b>	<b>Effective Date: 01/27/2017</b>
	<b>Revised: 07/17/2018</b>
<b>Travel and Business Expense Reimbursement</b>	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Revised</b>
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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.

EOWB will **not** reimburse for expenses incurred for the sole benefit of the traveler such as valet service, entertainment, movie rentals, spas and gyms, optional functions or events in connection with a conference, laundry or dry cleaning, alcoholic beverages, or for lost or stolen cash or other personal property.

**REFERENCE:**

- 2 CFR 200.474
- 48 CFR 31.205-46
- IRC §162(a)(2) RR 75-170

<b>ADOPTED AT EOWB REGULAR MEETING</b>	<b>DATE: 07/17/2018</b>
<b>WILLIAM ROSHOLT, EOWB EXECUTIVE DIRECTOR</b>	<b>EFFECTIVE DATE:</b>
SIGNATURE	DATE



**EOWB BUDGET 2018-2019**

	Budget 2017-2018	Actual thru May 2018	Proposed 2018-2019
<b>RESOURCES</b>			
WIOA Formula	2,840,920	1,756,561	2,579,754
RR/AA	207,084	109,074	38,500
State Grants	299,611	58,265	156,812
Other State Funds Board	168,437	0	243,437
Contracted Services / Misc.	67,694	37,772	52,600
<b>Total Resources</b>	<b>3,493,746</b>	<b>1,961,662</b>	<b>3,071,103</b>
<b>EXPENDITURES</b>			
<b>Board Expenses</b>			
Staffing			
Salaries	350,000	315,021	353,290
Employer Taxes & Benefits	131,900	96,925	118,582
<b>Total Staffing</b>	<b>481,900</b>	<b>411,946</b>	<b>471,872</b>
<b>Operating Expenses</b>			
Professional Services	25,000	19,599	15,000
Legal Services	5,000	0	20,000
Audit Services	15,000	13,150	15,000
Fees/Taxes/Membership	15,000	11,021	15,000
Phone & Internet	4,000	1,997	10,000
Insurance	12,500	8,110	15,000
Facilities	15,000	6,429	15,000
Office Supplies/Equipment/Expenses	28,000	11,840	25,000
Community Outreach	5,000	0	48,000
Board Travel	10,000	1,274	10,000
Staff Travel/Training	28,660	14,395	36,000
Meetings	2,500	290	2,500
Board Support/Misc	10,000	0	10,000
<b>Total Operating Expenses</b>	<b>175,650</b>	<b>87,105</b>	<b>235,500</b>
<b>Program Expenses</b>			
ITrac Database	23,677	19,232	27,000
WSO Leases	35,000	21,861	160,000
WSO Phone & Internet	30,000	20,980	30,000
WSO Office (General Expenses/Outreach)	10,200	9,965	10,000
<b>Total Program Expenses</b>	<b>98,877</b>	<b>71,988</b>	<b>227,000</b>
<b>Total Board Expenses</b>	<b>756,427</b>	<b>571,039</b>	<b>934,372</b>
<b>Program Provider Contracts</b>			
Adult	400,913	366,513	394,497
Dislocated Worker	489,862	404,302	482,024
Youth/HCEY	454,519	385,671	418,087
AA /RR	133,890	95,932	62,085
Work Experience	124,908	25,624	35,000
TANF/ILP	50,299	25,905	0
<b>Total Program Provider Contracts</b>	<b>1,654,391</b>	<b>1,293,947</b>	<b>1,391,693</b>
<b>Total EOWB Expenses</b>	<b>2,410,818</b>	<b>1,864,986</b>	<b>2,326,065</b>