

RWIB Staff Meeting Minutes
TOCOWA Quarterly Meeting
April 19, 2007
Sunriver, OR

RWIB Staff Present: Julie Gassner, Region 1, Andrew Spreadborough, Region 10, Kayleen Warner-Arens, Region 9, Tara Bishop, Region 12, Cindy Ferner, Region 6, Tere Tronson, Region 7, Teri Simonis, Region 13, Chad Freeman, Region 14.

Others Present: Mike McCoy, Tom Moore, Susan Cedarholm, Susie Yeiter, Kenny Kent, Art Hill, Kevin Bradley, Kris Kennedy, Tom Erhart, Leonard Norris.

TOCOWA Staff Present: Melissa Metz, Jeff Dickason

The meeting was called to order at 8:05am. Introductions were made by all attending.

MOTION: Julie moved to approve the minutes of the January 2007 meeting. Chad seconded. Motion passed.

RWIB Membership Requirements – Draft Policy: Jeff Dickason reviewed the RWIB membership draft policy. The policy was drafted to convey the specific membership requirements of the Oregon Workforce Alliance and the Regional Workforce Investment Boards.

The draft membership policy will be posted to the TOCOWA website for questions, comments and recommendations. A second and final reading of the policy will be presented at the July quarterly meeting.

Resource Sharing Agreements: Melissa discussed that it is time to start planning for PY07 Resource Sharing Agreements. RSA's will be required for all certified and developmental sites. The Resource Sharing Agreements should include those costs that support universal services provided at the One-Stop centers. Melissa reminded the group that RWIB costs are outside the scope of an RSA. The RSA's will be due to Melissa by June 20, 2007.

One-Stop Certification Policy Review and Discussion: Jeff provided an overview of the certification process, Business Plans and Regional Partners Agreements. A planning schedule was distributed. The Regional Partners Agreement will provide a mechanism to engage partners in a formal way. A sample Partners Agreement was distributed and will be due to TOC by June 20, 2007.

The certification materials will be posted on the TOCOWA website.

The meeting was adjourned at 9:45am.

Minutes Submitted by: Tara Bishop, Region 12