

# East Cascades Workforce Investment Board

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## Board Meeting Agenda- DRAFT NOTES

July 28, 2016 11am-2pm

Location: COCC Redmond Technology Education Center, RTEC 209 - SE Airport Way, Redmond, OR 97756

In person attendees: Chip Massie, Heather Ficht, Lauren Arbuckle, Liz Casey, Mark Warne, Ellyn Biedschield, Amy Gibbs, Brenda Jones, Debbie Hagen, Alan Unger, Steve Kramer, Wally Corwin, Molly Joubert, Robert Gutierrez, Randy Norris, Karen Friend, Penny Newton, Kevin Bradley, Ann Delach, Martin Campos-Davis, Matt Sybrant, Duane Francis, Brad Porterfield

Attendees Via Video: Amanda Hoey, Jessica Fitzpatrick, Nubia Contreras

**I. Welcome and introductions 11:00am-11:15am**

11:06am: Meeting Called to order by Chip Massie  
Quorum Established with new state rules

**II. Approval of minutes 11:15am-11:20am**

November 2015 & January 2016 (*posted to Basecamp on July 25, 2016*)

Decision:

Mark Warne: Motion to adopt as written  
Amy Gibbs: Seconded  
Unanimously Adopted

**III. ECWIB Membership and Officers 11:15am-11:45am**

Chip reviewed the following, as agreed on by the Consortium:

- A. Recommendations of Executive Committee (*votes required*)
- B. Re-appoint all Board members starting July 1, 2016
- C. Stagger term lengths
- D. Terms of appointment should be 3 years
- E. No cap on number of terms, although after each 3 year term the board members must be re-nominated and reappointed.
- F. Officers serve a 2-year term (*already in by-laws*); elect a Vice Chair as that position is currently vacant

Discussion:

- 1.) Will want to ensure sub-regional equity.
- 2.) There is concern for ECWIB private members who have not been as engaged as expected. Concerned with Economic Development not having the change to go back to their partners for guidance. (Alan U)
- 3.) ECWIB staff will work with the Executive Committee to development an appointment and a reappointment process.
- 4.) Molly Joubert would like to consider Donna Keddy as representative from Voc. Rehab and has deferred on agreeing to a term at this point.

Decision:

Chip Massie entertains a moves to adopt suggestions on term appointments made by the executive committee with the following term appointments, beginning July 1, 2016:

| <b>1 year term</b> | <b>2 year term</b> |
|--------------------|--------------------|
| Ellyn Biedschield  | Wally Corwin       |
| Brenda Jones       | Brad Porterfield   |
| Amy Gibbs          | Robert Gutierrez   |
| Mark Warne         | Duane Francis      |
| Chip Massie        |                    |
| Amanda Hoey        |                    |

Ellyn B: Moved

Wally Corwin: Seconded

Adopted Unanimously

**IV. Logistics 11:45am-noon**

Recommendation for coming year ECWIB meeting schedule – fourth Friday of the month following the end of the quarter from 11am-2pm (*vote required*):

- A. July 28<sup>th</sup>, 2016 (*pre-scheduled*)
- B. October 28, 2016 – held in southern sub-region
- C. January 27, 2017 – held in northern sub-region
- D. April 28, 2017 – held in central sub-region

Discussion:

- 1) Executive Committee will meet monthly and prep agenda for ECWIB meeting.
- 2) Agendas will be sent a week prior to the meeting
- 3) All meetings will be calendared for this year.
- 4) Meetings will include a discussion around sub-regional goals and local engagement.
- 5) Meetings will be held the fourth THURSDAY of the month following the end of each quarter.
- 6) Reminder regarding the appointment of the Vice Chair position. This position must be private and commit to attending the Executive Committee Meeting each month. No volunteers were presented. Chip Massie will work with the Executive Committee and present nominees at the next ECWIB meeting.

Decision:

Mark Warne: moves to adopt the schedule as suggested- the fourth Thursday of the month following the end of each quarter.

Wally Corwin: Seconded

Unanimously Adopted

**V. Break to grab lunch noon-12:15pm**

**VI. A year in review: Program Year 2015 12:15pm-12:45pm**

**A. Local Plan (*vote required*)**

Discussion:

- 1) Was submitted to the OWIB for review, feedback provided in handouts. Will then be sent to HECC for technical review by September 30.
- 2) Staff recommends that ECWIB staff work with OED to respond to comments from the OWIB.
- 3) Amy Gibbs will shepherd the local plan through.
- 4) Staff will post plan on Basecamp and send via email 5 days prior to due date.

Decision:

Duane Francis: moves to agree with recommendations made by staff

Mark Warne: Seconded

Unanimously Agreed

**B. Request for Proposals (*information only*)**

Discussion:

- 1) Pulled together a well-organized, fair, open and competitive RFP that was reviewed objectively.
- 2) Prevailing bidders were MCCOG for the North Youth and Adult/DW and COIC for the Central and South Youth and Adult/DW.
- 3) Future RFPs will continue to improve as the board's vision, mission and goals develop and become clearer.
- 4) Reminder that these contracts are to provide money in order to provide services to customers, not to provide dollars to providers. Customers are businesses and job seekers.

**C. Sector update (*information only*)**

Discussion:

Heather and Matt Sybrant provided an update on Central Oregon's Outdoor Sector

- 1) The Oregon Outdoor Alliance (OOA), comprised of 100 companies in Central Oregon, represents a 20% growth over 1 year, providing 600 jobs averaging a \$48k salary.
- 2) Heather spoke at one of OOA's events (Beer Thirty), introducing the mission of the ECWIB.
- 3) OOA's leaders are action oriented and collaborative and will come together for a round table on August 29 with ECWIB and EDCO for a round table discussion.
- 4) The focus of the round table is to identify connections and barriers within the sector and will provide the group ways to collaborate and identify solutions, not just on workforce issues, but others as well.
- 5) All of this is not to disrupt success that EDCO has had with sectors, but to strengthen it.

Amanda Hoey provided a brief overview on the North sub-region sector:

- 1) The focus has been on Beverage Manufacturing, however given the size there has been discussion about expanding this focus to Beverage and Food Manufacturing.
- 2) While it is early, the hope is that we can address some hanging questions: How can we support their workforce and other needs? What funds can be leveraged to support their success?

Chip Massie provided a brief overview of the South sub-region sector:

- 1) Specialty Ag/ Value Added Agriculture has been identified
- 2) Frist meeting will be on 8/31
- 3) Co-chaired by OSU rep.
- 4) An invitation of 40-50 people, with those who do not get together often, will bring excitement around the sector.

## VII. The year to come 12:45pm-1:50pm

### A. Share PY16 Adopted and Approved Budget (*information only*)

#### Discussion:

Wally Corwin provided an overview of what was approved and adopted.

- 1) Addition of an Accountant/CFO, split with the other 3 new boards.
- 2) Breakdown and further refinement of Admin, Program, Unallocated and FIFO dollars.
- 3) Budget will be review by the Executive Committee on a quarterly basis this year and will move to a monthly review next year.
- 4) Staff are benefited at 29% cost.
- 5) ECWIB is entering into leases and cost sharing agreements for all WSO centers.
- 6) Unallocated Resources of \$600k can be used to fund Q1 of provider activities/FIFO. \$107k will be used to fund special projects at the advice of the board and staff.
- 7) A process that will allow staff to make quick funding decisions will be established with the Executive Committee.

### B. Economic Development Partnerships (*vote required*)-

#### Discussion:

- 1) Vote moved forward to next meeting.
- 2) Economic Development will be coming the ECWIB with specific requests around recruiting businesses to local workforce area.
- 3) ECWIB will help identify training services.

### C. Identify and form ECWIB subcommittees – activity (*vote required*)- Vote moved forward to next meeting. **Sub-Committee Selection Attached.**

## VIII. Meeting adjourned 1:55pm

Sub-Committee Prioritization and Discussion Points

\*ranked in order of the # of "votes" - High to Low

**I. Youth Priorities**

- A. Provide Internship opportunities to youth (8 votes)
  - 1.) Applied WEX
  - 2.) Private Business/ Employment Internships
  - 3.) Paid, accessible summer employment
  - 4.) First job experience
  - 5.) Coordinated summer jobs efforts
- B. Overcoming youth barriers to employments (7 votes)
  - 1.) Where are they?
  - 2.) How can we help?
  - 3.) Partnerships with outreach
- C. Job Skills Training (5 votes)
  - 1.) For technical skills building
  - 2.) For social skills training/building (workplace expectations)
  - 3.) Work to better understand and guide youth job/career choices and define goals
- D. K-12 Post-secondary connection to workforce/youth transition to workforce (1 vote)  
Boot camps with youth to introduce them to apprenticeships

**II. Adult/DW Priorities**

- A. Training and Development (5 votes)
  - 1.) Job development
  - 2.) Intensive coaching for adults with barriers to employment
  - 3.) Career development
  - 4.) K-12/ Post-secondary transition to the workforce
- B. Adult Offenders/Corrections and other (4 votes)
  - 1.) Connect with corrections
  - 2.) Identify underserved job seekers with solutions
- C. Align ESL training with entry level jobs (3 votes)
  - 1.) Spanish language GED
  - 2.) Connect with ESL partners
- D. Identify gaps in services in the WorkSource (3 votes)
  - 1.) Identify deficiencies
  - 2.) Identify needs of businesses vs. job seekers
  - 3.) What are the barriers?

- E. Integrate Service Delivery (2 votes)  
Alignment of Workforce, Employment Dept, DHS and Business
- F. Direct Coordination with JATC (1 vote)
- G. Forums & Job Fairs (1 vote)
- H. Entrepreneurship training (1 vote)

### **III. Business Priorities**

- A. How do we anticipate business needs? (6 votes)
  - 1.) Identify sector needs for job skills
  - 2.) Identify and prioritize labor needs and challenges
  - 3.) What is the best way to engage business?
  - 4.) What does business need from the workforce system?
  - 5.) What does business need from the WorkSource?
  - 6.) Make training to business/jobs more timely.
- B. Resource Recruitment and Expansion Opportunities (5 votes)
  - 1.) Build good connections (resource partners)
  - 2.) Develop a process to award training
  - 3.) Funds for incumbent workers
  - 4.) Policies for Economic Development asks
  - 5.) Work opportunities and job improvements for incumbent/higher skilled
- C. Pipeline Development, Internships & Job Shadows (4 votes)
- D. Business partners in job placement with Adult Offenders (3 votes)
- E. Recognize emerging Latino businesses and create a forum for small business collective to understand their labor needs and challenges (2 votes)

### **IV. Financial Priorities**

- A. Communication and public relations (9 votes)
- B. Use United Way model for area (6 votes)
  - 1.) Alignment and reduce duplication
- C. ID Non-WIOA Formula dollars (5 votes)
- D. Increase dollars to OJTs and Sector Job training (5 votes)
- E. Find best ways to support providers (3 votes)
- F. Identify grants for specific needs (2 votes)
- G. Seek out grant opportunities for bring partners together (2 votes)
- H. Fiscal oversight (1 vote)
- I. "No Grant Left Behind" (1 vote)