



Agenda

Rogue Workforce Partnership ~ Workforce Board Meeting

Wednesday, March 13, 2019 • 2:00 - 5:00 p.m.

RCC/SOU Higher Education Center • Room 127/129 • 101 South Bartlett Street, Medford

Video/Phone Conference access available: <https://zoom.us/j/566008540> Select your audio preference: 1) Use telephone: 1+ (669) 900-6833; Access Code: 566008540 (long distance charges apply); 2) Or, use computer microphone & speakers (headset recommended)

| Time | Item | Action | Reporting |
|------|--|--|--|
| 2:00 | Call to Order (10m) <ul style="list-style-type: none"> Welcome & Introductions New / Renewing RWP Members & New County Commissioner Liaisons | | Jessica Gomez |
| 2:10 | Consent Agenda (2-5m) <ul style="list-style-type: none"> January 17, 2019 RWP Workforce Board Minutes | Action | Jessica |
| 2:15 | Incumbent Worker Training Policy (30m) | Action | Jim Fong, Jill teVelde |
| 2:45 | Budget, Strategic Investments, Dashboard & ROI (30-45m) <ul style="list-style-type: none"> Updated Dashboard + Historical Trend Data PY 2019-2020 Budget Development & Investment Strategy Guidance – <i>Mainstreaming our Emerging “Skill-Up / Backfill” Strategy</i> | <i>Discussion & Guidance</i> | Jim, Jill & All |
| 3:30 | Break | | |
| 3:40 | Next Steps on Our RWP Priorities, Meetings, Etc. (45-60m) <ul style="list-style-type: none"> Refining our Strategic Roadmap Setting Objectives & Key Results - https://www.whatmatters.com/ Adding Industry Sectors – <i>Transportation/Trucking & Construction?</i> Next Steps & Assignments | <i>Discussion, Guidance & Next Steps</i> | Jim, Jessica & All |
| 4:40 | Q & A / Discussion on Pre-Loaded Information-Sharing Topics (10m) <i>Based on a debrief at Corporate Directors, we’ve decided to try something new to maximize our productivity & use of the full problem-solving /brain power of our RWP members. We’ll be looking to do less information-sharing during RWP meetings. And instead ask members to get pre-loaded with relevant information on our activities & initiatives prior to the meeting – through pre-reading, video clips, narrated PowerPoints, etc. We’ll start this month with these information items below, and see how it works</i> <ul style="list-style-type: none"> Pacific Crest Transformer - Rapid Response & TAA Audited Financial Statements; IRS Form 990; DOJ Form CT-12 Careers in Gear Update – https://youtu.be/5kKXsSLIQww | <i>Q&A / Discussion (as needed)</i> | <i>To answer questions as needed:</i> Sherri Stratton Sherri Emitte Jen Perry |
| 4:50 | Review Agreements & Next Steps / Check-Out (5m) | | Jessica |
| 5:00 | Adjourn | | Jessica |

= Documents attached or will be handed out at meeting

= Information video link

RWP Workforce Board ♦ Membership & Positions

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| <i>Business Representatives ♦ Mandatory Majority</i> | | | <i>Labor Representatives &/or Joint Apprenticeship Training Center ♦ Mandatory</i> | | |
|--|---|----------------------------------|---|---|----|
| 1 | Jessica Gomez* ♦ Founder & CEO <i>RWP Chair</i> | Rogue Valley Microdevices | Lance Corley ♦ Apprenticeship Director | Crater Lake Electrical JATC <i>Joint Apprenticeship Training Committee</i> IBEW Local 659 - International Brotherhood of Electrical Workers | 1 |
| 2 | Michael Donnelly* ♦ Materials Manager <i>RWP Vice-Chair</i> | Carestream, Inc. | Drew Waits ♦ Business Agent / Organizer | Southern Oregon/Northern California Plumber & Steamfitters, UA 290 | 2 |
| | | | <i>Community-Based Organizations - with demonstrated experience & expertise in addressing the employment needs of individuals with barriers to employment - serve veterans, or individuals with disabilities</i> | | |
| | | | <i>Organizations - with demonstrated experience & expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth</i> | | |
| 3 | Nikki Jones* ♦ Owner | Express Employment Professionals | Dr. Brian Shumate ♦ Superintendent | Medford School District | 3 |
| 4 | Brent Kell ♦ Executive Director | Valley Immediate Care | Kirk Kolb ♦ Superintendent | Grants Pass School District | 4 |
| 5 | John Underwood* ♦ Human Resources Manager | Timber Products | Scott Beverage ♦ Superintendent | Southern Oregon Education Service District | 5 |
| | | | <i>Education & Training – Title II & Higher Education ♦ Mandatory</i> | | |
| 6 | Norm Kester ♦ CEO | Quantum Innovation | Dr. Cathy Kemper-Pelle ♦ President | Rogue Community College | 6 |
| | | | <i>Economic / Community Development ♦ Mandatory</i> | | |
| 7 | Trever Yarrish ♦ Co-Founder & COO | Zeal | Alex Campbell ♦ Regional Coordinator | Regional Solutions Team | 7 |
| | | | <i>OED / Wagner-Peyser ♦ Mandatory</i> | | |
| 8 | Alex Poythress ♦ Managing Partner | REVEIL Agency | Sherri Stratton ♦ Senior Manager | Oregon Employment Department | 8 |
| | | | <i>Vocational Rehabilitation ♦ Mandatory</i> | | |
| 9 | Shawn Hogan* ♦ VP of Engineering | Linx Technologies, Inc. | Vacant ♦ Area Manager | Office of Vocational Rehabilitation Division | 9 |
| | | | <i>Optional Members</i> | | |
| 10 | Catherine Goslin ♦ Director of Human Resources | Rogue Valley Manor | Melissa Wolff ♦ Self-Sufficiency Program Manager | Oregon Department of Human Services | 10 |
| 11 | Vacant | | Dr. Linda Schott ♦ President | Southern Oregon University | 11 |
| 12 | Joe Meyers ♦ Vice President | Pacific Electrical Contractors | Dr. Tom Keyser ♦ Dean for the College of Engineering, Technology & Management | Oregon Institute of Technology | 12 |
| 13 | Paul Macuga ♦ Chief People Officer | ASANTE Health Systems | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total RWP Workforce Board Membership = 25 Positions | | | | | |

Mandatory
Must be
20% of
Workforce
Board

Mandatory = WIOA Workforce Board Membership Requirement | * = Corporate Director | **New members** | **Reappointed Members**



ROGUE WORKFORCE PARTNERSHIP

MINUTES

ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD

January 17, 2019

Pacific Retirement Services - Third Floor Washington Room
1 W. Main Street Medford OR

MEMBERS PRESENT:

Scott Beveridge, Alex Campbell, Lance Corley, Michael Donnelly, Jessica Gomez, Shawn Hogan, Melissa Wolff, Nikki Jones, Brent Kell*, Norm Kester, Kirk Kolb, Paul Macuga*, Sherri Stratton, John Underwood, Trever Yarrish

*= *via phone/videoconference*

QUORUM PRESENT: Yes

OTHERS ATTENDING:

BBSI – Suz Montemayor

Quantum Innovations – Michele Laird

College Dreams - Jen Perry, Kurt Hildebrand

Southern Oregon Success – Peter Buckley

Business Oregon – Marta Tarantsy

*WorkSource Rogue Valley ResCare – Elizabeth Hamilton, Tabitha Northrop**

WorkSource Rogue Valley Employment Department – Andrea Cole, Guy Tauer, Ainourra Oussenbec, Tammy Schroeder, Joelle Khairallah

*Higher Education Coordinating Commission Office of Workforce Investments – John Asher**

Rogue Workforce Partnership: Sherri Emitte, Jill teVelde, Tami Allison, Dana Shumate, Jim Fong

CALL TO ORDER, WELCOME & INTRODUCTIONS

The Board meeting was called to order by Chair, Jessica Gomez at 2:04 p.m. A round of introductions were made. Jessica noted that we are looking at ways to further improve the quality and value of the board meetings and asked board members to think, as we move through the agenda, how we can do things better, better align our resources, and are we doing everything we can to build the best system?

ELECTION OF OFFICERS

Jim explained the unique governance structure that we have where the Corporate Directors are the functional executive committee of the larger Workforce Development Board. The process has been that whatever meeting is held first, the officers are elected. At the subsequent meeting the officers (same individuals for both bodies) need to be elected by that body. Jim indicated that at the last Corporate Director's meeting Jessica Gomez was elected as Chair and Mike Donnelly was elected as Vice-Chair.

Norm Kester moved to elect Jessica Gomez as Chair and Mike Donnelly as Vice-Chair of the Rogue Workforce Partnership Workforce Development Board. The motion was seconded by Scott Beveridge and approved unanimously.

CONSENT AGENDA

Scott Beveridge moved to approve the consent agenda. The motion was seconded by Kirk Kolb and was approved unanimously.

BUDGET, STRATEGIC INVESTMENTS, DASHBOARD, ROI

Jim reviewed the Organization/Governance chart that includes the 14 key functions and the purpose of the workforce board. Also included in the packet and reviewed was an excerpt taken directly from the federal regulations further explaining the functions of the local workforce board. Jim added that the federal law is only the baseline – not an exclusive list -- and we need to focus on what is happening and important to us as a community.

Jim noted that we have members on our board, such as school superintendents and higher education presidents, which other boards do not have because locally we are committed to the K-12 and higher education alignment.

Moving on to the budget, Jim explained that historically we have asked the workforce board to affirm the budget that has already been approved by the Corporate Directors. Questions were brought forth at the last workforce board meeting indicating that board members needed to have a better sense of what they are looking at. RWP staff went back to the drawing board and brought forth for review the original budget, the budget modification, along with a draft of a program/investment overview that further outlines what we are investing in currently. These documents were shown to the Corporate Directors, and both Commissioner Dyer, as well as Mike Donnelly, felt that these documents were a great start in beginning to show more information.

Jessica added that it is always a struggle with this type of work and she feels that the program/investment overview begins to connect the budgetary items to the programs.

Jim asked that board members continue to think of ways to refine as we move towards planning for next program year.

The group delved a little deeper into the overview, as well as the dashboard. Following are some comments and suggestions from board members:

- Color coding helps as a visual cue (red, yellow, green)
- Expand the expenditure column to see who the service providers are, and add more detail
- Add contract metrics
- Explore ways (specifically with DHS and OED) to tell the story about collective partnerships, leveraging resources, etc.
- They like the way the Washington state model flows
- Include only pass-through funds to avoid confusion

- Activities and leveraged funds need to be separate from the budget cycle
- They need to better understand the funding sources, who we are serving, and the services being provided
- They want to see the trajectory of how we are doing
- Are the people being served returning to the system? Track over time for metric of success
- They need both leading and trailing indicators

The conversation diverted a bit to the Pacific Crest Transformers grant. It was clarified that the state contracted directly with OED for the services and separately with RWP for admin and oversight of the contract. Jim iterated that this is the challenge in that we are an unconventional organization. In this case, for instance, we have oversight responsibility but not budget responsibility. The importance of showing this on our budget is that participants received benefits from the total of the funds. ***Jim said that we will bring back results from the Pacific Crest Transformers contract to the next workforce board meeting. Sherri Stratton indicated that quarterly reports have been done and that the ending report is now being developed and will be included in the next workforce board meeting packet.*** Sherri added that Pacific Crest Transformers became Trade Act eligible, which means they had access to more funds, such as support services.

In response to a question about what triggers the movement of funds between adult and dislocated worker funds, Sherri Emitte explained that with WIOA we can now transfer up to 100% of the funds between Adult and Dislocated Worker. Numbers served are tracked monthly and an allocation is calculated quarterly to show where the demand is.

Other clarity was provided that the formula allocation that we receive is provided by the state. Sherri went on to explain more in-depth the carry-in and carry-out money, stating that we receive an annual allocation for funds that are good for two years. Each year there is a rolling out of what funds we didn't spend and a rolling in to the next year. Sherri insures that she has an adequate amount of carry-out to smooth out any fluctuations in allocation; however, with some other grants, such as state grants, they are biennial and good for two years. Norm asked if it would behoove us to do a two-year budget as the state runs on a two year budget. Sherri indicated that we want an annual budget and monitor where we are as we go along, as we don't know from year to year what the state allocation will be. Jim added that we could, however, look at strategic investments in two-year increments. Sherri added that at the beginning of every biennium, we do lay out a two-year internal budget on those two-year grants.

Norm and Trever (and anyone else who would like to attend) will be invited to join the February Corporate Directors meeting to be present when we do a deeper dive with that group.

Jessica brought the group back to the agenda and asked that Sherri have the chance to go through the budget modification so we can get approval; and later in the agenda we can address what we perceive will be happening in the future and how we can use the information to insure we are more strategic.

Sherri reviewed the budget modification with the group and stated that when the original budget is presented, neither final allocations nor accruals are known, so the budget is the best calculation we have at that time. The modification trues up to actual allocations and accruals.

Mike Donnelly moved to approve the affirmation of the budget as stated on September 14, 2018 and the modification that occurred on November 29, 2018. The motion was seconded by Alex Campbell. With no further questions, the motion was approved unanimously.

Jessica thanked Sherri, Norm, and Trevor for digging in and helping the rest of the board to better understand the budget process.

ALIGNING STRATEGIC INVESTMENTS, DASHBOARDS & ROI

This item was covered in the above item.

MANAGING OUR WORK & MEETINGS FOR 2019

Jessica asked that the group discuss our board meetings, length, frequency, etc. She said that a lot of work that we have been doing over the past 10 years is currently getting traction and we want to be sure that we are updating the board in the manner that works best for them.

Strategic Roadmap Overview - Jim referred to the strategic roadmap and noted that we are using it as a framework with some of our sector groups. Jim stated, "Things really came to a head with the RAMP group when business leaders indicated they would pay for incumbent workers to attend CPT training, as well as the leadership changes at RCC that allowed this initiative to take traction." Jim then referred the group to the stepping stones diagram and noted that we are starting to put in place the stepping stones that are missing and meet the needs to put a pipeline to those companies who need workers.

Workforce & Talent Development Board Grants - Jim announced that we were one of only four areas who were awarded the Workforce Talent Development Board (WTDB) grants. He added that with the recent addition of Jill teVelde to the RWP staff, we are beginning to talk more about up-skill and back fill (training up current workers and backfilling with entry level workers).

The group commented on the opportunities we have available, such as the employability skills rubric recently adopted by RCC, as well as the Medford, Three Rivers and Grants Pass school districts. Alex suggested that in the spirit of celebrating success, we write a thank you letter to the schools as well as the Mail Tribune. ***Jim indicated he will draft a letter.***

John Underwood talked about the Quest project that SOREDI is doing where 1300 students are currently in the beta test down to the freshmen level.

The question was asked when supporting business logos could be added to the rubric, as both the RAMP and Healthcare sector groups have approved this action.

Employability Skills & Personal Effectiveness Skills - Jim reviewed the skills pyramid that came from the Department of Labor, and referred to tier 1 – Personal Effectiveness Competencies, as well as the level that we added below that that focuses on social and emotional well-being. Trevor added that there are

some great local resources, and we need to start thinking of how to weave these into our education system and bridge this with the current curriculum.

Kirk Kolb talked about legislative advocacy to fund social and emotional well-being in schools, and indicated that mindfulness has a huge growing presence in schools. Kirk feels it is great timing as a lot of work is happening around this; and employers are wanting to find out more about this, as well as ACES (Adverse Childhood Experiences).

Jim went on to talk about the work that Asante is spearheading around Ruby Payne's Bridges out of Poverty work, as well as the work that LaClinica is doing with Wings Personal Effectiveness Seminars. Jim noted that LaClinica has already agreed to take the Wings offering and reduce it to two days and offer to career-seekers on the weekends. We'll also be looking to expand serving youth with Wings programs too.

Peter Buckley addressed the group adding that they are also focusing the ACES training in the business community, such as law enforcement, etc. There is no cost for the training. Peter said to let him know if you are interested in bringing this training to your business/organization.

Paul Macuga talked about the experience he had in Vermont using the Bridges out of Poverty program, and indicated that Asante will be sending a few people to become certified, and will start working on an Employee Resource Network.

Workforce Readiness High School Diploma - Kirk Kolb stated that he feels the current high school diploma system is a barrier and does not give kids time for workforce exposure. Kirk feels that alternative diplomas would better align with workforce. ***Kirk indicated that he will be on a state call on this subject, and Jim will be contacting Lindsey Capps at the Department of Education.*** Peter Buckley added that Oregon has the highest credit standards and the shortest school year in the nation. Peter also noted that Klamath has a work-related diploma. ***Jim is advocating that Peter assist in legislative advocacy and be a partner resource.*** Shawn asked if this type of diploma will address some of the disconnects with the 40/40/20 goals? Kirk added that in Josephine County they are hiring staff for student internships in Grants Pass and Rogue River high schools. Some questions included:

- Could RWP invest in this?
- Should there be a different system in Jackson County?

The conversation morphed more into how to process all the things (actionable and informational) we talk about in these meetings, what can be sent to a workgroup, and what could possibly be pre-loaded as updates prior to meetings. Some members of the board feel that it is important to have the informational discussion as part of the meeting to better understand and discuss (treat as a crockpot rather than a microwave); and others felt that our collective time could be better spent if more information was received prior to the meeting. Jessica added that she feels we need to have some time to talk to each other and absorb everything that is going on – it doesn't always have to be about taking action. The group talked about what a happy medium might look like, suggesting pre-loading information items prior to the meeting. Paul Macuga added that something we looked at in the Healthcare Workforce Steering Committee group was not to spend too much time "admiring the

problem.” Paul indicated that he feels because of the diverse organizations at the table, the pre-loading of information may be a challenge.

Jessica went on to say that in her experience, if board meetings are held quarterly, they generally are four hours in length; and because our meetings are shorter (currently 3 hours), we are struggling to get through the agenda.

Nikki Jones added that the frustrating things about being a private business member on this board is that, as businesses, we are used to things happening fast, and it is hard to be satisfied with instead having things move at the “speed of government.”

Other suggestions included:

- Insure the meeting packet is sent out one week in advance of the meeting
- Consistency in agenda format
- Have continued report-outs from sector strategy groups

Sherri Stratton addressed the board indicating that she feels having private business at the table is really changing things; although it may not be seen quickly, it is happening and she appreciates the businesses participating – “It is impacting what we are trying to align”, Sherri stated.

The outcome of this conversation is:

- RWP staff will pre-load some of the information (experimenting with what the best format is) prior to the meeting
- Insure that the packet gets out a week prior to the meeting
- Continue to meet for 3 hours
- Be more strategic in the layout of the meeting
- An RWP staff person will be assigned to work with the Strategic Roadmap champions

Careers in Gear Update - Michelle Laird reported out on the upcoming Careers in Gear event to be held February 7, 2019. For the first time, there is an advanced manufacturing lab where companies such as Quantum Innovations, Diode Laser Concepts, CareStream, and Linx will be present to give kids hands-on experiences.

Dana Shumate will be on hand to give VIP tours, and over 2000 students are scheduled to come through the event

OTHER BUSINESS

No other items were brought before the Rogue Workforce Partnership.

ADJOURN

With no further discussion, the meeting was adjourned at 5:02 p.m.

Respectfully Submitted,

Tami Allison

Senior Project Manager

/tka

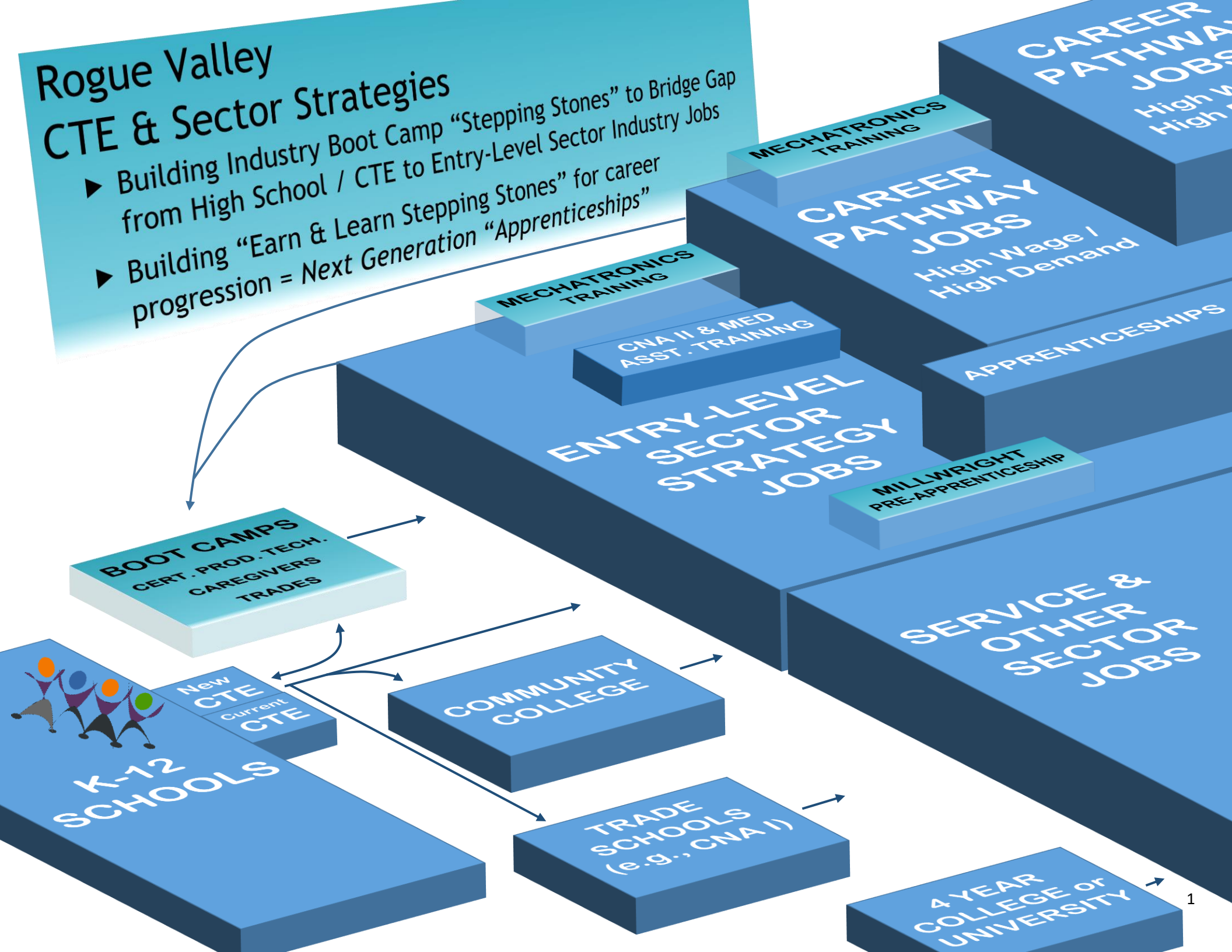
APPROVED:

Chair

Date

Rogue Valley CTE & Sector Strategies

- ▶ Building Industry Boot Camp “Stepping Stones” to Bridge Gap from High School / CTE to Entry-Level Sector Industry Jobs
- ▶ Building “Earn & Learn Stepping Stones” for career progression = Next Generation “Apprenticeships”






STRATEGIC INTENT

By the end of 2021, RWP will be nationally recognized for building community partnerships that help government, education, and industry leverage resources that create a dynamic system of access points for career opportunities, resulting in economic growth, sustainable programs, and a more highly skilled workforce.



ROGUE WORKFORCE PARTNERSHIP

| | | | |
|--|---|---|--|
| <p>MISSION</p> | <p><i>To advance the region's economic vitality by developing a business-responsive workforce that promotes prosperity.</i></p> | | |
| <p>STRATEGIC DRIVERS</p> |  <p>Align and leverage industry, government and education resources around workforce sector needs.</p> |  <p>Invest and support flexible and adaptable skills development programs.</p> |  <p>Create a clear system of monitoring and measuring efforts and impact.</p> |
| <p>KEY STRATEGIC INITIATIVES</p> | <p>Continue Sector Strategies work (+ skilled trades/apprenticeship paths) & embed needed skills into education & workforce training</p> <p>Mike Donnelly</p> | <p>Expand work-based training, internships, externships, job shadows, etc. & support development of experiential learning</p> <p>Trever Yarrish</p> | <p>Expand dashboard to include all workforce & education partners</p> <p>Rosemary Jernigan</p> |
| <p>Assess workforce/education skills training, & the gaps, barriers & potential connecting points; prioritize & consolidate efforts</p> <p>Alex Campbell</p> | <p>Develop employability/soft skills report card, get employers to require it, and create experiential learning for students & job-seekers</p> <p>Sherri Stratton (Jessica Gomez)</p> | <p>Define success measures of progress at system and individual levels.</p> <p>Shawn Hogan & John Underwood</p> | |
| <p>Strengthen key partnerships and work to align policies, investments and efforts at the local, state and federal levels</p> <p>Jessica Gomez</p> | <p>Identify technical skills training needs & capacities for industry sectors; create & scale collaborative solutions to meet the needs</p> <p>Norm Kester</p> | <p>Develop comprehensive performance metrics system – e.g. for each strategic driver, by sector, with longitudinal data, etc.</p> <p>Shawn Hogan & John Underwood</p> | |