

**REGION 12 EXECUTIVE/REGULAR
WORKFORCE INVESTMENT BOARD (R12WIB)
MEETING MINUTES**

**Umatilla Morrow Educational Service District – Pendleton, OR
Tuesday, November 13th, 2007 – 9:00-11:00am**

Attending: Neal Simpson, Chair
Mark Bell, Portland General Electric
Kathy Mendoza, Oregon Employment Department
Tony Wendel, Oregon Employment Department
Woody Rennison, Wal-Mart Distribution Center
Earl Wilson, Wal-Mart Distribution Center
Pennie Hartley, Office of Vocational Rehabilitation
Caryn Appler, Umatilla Morrow Education Service District
Jane Kilburg, Blue Mountain Community College
Deborah Hayward, Community Action Program of East Central Oregon
Var Rigby, Interpath Lab, Inc.
Jue-Jue Withers-Lyons, Confederated Tribes of the Umatilla Indian Reservation
Susie Calhoun, Confederated Tribes of the Umatilla Indian Reservation
Eric Volger, Umatilla Morrow Education Service District
Tim Sprenger, Umatilla Morrow Education Service District

Staff: Tara Bishop

INTRODUCTIONS

The meeting was called to order at 9:07am. Introductions were made by all attending.

APPROVAL OF MINUTES

MSP: Art Hill moved to approve the minutes of the August 2007 meeting. Eric Volger seconded. Motion passed.

YEAR-TO-DATE BUDGET UPDATE

Tara provided a year-to-date budget report on the One-Stop, RWIB, and RWIB Training Fund. Revenue and Expense reports were provided.

MSP: Art Hill moved to approve the budget reports as presented. Caryn Appler seconded. Motion passed.

CAPECO AUDIT REPORT

Deborah Hayward provided the Board with the results of the annual CAPECO audit. Deborah noted that CAPECO did have one finding this year due to a client service payment being made without the client being properly enrolled in the WIA program. The finding has since been resolved.

It was also suggested that a vendor approval process be implemented to ensure that no conflicts of interest arise from the use of vendors that have possible relationships with current CAPECO employees, managers, or board members.

It was also noted that the fixed asset listing had not been updated to include individual items at June 30, 2007. It was recommended that the database be updated on at least a quarterly basis to ensure that all capital purchases are captured and to reduce the year-end audit reconciliation process.

Additionally, three instances were noted in which employee expense reimbursements were not adequately supported by proper receipt documentation. It was recommended that all employee reimbursements be paid only when supported by original receipt documentation to ensure that adequate support is available for grantor review.

CLUSTER ROADSHOW

Tara provided handouts on the purpose of the Oregon Cluster Partnerships and Oregon Business Plan Road Show. The Road Show would consist of a one day forum for the purpose of creating interest in using the cluster approach for economic development purposes.

The consensus of the Board was to not participate in the Road Show at this time.

EMPLOYER WORKFORCE TRAINING FUND

Handouts were provided on the status of Program Year 2006 Employer Workforce Training Funds. We currently have \$18,368.24 remaining to be obligated and spent by June 30, 2008. We have received our PY07 allocation which is \$101,615. The Workforce Response Team will be meeting today to review applications that have been received to date.

MEMBERSHIP UPDATE

A letter was received from The Office of Vocational Rehabilitation appointing Renee Smith to serve as the OVRs representative and Pennie Hartley as her alternate.

MSP: Deborah moved to approve the appointment of Renee Smith and Pennie Hartley as the OVRs representative on the Workforce Investment Board. Art Hill seconded. Motion passed.

Mark Bell shared that he has taken a job in Portland and that this would be his last meeting as a Private Sector representative on the RWIB.

We currently have three vacancies for Private Sector members. Tara and Neal will be meeting with the Milton-Freewater Community Development Group to hopefully recruit Private Sector membership.

There was discussion regarding marketing the RWIB and WRT as well as the many services offered at the WorkSource Centers. It was suggested that we develop and publish a WorkSource quarterly newsletter that could be distributed through the Chamber's and other media sources.

PARTNER UPDATE

Partners provided updates of workforce and economic development related activities from the past quarter.

NEXT MEETING

The next meeting is scheduled for February 12th, 2008 from 9-11am at Oregon Employment Department in Hermiston.