



MINUTES

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

July 24, 2020 ♦ Zoom Video Conference

MEMBERS PRESENT

Vice-Chair Mike Donnelly
Commissioner Bob Strosser
Commissioner Darin Fowler
Shawn Hogan

MEMBERS ABSENT

Jessica Gomez
Nikki Jones
Shawn Hogan

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, Program Engagement Manager, Rogue Workforce Partnership
Greg Thweatt, Data and Program Analyst, Rogue Workforce Partnership
Tami Allison, Senior Project Manager, Rogue Workforce Partnership

Quorum Present: Yes

1) Call to Order

The RWP Corporate Directors meeting was called to order by Vice-Chair Mike Donnelly, and the Rogue Valley Workforce Consortium Meeting was called to order by Chair, Commissioner Darin Fowler, at 12:38 P.M. A round of introductions were made.

2) Consent Agenda

Commissioner Strosser moved to approve the consent agenda consisting of the December 6, 2020 Joint Corporate Director & RVWC Meeting minutes and the May 6, 2020 RWP Corporate Director Meeting minutes. The motion was seconded by Commissioner Fowler. The motion passed unanimously.

Commissioner Fowler moved to approve the consent agenda consisting of the December 6, 2020 Joint Corporate Director & RVWC Meeting minutes. The motion was seconded by Commissioner Strosser. The motion passed unanimously.

3) RWP Budget for Year Ending 6/30/2021 (Program Year 2020)

Sherri highlighted areas of the budget for the group indicating that this budget is presented in a more comprehensive, informative way – presenting both revenue and expenditures by fund and by expenditure type which should give a better sense on how our monies are spent within each fund. Overall, both Revenues and Expenditures equal \$4,756,714. More in-depth details of the budget can be viewed by clicking [on this link](#).

RWP staff reported that staff counts for WSRV are 4 in Medford and 3 in Grants Pass with a possible “to be hired” part-time position in Salem. RWP headcount is currently 5 full-time, 2 part-time, and a couple consulting contracts averaging about 10 hours per month. Consulting is being done by Dana Shumate who offers a lot of value and has maintained her contacts here in our region with our Business Education Partnership group. John Underwood offers a lot of value with businesses and educators. Heather Stafford is continuing to assist with the Tech Tour.

Sherri brought attention to page 4 of the budget brief showing the large differences in the budget as follows: Click [here](#) to see a pictorial summary as well.

- WIOA revenue **increase** of \$469,945 due to increased allocations and new DWG grants
- Work Experience revenue **increase** of \$174,522 – additional amount represents the remainder flowing into the second year of the contract
- Rental Income **decrease** of \$179,538 due to elimination of large sublease agreements
- Personal Expense **decrease** of \$57,297 due to the elimination of our Network Administrator position that has been replaced by a subcontractor, as well as last year we thought we were phasing in a new accountant.
- Workforce Services **increase** of \$776,500 due to additional funding, as well as overall reduced expenditures we were able to pass along additional revenues to our service providers.

Jim highlighted the large pot of funding we received that we have two years to spend and talked about the [video](#) that Guy Tauer, Regional Economist, provided about economic impacts and the forecast for what is expected. “The half million dollars we received could be spent very fast on support services depending on the new legislation around the stimulus. We want to incentivize people to come in for training as we feel there will be more people who will be needing jobs as other supports are running out”, Jim stated.

SNAP 50/50 funding was also received and RWP will be contributing \$150,000 of non-federal funds in partnership with AllCare to leverage SNAP 50/50 and create a program (mostly in Josephine County) to serve an additional forty individuals.

Jim showed the [umbrella graphic](#) depicting all of the funding streams in the workforce system. Jim stated, “our job as the Workforce Board is to glue together this funding into a seamless package for customers.”

Sherri talked about the draft funding matrix that we are creating for stackable funding that will be seamless and invisible to the customer.

The Corporate Directors are asked to take more of a deep dive into the budget to ensure that the investment strategy we are making is aligned with the strategic vision and investment strategy. The next step, per Jessica’s suggestion is to send this out to the workforce board and ask them to review and invite anyone who would like to attend a separate meeting to review the budget prior to the next Workforce Board meeting.

Commissioner Strosser moved to approve the RWP Budget for Year ending 6/30/21 (program year 2020) as presented. The motion was seconded by Shawn Hogan. There was no discussion and the motion was passed unanimously.

4) Endowment Fund Report

Sherri reported that as of today, the Endowment Fund is approximately \$454,000. This money does not fall under philanthropic guidelines; however, there are [oversight and management documents](#) that Sherri

reviewed along with [policies](#), procedures, and an expenditure history of what we have previously spent the funds for.

Mike stated that he likes the conservative financial management of our fund manager, investor, and the board.

The Corporate Directors were encouraged to review the [documents](#) between now and the next meeting and come ready to give RWP staff guidance on next steps and decision making.

5) Paycheck Protection Program (PPP)

Numerous Local Workforce Boards in Oregon, as well as the nation, have applied for and received federal PPP funding to support their operations. 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.

The loan is based on 2.5 times the monthly payroll, so our potential loan would be approximately \$105,000 with every potential that the loan would be forgiven.

Sherri noted that these funds are for loans designed to provide a direct incentive for small business owners 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; however federal workforce funds have decreased by over 50% in the past decade. So boosting resources with a forgivable PPP loan allows for more funds to serve the many laid off workers impacted by COVID-19.

Sherri provided a [brief](#) as well as pros and cons and ask that the Corporate Directors review for a possible action.

Jim talked with Jessica about this and she was supportive of the idea of applying for these funds because of the uncertainty and spending a lot of resources on people who will be structurally unemployed. The statewide forecast projects that 30% of restaurants will not reopen.

The group began discussion with Mike indicating that RWP staff did a great job in distributing the other layoff aversion funds. Commissioner Strosser indicated that he supports applying for the funds.

Commissioner Bob Strosser moved to approve the submittal of the PPP loan application. The motion was seconded by Shawn Hogan. There was no further discussion. The motion was passed unanimously.

6) Forestry / Wildland Firefighting Sector

Recent conversations at the Regional Economic Recovery Team (RERT) 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.

Mentioned at the last Workforce Board meeting, as well as on calls from the RERT, concerns were lifted out of the discussion about fire fighting season and to make sure there was enough PPE. Conversations also started around the need for workforce.

RWP staff presented an [infographic](#) depicting the Forestry/Wildland Firefighting sector and indicated that they would be taking this to the September Workforce Board meeting; however, would like this group to validate and make a recommendation that RWP take Forestry/Wildland Firefighting on as a targeted sector.

Jim discussed this with Jessica and her only concern is staff bandwidth; which Jim responded by saying that the other sectors are not taking up that much time and rather than reducing a sector, we could bring on someone part-time to help with communications and outreach.

Discussion from the group included Commissioner Fowler saying it is a good idea to take this on even if it does require additional staff time as there is pent up demand and will have workforce needs in the future. Commissioner Strosser agreed with Commissioner Fowler in supporting this undertaking. A couple of directors voiced concerns about making sure that another sector's focus is not diluted.

Jim added that we want to get RCC engaged in this conversation as well as looking at micro-credentials and badging for skills certification. Currently there is not a need for additional education and training required for firefighting until you get into forestry and resource management.

Jim talked about the grants we are submitting for healthcare – behavioral health workers and creating pathways for staff already working who could skill up doing earn and learn. Jim feels there is a potential to do something similar in Forestry/Wildland Firefighting.

Jim briefly touched on the Construction sector and reported that a kickoff meeting will take place within the next couple of months. Commissioner Strosser suggested contacting Brad Bennington from Southern Oregon Business Association to be included in the kickoff meeting. He will forward the contact information to Jim.

The Tech sector is currently being staffed by Heather Stafford and their main focus is on the annual Tech Tour – looking to create a path right out of high school.

Commissioner Strosser moved to recommend to the full workforce board the addition of Forestry/Wildland Firefighting to RWP's targeted industry sectors. The motion was seconded by Commissioner Fowler. There was no further discussion. The motion passed unanimously.

7) RWP Membership Appointments

Jim shared that at the last Workforce Board meeting they approved the recommendation to expand the membership of the board. Jim showed the [chart](#) that depicts the membership as well as the federal regulations on what the business leader's criteria are which narrows the list of potential members.

Jessica has offered to serve on a membership sub-committee and go through the list of potential candidates and develop a list of parameters that would be used in the decision making. Jessica also offered to sit down and talk to potential members versus having them complete an application. Commissioner Fowler volunteered to join Jessica on the subcommittee. A slate of candidates will be brought back to the August meeting.

Next step agreements are to form a membership subcommittee to add any additional criteria, identify/interview candidates and bring back recommendations to the RWP Corporate Directors on filling 3 vacant business representative positions.

RWP staff are proposing that the Corporate Directors take action to recommend the re-appointments as shown as well as the appointment of Susan Bruce to the RVWC.

Shawn Hogan moved to recommend the reappointment of listed members and the appointment of Susan Bruce to the Rogue Workforce Partnership Workforce Board. The motion was seconded by Commissioner Strosser. There was no further discussion. The motion passed unanimously.

Commissioner Strosser moved to approve the recommendation from the Corporate Directors to reappoint the listed members and appoint Susan Bruce to the Rogue Workforce Partnership Workforce

Board. The motion was seconded by Commissioner Fowler. There was no further discussion. The motion passed unanimously.

8) COVID-19 & Workforce System Update

Jim showed information from the Qualityinfo.org website. RWP staff along with OED Regional Economist are hoping to show the total number of unemployed in each county as well as the total number of job openings to track and tell the story of how to reengage people.

A letter has also been sent off to the Oregon Delegation (Jim will forward the letter to the Directors and the RVWC) from Oregon Workforce Partnership (OWP) advocating for additional funding for workforce training as well as a suggestion to revise the current extra \$600 per week in unemployment benefits. Childcare is also a big issue with over 50% of child care providers in the region shut down. OWP feels there is a way to build in (not as a direct payment, but as a support service through workforce boards) incentives for people to begin coming to the centers and engage in employment and training. Other options include a tiered direct payment system as well as an extension of the current \$600 per week.

9) Adjourn

With no further business, the RWP Corporate Directors and Rogue Valley Workforce Consortium meetings were adjourned at 1:56 p.m.

Respectfully Submitted,

Tami Allison
Senior Project Manager

Approved
Jessica Gomez, RWP Chair

Date