

SOUTHWESTERN OREGON WORKFORCE INVESTMENT BOARD
October 22, 2015

MINUTES

SOWIB Members Present:

Kelly Morgan, Chair
Joe Benetti
Alex Campbell
Mike Lehman

Jon McAmis
Dena Miles
Georgia Nowlin
Patty Scott
Connie Stopher

Others Present:

Cynthia Stewart, Transition Coordinator
Susan Buell, UT&E
April Hamlin, UCC
JJ McLeod, SCBEC
Susie Yeier, SCBEC

Annette Sheldon-Tiderman, OED
Guy Tauer, OED

The meeting was convened by Kelly Morgan, Chair, in Roseburg at Umpqua Community College. Because of resignations, a quorum was present. Other participants were at UCC and also at the video conference sites of the Southwestern Oregon Community College sites in Coos Bay and Brookings.

Budget Review

Following introductions, Cynthia Stewart provided an update on the status of the SOWIB budget to date. Of the \$536,139 budget, \$43,160 has been spent to date, primarily on the cost for Stewart's services pending hiring an Executive director. The budget report was approved.

Youth Needing Additional Assistance Criteria

A proposed policy providing criteria for youth who can receive additional assistance was discussed. The ages of youth to be served is covered by WIOA and service provider contracts, but WIOA requires that local workforce boards establish the criteria for receiving additional assistance. The TOC/OWA policy no longer applies, because that organization no longer exists.

Examples of policies from three different jurisdictions, reflecting the range of options from very restrictive to far less restrictive, were provided, including the original TOC/OWA policy. Jake McClelland and Cynthia Stewart recommended the original TOC/OWA text, with an additional sentence stating "Providers wishing to enroll a youth as one needing 'additional assistance' who does not fit into any of the categories above may do so with prior written approval of the SOWIB."

It was moved, seconded and passed that the TOC/OWA policy plus the additional recommended sentence be approved, effective the date of this meeting, with an amendment that states, "Providers wishing to enroll a youth as one needing 'additional assistance' who does not fit into any of the categories above may do so with prior written approval of the SOWIB Executive Director, provided that the Director give a report of those exceptions to the Board at the next meeting after they occur." This policy will be put into policy format and ratified at the next meeting because there was not quorum present. Providers may use the policy beginning today.

Strategic Planning

Because the Board is required to develop a strategic plan and that plan will be the foundation of RFPs for service providers beginning in July 2016, a process for overseeing the strategic plan was discussed. Staff recommended either a subcommittee of the Board or three subcommittees - one for each county, including the members of the Board from those counties plus other people who could help - to oversee the commencement of planning. The responsibilities of the committee(s) would be to guide the public involvement processes, identify key stakeholders, and review and vet analysis and conclusions to be presented to the full Board. In both options, the Board would consolidate the plan as a full Board.

Discussion included concerns about assuring that existing relevant local plans be included in the preparation and analysis (e.g., economic development plans), assuring that all board members get the same information, that data be sought where it is needed (including possibly contracting to obtain it) and not losing Curry County in the mix. An example of data needed was given.

After discussing the options, it was moved, seconded and passed that three subcommittees be established, one in each county, involving the SOWIB members in those counties and expanded as those members recommend, to guide the public involvement process; that the full Board operate as the planning oversight body; and that all data, analysis and conclusions be presented to the entire SOWIB Board.

Cynthia Stewart will begin contacting Board members by county and setting up the committee meetings, and Jake McClelland will participate when he arrives.

It was also agreed that a data committee be established, including Alex Campbell, Connie Stopher, Guy Tauer, and Annette Sheldon-Tideman, to determine what additional data may be needed. Cynthia Stewart will convene that group soon for a session using Go-to-Meeting.

Administrative Issues

Resumes Needed. Cynthia Stewart noted that resumes have to be on file for the eventual audit, which will include a review of Board member appointments. All SOWIB members who have not yet submitted resumes are asked to provide them to Cynthia as soon as possible.

Conflict of Interest Forms Needed. A reminder was given that pursuant to the adopted conflict of interest policy, each Board member must complete a form annually. They should be signed and sent to Cynthia Stewart as soon as possible.

Co-location Status Update. Cynthia Stewart summarized what actions have been taken to date to move toward the co-location of services that will enhance service delivery to both sets of customers, workforce and business. Jake McClelland has experience with this and is looking forward to assisting when he arrives. Of particular concern is the expiration of the Worksource office lease in North Bend at the end of January.

RFQ for Rethinking Job Search Facilitator. The RFQ for this project, which was approved by the Board at a previous meeting, was distributed with the agenda. Board members were encouraged to distribute it further to anyone who might be qualified and interested. Resumes for consideration are due on November 6. A facilitator must be selected by December 1.

Sector Partnering Workshop. Cynthia Stewart asked for this item to be added to the agenda for the purpose of summarizing a workshop conducted by OED the day before. The workshop taught how some

areas have put community-wide groups together to coordinate atypical responses to business needs – the things that businesses need to thrive in the community that WIBs would not normally address. The example given was Lane County’s initiative with high tech companies. The consulting team is available at no cost if SOWIB would like to conduct a sector partnership process.

Preparation for Jake McClelland

A question was asked about what preparation is being done to assure that Jake has a smooth entry. It was noted that he will be making calls to certain Board members over the next couple of weeks, and based on feedback he receives, a calendar of activities and meetings will be prepared for his arrival and first week or so. Cynthia will coordinate meetings she is aware of with his interests based on phone calls he makes and leads he gets from Board members.

Next Meeting Dates

The next meeting will be scheduled via doodle scheduling survey, either November 19 or December 3. The regular times will not work in November and December because of holidays. Cynthia Stewart will send out the doodle and arrange Citrix Go-to-Meeting. The hope was expressed that Jake McClelland could arrange training on the video system and the group could resume meeting that way at subsequent meetings.

The meeting was adjourned at approximately 11:00 a.m.

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Policy #11: Criteria for Additional Assistance for Youth

Section 1: Purpose

The purpose of this policy is to assure that SOWIB responds to the WIOA requirement to establish criteria for additional assistance to youth. WIOA states: A person who is between the ages of 14 and 21 who requires additional assistance to complete an educational program, or to secure and hold employment as defined by the local board. There must be written local policy that defines this barrier (requires additional assistance).

Section 2: Policy

The criteria for providing additional assistance to youth who meet other eligibility requirements are:

1. Lack of academic success as evidenced by any one of the following and documented with IEP, school transcripts or records or a 504 plan:
 - Behind one or more grade levels in math, reading or language arts.
 - At least one year behind in school credits as determined from school transcripts or school/age records and policies.
 - Failing grades in any of the core academic classes as evidenced by school transcripts and/or age records.
 - Removed from public school.
2. Conduct issues as demonstrated by anyone of the following and documented with a written statement from the juvenile or adult criminal justice system or referring agency staff , or by school records :
 - Disruptive or antisocial behaviors as documented by referring agency staff
 - Severe discipline problems as evidenced by agency/school records
 - Substance abuse as reported by youth or referring agency staff
 - Poor self-concept as documented by referring agency/school staff
 - A significant number of absences or erratic attendance resulting in poor school performance, loss of employment, etc.
3. Limited or poor work history as evidenced by anyone of the following and documented with written statement from a parent/guardian/youth attestation of limited or poor work history, written statement of limited employment opportunities due to availability or economic conditions:
 - No paid work experience.
 - Only short-term or sporadic work experience.
 - Terminated for cause from one or more jobs.
 - Voluntarily quit three or more jobs.
 - Employment opportunities limited due to child labor laws.
 - Employment opportunities limited due to availability and/or economic conditions
 - Demonstrated deficiency in pre-employment, work readiness and/or vocational skills.

4. Other qualifying barriers, including the following and documented with a written statement from DHS or another social services agency, school records, IEP, or, as a last resort, self-attestation:
 - Neglect, abandonment or abuse by family members resulting in poor school performance, loss of employment, etc.
 - Recent or prior involvement with the juvenile justice system or a state/local diversion program.
 - Having a learning disability, a mental or physical disability (as documented by referring agency/school staff) that results in a substantial barrier to employment or educational success
 - Limited English speaking skills

Providers wishing to enroll a youth as one needing “additional assistance” who does not fit into any of the categories above may do so with prior written approval of the SOWIB Executive Director, provided that the Director give a report of those exceptions to the Board at the next meeting after they occur

Adopted on October 22, 2015.

Kelly Morgan, Chair