

**Joint Meeting of:**



**Rogue Workforce Partnership ~ Corporate Directors & Rogue Valley Workforce Consortium**


**Meeting Agenda**

Friday July 24, 2020 • 12:30-2:30 p.m. • Zoom Video Conference

Video/Phone Conference access available at: <https://zoom.us/j/7286917462> . Select your audio preference: 1) Use telephone +1-669-900-6833; Access Code. 728 691 7462 Normal long distance charges will apply); or 2) Use computer microphone & speakers (headset is recommended to avoid reverb)

Time	Item	Rogue Workforce Partnership Action / Objective	Rogue Valley Workforce Consortium Action / Objective	Facilitator   Presenter
12:30	<b>Call to Order</b> (1m) <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> </ul>			Mike Donnelly & Commissioner Fowler
	<b>Consent Agenda / Approve Minutes</b> (1m) <ul style="list-style-type: none"> <li><a href="#">Dec. 6, 2020 Joint Corporate Director &amp; RVWC Meeting Minutes</a></li> <li><a href="#">May 6, 2020 Corporate Director Meeting Minutes</a></li> </ul>	▶ <b>Action</b> - Approve Consent Agenda	▶ <b>Action</b> - Approve Consent Agenda (RVWC minutes are within Joint Meeting Minutes)	Mike
	<b>RWP Budget for Year Ending 6/30/2021</b> (20-30m) (Program Year 2020) <ul style="list-style-type: none"> <li>Click here to view <a href="#">Budget Brief - Budget Infographic - Budget</a></li> <li>Next Steps Communication with RWP – Workforce Board</li> </ul>	▶ <b>Action</b> - Review & Approve RWP Budget & forward for Workforce Board affirmation		Sherri Emitte
	<b>Endowment Fund Report</b> (5-10m) <ul style="list-style-type: none"> <li><a href="#">Endowment Fund Update at 6/30/2020</a></li> <li><a href="#">Oversight &amp; Management</a> - <a href="#">Grant Policies &amp; Procedures</a></li> <li><a href="#">Expenditure History</a></li> </ul>	▶ <b>Info Update &amp; Discussion</b> - On next steps decision-making		Sherri & Jim Fong
	<b>Paycheck Protection Program</b> (15-25m) <ul style="list-style-type: none"> <li>Click here for <a href="#">PPP Brief</a></li> </ul> Numerous Local Workforce Boards in Oregon and the nation have applied for and received federal PPP funding to support their operations. Should the RWP consider applying for these funds?	▶ <b>Possible Action</b> - Approve PPP application for RWP?		Sherri & Jim
	<b>Forestry / Wildland Firefighting Sector</b> (15-20m) <ul style="list-style-type: none"> <li>Recent conversations at Regional Economic Recovery Team meetings, as well as with SOREDI and Youth Forestry program providers, have catalyzed robust conversations with these vital first-responder organizations to address workforce needs.</li> </ul>	▶ <b>Discussion &amp; Action</b> - Make recommendation to add this as a targeted industry sectors to the Workforce Board		Jim

	<p><b>RWP Membership Appointments</b> (20-30m) </p> <ul style="list-style-type: none"> <li>• Click here for <a href="#">RWP Membership List &amp; WIOA Rules</a></li> <li>• Re-Appointments</li> <li>• New Appointments <ul style="list-style-type: none"> <li>▸ In addition to appointing Susan Bruce, 3 other vacant Business Representatives positions require filling. The WIOA federal law requires these members <i>“provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.”</i></li> <li>▸ Chair Jessica Gomez has offered to serve on a Membership Subcommittee, with any other Corporate Director and staff.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▸ <b>Action</b> - Recommend the re-appointment of listed members and appointment of Susan Bruce to Workforce Board</li> <li>▸ <b>Discussion &amp; Next Step Agreements</b> - Form a Membership Subcommittee to add any additional criteria, identify / interview candidates &amp; bring recommendations back to RWP Corporate Directors on filling 3 vacant Business Representative positions</li> </ul>	<ul style="list-style-type: none"> <li>▸ <b>Action</b> - Approve re-appointment of listed members and appointment of Susan Bruce to the RWP - Workforce Board</li> </ul>	Jim
	<p><b>COVID-19 &amp; Workforce System Update</b> (10-15m) </p> <ul style="list-style-type: none"> <li>• Layoffs, Unemployment Insurance &amp; Rapid Response</li> <li>• Job Openings + Who’s Planning to Hire</li> </ul>	<ul style="list-style-type: none"> <li>▸ <b>Information Update</b></li> </ul>		Jim & RWP Team
2:30	<b>Adjourn</b>			Mike & Commissioner Fowler

 = Handout attached or will be handed-out at meeting or displayed on screen

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



**MINUTES**

**JOINT MEETING OF  
ROGUE WORKFORCE PARTNERSHIP ~ CORPORATE DIRECTORS &  
ROGUE VALLEY WORKFORCE CONSORTIUM**

December 6, 2019 ♦ 37 N. Central Ave. - Board Room ♦ Medford, OR

**MEMBERS PRESENT**

Chair Jessica Gomez\*  
Vice-Chair Mike Donnelly\*  
Commissioner Bob Strosser  
Commissioner Darin Fowler  
Nikki Jones  
Shawn Hogan\*

**MEMBERS ABSENT**

Robert Begg

**OTHERS PRESENT**

Jim Fong, Executive Director, Rogue Workforce Partnership  
Sherri Emitte, Chief Finance and Administrative Officer, Rogue Workforce Partnership\*  
Jill teVelde, Workforce Development Manager, Rogue Workforce Partnership  
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

*\*indicates that individual joined remotely.*

**Quorum Present:** Yes

Before the meeting was called to order, Jim talked about the format of today's meeting and the membership topic that will require actions by both the Corporate Directors as well as the Rogue Valley Workforce Consortium.

**1) Call to Order**

The RWP Corporate Directors meeting was called to order by Chair, Jessica Gomez, and the Rogue Valley Workforce Consortium Meeting was called to order by Chair, Commissioner Darin Fowler, at 2:35 P.M. A round of introductions were made.

**2) Consent Agenda**

**Nikki Jones moved to approve the consent agenda consisting of the October 17, 2019 Corporate Director's meeting minutes. The motion was seconded by Commissioner Bob Strosser. The motion passed unanimously.**

**3) RWP Membership**

A request was made by the Department of Human Services (DHS) to replace their current representative on the RWP Workforce Board, Melissa Wolff, with newly hired Self-Sufficiency Program/Child Welfare District Manager Kim Whitney.

Jim was able to meet with the newly hired Superintendent Bret Champion of Medford School District and he indicated his eagerness to join the workforce Board.

Catherine Goslin, Rogue Valley Manor, has tendered her resignation from the Workforce Board, and we will build her vacancy into our member replacement strategy.

The request is to approve Kim Whitney and Dr. Bret Champion as RWP Workforce Board Members.

For Rogue Workforce Partnership

**Mike Donnelly moved to recommend to the Rogue Valley Workforce Consortium that Kim Whitney and Dr. Bret Champion be appointed to the RWP Workforce Board, and that a replacement be found for Catherine Goslin. The motion was seconded by Shawn Hogan. There was no discussion and the motion was passed unanimously.**

For Rogue Valley Workforce Consortium

**Commissioner Bob Strosser moved to approve the recommendation from the RWP Corporate Directors as stated above. The motion was seconded by Commissioner Darin Fowler. There was no discussion and the motion passed unanimously.**

#### 4) Adult & Dislocated Worker Employment & Training Services Procurement Update

Jim noted that this topic was discussed at the last Corporate Director's meeting, and it was shared at that time that we would normally go out to RFP (Request for Proposals) in January; however, since this is the first time we have gone out for procurement since closing down The Job Council, we were thinking about the pros and cons of different contracted service provider. A conversation that started more than 5-6 years ago was reinvigorated in considering Oregon Employment Department (OED) as being the WIOA Title 1B service provider for Adult and Dislocated Workers. Jim noted that in many states OED is the WIOA Title 1B service provider, but it has never been that way in Oregon. Jim went on to explain that OED is unique in that they have the Supplemental Employment Department Administration Fund (SEDAF), which is a carve-out of UI Trust Fund, that is used to fund the staff in their offices. The goal is to leverage as much as we can of these resources to free up WIOA 1B dollars for training.

At the last RWP Corporate Director's meeting on October 17, 2019, RWP staff were given authorization to pursue the idea. In the discussions held with the Higher Education Coordinating Commission (HECC), we were asked to make one change to our current procurement policy which necessitated the need to meet with you again prior to bringing this to the full Workforce Board for approval.

A presentation was shown to the group and Jim indicated that a meeting is being scheduled with ResCare leadership early in the week.

Jessica inquired as to whether we have talked to DHS about their thoughts of continuing their contract with ResCare. Jim indicated that he doesn't feel this will change as they went out to RFP last year and selected ResCare for a two-year (biennium) contract.

Jim went on to explain that there has been a long history of many federally funded programs starting in 1918 that have created a highly fragmented set of siloed services, and this is an opportunity for us to streamline and innovate. The state OED leaders in Salem indicated that if they are going to do a pilot, our region is positioned the best for it. HECC is very supportive of this proposal as well, and we will be documenting and tracking the process along the way to be able to share it with other regions.

Although the exact personnel costs are still being crunched, we have estimated an annual savings of \$50,000-\$150,000. Shawn suggested quantifying the 50% decrease in federal funds that has occurred over the past decade, as well as quantifying the improvements we will see ( i.e. serving more people, serving people faster, etc.).

Jim feels it is possible to quantify more training dollars being spent and more people being trained; however, it would be a little harder to quantify the decrease in federal funds.

Jessica talked about the cost savings, as well as having public employees provide the Title 1B services, and how quickly the cost savings could be diminished due to increased staff costs. Jim indicated that his sense was that this is 7-10 years out and feels that if higher staff costs become an issue, we can always go back out for procurement.

The other ingredient that has not been quantified is the cost of high turnover within ResCare. The question remains on how much the increased staff costs translate to higher quality staff. Nikki stated that she feels that although the cost savings is not significant, the ultimate goal is to provide better, sustainable services.

Sherri indicated that RWP has been processing with OED staff at the state level on the questions around service and staffing levels, and she will have more information available about the number of OED and ResCare staff in each office in the near future. OED cannot leverage all their staff to replace ResCare's 1B staff, and 4-5 people will need to be hired locally with the possibility of one person at the state office. Sherri also talked about the transition with infrastructure and, even though it is a separate issue, it is in alignment with our goal of saving funds to put toward more training. "We will be paying pennies on the dollar by allowing OED to take over the facility leases," Sherri stated. It was clarified that the infrastructure transition will take place regardless of the outcome of the non-competitive procurement.

The action before the Corporate Directors is to recommend the proposal be taken to the full Workforce Board.

**Shawn Hogan moved to recommend taking the proposal for a non-competitive procurement to the full Workforce Board. Mike Donnelly seconded the motion. There was no further discussion. The motion was passed unanimously.**

## 5) Revision to RWP Procurement Policy

Sherri presented a revised procurement policy that includes the following revisions:

- It was brought to our attention by HECC/OWI (Office of Workforce Investment) that our policy inadvertently referred to HECC/OWI under its former name of "Department of Community Colleges and Workforce Development", and strongly suggested that we make the revision. Page 4 of the policy reflects this change.
- On page 3 of the policy we corrected Sherri Emitte's title.

The action before the Corporate Directors is to approve the revised policy.

**Mike Donnelly moved to approve the revised policy as stated. The motion was seconded by Nikki Jones. There was no further discussion. The motion was passed unanimously.**

**6) At-Risk Youth Employment & Training Services Procurement Update**

Jim reported that RWP staff are processing and planning with other youth service providers in the community to collaborate around the services that we would like to see provided to this population of youth. More information will for forthcoming.

**7) Adjourn**

With no further business, the RWP Corporate Directors and Rogue Valley Workforce Consortium meetings were adjourned at 3:35 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

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Approved \_\_\_\_\_ Date \_\_\_\_\_  
Jessica Gomez, RWP Chair



**MINUTES**

**ROGUE WORKFORCE PARTNERSHIP ■ CORPORATE DIRECTORS EMERGENCY MEETING**  
May 6, 2020 ♦ Zoom Video Conference

**MEMBERS PRESENT**

Chair Jessica Gomez  
Vice-Chair Mike Donnelly  
Commissioner Bob Strosser  
Commissioner Darin Fowler  
Nikki Jones  
Shawn Hogan

**MEMBERS ABSENT**

Robert Begg

**OTHERS PRESENT**

Jim Fong, Executive Director, Rogue Workforce Partnership\*  
Sherri Emitte, Chief Finance and Administrative Officer, Rogue Workforce Partnership\*  
Jill teVelde, Workforce Development Manager, Rogue Workforce Partnership\*  
Ida Saito, Partnership Engagement Manager, Rogue Workforce Partnership\*  
Greg Thweatt, Program and Data Analyst\*  
Tami Allison, Senior Project Manager, Rogue Workforce Partnership\*

**Quorum Present:** Yes

**Call to Order**

The RWP Corporate Directors meeting was called to order by Chair, Jessica Gomez at 1:05 P.M. A round of introductions was made.

**Consent Agenda**

**A motion was made by Commissioner Strosser to approve the consent agenda consisting of the minutes from Corporate Director’s meetings dated February 14, 2020, April 1, 2020, April 2, 2020, April 10, 2020; as well as Form 990 Federal Tax Return and CT-12 Oregon Annual Report. The motion was seconded by Mike Donnelly and approved unanimously.**

**WIOA Youth Employment & Training**

The RWP Workforce Development Board authorized the RWP Corporate Directors to approve the recommendation made by RWP staff for a new WIOA Youth Employment and Training Service Provider. Proposals were submitted by ResCare, Rogue Valley Mentoring, and College Dreams.

Cindy Manning, Supervisor, WorkSource Rogue Valley – OED, and Mary Ferrell, Executive Director of Maslow Project, joined the core RWP team consisting of Jim Fong, Sherri Emitte, and Jill teVelde in evaluating the proposals, and the group determined that College Dreams stood out as the best candidate. RWP then held a discussion with College Dreams to explore their proposal.

Jim reminded the Directors that College Dreams had originally applied for the Out-of-School Youth provider in 2015, but was disqualified due to an administrative oversight.

The consensus of the group is that College Dreams has extraordinary connections in the community, which allows them to tap into the many partnerships and collaborations that are currently happening. They also have the ability to move towards more of an out-of-school model. Other comments made by the review panel included that College Dreams has staff who have worked with youth for a number of years and are very youth focused, have made connections with foster care as well as vocational rehabilitation populations, and have leveraged many resources to better provide services that will reach the hard-to-serve youth. RWP has worked with College Dreams for the past six years as the in-school-youth service provider, and they are able to leverage many resources and focus solely on youth – “These things put them way above other applicants,” stated Sherri. In addition, College Dreams has a very low staff turnover rate.

The conversation was opened for questions:

*Are there key performance indicators that will be established to measure success?*

Yes; both WIOA performance measures, as well as our local metrics. College Dreams has exceeded performance that was set for them for the In-School-Youth Program.

Metrics will be developed around career bridges and following into placements, in addition to the Essential Employability Skills Rubric, and social-emotional development work. In the long term, we will be tying their performance into our predictive analytics data.

Rogue Workforce Partnership will convene monthly meetings with College Dreams to review budget actuals, performance, etc. “We want to learn and grow together,” stated Jim. We will be collaborating to see how services need to be reinvented in a COVID-19 environment to ensure that this is still a demand-driven system.

Jessica indicated that she feels very positive about this choice and feels College Dreams will do an excellent job. Shawn echoed Jessica’s comments, adding that he has had several interns from College Dreams and that they are wonderful to work with.

**The motion was made by Mike Donnelly to approve College Dreams as the WIOA Title 1B Youth Service Provider. The motion was seconded by Commissioner Strosser. The motion passed unanimously with none opposed or abstaining.**

## **COVID-19: Shutdown Response & Reopening**

### WorkSource Rogue Valley and Support to Laid-Off Workers

WorkSource Rogue Valley centers continue to receive between 500-600 calls per day from people needing help in finding out about their unemployment benefits. Although no one expects OED to fix their 1990’s computer system quickly, there needs to be better communication going out to the public about what is happening. Local staff can assist as they can; however, they are not UI claims processors. Local staff are being trained to assist with basic claims; however, more complex claims must be handled by Salem.

Recently launched is the Pandemic Unemployment Assistance (PUA) program that temporarily extends unemployment insurance eligibility to self-employed workers, freelancers, independent contractors and part-time workers impacted by the coronavirus pandemic. Local staff are not yet able to look at any of these claims until they are trained. One center in Oregon is currently handling all of the claims and are able to process only the basic claims. Those claims with problems are being set aside, and staff are keeping records in order to give call backs once information updates are received.

Companies are starting to pivot towards the reopening and rehiring phase.

Layoff Aversion Summary Report - A total of 36 companies (out of over 160 applicants who applied) received layoff aversion funds totaling \$179,198 that kept 369 individuals from being laid off at a cost of \$486 per person. As new information is received, resources are being sent out to this group.

We are continuing to meet as a Joint Business Services Team and are working closer with our business services professionals than we have ever been before. In addition, the notion of creating a wrap-around team of Economic Development as well as Workforce leaders compliments the work that the counties and cities are doing.

Mike commended the RWP staff for the diversity of the businesses funded, as well as getting the message out about the funds. Jim added that in conversations with businesses, we saw that other funding was tied up and not readily available through other programs. "We are advocating for more flexibility with funds that come our way in order to stay nimble to help businesses," Jim stated.

Communications Infrastructure Building – A communications workgroup was formed from the Joint Business Services Team that includes Brent Kell of Valley Immediate Care and Alex Poythress of REVEIL. The group brainstormed the need for a platform that could be open to everyone to include resources for COVID-19, as well as post COVID-19 information. Procurement is taking place for Phase I which includes a website focused toward business, a CRM, as well as a LinkedIn page. This information will be announced at an upcoming Regional Emergency Resource Team (RERT) meeting.

Convening Sector Groups with Regional Solutions – Work is being done with Alex Campbell, Regional Solutions Team Coordinator, to convene sector groups to check in with them on key questions regarding the opening phases and needs and priorities they might have.

Dislocated Worker Disaster Recovery Grant – Rogue Workforce Partnership received \$284,715 to create temporary employment opportunities to assist with clean-up and recovery efforts. Oregon is one of only 27 states to receive this grant.

AllCare and RWP SNAP 50/50 Employment and Training - RWP will be contributing \$150,000 of non-federal funds in partnership with AllCare to leverage SNAP 50/50 and create a program to serve an additional 40 individuals.

Oregon Health Authority Grant – We're anticipating / hoping OHA will be awarding \$120,000 to skill up additional CNA's. Jim indicated that we are having similar conversations with them regarding funding to assist the counties with contact tracers.

United States Workforce Association and Federal Investments – Coordination with Congressional Staff and USDOL - There is a bill currently in Congress that is looking to add more workforce dollars. The good news is that we are starting to reopen, but it is taking some time and we appreciate the Commissioner's assistance in driving us in that direction. The uncertainty centers around what might happen in the fall and winter, and what will be the needs of businesses and workers at that time.

Jessica indicated that without a vaccine, we will have an uptick in fall and winter, and we need to plan for it.

Commissioner Strosser indicated a soft statewide reopening as of May 15, with each phase lasting 21 days.

Commissioner Fowler added that if we predict what will happen 30 days from now based on what happened 30 days ago, none of that happened and the planning we are doing is helping us to emerge from this much smarter.

## **Healthcare Sector Update**

COVID-19 Crisis Response – A lot of pivoting was done with the healthcare group to respond to this crisis. Currently, the group is meeting weekly.

Providence Medford Medical Center and Nurse Clinicals - Notification was received locally that University of Providence in Montana wants to send nursing students to Medford for clinicals. This could impact the availability for clinicals for students who will stay in our area. The healthcare group will take point on this and facilitate regional conversations to understand the pros and cons.

### **Next RWP Meetings & Agendas**

Workforce Board – Jim indicated that because so much is going on, he hadn't had a chance to send the email update out; however, a more strategic conversation is needed around how it will look in reopening as well as looking at our investment priorities. Jessica feels we should schedule a virtual meeting (with an in-person option) in June.

Corporate Directors - Agenda topics will be developed and reviewed with the group.

### **Adjourn**

With no further business, the RWP Corporate Directors was adjourned at 2:01 p.m.

Respectfully Submitted,

Tami Allison  
Senior Project Manager

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Approved  
Jessica Gomez, RWP Chair

Date

DATE: July 14, 2020  
TO: Rogue Workforce Partnership Corporate Directors  
FROM: Sherri Emitte, Chief Finance and Administrative Officer  
SUBJECT: Budget for YE 6/30/21 (Program Year 2020)

## **BACKGROUND**

With our ever-evolving presentation of information to the Boards, we decided to present the budget in a more comprehensive, informative way. Historically we have presented revenues by fund, and expenditures by top-level line item (i.e., Personnel, Contracted Workforce Services, and Operating Expense). We are still presenting the revenues by fund; but we are also presenting the expenditures by fund, and by expenditure type (i.e., Direct Program, Sectors and Systems, and Administration and Overhead, for each fund). This should give you more of a sense on how our monies are spent within each fund. Overall, both Revenues and Expenditures equal \$4,756,714. Now, to drill down on various budget components. First I'll discuss the funding groups, and then discuss the revenue and expenditure line items.

## **FUND GROUPINGS**

Administration: The first fund shown is Administration. Typically, every grant will have a 10% allowance incorporated into it in order to provide funds to administer the contract. The WIOA definition of administration is fairly restrictive in that it just includes the accounting, procurement, payroll, audit, and property management functions. It does not include processes that are considered by the business world as being administrative like the Executive Director or clerical functions. For consistency and clarity, we use the WIOA definition for all of our funds. And even though 10% is allowed, our administrative function typically runs below 7%. Any excess admin funding may always be used for program costs (but not the other way around).

WIOA Title IB Adult and Dislocated Worker: The Adult and Dislocated Worker funds are our largest funding source, and we have seen these every year. However, you'll also see two new funds in this category – the Dislocated Worker Grant (DWG) Disaster Recovery and DWG Employment Recovery. These were part of special grants that the state had applied for from the Department of Labor in order to address the impacts of COVID-19, and will be used in just about the same way as we use the Dislocated Worker funds – to provide training and help to get people back to work.

WIOA Title IB Youth: These youth funds are again those funds we see every year to provide services to our youth. And the High Concentration of Eligible Youth funds are additional monies we receive based upon a formula, by area, of those areas in the state with a high concentration of eligible youth.

State General Funds: These three funds – Competitive Strategies, Work Experience, and Industry Engagement – are biennial allocations we receive from the State General Fund, and are funds that we have been receiving year after year. This is the second year of these two-year funds.

The Competitive Strategies funds are the least restrictive of the three, and are used internally to supplement our general systems development work.

The Industry Engagement funds are provided specifically for our sector work, and we are paid as we establish and meet our various sector goals.

The Work Experience funds are mainly distributed to our service providers as additional funding for client work experience and training, and must be matched by WIOA Title IB funding. We have also designated a large part of these funds for a new effort that we are partnering with AllCare Health on, that we'll be launching in October 2020. AllCare Health is one of our region's Coordinated Care Organizations who serves Oregon Health Care (Medicaid) customers, mostly in Josephine County.

We are co-investing in a SNAP 50/50 STEP program. "SNAP" represents those clients who are currently receiving SNAP (Supplemental Nutrition Assistance Program, aka Food Stamps) benefits. "STEP" stands for "SNAP Training and Employment Partnership". And the "50/50" represents a program provided by the US Department of Agriculture whereby 50% of all expenditures generated through this program may be reimbursed by USDA to use for future services. The reimbursed funds are no longer considered federal funds and may be reinvested into future services and used to generate additional federal reimbursements. If the original level of training investment is continued in subsequent years, then these reimbursements can create a compounding effect, which can then exponentially grow the amount of training funds available to serve SNAP-eligible job/career-seekers.

AllCare's non-federal funds will go toward funding a Career Coach to support up to 40 AllCare patients who are receiving SNAP benefits. RWP's co-investment of \$150,000 over the coming October-through-September period will be used to provide training services to these individuals. This is the first time in this state or nation that a CCO / Medicaid organization will be joining with a Workforce Board to jointly provide these kinds of services, and we're excited about the potential.

Other Funds: This is a "catch-all" category of other funds, and include four funding sources.

The US Forest Service is a small grant that we have had for several years and will be used to fund forestry work for our youth as USFS has the need.

The Revolving Tuition Fund is comprised of funds generated in the two previous years by our Rogue Advanced Manufacturing Partners who have reimbursed RWP 50% for training for their incumbent workers. The funds generated from this process will be used to assist in training for incumbent workers from smaller companies who may not be able to afford the 50% reimbursement, as well as marketing to get the word out about manufacturing career paths.

The Endowment Fund and Careers in Gear funds includes revenues and expenditures for those efforts that the Board is very familiar with.

Sublease and Reimbursements: Our subleasing activity is greatly reduced as we have divested ourselves of several leases and subleases over the past two years; however, we still have subleases for the OED Economist and the Governor's Regional Solutions Team at our Central Avenue location. In addition, we have an arrangement with the Southern Oregon Visitors Association whereby they may reimburse us for use of our copiers and for parking permits.

And now, the Revenue and Expenditures.

## **REVENUES**

Line 1 in the Revenues section represents Rollover funds. These are monies that are remaining to be spent within a multi-year grant. The WIOA formula funds (Adult, Dislocated Worker, and Youth) will always have rollover, and the three state general fund grants are in their second year of a 2-year grant. Line 2 represents new funding we're receiving in the current year.

Line 3 represents an amount of excess Administrative funds that are being transferred to be used in programs, and Line 4 is an amount to be transferred from Adult to Dislocated Worker in order to reflect our actual customer flow.

Lines 5 through 10 represent various miscellaneous revenue sources as described.

## **EXPENDITURES**

Direct Program: These expenditures on Lines 12-14 represent services provided directly to or for clients, mostly by our two service providers; but they may also include expenditures for our One Stop Provider, or for our I-Trac data services.

Amounts budgeted for our Contracted Service Providers are \$2,000,000 for Oregon Employment Department, and \$757,000 for College Dreams.

Sectors and Systems: These expenditures on Lines 15-18 represent those costs expended for RWP's sector and systems work. The bulk of the expenditures are for personnel and related facilities and overhead for those personnel. It may also include sector-related meetings and events, as well as Oregon Workforce Partnership and SOREDI and various Chamber dues, as well as sector outreach efforts.

Administration and Overhead: These expenditures on Lines 19-24 represent costs expended for financial and administrative personnel and related facilities and overhead, as well as such operational expenditures as audit fees, insurance, and IT costs.

These administrative costs flow into the Admin fund, but these expenditures are allocated quarterly among the various other funds for inclusion into those grants. You can see this reallocation on Line 23.

Rollout Funds: These funds on Line 26 represent funding not spent in the current year, but reserved to roll out into the subsequent program year.

## **COMPARISON TO PRIOR YEAR**

With the revenue and expenditures being presented in this very different format, it's difficult to show a line-by-line comparison of the various items; however, I'll just highlight certain differences.

	Increase (Decrease)	Reason
WIOA revenue	\$469,945	Increased allocations and new DWG grants
Work Exper revenue	\$174,522	Last year we showed ½ of the 2-year allowance. This wasn't substantially used in the previous year, so this additional amount represents the remainder flowing into the second year.
Rental Income	(\$179,538)	Elimination of large sublease agreements
Personnel Expense	(\$ 57,297)	Elimination of our IT Guy (replaced by a subcontractor), and last year we thought we were phasing in a new accountant
Workforce Services	\$776,500	Because of additional funding, as well as overall reduced expenditures, we are able to pass along additional revenues to our service providers

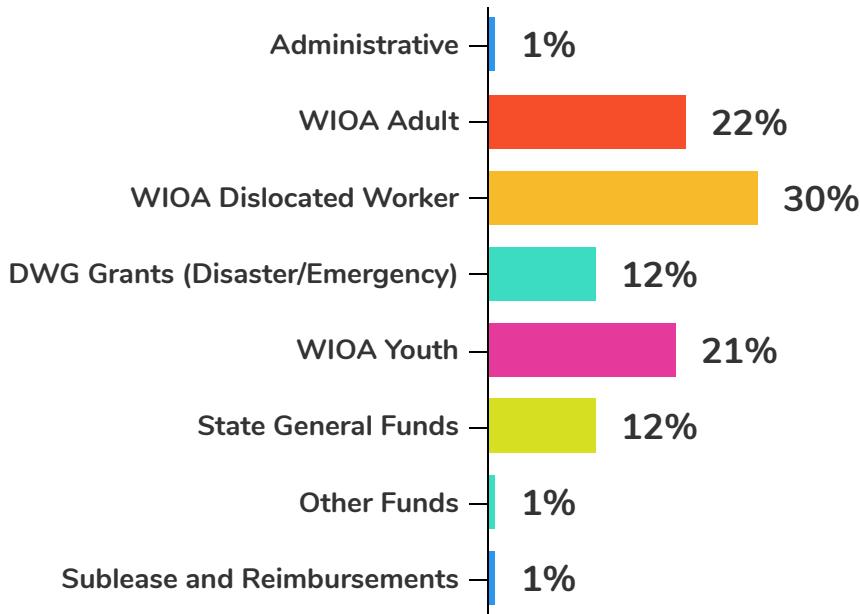
I will be available at the board meeting to answer any questions.

# Rogue Workforce Partnership Budget PY20

## At A Glance

Budget for Year Ending 6/30/21 (Program Year 2020)

### Fund Groupings % of Total Budget



**Total Budget - \$4,756,714**

### Highlights of PY20 Budget

**WIOA Adult/DW**

WIOA Adult/DW: 64%  
Rest of Budget: 36%

**NEW**  
**Dislocated Worker Grants (DWG)**  
Emergency and Disaster (\$569,430 total)  
In response to COVID-19

**Contracted Service Providers**

- Adult/DW: Oregon Employment Department - \$2 million**
- Youth: College Dreams - \$757,000**

**NEW**  
**SNAP 50/50 with AllCare**  
Included in the State Work Experience funds granted to OED. 50% match to be received on all of RWP's contribution.

**ROGUE WORKFORCE PARTNERSHIP  
BUDGET FOR THE YEAR ENDING 6/30/21**

		ADMIN	WIOA ADULT AND DISLOCATED WORKERS				WIOA YOUTH		STATE GENERAL FUNDS			OTHER FUNDS				SUBLEASE & REIMBURSEMENTS		
REVENUES		ADMIN	WIOA ADULT	WIOA DLW	DWG Disaster	DWG Emplmnt	WIOA YOUTH	HIGH CONC OF YOUTH	COMPET STRAT	WORK EXPER	INDUSTRY ENGAGE	USFS	REVOLVING TUITION	ENDOWM FUND	CAREERS IN GEAR	OED CENTRAL	GOV TEAM	SOVA
1	Rollover funds	100,000	425,000	250,000			30,000	9,975	108,380	370,000	97,985	10,367	14,465					
2	New grant funds	270,234	864,383	684,430	284,715	284,715	883,283	9,975										
3	Transfer from Admin to Programs	(325,000)	90,000	160,000			75,000											
4	Transfer from Adult to DLW		(350,000)	350,000														
5	Interest/Dividend income													7,000				
6	Gain/Loss													1,000				
7	Endowment Fund contribution																	1,973
8	Booth fees																	12,360
9	Parking and copies reimbursement	26	125	195			160				30						26	1,463
10	Sublease income															5,819	28,630	
11	<b>TOTAL REVENUES</b>	<b>45,260</b>	<b>1,029,508</b>	<b>1,444,625</b>	<b>284,715</b>	<b>284,715</b>	<b>988,443</b>	<b>19,950</b>	<b>108,380</b>	<b>370,000</b>	<b>98,015</b>	<b>10,367</b>	<b>14,465</b>	<b>8,000</b>	<b>14,333</b>	<b>5,819</b>	<b>28,656</b>	<b>1,463</b>
EXPENDITURES		ADMIN	WIOA ADULT	WIOA DLW	DWG Disaster	DWG Emplmnt	WIOA I/S YOUTH	HIGH CONC OF YOUTH	COMPET STRAT	WORK EXPER	INDUSTRY ENGAGE	USFS	REVOLVING TUITION	ENDOWM FUND	CAREERS IN GEAR	OED CENTRAL	GOV TEAM	SOVA
<b>Direct Program</b>																		
12	Contracted Service Providers		550,000	850,000	200,000	200,000	647,000	10,000	0	280,000	0	8,000	0	0	12,000	0	0	0
13	Other direct expenditures		25,985	30,762	3,994	3,994	25,529	0	0	61,096	7,200	0	13,596	2,000	350	0	0	0
14	<b>Total Direct Program</b>		<b>575,985</b>	<b>880,762</b>	<b>203,994</b>	<b>203,994</b>	<b>672,529</b>	<b>10,000</b>	<b>0</b>	<b>341,096</b>	<b>7,200</b>	<b>8,000</b>	<b>13,596</b>	<b>2,000</b>	<b>12,350</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sectors and Systems</b>																		
15	Personnel		117,116	183,182	0	0	150,149	0	41,309	5,956	13,730	0	0	0	1,122	0	0	0
16	Other expenditures		596	945	0	0	828	0	55,326	0	59,044	0	0	0	0	0	0	0
17	Facilities and overhead		27,858	53,971	0	0	28,941	0	5,235	720	12,154	0	0	0	0	5,470	26,934	1,375
18	<b>Total Sectors and Systems</b>		<b>145,570</b>	<b>238,097</b>	<b>0</b>	<b>0</b>	<b>179,918</b>	<b>0</b>	<b>101,870</b>	<b>6,677</b>	<b>84,927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,122</b>	<b>5,470</b>	<b>26,934</b>	<b>1,375</b>
<b>Administration and Overhead</b>																		
19	Personnel	175,392																
20	Insurance, audit and tax return	42,537																
21	Facilities and overhead	20,043																
22	<b>Subtotal Admin and Overhead</b>	<b>237,972</b>																
23	Less Admin reallocation	0	(237,972)				54,481	639	6,511	22,227	5,888	511	869	128	861	350	1,721	88
24	<b>Total Admin and Overhead</b>	<b>237,972</b>	<b>0</b>	<b>46,116</b>	<b>71,508</b>	<b>13,038</b>	<b>54,481</b>	<b>639</b>	<b>6,511</b>	<b>22,227</b>	<b>5,888</b>	<b>511</b>	<b>869</b>	<b>128</b>	<b>861</b>	<b>350</b>	<b>1,721</b>	<b>88</b>
25	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>767,671</b>	<b>1,190,367</b>	<b>217,032</b>	<b>217,032</b>	<b>906,928</b>	<b>10,639</b>	<b>108,380</b>	<b>370,000</b>	<b>98,015</b>	<b>8,511</b>	<b>14,465</b>	<b>2,128</b>	<b>14,333</b>	<b>5,819</b>	<b>28,656</b>	<b>1,463</b>
26	Rollout funds	45,260	261,837	254,258	67,683	67,683	81,515	9,311	0	0	0	1,856	0	5,872	0	0	0	0
27	<b>TOTAL EXPENDITURES &amp; ROLLOUT</b>	<b>45,260</b>	<b>1,029,508</b>	<b>1,444,625</b>	<b>284,715</b>	<b>284,715</b>	<b>988,443</b>	<b>19,950</b>	<b>108,380</b>	<b>370,000</b>	<b>98,015</b>	<b>10,367</b>	<b>14,465</b>	<b>8,000</b>	<b>14,333</b>	<b>5,819</b>	<b>28,656</b>	<b>1,463</b>
		0	0	0	0	0	(0)	(0)	(0)	0	(0)	(0)	0	0	(0)	(0)	0	0



# ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

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DATE: July 8, 2020  
TO: Rogue Workforce Partnership Corporate Directors  
FROM: Sherri Emitte, Chief Finance and Administrative Officer  
SUBJECT: Endowment Fund Update at 6/30/2020

As I'm sure is no surprise, since our last Endowment Fund update at 12/31/2019, our investments have been on a wild ride! For the past four quarters, the total realized and unrealized gain within the two investment funds each quarter has gone from \$346, up to \$35,553, down to a loss of \$60,175, and back up by \$20,273! You can see that roller coaster ride on the attached graph. The end result of those wild four quarters was a net loss of \$4,003 – not too bad, considering.

As of 6/30/2020, our investment at Sky Oak Financial stands at \$438,659. Not taking into account the \$7,100 that was deducted last August for cashflow purposes, our three investment funds are down about \$4,241 since our initial investment in September 2018.

You can see at the bottom of the summary report that for the fiscal year 19/20, the Equities<sup>1</sup> portion of our investment has grown by \$7,715 (4.0%), offsetting the loss from the prior year for a positive return since inception of the account. The opposite has happened within the ETF<sup>1</sup> portion of our account. For fiscal year 19/20, we experienced a net loss of \$9,023 (-4.5%), offsetting the gain from the prior year.

The third attachment is a summary of our Endowment Fund activity, which includes a \$73 balance remaining in RWP's Money Market fund for cashflow purposes for the current year. The total balance currently in our Endowment Fund is \$438,733.

All of the above activity does not include an amount to be transferred from the Endowment Fund for support of the most recent Careers in Gear event. We just recently received our last invoice for the event and have not yet calculated the accompanying administrative expense allocation; but it would appear that approximately \$6,000 will need to be transferred out of the Endowment Fund to cover these expenses. The exact amount will be deducted from the Sky Oak cash account within the current quarter.

I will be available at the Board meeting to answer any questions you may have.

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<sup>1</sup> *Equities* represent ownership stakes in corporations. Typical equities may include common stock, preferred stock, foreign equities, and closed-end funds. An *ETF*, or Exchange Traded Fund, is a collection of securities such as equities, bonds, and options that is bought and sold like a stock in real time on a stock exchange.

**SKY OAK INVESTMENTS**

**9/7/18 - 6/30/20**

	TOTAL	CASH	EQUITIES	ETF's
Initial Investment 9/7/18	450,000	45,000	202,500	202,500
Inter-Account Transfer 9/10/18	-	10,000	(10,000)	
Transfer for Cashflow Use 8/29/19	(7,100)	(7,100)		
Interest / Dividends	11,489	176	4,356	6,957
Realized Gain/Loss (Sales)	(28,496)		(11,520)	(16,976)
Unrealized Gain/Loss (Market Value Change)	17,912		10,945	6,967
Management Fees	(5,146)		(2,506)	(2,640)
	-			
Total at 6/30/19	<u>438,659</u>	<u>48,076</u>	<u>193,775</u>	<u>196,808</u>

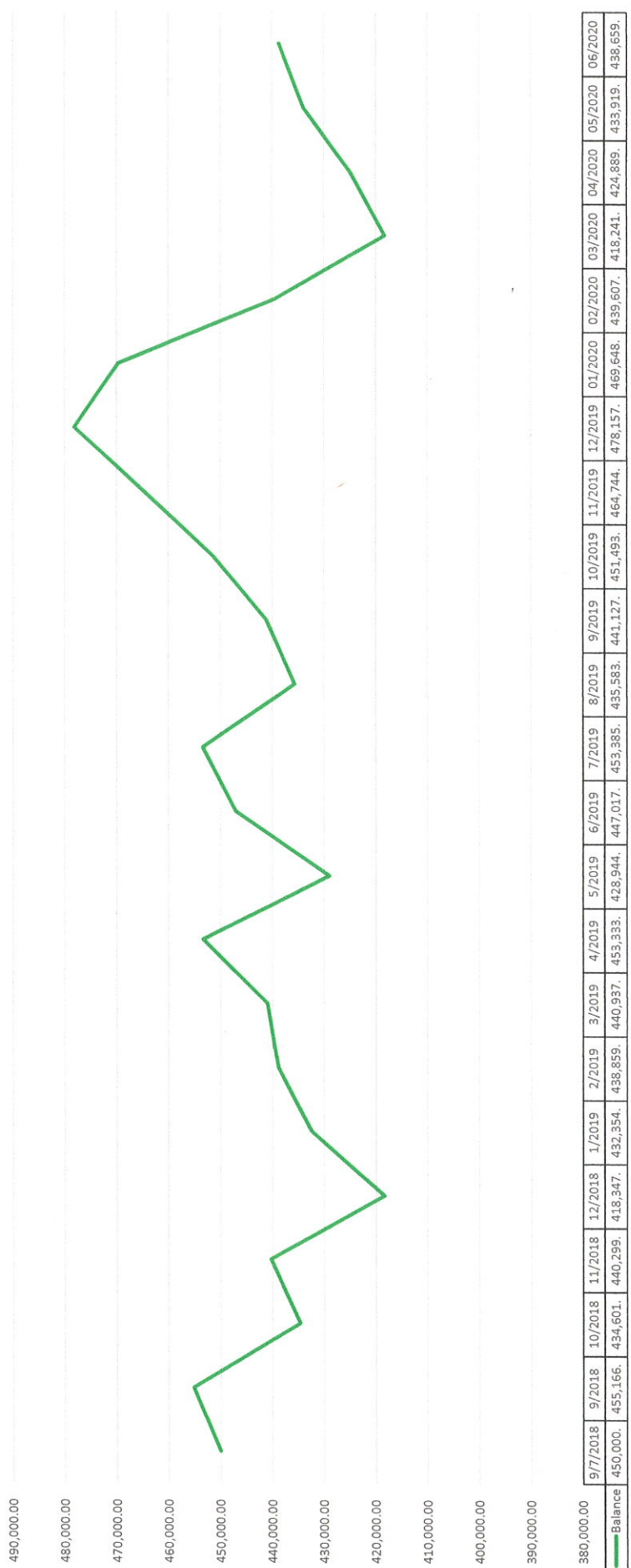
Realized and Unrealized Gain/Loss by Quarter:

QE 9/30/18	4,079
QE 12/31/18	(37,462)
QE 3/31/19	21,607
QE 6/30/19	5,195
QE 9/30/19	346
QE 12/31/19	35,553
QE 3/31/20	(60,175)
QE 6/30/20	20,273
Total Realized and Unrealized Gain/Loss	<u>(10,584)</u>

Performance (incl Gain/Loss, Interest, Mgmt Fees):

	-----EQUITIES-----		-----ETF's-----	
FY 18/19	(6,439)	-3.3%	3,331	1.6%
FY 19/20	7,715	4.0%	(9,023)	-4.5%
TOTAL	1,276	0.7%	(5,692)	-2.8%

### Endowment Fund Balance at Sky Oak Wealth



Note: \$7,100 transferred out for cashflow use on 8/29/19

**ENDOWMENT FUND BALANCE**

		Total	Money Market	Sky Oak
7/1/2018	Beginning Balance	462,819.87	462,819.87	
7/31/2018	Interest	462,851.31	31.44	
8/31/2018	Interest	462,882.75	31.44	
9/7/2018	To Sky Oak	462,882.75	(450,000.00)	450,000.00
9/30/2018	Sky Oak Statement	468,049.59		5,166.84
10/15/2018	Bank Wire Fee	468,008.59	(41.00)	
10/31/2018	Sky Oak Statement	447,443.27		(20,565.32)
11/30/2018	Sky Oak Statement	453,141.08		5,697.81
12/19/2018	Southern Oregon Success	448,141.08	(5,000.00)	
12/31/2018	Sky Oak Statement	426,189.50		(21,951.58)
1/31/2019	Sky Oak Statement	440,196.07		14,006.57
2/28/2019	Sky Oak Statement	446,701.69		6,505.62
3/31/2019	Sky Oak Statement	448,779.65		2,077.96
4/18/2019	SORED! Resiliency Plan	446,279.65	(2,500.00)	
4/30/2019	Sky Oak Statement	458,675.56		12,395.91
5/31/2019	Sky Oak Statement	434,286.73		(24,388.83)
6/30/2019	Sky Oak Statement	452,359.53		18,072.80
6/30/2019	Careers in Gear	444,991.11	(7,368.42)	
7/31/2019	Sky Oak Statement	451,359.15		6,368.04
8/29/2019	To US Bank	451,359.15	7,100.00	(7,100.00)
8/31/2019	Sky Oak Statement	440,656.77		(10,702.38)
9/30/2019	Sky Oak Statement	446,200.37		5,543.60
10/31/2019	Sky Oak Statement	456,567.11		10,366.74
11/30/2019	Sky Oak Statement	469,817.52		13,250.41
12/31/2019	Sky Oak Statement	483,230.53		13,413.01
1/31/2020	Sky Oak Statement	474,722.18		(8,508.35)
2/18/2020	Southern Oregon Success	469,722.18	(5,000.00)	
2/29/2020	Sky Oak Statement	439,681.00		(30,041.18)
3/31/2020	Sky Oak Statement	418,314.97		(21,366.03)
4/30/2020	Sky Oak Statement	424,962.53		6,647.56
5/31/2020	Sky Oak Statement	433,992.81		9,030.28
6/30/2020	Sky Oak Statement	438,732.75		4,739.94
	<b>Ending Balance</b>	<b>438,732.75</b>	<b>73.33</b>	<b>438,659.42</b>



## ENDOWMENT FUND OVERSIGHT AND MANAGEMENT

### HISTORY

In 1993, the Oregon Legislature passed legislation (SB81) that provided competitive grants for workforce development. Jackson/Josephine Counties (Region 8) submitted proposals for seven projects, including one for the Endowment Fund. An amount of \$279,125 was provided for the Endowment Fund in 1994. In addition to the initial state grant award, the Endowment Fund has increased through transfers from RWP budgets, donations, and investment earnings.

### GUIDING PRINCIPLES

An investment strategy must be tailored to the requirements of managing the Endowment Fund as a trust fund with long-term viability, as well as for short-term access to cash for funding projects, activities and operating expenses. That approach dictates a mix of liquid investments to provide the cash, as well as mid- to long-term investments to increase income and value.

The Endowment Fund will be guided by the following principles:

1. Foster long-term growth by:
  - a) Spending income only, not principal;
  - b) Spending less than the total amount of income to account for inflationary factors;
  - c) Seeking outside revenue.
2. Maintain an adequate pool of cash and cash equivalent funds.
3. Diversify the portfolio to maximize return on investment while minimizing the impact of the inevitable ups and downs of markets. Build a balanced but generally conservative portfolio to preserve capital without sacrificing the income opportunities presented by higher yielding and value-enhancing investments such as equities and high yield bonds.
4. Invest according to general targets or goals, not rigid parameters. Permit flexibility and expect the portfolio mix to vary over time.

### INVESTMENT GOAL

A conservative, yet broadly diversified, portfolio should return income significantly higher than inflation, without engendering excessive downside risk during difficult economic times. A reasonable goal for a prudent

investor over an extended period of time would be an average of approximately \_\_\_% per year. We would hope to exceed that goal in many years. The goal could be revised up or down, as desired, as long as the investment mix was changed to reflect the revisions.

## OVERSIGHT

The RWP Corporate Directors is the oversight body for the Endowment Fund, with the following responsibilities:

1. Fully review, endorse and/or modify the entire Endowment portfolio at least annually.
2. Establish target percentages by investment category.
3. Establish a minimum amount of cash on hand, and specify when the cash will be required for expenditures.
4. Specifically authorize all investments classified as "high risk," "aggressive," "speculative," or any other type of investment designated as risky or unusual.
5. Delegate all other investment decisions to RWP's Chief Finance & Administrative Officer (CFAO), subject to the parameters described below.

## INVESTMENT MANAGEMENT

While oversight of investments is important, it is also important that RWP's CFAO have enough latitude regarding the investments in order to effectively manage the portfolio. The CFAO will have the following responsibilities and parameters:

1. Provide regular reports to the Corporate Directors.
2. Follow the investment strategy adopted by the Corporate Directors and outlined in this document.
3. Maintain adequate cash (or equivalents) on hand, as established by the Corporate Directors, in order to fund RWP projects.
4. Make no risky or unusual investments without explicit authorization from the Corporate Directors.
5. Buy, sell or trade investments, as long as changes do not result in significant shifts (up or down) from target percentages, for the major investment categories. The major categories are cash and equivalents, fixed income, and mutual funds.

## INVESTMENT ADVISOR SELECTION AND TERMINATION

RWP Corporate Directors and staff will determine whether an Investment Advisor is needed to manage the Endowment Fund investments. If an Investment Advisor is deemed desirable or necessary, the CFAO and Executive Director will facilitate an exploration and selection process. Corporate Directors will have the option to participate in this process, and will have final decision-making authority in the selection or termination of the Investment Adviser.

## RISK MANAGEMENT

The CFAO is covered by RWP's public bonding and insurance. In addition, Endowment funds are examined as part of RWP's annual municipal, financial and compliance audit.

## ITEMS FOR DISCUSSION

On an annual basis, the Corporate Directors will review and discuss the following matters:

1. Establish target percentages by investment category. The goal previously established by the Corporate Directors was 5% Cash, 25% Fixed Income and 70% Mutual Funds. A survey of various investment advisors indicate that for a moderately conservative portfolio, the allocations are an average of \_\_\_% Cash, \_\_\_% Fixed Income and \_\_\_% Mutual Funds.

Action Required: The Directors may confirm or modify the previously established target percentages.

2. Establish the investment shift limitation within each major investment category. Currently that limitation is 10%, up to five percentage points on either side of the target percentage allocation. For example, if the adopted target percentage for a category was 25%, the acceptable range of that category of investments would be 20% to 30% of the entire portfolio.

Action Required: The Directors may confirm or modify the previously established investment shift limitation.

3. Determine what should happen if the investment categories, through uneven growth, should exceed the set limitations.

Action Required: The Corporate Directors may either allow the CFAO to adjust the portfolio as (s)he sees necessary (i.e., selling and/or purchasing, or waiting it out) and subsequently reporting the action to the Directors, or determine that the CFAO report back to the Directors for further direction.

4. Establish a goal for long-term investment return. The goal previously adopted by the Directors was 8%.

Action Required: The Directors may confirm or modify the investment goal.

5. Specifically authorize all investments classified as “high risk,” “aggressive,” “speculative,” or any other type of investment designated as risky or unusual.

Action Required: Depending upon the investments chosen, the Directors must specifically authorize any of these types of investments.

6. Determine amounts to be made available for project and grant expenditures. RWP staff must notify the Board by June 30<sup>th</sup> of each year concerning the amount of Endowment fund assets that are available to support the purposes of the Endowment Fund.

Action Required: RWP staff must recommend to the Directors an amount to be made available for Fund purposes.

7. Confirm delegation of all other investment decisions to RWP’s Chief Finance & Administrative Officer, per the parameters described above.

Action Required: Confirm delegation of investment decisions to the RWP CFAO.



## **ENDOWMENT FUND GRANT POLICIES AND PROCEDURES**

The Rogue Workforce Partnership (RWP) Endowment Fund (the “Fund”) was created in 1994. Initially funded by a State of Oregon SB 81 grant in 1994, the Fund assets were transferred to RWP ownership in July 1995.

This document serves as a summary of RWP Endowment Fund grant policies and procedures.

This document is divided into two parts: 1) Purpose of RWP Endowment Fund; 2) RWP Endowment Fund grant policies and procedures.

### **Purposes of the Endowment Fund**

The purposes of RWP’s Endowment Fund shall include, but are not limited to:

1. Supporting skill development projects target to individuals and/or groups in the emerging, transitional, and/or current workforces of Jackson and Josephine Counties.
2. Recognizing Jackson and Josephine County employers for exemplary workforce development practices.
3. Supporting workforce-related projects that respond to local workforce needs.

Any additions or changes to the list of Endowment Fund purposes must be approved by the RWP Corporate Directors.

### **Endowment Fund Grants and Granting Process**

1. The RWP Corporate Directors is responsible for oversight regarding the Fund granting process, grant award criteria, and review and funding recommendations of Fund grant applications.
2. RWP staff will notify the RWP Corporate Directors by June 30 of each year of the amount of Fund assets available to support the purposes of the Fund.
3. The RWP Corporate Directors, with staff support, shall develop and modify, as needed, the following documents to support the Fund granting process:
  - a. RWP staff will coordinate the development of a distribution proposal based on ideas generated from RWP’s body of work and members of the Corporate Directors and full RWP Workforce Board;
  - b. An annual report regarding Endowment Fund granting history and general Fund information;
  - c. A summary report form for Endowment Fund grant recipients to provide details of the results of their project.
4. The RWP Corporate Directors and staff will provide an annual information update to the full RWP Workforce Board about the Endowment Fund.

## Endowment Fund Expenditure History

Vendor	Total	Endowment Grants	Training Scholarships	Overhead	Special Projects
<b>FY 94/95</b>					
Work Information Network	\$7,311.00		\$7,311.00		
<b>Subtotal</b>	<b>\$7,311.00</b>	<b>\$0.00</b>	<b>\$7,311.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FY 95/96</b>					
None	\$0.00				
<b>FY 96/97</b>					
None	\$0.00				
<b>FY 97/98</b>					
RCC Wood Center Grant	\$7,500.00	\$7,500.00			
<b>Subtotal</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FY 98/99</b>					
RCC	\$3,085.00	\$2,500.00	\$585.00		
ACCESS	\$2,500.00	\$2,500.00			
Rogue Institute	\$5,000.00	\$5,000.00			
PFNI	\$2,500.00	\$2,500.00			
RVCDC	\$2,500.00	\$2,500.00			
SOGI	\$870.00		\$870.00		
SCHROCK	\$1,000.00		\$1,000.00		
RFCU	\$1,000.00		\$1,000.00		
<b>Subtotal</b>	<b>\$18,455.00</b>	<b>\$15,000.00</b>	<b>\$3,455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FY 99/00</b>					
SPARC	\$1,000.00	\$1,000.00			
ACCESS	\$2,900.00	\$2,900.00			
Bolt Mountain	\$2,500.00	\$2,500.00			
Fiberoptic Lighting	\$1,000.00		\$1,000.00		
Herb Pharm	\$1,000.00		\$1,000.00		
<b>Subtotal</b>	<b>\$8,400.00</b>	<b>\$6,400.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FY 00/01</b>					
Evergreen Federal	\$1,000.00	\$1,000.00			
The Job Council	\$1,000.00	\$1,000.00			
Medford Fabrication	\$1,000.00	\$1,000.00			
Universal Rubber Stamp	\$1,000.00	\$1,000.00			
RVECN	\$19,500.00				\$19,500.00
Morningstar, Money, Kinkos	\$830.00			\$830.00	
<b>Subtotal</b>	<b>\$24,330.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$830.00</b>	<b>\$19,500.00</b>
<b>FY 01/02</b>					
RCC	\$3,000.00	\$3,000.00			
SORED I	\$10,000.00	\$10,000.00			
SO Telecommunications	\$3,500.00	\$3,500.00			
Club Northwest	\$1,000.00		\$1,000.00		
Batzer	\$1,000.00		\$1,000.00		
Grants Pass Gospel	\$1,000.00		\$1,000.00		
Bear Creek Corp	\$920.00		\$920.00		
Morningstar, Money	\$266.00			\$266.00	
<b>Subtotal</b>	<b>\$20,686.00</b>	<b>\$16,500.00</b>	<b>\$3,920.00</b>	<b>\$266.00</b>	<b>\$0.00</b>

## Endowment Fund Expenditure History

Vendor	Total	Endowment Grants	Training Scholarships	Overhead	Special Projects
<b>FY 02/03</b>					
SORED I	\$10,000.00	\$10,000.00			
Three Rivers Hospital	\$1,000.00		\$1,000.00		
Options for S O	\$1,000.00		\$1,000.00		
Rogue Valley Manor	\$1,000.00		\$1,000.00		
The Job Council	\$1,000.00		\$1,000.00		
Money	\$89.00			\$89.00	
<b>Subtotal</b>	<b>\$14,089.00</b>	<b>\$10,000.00</b>	<b>\$4,000.00</b>	<b>\$89.00</b>	<b>\$0.00</b>
<b>FY 03/04</b>					
Addictions Recovery Center	\$1,000.00		\$1,000.00		
Girl Scouts of America	\$1,000.00		\$1,000.00		
Grange Coop	\$600.00		\$600.00		
Sprint	\$949.99		\$949.99		
United Way	\$1,800.00		\$1,800.00		
Paine Webber	\$75.00			\$75.00	
<b>Subtotal</b>	<b>\$5,424.99</b>	<b>\$0.00</b>	<b>\$5,349.99</b>	<b>\$75.00</b>	<b>\$0.00</b>
<b>FY 04/05</b>					
Community Health	\$1,000.00		\$1,000.00		
<b>Subtotal</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FY 05/06</b>					
SO Aviation	\$7,500.00	\$7,500.00			
Siskiyou Field Institute	\$2,007.00	\$2,007.00			
RCC	\$10,189.00	\$10,189.00			
SO Education Svr. District	\$5,000.00	\$5,000.00			
Certain Teed	\$1,000.00		\$1,000.00		
VISP	\$1,000.00		\$1,000.00		
RV Center Foundation	\$1,000.00		\$1,000.00		
Grayback	\$1,000.00		\$1,000.00		
Community Health Ctr.	\$1,000.00		\$1,000.00		
Avista	\$1,000.00		\$1,000.00		
OR Shakespearean Festival	\$1,000.00		\$1,000.00		
Oxycon, Inc	\$12,500.00				\$12,500.00
<b>Subtotal</b>	<b>\$44,196.00</b>	<b>\$24,696.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$12,500.00</b>
<b>FY 06/07</b>					
Duro Last Roofing	\$900.00		\$900.00		
ACCESS	\$1,000.00		\$1,000.00		
Rogue Creamery	\$1,000.00		\$1,000.00		
Interior Office Concepts	\$532.00		\$532.00		
<b>Subtotal</b>	<b>\$3,432.00</b>	<b>\$0.00</b>	<b>\$3,432.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FY 07/08</b>					
RCC	\$2,460.00		\$2,460.00		
Hakatai	\$1,000.00		\$1,000.00		
Plexis	\$997.90		\$997.90		
SOHPEC	\$500.00		\$500.00		
IV Community Development	\$1,000.00		\$1,000.00		
Lanphier Associates	\$50,000.00				\$50,000.00
PremierWest Bank	\$43.90			\$43.90	
<b>Subtotal</b>	<b>\$56,001.80</b>	<b>\$0.00</b>	<b>\$5,957.90</b>	<b>\$43.90</b>	<b>\$50,000.00</b>

## Endowment Fund Expenditure History

Vendor	Total	Endowment Grants	Training Scholarships	Overhead	Special Projects
<b>FY 08/09</b>					
RCC	\$6,000.00	\$6,000.00			
SOHPEC	-\$500.00		-\$500.00		
PremierWest Bank	\$25.00			\$25.00	
<b>Subtotal</b>	<b>\$5,525.00</b>	<b>\$6,000.00</b>	<b>-\$500.00</b>	<b>\$25.00</b>	<b>\$0.00</b>
<b>FY 09/10</b>					
RCC	-\$3,018.19	-\$3,018.19			
<b>Subtotal</b>	<b>-\$3,018.19</b>	<b>-\$3,018.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FY 10/11</b>					
Careers in Gear	\$5,977.86				\$5,977.86
Power Up Academy	\$959.26				\$959.26
<b>Subtotal</b>	<b>\$6,937.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,937.12</b>
<b>FY 11/12</b>					
Careers in Gear	\$2,723.03				\$2,723.03
Consultants & Grant Writing	\$3,400.00				\$3,400.00
<b>Subtotal</b>	<b>\$6,123.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,123.03</b>
<b>FY 12/13</b>					
Excess accounting costs	\$100,065.50				\$100,065.50
<b>Subtotal</b>	<b>\$100,065.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,065.50</b>
<b>FY 13/14</b>					
Excess accounting costs	\$85,539.03				\$85,539.03
<b>Subtotal</b>	<b>\$85,539.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85,539.03</b>
<b>FY 14/15</b>					
None					
<b>FY 15/16</b>					
Careers in Gear	\$1,842.74				\$1,842.74
<b>Subtotal</b>	<b>\$1,842.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,842.74</b>
<b>FY 16/17</b>					
Careers in Gear	\$9,585.66				\$9,585.66
Southern Oregon Success	\$7,500.00				\$7,500.00
<b>Subtotal</b>	<b>\$17,085.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,085.66</b>
<b>FY 17/18</b>					
Careers in Gear	\$10,296.44				\$10,296.44
<b>Subtotal</b>	<b>\$10,296.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,296.44</b>
<b>FY 18/19</b>					
Careers in Gear	\$7,368.42				\$7,368.42
Southern Oregon Success	\$5,000.00				\$5,000.00
SORED I Resiliency Plan	\$2,500.00				\$2,500.00
<b>Subtotal</b>	<b>\$14,868.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,868.42</b>
<b>FY 19/20</b>					
Careers in Gear (approx)	\$6,000.00				\$6,000.00
Southern Oregon Success	\$5,000.00				\$5,000.00
<b>Subtotal</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>
<b>Grand Total</b>	<b>\$467,090.54</b>	<b>\$87,077.81</b>	<b>\$42,925.89</b>	<b>\$1,328.90</b>	<b>\$335,757.94</b>

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DATE: July 17, 2020

TO: Rogue Workforce Partnership Corporate Directors

FROM: Sherri Emitte, Chief Finance and Administrative Officer

SUBJECT: Paycheck Protection Program

### **BACKGROUND**

As you are aware, the Paycheck Protection Program (PPP) is part of the federal CARES Act in response to the coronavirus pandemic. It is a loan designed to provide funding for small businesses to keep their workers on the payroll, with loan forgiveness if the money is used in accordance with the regulations. PPP loan amounts are based on eight weeks of gross payroll costs, and the funds must be used for payroll, rent, mortgage interest, or utilities within 24 weeks of receipt. The original deadline for application submission was June 19<sup>th</sup>, but that deadline has recently been extended to August 8<sup>th</sup>.

### **DISCUSSION**

We recently heard that four of Oregon's nine Local Workforce Boards and numerous Local Workforce Boards across the nation have applied for and received a PPP loan. None of the four Oregon Workforce Boards were facing layoffs, but in this time of unprecedented uncertainty – in terms of both funding and a likely surge of customers in the coming months – their boards felt that getting these additional funds was the prudent thing to do. All five of remaining Local Workforce Boards are exploring the possibility of pursuing this route.

The loan amount is based upon 2.5 times monthly payroll, so our potential loan would be around \$105,000. There is every potential that this loan would be forgiven; but if for some reason it's not, we could just return the entire sum.

We have discussed this internally and can make arguments on either side. But ultimately, this is the Board's decision, so we just wanted to present some pros and cons for board member discussion and decision.

#### **CONS**

- These funds are for "loans designed to provide a direct incentive for small businesses to keep their workers on the payroll" and help businesses weather the COVID-19 pandemic storm. So, this isn't a precise match to our particular circumstances.

#### **PROS**

- We don't know yet the number of people who will be coming through the WorkSource Rogue Valley centers needing services, so don't know how great the need will be. Based on the latest economic and workforce forecast (see [Labor Economist Guy Tauer's presentation to RWP Workforce Board 6/19/20](#)), we anticipate large numbers of unemployed workers will be seeking help looking for jobs in the coming months and years. And numerous jobs, especially in food services and hospitality may never return. Simultaneously, the public workforce system is severely underfunded. Federal workforce funds have

decreased by over 50% in the past decade. So boosting resources with a forgivable PPP loan allows for more funds serve the many laid off workers impacted by COVID-19.

- The PPP funding has not been entirely used up (note: a recent publication I read said that because of the “poor structure and rollout of the program...\$132 billion remained available at the end of June)
- Other workforce boards are receiving funding, so there is precedence, and value seen by our peers in pursuing such a strategy.
- Our staffing agency, BBSI, provides data and help with the application.

### **RECOMMENDATION**

RWP staff has no recommendation for the Board, but is leaving the discussion and final action on this loan application to Board discretion.