



BOARD MEETING MINUTES

November 21st, 2019
 10:00 am - 12:00 pm
 Seven Feathers Casino Resort
 Azalea Room
 146 Chief Miwaleta Lane
 Canyonville, OR 97417

AGENDA

1. Call to Order and Confirmation of Quorum

Board Members Present:

X	Kelly Morgan (B)	P	Doug Eberlein (B)		Andy Owens (B)
	Robert Westerman		Mike Lehman	X	Jason Aase
	Joe Benetti (B)		Debbie Sargent	X	John Whiteley (B)
X	Bryan Grummon (B)		Ali Mageehon	X	Wayne Patterson
X	Georgia Nowlin (B)		Amy Kincaid		Neal Brown (B)
	Courtney Niebel	X	Marcia Hart	X	Mike Hicks

X = Board Members Present (or on the conference line); Quorum was not established with 9 members in attendance. Meeting was called to order at 10:00am. 55% in attendance are Business.

2. **PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes

BOARD ACTION ITEMS

3. **DISCUSSION AND POSSIBLE ACTION:** Consent Agenda (Approved with One Motion)

- Minutes of August 15, 2019 Board Meeting
- Program Year 19 - Performance Report
- Finance Report

Marcia Hart made a motion to approve the Consent Agenda (recommendation – no quorum)

Georgia Nowlin seconded the motion

Recommendation carried with Unanimous approval (no quorum)

4. **DISCUSSION AND POSSIBLE ACTION:** Update SOWIB Policies – Review and approval of changes, updates and clarifications of administrative and program policies; *Rena Langston & Angie Billings*

Minor changes are recommended based upon suggestions during the recent WIOA monitoring. Primarily updating the policies for compliance with new regulations.

Bryan Grummon made a motion to approve the Policy Changes, Updates and Clarifications (Recommendation)

John Whiteley seconded the motion

Recommendation Motion carried with Unanimous approval

- 5. DISCUSSION AND POSSIBLE ACTION:** SOWIB Monitoring Recommendation. Review and approval of changes, updates, and amendments to SOWIB Bylaws, Governance agreement, Consortium Agreement, Appointment and Nomination process. Discussion around the creation of an attendance policy for SOWIB Board Members. Additional recommendations may be discussed if received before the meeting; *Rena Langston, Angie Billings, Tina Carpenter & Kyle Stevens*

HECC had minor recommendations to ensure that SOWIB Governance is in compliance with the law. There was also discussion about the law requiring representatives of Business and Trade organizations for the Board. It was suggested that all three Chambers make recommendations for their counties. Kelly stated that we may consider going to other cities if they have Chambers, as navigating other Chambers would be a good idea if they want to participate. SOWIB added an Attendance Policy for the Board, that if a member misses three out of five consecutive meetings they will lose their seat. It was suggested that if a member missed three meetings, they should receive a warning prior to removal to give them the opportunity to be present before losing their seat. Discussion included adding a warning procedure if a Board member missed two consecutive meetings, that would give them the option to attend the third meeting. With these recommended changes, SOWIB will be in compliance, and we really appreciated the State technical assistance provided. Overall, the Monitoring went smoothly.

- 6. INFORMATION:** SOWIB Election of officers and discussion on required committees; *Kyle Stevens*

The Board agreed to address this topic when a quorum is present.

- 7. INFORMATION:** SOWIB Audit Report; *Lonnie Rich, Angie Billings*

Lonnie Rich of Aiken & Sanders reported that they visited SOWIB in September on-site and reviewed documentation and procedures for compliance. Packets with the audited financials and independent audit statement were provided to the Board. SOWIB's primary funding is federal WIOA, for which Aiken & Sanders performed a specific audit of SOWIB's processes, materials, and internal controls to ensure compliance with the grant and expenditures of the grant. Overall Aiken & Sanders conducted several days of compliance testing looking to ensure SOWIB's activities were allowable. There were no noted non-compliance issues, and no deficiencies or material weaknesses. SOWIB is 2CFR 200 compliant. There were also no financial statement findings or questioned costs.

Bryan Grummon made a motion to approve the Audit Report as presented – (Recommendation)

Wayne Patterson seconded the motion

Recommendation Motion carried with Unanimous approval (no quorum)

BOARD DEVELOPMENT/COMMUNITY UPDATE

8. INFORMATION: Presentation and update on SCBEC's activities; *Chelsea Corliss*

In current programs, there is 25-50% enrollment across all funding streams. Coos Out of School Youth is underspent, and there are plans in place to get the numbers up. Recruit Hippo has rolled out with great success, a little slower in Coos due to staffing. Currently there are 106 students engaged on a 1:1 basis, 60 students attended industry tours and there have been 2 job shadows in Coos County. Although there have been no internships yet, there are 35 hosts identified in Douglas, and 29 hosts identified in Coos and Curry. The Business Services staff has been working diligently to engage employers in providing industry tours or partnerships, helping youth to develop necessary skills. There are 130 employers interested in Douglas, and 140 employers interested in Coos and Curry. There was a special presentation that included Renee Vogel (Youth Talent Advisor for Douglas), Natasha Garrison (Business Services for Douglas), Susie (Truck Driver Training), and Gaylene (Out of School Youth training and recruitment). Three youth participants were present and gave success stories, much to the inspiration and benefit of SCBEC's activities and programs.

STANDING REPORTS

9. INFORMATION: Medical Assistant Apprenticeship Update; *Alane Jennings*

The Apprenticeship Program is growing and there has been great success with the apprentices who have currently passed the CCMA exam. In 18 months, we have registered over 60 apprentices in multiple counties, working with employers and Workforce Boards. An employer in Bellingham, WA is interested in the online model for apprenticeship, and there is interest in Eastern Oregon. We were not awarded the grant for California, but we are working on developing a webinar for Workforce Boards in CA and employers in regions interested in the Apprenticeship Program.

10. INFORMATION: Local Workgroups Update; *Tina Carpenter*

We will be adding a Coos Workgroup starting in January to be held (tentatively) the second Thursday of the month from 10:00-11:00am. The Douglas Workgroup is still occurring on the first Thursday of the month, and in Curry we are working to align with the Community Health Improvement Plan (CHIP) to collaborate with and improve several health entities. LLT is remaining quarterly.

11. INFORMATION: Executive Director Report; *Kyle Stevens*

As we move into discussion with community awareness, we need an involved Board. We are staffed up with a lot of projects and need to raise awareness of SOWIB. We are a three-year organization and would like to include more participants at Board meetings to show what we're doing. WIOA is not a new law anymore, so we have a baseline of core services. We need to show what we do beyond for the community, engage employer led solutions, find alternative funding, focus on fundraising, and devote more time and energy to our direction. We need other income streams to braid. This year there is no shortage of federal and state funding, and boots on the ground make all this possible

11:40 am – Meeting adjourned.