

**OWA Business & Industry Services Committee**  
Minutes April 4, 2008  
Conference Call

Attendees: Wes Melo, Randy Scruggs, Darrel Wilson, Kathy Grover-Shaw, Susan Cedarholm, Tom Erhardt, Teri Simonis, Joy Yori, Mary Taylor, Kris Latimer

Staff: Jeff Dickason

The meeting was called to order by Wes at 2:00pm. Jeff checked attendance, and Wes thanked everyone for calling in and called the meeting to order. Wes explained that today's objective was to finalize work on the committee's mission and areas of responsibility which will be used as the foundation of the committee's work plan.

Action:

1. The committee reviewed and by consensus adopted the draft mission statement without change, as follows:

***The mission of the OWA Business & Industry Services Committee is to collaborate with public and private partners to create and support an innovative workforce system that meets the needs of business and industry and spurs economic development in rural Oregon.***

2. The committee reviewed and by consensus adopted the draft areas of responsibility with one change, as follows:
  - **Assure that investments in talent and skill development of the workforce are demand driven;**
  - **Champion the alignment of demand driven workforce systems that support regional and state-wide economic development goals, objectives and strategies;**
  - **Recommend and refine workforce system investments;**
  - **Assure that services are delivered in a high quality and effective manner;**
  - **Recruit economic development, business and industry, state and community leaders and topic experts to support economic and workforce development in rural Oregon.**
3. The committee determined that the Chair, Wes Melo will present the charter to OWA. Wes requested that staff finalize the committee charter as adopted and prepare a set of slides supporting the presentation of the charter to OWA.

4. The committee reviewed and selected item three from the draft work plan as the primary focus for the committee.

### ***Development and Support of Industry Clusters and Associations***

**Goal:** Respond to business needs by targeting 3-5 of the area's industries and work with those specific industries to develop emerging and current worker skills and assist the industry to develop worker retention strategies.

Initial tasks identified in the draft work plan to define and accomplish this goal include:

- Review current work:
  - Review STEM grant application;
  - Review R13-14 RIG application;
  - Review WIRED grant application;
- Identify committee focus
- Establish objectives
- Establish metrics for success
- Identify and engage critical partners

The committee will meet on April 17 at Kah-Nee-Ta from 11:00 a.m. to 1:00 p.m. to discuss and refine this draft work plan. Lunch will be provided.

5. The committee Chair, Wes, requested that staff develop an agenda for the 17<sup>th</sup> along with any resource materials or other information or direction that will help the committee to refine and develop a work plan with the adopted focus.
6. The chair checked with the committee for any additional discussion or good of the order information. Tom Erhardt shared that he will be unable to attend the OWA meeting on the 17<sup>th</sup> but has arranged for Joyce Aho to be in attendance to provide input to the Business & Industry Committee and observe the OWA meetings.
7. Wes thanked members for their work and participation and adjourned the conference call at 2:45 p.m.

**NEXT MEETING: April 17 at Kah-Nee-Ta from 11:00 a.m. to 1:00 p.m., lunch to be provided.**

Jeff Dickason, (541)928-0241 x227, staff