

Joint Policy Committee Conference Call
Monday June 2, 2008
3:00 pm

Members present on call:

TOC Board Executive Members

Commissioner Barbara Briggs
Commissioner Joe Laurance
Commissioner Mike McCabe
Commissioner Nellie Hibbert
Commissioner Marlyn Schafer
Commissioner Bill Lennox
Judge Steve Grasty

OWA Members

Bob Schroth
Mark Maliwauki
Randy Scruggs
Robin Popp
Scott Koch
Wes Melo

Other Participants

Jerry Fletcher (Labor Representative)
Pat Davis (Labor Representative)
Melissa Metz
Kris Latimer
Jeff Dickason

MEETING SUMMARY

I. Welcome and Roll Call

Judge Steve Grasty called the meeting to order at 3:07 pm, roll call was taken and a quorum was established.

II. Dislocated Worker to Adult Transfer

Melissa Metz, TOC Staff, explained the background and request of \$586,811 for the dislocated worker to adult transfer.

Consistent with Department of Community Colleges and Workforce Development (CCWD) policy 589-10.2, a request for transfer of funds between the Dislocated Worker program and the Adult program must be

approved by the sub recipient's Local Workforce Investment Board (LWIB) and at least one of the LWIB labor representatives must be present at the LWIB meeting at which the transfer was discussed and acted upon.

MOTION: Wes Melo moved, seconded by Commissioner Nellie Hibbert to accept the \$586,811 dislocated worker grant transfer to adult as presented. Motion passed unanimously.

III. WIA 1B Contract Language Housekeeping due to OWA Assuming the One-Stop Operator Role

Melissa Metz, TOC Staff shared that The Oregon Consortium will be executing nine sub recipient contracts in July 2008 for WIA 1B provision of services. Historically the TOC Administrative Office has shared the 10% federal administrative cost limitation with the regions (2.5% Admin Office and 7.5% subrecipient). As the federal limitation no longer applies to regional subrecipients due to the April 2008 board action designating OWA as the one-stop operator, the TOC Administrative Office is now in a position of negotiating reasonable administrative cost limitations for the purpose of contract management.

As the federal limitation is 10%, it is reasonable to use this as the initial limitation for administrative costs when negotiating contracts.

If adequate justification is provided by the subrecipient, at the time of contract negotiations, the Governance Committee may approve additional administrative costs up to a maximum of 15% of the total amount awarded.

Below is the timeline for such requests:

June 20	Regional Subrecipient appraises the TOC Administrative Office of intent to apply for a waiver
July 7	Regional Subrecipient provides documentation and justification supporting waiver to the TOC Administrative Office and to the region's local elected official(s) requesting a letter of support
July 21	The region's local elected official(s) provide letter of support for the waiver to the TOC Administrative Office for inclusion into a Governance Committee meeting packet.

Judge Steve Grasty asked that the Local Elected Officials be given more than a week time frame to provide a letter of support for their local providers. Melissa noted the request and has changed the time frame to include a two week opportunity for the Local Elected Officials to provide letters of support.

MOTION: Commissioner Barbara Briggs moved, seconded by Jerry Fletcher to adopt the standard administrative cap of 10% for contract management purposes with a procedure for requesting a waiver if a subrecipient needs to exceed the cap to ensure sufficient internal controls. Motion passed unanimously.

IV. Adjourn

The meeting was adjourned at 3:32 pm.