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| cid:image005.png@01D1C590.6549C170 | **BOARD MEETING MINUTES**  **June 1, 2017**  **Red Lion Hotel**  **Coos Bay, OR** |
| |  |  |  | | --- | --- | --- | | **SOWIB Members Present:** |  |  | | Kelly Morgan | Tera Martinez | Debbie Sargent | | Jon McAmis (phone) | Robert Westerman (phone) | Andy Owens | | Doug Eberlein  Dena Miles  Joe Benetti | Bryan Grummon  Mike Lehman  Amy Kincaid (phone) | Tami Trowbridge  Georgia Nowlin | |  |  |  | |  |  |  | | **SOWIB Staff Present:** |  |  | | Jake McClelland | Angie Billings | Lisa Crockett | | Kyle Stevens |  |  | | **Others Present:** |  |  | | Rachel Soto, HECC (phone)  John Chamberlain,  Kale Donnelly, OED  Curry Commissioner Court Boice | Karen Humelbaugh  Melissa Metz, SCBEC  Annette Shelton-Tiderman, OED | Jim Pfarrer, OED  Rena Langston, UT&E  Susan Buell, UT&E | |  |  |  | |  |  |  | | |

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| **AGENDA**   1. Call to Order and Confirmation of Quorum 2. Round table introductions and a quorum was present.   Public Comment Session:  President of UT&E, Susan Buell explained that her board was very unhappy about not being included in the one-stop colocation decision which is why they submitted the Title I proposal refusing to collocate at the WorkSource Douglas location.  Karen Humelbaugh, Director of Office of Workforce Investments at HECC explained that her office is the recipient of the federal funds received for Title I dollars. Although Jake contacted her requesting a waiver for colocation, she explained that the deadline had already been extended and the RFP was clear that the entity submitting the proposal would be required to collocate. Asked what would happen if the board elected not to collocate, Karen said that SOWIB would move into a corrective action plan and it would be possible that funding would be pulled back until SOWIB was in compliance.  Kelly asked why it is so critically important to have collocation and Karen responded that the easiest way to get services to actual individuals is with less infrastructure costs and collocation minimizes those costs. The WorkSource Oregon Standards were created so that every One-Stop Center in Oregon would provide the same level of service and by including partners in the collocation, the maximum amount of resources are going into core-services, as well as intensive/training services.  Kelly asked if the only option for collocation is the current building owned by the state, or could the board select another location?  Jim Pfarrer, Division Director for the Workforce Operations at the Employment Department stated there are substantial issues with moving to another location at this point:   * The state has owned the Pine St building since the 50’s and the cost is currently $.40 per sf. Although they have been searching since 2010, they have not found a suitable building in Douglas County for less than $1.40/$1.60 per sf. * If they sell the building, 40% goes directly back to the Feds since they originally bought the building. The remaining dollars have strict funding options and cannot be used for a lease at a different site. * If staff were to move to a different collocated facility, at least 51% of the staff has to remain in the current building as Employment Services staff, otherwise the building must be put up for sale. * It is not feasible to put just one Employment Services staff at a different collocated facility because services suffer at both locations. This is currently happening in Medford and most likely the second location housing the service provider will be merging into the state-owned building.   Kelly asked Jake to read a letter that Douglas County Commissioner Chris Boice asked to have read into the record in his absence. He proposed that the board back out of the RFP process, extend the current contracts for 6 months and create an opportunity to revisit the process.  John Chamberlain stated that the deadline to comply with WIOA colocation requirements was July 1, 2015 but the state offered extensions until July 1, 2017. Karen has already stated that there will be no more extensions. Commissioner Boice’s option of canceling the RFP is an option, but if not collocated by July 1, 2017, SOWIB will be out of compliance. |

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| BOARD ACTION ITEMS |

**INFORMATION:** Overview of the Program Year 2017 Request for Proposals (RFP evaluation process; Jake McClelland & RFP Evaluation Committee

The evaluation committee ranked the 3 RFP respondents as follows: SCBEC, ResCare, UT&E

Tami raised concern that in the past, SCBEC had performance issues in Curry County and now the board is preparing to extend the contract with them and expand it to all 3 counties. They have shown that they have struggled in outlying areas and now they will have 2 areas outside of their headquarters in Coos County. In addition, the board would be dismantling a service system that if this organization fails, there will not be any recourse.

Bryan stated that although their performance was a problem in the past, the results of the last 3 months have been outstanding.

Tami asked if it was possible to ask UT&E if they would reconsider collocating at the Pine St location, given what has transpired.

John stated that SOWIB has to follow their own RFP. An option could be to vote to fund the projects in Coos and Curry and award the One-Stop Operator piece for all 3 counties, but the board would have to rebid for Douglas County otherwise SOWIB would be violating terms of their own RFP. There’s no middle ground. SOWIB can choose to either cancel the RFP or follow the RFP.

Dena stated that the concern with SCBEC in Curry County would be if they have not responded to the constructive feedback and shown improvement, but there has been a turnaround and she felt SOWIB had to stick to the terms of the RFP.

Melissa Metz, CEO of SCBEC stated that the performance issues they experienced were due to unexpected retirements of both staff in Curry, so in August they had to start from scratch with new employees. It took time to get them tooled up but now they are reaching performance requirements.

Bryan stated that SOWIB also received a proposal from ResCare, a national company that provides services. On the surface, it looks like this is the company we should be going with. However, the proposal from ResCare was not tailored to meet the needs of our region and he felt that the proposal was a rubber stamp submission. He worried that they wouldn’t give the service the board required. What impressed him with SCBEC is that after harsh criticism, they responded well and fixed the problems.

Kelly stated a concern that 3 months do not make a trend and if the board chooses SCBEC and then they run into performance issues, we are in trouble. He then asked Melissa how she is going to staff Douglas County if they take over July 1.

Melissa stated that the goal will be to minimize any disruption in Douglas County, so SCBEC would first reach out to the staff at UT&E and offer them the first opportunity to apply for the positions. The next step would be an external posting.

Mike Lehman moved to award the RFP to SCBEC for all 3 counties. Joe Benetti seconded. No further discussion.

Roll call vote: Motion passed 9-4.

**DISCUSSION AND POSSIBLE ACTION:** Review, discuss and approve SOWIB’s proposed budget for Program Year 2017; *Angie Billings*

Jake stated that the Local Elected Official Consortium’s role is to review and approve SOWIB’s budget. They were scheduled to meet before this board meeting but had to reschedule, so if the board approves the budget, it will still need to go before the Consortium for approval.

Angie presented the budget. She stated that the federal allocation was reduced by 9.5% but that the state was able to offset that to 5% by recouping some youth and dislocated workers funding. Another issue is that we have not yet received our state funding, but we are anticipating a reduction in state funds, as well. She expects to receive those figures in July.

Georgia made a motion to approve the budget as presented. Debbie Sargent seconded. Passed unanimously.

**DISCUSSION AND POSSIBLE ACTION:** Review and approve board meeting minutes from February 16, 2017, *Lisa Crockett*

After a minor correction was addressed, a motion was made by Georgia Nowlin and seconded by Mike Lehman to approve the minutes of February 16, 2017. Motion carried by unanimous vote.

**INFORMATION:** Update on the SOWIB’s Medical Assistant Certification Program, *Kyle Stevens*

Kyle explained that the Medical Assistant Certification Program has been a success so far. There are currently 191 Medical Assistants signed up for the program: 49 in Douglas County, 129 in Coos County, and 13 in Curry County. Coos numbers are high because we have a large employer that had not certified the majority of their MAs and they needed that certification before federal regulations caught up. SOWIB staff created a crash course test prep, worked with certification bodies and hired instructors to teach the classes. Coos has a pass rate of 95.5% and with 6 people tested in Douglas, they have a 100% pass rate. The national pass rate is 70% and the state rate is 70.5%. The bulk of the remaining students will be tested within the next 2 weeks. It has been highly successful, plus it brought in roughly $38,000 from outside funding.

Jake added that one of the key components that has made the program so successful is that the problem was identified as part of our sector partnership in healthcare. It underscores the importance of getting the sector-based work going forward. SOWIB is currently working on other projects in our targeted sectors, including Tourism and is working with board member Wayne Patterson and timber employers to identify solutions for their workforce needs.

**INFORMATION:** Performance Update; *Kyle Stevens*

Kyle provided an update on Coos, Curry and Douglas performance.

**INFORMATION:** Fiscal Update; *Angie Billings*

Angie provided a report on SOWIB board and board support expenses and a report for each of the counties. She also included a report on how much each county is spending on participant costs.

**INFORMATION:** Local Leadership Team; Debbie Sargent

The focus of the last meeting was the Memorandum of Understanding and the Cost-Sharing Agreement which funds the WorkSource Centers.

**INFORMATION:** Regional Economist/Analyst Update; Annette Shelton-Tiderman/Kale Donnelly

The Research Division recently released a new publication called the Employment Landscape of Rural Oregon, available on qualityinfo.com. Oregon’s overall economy is currently at or near full employment and the state’s unemployment rate is sitting at 3.7%. Although the rural landscape is different than the overall state, Coos, Curry and Douglas unemployment rates have dropped from a year ago. Coos County is at 4.9% dropping from 6.7%, Curry dropped from 7.1% to 5.6% and Douglas dropped from 6.5% to 4.9%. Additional data is included in the board packet.

Tami requested SCBEC provide an in-person update at each board meeting as a standing item to keep the board informed.

Meeting adjourned at 1:59 pm.