

SOUTHWESTERN OREGON WORKFORCE INVESTMENT BOARD

February 18, 2016

MINUTES

SOWIB Members Present:

Kelly Morgan, Chair (phone)
Joe Benetti
Alex Campbell
Bryan Grumman
Mike Lehman
Jon McAmis (phone)
Dena Miles

Jesse Morrow
Georgia Nowlin
Debbie Sargent
Patty Scott
Connie Stopher
Robert Westerman (phone)

Others Present:

Jake McClelland, Executive Director
Cynthia Stewart, Transition Coordinator
Susan Buell, UT&E
Karen Domine, SOCC
Susie Yeiter, SCBEC

Frank Brown, OED
Guy Tauer, OED
Annette Shelton-Tideman, OED
Rena Langston, UT&E
Chris Claflin, Business Oregon
Terry _____, Goodwill

The meeting was convened by Connie Stopher, Vice Chair, at the Southwestern Oregon Community College. A quorum was present.

First Public Comment Session

No comments were given.

Minutes of December 17, 2015

Action on the minutes was deferred.

Executive Director Report

Jake McClelland discussed the three public forums held in January regarding the strategic plan. He announced that he would be advertising the two other staff jobs beginning this week. He thanked Frank Brown for development of the new web site, www.sowib.org. He described state coordination on a CFO role for the new WIBs who can help SOWIB and others be more strategic financially.

Roseburg Medical College Proposal

Alex Campbell described efforts made over the past year or so to achieve a non-profit fully accredited medical education college in Roseburg. Background for the project included shifting demographics and economic conditions and the need for increased medically trained personnel in the area. Increasing medical occupations in the area would have a beneficial economic impact with high paying jobs.

Research to size the proposed campus and cohort size, identify accreditation requirements, identify potential sites and an academic partner was done as well as a feasibility study, capital cost estimate and base budget. Unfortunately, the hoped-for academic partner did not materialize. Oregonians for Rural Health will continue to try to move this project ahead.

Authorization for Check Signing

Jake McClelland requested Board approval to amend the check signing policy to increase the maximum amount that could be signed by a single individual to \$5000 from \$1000. Above \$5000, two signatures would be required. This is consistent with other WIB policies.

It was moved, seconded and passed that this change be approved and in addition that the policy would reflect that two checks would not be written for the same invoice in order to avoid having to obtain the second signature on a single check.

Strategic Plan

A draft strategic plan in two parts, a community plan and a WIOA plan for submittal to the State of Oregon, was discussed. One outstanding issue that needed discussion to complete the plan was the decision about which industry sector to prioritize. The presentation by Alex Campbell, and the same factors that led to efforts to develop the medical college, supported a decision to prioritize health care as the first sector in which to conduct a sector partnership strategy. It was noted that after initiating the health care sector partnership and getting it well underway, manufacturing would be next.

A second issue the Board addressed was the emphasis on youth workforce development. The need to form work habits amount youth at an early age and the sometimes unrealistic expectations of youth and young adults in the workplace were discussed. Chris Claflin described an \$800,000 grant for development of a summer youth work program similar to what has been done in the past but not since the recession in 2008.

The strategic plan will be more fully developed in these two areas and transmitted to SOWIB again before being put out for public review and comment on February 27. The public comment period will end March 28, and SOWIB will have an email vote on the final plan on March 31, giving staff a day or two to incorporate any final comments received at the end of the comment period.

Next RFP

Jake McClelland announced that he is drafting an RFP for WIOA services. The current contracts were grandfathered in from the previous TOC/OWA contracts. The new contracts executed pursuant to this RFP would begin on July 1, 2016. This RFP will be on the agenda of the next meeting. He requested five to seven Board members volunteer to be on an RFP selection panel, which would involve reading and one approximately half-day meeting for decision-making. Volunteers included Connie Stopher, Debbie Sargent, Bryan Grummon, Jesse Morrow, Dena Miles and Robert Westerman.

New WorkSource Office

Debbie Sargent described the new office that OED has arranged for WorkSource. The lease in the current facility will expire next month and they need a smaller space. The NATED Building, formerly Western Mutual Bank, at 2nd and Johnson, has the right sized space available. The new office can host SOWIB as well as WorkSource and the WIOA contract service providers.

The location was discussed as being farther away than some other related services but closer to Myrtle Point and Coquille on the bus loop. A disadvantage of the site is the lack of space to co-locate other partners, but none have indicated a readiness to co-locate at present. Given the need to move, WorkSource has moved ahead with this new lease.

Debbie reviewed a floor plan and noted how the layout is customer-centric and how the individual office alignment and training/conference rooms will work.

NEG Update

Jake McClelland described the two previous TOC/OWA National Emergency Grants for employment and training for which the unexpended funds and grant contracts have been transferred by the State to SOWIB. One is a \$314,000 Job Driven grant for long-term unemployed; the other is a \$44,000 Dislocated Worker grant. These can only be used for direct service to participants. Letters of intent to the providers are in process.

Budget Update

SOWIB's accountant has been ill and was unable to provide the budget status report for this meeting.

Next Meeting Dates

It was requested that the schedule be emailed to the Board. Next meetings are:

- March 17 – 10:00 a.m. – Video Conference at Community Colleges in Brookings, Roseburg and Coos Bay.
- March 31 – Email vote on proposed Strategic Plan. Contact cstewart@sowib.org for additional information.
- April 21 – 10:00 a.m. – Video Conference at Community Colleges in Brookings, Roseburg and Coos Bay.
- May 19 – 10:00 a.m. – In-person meeting at Roseburg, location to be announced.