



Agenda

**Rogue Workforce Partnership ~ Workforce Board Meeting**

Thursday, June 6, 2019 • 1:00-4:00 p.m.

RCC Table Rock Campus • Room 184 • 7800 Pacific Ave. White City OR

Video/Phone Conference access available: <https://zoom.us/j/878670124> Select your audio preference: 1) Use telephone: 1+ (669) 900-6833; Access Code: 878 670 124 (long distance charges apply); 2) Or, use computer microphone & speakers (headset recommended)

Time	Item	Action	Reporting
1:00	<b>Call to Order (5-10m)</b> <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>Shindig Debrief</li> </ul>		Jessica Gomez
1:05	<b>Consent Agenda (5-10m)</b> <ul style="list-style-type: none"> <li>March 13, 2019 RWP Workforce Board Minutes </li> <li>Executive Director Evaluation </li> <li>Sector Strategies - <i>Addition of Transportation/Logistics &amp; Construction Sectors</i> </li> </ul>	<b>Action</b>	Jessica
1:10	<b>One-Stop Operator (5-10m)</b> <ul style="list-style-type: none"> <li>Approval to negotiate &amp; contract with One-Stop Operator </li> </ul>	<b>Action</b>	Jim Fong
1:15	<b>Program &amp; Financial Investments (45m)</b> <ul style="list-style-type: none"> <li>Adult / DW Funds Transfer </li> <li>2019-2020 Program / Budget  <ul style="list-style-type: none"> <li>Investment Strategy Recalibration</li> <li>Dashboard </li> </ul> </li> </ul>	<b>Action</b>	Sherri, Jim & Jill
2:00	<b>Strategic Road Map / Objectives &amp; Key Results  (2 hrs.)</b>	<i>Discussion, Agreements &amp; Next Steps</i>	Jim, Jessica, John Bowling & All
4:00	<b>Adjourn</b>		Jessica

= Documents attached or will be handed out at meeting



## MINUTES

### ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD

March 13, 2019

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

#### MEMBERS PRESENT:

Scott Beveridge\*, Alex Campbell, Lance Corley\*, Michael Donnelly\*, Jessica Gomez, Shawn Hogan, Melissa Wolff, Brent Kell\*, Norm Kester, Kirk Kolb\*, Alex Poythress, Linda Schott, Brian Shumate, Sherri Stratton, Drew Waits, Trever Yarrish\*

\*= *via phone/videoconference*

#### QUORUM PRESENT: Yes

#### OTHERS ATTENDING:

*College Dreams* - Jen Perry, Gayle Luckey

*WorkSource Rogue Valley ResCare*- Tabitha Northrop

*WorkSource Rogue Valley Employment Department* – Josh Morell, Tammy Schroeder, Isaac Levi, Cindy Manning

*Rogue Workforce Partnership:* Sherri Emitte\*, Ida Saito, Jill teVelde, Tami Allison, Dana Shumate, Jim Fong

#### CALL TO ORDER

The Board meeting was called to order by Chair, Jessica Gomez at 2:10 p.m.

#### Welcome & Introductions

A round of introductions were made with Jessica noting that today we have a record number of attendees via remote access.

#### New / Renewing RWP Members & New County Commissioner Liaisons

Jim introduced Commissioner Bob Strosser (Jackson County) and Commissioner Darin Fowler (Josephine County) as the new liaisons to the RWP Corporate Directors. Both Commissioner Strosser and Commissioner Fowler will also serve as the Rogue Valley Workforce Consortium. Commissioner Strosser comes from a law enforcement background as well as City Council; while Commissioner Fowler comes from the electrical trade.

Jim noted that terms were renewed, at the last Rogue Valley Workforce Consortium meeting, for those member's terms that has expired.

Jim introduced Alex Poythress, Founder/Partner of REVEIL Agency as a new board member representing business. Alex just joined Medford City Council in January and has been focused on Economic Development and filling the workforce gap.

Jessica quickly mentioned that she will be doing a Ted Talk in May and will send out a notice when more information becomes available.

## CONSENT AGENDA

***Alex Poythress moved to approve the consent agenda consisting of the minutes from the January 17, 2019 Rogue Workforce Partnership Workforce Board Meeting. The motion was seconded by Shawn Hogan. The motion passed with one abstention by Alex Poythress.***

## INCUMBENT WORKER TRAINING POLICY

At the suggestion of State monitors, a separate policy was created for the state funds that we receive adding a stair-step progression for training building off of the amazing job RCC has done to establish a Career Tech Academy as well as incumbent worker training and soon to be layering in of transitioning workers. “We want to incentivize employer participation,” stated Jim. The policy integrates the federal match percentages and adds other levels creating opportunities for smaller businesses. Jill highlighted the differences from the WIOA policy.

A bit of discussion took place with some wording that appears to be out of alignment as it relates to laid off workers within 120 days. The group agreed that the wording needs to be revised or stricken from the policy in order to narrow it down to capture the intent and not exclude people.

RWP staff will take make revisions to the policy and bring it back to the Corporate Directors meeting for approval at their April meeting.

Members stated that they feel part of the broader conversation is regarding OJT’s and the need to create another policy that weaves the OJT policy with this policy to mesh the overall requirements. “ We want companies to participate; however, we still need to set limits,” Jim stated.

## BUDGET, STRATEGIC INVESTMENTS, DASHBOARD & ROI

### **Updated Dashboard + Historical Trend Data**

The group reviewed a document consisting of Adult and Dislocated Workers service trends for the years of 2014-2017, as well as career service trends and education and training service trends. Jim noted that although these numbers are duplicated counts, the hope is to be able to arrive at unduplicated counts in the future that will show how many people are coming through the door and what type of service they are receiving.

Inquiries were made regarding the bump in number in PY 16 that was due to co-enrollment in WIOA Title 1B (*Workforce Innovation & Opportunity Act*) and GF WEX (*Governor’s Fund – Work Experience*).

Jim went on to say that because we are currently at full employment, we don’t feel the need for OJT funding; however, we would like to redirect those resources to meet the current need. Members agreed with aligning incentives but at the same time we need to understand what our leading indicators are and start to understand the best pathway to success over time tying incentives to the outcomes we desire.

Sherri added that because Career Services is defined in the federal WIOA law and we are required to report to the state who then reports to the feds, we will always have to report this; however, we need to figure out what the other processes are that we want to create to get to the more focused, more intentional numbers and what is really relevant.

Jill directed the group to the third chart and indicated that employers can redirect the training funds and skill up the employees they have instead of hiring from other areas or from people they don't already know.

After more discussion about solving the problem of the chronically unemployed, it was determined that we will come back to this at a later date knowing that we are working toward a demand-driven system.

### **PY 2019-2020 Budget Development & Investment Strategy Guidance – Mainstreaming our Emerging “Up-Skill / Backfill” Strategy**

Jim shared that the emerging Up-Skill and Backfill strategy from RAMP and the Healthcare sector groups are new training capacities the RWP will likely want to mainstream with regular funding in the coming fiscal year. Discussion on integrating these promising practices into the PY 2019-2020 budget and program investment strategy will be brought to both the RWP - Corporate Directors and the full Workforce Board at upcoming meetings for consideration.

### **NEXT STEPS ON OUR RWP PRIORITIES, MEETINGS, ETC.**

#### **Refining our Strategic Roadmap**

Jim met with Trever and Norm and both then attended the Corporate Directors meeting to refine the strategic roadmap. The goal is to create greater clarity, focus and make the roadmap more actionable. In April and May we will convene workgroups to keep refining the roadmap to bring back to the workforce board in June.

#### **Setting Objectives & Key Results**

Jim referred to the book “Measure What Matters” by John Doerr and indicated that he is proposing that we do some of this work to identify the top two objectives of the Workforce Board. These might include:

1. Creating a Demand-Driven System
2. Helping to Build “Bridges out of Poverty”

Norm shared some suggestions:

- Have an actionable measureable objective to achieve over the long term and then back into the objective
- Work on the actions that lead to the objectives
- Define the key results
- Layout a roadmap to get us where we want to be

The group discussed many different goals and ways to accurately measure and decided to form small work groups and ask someone like John Bowling to facilitate the workgroups. Linda Schott along with Shawn Hogan, Mike Donnelly, Trever Yarrish and Norm Kester volunteered to be part of the workgroup. Next Steps:

- RWP staff will work to obtain a facilitator for the workgroups
- RWP staff will coordinate workgroup meeting times (may or may not use already scheduled Corporate Director meeting times)
- Bring back to the June Workforce Board meeting

#### **Adding Industry Sectors**

This item was not discussed.

## Q&A / DISCUSSION ON PRE-LOADED INFORMATION-SHARING TOPICS

### **Pacific Crest Transformer – Rapid Response & TAA**

Members of the group viewed a presentation prior to the meeting and the topic was opened for questions and comments:

- Presentation was informative
- Is the stated average wage of \$19.28 per hour after completion of the program better or worse?
- What was the previous wage?
- Josh Morell is working with the Trade Act Team in Salem for get more detailed information
- People could potentially use trade act funds to train to an even higher position
- Retraining funds do not expire

### **Audited Financial Statements**

The Corporate Directors received this presentation in their last meeting. Sherri indicated that the audit was clean.

### **Careers in Gear Update**

No questions or comments were made.

## OTHER BUSINESS

No other items were brought before the Rogue Workforce Partnership.

## ADJOURN

With no further discussion, the meeting was adjourned at 4:49 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

/tka

APPROVED:

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Chair

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Date



INFORMATION BRIEF

**TO:** Rogue Workforce Partnership

**FROM:** Sherri Emitte, Chief Finance and Administrative Officer

**SUBJECT:** Executive Director Evaluation

**DATE:** May 30, 2019

Per the RWP Bylaws, the Executive Director should be evaluated on an annual basis; however, an evaluation hasn't been performed for several years. At the May 16, 2019, Corporate Board meeting, the board decided to begin the evaluation process in the following manner.

The Corporate Board asked Jim Fong to prepare a one-page summary of:

- Key accomplishments and challenges over the past twelve months
- His strengths and opportunities, and
- Accomplishments he is most proud of.

They also asked that the full Workforce Board be surveyed with three questions:

- What should Jim keep doing?
- What should Jim stop doing?
- What should Jim start doing?

With this survey feedback from the Workforce Board, Jim's summary self-evaluation, and the Executive Director job description, the Corporate Board will proceed with the evaluation process at their July meeting, and consider any appropriate pay increase.

The Corporate Board will report out at the next Workforce Board meeting of the results of their process.



## ACTION BRIEF

**TO:** Rogue Workforce Partnership

**FROM:** Jill teVelde, Workforce Development Manager

**SUBJECT:** Addition of Transportation and Logistics and Construction as Priority Sectors

**DATE:** June 6, 2019

### BACKGROUND

Currently, the Rogue Workforce Partnership promotes the Advanced Manufacturing, Health Care, and Information Technology / E-Commerce as priority sector partnerships. In recent months, RWP received inquiries from representatives of the Transportation and Logistics and Construction industries requesting to be added to the list of priority sectors promoted by RWP citing challenges finding qualified workers.

Oregon Employment Department data supports their requests. The May 2019 Oregon Employment Department report titled [Oregon's Current Workforce Gaps](#) lists Construction as the second-largest number of challenging job vacancies (4,800), which also represented the highest share (85%) of difficult-to-fill vacancies by sector. Transportation, warehousing, and utilities employers reported the second-highest share of job vacancies as difficult to fill (75%).

Total annual wages for the Transportation and Logistics sector for Jackson County are \$38,306,065 and \$1,225,395 in Josephine County. The average annual wage is \$58,305 and \$38,294 respectively. On May 22, approximately 30 different transport and logistics companies met to kick-off a Transportation and Logistics Sector Partnership. The meeting was facilitated by consultant John Melville from Next Generation Sector Partnerships. The top two priorities identified by the group were 1) targeted talent – drivers, diesel technicians and logisticians, 2) marketing of industry.

Likewise, on April 10, the Associated General Contractors (AGC), Oregon Columbia Chapter, hosted a regional workforce development breakfast in Central Point. The intent of the meeting was to highlight key strategic objectives to grow and develop the construction workforce with a specific focus on informing educators and students about construction careers. Total annual wages for the Construction sector in Jackson County is \$228,338,772 and \$42,671,813 in Josephine County. The average annual wage is \$48,021 and \$39,918 respectively.

## SUMMARY

RWP staff would request that the Workforce Development Board approve the recommendation of the Corporate Directors to add the Transportation and Logistics and Construction sectors as priority sector groups and to add representation from these sectors to the full RWP Board and to the Corporate Directors Board.



## INFORMATION BRIEF

**TO:** Rogue Workforce Partnership

**FROM:** Jim Fong, Executive Director

**SUBJECT:** WIOA One-Stop Operator Competitive Procurement

**DATE:** June 6, 2019

### Background & Update

The Workforce Innovation and Opportunity Act (WIOA) stipulates that:

- RWP select or designate a One-Stop Operator through a competitive process at least once every 4 years, or we may choose to implement, a competitive selection process more than once every 4 years.

In August/September 2017, the RWP selected the **Oregon Manufacturing Extension Partnership** as the region's One-Stop Operator after theirs was the only proposal submitted from a Request for Proposal procurement process.

Serving as the One-Stop Operator since this time, OMEP has been a helpful ally to public workforce system partners in applying Lean continuous improvement methodologies to streamline and improve the efficiency of WorkSource Rogue Valley One-Stop operations.

During the past eight months RWP staff have been reviewing the status of the overall workforce system improvement efforts with the **Local Leadership Team of core WIOA required partners**. This team is comprised of regional leaders from: Oregon Employment Department, ResCare, Oregon Department of Human Services, Oregon Vocational Rehabilitation Division, and Rogue Community College – Adult Basic Skills. Southern Oregon Goodwill Industries also participates, but is not a WIOA required partner. A number of changes have occurred in the membership of this group, so recent discussions have centered on assessing and refocusing the collective service integration efforts of the team. The Team's objective is to improve the common customer experience, create more seamless and effective services, and generate greater customer success – both quantitatively and qualitatively.

RWP staff are also in the midst of preparing for the upcoming fiscal/program year. And recent conversations with the RWP - Workforce Board have focused on refining our strategic investments to align with new emerging areas of industry demand-driven training capacities that have come to fruition after a number of years of partnership "product" development. We want to expand our Up-Skill and

Backfill strategy, and engage all of our public workforce system partners so that all their customers can participate and be part of these expanded opportunities to achieve success.

As a result of these emerging adaptations to the ever-changing circumstances in our region, staff determined that now would be an opportune time to engage again in a new round of procurement for our region's One-Stop Operator. The current work of OMEP as the One Stop Operator has been more narrowly focused on LEAN and process improvement. This work was embedded within a larger overarching partnership effort to create greater alignment, service integration and implementation of the WorkSource Oregon Operational Standards v2.0. And while the OMEP work has been of value, exploring what other options might exist for an expanded scope in the One-Stop Operator's capacity is seen as an opportunity that should be pursued at this time.

Therefore, with the guidance and approval of the RWP – Corporate Directors, staff released a Request for Qualifications (RFQ) for the One-Stop Operator on May 3, 2019. With guidance from John Chamberlin, our WIOA national expert legal counsel, we determined that a more effective procurement method this round was to use an RFQ, rather than an RFP process.

This RFQ was posted on our website and was also sent to a list potential parties who might be interested and qualified to serve as the One-Stop Operator. This list is attached for your review.

Responses to the RFQ are due by June 3<sup>rd</sup>, and RWP staff will be reviewing and grading the submissions during the time period prior to the RWP – Workforce Board meeting on June 6<sup>th</sup>. Staff expect to provide additional information and a recommendation to the Workforce Board to take action on this One-Stop Operator procurement at the June 6<sup>th</sup> meeting.

This brief is being included in the packet to provide the above background information to Workforce Board members, so that you're prepared to receive this additional information and recommendation, and take action at our June 6<sup>th</sup> meeting.

## One Stop Operator RFQ

Name	Organization	email address
Michael Vu	ResCare Workforce Services	<a href="mailto:michaelvu@rescare.com">michaelvu@rescare.com</a>
Matt Sneed	ResCare Workforce Services	<a href="mailto:mattsneed@rescare.com">mattsneed@rescare.com</a>
Tabitha Northrop	ResCare Workforce Services	<a href="mailto:tabithan@worksourcerogue.org">tabithan@worksourcerogue.org</a>
Donna Lewelling	Oregon Higher Education Coordinating Commission	<a href="mailto:donna.j.lewelling@state.or.us">donna.j.lewelling@state.or.us</a>
James Pfarrer	Oregon Employment Department	<a href="mailto:James.f.pfarrer@oregon.gov">James.f.pfarrer@oregon.gov</a>
Sherri Stratton	Oregon Employment Department	<a href="mailto:sherri.l.stratton@oregon.gov">sherri.l.stratton@oregon.gov</a>
Pete Karpa	Oregon Vocational Rehabilitation	<a href="mailto:pete.karpa@dhsoha.state.or.us">pete.karpa@dhsoha.state.or.us</a>
Kari Kingsolver	Oregon Vocational Rehabilitation	<a href="mailto:KARI.KINGSOLVER@dhsoha.state.or.us">KARI.KINGSOLVER@dhsoha.state.or.us</a>
Dan Haun	Oregon Department of Human Services	<a href="mailto:daniel.r.haun@state.or.us">daniel.r.haun@state.or.us</a>
Melissaa Wolff	Oregon Department of Human Services	<a href="mailto:melissa.m.wolf@dhsoha.state.or.us">melissa.m.wolf@dhsoha.state.or.us</a>
Gena Grizzard	Oregon Department of Human Services	<a href="mailto:GENA.B.GRIZZARD@dhsoha.state.or.us">GENA.B.GRIZZARD@dhsoha.state.or.us</a>
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Linda Chase	Easter Seals	<a href="mailto:lchase@or.easterseals.com">lchase@or.easterseals.com</a>
Catherine Todd	Easter Seals	<a href="mailto:ctodd@or.easterseals.com">ctodd@or.easterseals.com</a>
Rich Nannini	Job Corp	<a href="mailto:rich.nannini@exodyne.com">rich.nannini@exodyne.com</a>
Tina Boldt	Job Corp	<a href="mailto:boldt.tina@jobcorps.org">boldt.tina@jobcorps.org</a>
Jason Elzy	Housing Authority	<a href="mailto:jason@hajc.net">jason@hajc.net</a>
Michael Fieldman	UCAN	<a href="mailto:mike.fieldman@ucan.org">mike.fieldman@ucan.org</a>
Kelly Wessles	UCAN	<a href="mailto:kelly.wessels@ucan.org">kelly.wessels@ucan.org</a>
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Aaron Fox	OMEP	<a href="mailto:afox@omep.org">afox@omep.org</a>
Tim Root	OMEP	<a href="mailto:troot@omep.org">troot@omep.org</a>







# ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

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June 10, 2019

Mr. John Asher  
Higher Education Coordinating Commission  
Office of Community College and Workforce Development  
875 Union Street NE  
Salem, OR 97311

Dear John,

The purpose of this letter is to request a plan modification through transferring an amount of \$429,000.00 from our Adult allocation to our Dislocated Worker (DLW) allocation.

## BACKGROUND

Rogue Workforce Partnership's (RWP) Adult and DLW allocations have varied from year to year. We understand that the State annually determines our local allocation of federal Department of Labor funds using many varied factors, and we were notified of our current year funding allocation last summer. We noticed that our DLW allocation was smaller than it had been, and assumed that it was because our local, as well as statewide, unemployment (UI) rate was at the lowest it has been in over 16 years. (Please see the attached charts and narrative provided by our local Oregon Employment Department economists, shown as Exhibit A). As encouraging as that lower UI rate is, we are seeing a different story play itself out in our One-Stop Centers located in Josephine and Jackson Counties

## OUR CUSTOMERS

Each month, we generate a report from iTrac data information system to analyze who is coming through our doors. This data helps us to refine our customer-centric approach, through better understanding the type of individuals we are serving at that moment in time (rather than reviewing past data at the end of each program year). Attached as Exhibit B, you will see (in both chart and graph forms) 21 months of data reporting the number of Adult and DLW participants that we serve. The Adult portion continually hovers at around 200 people per month, while the DLW portion varies greatly. We have found that, even though our unemployment rate is very low, we still have a lot of folks who are still facing unemployment due to greater obstacles that we are charged with supporting them to overcome through our service delivery model, and leveraging community partnerships. Perhaps they have recently received notice of a layoff, are experiencing long-term unemployment; or maybe they are a reoccurring customer who faces greater challenges to getting and keeping a job. As a result, we have consistently seen that around 72% of the WIOA Adult Participants qualify for DLW services, with the remaining 28% meeting Adult-only eligibility criteria. As a result, our DLW allocation has been expended more rapidly than we anticipated in response to our historically low unemployment rate.

## FUNDING ALLOCATIONS

On Exhibit C (and in the accompanying graph), you'll see the Adult and DLW allocations for the past six years. In that chart, you'll also see that six years ago the total allocation was 45% Adult and 55% DLW. This most recent

allocation was the opposite, at 56% Adult and 44% DLW. You'll also see that over those six years, we are receiving 12.5% more in Adult funding, but 26.5% less in DLW funding.

#### PRIOR FUND TRANSFERS

In May 2017, we requested a fund transfer from Adult to DLW in the amount of \$560,000. As you can see by the Exhibit C referred to in the above paragraph, this percentage of allocation versus client usage has been skewed for some time. As long as this trend continues, we'll need to continue to ask for fund transfers.

#### EXPENDITURES AND DRAWS

You'll see in the green section at the top of Exhibit D that out of the current year allocations, we've drawn \$333,941 from our Adult funding, and \$675,569 from our DLW funding, leaving a substantial balance of Adult funding, but much less DLW funding. Part of the reason for that is that we had more prior year Adult funding available at the beginning of this program year, and were able to use that up first. In fact, you'll see that we still have over \$127,000 of prior year Adult funding still available.

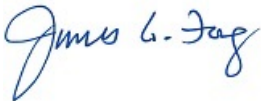
In the light blue section of this Exhibit, you'll see our actual expenses for the current program year through the end of March, as well as the draws taken during the same period. It is our standard operating practice to draw after the expenditure, so you'll see that we have an excess of expenses over the corresponding draws.

But when we look at the darker blue section, you'll see the budgeted expenditures through the program year. When you subtract the draws we've already requested from the remaining draws we'll need through the end of the year, and compare them to the amounts available for draw, you'll see that we would expect to have an excess of over \$459,000 in Adult funds above what we need, while at the same time, have a shortage of over \$351,000 in DLW funds. If we were to be denied a fund transfer, we would surely run out of DLW funding before the end of the year, while sitting with a much-more-than-adequate surplus of Adult funds.

While it appears that we would need only the \$351,000 to be transferred into the DLW allocation, we are requesting a transfer of \$429,000 (which is 57.2% of the PY18 DLW allocation). We expect to still have some funds still available to roll over into PY19; and we would prefer that the balance in the roll-over be allocated at the 28% Adult/72% DLW level in order to mitigate this same problem going into PY19. I will say, however, that with the PY19 Adult and DLW state allocation having a 42%/58% ratio, we most likely will see the same problem this next year.

Thank you for your consideration of our request. If you have questions or need any additional information, please call me or Sherri Emitte.

Sincerely,



James G. Fong  
Executive Director

The Laus Report tool is located on [QualityInfo.org](http://QualityInfo.org), a website of the Oregon Employment Department

Local Area Unemployment Statistics



Source: Oregon Employment Department Qualityinfo.org

Grants Pass, OR MSA

Unemployment Rate

(Seasonally Adjusted)

Downloaded: May 30, 2019 1:13 PM

Source: Oregon Employment Department Qualityinfo.org

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2001	6.9	7.1	7.4	7.8	8.1	8.4	8.6	8.8	9.1	9.3	9.4	9.5	8.4
2002	9.4	9.3	9.1	9.0	8.8	8.7	8.7	8.6	8.3	8.3	8.2	8.2	8.7
2003	8.4	8.7	9.0	9.3	9.5	9.6	9.5	9.3	9.1	8.9	8.7	8.5	9.0
2004	8.4	8.3	8.3	8.3	8.3	8.3	8.4	8.4	8.4	8.3	8.0	7.8	8.3
2005	7.5	7.4	7.3	7.3	7.3	7.3	7.4	7.4	7.3	7.2	7.0	6.8	7.3
2006	6.6	6.4	6.3	6.3	6.4	6.5	6.6	6.7	6.8	6.9	6.9	6.9	6.6
2007	6.9	6.8	6.8	6.8	6.8	6.8	6.9	7.0	7.2	7.4	7.6	7.7	7.0
2008	7.8	7.8	7.8	7.8	8.0	8.2	8.6	9.2	10.0	10.9	11.8	12.7	9.2
2009	13.5	15.2	15.3	15.2	15.1	14.8	14.4	14.2	14.0	13.9	14.0	14.2	14.5
2010	14.4	14.6	14.6	14.5	14.3	14.1	13.9	13.7	13.6	13.5	13.5	13.4	14.0
2011	13.2	13.0	12.8	12.7	12.6	12.6	12.6	12.5	12.5	12.4	12.4	12.4	12.6
2012	12.3	12.3	12.3	12.3	12.2	12.1	12.1	12.0	12.1	12.1	12.0	12.0	12.2
2013	11.8	11.7	11.5	11.4	11.2	11.1	11.0	10.9	10.8	10.6	10.4	10.3	11.1
2014	10.2	10.1	9.9	9.8	9.6	9.5	9.3	9.2	9.0	8.8	8.6	8.4	9.4
2015	8.2	8.0	7.9	7.9	7.9	7.8	7.7	7.7	7.6	7.4	7.3	7.1	7.7
2016	7.0	6.9	6.8	6.8	6.8	6.7	6.6	6.4	6.2	6.0	5.8	5.6	6.5
2017	5.5	5.4	5.3	5.3	5.3	5.4	5.4	5.4	5.4	5.4	5.4	5.4	5.4
2018	5.4	5.5	5.5	5.4	5.4	5.4	5.4	5.5	5.6	5.6	5.7	5.7	5.5
2019	5.8	5.7	5.7	5.6	-	-	-	-	-	-	-	-	-

**Local Area Unemployment Statistics (LAUS)**

**Grants Pass, OR MSA**

**Unemployment Rate**

**(Not Seasonally Adjusted)**

**Downloaded: May 30, 2019 1:13 PM**

**Source: Oregon Employment Department Qualityinfo.org**

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2001	8.0	8.6	8.4	8.0	7.9	7.9	8.3	8.6	8.0	8.5	9.0	9.1	8.4
2002	11.0	10.6	10.1	9.2	8.0	8.5	8.8	8.3	7.3	7.5	7.9	7.9	8.7
2003	9.5	9.5	10.0	9.9	9.1	9.3	9.3	9.0	8.3	8.0	8.1	8.2	9.0
2004	9.9	9.6	9.4	8.3	7.6	8.2	8.2	8.1	7.5	7.6	7.7	7.5	8.3
2005	8.7	8.6	8.0	7.4	6.8	7.2	7.2	7.1	6.4	6.5	6.8	6.5	7.3
2006	7.7	7.5	7.2	6.5	5.8	6.2	6.7	6.5	5.7	5.9	6.5	6.8	6.6
2007	8.2	8.0	7.7	6.9	6.1	6.7	6.9	6.7	6.2	6.6	7.0	7.6	7.0
2008	9.3	9.0	9.0	7.9	7.3	7.8	8.6	9.1	8.8	9.9	11.4	12.4	9.2
2009	15.1	16.5	16.4	15.4	14.5	14.6	14.4	13.7	12.8	13.1	13.3	14.1	14.5
2010	15.6	15.6	15.5	14.6	13.7	13.9	13.8	13.6	12.7	12.8	13.3	13.2	14.0
2011	14.3	13.9	13.5	12.5	12.0	12.6	12.6	12.7	11.7	11.8	11.8	12.2	12.6
2012	13.4	13.5	13.1	12.1	11.3	12.1	12.4	12.0	10.9	11.4	11.7	11.9	12.2
2013	13.1	12.6	12.1	11.1	10.6	11.3	11.2	10.7	9.8	10.2	10.1	10.0	11.1
2014	11.2	11.1	10.9	9.6	9.1	9.1	9.4	9.2	8.3	8.3	8.3	8.0	9.4
2015	9.2	9.0	8.6	7.9	7.4	7.7	8.0	7.6	6.6	6.9	7.1	6.9	7.7
2016	7.7	7.6	7.6	7.0	6.2	6.6	6.7	6.4	5.5	5.6	5.4	5.3	6.5
2017	6.4	6.3	5.9	5.2	4.8	5.2	5.5	5.5	4.7	4.7	4.8	5.2	5.4
2018	6.5	6.3	6.3	5.3	4.7	5.3	5.6	5.5	4.7	5.1	5.4	5.8	5.5
2019	7.1	6.4	6.2	5.2	-	-	-	-	-	-	-	-	-

**Medford, OR MSA**

**Unemployment Rate**

**(Seasonally Adjusted)**

**Downloaded: May 30, 2019 1:13 PM**

**Source: Oregon Employment Department Qualityinfo.org**

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2001	5.5	5.7	5.9	6.1	6.3	6.5	6.6	6.8	7.1	7.3	7.6	7.7	6.6
2002	7.8	7.8	7.7	7.5	7.4	7.3	7.3	7.2	7.2	7.2	7.2	7.2	7.4
2003	7.3	7.4	7.6	7.7	7.9	7.9	7.9	7.8	7.7	7.6	7.6	7.5	7.7
2004	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.1	7.0	6.9	6.8	7.1
2005	6.6	6.5	6.3	6.3	6.2	6.2	6.1	6.1	6.1	6.0	5.9	5.9	6.2
2006	5.8	5.8	5.7	5.7	5.7	5.7	5.6	5.6	5.6	5.6	5.6	5.6	5.7
2007	5.6	5.5	5.5	5.5	5.5	5.5	5.6	5.6	5.7	5.8	5.9	6.1	5.6
2008	6.2	6.4	6.6	6.8	7.1	7.4	7.8	8.3	8.9	9.6	10.3	11.1	7.9
2009	11.8	12.4	12.9	13.2	13.3	13.3	13.1	12.9	12.7	12.6	12.5	12.4	12.8
2010	12.4	12.5	12.5	12.5	12.5	12.6	12.6	12.6	12.5	12.4	12.2	12.0	12.5
2011	11.9	11.7	11.7	11.7	11.8	11.8	11.8	11.8	11.8	11.7	11.6	11.5	11.7
2012	11.5	11.4	11.3	11.3	11.2	11.1	11.0	11.0	11.0	10.9	10.8	10.6	11.1
2013	10.4	10.2	10.0	9.9	9.8	9.7	9.7	9.7	9.6	9.5	9.4	9.3	9.7
2014	9.2	9.1	8.9	8.8	8.6	8.4	8.3	8.2	8.0	7.9	7.7	7.5	8.4
2015	7.4	7.3	7.2	7.1	7.0	6.8	6.7	6.6	6.5	6.4	6.3	6.2	6.8
2016	6.1	6.1	6.0	6.0	6.0	5.9	5.8	5.7	5.6	5.4	5.3	5.1	5.7
2017	5.0	4.9	4.8	4.8	4.7	4.7	4.7	4.7	4.7	4.7	4.7	4.7	4.7
2018	4.7	4.7	4.7	4.7	4.6	4.6	4.7	4.8	4.9	5.0	5.0	5.0	4.8
2019	5.1	5.0	5.0	4.9	-	-	-	-	-	-	-	-	-

Local Area Unemployment Statistics (LAUS)

Medford, OR MSA

Unemployment Rate

(Not Seasonally Adjusted)

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2001	6.5	7.0	6.8	6.7	6.0	6.7	6.9	6.7	6.0	6.1	6.4	7.0	6.6
2002	9.6	9.2	8.7	7.9	7.1	7.6	7.5	7.1	6.0	6.0	6.3	6.3	7.4
2003	8.5	8.6	8.6	8.3	7.7	8.4	8.2	7.7	6.8	6.5	6.5	6.7	7.7
2004	8.5	8.4	8.4	7.3	6.8	7.4	7.3	7.2	6.2	6.2	6.2	5.9	7.1
2005	7.7	7.6	7.1	6.4	5.9	6.3	6.4	6.1	5.3	5.2	5.4	5.2	6.2
2006	6.8	6.8	6.5	5.9	5.2	5.7	5.9	5.7	4.7	4.7	5.2	5.1	5.7
2007	6.6	6.6	6.3	5.6	5.0	5.5	5.9	5.6	4.9	5.0	5.2	5.7	5.6
2008	7.5	7.4	7.6	7.1	6.8	7.3	7.7	8.2	7.5	8.2	9.3	10.5	7.9
2009	13.3	14.4	14.7	14.0	13.3	13.3	13.1	12.4	11.2	11.1	11.1	11.9	12.8
2010	13.8	13.8	13.9	13.1	12.4	12.7	12.5	12.4	11.3	11.0	11.4	11.2	12.5
2011	12.9	12.9	12.9	12.1	11.5	12.1	12.1	11.8	10.6	10.5	10.6	11.0	11.7
2012	12.5	12.7	12.4	11.5	10.7	11.3	11.4	10.9	9.8	9.8	9.9	10.2	11.1
2013	11.5	11.1	10.8	9.9	9.4	9.9	10.3	9.4	8.5	8.8	8.7	8.6	9.7
2014	10.1	10.0	10.0	8.9	8.4	8.3	8.7	8.2	7.2	7.0	7.1	6.9	8.4
2015	8.0	8.0	7.9	7.2	6.8	7.0	7.1	6.6	5.6	5.7	5.8	5.7	6.8
2016	6.7	6.7	6.7	6.2	5.7	6.1	6.2	5.8	4.9	4.8	4.7	4.6	5.7
2017	5.6	5.5	5.4	4.8	4.4	4.8	5.1	5.0	4.1	4.0	4.1	4.2	4.7
2018	5.5	5.5	5.4	4.7	4.2	4.8	5.0	4.9	4.1	4.3	4.5	4.8	4.8
2019	5.9	5.5	5.4	4.7	-	-	-	-	-	-	-	-	-

\* The Grants Pass MSA includes all of Josephine County.

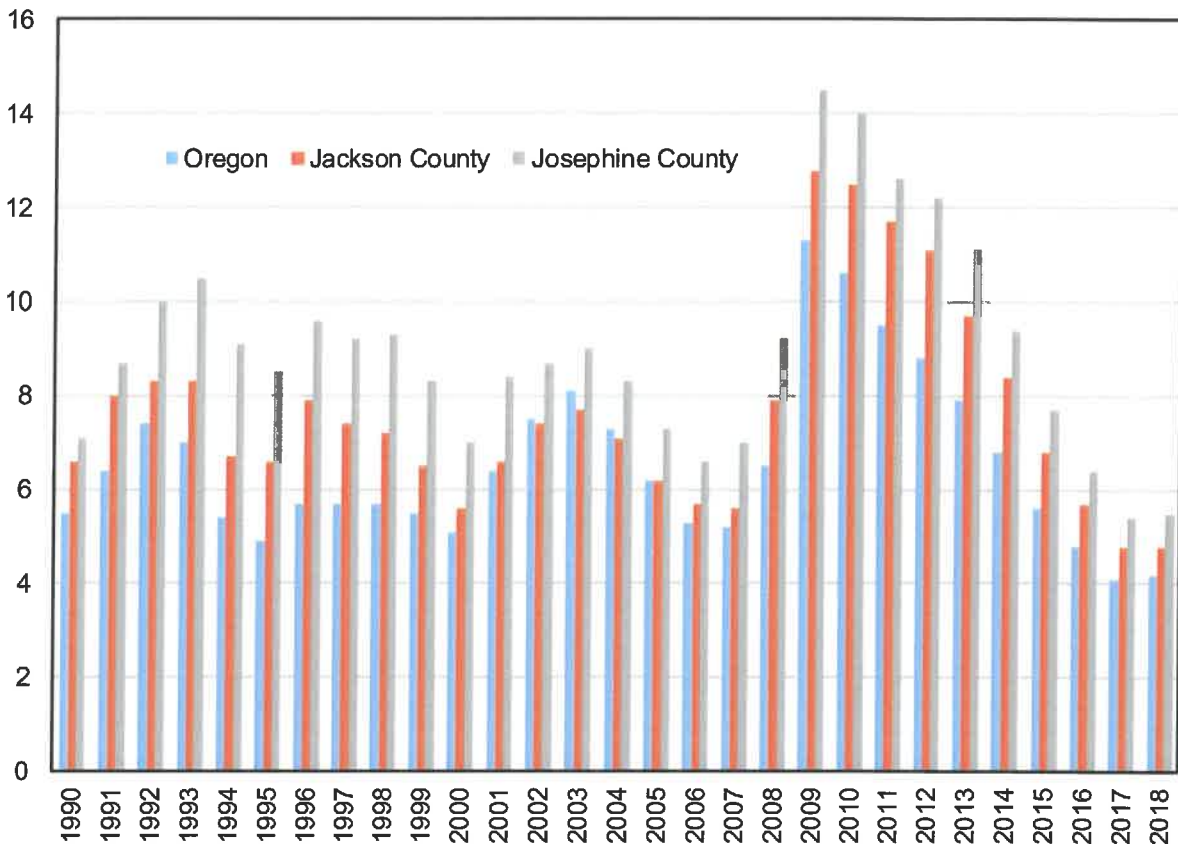
\* The Medford MSA includes all of Jackson County.

## Rogue Valley Labor Force, Unemployment and Employment

Guy Tauer

In recent articles, we frequently discussed payroll employment trends or nonfarm payroll employment by industry. These data looked at counts of jobs based on where the businesses or jobs were located. Now we are going to change gears slightly and examine labor force data from the Local Area Unemployment Statistics (LAUS) program. These statistics are a count of people based on where they reside. These data include estimates of the civilian labor force, total employed, and total unemployed by county and some larger towns and cities.

### Unemployment Rates, 1990-2018



### Unemployment Rates

The most often cited figure is the unemployment rate. While you may hear some say that the "real" unemployment rate is much higher than the published figures, this definition of unemployment has been measured and calculated consistently going back to 1990 for local areas. It is a comparable measure of labor utilization and reflects the relative ease or difficulty for job seekers finding work and employers finding workers. By using the same definition over time, it is possible to track trends and compare current economic conditions to the past.

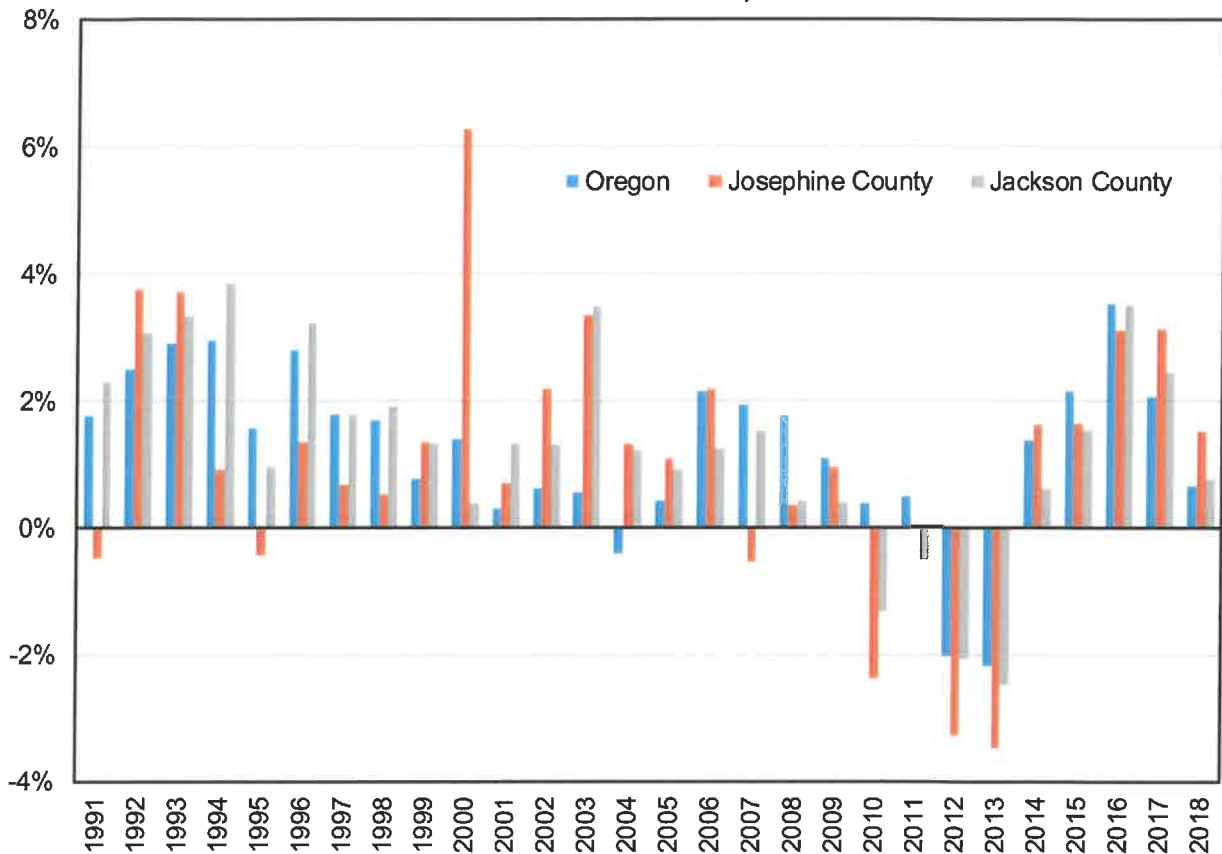
In Jackson County, the annual average unemployment rate fell to low points of 5.6 percent in 2000 at the end of a 10-year economic expansion and again in 2007 during the housing boom. The Great Recession resulted in a spike in the rate, which reached a peak in 2009 at 12.8 percent. Since then, unemployment rates fell steadily to a record low of 4.8 percent in 2017 and 2018.

Josephine County's unemployment rate fell somewhat steadily from 10.5 percent in 1993 to its previous record low of 6.6 percent in 2006. During the Great Recession in just three short years the rate spiked to 14.5 percent in 2009. In the eight subsequent years, unemployment rates edged continually lower to a new record series low of 5.4 percent in 2017 and essentially unchanged in 2018 at 5.5 percent. As labor markets tightened with historically low unemployment rates, wages are beginning to show signs of rising in response to the difficulty employers have in recruiting and retaining workers. In the U.S., new claims for unemployment insurance recently hit a 45-year low.

### **Civilian Labor Force**

The civilian labor force (CLF) is the sum of the non-institutionalized population ages 16 and older who are either employed or unemployed. In Jackson County, the civilian labor force grew steadily from 73,122 in 1990 to reach a peak of 102,309 in 2009. From 2009

## Labor Force Growth Rate, 1991-2018



to 2013 the CLF fell by about 6,550 to reach 95,760. Retirements of baby-boomers could be a factor in the decline. During the next four years, the CLF rose again to reach 104,763 in 2018, a new record peak. An improving job market and employment growth along with an increase in the population were plausible reasons for the resumption of labor force growth.

Although significantly smaller, Josephine County's civilian labor force had a similar pattern of change from 1990 to 2017 compared with neighboring Jackson County. Josephine's labor force grew from 26,457 in 1990 to a previous peak of 35,332 in 2009. The labor force declined from 2009 to 2013, dropping by 3,192. During the next five years, steady job growth contributed to rising labor force totals in Josephine County. In 2018 Josephine County also reached a record, at 35,952.

Comparing growth rates of the labor force between the Rogue Valley and Oregon, we see that the Rogue Valley had slightly steep labor force losses during and just after the Great Recession. During the recovery over the past four years, the Rogue Valley labor force growth rates nearly matched statewide trends. Labor force growth rate slowed in 2018 for Oregon, Jackson and Josephine Counties

Another statistic often cited is the labor force participation rate (LFPR). This is the percent of the 16 and older population that is in the labor force. Oregon's LFPR in 2016

was 62.6 percent. Jackson County's LFPR was estimated at 57.6 percent and Josephine trailed both Oregon and Jackson at 48.5 percent. The LFPR is correlated to the average age of the area's population. In Oregon, 16.8 percent of the population was 65 years and older in 2016. Jackson (21.3%) and Josephine (26.1%) had higher shares of older residents. Those ages 65 and older are less likely to be in the labor force than younger age groups. Curry County had among the lowest LFPR among Oregon counties in 2016, and also the highest percent of population ages 65 and older.

### **Total Employed**

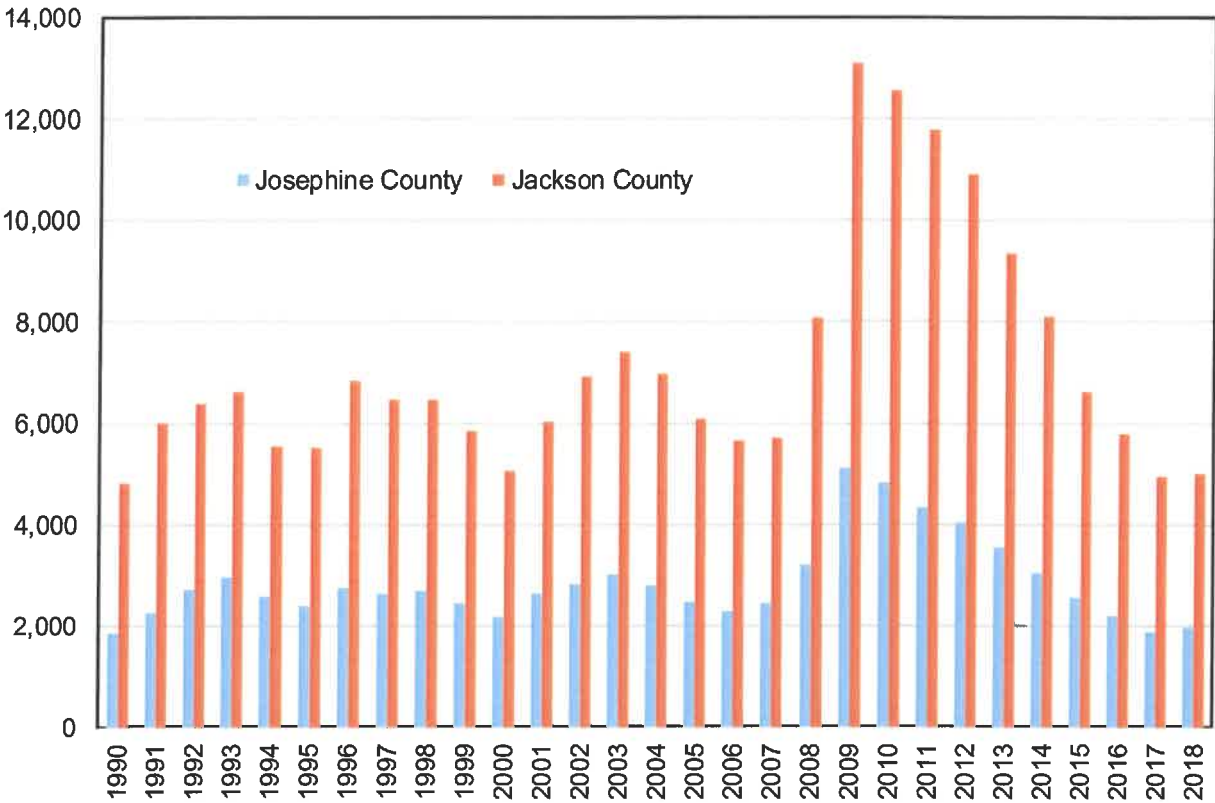
Total employed is a count of people who are employed by place of residence, including self-employed, wage and salary workers, agriculture and other workers whether or not they are working in a payroll job. Total employed in Jackson County followed a similar trend to the CLF. The prior peak occurred in 2007 just before the Great Recession came crashing down. Total employed fell from 95,750 in 2007 to 86,407 in 2013, or a 9.8 percent decline in six years. Rising total employed in the past five years brought the number above the 2007 peak, reaching 99,740 in 2018.

Josephine County's total employed pattern was similar to Jackson's, with the peak occurring a year sooner in 2006. Josephine had a slightly steeper loss, with total employed dropping by 12.8 percent from 2006 to 2013. Since that time, total employed rose steadily and is above the previous pre-recession peak by 1,534 as of 2018, reaching 33,939.

## Total Unemployed

Between 1990 and 2007, the number of unemployed in Jackson County varied between about 5,000 and 7,500. During the Great Recession, the figure spiked to more than 13,000 unemployed Jackson County residents. Over the next nine years, total unemployed dropped to about 5,000, comparable with the lowest levels in the past 30 years. But even in relatively good times, a significant number of individuals who looked for work in the past month did not obtain a job.

### Total Unemployed, 1990-2018



Josephine County's total pattern mirrored Jackson County's since 1990. The number more than doubled from less than 2,500 in 2007 to more than 5,100 just two years later in 2010. Unemployed dropped steadily through 2017, to about 1,900 and climbed just slightly in 2018 to 1,990. This nearly matched the lowest net number of unemployed Josephine County residents since the year 1990. These longer term labor force data highlight the depth and the severity of the most recent downturn in the local area and the steady improvement in more recent years. Each year, the Bureau of Labor Statistics revises these data with more up-to-date information, so consider the 2018 data preliminary and subject to revision.

Rogue Workforce Partnership  
 Adult and Dislocated Worker Participants  
 July 2017 - March 2019

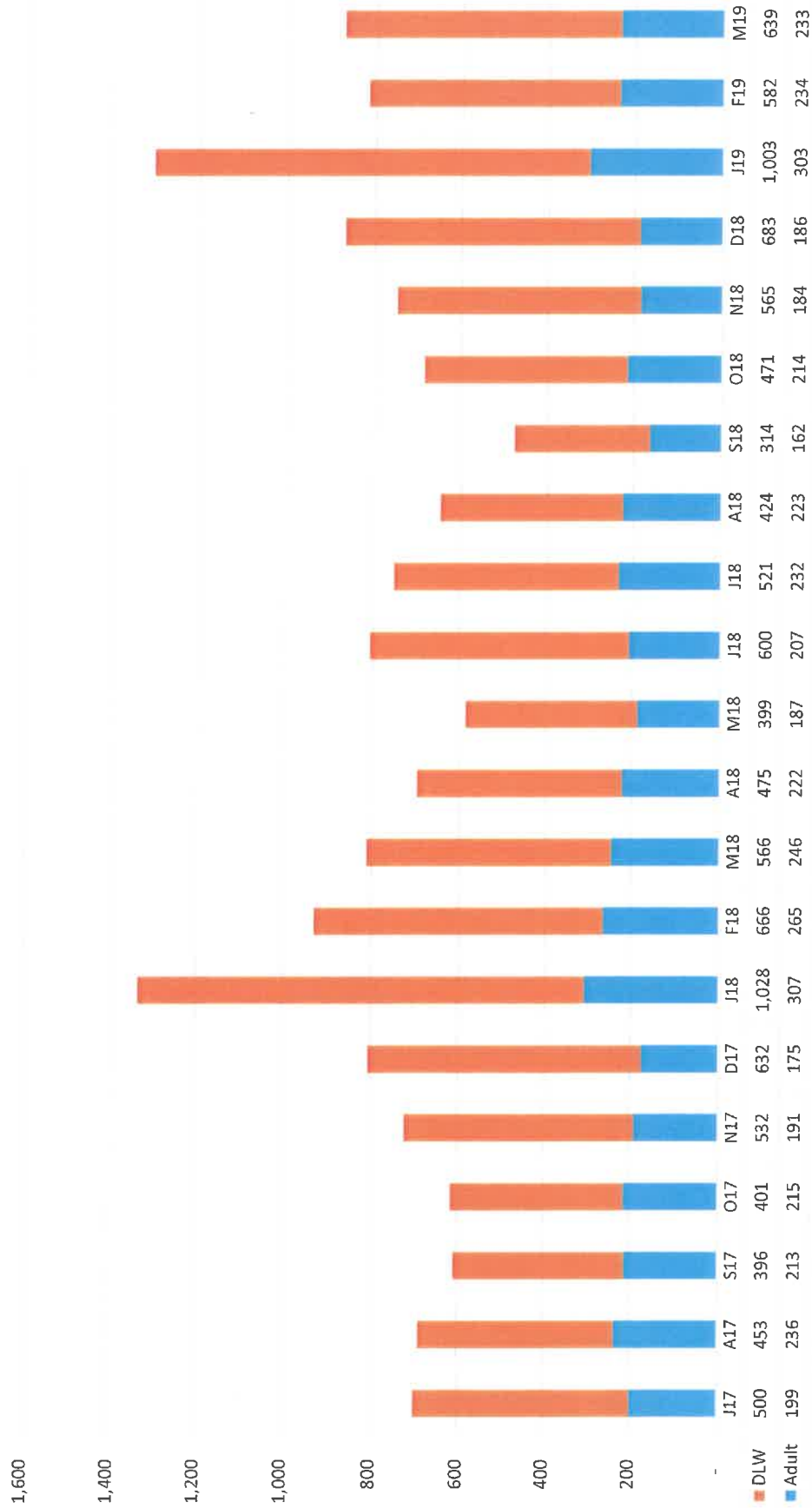


Exhibit B

Rogue Workforce Partnership  
Allocation History

	Adult	DLW	Total	Adult	DLW
PY12	\$848,547	\$1,019,619	\$1,868,166	45%	55%
PY13	\$808,090	\$911,427	\$1,719,517	47%	53%
PY14	\$831,595	\$792,191	\$1,623,786	51%	49%
PY15	\$797,884	\$903,473	\$1,701,357	47%	53%
PY16	\$1,059,696	\$869,965	\$1,929,661	55%	45%
PY17	\$906,955	\$1,001,791 *	\$1,908,746	48%	52%
PY18	\$954,219	\$749,872	\$1,704,091	56%	44%
7-year change	12.5%	-26.5%	-8.8%		

\* This amount reflects the addition of \$173,929 in additional funding in March 2019

WIOA Adult and Dislocated Worker Allocation History PY12 - PY18

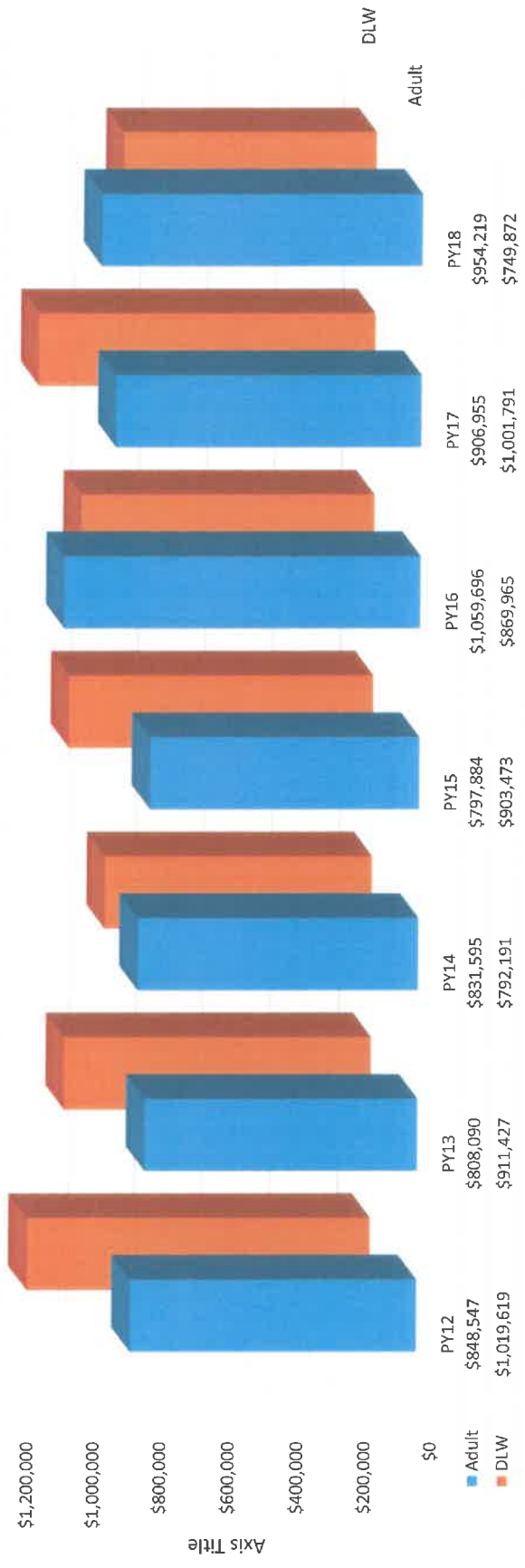


Exhibit C (2/2)

**Rogue Workforce Partnership  
PY18 Allocations, Draws and Expenses**

	<u>Adult</u>	<u>DLW</u>	<u>Total</u>
Prior Year Balances Available at 7/1/18			
Program	398,697	423,145	821,842
Admin	63,059	87,096	150,155
	<u>461,756</u>	<u>510,241</u>	<u>971,997</u>
Draws from prior year allocation	(333,941)	(336,312)	(670,253)
Balance of prior year allocation	<u>127,815</u>	<u>173,929</u>	<u>301,744</u>
 PY18 Allocations			
Program	858,798	674,886	1,533,684
Admin	95,421	74,986	170,407
	<u>954,219</u>	<u>749,872</u>	<u>1,704,091</u>
Draws from current year allocation	-	(339,257)	(339,257)
Balance of current year allocation	<u>954,219</u>	<u>410,615</u>	<u>1,364,834</u>
 Total available balance	<u><u>1,082,034</u></u>	<u><u>584,544</u></u>	<u><u>1,666,578</u></u>
 Draws Jul 18 - Mar 19			
From prior year allocation	333,941	336,312	670,253
From current year allocation	-	339,257	339,257
Total Draws	<u>333,941</u>	<u>675,569</u>	<u>1,009,510</u>
 Expenses Jul 18 - Mar 19	402,223	787,801	1,190,024
Less draws (same period)			
Program	(284,376)	(605,866)	(890,242)
Admin	(49,565)	(69,703)	(119,268)
	<u>(333,941)</u>	<u>(675,569)</u>	<u>(1,009,510)</u>
Expenses over Draws	<u><u>68,282</u></u>	<u><u>112,232</u></u>	<u><u>180,514</u></u>
 Budgeted Expenditures PY18	956,778	1,611,408	2,568,186
Less Draws thru Mar 19	(333,941)	(675,569)	(1,009,510)
Remaining draws needed	<u>622,837</u>	<u>935,839</u>	<u>1,558,676</u>
 Available for Draw	1,082,034	584,544	1,666,578
Less remaining draws needed	(622,837)	(935,839)	(1,558,676)
Overavailable / (Underavailable)	459,197	(351,295)	107,902
Amount of Transfer Requested	<u>(429,000)</u>	<u>429,000</u>	<u>-</u>
Availability after Transfer	<u><u>30,197</u></u>	<u><u>77,705</u></u>	<u><u>107,902</u></u>
	28%	72%	100%

Exhibit D



<b>Workforce Innovation and Opportunity Act (WIOA) Title I Guidance Letter</b>		
Subject: Criteria Regarding Local Area Transfer of Funds Between the WIOA Adult and Dislocated Worker Programs		
Number/Reference: N/A	Review Date: 7/1/2019	Revision # Original

### Overview

This guidance letter provides the criteria that local workforce development boards (WDB) must adhere to when transferring WIOA title I funds between the Adult and Dislocated Worker programs.

WIOA section 133(b)(4) describes the transfer authority of local WDBs. Oregon's WIOA State Plan describes the process local WDBs must use when requesting this transfer authority. This guidance letter reiterates that process and includes additional procedural details (updated office names, addresses, etc.) that do not substantially alter the criteria described in Oregon's WIOA State Plan.

### General Information

A local WDB may transfer:

- Up to 100% of a program year allocation\* for adult employment and training activities to dislocated worker activities
- Up to 100% of the program year's allocation for dislocated worker employment and training activities may be transferred to adult employment and training activities.

Before making such a transfer, a local WDB must obtain written approval from the Office of Workforce Investments (OWI).

Prior to any transfer of adult employment and training funds or dislocated worker employment and training funds, local WDBs must submit a letter to OWI for approval to transfer the funds. The letter must be in the form of a request for a local plan modification and include the following criteria for review and approval by OWI:

- (1) The reason(s) for the request to transfer funds and the percentage the transfer represents of the program allocation;
- (2) The fund source of the transfer;
- (3) The amount of funds involved in the transfer;
- (4) A program analysis that includes:
  - (a) An assurance that the transfer of funds will not have an adverse impact in providing services to participants and that necessary services and participant planned activities will be maintained in the program from which the funds are transferred;
  - (b) The labor market conditions contributing to the need for the transfer;
  - (c) A discussion of the local area's past history of the request for transfers and how previous transfers impacted participants and funds;
  - (d) If funds are transferred from the dislocated worker program, the analysis must provide a strategy the local WDB will employ to ensure that dislocated workers affected by unanticipated layoffs or closures will receive required rapid response services;

## State of Oregon Workforce Programs

- (e) Current cash draws versus year-to-date expenditures for Adult and Dislocated Worker programs.
- (5) A local WDB may request a transfer of funds anytime during the program year. The local area must confirm that this transfer will not reduce the required rate of expenditure of the fund source to which funds are transferred by the end of the program year. The Department of Labor requires that 80% of the WIOA title I Adult and Dislocated Worker resources be expended or obligated by the end of each program year.
- (6) The transfer request must be accompanied by the local WDB meeting minutes that include the board request for approval of the transfer. The minutes must also reflect that at least one labor board member was present at the local WDB meeting at which the transfer was discussed and acted upon.

(\* "program year allocation" from 20 CFR 683.130 has the same meaning as "base allocation", used in the *WIOA State Plan for the State of Oregon*.)

### **Contact**

The Office of Workforce Investments at  
[HECC\\_OWI\\_WORKFORCE\\_POLICY@oregon.gov](mailto:HECC_OWI_WORKFORCE_POLICY@oregon.gov)



**ACTION BRIEF**

**TO:** Rogue Workforce Partnership  
**FROM:** Sherri Emitte, Chief Finance and Administrative Officer  
**SUBJECT:** PY19 Budget Approval  
**DATE:** May 30, 2019

**BACKGROUND**

On May 16, 2019, we presented to the RWP Corporate Board the attached budget for the 2019-2020 program year (PY19). The total annual budget amount is \$4,254,835, which is a decrease of \$880,197 from the previous year's modified budget.

The attached memo, dated May 9, 2019, contains the information provided to the Corporate Board at their meeting, and shares the details of the various budget components. The Corporate Board unanimously recommended this proposed budget for approval by the Workforce Board.

**SUMMARY**

RWP Staff would request that the Workforce Development Board approve the PY 19 RWP Budget of \$4,823,865 that was recommended by the Corporate Board on May 16, 2019.

**ROGUE WORKFORCE PARTNERSHIP  
BUDGET FOR YEAR ENDING JUNE 30, 2020**

	<b>MODIFIED 2018-19</b>	<b>PROPOSED 2019-20</b>	<b>DIFFERENCE</b>
<b>REVENUES</b>			
<b>WORKFORCE INNOVATION &amp; OPPORTUNITY ACT</b>			
Title 1B Adult	956,778	783,797	(172,981)
Title 1B Dislocated Worker	1,611,408	1,754,884	143,476
Title 1B Youth	1,306,687	1,048,232	(258,455)
High Concentration of Eligible Youth	72,383	39,853	(32,530)
Additional Assistance (Pacific Crest Transformers)	6,587	0	(6,587)
<b>WIOA SUBTOTAL</b>	<b>3,953,843</b>	<b>3,626,766</b>	<b>(327,077)</b>
<b>OTHER INCOME</b>			
Work Experience	277,171	195,478	(81,694)
Competitive Strategies	87,200	78,380	(8,820)
Industry Engagement	86,021	79,992	(6,030)
CPT Training	75,000	0	(75,000)
Mechatronics Training	50,000	0	(50,000)
Caregiver School of Learning	72,000	0	(72,000)
US Forest Service	6,896	10,364	3,468
Careers in Gear (Donations)	12,500	12,500	0
Careers in Gear (Endowment Fund)	7,506	8,000	494
Rethinking Job Search	17,375	0	(17,375)
TANF Summer Jobs Program	35,311	0	(35,311)
Miscellaneous Income	81,080	27,880	(53,200)
Rental Income / Cost Reimbursements	373,129	215,476	(157,653)
<b>OTHER INCOME SUBTOTAL</b>	<b>1,181,189</b>	<b>628,069</b>	<b>(553,120)</b>
<b>TOTAL REVENUES</b>	<b>5,135,032</b>	<b>4,254,835</b>	<b>(880,197)</b>
<b>EXPENDITURES</b>			
<b>Operating Expense</b>			
Facilities	509,813	290,029	(219,784)
Contracted Services	87,988	80,647	(7,341)
Dues	14,332	14,332	0
Training, Travel, Events	35,705	35,705	0
Moving Costs / Furniture	55,000	0	(55,000)
Insurance	12,035	12,035	0
IT / Telephone / Copiers	131,546	94,756	(36,790)
Client Costs	228,793	200,000	(28,793)
Data Processing (iTrac)	39,879	40,000	121
One Stop Operator	50,000	30,000	(20,000)
Other Costs	9,500	16,700	7,200
<b>Total Operating Expense</b>	<b>1,174,591</b>	<b>814,204</b>	<b>(360,387)</b>
<b>Personnel</b>	<b>733,966</b>	<b>745,253</b>	<b>11,287</b>
<b>Contracted Workforce Services</b>	<b>2,510,272</b>	<b>1,980,500</b>	<b>(529,772)</b>
<b>Holdback / Carry Out into the following year</b>	<b>716,203</b>	<b>714,878</b>	<b>(1,325)</b>
<b>TOTAL EXPENDITURES</b>	<b>5,135,032</b>	<b>4,254,835</b>	<b>(880,197)</b>



DATE: May 9, 2019

TO: Rogue Workforce Partnership Corporate Directors

FROM: Sherri Emitte, Chief Finance and Administrative Officer

SUBJECT: Budget for Program Year 2019-2020 (PY19)

## **BACKGROUND**

Typically, each July we present the proposed budget to the Corporate Directors and the Consortium, and then, subsequently, to the Workforce Board at their next meeting. Even though the new program year begins on July 1, we've waited until the July meeting because the State typically doesn't even send us preliminary information until about June; but even then, we don't have final numbers and must still use our best guesses. We've decided that since we have to use best guesses anyway, we might as well present our budget to the boards in May and June, before the program year begins. So attached is the PY19 budget, with projected revenues and expenditures of \$4,254,835. Below are explanations of the various budget line items.

## **DISCUSSION**

### **WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

Our available WIOA funds reflect an overall decrease of about \$327,000. Preliminary allocation information from the Department of Labor indicates that Adult and Dislocated Worker funds are being reduced by about 10%, and Youth funds by about 4%. We received similar information from the feds last year; however, the State was able to supplement that shortage with some reserve funds they had so that the final local allocation was about the same as the prior year. It is unknown at this time whether or not the State will be doing that again; so to take a conservative position, we are budgeting the full decrease by estimating our proportional share of this state level allocation.

On a positive note, both RWP and ResCare have been frugal with our funds this past year, so we have a good amount of carry-forward into PY19. In addition, in this current year the State was able to allocate an additional \$174,000 in Dislocated Worker funds that they had in reserve. This added to our carry-forward funds. You may recall that the current year's budget also included a fund transfer from Adult funds to Dislocated Worker funds. Because we received these additional Dislocated Worker funds, this delayed the need to request a transfer in the current year, so we are planning to bring a PY19 fund transfer request in an amount of \$795,000 to the June 6<sup>th</sup> Workforce Board meeting. Finally, we also expect to receive additional "High Concentration of Eligible Youth" funds; but that amount can vary

from year to year, so we're not guessing what that allocation might be. But we do have \$39,853 in carry-forward funds.

The revenue summary is shown below:

WIOA Fund	PY19 Allocation	PY18 Carry-Fwd	Supplemental Funds	TOTALS
Adult	\$ 858,797	\$ 720,000	\$ (795,000)	\$ 783,797
Dislocated Worker	\$ 674,884	\$ 285,000	\$ 795,000	\$1,754,884
Youth	\$ 938,232	\$ 110,000		\$1,048,232
High Concentration		\$ 39,853		\$ 39,853
Total	\$2,471,913	\$1,154,853	---	\$3,626,766

### OTHER INCOME

- There are various reasons for the net decrease of \$566,813 in Other Income. We anticipate that the funding levels for the two-year State General Fund grants – the Work Experience, Competitive Strategies, and Industry Engagement grants – will remain at the same level. However, because of the usual late arrival of the state contracts, we end up being able to spend more in the second year of the grant than the first. So the reduction you see in those grants is a reflection of first-year spending in PY19 versus second-year spending in PY18.
- The CPT and Mechatronics Training, and the Caregiver School of Learning grants were one-time innovation grants that won't be repeated in PY19.
- The US Forest Service grant currently has carry-forward funds from an existing grant. In addition, we were recently awarded an additional \$6,000, for total available funds of \$10,364.
- The Careers in Gear activity has been budgeted at just about the same levels.
- We do not have the Rethinking Job Search and TANF Summer Jobs grants this year, as the Rethinking grant has expired, and the Department of Human Services is contracting directly with ResCare for the TANF program.
- Miscellaneous Income, which includes Gain/Loss on Investments, has been projected more conservatively this year than the previous year.
- With the elimination of the Bartlett facility from our facilities inventory, rental income has been significantly reduced.

### EXPENDITURES

**Operating expenses** are decreasing by over \$360,000, largely due to the closure of the Grants Pass annex in December 2018, and the closure of Bartlett at the end of May. In addition, we do not have any moving costs this coming year as we did with the Woolworth move in this year.

**Personnel costs** are up by \$11,287 compared to the previous year's budget. This is due to a mixture of reasons:

- ▶ Even though we've adjusted the pay of some individual positions, we haven't given a cost of living increase since RWP began four years ago. So we are planning to give a 4% COLA as of July 1st.
- ▶ Our health insurance costs have increased by about 16% this year.
- ▶ We are recalibrating a program management position that was previously budgeted with a position that will focus on quality improvement and data analytics.
- ▶ Dana Shumate will be leaving the region soon, but we plan to keep her engaged via remote access work at a reduced level (*from an average of 20 hours/week to 10 hours/week*). We also plan to bring on another person on to work up to 10 hours / week to provide additional support in our Advanced Manufacturing, Transportation and Business-Education Partnership work.
- ▶ We are budgeting in some transitioning costs in a couple of areas, which we can discuss during our meeting.

**Contracted Workforce Services** represent amounts to be paid to just our two sub-contractors, ResCare and College Dreams. We have budgeted an overall decrease of almost \$530,000, which is attributable to three factors:

- ▶ The reduction of over \$327,000 in WIOA funds;
- ▶ The refinement in our investment strategies to focus resources on new stepping stone "Upskill and Backfill" trainings and foundational personal effectiveness skill-building for incumbent, transitioning, and emerging workers; and
- ▶ The elimination of a couple of funding sources that we referred to above.

ResCare has also consistently under-expended prior contracted budget allocations due primarily to turnover, and resulting periods of staff vacancies.

Finally, there is \$714,878 budgeted as funds to be **carried forward** into the following year. It is always desirable to have some "cushion" from year to year so we're not pushed into a corner by unexpected surprises. This amount is very close to the amount we budgeted in the current year.

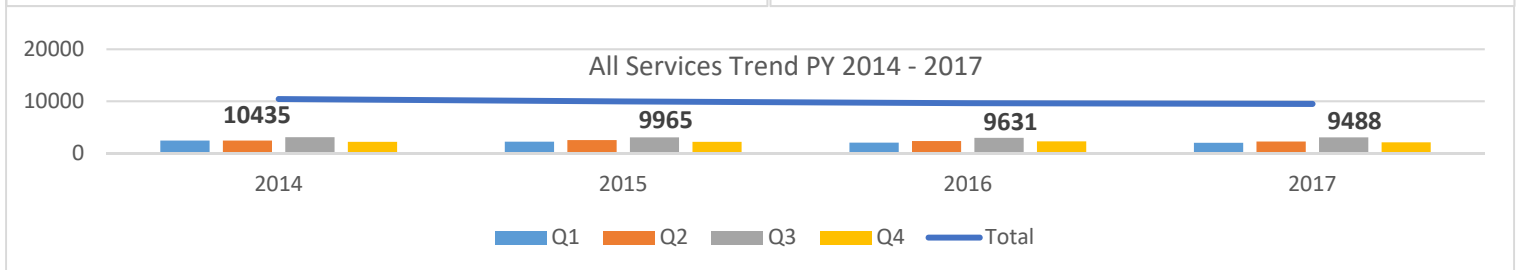
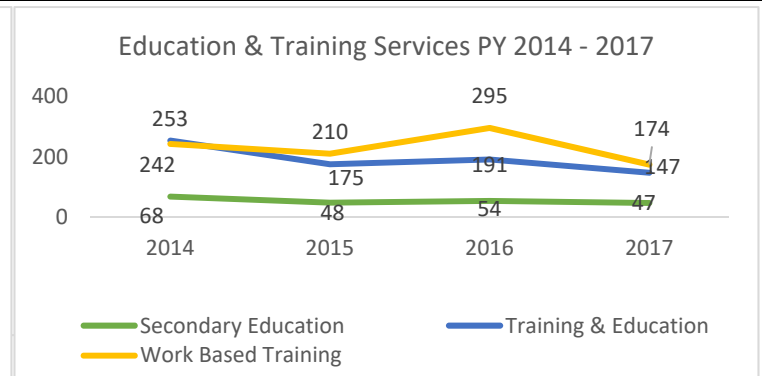
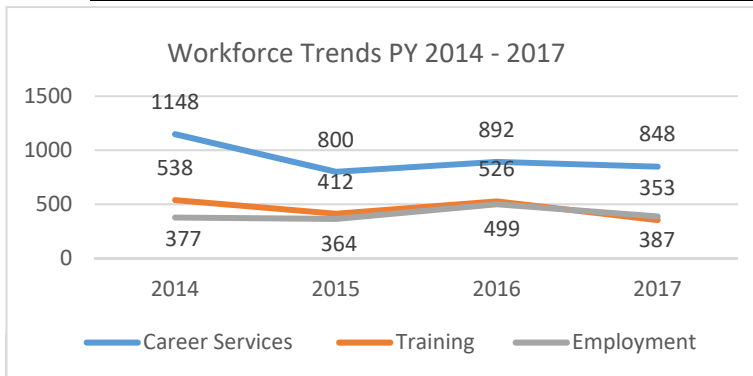
## **SUMMARY**

RWP Staff would request that the Rogue Workforce Partnership Corporate Directors approve the PY19 budget in the amount of \$4,254,835.

# Rogue Valley Workforce System Dashboard ~ WIOA 1B Adult & Dislocated Worker + GFWEX + WTDB Grants

<b>WIOA Title 1B</b>	
<b>Revenues</b>	
<b>Adult</b>	
Carry In	\$ 527,408
Current Year Allocation	954,219
Transferred to DLW	<u>(524,849)</u>
Available in PY18	\$ 956,778
<b>Dislocated Worker</b>	
Carry In	\$ 336,688
Current Year Allocation	749,872
Transferred from Adult	<u>524,849</u>
Available in PY18	\$1,611,408
<b>Budgeted Expenditures (combined)</b>	
<b>Contracted Workforce Services</b>	
Personnel	\$757,170
Other Costs	\$229,020
Client Expenditures	
• Training	\$343,000
• Support Services	\$18,810
<b>Total CWS</b>	<b>\$1,348,000</b>
RWP Personnel	\$280,750
Other Costs	<u>\$444,527</u>
<b>Total Expenditures</b>	<b>\$2,073,277</b>
Carry Out	<u>\$283,923</u>
<b>Total Budget</b>	<b>\$2,568,186</b>
<b>GFWEX - Work Experience</b>	
Original 2 Year Grant	\$390,955
Used in PY17	(113,784)
Available in PY18	\$277,171
<b>WTDB Grants</b>	
Certified Production Tech	\$75,000
Mechatronics	\$50,000
Caregivers School of Learning	\$72,000

Key Performance Indicators	Planned # to Serve	Q1: 7/1/18-9/30/18		Q2: 10/1/18-12/31/18		Q3: 1/1/19-3/31/19		Q4: 4/1/19-6/30/19		Cumulative (Unduplicated)
		#	%	#	%	#	%	#	%	
<b>Total Customers Served</b>	N/A									7743
<b>Existing Customers</b> - Enrolled from prior quarters (or from prior year)		597								597
<b>New Customers</b> - Enrolled this quarter or cumulative for the year		1882		2312		2952				7146
<b>Services Received</b>										
<b>Career Services</b>		321		290		305				916
▪ Foundational Skills Workshop		108	79%	114	76%	111	79%			333
<b>Training/Educ. &amp; Work-Based Training</b>										
▪ On-The-Job Training (1B & GFWEX)		22		7		32				61
OJT's in Sector Strategy/High Wage/High Demand		19		2		23				44
OJT Retention 90 Days After Training Period		23		31		8				62
Average OJT Cost										
▪ Occupational Skills Training										
OST Completed - Total		29		15		25				69
OST Sector Strategy/High Wage / High Demand		27		14		19				60
Average OST cost										
▪ CPT/Mechatronics / Caregivers	25/15/30					33/13/43				
<b>WSRV Trainees Who Got a Job</b>		73		63		56				192
<b>Business Engagements</b> <i>(WSRV totals in partnership with OED)</i>		197								197



## Description of Services

### Career Services include:

- Welcome Conversation
- Assessment of skill levels & service needs
- Orientation to WIOA Services
- 1 on 1 Career Coaching - (interview prep, job search, referrals, resume assistance)
- ESL referral
- Foundational Skills Workshop
- Basic Computer Classes
- NCRC Testing
- Job Ready Assessment

### Career Services Requiring Documentation includes:

- Career Counseling
- Short-term Vocation Training (*less than 40 hours*)  
Foundation Skills, Computer Classes in MS-Office;  
Healthcare Cohort
- Individual Employment Plan
- (*ESL*)

### Work Based Training includes:

- On-the-Job Training
- Paid Work Experience
- Internships
- (*Registered Apprenticeships*)

### Training and Education includes:

- Occupational Skills Training (over 40 hours)
- Skill Up-Grade / Retraining
- Entrepreneurial Training

### Secondary Education includes:

- GED
- High School Diploma

### Certified Production Technician Training

- Entry-level manufacturing skills training for incumbent, transitioning & emerging workers
- Creates new stepping stone for skill-building and entrée into Advanced Manufacturing career pathway

### Mechatronics / Plant Systems Technician & Other Incumbent Worker Training

- Courses at RCC available on non-credit basis
- Provides Pre-Apprenticeship skills training and employee development for high-demand Millwrights & Plant Electricians
- Provides other high-demand skills training for other incumbent workers
- Some transitioning workers served as well

### Caregivers School of Learning

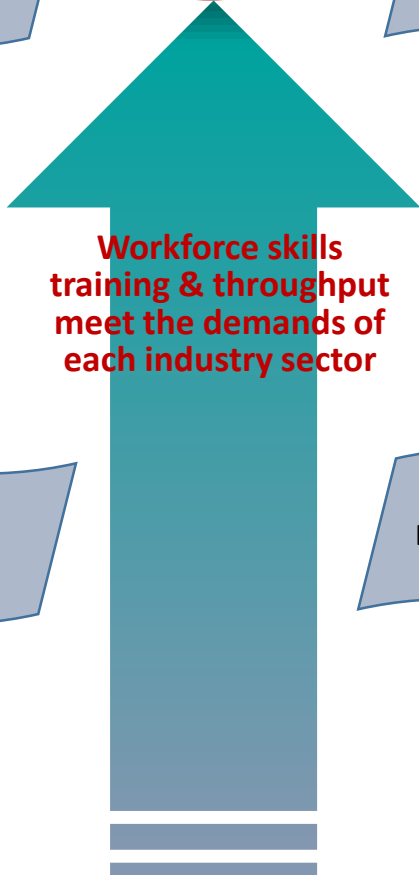
- Creates entry point and skills training opportunity for emerging and transitioning workers into high-demand occupation
- Provides opportunity to step into other healthcare career paths



# Mission

Create a demand-driven system that aligns the skills of workers with the needs of employers, while addressing opportunity and economic disparity gaps

# Objectives





## **ROGUE WORKFORCE PARTNERSHIP**

### Mission

**Create a demand-driven system that aligns the skills of workers with the needs of employers, while addressing opportunity and economic disparity gaps.**

### Vision

**A strong regional economy and prosperous community fueled by skilled workers, quality jobs and thriving businesses.**



# Objectives

## Option A

### Objective 1

**All targeted sectors have robust demand-driven action plans**

### Objective 2

**Workforce skills training and throughput meet the demands of each industry sector**

### Objective 3

**Develop effective communication and data reporting infrastructure**



# Objectives

## Option B

### Objective 1

**All targeted sectors have robust demand-driven action plans**

### Objective 2

**Workforce skills training and throughput meet the demands of each industry sector**