



BOARD MEETING MINUTES

August 15, 2019
12:00 pm – 2:00 pm
 Curry Public Library
 94341 3rd St.
 Gold Beach, OR 97444

AGENDA

1. Call to Order and Confirmation of Quorum

Board Members Present:

	Kelly Morgan	X	Doug Eberlein	P	Andy Owens
X	Robert Westerman		Mike Lehman		Jason Aase
X	Joe Benetti	P	Debbie Sargent	X	John Whiteley
X	Bryan Grummon	P	Ali Mageehon	P	Wayne Patterson
X	Georgia Nowlin	X	Amy Kincaid		Neal Brown
P	Courtney Niebel		Marcia Hart		

X = Board Members Present (or on the conference line); Quorum Established with 12 members in attendance. Meeting was called to order at 12:02pm. 51% in attendance are Business.

2. PUBLIC COMMENT SESSION: Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes

BOARD ACTION ITEMS

3. DISCUSSION AND POSSIBLE ACTION: Consent Agenda (Approved with One Motion)

- Minutes of May 16, 2019 Board Meeting

Joe Benetti made a motion to approve the Minutes

Doug Eberlein seconded the motion

Motion carried with Unanimous approval

- Program Year 18 - 3rd Quarter State Performance Report
 Rena presented the performance report. Quarterly earnings are slightly under goals with lower earnings than other areas of the state. The employment, credentials, and retention areas did very well.
- Finance Report

Angie presented the finance report and included auditor information. All grants awarded were fully expended within allowable costs and programs.

Joe Benetti made a motion to approve the Consent Agenda

Doug Eberlein seconded the motion

Motion carried with Unanimous approval

4. DISCUSSION AND POSSIBLE ACTION: Update SOWIB Policies – Review and approval of changes, updates and clarifications of administrative and program policies; *Rena Langston & Angie Billings*

Kyle sent updated policies via email. Rena stated there were minor changes, primarily for clarification and removing WIOA references to allow policies to be inclusive of all SOWIB funding. We are combining code of conduct and conflict of interest, there was much redundancy between the two policies and for ease of understanding a combined policy seemed most appropriate. There is a new policy for serving Incumbent Workers, we are required to have an Incumbent Worker policy to utilize WIOA funds for employed individuals.

Doug Eberlein made a motion to approve the Policy Changes, Updates and Clarifications

Bryan Grummon seconded the motion

Motion carried with Unanimous approval

5. DISCUSSION AND POSSIBLE ACTION: Budget Amendment Request – Capital Outlay request; *Angie Billings*

- 1) Capital outlay, for up to four vehicles, two in Roseburg and two in Coos Bay/Curry. Two vehicles are needed for Business Services staff for community outreach. Two additional vehicles would facilitate travel between the schools for the In-School Youth program. We are in the process of developing policies and procedures for vehicle use. Robert asked that policy gets approved before making purchase.
- 2) We have outgrown the current SOWIB office space at OED. We have been looking for space off and on over the past two years. In that search we reached out to the City of Coos Bay regarding currently vacant buildings and obtained contact for the owner of an old bank office at the corner of 4th & Commercial. SOWIB has begun preliminary discussion with the credit union, ideally for a lease. The credit union has indicated legal restrictions on long term leases and may need to sell the building. We are exploring the option of a short-term lease before purchasing.

SOWIB is requesting spending authority or authorization to work with funders to obtain capital outlay authorization.

Board members recommended providing details of policies and purchase prior to Budget Amendment. Recommendation to work with funders to obtain capital outlay for potential of buying vehicles and purchase of building.

Georgia Nowlin made a motion to approve authorization to explore capital outlay with grantors as presented

Doug Eberlein seconded the motion
Motion carried with Unanimous approval

- 3) Additional spending authority within SAE III grant, take pilot of apprenticeship program statewide. The State goal is to onboard 400 apprentices over the 3-year grant period. The first year of the grant expenditure is projected at \$281,000. Kyle explained that funding is tighter than we would like for this grant – total expenditures exceed the grant funds, we need a sustainability plan to meet the grant goals and numbers. SOWIB is partnering with the State on this grant, including identifying funds for sustainability. Requesting approval for additional \$281,000 spending authority for FY 19-20.

Georgia Nowlin made a motion to approve authorization of SAE III \$281,000 this FY as presented

Doug Eberlein seconded the motion
Motion carried with Unanimous approval

BOARD DEVELOPMENT/COMMUNITY UPDATE

6. INFORMATION: Presentation and update on SOWIB's In School Youth program "Recruit Hippo" (Helping Individuals Pursue Professional Opportunities); *Kyle Stevens & Chelsea Corliss*

Kyle stated there is more to be done with the In-School Youth (ISY) program over the summer. At the last board meeting the board was presented with a partner concept approach. The domain/project name "Recruit Hippo" was selected to engage youth. Chelsea stated there will be an ISY coordinator in Curry during the school year, one full-time person for Coos, and 1.5 full-time staff for Douglas. Kyle presented progress points including:

- Agreements with the School
- Industry Tours, Software
- Funding Opportunities, three pending grants with the Youth Development Council, and partners in each county.

We are trying to roll out the program with the same set of parameters for each county. Kyle will be including a weekly update.

Georgia Nowlin made a motion to approve In School Youth program "Recruit Hippo" as presented

Amy Kincaid seconded the motion
Motion carried with Unanimous approval

7. INFORMATION: Sector Partnership Updates; *Kyle Stevens & Rena Langston*

- Wood Products

Kyle said there is a lot of interest in wood products and the Plant Electricians Workgroup. Robert said the lack of manufacturing plant electricians is due to a lack of apprentices. A proposal is expected to take three apprentices to one journeyman.

- Certified Production Technician (CPT)**
 Certified Production Tech, a program through the Manufacturing Skill Standards Council, is a national certification for manufacturing/production technician positions. This pilot program was specific to millwork and the instructor had previous experience. The program was planned for 15 students, however there were only 10 applicants. Youth were interviewed by our three employers, Roseburg Forest Products, C&D Lumber and the Swanson Group, and job offers were made to those that completed the program. We were very pleased to get this commitment from our employers, as most would not normally consider these applicants due to their lack of work history. Tina said there were a lot of life skills conversations in the classroom, it was more like a kids work camp for 7 weeks. Rena said unfortunately people don't see millwork as a career when it offers great salaries and benefits.
- Transportation**
 Douglas has launched their Sector Partnership and is following the next gen model. They currently have 22 employers engaged in the process and things are looking very positive. We are exploring log truck training in Coos and have identified someone to do this. They have been renewed, we have a plan, permission to train, and an insurance quote. We hope to know the next steps by the end of the month.
- Health Care Sector**
 We are currently running the Community Health Worker training with 27 in the program. For Nursing at SOCC, there is a new director, new clinical sites and faculty. We started with about 29 students, now up to 50. There's an incentive to hit new targets and keep the program going. Kyle said there is a wage adjustment for clinical faculty, and we are expanding to three clinical sites in Coos Bay. We are exploring an apprenticeship program for Surgical Technologist training, with current limitations to one certification process, we are encountering problems and may not be able to achieve a new Surgical Technologist Apprenticeship by the end of this calendar year.
- Regional Recruiting Project – 360 Area Videos**
 We have been creating video tours for Curry General, which gives exciting ways to show medical sites to new recruits. These tours allow for walk throughs of different sites, show beaches, tugboats and more. We are working to expand this for all areas as a way to showcase different sites. Looking at grants to support this effort. The video gear cost \$600, and we're willing to do 360 tours if requested.

STANDING REPORTS

8. **INFORMATION: Service Provider Update; *Chelsea Corliss***

Ending the year SCBEC was able to meet enrollments in all counties, with the exception of youth enrollments in Coos county. Due to a staffing shift in Coos county it was difficult to get new staff trained and providing services. Both Douglas and Coos counties have experienced large layoffs requiring Rapid Response services to affected workers.

SCBEC has a new strategy this program year that they feel will benefit the organization and ensure added benefit for their customers. Chelsea has identified a person to be the SCBEC trainer, this staff person will provide training to job seekers and new staff members. Right now, they are focusing on making sure that they are set up as an organization to best meet contract obligations of both job seekers and employers. There will be a new procedure handbook for staff moving forward.

9. INFORMATION: Performance/Monitoring Update; *Rena Langston*

As a board we need to monitor our service provider on an annual basis. We are currently in the process, files have been reviewed and participant files are being corrected. Nothing that occurred was considered disallowed, only minor data entry issues were found and some data was not uploaded to the new electronic files system. There are no major concerns with the participant systems currently in place. Angie is in the process of the fiscal portion of the files.

10. INFORMATION: Medical Assistant Apprenticeship Update; *Alane Jennings*

We are now at 46 registered apprentices in Coos, Curry and Douglas counties. As of today, there are seven completers, and five have passed the CCMA exam. That's a 100% pass rate thus far. Recently it has become easier to move people into the apprenticeship program. We're expanding and have been successful. Multiple locations are interested in this program. Portland WSI is coming to pick SOWIB's brains.

11. INFORMATION: Local Leadership Team moving to quarterly meetings. Update; *Tina Carpenter*

Tina was happy to announce that Coos, Curry and Douglas are now certified. In the 1st year as One-Stop Operator, there has been increased communication with centers and partners. LLT meetings are now moving to quarterly. If this format doesn't work Tina is happy to move it back.

12. INFORMATION: Interim Executive Director Report; *Kyle Stevens*

Kyle is very appreciative of the board's involvement. The capital consultant said board members are our best advocates. Kyle wants to overshare to educate and get the message out. SOWIB needs to expand social media presence, spread the message and put out everything we're doing. We have gotten a lot done but need to tell the story of what we've accomplished. Weekly updates will be sent on Wednesdays. SOWIB is looking for a person to handle fundraising. We have several new grants in the works and need to explore construction. Kyle also shared that sector partnerships are fun when companies who want to partner come together. There are many companies that want to participate.

2:07pm – Regular Meeting adjourned, and Board went into Executive Session