



**MINUTES**

**1. Call to Order and Confirmation of Quorum**

X	Kelly Morgan (B)	X	Jason Traylor (B)		Andy Owens (B)
X	Robert Westerman	X	Ben Messner (B)	X	Mike Hicks
X	Joe Benetti (B)	X	Debbie Sargent	X	Rachael Prokrandt
X	Dave Sanders (B)	X	Ali Mageehon		Wayne Patterson
X	Rhonda Amer (B)		Amy Kincaid		Chris Guastaferrero (B)
X	Anna Martin (B) (board nominee to replace Kelly)	X	Marie Simonds (B)		Laura McKeane (B)

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

*The meeting was called to order at 12:06 pm by Joe Benetti. 12 of the 17 members were present, making up 71% of total members. Of the 71%, 58% represent Businesses.*

- 2. 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**

- 3. DISCUSSION AND POSSIBLE ACTION:** Consent Agenda (All approved in one motion/vote)

- Meeting Minutes – December 8<sup>th</sup>, 2022

*Motion to approve minutes and consent agenda made by Marie Simonds and seconded by Robert Westerman.*

*Motion carried unanimously.*

- 4. PRESENTATION:** SOWIB Audit Presentation; *Lonnie Rich*

- Review of Independent Auditor’s Report
  - No risks, concerns or findings found.

*Motion to approve and accept the Audit made by Ben Messner and seconded by Rhonda Admir.*  
*Motion carried unanimously.*

## 5. DISCUSSION AND POSSIBLE ACTION: Kyle Stevens, SOWIB Staff

- CLEO Changes - Due to recent turnover, there are 3 local elected official seats that we need to fill ASAP. There is a 'meet and greet' set for February 23<sup>rd</sup>, in hopes that we can persuade a few to join us and take on the duty to provide board oversight and appoint new Board members.
- OPEN SOWIB Board seats - We currently have 1 open board seat.
- SOWIB Board Elections - According to bylaws, we are required to hold board elections annually. Elections should take place after the first meeting in July.

## SOWIB Projects

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### 6. INFORMATION : Operations ; SOWIB Staff

- Retirements  
*Angie Billings – Finance Director*  
*Alane Jennings – Apprenticeship Coordinator*
- New Staff Introductions  
*Yolanda Brumfield – Finance Director*  
*Shelby Merritt – Bookkeeper*  
*Elizabeth McMullin – Youth Employment Advisor*
- Position changes  
*Laura Klivans moved to Apprenticeship Manager*

### 7. INFORMATION: SOWIB Staff

- EDA Good Jobs Challenge- Driving Prosperity  
*Rachael Larson gave an overview of program and shared updates.*
- Simulator update x2  
*Both simulators have been ordered. They should be delivered and installed soon. (1-2 months)*
- DC Conference  
*Rachael gave a brief overview of the DC trip.*
- Recruit Hippo/ OYEP/ Youth Issues  
*Kyle gave an overview of issues around enrolling and placing of youth. Working on getting kids motivated to want to work and filling job openings.*
- Sector Updates  
*Newest sector project is Childcare in Coos and Curry counties.*
- Prosperity 10K- Future Ready Oregon  
*We are providing FRO in-house, as well as, contracting out. So far, we have contracted with SCBEC, AYA, and UCC.*
- HowTo Grant  
*Tina Carpenter gave an overview of how the program supports THWs (traditional health workers). We are currently looking for qualified training providers to oversee the individual training of those interested.*

## STANDING REPORTS

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- 8. INFORMATION:** South Coast Regional Early Learning Hub Update; *Sara Stephens*  
*Sara gave an overview of the Early Learning Hub. They are looking to expand in the region and working with many local school districts; both the Confederated and the Coquille Tribes; and the new Coastal Families Relief Nursery.*
- 9. INFORMATION:** Service Provider Update/Performance; *Rena Langston*  
*Per Kyle, Due to time, this section was skipped as a previous discussion for Provider updates was given at the beginning of the meeting.*
- 10. INFORMATION:** One-Stop Operator Update; *Kendall Lenhares*  
*update of One-Stop Operator role- Kendall provided a brief overview of her role as an OMEP which is continuously changing throughout the pandemic. Kendall is focusing on and staying involved more at the State level to help support the area in OWP .*
- 11. INFORMATION:** Finance Update; *Yolanda Brumfield*  
*Yolanda gave an overview of funding for SOWIB. We currently have 1.7 million in total net assets as of 12/31/2022. (Please see the financial statements for more information)*
- 12. INFORMATION:** Apprenticeships; *Laura Klivans*  
*Laura gave an overview of both the Medical Assistant (MA) and Early Childhood (ECE) Apprenticeships. MA - We currently have 263 registered apprentices with a 100% pass rate. ECE – We are finally gaining speed and continue to reach out to our partners for more ECE candidates.*
- 13. ADJOURNMENT – 2pm**

Meeting Calendar Available at: [www.SOWIB.org](http://www.SOWIB.org).