

**The Oregon Consortium Board of Directors
and
The Oregon Workforce Alliance
Business Meeting—October 26, 2007
Holiday Inn Express—Astoria Oregon
8:30 am -12:00 pm**

TOC Board Members

Commissioner Mike McCabe	Commissioner Dan Shoun
Commissioner Joe Laurance	Commissioner Nellie Hibbert
Commissioner John Hatfield	Commissioner Mike Daly
Commissioner Rita Bernhard	Commissioner Marlyn Schafer
Commissioner John Wenholz	Commissioner Bill Lennox
Commissioner Jeff Hazen	Commissioner Bill Brown

OWA Members

Kolleen Carrel	Wes Melo	Robin Popp	Art Hill
Tom Moore	Norm Gershon	Bob Craft	Ted Swigart
Selaina Miller	Diana Corder	Scott Koch	Mark Bell
J.J. McLeod	Betty Albertson	Larry Blount	Teri Simonis
Craig Schmidt	Bob Schroth	Kathy Gover-Shaw	Fernando Gutierrez
Jue-Jue Withers Lyon			

TOC Staff

Kris Latimer	Elisha Schilling	Melissa Metz	Jeff Dickason
Helen Nahoopii			

Guests

Mary Taylor	Tara Bishop	Deborah Hayward	Glen Shuck
Bob Tackett	Perry Andrews	Joyce Aho	Karen Miller
Mike McCoy	Lisa Nyberg	Lori Bell	Joy Yori
Pete Bober	Kevin Bradley		

MEETING SUMMARY

- I. **Call to Order and Introductions**
Bob Schroth, OWA President called the meeting to order at 8:30 am and introductions were made.

- II. **Consent Agenda**
 - a. OWA Minutes from July, 2007
 - b. Treasurer's Report
 - c. Eligible Training Provider List

MOTION: Tom Moore moved, seconded by Robin Popp to approve the consent agenda. Motion passed unanimously.

III. TOC Board Meeting Minutes from July 2007

MOTION: Commissioner Marlyn Schafer moved, seconded by Commissioner Rita Bernhard to approve the TOC Board meeting minutes from July 2007. Motion passed unanimously.

IV. OWA Appointment and Re-appointments

Kris Latimer explained that the following representatives to the Oregon Workforce Alliance terms expire as of the October 2007 meeting. OWA bylaws allow for reappointment and the following members have re-submitted applications:

BUSINESS & INDUSTRY

Jeff Hazen	Region 1
Wes Melo	Region 6
Marce Knight	Region 7
Oscar Johnson	Region 7
Randy Scruggs	Region 9
Robin Popp	Region 10
Bob Schroth	Region 12
Neal Simpson	Region 12

AT-LARGE

Jerry Fletcher	Labor
Norm Gershon	CBO
JJ McLeod	WIA IB
Jue-Jue Lyons	Tribal Grantee

MOTION: Commissioner Marlyn Schafer moved, seconded by Commissioner John Wenholz to approve the OWA reappointments. Motion passed unanimously.

Additionally, completed interest forms have been received from Pete Bober, Umpqua Community College and Joyce Aho, Oregon Employment Department. Pete has been nominated by the Community College Presidents to serve as one of the two Community College Representatives to the OWA, and Joyce's application has been forwarded on behalf of Oregon Employment Department to serve as one of the two Employment Department Representatives to the OWA.

MOTION: Commissioner Marlyn Schafer moved, seconded by Commissioner John Hatfield to approve the new member appointments. Motion passed unanimously.

V. Vision Committee Report

Craig Schmidt explained that the Vision Committee met on Thursday and reviewed the structure of the board, recommending changes to the current structure of both boards (TOC and OWA), including changes to the committee structure, meeting schedule and potentially membership. Additional information will be posted to the TOC/OWA website prior to the January quarterly meeting.

MOTION: J.J. McLeod moved, seconded by Commissioner Nellie Hibbert to approve the Vision Committee to continue their work. Motion passed unanimously.

VI. Report from TOC Board Planning Meeting

Commissioner Mike McCabe provided an update from the TOC Executive Committee meeting held yesterday. The TOC Board took action on several items which focused on the resolution of the disallowed costs in Region 11. He explained that The Oregon Consortium will pursue the repayment of the debt established by CCWD as a result of the DOJ Investigation of KLETI – directly from KLETI.

- TOC will issue an appeal to CCWD requesting that CCWD request a wavier of the debt on behalf of The Oregon Consortium – making KLETI the official debtor.
- TOC will pursue repayment options directly KLETI, including filing claims via KLETI's insurance, of which TOC is an additional insured.

VII. TOC Policies

- **Board Travel**
- **Profit Policy**
- **Administrative Office Personnel Policies**

Board Travel

Kris shared that this is the second reading of these three policies, all of which were presented to the TOC Board in July 2007. There was a recommendation that the statement “*approved by the TOC Board, October 26, 2007*” should be added to the bottom of the policies.

Commissioner Bill Brown felt the mileage reimbursement rate should be evaluated on an annual basis. Commissioner Nellie Hibbert recommended we should wait at least a year to review the mileage, given the new vision structure a chance to become established.

MOTION: Commissioner John Wenholz moved, seconded by Commissioner Nellie Hibbert to approve the Board Travel Policy, with the added statement “*approved by the TOC Board, October 26, 2007*”. Motion passed unanimously.

Profit Policy

Melissa Metz explained that based on the Board’s comments in July - changes to the Profit and Fee Policy were made and are reflected on page 22 of the policy.

MOTION: Commissioner Mike McCabe moved, seconded by Commissioner John Hatfield to approve the Profit and Fee policy with the added statement “*approved by the TOC Board, October 26, 2007*”. Motion passed unanimously.

Administrative Office Personnel Policies

Kris explained that these policies have been reviewed by legal counsel and have been in place working well for the Consortium Administrative Office for many years. To her knowledge they had not been to the TOC Board for approval or review – prior to July of 2007. Following the July meeting – the policies were e-mailed to the Board as requested for feedback. None was received.

Commissioner Marlyn Schafer pointed out that there were items in the personnel policies which she was uncomfortable with, but because of the communication from Kris which accompanied the policies, she did not provide feedback.

MOTION: Commissioner Nellie Hibbert moved, seconded by Commissioner Bill Brown to approve the Administrative Officer Personnel Policies. Motion opposed by Commissioner Marlyn Schafer. Motion carried with votes to approve from Commissioner Mike McCabe, Commissioner Dan Shoun, Commissioner Joe Laurance, Commissioner Nellie Hibbert, Commissioner John Hatfield, Commissioner Mike Daly, Commissioner Rita Bernhard, Commissioner John Wenholz, Commissioner Bill Lennox, Commissioner Jeff Hazen and Commissioner Bill Brown.

NOTE: In order to foster enhanced communication between the TOC Admin Office and the Board related to policy matters such as this – ad hoc committees may be appointed on a regular basis to review policies with the Executive Director.

VIII. RWIB Staff Meeting Update—Report on “Cluster Roadshow” Plans

Tara Bishop provided an update from the RWIB Staff meeting yesterday and announced that Kayleen Warner is no longer with Mid Columbia

Council of Governments. Tom Fuller with WorkSource Oregon joined the RWIB group to show them the options of using the WorkSource Oregon website. Updates on the Clusters Road Show were provided.

IX. One Stop Partners Committee Update

J.J. gave a brief update from yesterday's One Stop Partners meeting, and announced that we now have a fully signed MOU. The primary discussion of the group focused on system performance and accountability standards.

X. Region 6 and 11 WorkSource Oregon One Stop Final Certification

Jeff Dickason announced that both Region 6 and Region 11 have completed their certification processes and are now prepared / qualified for full certification. It is recommended that the OWA give final approval to full certification of the designated One Stop centers in Region 6 and 11 for the period October 1, 2007 through June 30, 2009.

MOTION: Larry Blount moved, seconded by J.J. McLeod to accept the staff's recommendation. Motion passed unanimously.

XI. Youth Council Report

Larry Blount shared a report from the Youth Council's Thursday meeting. The group started their meeting off with a tour of Tongue Point Job Corps Center. One of the many highlights of the tour was a detailed explanation of the welding program offered at Tongue Point. The Youth Council gave a heartfelt thanks to Nikkol Nagle, Business Community Liaison—Tongue Point Job Corps Center for arranging the tour.

OWA member Susan Cederholm, Human Relations Coordinator—Center for Human Development Inc. has requested appointed to the Youth Council.

MOTION: Larry Blount moved, seconded by Kolleen Carrel to approve the interest form. Motion passed unanimously.

Kevin shared the final ROPE provided by Jeff Dickason (TOC/OWA staff) with the group. He explained that there was a great deal of discussion about the barriers these youth face including, but not limited to; life situation, transportation, drug and alcohol abuse, etc. Art Hill inquired about Community College involvement and how that partnership might be enhanced. Youth Council member Shelly Ena recommended a screening evaluation used by the Commission on Children & Families to help determine extent of drug & alcohol use. Shelly will share this with the group at the next meeting. Kevin emphasized the excellent recidivism rate compared to state wide averages. The group recommended sharing these results with legislators. A group was formed to pursue

recommendations to the OWIB and State Legislators regarding youth issues. Volunteering were Larry Blount, Art Hill, Lisa Nyberg, Shelly Ena and Kevin Bradley.

XII. Administrative Report

Kris reviewed the Administrative Office update with the group, and welcomed TOC/OWA's newest staff Helen Nahoopii. Helen is the Workforce and Business/Industry Specialist. Helen will be providing staffing services and support to the Regional Workforce Boards in Region 11 and 13, working on the Wood Products Consortia Project, and carrying out Business and Industry Cluster Capacity Building Activities.

The Rural Conference will be held November 18-20 at the Portland Hilton. The agenda is going to be very dynamic—we hope that our Oregon constituents will take full advantage of the opportunity. The \$106.00 p/night room rate has been extended and will be available until the date of the conference. If you'd like to register, please contact Elisha in our office. We are happy to support the attendance of TOC and OWA members.

XIII. Officer Elections

In accordance with Oregon Workforce Alliance Bylaws-Article V. Officers shall be elected annually. Current positions are held as follows:

President—Bob Schroth
Vice-President—Craig Schmidt
Secretary/Treasurer—Larry Blount

Nominations have been received from the following:

President—Craig Schmidt
Vice-President—Scott Koch
Secretary/Treasurer—Larry Blount

MOTION: J.J. McLeod moved, seconded by Tom Moore to appoint positions as stated. Motion passed unanimously.

XIV. Adjourn

The meeting was called to adjournment at 11:09 am.