

SOUTHWESTERN OREGON WORKFORCE INVESTMENT BOARD

May 19, 2016

MINUTES

SOWIB Members Present:

Kelly Morgan, Chair
Bryan Grummon
Mike Lehman
Wayne Patterson
Tami Trowbridge

Jesse Morrow
Georgia Nowlin
Debbie Sargent
Amy Kincaid
Connie Stopher (phone)

Staff Present:

Jake McClelland
Kyle Stevens
Lisa Crockett

Others Present:

Melissa Metz, SCBEC
Debbie Fitchett, OED
Susan Buell, UT&E
Rena Langston, UT&E
Frank Brown, State of Oregon
Annette Tiderman-Shelton (phone), State of Oregon

PROCEEDINGS

The meeting was called to order at 10:06 AM by Kelly Morgan, Chair, at the Umpqua Business Center, 522 SE Washington Ave, Roseburg. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

No comments were made.

APPROVAL OF MINUTES OF MARCH 17, 2016

A small change was made to the minutes as presented. A motion was made by Mike Lehman and seconded by Georgia Nowlin to approve the minutes once corrected. Motion carried by unanimous vote.

Introductions

Jake McClelland introduced new SOWIB Program Manager, Kyle Stevens. Kyle previously worked for OHSU as the Rural Campus Coordinator in Coos Bay. With SOWIB, he will be responsible for contract management, sector partnership, committee work. He can be reached at kstevens@sowib.org or 541-808-1322.

DISCUSSION AND POSSIBLE ACTION: Approve the Program Year 2016 Request for Proposals (RFP) for WIOA Title I Adult/Dislocated Worker and Youth Services

Jake reported that under WIOA, our federal legislation primary funding source, there is a stipulation that we competitively procure our service providers. One of SOWIB's first tasks as a Board was to release an RFP. There hadn't been one in this area for quite some time. The RFP was released at the end of March and 2 proposals were received, both from current service providers. Umpqua Training and Employment (UT&E) serving Douglas County

job seekers and South Coast Business Employment Corporation (SCBEC) serving Coos and Curry County job seekers. The review team of Board members received proposals, read through them, had several productive phone meetings, and used a scoring sheet to process the RFP's. The review committee is now recommending that SOWIB enter into contract negotiations with UT&E to continue serving Douglas County and SCBEC to continue serving Coos and Curry Counties for both ADW and Youth. The amounts to be negotiated are:

UT&E Douglas County Youth Services – Amount not to exceed \$247,861

UT&E Adult/Dislocated Worker Services – Amount not to exceed \$502,047

SCBEC Coos & Curry Youth Services – Amount not to exceed \$194,747

SCBEC Coos & Curry Adult/Dislocated Worker Services – Amount not to exceed \$394,464

These are the recommendations that are coming before the Board.

Mike Lehman asked if there was any review and evaluation of how the current service providers are doing, given that they have been in the system for quite a few years. Are there markers out there? Any outcomes that say they have been hitting those markers, compared to other organizations across the state? Do we have any way of knowing that they have performed to date?

Jake answered that the question actually came up during the evaluation process. He explained that we do have a small amount of historical data, due to minimum Federal benchmarks required by law and the last report he received showed that the service providers were meeting those requirements. All WIOA Title I service providers use a data management system called iTrac and SOWIB staff is currently in training to access that information. It will provide more details on whether or not those requirements are being met. We recompute for funds every four years but as a Board we can make the decision to do this every year. By the end of this year we should have more accurate historical performance data to go off of and if the service providers are not meeting the Board contract requirements, we can decide if we want to send out a new RFP and recompute the contract.

Jake stated that we do have the performance measures handed down through the law and the service providers are currently meeting or exceeding those numbers for the area. Additionally, as we move forward in negotiations and put performance measures into our contracts for this year, we are discussing as a staff what we want to add as our own performance measures. After the first full year, it will be a smoother process with more accountability and we will have a full staff to keep on top of programs. He does not believe that the service providers are not meeting their minimum numbers, it is just a matter if the Board wants to set the bar a little bit higher than the minimum.

There was a discussion about what performance measures are currently in place and what the Board would be interested in seeing back from service providers to ensure that those performance measures are being met. Board and staff discussed coming up with an easily accessible dashboard review that could provide a summarized progress report about performance measures. It was requested that those reports be brought to the Board every 3-4 months for review.

A motion was made by Georgia Nowlin to approve entering into contract negotiations with UT&E and SCBEC. Seconded by Sara Kincaid. Motion carried by unanimous vote.

DISCUSSION AND POSSIBLE ACTION: Request members for the following committees: Executive Committee, One-Stop System Committee, Youth Committee, Special Populations Committee

Jake explained that under WIOA, there is a stipulation that we are required to have standing committees that address more closely the needs of certain groups. One of the roles of the Workforce Board is to oversee the entire one-stop system which includes the 4 core partners DHS TANF/SNAP, Adult Education Title II, OED Offices/Worksource

Title III, and Vocational Rehab Title IV. One of the required committees is a One-Stop System Committee that would oversee that process. Additional standing committees will involve Youth Services to focus on youth programs and a Special Populations standing committee which will focus on individuals with disabilities and other barriers to employment such as veterans, ex-offenders, people who are on public assistance. Although not required, most boards have an Executive Committee in case there are contract items that need to be approved without waiting for the next full board meeting. With the standing committees, the Chair is required to be a SOWIB Board member, but the members making up the committee do not have to be on the Board and can be from the community or areas of expertise. The Executive Committee is typically made up of the SOWIB Chair, Vice Chair and then each of the Standing Committee Chairs.

The action item will be to approve the formation of those committees and then see if we have volunteers for those committees to start forming the process.

There was a discussion from the Board members on what the standing committees would comprise of. There would have to be an amendment of bylaws brought back to the Board for approval. Meeting requirements were discussed, i.e. minutes would be required and provided to the rest of the Board, standing agenda items, reports from the chair to inform the Board what is going on with the committees. It was discussed that perhaps the Board as a whole just fill the functions instead of having 3 more committees, especially since we are in the early formation and our agenda is pretty light. It was suggested it would help with good communication for everybody to be involved. SOWIB Staff was asked to look into whether or not the board could fill these committees as a whole.

There was further discussion on the Executive Committee. It was suggested to have a floating Executive Committee where all members of the SOWIB Board can participate depending on schedule availability, to ensure that a quorum is always available. SOWIB Staff will look into the state requirements and come back to the Board with more direction.

INFORMATION: Healthcare Sector Update

Jake updated the Board that SOWIB had their first industry healthcare sector strategy meeting with support partners from government, workforce development, economic development, education, higher education, and non-industry participants. Lindsey Woolsey, a nationally renowned expert on sector strategies facilitated the 3 hour training session. The response was excellent. The next step is to work with Board chair Kelly Morgan to invite healthcare industry executives from the 3 county area to a 90 minute meeting to discuss ways to leverage resources and determine an agenda that the support partners can respond to in a cohesive manner. With Lindsey's facilitation, the healthcare leaders can come together and discuss immediate needs, long term needs, and determine priorities. We will not have the bandwidth to address every single issue, but the idea is that the industry will do some of that on their own.

Wayne Patterson then provided an update on the Med Ed project in Roseburg. Wayne, a representative from the Veterans Association, and Kelly Morgan from Mercy Medical were going to Salem May 23rd to make presentations to representatives in the Senate and the education committees, steps required in order to start building a relationship with the Governor. The project currently has a lot of traction and strong coalitions are continually being built. The News Review Roseburg has been running a series of articles about the project.

INFORMATION: Fiscal Update

Jake discussed a few recent developments. The 4 new local boards determined it would be helpful to have a shared CFO to assist with the startup of the new workforce boards. They went to the State and received funding for a shared CFO position spending 25% of time with each new board through July 30, 2017. Jamie Kendellen, CPA, was selected and will be stationed out of the Bend ECWIB offices. We are working on an MOA where she will be shared equally between the 4 boards. She will be coming to future meetings in June or July to answer some of the fiscal issues, and will be providing reports to the board when she has them.

At the end of next year when the funding runs out, the 4 boards will possibly pool together and fund the position as a .25 FTE. SOWIB staff and the other Boards will be looking into additional federal, private funding. Jake hopes SOWIB starts to become large enough where we can afford our own fiscal person in-house to eliminate any confusion that multiple funding streams can create for personnel unfamiliar with WIOA, but in the meantime, we have a contract with a fiscal consultant Gary Mueller, the former CFO for Salem Workforce Board. He is currently training Jamie and acclimating her to WIOA procedures. Hopefully, with the new CFO being trained, the fiscal information coming to the Board will be more substantive.

Jake then announced that our official allocation for 2016-2017 should be coming out within the next few weeks, so we will have a proposed budget at the next Board Meeting. The Local Elected Officials (LEO) Consortium will vote and approve the budget and then it will be brought before the Board for ratification. Due to increased unemployment rates in our 3 county area, it is possible that we will receive some additional funding.

INFORMATION: Executive Director Report

In his update to the Board, Jake explained that the Strategic Development Plan was submitted in March and we finally received feedback from the state. The whole process is being reviewed. The state workforce board is going to provisionally approve all plans through June 30. There are a few items that we have to address before June 30th with some comments that are observations for next year. Jake will be working on those changes and will bring the Plan back to the Board for approval.

He then updated the Board that we are currently working on 2 grants. One is the Oregon Talent Council which is to help with adding applied industry-based skills to education credentials. April Hamlin from UCC reached out and would like to partner with the Board. The other grant is Oregon Youth Council which is a \$60,000 grant with a quick turnaround time. There is a group in Coos Bay that has approached us about partnering with them. As we get more of these opportunities, Jake will share them with the Board, Local Leadership Teams and other partners.

SECOND PUBLIC COMMENT SESSION

No comments were made.

ADJOURNMENT

The meeting was adjourned at 11:21 AM.

Adopted on June 30, 2016.

Kelly Morgan, Chair