



Minutes

1. Call to Order and Confirmation of Quorum

X	Kelly Morgan (B)		Doug Eberlein (B)	X	Andy Owens (B)
X	Robert Westerman	X	Ben Messner (B)	X	Mike Hicks
X	Joe Benetti (B)	X	Debbie Sargent		
X	Dave Sanders (B)	X	Ali Mageehon		Wayne Patterson
X	Rhonda Amer (B)		Amy Kincaid		
	Misha Hernandez	X	Marie Simonds (B)	X	Robin Van Winkle
X	Laura McKeane (B)				

Names in red Unable to attend, prior notice given

Meeting was called to order at 12:00 p.m. by Joe Benetti. 13 of the 17 members present making up 76% of total members and 47% representing Business.

- **PUBLIC COMMENT SESSION:**
None.

BOARD ACTION ITEMS

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- **DISCUSSION AND POSSIBLE ACTION:** Consent Agenda
 - Meeting Minutes – February 22, 2022
Motion to approve minutes and consent agenda made by Andrew Owens and seconded by Marie Simonds.
Motion to approve minutes as presented, carried unanimously.
 - **DISCUSSION AND POSSIBLE ACTION:** New/Revised Policies; Rena/Angie
REVISED: P-212 Incumbent Worker (2022)
Add the mechanism of payment in case an employer needs to pay cash as part of their match.
REVISED: PW-303 ITAs (2022)
Increase the allowable amount to \$6,000.00 for truck driving tuition.
PW-311 Center Operations (2022)
Created a policy for safety and how communications will be handled in the center if there is a threat.

PW-312 One Stop Certification (2022)

Created a policy for certifying our One Stop Locations.

REVISED: Policy A-105 – Procurement (2022)

- *Small item procurement up to \$10,000 raised to \$250,000*

REVISED – Personnel Policies: Employee Insurance Required Hours

- *Return Definition of Full Time Staff to 40 hours per week. Resolves potential equity issue for benefits including leave accrual and insurance premiums that are covered for full time staff.*

Motion to adopt revised policies made by Andrew Owen and seconded by Marie Simonds.

Motion to approve policy changes carried unanimously.

Personnel Policies: Annual Salary Increases

- *Currently SOWIB practices for staff increases and are not included in our Policy manual. This additionally would add clarity and transparency.*
- *Discussion around which Price index to use. Recommendation to use the CPI-W ~ Consumer Price Index for Workers. Board asked for additional research and return with this policy addition for the next board meeting.*

- **DISCUSSION:** *New Provider Contracts; SOWIB Staff*
Discussion and explanation of chart showing which projects and new service providers were selected.
- **DISCUSSION AND POSSIBLE ACTION:** *SOWIB 2022/2023 Budget; Angie/Kyle*
 - *Service Provider Contracts*
Possible Conflict of Interests
Kyle Stevens serves on the board of AYA. Kyle offered to step down if needed. Ben Messner stated that he preferred Kyle to stay on the board.
Ali Mageehon serves as Vice President of instruction at SWOCC and is on the AYA board as well.
Ben Messner serves on a multitude of boards
Robin VanWinkle is a Dean at UCC.
New Service Providers:
 - Phoenix School of Roseburg - \$750,000.00*
 - Umpqua Community College - \$419,868.00*
 - Douglas ESD - \$128,680.00*
 - Southwest Oregon Children's Foundation - \$202,00.00*
 - Alternative Youth Activities - \$499,200.00*
 - Youth ERA – \$40,000.00*
 - Southwestern Oregon Community College - \$495,000.00**Motion to approve all new service provider contract made by Ben Messner and seconded by Laura McKeane. Motion was carried unanimously.*
 - *Budget based upon known funding sources*
Motion to approve the budget of \$9,825,896.00 was made by Andrew Owens and seconded by Robert Westerman. Motion was carried unanimously.
 - *Spending Authority includes potential grants*
Motion to approve spending authority on future grants to avoid waiting 3 months for the

next board meeting was made by Andrew Owens seconded by Ben Messner. Motion was carried unanimously.

- Potential Capital Outlay contingent upon award
Discussion included clarifying the Spending Authority budget includes the potential for capital outlay contingent upon potential new grant award.

SOWIB Projects

- **INFORMATION: SOWIB Staff**
 - Wood Products Manufacturing Sector
Kyle presented that the project is doing well.
 - Youth Complex Round 2
In the old Macy's store of the Mall. Two indoor soccer fields, mechanical bull, batting cages along with GED/workforce and tutoring help.
 - Gold Beach Youth Center
In the old Annex behind the courthouse. Classroom, computer/zoom room. Juvenile department is working with AYA and the Parks Department. Will open June 7, 2022.
 - Childcare Projects (Sub Pool, New Provider, Early Learning Apprenticeship)
*Sub Pool – 10 attended the training and 9 finished.
New Providers – In home licensed childcare provider. Hoping to grow the pool of childcare providers.
Early Childhood Educator Apprenticeship – SOWIB was granted \$50,000.00 by All Care to develop an apprenticeship program to increase capacity of childcare facilities locally. Staff met with local community colleges and Head Start representatives to develop the Early Childhood Educator Apprenticeship, which has been submitted to Apprenticeship and Training Division of BOLI for approval. This would be the first of its kind in Oregon and include partnership with SWOCC and UCC.*
 - University of Portland – Oregon Nurse Corp Fellowship.
Another innovative and first of its kind – convened two meetings, one in Douglas County and one Coos County to see if there was interest. Hopefully will start in 7/23
 - Covid Tests Available (exp 6/22)
SOWIB has many cases of COVID home tests. Expiration date 6/2022. If anyone needs any, please contact us.
 - Oregon Labor Force Participation Rates
3 slides were shown showing how much income is needed by county to live without having to get any subsidies and the % of change from 2008 – 2021.
- **INFORMATION: Operations; SOWIB Staff**
 - Introduction of New Staff
*Laura Moore – Administrative Assistant p/t
Cameron McVey – Curry Outreach Coordinator
Cheri Turbitt – Youth Program Manager
Ashley Horath – SCREL Community Outreach Coordinator*
 - SOWIB Grants Awarded/Pending
Discussion and slides showing 4 new projects and amount awarded
- **DISCUSSION: Board Committees**

There was discussion around having a new board committee for the Finance Department. Robin VanWinkle and Joe Benetti volunteered, and Misha Hernandez was nominated for this committee.

STANDING REPORTS

- **INFORMATION:** South Coast Regional Early Learning Hub Update; *Sara Stevens*
Thanks to the deep integration with our local CCO's we have been innovative.
Preschool Promise – 75 – 100 new slots covering Coos, Curry and Reedsport.
Relief Nursery – Starting the process with the hopes of opening in January of 2023.
Regional Health and Equity Provider – applying to become one.
- **INFORMATION:** Performance and Enrollment Comparisons; *Rena Langston*
3 slides were shown of Performance and Enrollment Comparisons.
- **INFORMATION:** Service Provider Update, WSO/HIPPO; *Mellissah Hendrickson*
OJT's are rising. Shared a success story.
- **INFORMATION:** One-Stop Operator Update; *Kendall Lenhares*
Centers were closed due to COVID and are now being recertified to reopen. All policies and procedures were evaluated and streamlined.
- **INFORMATION:** Finance Update; *Angie Billings*
- *Financial reports presented including Balance Sheet and Statement of Revenue and Expense as of March 31, 2022. Overall, we are on track as expected at 75% of the way through the year. The one area we are falling short is service provider direct participant spending. Slide shows the average quarterly spending contracted for the year compared to actual expenses submitted. There is a good deal of improvement in quarter 3, though the participant spending still falls below contracted amounts.*
- **INFORMATION:** MA Apprenticeship; *Alane Jennings*
220 registered
100% pass rate on exams
65-78% completion rate
35% identified as BIPOC
8% identified as disabled.
- **OTHER NEWS OF INTEREST**
- *Andy talked about getting a Transportation Board put together and they have 5 of the 9 needed.*
- *Rachel from HECC wanted to acknowledge all the good work SOWIB has been doing.*
- **ADJOURNMENT**
At 1:20 p.m.