

SOUTHWESTERN OREGON WORKFORCE INVESTMENT BOARD

March 17, 2016

MINUTES

SOWIB Members Present:

Dena Miles, Chair

Bryan Grummon (phone)

Mike Lehman

Jon McAmis (phone)

Jesse Morrow (phone)

Georgia Nowlin (phone)

Debbie Sargent

Robert Westerman

Others Present:

Jake McClelland, Executive Director

Cynthia Stewart, Transition Coordinator (phone)

Susan Buell, UT&E (phone)

Frank Brown, OED (phone)

PROCEEDINGS

The meeting was called to order at 10:18 AM by Dena Miles, Chair, at Southwestern Oregon Community College. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

No comments were made.

APPROVAL OF MINUTES OF DECEMBER 17, 2015 AND FEBRUARY 18, 2016

A motion was made by Robert Westerman and seconded by Mike Lehman to approve the minutes as presented. Motion carried by unanimous vote.

DISCUSSION AND POSSIBLE ACTION: Approve the SOWIB Strategic Plan and WIOA Local Compliance Plan

Jake McClelland explained that the SOWIB Strategic Plan and the WIOA Local Compliance Plan need to be submitted to the State by April 1, 2016. The WIOA Local Compliance Plan is very prescriptive, does not allow for much strategic planning, and is mostly about checking off boxes on a checklist. It is being suggested to submit the WIOA Local Compliance Plan as an attachment to the SOWIB Strategic Plan.

Jake also noted that the SOWIB Strategic Plan and WIOA Local Compliance Plan are currently in the middle of the 30 day comment period, and although there have not been any public comments received to date, he has tried to incorporate any comments made by partner organizations into the plan. There have been no major changes since the last time they were presented to the Board. When the 30 day public comment period closes on March 28, 2016, any final comments will be incorporated and the final plan will be sent by email to the Board for approval.

Georgia Nowlin asked for further explanation on the new DHS alignment. Jake explained that one thing that WIOA does is bring together required partners such as TNF and the Workforce Program Administrator by DHS, who is a new required partner. He said that they have become a traveling road show, meeting with the workforce staff where higher-ups at CCWD can discuss and decide what alignment is supposed to look like, as well as work out any anticipated issues. Georgia asked if this is something that the Board can sit in on. Jake stated that it is best at this point to just keep it to the required partners: service providers and adult education. Although they would be invited, it would be better to present the DHS Alignment findings to the Board at the next meeting.

A motion was made by Robert Westerman and seconded by Mike Lehman to adopt the current plan with possible public comment additions via email on March 29, 2016. Motion carried by unanimous vote.

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

Jake McClelland stated that a WIOA requirement is that service providers that provide Title I services must be selected through a competitive process, to be completed by July 1, 2016. If the Board approves, the RFP will be presented to the public on Monday, March 21, 2016. The Board received a draft of the RFP which did not include questions that the responders are required to answer. Questions were omitted so that any person involved in the bidding process that may be attending the Board Meeting, would not be given an unfair head start in answering those questions. In addition, the final draft would include more specific funding allocation and an official date for the Bidders Conference. The proposals will then go to the Evaluation Committee who will review, vote, and recommend to the full Board on May 15, 2016 for adoption.

A motion was made by Debbie Sargent and seconded by Georgia Nowlin to approve and release the RFP to the public on March 21, 2016. Motion carried by unanimous vote.

DISCUSSION AND POSSIBLE ACTION: Review update on SOWIB Unobligated Funds

Jake McClelland explained that there were significant changes to the process when TOC/OWA broke up. With the previous process, any money that the service providers did not use could carry over to a new contract. When TOC/OWA began closing down operations, the funds were frozen. This created a hardship to the service providers in the 1st Quarter of July – September 2015 because the funding levels weren't what they were expecting. As a result, they have been playing catch up for the rest of this year.

Two options were presented for the allocation of funds released after the TOC/OWA dissolution:

1. SOWIB could work with the service providers to determine what they need to get through June 2016, so as to not interrupt the process for job seekers.
2. SOWIB could decide if they want to hold on to the funds and roll them over to the service providers after the RFP is awarded.

Jake stated he would prefer the Board approve working with the current service providers, giving the previously held funds back to them, to ensure that current job seekers have what they need.

Jesse Morrow asked what kind of funds were in question and Jake answered it was approximately \$101,000. Jesse then asked for a more specific explanation of how the funds would be distributed. Jake said that the distribution would be based on the amount requested and/or any shortcomings that the provider had, but would be using the same distribution formula from the beginning of the year to keep the process fair. It may not be a 100% match of what they were originally contracted, but the distribution formula would ensure that all counties were served appropriately. Robert Westerman requested that any updates be brought back to the Board.

Bryan Grummon asked for clarification on whether the service providers received less this year than last year. Susan Buell, UT&E, offered an example of how it affected her organization. Typically, Youth dollars come in the Summer, where the remaining funds come in the rest of the year. Because of the TOC/OWA freeze, those dollars didn't exist at the beginning of the year, so UT&E had to use the Youth dollars and then make up for the shortfall for the rest of the year.

Cynthia Stewart was asked if the service providers had a contract amount and didn't get what they were expecting, where are those additional funds? Cynthia explained that when the decision was made to phase out TOC/OWA, the money was frozen as they proceeded through a protracted closeout period. SOWIB was given targets in May/June

2015 and by the June 2015 budget meeting, the service providers were told not to expect the same amount of money. Since that time, grants have come back, although she did not know the relationship between the grants and the figures originally designated. At some point, the Executive Director will need to come back with a budget amendment on how those dollars were used. It is a possibility that the SOWIB may never know the official shortage figures.

Frank Brown explained that the State of Oregon did not hold the unobligated funds, and those funds eventually went back out to the workforce boards. It took awhile for TOC/OWA to clean the books, which did cause hardships to the service providers. The funds are available, although some will be expiring soon.

A motion was made by Robert Westerman and seconded by Mike Lehman to authorize Jake McClelland to enter into negotiations with the service providers to distribute the unobligated funds through June 30, 2016. Motion carried by unanimous vote.

INFORMATION: Budget Update

Jake McClelland explained that there were no major changes to the budget that cause concern. The inclusion was to keep the Board updated. Robert Westerman asked if this was the entirety of the financial statements that the Board was going to receive. Jake explained that SOWIB had recently contracted for accounting services to do basic accounting tasks. Once they have created those documents, Jake will present them to the Board. In addition, as part of the ongoing process of adding 4 new workforce development boards, the State of Oregon has set aside funding for the new boards to hire a shared CFO. That process will allow more detailed financial reports.

Georgia Nowlin asked about a potential error on the budget. Instead of reading July 2015 through June 2016, the budget showed January through December 2015. It will be corrected.

INFORMATION: Coos, Curry & Douglas County Economic Indicator Reports

These monthly reports were included to keep the Board updated.

INFORMATION: Executive Director Report

In his update to the Board, Jake McClelland explained that the Strategic Development Plan and RFP have taken the majority of his time. In addition, he has been in the process of adding one new staff member, with one more staff position still in the recruitment stages. He then announced that this was the last Board Meeting for Cynthia Stewart, whose contract ends at the end of this month. Jake thanked Cynthia for the work she has done. He appreciated her help and she will be missed. Cynthia stated that she enjoyed the work and appreciated the opportunity.

SECOND PUBLIC COMMENT SESSION

No comments were made.

ADJOURNMENT

The meeting was adjourned at 11:06 AM.

Adopted on May 19, 2016.

Kelly Morgan, Chair