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| cid:image005.png@01D1C590.6549C170 | **BOARD MEETING MINUTES**  **August 17, 2017**  ***Pacific Reef Resort***  ***29362 Ellensburg Hwy 101***  ***Gold Beach OR 97444*** |
| |  |  |  | | --- | --- | --- | | **SOWIB Members Present:** |  |  | |  |  |  | | Jon McAmis (phone) | Tera Martinez | Debbie Sargent | | Dena Miles, Chair  Doug Eberlein  Amy Kincaid (phone) | Bryan Grummon  Mike Lehman | Tami Trowbridge  Georgia Nowlin | |  |  |  | |  |  |  | | **SOWIB Staff Present:** |  |  | | Jake McClelland | Angie Billings |  | | Kyle Stevens | Lisa Crockett |  | | **Others Present:** |  |  | | Susie Yeiter, SCBEC | Gerry Livingston, SCBEC |  | | Annette Shelton-Tiderman, OED | Kale Donnelly, OED |  | | Mark Warne, AFL-CIO  Ben Saucerman, OYCC | Dylan Smalley, OYCC  Seth Zeldin, OYCC |  | |  |  |  | | |

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| **AGENDA**   1. Call to Order and Confirmation of Quorum 2. Round table introductions. A quorum was not present until 12:46 pm so Board Action Items were addressed out of order.   PUBLIC COMMENT SESSION  Gerry Livingston, SCBEC introduced the Oregon Youth Conservation Crew. The crew of 3 youth have been working with Forest Rangers in the Winchuck Campground removing blackberry bushes, disposing of old picnic tables, jackhammering concrete to prepare for new picnic tables, picking up litter along the Chetco and removing invasive species like the yellow starthistle.  The crew members were previously unemployed or working in minimum wage jobs with little room for advancement. This program gave them the opportunity to meet new people, experience new career opportunities and work environments, and increase their confidence. The 3 crew members recently took the NCRC (National Career Readiness Certificate) with Gold Level results. Now they are looking at attending college to pursue careers in forestry, accounting and software engineering.  cvbv |

Jake reported the results from the SOWIB Board workshop held at Abacela Winery on August 2nd. The new Mission and Vision statement was included in the board packet. The facilitator, Mike Westby of Westby Associates, creates fundraising campaigns for non-profits. Jake and Kyle are working with him to formulate a game plan to get out into the community and start soliciting donations for programs.

There was discussion about continuing the quarterly board meetings rotating in each county or keeping it at a single location in Coos Bay and also meeting at an earlier time in the morning so the meeting does not consume the entire day. An email will be sent to the board to determine what works best for everyone. No board action was taken.

Angie stated that SOWIB Policy #6 Procurement is going to be revisited in detail later in the year to transition to Uniform Guidance Procurement requirements which were not included in this version.

Policy #9 Internal Controls ~ Staff is requesting approval from the Board to make electronic transfers for monthly payments to vendors, since the Board has already approved the contract. Bryan requested that a limit be placed on the payments. Mike asked that the board members receive an email notifying them of the payment to be release and then board members can approve through an email response. A statement of annual review has been added to the policy.

Policy #14 Cost Allocation Plan ~ Uniform Guidance is recommending we have an Indirect Cost plan.

Jake discussed SOWIB Policy #19 ~ Individual Training Accounts (ITAs). During the RFP process, SOWIB added a per participant limit on training at $5,000. Exceptions can be made on a case by case basis. Additional changes include drug/background testing done prior to the ITA if those are required for employment in the field for which training is provided, the participant has been determined to have the basic skills required for the position for which training is being provided, and the participant has completed appropriate career exploration and it has been documented in their file.

Angie also presented that there are proposed changes to the personnel policies and handbook. Dena suggested that the HR representatives on the SOWIB Board form a committee to review the handbook. Jon, Dena and Mike offered to participate.

At 12:46 a quorum was present so the Board revisited Item #3 Board Minutes Approval. Mike moved to approve as presented. Georgia seconded. Motion carried unanimously.

Item #4 Mission and Vision Statement. Dena summarized the discussion and listed changes although it will continue to be a living document. Bryan moved to approve the Mission and Vision Statement with changes discussed. Tera seconded. Motion carried unanimously.

Item #5 Operational Policies. Dena summarized the four policies in the agenda packet and the changes suggested for Policy #9 Internal Controls. The proposed changes to Jake’s contract, specifically combining his sick leave and vacation leave into a PTO policy consistent with the rest of the staff, was tabled until a committee can review the contract.

Georgia made a motion to approve the policies with changes as discussed above. Doug seconded. Motion carried unanimously.

Jake asked Annette to give her economic update, since some of the information may be relevant to other items to be discussed on the agenda. Annette presented the current employment status for each county with an emphasis on construction. Information included in board packet.

There was discussion about issues with trade union representatives getting into the schools to present opportunities in apprenticeships and employment. The board is ready to tackle that issue. Doug and Tera volunteered to work on ways to get into the high schools to expose high school students to business, industry and the trades.

Jake gave an update on the Youth Development Council’s Youth and Workforce grant and the goal of the Career Navigator in Curry County. Since the program is in its infancy, he will provide more information in the following weeks.

Angie provided a Statement of Revenues and Expenditures report through 6/30/2017. The last few months have involved wrapping up program year 16/17, working with SCBEC to set up procedures and processes, closing out the grant with UT&E and SOWIB policy review. Documents are in the board packet.

Susie Yeiter gave an update on current programs with SCBEC and updated the board on the progress of the Local Leadership Team. She stated that most of the LLT meetings have been focused on the cost-sharing agreement between the partners.

Meeting adjourned at 2:09 pm.