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Meeting ID: 819 2771 4815
 Passcode: 499820

MINUTES

1. Call to Order and Confirmation of Quorum

	Dr. Gray (B) (TBD)		Jason Traylor (B)	X	Robert Westerman
X	Andy Owens (B)	X	Ben Messner	X	Mike Hicks
X	Joe Benetti (B)	X	Debbie Sargent		Susan Ray (B)
X	Dave Sanders (B)	X	Ali Mageehon		Brian Prawitz
X	Rhonda Amer (B)	X	Amy Kincaid	X	Chris Guastafarro (B)
X	Laura McKeane (B)	X	Marie Simonds (B)		Rachel Pokrandt
		X	Rod Sprinkle		

Names in red -unable to attend, prior notice given.

The meeting was called to order at 12:04 pm by Joe Benetti. 14 of the 17 members (excluding vacancies) were present, making up 82% of the total members. Of the 82%, 87% represent Businesses.

Joe Benetti announced the Board would be going directly into Executive Session. Tina Carpenter and Mindy Woodworth organized the transition, requesting that board members remain, and all staff and guests were disconnected from the Zoom session to maintain confidentiality.

1. Executive Session: Sara Stephens

- To consider information or records that are exempt from disclosure by law, including written advice from your attorney. ORS 192.660(2)(f).
- To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed. ORS 192.660(2)(h).
- To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8).

2. INTRODUCTION OF NEW BOARD MEMBERS/CURRENT OPENINGS

Joe Bennetti introduced new Board Member Rod Sprinkle

- 3. PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.

No public comment was presented.

BOARD ACTION ITEMS

4. DISCUSSION AND POSSIBLE ACTION: Consent Agenda (Approved with One Motion)

- a. Meeting Minutes – 6/27/24
- b. Meeting Minutes – 7/8/24

Motion to approve minutes and consent agenda made by Marie Simonds and seconded by Robert Westerman. The motion carried unanimously.

STANDING REPORTS

5. INFORMATION: Human Resources

New Operations Manager – Executive Assistant, Mindy Woodworth was introduced to the Board.

New Processes and Procedures in Place:

SOWIB has begun using SpiderGap 360, an online platform allowing direct manager, peers and customers to provide feedback on employees, summarizing success, areas of improvement, and goal setting for the next year. We've also implemented a Progressive discipline procedure, salary compensation with salary bands, and a staff recognition program.

Yolanda confirmed Joe's question that the CPI will be used for COLA increases for the calendar year 2025.

6. INFORMATION: Finance Update; Yolanda Brumfield

Organization's Financial Status and Challenges

Yolanda presented the company's financial statements as of June 30, 2024, reporting a total cash balance of \$1.7 million. She outlined the process for transferring funds into the IntraFine network, where higher interest rates are available compared to the sweep account. She reviewed the recovery of indirect costs and the impact of contracting services on the administrative rate, confirming a total program cost of \$7.158 million for 2024 with an 8.4% administrative rate. However, only 5.96% of those costs were recovered. Yolanda explained that while certain allowable costs are subject to a 10% administrative fee, not all funding streams qualify, leading to less than full recovery. The team is reviewing this process to address exclusions and recovery for outsourced costs. For budget versus actual figures, Yolanda reported \$7.6 million in total revenue and \$7.8 million in expenditures, resulting in a net loss of \$138,000, covered by last year's balance. She noted that unrestricted funds, such as \$62,000 from Employment and Training and \$85,000 from the Apprenticeship Program, were not included in the budget vs. actual figures. For example, Recruit HIPPO, despite a budgeted loss of \$194,000, the program had drawn \$284,000 from the previous year's balance, leaving \$91,000 to carry forward into 2025.

Sara Stephens confirmed the organization is strong and financially healthy, with sufficient funds to support current activities and pursue innovative projects. Joe requested a PDF of the financial information for the board, which Yolanda agreed to provide.

PRESENTATIONS

7. 2024 Grants -Sara Stephens

Grants

Since January, SOWIB has applied for nearly \$10 million in grants and has been awarded \$1.156 million to date. Although the organization was not awarded the \$5.8 million Department of Labor grant to expand the early care and education apprenticeship program, Sara noted that this allows SOWIB to focus on Coos, Curry, and Douglas counties. She also highlighted that \$2.167 million in grant applications are still pending, with additional grants in progress.

8. DIRECTOR'S REPORTS

A review of the agency's expenses over the past year to ensure responsible use of funds has been assessed and we will evaluate the necessity for those tools currently paid for on a monthly basis, canceling those that are either underutilized or ineffective.

The agency is evaluating new office space to better meet operational needs. Currently, the agency operates from two locations with the goal of consolidating into one office to achieve significant cost savings.

Sara also plans to meet one-on-one with each board member to understand their perspectives and address any questions regarding SOWIB's direction. Board members should expect Sara to reach out soon.

9. GOOD JOBS-DRIVING PROSPERITY

SOWIB successfully completed the Good Jobs Program, surpassing its goals and making a significant impact. The Good Jobs event was attended by staff from Washington, D.C., including the Deputy Assistant Secretary. A final detailed report will be shared once the program closeouts are completed. The program's success is a source of pride for the organization.

10. RECRUIT HIPPO

The OYEP training has continued through the summer, with 30-50 seats remaining for further soft skills and work experience training under the Oregon Youth Employment Program, which will extend into the school year. The Recruit HIPPO team has been working closely with schools and is obtaining certifications from the National Career Development Association, providing career facilitation qualifications.

Additionally, the team is adopting the Oregon Employability Essential Skills curriculum to create workshops. With the passage of Senate Bill 3, which requires two new ½-credit courses: One in higher education/career skills; and one in financial education as graduation requirements starting in 2028, the Recruit HIPPO team is positioning itself to offer these courses. This will help schools meet the new requirements without needing to hire additional staff or develop new curricula. The team is prepared to support schools through the rollout of these new rules, aiming to make a significant impact.

11. HOWTO- TRADITIONAL HEALTH WORKER

A total of 106 training provider program partners have contributed to guiding the project. As we enter the third year, 95 individuals have participated in Traditional Health Worker (THW) activities, with 57 successfully completing their training. Of these, 30 are certified through OHA and listed on the THW Registry, with 13 more awaiting OHA approval. The certification process has been expedited through an online portal. Additionally, 16 individuals are waitlisted or currently enrolled in training, which will increase participation in Coos, Curry, and Douglas Counties. The program has made a significant impact on the certification of Traditional Healthcare Workers, with five participants also engaging in paid work experience opportunities in the community.

12. BENEFITS NAVIGATOR

Job descriptions have been drafted, but recruitment for the positions has not yet begun. The construction of navigator booths and iPod soundproof meeting rooms is underway, with one booth currently installed at the

Coquille Library, pending technology integration. Additional units are planned for deployment. A demonstration setup is being utilized for knowledge sharing, supported by the HIPPO team, who have assisted in coordination and construction efforts.

13. WIOA SERVICE PROVIDERS UPDATE

We have preliminary data from the Department of Labor for the third quarter of Program Year 23, with final data expected after September 30th. Notably, enrollments have significantly exceeded our contracted targets. Youth enrollments were initially lagging until the fourth quarter, prompting the implementation of various strategies with youth providers, which resulted in a marked increase in both enrollments and spending.

We are exceeding performance standards for earnings in our adult and dislocated worker programs, although we are still slightly behind in youth performance. Data from our I-Trac system, which serves as our data management system, reflects these trends. The Department of Labor has decided that the skills gain measure will not be subject to sanctions due to inaccurate comparison data.

At the state level, youth programs have been consolidated under the Oregon Youth Workforce Boards, and Rena was appointed by the Governor to serve on this board, which will provide valuable insights. This consolidation includes the Oregon Youth Corps, Oregon Conservation Corps, OYEP Program, WIOA Youth Program, and TANF, streamlining youth services.

SOWIB is finalizing the use of our ARPA funds, with 301 individuals currently enrolled, though we aimed for 700. Discussions are ongoing regarding enrollment numbers. The Work Experience grant is newer, with only 17 enrollments to date.

As we start this program year, the first week of August shows 32 new adult enrollments and 41 new youth enrollments, in addition to those carried over. Performance measures are still to be established, and a meeting is scheduled with the deputy director at HECC to negotiate performance standards for Program Years 24 and 25. Once negotiations are completed, we will implement new standards.

14. APPRENTICESHIPS

Programs for Medical Assistant and Early Childhood Education are ongoing, but we have an exciting new opportunity. At the end of May, we were approached by lobbyist Doug Riggs to partner on a Surgical Technologist Apprenticeship Program. This program is now permitted in the apprenticeship field due to recent legislation.

A grant proposal was submitted at the end of July for over \$8,000. If funded, this will support the program for two years, covering all instructional and administrative costs, resulting in no out-of-pocket expenses for apprentices or employers.

While we are facing some challenges, we are collaborating with OHA and BOLI to address the issues that arise as this is a new program. Our goal is to submit the apprenticeship application by the October deadline, with the hope of enrolling participants starting January 1, 2025. The program will remain under the SOWIB umbrella, and I will oversee its administration, similar to our existing programs.

We are currently working with employers in Benton, Douglas, and Deschutes Counties, with the aim of expanding statewide. All educational components will be delivered online, and UCC has agreed to approve the curriculum. Like our Medical Assistant program, we plan to start small and expand based on employer interest.

15. South Coast Early Learning Hub

South Coast Regional Early Learning Hub has a new partnership with Bay Area Hospital for the Family Connects Oregon program, which is currently receiving significant statewide attention.

This initiative is a nurse-family partnership that Bay Area Hospital has been operating for some time without proper billing. We see this partnership as a sustainability opportunity for the hospital, allowing them to bill for the services they provide while supporting young mothers and their children.

We are the first region in Oregon to partner with a hospital on this initiative. There will be considerable work undertaken over the next year to advance this goal, and more information about it will be provided in the future.

16. MARITIME

We have secured significant funding to support maritime innovation. Over the next eight months, Sara Stephens will be meeting with the Port of Port Orford and the superintendent there, as well as engaging with ODF&W in Brookings. This presents a valuable opportunity for innovation, as the scope of work is broad. If you have any ideas related to maritime workforce support, please reach out, as we need to allocate this funding within the next seven months.

17. WRQBOX

Staff from the Higher Education Coordinating Commission conducted a site visit, providing the opportunity to showcase the Workbox project in action. Six individuals are currently working with the city crew in Coos Bay, engaging in park activities and cleanup, gaining valuable hands-on experience. Additionally, two individuals have successfully completed on-the-job training.

One highlight was a site visit to a veterinary clinic, where an individual completed her training and is now employed there, with opportunities for advancement. The Workbox project is positively impacting youth employment numbers, and there are promising opportunities ahead.

18. Adjournment

Joe Benetti officially adjourned the meeting at approximately 2:00 PM PST.

Meeting Calendar Available