

Rogue Workforce Partnership ~ Workforce Board Quarterly Meeting Agenda

Wednesday September 11, 2019 • 1:00 to 4:00 PM. • RCC Table Rock Campus • Room 122 • 7800 Pacific Ave. • White City

Video/Phone Conference access available: <https://zoom.us/j/195572282>

Select audio preference: 1) Telephone: 1+ (669) 900-6833; Access Code: 195 572 282 (long distance charges apply); 2) Or, computer microphone & speakers (headset recommended)

Time	Agenda Item	Action / Discussion / Etc.	Facilitator Presenter
1:00p	Welcome & Introductions (5m)		Mike Donnelly
	Consent Agenda (2m) <ul style="list-style-type: none"> • June 6, 2019 RWP Workforce Board Minutes 📄 • Incident Reporting Policy • Maximum Benefit Policy • On-The-Job Training Policy • Incumbent Worker Training Policy • Code of Conduct Policy 	▸ Action	Mike
	Election of Officers (3m) <ul style="list-style-type: none"> • Elect Chair & Vice-Chair to align with Corporate Directors 	▸ Action	Jim Fong
1:10	RWP Membership Configuration 📄 (10-15m) <ul style="list-style-type: none"> • Labor representatives have requested the RWP add a 3rd representative • RWP staff will discuss proposed next steps & timeframe for responding to this request 	▸ Introductory Discussion	Jim
1:25	Local Plan 2020 📄 (20m) <ul style="list-style-type: none"> • Federal & State regulations require Workforce Boards to develop a Local Plan every 4 years (see: https://wdr.doleta.gov/directives/attach/TEN/TEN_21-16.pdf) • Background and an overview of this work will be provided, and proposed next steps will be reviewed and discussed to kick-start our regional efforts 	▸ Introductory Discussion	Jim
1:45	Procurement of Workforce Services for PY 2020 to PY 2025 (15m) <ul style="list-style-type: none"> • Per federal requirement - RWP needs to competitively procure for Title 1B Adult, Dislocated Worker & Youth service providers that would commence July 2020 	▸ Introductory Discussion	Jim, Jill teVelde

	<ul style="list-style-type: none"> • Our region’s current Title 1B workforce service providers are ResCare (<i>Adult, DLW, Out-of-School Youth</i>) and College Dreams (<i>In-School Youth</i>); and they will be encouraged along with other partners to submit proposals as the procurement process proceeds • Today’s discussion will focus on providing an overview of this procurement requirement, and our options and anticipated process in coming months - so that RWP members can stay apace with this work, and take requisite action in upcoming months 		
2:00	Cross-Sector Skills Training Investments - Policy Development 📄 (30-45m) <ul style="list-style-type: none"> • Training investments vary in cost, duration and return on investment across different sectors • As we implement our UpSkill & Backfill strategy, these differences are becoming more pronounced, catalyzing a key question: <i>How should the RWP best allocate training funds across sectors and types of training investments?</i> • This issue will be introduced for discussion, and next steps in getting to an RWP decision point in the coming months will be mapped out 	▸ Introductory Discussion	Jim, Jill & All
2:45	Break - optional if time permits (5-10m)		
3:00	Strategic Roadmap, Objectives & Key Results (45-60m) 📄 <ul style="list-style-type: none"> • Review refinement of Strategic Roadmap / Objectives & Key Results • Come to agreements on OKR’s and next steps to finalize this tool 	▸ Discussion & Next Step Agreements	Jessica, John Bowling & All
4:00p	Adjourn		Jessica

📄 = Handout attached or will be handed-out at meeting

Auxiliary aids and services are available upon request to individuals with disabilities. Contact Tami Allison at 541-842-2518

The RWP is a private/public partnership which addresses the workforce development needs of Jackson and Josephine Counties
100 E. Main Street, Suite A | Medford, OR 97501 | (541) 842-2500



MINUTES

ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD

June 6, 2019

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

MEMBERS PRESENT:

Scott Beveridge*, Lance Corley*, Michael Donnelly, Jessica Gomez, Shawn Hogan*, Kari Kingsolver, Melissa Wolff, Brent Kell*, Norm Kester, Alex Poythress*, Linda Schott, Sherri Stratton, John Underwood, Trever Yarrish*

*= *via phone/videoconference*

QUORUM PRESENT: Yes

OTHERS ATTENDING:

Jackson County – Commissioner Bob Strosser

Sustainable Leadership – John Bowling

College Dreams - Jen Perry

Oregon AFL-CIO – Mark Warne

Rogue Valley Door – Kerry Smith

BBSI – Suz Montemayor

*HECC-OWI – John Asher**

WorkSource Rogue Valley ResCare- Tabitha Northrop

WorkSource Rogue Valley Employment Department –Tammy Schroeder, Guy Tauer

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 1:12 p.m.

Welcome & Introductions

A round of introductions were made.

CONSENT AGENDA

Jessica reported that the evaluation process for the Executive Director has started. Board members should be receiving questions via email. Please watch for them.

Jim spoke about the kickoff of the Transportation and Logistics sector and the recent outreach conversations with Association of General Contractors (AGC), as well as the recommendation to add them as a sector for our region.

Mike Donnelly moved to approve the consent agenda consisting of the minutes from the March 13, 2019 Rogue Workforce Partnership Workforce Board Meeting, the Executive Director Evaluation Process, and the addition of Transportation/Logistics and Construction sectors. The motion was seconded by Norm Kester, and was approved unanimously.

ONE-STOP OPERATOR

Approval to Negotiate & Contract with One-Stop Operator

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 our legal counsel, we determined that a more effective procurement method this round was to use an RFQ, rather than an Request for Proposal option. Responses were due by June 3, 2019, at which point staff reviewed and graded the submittals. Staff is now asking the RWP Workforce Development Board for approval to negotiate and enter into a contract with the Rogue Consortium One Stop Operator to serve as the One-Stop Operator for the region.

Jim noted that the recommended \$50,000 annual contract amount is from our attorney; however, we will negotiate the best contract amount.

A question was posed regarding Goodwill's independent submittal as well as being part of the consortium submittal. Jim responded that the law does allow for this.

Mike Donnelly moved to approve the recommendation that the RWP Workforce Board authorize staff to negotiate and enter into a contract with the Rogue Consortium One-Stop Operator to serve as the One-Stop Operator for our region. The motion was seconded by John Underwood.

Discussion took place regarding the cost, and Jim explained that it would actually be cost neutral compared to the previous year. We'll simply be changing what we're investing in. We want to focus on staff training and development, and collaborative design work to improve lean efficiency and the customer experience / outcomes. The Consortium would not hire any staff.

Scott asked for clarification of the list that was included in the packet. Jim responded that the list indicates everyone the RFQ was sent out to.

The chair called for the vote, and the motion was approved unanimously.

PROGRAMS & FINANCIAL INVESTMENTS

Title 1B Adult / Dislocated Worker Funds Transfer

Sherri Emitte spoke to the request for a plan modification through transferring an amount of \$429,000 from our Adult allocation to our Dislocated Worker (DW) allocation to allow for better alignment of funding to our participant counts. Sherri responded to a question regarding the transfer percentage not exactly matching the Adult/Dislocated Worker allocation percentage, saying it was due to the fact that she tries to move in a higher percentage so our roll in will be at the same ratio.

Mike Donnelly moved to approve the transfer of funds as outlined in the letter to John Asher. The motion was seconded by Norm Kester and was approved unanimously. (Note that Lance Corley, Crater Lake Electrical JATC/IBEW, was in attendance and voted in favor).

2019-2020 Program / Budget

RWP staff would request that the RWP Workforce Board approve the PY 19 RWP budget of \$4,823,865, along with the changes in investment strategy that was recommended by the Corporate Directors on May 16, 2019.

Mike Donnelly moved to approve the PY 19 budget and change in investment strategy as presented. The motion was seconded by Shawn Hogan and was approved unanimously.

Dashboard

The WIOA 1B Adult and Dislocated Worker dashboard was included in today's packet, and the WIOA Youth dashboard was distributed in today's meeting. These are the latest iterations, to be used as an evolving tool for gauging performance and return on investment. Jim indicated that these were processed with the Corporate Directors in May. Jim reviewed the dashboards with the group.

Questions arose about the actual success of the person going through the process. Jim responded by talking about the pilot we are entering into around predictive analytics and longitudinal data, indicating that we currently do not have a way to measure the actual success of an individual going through the process from beginning to end; however, the goal is to get to that place with this pilot by looking at the customers in cohorts. Meetings are being convened to begin looking at data runs to determine customer typologies and to learn how to use the longitudinal data.

STRATEGIC ROADMAP, OBJECTIVES & KEY RESULTS

John Bowling provided background and context on the prior work RWP members have done to develop this too. Various meetings/workgroups have worked since our last meeting to refine the draft mission, vision and objectives. This led to the refinement of the mission, and the addition of "addressing opportunity and economic disparity gaps." There were no further refinements made to the mission statement.

Two options were offered for review. The group discussed the three objectives under Option A, noting that this option clearly allow us to say what RWP does. Additional discussion took place regarding Objective 3 (*Develop effective communication & data reporting infrastructure*) under Option A, noting that there were pros and cons to this objective. Some members felt this should be deleted as an objective because it's more about building behind the scenes systems capacity, and it's not necessary to call it out. Others felt that we cannot have a plan that is not communicated, or a system that is not data-informed, so that this work is important to call out. Jim added that sectors group are already talking about outreach and communication work to attract folks into their training opportunities and career pathways, so RWP staff will provide need to provide this cross-sector infrastructure capacity to ensure consistency and unified messaging.

The group then discussed using the terminology of "accessibility" in the Mission Statement instead of "opportunity and economic disparity gaps." Most in the group preferred this language and saw it as more actionable and more within the realm of RWP's workforce readiness preparation focus. Some in the group struggled with abandoning language that more explicitly speaks to the disparity of economic opportunity that should be part of the mission of a workforce development enterprise. Members arrived at consensus to adopt the terminology of "accessibility."

Discussion took place on whether “improving / promoting workforce accessibility” should be called out as an additional objective too. John indicated that he and staff could work to figure out a way to incorporate the “accessibility” terminology, and also create insert Objective verbiage that will be actionable and measureable.

Discussion occurred on whether Objective #1 is actually a key result, or a subset under Objective #2 or #3, and when it is achieved, something else will be added in its place.

John and RWP staff will work further on making the recommended revisions and bring this back at a next meeting. A draft of key results will be sent out for input. If a consensus cannot be reached, workgroups will be formed.

OTHER BUSINESS

No other items were brought before the RWP Workforce Development Board.

ADJOURN

With no further discussion, the meeting was adjourned at 3:47 p.m.

Respectfully Submitted,

Tami Allison
Senior Project Manager
/tka

APPROVED:

Chair

Date



ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

DATE: September 11, 2019

TO: Rogue Workforce Partnership Workforce Board

FROM: Sherri Emitte, Chief Finance and Administrative Officer

SUBJECT: Incident Reporting Policy

Our Incident Reporting Policy is required to provide guidance and procedures for reporting allegations of fraud, program abuse, or criminal conduct relating to any WIOA-funded activity. The State recently revised their policy, so we are doing the same to be in alignment with theirs.

Previously, the State had procedures in place in which boards would report any such incidents to them, acting as the conduit between the boards and the US Department of Labor. They have now changed that process to have the local boards report directly to the federal authorities. This revised policy reflects that change in process.

Staff would recommend approval of the attached policy.



TITLE: INCIDENT REPORTING

PURPOSE

The purpose of this policy is to provide guidance and procedures for reporting allegations of fraud, program abuse or criminal conduct.

REFERENCES

Higher Education Coordinating Commission – Office of Workforce Investments (HECC-OWI)
“Incident Reporting” Policy
Workforce Innovation and Opportunity Act
20 Code of Federal Regulations (CFR) 683.620

POLICY

All incidents of suspected fraud and/or abuse must be reported to the Rogue Workforce Partnership (RWP) Executive Director and the U.S. Department of Labor (DOL). Such incidents may be reported anonymously. This policy applies to all staff and any contractor/subcontractor or other entity responsible for providing WOIA services. Staff may anonymously report such incidents to their own agency as well.

PROCESS

Any incident of suspected fraud, abuse, or other program-related criminal activity will immediately be reported directly to RWP and DOL. RWP will complete necessary reporting documentation and will submit the report to the DOL Office of the Inspector General (OIG), as well as the Employment and Training Administration, per procedures provided in HECC-OWI’s Incident Reporting Policy.

Situations involving imminent health or safety concerns, or the imminent loss of funds exceeding \$50,000, are considered emergencies and must be immediately reported to DOL OIG via the hotline telephone number, and followed up immediately (within one working day) in the form of an Incident Report. The hotline phone number is (800) 347-3756.

GUIDE TO REPORT AN INCIDENT OF FRAUD AND/ OR ABUSE

I. General Report Procedures

- A. Staff is responsible for reporting any suspected fraud/abuse, misapplication of funds, gross mismanagement or employee/participant misconduct.

- B. Staff is encouraged to report such incidents to their supervisor, who must immediately notify RWP Executive Director, who will in turn notify the RWP Chief Finance and Administrative Officer.
- C. Staff may choose to report directly to the DOL OIG Hotline at (800) 347-3756. Incidents may be reported anonymously.

II. General Investigation Procedures

When the RWP Executive Director is notified by staff of an incident of fraud or abuse, RWP Executive Director will confer with the parties involved in the reporting, gather details, and submit the online OIG Hotline Form found at the following website: <https://www.oig.dol.gov/hotlineform.htm>. .

III. RESOLUTION

RWP Board Chair and/or RWP Executive Director, as appropriate, will determine the final resolution to the incident and inform the appropriate parties.

Approved: _____
Rogue Workforce Partnership Chair

Date: _____



ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

DATE: September 5, 2019

TO: Rogue Workforce Partnership Workforce Board

FROM: Sherri Emitte, Chief Finance and Administrative Officer

SUBJECT: Maximum Training Benefit Policy and Related Policies

At its July 18, 2019 meeting, the Corporate Directors approved the attached Maximum Training Benefit Policy, which is meant to ensure fair and equitable distribution of RWP's training funds to the region's businesses. This policy provides that if a given business receives over \$50,000 annually in various benefit payments, that this is disclosed to the Workforce Development Board and funding discontinued for the remainder of the year. However, the Board may vote to make an exception based upon the expected benefit to the trainees.

In addition, revisions to the On-The-Job Training Policy, the Incumbent Worker Training Policy, and the Code of Conduct were also approved by the Corporate Directors to incorporate language referring to the Maximum Training Benefit Policy. The new language to these three policies are shown in yellow highlighting.

Please note that attached to the revised Code of Conduct is the Annual Statement required to be signed annually by each Board Member. You may sign this and give it to Tami Allison at the Board meeting, or Tami can follow up with each member subsequent to this meeting.

Staff would request that the Workforce Board affirm the action of the Corporate Directors in their approval of the new Maximum Training Benefit Policy, and the revised On-The-Job Training Policy, the Incumbent Worker Training Policy, and the Code of Conduct.



TITLE: MAXIMUM TRAINING BENEFIT POLICY

PURPOSE

The purpose of this policy is to ensure fair and equitable distribution of Rogue Workforce Partnership's training funds to the region's businesses.

POLICY

All area businesses are encouraged to utilize workforce services, such as On-The-Job Training (OJT), incumbent worker training (IWT), or customized training (CT). However, if the use of these services by specific businesses reaches a high level, the appearance of undue benefit may be created. For this reason:

- a. If a given business receives over \$50,000 in combined OJT, IWT, or CT payments in a given program year (July 1 through June 30), use of these services shall be disclosed to the full Workforce Development Board, and these services shall be discontinued for the remainder of that program year.
- b. The full Workforce Development Board may vote to make an exception based upon the expected benefit to the trainees; but in no case shall the amount received exceed \$100,000 during a given program year.

APPROVED: _____
RWP Chair

DATE: _____



TITLE: ON-THE-JOB TRAINING POLICY

Purpose

To provide guidance for the On-the-Job Training (OJT) service activity for Title 1 Adult, and Dislocated Workers (DW) in Jackson and Josephine Counties, funded under the Workforce Innovation and Opportunity Act (WIOA), as well other funds allocated for OJT's.

References

Governing guidelines include WIOA 134(c)(3)(D) ii, CFR 680.700-680.710, as well as applicable state and local funding stream requirements for On-the-Job Training.

Scope

The purpose of an On-the-Job Training (OJT) contract is to assist businesses in training and retaining skilled, productive workers. Through the OJT contract and training plan, occupational training is provided for the participant in exchange for the reimbursement of up to 50 percent of the wages paid by the employer during the training period. OJT's may be used to help train new employees, eligible current employees and employees hired to regular permanent employment through a staffing service relationship. This policy applies to recipients, sub-recipients, and any other authorized provider of WIOA Title 1B training funds.

Policy

In accordance with WIOA, funds for OJT's will be used for individuals in need of on-the-job skills training in order to secure new employment, to provide additional skills training to advance in their job, or to prevent job loss. The required skills and business needs will be determined and appropriately documented on an individual basis prior to contractual agreement. The candidate's "skills gap" must be clearly articulated, including a plan for the delivery of training to the individual, as well as an evaluation process to ensure that training was delivered and a standard was met. These funds are provided as a wage reimbursement for up to 50% of the employee's wages, and are provided to the employer, or the employer's financial representative, upon completion of the training agreement.

Employers will be reimbursed at an average of \$3,500 per OJT and, at the discretion of RWP staff, in coordination with appropriate sub-recipient staff, to approve up to an average of \$5,000 for higher wage/higher skills training opportunities. The following criteria apply to the implementation of an OJT where the employment position:

- Has a wage of at least \$11.00 per hour;
- Is at least 30 work hours or more per week;
- Offers benefits to the employee. (If no medical benefits are offered, it's preferred that the job pay at least \$12.00 per hour.)
- Has a training period for no less than 4 weeks and no more than 26 weeks (or six months) and;

- Is preferred to be an in-demand industry sector or occupation that falls in the local region's sector strategies, which include Advanced Manufacturing, Information Technology, Electronic Commerce, Healthcare, or as determined to be in demand by the support of local labor market information.

OJT contracts may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment; or
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills; workplace literacy; or
- The OJT facilitates a wage gain of at least \$1.00 per hour or more by the end of the training period or sooner, and
- Results in an upgrade to a new position with a different scope of work and title.

An exception may be granted by Rogue Workforce Partnership. Examples of exceptions might include (but are not limited to) a worker who has a disability and requires retraining, medical benefits and regular employment status are gained as a result of the training, or a layoff can be averted through retraining.

Additional preferences includes the following:

- Employer will "backfill" with a new hire for the employee's previous position through WorkSource Rogue Valley when training is complete; or
- Employer offers concurrent skill building opportunities for the employee to access; or
- Business falls within a "traded-sector" industry.

Only businesses with a history of successful training and retention of OJT employees should be used as repeat OJT sites. Employers that use OJT to subsidize short-term "revolving door" positions will be decertified as OJT sites. For the purposes of re-contracting and "pattern of failure" considerations, additional OJT agreements and/or training plans should not generally be negotiated with any business that, having had five or more previous OJT training plans:

- Does not meet an employment (retention) rate of 75%.
- Exception: When a business does not meet the employment rate of 75% for five or more trainees but agrees to a corrective action plan that addresses the identified problems, additional OJT training plans can be approved on an interim basis after the corrective action plan has received administrative approval from the Rogue Workforce Partnership. Absent an approved corrective action plan, a business that has been determined to exhibit a pattern of failure to retain trainees will be decertified as an OJT site for a limited duration of two years.
- Such corrective action decisions should take into account the circumstances of trainees who have failed to complete training or have not been retained for 90 days or longer following training. A pattern of failure determination is generally not made until at least five OJT training plans have expired. Efforts should be made to determine why trainees failed to complete.

For other discretionary grant projects that provide OJTs as a training opportunity, a different reimbursement percentage, minimum wage, and hourly wage gain requirement may be established through Rogue Workforce Partnership for the project.

Participating employers will be limited to the total benefit received within a program year as specified in RWP's Maximum Training Benefit Policy.

APPROVED : _____
Jessica Gomez, RWP Chair

DATE: _____



TITLE: INCUMBENT WORKER TRAINING

Purpose

To provide guidance for sub-recipients of Adult and Dislocated Worker Workforce Innovation and Opportunity Act (WIOA) funds to provide Incumbent Worker Training (IWT) service activities for incumbent workers in Jackson and Josephine Counties.

Requirements

Per Section 134(d) (4) of the WIOA and 20 CFR 680.800, Local Workforce Development Boards may reserve and use up to 20 percent of the funds allocated to the local area for incumbent worker training programs. Governing guidelines also include federal statutes, as well as applicable state and local funding stream requirements for Incumbent Worker Training.

References

Workforce Innovation and Opportunity Act Section 134 (d) (4)
20 CFR 680.800
TEGL 19-16

Policy

Rogue Workforce Partnership sub-recipients may use funds for training designed to meet the special requirements of an employer (or group of employers) to retain a skilled workforce or avert the need to lay off employees. This will be accomplished by assisting workers in obtaining the skills necessary to retain employment, and conducted with a commitment by the employer to retain or avert laying off incumbent workers that are trained in order to increase the competitiveness of the employee and/or employer.

When determining eligibility, sub-recipients shall take into account:

- The characteristics of the potential participants in the program (e.g., individuals with barriers to employment);
- Whether the training improves the labor market competitiveness of the employees or both the employees and the employer; and
- Other factors the Rogue Workforce Partnership Local Workforce Development Board may consider appropriate, such as:
 - The number of employees participating in the training;
 - The wage and benefit levels of those employees at present and anticipated upon completion of the training (both pre- and post-training);
 - The existence of other training resources and advancement opportunities provided by the employer;
 - Credentials and skills gained as a result of the training;
 - Layoffs averted as a result of the training;
 - Utilization as part of a larger strategy and/or career pathway strategy; or
 - Employer size

For an employer to receive IWT funds, the individual(s) receiving training must:

- Be employed;
- Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
- Meet the employment history requirement, which includes an established employment history with the employer for 6 months or more (which may include time spent as a temporary or contract worker performing work for the employer receiving IWT funds).

There is one exception to the six month requirement: In the event that incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more, as long as the majority of those employees being trained meet the employment history requirement.

Whenever possible, the Rogue Workforce Partnership will work to cultivate opportunities to support employers in their efforts to develop a more competitive workforce or avert potential layoffs as part of a broader layoff aversion strategy.

Employers participating in the program carried out under this policy shall be required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers. The Rogue Workforce Partnership shall establish the non-Federal share of such cost (taking into consideration the factors listed in the previous paragraph). The non-Federal share shall not be less than:

- 10 percent of the cost, for employers with not more than 50 employees;
- 25 percent of the cost, for employers with more than 50 employees, but not more than 100 employees; or
- 50 percent of the cost, for employers with more than 100 employees.

The calculation of the non-Federal share provided by an employer participating in the program may include the amount of the wages paid by the employer to a worker while the worker is attending a training program funded through WIOA. The employer may provide the share in cash or in-kind, and is to be fairly evaluated by Rogue Workforce Partnership. The employer's share must be reported on the quarterly ETA-9130 financial report.

Participating employers will be limited to the total benefit received within a program year as specified in RWP's Maximum Training Benefit Policy.

Preference will be given to incumbent worker trainings that fall within these categories:

- Companies who utilize the "upskill/backfill strategy," which means filling jobs vacated by workers who are moving into more advanced positions in the company with other WIOA participants;
- A training that is in an in-demand industry sector or occupation (demonstrated by labor market information) that has a substantial current or potential impact through jobs that lead to economic self-sufficiency and opportunities for advancement;
- A training that skills up individuals who work within the local region's sector strategy industries, which include Advanced Manufacturing, Information Technology, Electronic Commerce, Healthcare.

Approved: _____

Jessica Gomez, RWP Chair

Date: _____



TITLE: CODE OF CONDUCT

PURPOSE

The purpose of this policy is to protect Rogue Workforce Partnership's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

REFERENCES

WIOA Section 107(h) Conflict of Interest

Oregon Revised Statutes

Higher Education Coordinating Commission Policy 107(h) Conflict of Interest

Internal Revenue Service Guidelines for 501(c)3 tax exemption

POLICY

A conflict of interest transaction or arrangement is a transaction or arrangement with this corporation in which a director or officer has a direct or indirect interest.

1. A director or officer has a direct conflict of interest in any transaction or arrangement if the director or officer or a member of the director's or officer's family has a financial interest in the transaction or arrangement.
2. A director or officer has an indirect interest in any transaction or arrangement if that director or officer or a family member:
 - a. Has a financial interest or potential financial interest in any entity or individual involved in the transaction or agreement;
 - b. Has a compensation arrangement with any entity or individual with which this corporation has a transaction or arrangement; or
 - c. Is a director, officer, or trustee of a profit or nonprofit entity involved in the transaction or arrangement and the transaction or arrangement is of such important that it is or should be considered by the board of that entity.
3. Members of Local Workforce Development Boards (LWDBs), standing committees or workgroups, etc. may not
 - a. Vote on a matter under consideration by the local board
 - i. Regarding the procurement or provision of services by such member, or by an entity that such member represents or is affiliated with; or
 - ii. That would provide direct or perceived financial benefit to such member or the immediate family of such member; or
 - b. Engage in any other activity determined by the Governor to constitute a conflict of interest. Other activities include, but are not limited to:
 - i. Soliciting or accepting gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements; or
 - ii. Vote on, or contribute to, any part of an evaluation process (developing criteria, scoring, reviewing, or submitting a response) regarding any procurement matter

under consideration by the local board in which they, or an entity they are affiliated with, have a conflict of interest.

4. All businesses, including businesses owned by or employing Workforce Development Board members, are encouraged to utilize workforce services, such as On-The-Job Training (OJT), incumbent worker training (IWT), or customized training (CT). However, if the use of these services by specific businesses reaches a high level, the appearance of undue benefit may be created. For this reason:
 - a. If a given business, which is owned by or employees a Board Member, receives more than the amount listed in the Maximum Training Benefit Policy in combined OJT, IWT, or CT payments in a given program year (July 1 through June 30), use of these services shall be disclosed to the full Workforce Development Board, and these services shall be discontinued for the remainder of that program year.
 - b. The full Workforce Development Board may vote to make an exception based upon the expected benefit to the trainees; but in no case shall the amount received exceed the exception amount in the Maximum Training Benefit Policy; and
 - c. No Board Member shall vote on or participate in a Workforce Development Board decision which directly affects their business or employer.

PROCEDURES

1. Duty to Disclose. In connection with any actual or possible conflict of interest, the director/officer must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested director/officer, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest.
 - a. The interested director/officer may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Code of Conduct Policy.

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

5. Records of Proceedings. The minutes of the governing board and all committees with board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. Periodic Reviews. To ensure the Organization operates in a manner consistent with its purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- b. When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

7. Annual Statements. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the Code of Conduct policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

8. Confidentiality. Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or clients/consumers may be included in board materials or discussed from time to time. Board members should not disclose such

confidential information to anyone.

9. Active Participation. Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- a. Making attendance at all meetings of the board a high priority.
- b. Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- c. Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- d. Putting the interests of the organization above personal interests.
- e. Representing the organization in a positive and supportive manner at all times and in all places.
- f. Showing respect and courteous conduct in all board and committee meetings.
- g. Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- h. Observing established lines of communication and directing requests for information or assistance to the executive director.

APPROVED: _____
RWP Chair

DATE: _____

**ROGUE WORKFORCE PARTNERSHIP
CODE OF CONDUCT
ANNUAL STATEMENT**

I, _____, recognizing the important responsibility I am undertaking in serving as a member/officer of the Rogue Workforce Partnership Workforce Development Board, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a member/officer and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a member/officer, pursuant to the requirements and processes provided in the organization's governing documents.

Signature

Date

RWP Workforce Board ♦ Membership & Positions

v2019.09.06ta

<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 - <i>International Brotherhood of Electrical Workers</i>	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</i> - with demonstrated experience & expertise in addressing the employment needs of individuals with barriers to employment - serve veterans , or individuals with disabilities		
			<i>Organizations</i> - 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		
3	Nikki Jones* ♦ Owner	Express Employment Professionals			
4	Brent Kell ♦ Executive Director	Valley Immediate Care	Kirk Kolb ♦ Superintendent	Grants Pass School District	3
			Scott Beveridge ♦ Superintendent	Southern Oregon Education Service District	4
			<i>Education & Training – Title II & Higher Education ♦ Mandatory</i>		
5	Norm Kester ♦ CEO	Quantum Innovation	Dr. Cathy Kemper-Pelle ♦ President	Rogue Community College	5
			<i>Economic / Community Development ♦ Mandatory</i>		
6	Trever Yarrish ♦ Co-Founder & COO	Zeal	Alex Campbell ♦ Regional Coordinator	Regional Solutions Team	6
			<i>OED / Wagner-Peyser ♦ Mandatory</i>		
7	Alex Poythress ♦ Managing Partner	REVEIL Agency	Sherri Stratton ♦ Senior Manager	Oregon Employment Department	7
			<i>Vocational Rehabilitation ♦ Mandatory</i>		
8	Shawn Hogan* ♦ VP of Engineering	Linx Technologies, Inc.	Kari Kingsolver ♦ Area Manager	Office of Vocational Rehabilitation Division	8
			<i>Optional Members</i>		
9	Catherine Goslin ♦ Director of Human Resources	Rogue Valley Manor	Melissa Wolff ♦ Self-Sufficiency Program Manager	Oregon Department of Human Services	9
10	Michael S. Card ♦ President	Combined Transport	Dr. Linda Schott ♦ President	Southern Oregon University	10
11	Joe Meyers ♦ Vice President	Pacific Electrical Contractors	Dr. Tom Keyser ♦ Dean for the College of Engineering, Technology & Management	Oregon Institute of Technology	11
12	Robert Begg ♦ Director HR Administration	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** | **Tentative**

From: MARTIN Clay * OWI [<mailto:Clay.MARTIN@oregon.gov>]

Sent: Monday, August 19, 2019 1:31 PM

Subject: 2020 Local Workforce Development Board Plans

Local Workforce Development Board (LWDB) Directors,

The primary purpose of this email is to provide:

1. A timeline for WIOA state and local planning and
2. Some initial resources for LWDBs to start local planning work.

Planning Timeline and Initial Resources

As you may know, planning is underway and the Workforce and Talent Development Board (WTDB) is expecting to consider, and potentially approve, a new strategic plan at their meeting on September 13, 2019. The Higher Education Coordinating Commission Office of Workforce Investments (HECC OWI) is coordinating and supporting the development of a WIOA Combined State Plan. We are expecting that the Combined State Plan will be submitted to the US Department of Labor (US DOL) in March 2020. This is consistent with indications currently received from the US DOL, but formal guidance has not yet been received. A timeline for planning activities is attached to this email (190816 – Detailed Planning Timeline).

The timeline is a work-in-progress, but some key dates can be highlighted:

- September 2019 – Determine and finalize the method to submit local plans to OWI/WTDB and communicate the method and evaluation criteria for local plans to local areas.
- Late September 2019 – Facilitated meeting with WIOA Combined State Plan partners, WTDB representatives, and Oregon Workforce Partnership representatives to determine how to align with the WTDB strategic plan.
- October 2019 – Finalize guidance regarding local planning.
- April 30, 2020 – Local plans submitted to OWI/WTDB for review.
- June 12, 2020 – WTDB approves local plans.

In order to allow work to begin on local planning, the 2016 WIOA Local Plan Template is attached. The components of this template are not expected to substantively change. Current OWI research identified some potential areas that may be added to the template (2020 Potential Local Plan Additions, attached). The items included are being evaluated to determine whether or not to include them in the final 2020 WIOA Local Plan Template to be released in October.

Additional Information

- Details have not been finalized for the facilitated meeting in late September regarding the WTDB Strategic Plan. These will be communicated to each of you as soon as they are available.
- A joint email from all WIOA-related federal agencies and offices is attached for your information (PY 2020-2023 WIOA State Plan Update).
- The strategic portion of the Combined State Plan will be prepared as a stand-alone document. This document is currently being referred to as the Oregon State-Level Workforce System Strategic Plan.
- The website containing the original guidance for 2016 local plans can be found [here](#).

Thank you for all of the great work occurring across the state. If you have any questions, you can contact me and I will be happy to follow up.



Clay Martin (he/him/his)
WTDB Initiatives Analyst
Office of Workforce Investments

HIGHER EDUCATION COORDINATING COMMISSION
www.oregon.gov/highered
Office 503-934-0910

Workforce and Talent Development Board Strategic Plan		Oregon State-Level Workforce System Strategic Plan	WIOA Combined State Plan	WIOA Local Workforce Development Board Plans	WTDB/OWI Staff Team Coordination	
Beginning Date	Ending Date	Action Item	Action Item2	Action Item3	Action Item4	Action Item5
April 1, 2019	June 30, 2019	Stakeholder interviews and planning preparation by Coraggio Group.				
June 20, 2019		WTDB Strategic Planning VISIONING RETREAT				
July 1, 2019				Initial state agency partner email distributed providing a high level timeline.		
July 12, 2019		WTDB Strategic Planning WORK SESSION #1				
July 17, 2019				Follow-up email providing resources.		
July 18, 2019				Outreach emails to extended federal or state partners offering inclusion in the plan.		
July 24, 2019		WTDB Strategic Planning WORK SESSION #2				
July 25, 2019	August 2, 2019	Stakeholder survey distributed by email from Coraggio.				
July 26, 2019						WTDB/OWI Staff Meeting
August 1, 2019	August 31, 2019	Internal plan review and feedback to Coraggio.				
August 6, 2019		WTDB Strategic Planning WORK SESSION #3				
August 7, 2019				Meeting with HUD employment and training programs regarding inclusion in plan.		
August 7, 2019				Meeting with DHS Senior Community Services regarding inclusion in plan.		
August 8, 2019				Email including a detailed timeline, contact list, and guidance to combined plan partners and a request for state combined plan workgroup members.		
August 9, 2019				WORK CAN BEGIN ON AGENCY-SPECIFIC AND COMPLIANCE PORTIONS OF THE COMBINED STATE PLAN.		
August 19, 2019			Meeting regarding labor market and economic data requirements.			
August 19, 2019	September 30, 2019		Labor market and economic data and analysis including the Talent Assessment compiled prior to facilitated meeting.			
August 19, 2019					Initial local area email distributed providing a timeline and initial guidance.	
August 19, 2019				Schedule regular workgroup meetings for the duration of state plan development.	WORK CAN BEGIN ON LOCAL WORKFORCE DEVELOPMENT BOARD PLANS.	
August 21, 2019			Expanded Workforce System Executive Team Meeting			
August 30, 2019						WTDB/OWI Staff Meeting

September 1, 2019	September 30, 2019		WIOA State Planning Workgroup Meeting	Determine/finalize process on the method to submit local plans to OWI/WTDB and communicate the process and evaluation criteria for local plans to local areas.	
September 13, 2019		WTDB Meeting to approve strategic plan.			WTDB/OWI Staff Meeting
September 16, 2019		WTDB Strategic Plan distributed.	WTDB Strategic Plan distributed.	WTDB Strategic Plan distributed.	
September 16, 2019	September 30, 2019	Facilitated meeting with combined plan partners, WTDB reps, and OWP reps to determine how to deliver on the WTDB strategic plan.			
September 18, 2019		Expanded Workforce System Executive Team Meeting			
September 27, 2019					WTDB/OWI Staff Meeting
October 1, 2019		Results of the facilitated meeting distributed by email to all participants including guidance on creating the Oregon state-level workforce system strategic plan.	Email distributed regarding how the Oregon state-agency strategic plan will be incorporated into the WIOA combined state plan.	Email distributed regarding how the WTDB strategic plan and Oregon state agency strategic plan will be incorporated into the WIOA local plans.	
October 1, 2019	October 31, 2019		WIOA State Planning Workgroup Meeting	Finalize guidance regarding local planning and distribute to local areas.	
October 1, 2019	November 30, 2019	Strategic plan developed by HECC OWI based on data analysis in collaboration with all participants.			
October 1, 2019	February 29, 2020			Strategic plan developed by each local area based on WTDB Strategic Plan, Oregon State-Level Workforce System Strategic Plan, local labor market and economic data, local stakeholder input, and local board priorities in collaboration with all local participants.	
October 11, 2019					WTDB/OWI Staff Meeting
October 16, 2019		Expanded Workforce System Executive Team Meeting			
October 25, 2019					WTDB/OWI Staff Meeting
November 1, 2019	November 30, 2019		WIOA State Planning Workgroup Meeting		
November 1, 2019	January 31, 2020		Agency-specific and compliance portions of the combined state plan are written by agencies and edited by HECC OWI.		
November 8, 2019					WTDB/OWI Staff Meeting
November 20, 2019		Expanded Workforce System Executive Team Meeting			
November 22, 2019					WTDB/OWI Staff Meeting
December 1, 2019	December 31, 2019	Review and revision of strategic plan.	WIOA State Planning Workgroup Meeting		
December 6, 2019					WTDB/OWI Staff Meeting
December 18, 2019		Expanded Workforce System Executive Team Meeting			
December 20, 2019					WTDB/OWI Staff Meeting
December 31, 2019		Oregon State-Level Workforce System Strategic Plan complete.	Oregon State-Level Workforce System Strategic Plan distributed.	Oregon State-Level Workforce System Strategic Plan distributed.	

January 1, 2020	January 31, 2020	WIOA State Planning Workgroup Meeting		
January 2, 2020		Strategic section of combined state plan complete.		
January 31, 2020		Agency-specific and compliance portions of the combined state plan are submitted by agencies to HECC OWI.		
February 1, 2020	February 29, 2020	WIOA State Planning Workgroup Meeting		
February 29, 2020		Compliance section of combined state plan complete.		
February 1, 2020	February 29, 2020	Public Comment period for the combined state plan.		
March 1, 2020	April 30, 2020		Expected public comment period for local plans and Local board approval.	
March 13, 2020		WTDB Meeting to approve combined state plan.		
March 16, 2020	March 31, 2020	Portal submission of the Oregon WIOA Combined State Plan as directed by US DOL.		
April 30, 2020			Local plans complete and submitted to the WTDB for review and approval.	
May 1, 2020	May 31, 2020		Local plans reviewed and evaluated. Results communicated to each local area.	
June 12, 2020			WTDB Meeting to approve local plans.	

VISION

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



ROGUE WORKFORCE PARTNERSHIP

MISSION

Create a demand-driven system that aligns the skills of workers with the needs of employers while improving career pathway accessibility.

STRATEGIC OBJECTIVES

All targeted sectors have robust demand-driven action plans

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

Communication and data reporting structure are implemented and are responsive to sector and workforce needs

Emerging, transitioning & current workers have access to the education, training and supports leading to employment and career pathways that reduce economic disparity gaps

KEY STRATEGIC RESULTS

Each established sector has an updated Action Plan in place by November 1, 2019	K-12 system is aligned: baseline numbers of students completing targeted trainings are established and performance metrics are set by July 1, 2020	RWP staff develops a first phase communications plan toolkit to support RWP members and industry sector efforts by March 1, 2020	Engage and convene 3 or more key employers to determine interest in implementing "Workplace Stability" initiative by November 1, 2019.
Transportation / Logistics, Information Technology/E-Commerce & Construction are convened & Action Plans developed by July 1, 2020	Public Workforce system is aligned: baseline numbers of customers completing targeted trainings are established and performance metrics are set by July 1, 2020		Implement "Workplace Stability" initiative (if there's business interest) by July 1, 2020.
Each sector adopts a strategy & processes to continually identify its high-demand for skills training needs by February 1, 2020	Southern Oregon Higher Education Consortium is aligned: baseline numbers of students graduating to meet targeted industry demands are established and performance metrics are set by July 1, 2020	RWP staff convenes workforce and education system partners to build initial data analytic capacity and customer typologies by March 1, 2020	Create & offer innovative Personal Effectiveness Skills training experiences & coaching for targeted at-risk populations and evaluate their initial effectiveness by July 1, 2020
Each sector develops & implements a communication plan by April 1, 2020	PowerUp Academy is relaunched with a focus on meeting targeted sector workforce demands by July 1, 2020		