

**RWIB Staff Meeting Minutes
TOCOWA Quarterly Meeting
January 17, 2008
Seven Feathers – Canyonville, OR**

RWIB Staff Present: Julie Gassner, Region 1; Tere Tronson, Region 7; Robin Cope, Region 9; Andrew Spreadborough, Region 10; Tara Bishop, Region 12; Teri Simonis, Region 13

Others Present: Deborah Hayward, Mike McCoy, Bob Craft, Oscar Johnson, Susan Channing, Tom Moore, Tom Erhardt, Norm Gershon, Gabe Silva, Bill Brown, Perry Andrews

TOCOWA Staff Present: Melissa Metz, Jeff Dickason

The meeting was called to order at 10:00 a.m. Introductions were made by all attending.

MOTION: Robin Cope moved to approve the minutes of the October 2007 meeting. Bob Craft seconded. Motion passed.

Andrew Spreadborough graciously agreed to assist as co-chair of the RWIB staff.

Attracting and Retaining Private Sector Members: The group discussed regional approaches to attracting and retaining private sector members, Board structure, how outreach and recruitment is handled, how the private sector role should be articulated, how frequently to meet and how deeply to engage. Regional best practices were shared including;

- Providing meals at RWIB meetings,
- Rotate meetings around the region,
- Solicit private sector ideas,
- Presentations at meetings,
- Partners host meetings, on a rotating basis, and provide a short presentation on services provided by the host partner,
- Having active Sub-Committees,
- Having a dynamic Chairperson,
- Utilize the knowledge the private sector brings to the table – tell them the problem and ask them for solutions – Business people want to help solve problems,
- Utilizing WRT grantees as a recruitment tool,
- Shift the focus back to strategies – identify who would be a good fit with the strategies chosen by the region and actively recruit,
- Develop a 30 second “elevator speech” to be used as a recruitment tool,
- Develop a RWIB informational brochure.

Sub-Committees: RWIB staff shared information on sub-committees within each region. Each region has their own structure when it comes to sub-committees. Some examples of committees discussed were; marketing, youth, strategy committees, WRT, RSA/One-Stop Operators, Career Fair, etc.

Staff discussed different ways in which their Boards are working on their regional strategies that were selected last year. Melissa will e-mail the strategies chosen by regions so staff can work with other regions who selected the same strategies.

New Member Orientation: Staff shared best practices regarding new member orientation. Some examples include:

- RWIB staff provides one-on-one presentation,
- One-Stop tour,
- Staff meet with private sector representative at their business to better acquaint themselves with what the business does,
- Utilize TOCOWA's orientation PowerPoint.

Items for Next Meeting: Each RWIB will develop an "elevator speech" to be used as a recruitment tool and shared at the next TOCOWA quarterly meeting. Additionally, RWIB staff will report on what their region is doing regarding their chosen strategies.

Region Updates: Staff provided brief updates of workforce related activities within their regions over this past quarter.

The meeting was adjourned at 11:30am.

Minutes submitted by: Tara Bishop, Region 12