



BOARD MEETING MINUTES
November 16, 2017

*Umpqua Business Center
522 SE Washington
Roseburg OR 97470*

SOWIB Members Present:

Jon McAmis
Doug Eberlein
Amy Kincaid
Robert Westerman

Tera Martinez
Bryan Grummon, Chair
Dena Miles (phone)
Ali Mageehon (phone)

Debbie Sargent
Wayne Patterson
Mike Lehman (phone)
Georgia Nowlin

SOWIB Staff Present:

Jake McClelland

Kyle Stevens

Lisa Crockett

Others Present:

Susie Yeiter, SCBEC
Kale Donnelly, OED
Terrance Bradford, Roseburg Salsa
Avery Webb, Intern Roseburg Salsa

Rena Langston, SCBEC
Sam Baugh, SCDC (phone)
Tyler Ramos, Roseburg Salsa

Mark Warne, AFL-CIO
Elizabeth Lupher, Intern
Roseburg Salsa

Call to Order, round table introductions and confirmation of quorum.

Review and approve board meeting minutes from August 17, 2017. Doug made a motion to approve minutes as presented. Jon seconded. Motion carried unanimously.

Terrance Bradford and Tyler Ramos gave a presentation on the Roseburg Salsa Company and their partnership with SCBEC in providing internships for students in Roseburg. When onboarding an intern, Terrance and Tyler try to determine if they are in need of further education or if they just need to brush up on some of their customer service skills. Interns take a personality assessment to see what their strengths are and are then enrolled in an online partner program called CSM. This program utilizes adaptive learning technology to revisit skills such as adding and subtracting fractions for baking, as well as money management for retail. After that course, they are referred to online college courses through Coursera. Terrance and Tyler work with them and provide training on how to get a job and then instruct them to reach out to SCBEC to access resources.

Two student interns, Avery Web and Elizabeth Lupher talked about how the internship program has helped them transition into the workforce when their confidence skills were lacking or they were facing additional barriers such as child-care, transportation, etc. They stated that the online specialization curriculum was difficult, but they are proud of themselves for accomplishing their goals.

Terrance stated that the work experience mixed with the online coursework allows them to continue in a management position or go back to school to further their education.

Doug asked if it is a finite amount of time or can a person accelerate through or spend more time on the courses? Terrance stated that the educational component can be worked on at home or in downtime during work hours at a pace the intern is comfortable with.

Robert asked for more details about the demographics of the interns, and Terrance answered that there are currently 5 interns ranging in age from 17-24. The founders manage the crew but the interns make up 100% of the workforce.

Amy asked if there was a referral process and Terrance informed her that they work with Rena and Gaylene at SCBEC. She suggested that they contact her department at Voc Rehab for additional resources.

Doug asked how many interns have been successful? Terrance said there have been 13 in the past 2 months and one intern dropped out because they didn't want to follow Job Corp rules.

Jake introduced new SOWIB Board members Ali Mageehon, VP of Instruction at SWOCC and Lori Shott, Labor Relations Representative for the Oregon Nurses Association. There are 3 vacancies to be filled before the next board meeting.

Jake stated that the board needs to vote for a Chair and Vice Chair. According to SOWIB bylaws, there are no term limits for board officers, so current Chair Kelly Morgan can be reelected. Kelly is willing to step down if someone else is interested in the position and the Vice Chair position hasn't been filled since Connie Stopher moved out of the area.

Robert felt Kelly was doing a great job and nominated Kelly to continue on as Chair of SOWIB. Georgia Nowlin seconded. Motion passed unanimously.

The Vice Chair position is not much more of a commitment than being a board member. The primary role is being a check signer and chairing the meetings if the Chair is unable to make it. After discussion, Dena nominated Robert Westerman as Vice Chair. Bryan seconded. Motion passed unanimously.

Dena, Jon, Mike, and Angie formed a personnel subcommittee of the board and came up with a revised version of the SOWIB staff handbook.

Robert initiated discussion on a variety of different issues in the handbook. The board decided that specifying the 7-day work week needed to be defined for future overtime issues that non-salaried staff may face. The Board also wanted it included in the handbook that items marked as CONFIDENTIAL should not be discussed outside of a SOWIB audience.

Bryan stated that the group may need more discussion and guidance, and suggested the board approve the version presented in order to have something in place, but revisit the topics with the subcommittee and/or labor lawyer, if necessary.

Robert made a motion to approve the SOWIB staff handbook with the two amendments stated above. Georgia seconded. Motion passed unanimously.

2018 Board Meetings:

February 15, 2018 Coos County

May 17, 2018 Curry County

August 16, 2018 Douglas County

November 15, 2018 Coos County

Jake updated the board on SOWIB's efforts to help establish a registered apprenticeship program for Clinical Medical Assistants.

Kyle provided an overview of Colorado's CareerWise program and the performance/monitoring update. Information included in agenda packet.

Susie Yeiter provided a Local Leadership Team and SCBEC update.

Kale Donnelly presented an analysis of Douglas County Unemployment Rates for September 2017.

Meeting adjourned at 2:09 pm.