



## Rogue Workforce Partnership - Corporate Directors

Thursday February 21, 2019 • 3:00 – 5:00 p.m.

Woolworth Building – First Floor • 37 N. Central Ave. • Medford

Video/Phone Conference access available <https://zoom.us/j/584756366>. Select your audio preference:

1) Use telephone + 1 (669) 900-6833; Access Code: 584 756 366 normal long distance charges will apply); 2) Or, use computer microphone & speakers (headset is recommended to avoid reverb)

### Agenda

#### Call to Order

- Welcome & Introductions

Jessica Gomez

#### Consent Agenda – **Action Item**




- December 6, 2018 – Rogue Workforce Partnership Corporate Directors Meeting
- Travel Reimbursement Policy Revision

Jessica

#### Incumbent Worker Policy - **Action Item**


Jill teVelde, Jim Fong

#### RWP Audit

- Audited Financial Statements 
- IRS Form 990 
- Department of Justice – Form CT-12 


Sherri Emitte, Mark Damon

#### RWP Priorities, Work & Meetings in the Future

- Debrief from last RWP Meeting & Norm / Jim Follow-up Confer
- Strategic Roadmap & Big Hairy Audacious Goals 
  - › Creating a Community Education Model
  - › Creating a Demand-Driven Workforce/Education System
  - › Building Bridges Out of Poverty
- Options /Next Steps for Our Future Work & Meetings

Jim, Norm & All

#### RWP Budget, Programs & Strategic Investments

- **Program / Budget Investment Overview** 
  - › RWP Budget/Actual as of December 31, 2018
  - › Preparation for Upcoming Budget

Jim, Sherri & Jill

#### RWP Membership

- **Update from Rogue Valley Workforce Consortium Meeting – Member Appointments & Re-appointments**
- **Thoughts on Creating an Emeritus Status**

Jim

#### Adjourn

 = Handout attached or will be handed-out at meeting



**MEETING HIGHLIGHTS**

ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS

December 6, 2018 ♦ 37 N. Central Ave. - Board Room ♦ Medford, OR

**MEMBERS PRESENT**

Chair, Jessica Gomez  
Commissioner Rick Dyer  
Vice-Chair, Michael Donnelly  
Nikki Jones  
John Underwood  
Shawn Hogan

**MEMBERS ABSENT**

Commissioner Lily Morgan  
Paul Macuga

**OTHERS PRESENT**

Jim Fong, Executive Director, Rogue Workforce Partnership  
Sherri Emitte, Chief Finance and Administration Officer, Rogue Workforce Partnership (via phone)  
Jill teVelde, Workforce Development Manager, Rogue Workforce Partnership  
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

**Quorum Present:** Yes

**1) Call to Order**

The meeting was called to order by Chair, Jessica Gomez at 3:02 P.M.  
Introductions were made.

**2) Approval of Minutes**

**Shawn Hogan moved to approve the minutes of the August 10, 2018 joint meeting of the Rogue Valley Workforce Consortium and Rogue Workforce Partnership Corporate Directors and the October 18, 2018 Rogue Workforce Partnership Corporate Directors meeting. The motion was seconded by John Underwood and approved unanimously.**

**3) Election of Officers**

**Commissioner Dyer moved to appoint Jessica Gomez as Chair of the Rogue Workforce Partnership Corporate Directors and Mike Donnelly as Vice-Chair of the Rogue Workforce Partnership Corporate Directors. The motion was seconded by Nikki Jones and approved unanimously.**

#### 4) RWP Staffing Update

Jim quickly updated the Corporate Directors about new staff, reporting that Jill teVelde has joined the RWP team full-time as the Workforce Development Manager, and has been with us since the end of September. Heather Stafford joined the team part-time as the Sector Strategies Manager and has just recently accepted another position. Heather has offered to keep working with us on a consultative basis through April or May. Ida Saito will join the team on a part-time basis starting in January.

Jim shared Jill's background indicating how fortunate we are to have her as she bring a wealth of experience in community college and workforce development. Jim highlighted that we are already appreciating the capacity that Jill brings, and we have some good capacity in place with sector work, Business and Education Partnerships, and contract management / compliance in partnership with Sherri Emitte and Tami Allison. "We have not had this caliber of staff in the past," Jim stated.

Jill talked a little about her history and reiterated that when she first came here "we were actually doing the things (aligning our education and workforce and employment pipeline and filling it) that other places are just talking about." The directors expressed that they feel we should have been presenting at NAWB a long time ago. Jim indicated that maybe next year we can present on CTE and/or predictive analytics. "What we have in the Rogue Valley is rare," Jim stated.

The conversation morphed into attending the National Association of Workforce Boards (NAWB) conference this year, and whether members felt there was value in attending. The group felt that the only real value is for the advocacy and information sharing with the legislators, and that could possibly be accomplished by connecting to other industry lead groups, etc.

#### 5) RWP Budget, Programs & Strategic Investments

PY 2018 Budget Modification – Revenues - Sherri highlighted the information for the group indicating there's a significant difference in the presentation, adding more detail, splitting out big buckets under expenditures, and breaking out the operating expenses. Sherri went on to report that the WIOA funds have been adjusted by an increase of \$131,048 which reflects the final calculated amount of carry-in. The larger adjustment in Adult and Dislocated Worker funds represents an adjustment in the expected transfer between those two funds; and the appearance of the High Concentration of Eligible Youth funds does not represent a new funding source as it was previously rolled into the Youth funds.

Several of the funds under "Other Income" have been adjusted due to the final calculation of their respective carry-in amounts.

The SOESD funding source has been eliminated and the TANF Summer Jobs Program has been reduced by \$34,689. The budget for rental income/cost reimbursement has decreased by \$9,159, mainly due to the uncertainty at the time of the presentation of the original budget around the impact of our move from Main Street to Central Avenue.

RWP received three new grants from the state through a competitive process for: Certified Production Technician training, Mechatronics training, and Caregivers School of Learning training. These three grants represent \$197,000 in new funding, allowing us to jump start program innovations we already had under development. These funds will also allow us to set up a revolving tuition fund that will hopefully enable us to provide scholarships for trainings beyond the expiration date of June 30, 2019.

Miscellaneous income has increased by \$79,630 due to being able to negotiate a no-interest loan for \$20,000 against the remodeling costs that we incurred at our new Central Avenue location; \$7200 was received from our Bartlett Street landlords for repairs that we did a couple of years ago; and due to the investment of our Endowment Fund, we are projected to earn significantly more than a few hundred dollars a year that we have previously earned. As a result, we have budgeted \$12,000 in interest and \$40,000 in investment gain.

Expenditures – Budgeted personnel costs have increased by over \$65,000. With Aurora’s departure in October, we have backfilled with one full-time and two part-time positions.

The contracted workforce services budget shows an increase of almost \$11,000 due to being able to fine tune the contract amounts with more current revenue figures. Another increase in this category is the amount of \$12,699 due to a difference in the display of our remodeling costs.

OneStop Operating expense is showing a decrease of \$32,917, due largely in part to the decision to terminate the lease for the Annex space in Grants Pass as of December 31, 2018. The other large decrease in OneStop Operating expense is \$21,260 in IT/Telephone/Copier costs. We originally thought we were going to enter into a sizable computer lease to replace our aging computers; however, again, after speaking with our workforce partners, who indicated they didn’t have additional funding to reimburse us for their share, we decided to indefinitely postpone that decision.

**Nikki Jones moved to approve the budget modification as presented. Discussion took place Regarding presentation of the modification to the larger board. Jim indicated that the process is to have the Corporate Board approve and the larger board affirm. At the next workforce board meeting, they will need to affirm the original budget as well as the budget modification. The question was posed as to what would happen if they didn’t affirm? “We will have to work through it at that time,” stated Jim. Sherri indicated that we will be presenting budget actuals and will have a continuing process to bring before this group as well as the board. With no further discussion, the motion was seconded by Mike Donnelly and approved unanimously.**

Program / Budget Investment Overview- Sherri, Jill, and Jim presented the overview document explaining that this is a more in-depth look into current reality that was created from the larger group’s request to know more about the funds, target populations, etc. This document was shown to Commissioner Dyer and Mike Donnelly at the last Corporate Directors meeting, and they felt that we were moving in the right direction. Jim indicated that in the future we will want to talk about budgets and budget modifications in concert with this larger overview.

Feedback from the group included:

- Says where the money is going
- Helpful for someone new joining the Corporate Directors and Workforce Board
- Conveys information needed to make budget decisions
- Will better explain the information and allows understanding at a higher level
- Something we can grab on to and anchor our understanding of where the resources are being spent
- Flag the funds that have continuity from year to year versus those that are “one and done”

A question was posed regarding the \$6587 available in PY 18 Additional Assistance and whether it is dedicated money or flexible? This is dedicated money for Pacific Crest Transformers. Jim indicated that we need to give regular updates to the board about where these people are and we should be able to obtain some information for the January workforce board meeting.

Jim weaved the conversation back to the budget and how we make sure the investments we are making are the right ones for the job seeker as well as the employers, and should be rethinking some of the fundamentals that we have done the same way for a very long time. Jim suggested forming a sub-group to talk about the services and guide how we are spending the funds. Jim feels that Nikki Jones and Suz Montemayor would be great people to guide the conversations with the staff in the OneStop centers. Jim added that this ties to the longitudinal data and hopes to have reports over the next couple of years that will show data of where people are over a number of years.

Discussion continued on different funding streams and what the performance is like, as well as how we can fix the problem of the state not getting us the funding in a timely manner. Members asked if we are wasting our energy and if our energy could be spent better somewhere else? Jim replied that he feels we are not wasting our energy and that it is less about the effectiveness and more about the building the partnership.

Jill indicated that our youth program does need to partner and revamp to make the services more accessible. Suggestions were made such as working with other organizations who work with youth (Maslow, Kids Unlimited, etc.) and leverage partnerships. Jim told the group that ongoing conversations are happening with Maslow, College Dreams, etc.

The discussion moved to Dislocated Workers and why so much funding is being given in this area with the economy the way it is. RWP replied there are many different factors such as about 72% of the people coming through the OneStop are dislocated worker eligible, services can be provided to adults and dislocated workers, and funds can be transferred between these two funding streams as needed. Jim feels the longer term goal is to do predictive analytics as well as typology to better utilize funding.

Questions were posed about the amount of personnel costs under services being about 41% and if that is normal, Sherri replied that it depends on the level of work required in this funding source and how the work is performed. Jim agrees that a lot of money is being spent on

personnel and that is why he has continued to say that we need to leverage every resource we can from our partners. Our goal in the coming months is to find options to redirect training investments into new strategies like incumbent worker and stepping stones trainings.

Jim talked a little about the budget and financial statement presentation calendar that was developed to give the Corporate Directors, as well as the Workforce Board, ongoing updates.

Endowment Fund Investments – Careers in Gear – The \$7,506 line item for Careers and Gear is on the budget that was just approved and has not changed. Jim reported that Deanna Wilson has left Junior Achievement and Barb Smith from the Portland office is stepping in for the event.

John brought up his concern about the implementation of Careers in Gear for this year. Other members voiced concern about the continued support of this event and even whether the event should be cancelled this year. Jim indicated that RWP will intervene and have a conversation with Junior Achievement and the group currently working on the event, saying that he feels it is premature to cancel the event. Both John and Jessica offered staff to help the process if needed.

Southern Oregon Success – Jim indicated that even though the Corporate Directors approved the funds previously, the check was never written as staff costs were covered. Jim suggested approving payment of \$5000 from the endowment fund as an investment in building these alignments. Sherri clarified that the money was approved as an expenditure in the budget, but are pulling it out here separately to act on. Mike suggested approving the endowment fund investments with the caveat to follow Jim’s recommendation and allow RWP to manage the process and report back to the group by as needed.

**Commissioner Dyer moved to approve the endowment fund investments for Southern Oregon Success and Careers in Gear. The motion was seconded by Mike Donnelly and approved unanimously.**

Service Provider Procurement – Jim proposed that we postpone our service provider procurement for a year in order to give Jill a chance to become more acclimated, as well as to have time to explore with partners what it is we really want to procure for.

**Commissioner Dyer moved to approve the procurement postponement until next year. The motion was seconded by Nikki Jones and approved unanimously.**

## 6) RWP Meeting Schedules for 2019

We do not currently have a January 2019 meeting scheduled yet to take the place of the meeting we cancelled in December. It was decided that Tami will send out a comprehensive doodle poll including Monday – Friday 7:30 a.m. to 5 p.m. every week of the month for 2.5 hours.

## 7) RWP Strategic Roadmap and Dashboard

Jim referred to graphics of the roadmap and dashboard along with a draft graphic that Jill created. Jill spoke about the number of people coming to the OneStop centers doing the welcome conversation, the staff needed to work with the people, and the basic services that are

offered. Jill explained that the more intensive services are working one-on-one with the customer and developing a plan. Jill indicated that she is still becoming familiar with the data systems and will continue to work on the validity of the numbers. Jill will look further into whether 10% is a typical percentage for people accessing the One-Stop who enter training. Jim added that DOL looks at us as an anomaly because we co-enroll. We need to figure how to right-size the number. Jim went on to say that he sees different funnels (RCC, VR, DHS, etc.) feeding into this pipeline and that, over time, we want the ability to show the entire workforce system. The directors indicated that they liked both formats and can use the dashboard to drill down further. They thanked Jill and Jim for their work on this.

**8) Responding to Inquiries from Other Industry Sectors**

The group did not discuss this topic in-depth; however, Commissioner Dyer indicated he had an inquiry from Crater Lake Charter Academy and will send an email to Jim and Dana with the details.

**9) Adjourn**

With no further business, the RWP Corporate Directors meeting was adjourned at 4:33 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

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Approved  
Jessica Gomez, RWP Chair

Date