



**OREGON WORKFORCE ALLIANCE
BUSINESS MEETING**
April 22, 2011~8:30 a.m. - Noon
Holiday Inn Express, Roseburg Oregon

***"Helping Rural Oregon Work" by skilling up rural citizens, business and industry
to compete in the global economy.***

Connection Instructions for Conference Line:
Dial 1.888.484.8033 Passcode: 847 895 4106

I.	Welcome and Introductions	Mary Taylor, OWA Vice-President	8:30 – 8:40
II.	OWA Consent Agenda: a. Approval of February 2011 Minutes b. Treasurer's Report c. Additions to the Eligible Training Provider List d. Selection of Service Providers -PY'11 – PY'13—Adult and Dislocated Worker -PY'11 – PY'13—Youth	Mary Taylor	8:40 – 8:45, Action Page 1 Page 6 Page 7 Page 8
III.	Updates:		8:45 – 10:00, Info
	a. Oregon Green Tech Certificate	Pete Bober – OWA Member, Javier Ayala – Vice President Umpqua Community College, Kris Latimer – CEO	8:45 – 9:00
	b. Oregon's National Career Readiness Certificate	Bob Bahrns – OWA Member, Susan Buell – UT&E, Andrew Spreadborough - COIC, Katelyn Roberts - CCWD, Karen Humelbaugh – CCWD	9:00 – 9:20
	c. Resolution 1/2010 – Resource Utilization	Melissa Metz – CAO, Julie Gassner – MTC	9:20 – 9:35, Page 11
	d. Area - National Emergency Grants	Monty Johnson – TOC	9:35 – 9:45
	e. Structure Oregon	Kris Latimer	9:45 – 10:00
BREAK			10:00 – 10:15
IV.	Conversation with the Department of Community Colleges and Workforce Development	Karen Humelbaugh – Workforce Programs Director / CCWD	10:15 – 10:30
V.	Administrative Report a. Recommendations from OWA Executive Committee b. Congressional Update c. Fund Development d. Oregon Gate's Grant Opportunity - ABE to Credentials e. PY'11 Budget Process	Kris Latimer	10:30 – 10:45, Action Handout
VI.	RWIB Chairs / Business & Industry Report	Bob Schroth – OWA Member & Bob Bahrns	10:45 – 11:00 Handout
VII.	A Strategy for Rural and Regional Prosperity – Regional Economic Impact Grant Report a. Discussion of Next Steps Including Summer Rural Economic Forum	Kris Latimer	11:00 – 11:30 Handout
VIII.	Good of the Order a. Next Steps b. Calendar of Events c. Meeting Evaluation	Mary Taylor	11:30 - Noon Page 12 Page 13
IX.	Adjourn	Mary Taylor	Noon

**Note: Additional action items may be agendized at meeting.
Equal Opportunity Employer / Program
Auxiliary aids and services are available upon request**



The Oregon Workforce Alliance
February 16, 2011
8:30 a.m. - Noon
Salem Conference Center, Salem Oregon

OWA Members

Joyce Aho	Betty Albertson	Bob Bahrns
Sheryll Bates	Deborah Beeson	Susie Cederholm
Bob Craft	Greg Creal	Pat Davis
Xochitl Esparza	Norm Gershon	Kathy Gover-Shaw (phone)
Joy Harris	Art Hill	Oscar Johnson
Marce Knight	Scott Koch (phone)	Archie Linman (phone)
Kathy Mendoza	Selaina Miller	Tom Moore
Bob Schroth	Teri Simonis	Mary Taylor
Darrel Wilson		

TOC Board Members

Commissioner Paul Castilleja
Commissioner Scott Lee

Guests

Tara Bishop	Michelle Davis	Bill Fashing
Beverly Leigh	Leonard Norris	Glenn Shuck

TOC Staff

Kris Latimer	Melissa Metz	Elisha Schilling
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MEETING SUMMARY

I. Welcome and Introductions

Scott Koch called the meeting to order at 8:37 a.m. Bob Bahrns agreed to chair the meeting at Scott's request since he was not able to participate in person. Introductions were made.

II. **OWA Consent Agenda**

- a. Approval of October 2010 Minutes
- b. Treasurer's Report
- c. Additions to the Eligible Training List
- d. Expectations for Members (Final)

MOTION: Pat Davis moved, seconded by Darrel Wilson to approve the consent agenda as presented. Motion passed unanimously.

III. **Officer Elections – Vice President**

MOTION: J.J. McLeod moved, seconded by Oscar Johnson to nominate Mary Taylor as OWA Vice President. No other nominations were received and motion passed unanimously.

IV. **RWIB Chairs / Business & Industry Report**

- RWIB Roles in the TOC Regions
- Recommendations for Next Steps
- Advocacy Results
 - o Report from NAWB Conference
 - o Letter Regarding Holdback
 - o Letter Regarding Oregon Youth Conservation Corps
 - o Sage Grouse Conservation Plan Correspondence

Bob Schroth shared an update from yesterday's RWIB meeting. The group discussed a variety of items, one of which included the structure of each RWIB (frequency of meetings, location, duration, etc). RWIB Staff and Chairs agreed that they, as a group should meet quarterly in conjunction with the TOC/OWA meetings.

They also discussed agenda items and decided that items will be gathered and sent to Elisha to prepare the draft agenda in advance of meetings. Once the draft agenda has been prepared, it will be sent to Bob Schroth to review and make final edits.

The group reviewed the "Roles and Responsibilities of RWIBs" document that the staff has been working on for the past few months. It was noted that the Business and Industry Committee also had an opportunity to review the document prior to this meeting. The group agreed that the first bulleted item under the list of responsibilities should be altered slightly to read "*Act as a conduit for information between stakeholders at the community/regional level to*

TOC and OWA and other audiences including Congress. Advise OWA on workforce policy, infrastructure and resource needs, as well as major issues and developments related to workforce development". With this change incorporated, the group recommended the following action to the Oregon Workforce Alliance for approval.

MOTION: Art Hill moved, seconded by Oscar Johnson to approve the RWIB Roles and Responsibilities document with said changes to item one. Motion passed unanimously.

The group also reviewed and discussed the "Advisory Input" document which was developed by RWIB and TOC staff. The Advisory Input form will be utilized as a mechanism for the RWIBs to raise areas of concern or interest to TOC and the OWA.

Finally, Bob Schroth volunteered to serve as the Chair for the RWIB group for a one year term and the group gladly accepted.

Bob Bahrns provided a report from the Business and Industry Committee.

- Hold Back Letter—Kris provided an update on the hold back correspondence/issues.

- NAWB Conference Update—Bob Schroth shared an update from the NAWB Conference held in Washington D.C. earlier in the month.

- Letter to OYCC—Kris advised that a response from OYCC was received however no resolution has been met at this time.

- Sage Grouse—Kris reports that decisions were delayed on the Sage Grouse issue.

V. Oregon Military Support Network

Glenn Shuck and Michelle Davis joined the group to share information available thru the Oregon Military Support Network. The Oregon Military Support Network is a veteran's resource that identifies, prioritizes and coordinates services to assist veterans and their families by guiding them to services that can assist them in a variety of ways. For more information you can visit their website at www.oregonmilitarysupportnetwork.com.

VI. Operation Home Front

Teri Simonis, Susie Cederholm and Deborah Beeson shared an update on the Operation Home Front project. The Region 13 RWIB in partnership with Eastern Oregon University and local businesses hosted a Veterans appreciation evening

in September. Deborah shared that the community embraced the event and felt proud to be a partner in organizing the evening.

VII. Oregon Workforce Investment Board Update

Greg White joined the group to provide an update from the Oregon Workforce Investment Board (OWIB). The OWIB is currently working on:

- Strategic Plan—Winning in the Global Market.
- Next OWIB Meeting is March 11th—they will be having a facilitated session for the board to help determine the focus for their efforts for the next 5 years.
- Evaluation of the Employer Workforce Training Fund.
- September meeting to be (potentially) held at a One Stop Center.

Norm Gershon shared with the group that the Douglas County Workforce Response Team with TOC/OWA support, received funding from the Governors Strategic Training Fund (GSTF) to support Structure Oregon 2011. The proposal is focused on connecting green engineers and other firms to the wood products industry in Southern Oregon. The award amount is approximately \$42,000.00 and will be used for a conference which will take place in June 2011.

VIII. Legislative Update

Kris began by thanking everyone who attended the Legislative reception the previous evening. She then moved to the national front - and provided an update on the Coburn report regarding Employer Workforce Training Funds (EWTF) used for the Deschutes Brewery and other related issues/concerns including the proposed Continuing Resolution and Budget.

IX. Regional Economic Impact Grant

Bill Fashing provided an update on the Regional Economic Impact Grant (REIG). His work on the report funded by this grant has afforded him opportunities to meet with a myriad of partners and resources including University of Oregon, Community Colleges and Workforce Development (CCWD), Oregon Food Processors Association, numerous County officials, educators and more. Bill has been collecting information/examples of what is working well for rural Oregon and best practices in rural wealth development from across the nation. This information will be included in the final report along with Economic Modeling Solutions Inc.'s asset maps for the seven regions defined for the project.

Bill shared that the key issues he is hearing from his regional meetings are youth retention, environmental restraints, capacity, bi-state cooperation, telecommunications, etc. Bill expects to have a final report by the end of March.

X. Annual Report / Administrative Report

Kris shared a few highlights from the PY09 Annual Report.

- 1,121 National Career Readiness Certificates (NCRC's) have been issued;
- There is good progress being made with respect to Integrated Services;
- There was nearly \$23 million of workforce development resources invested in the 24 counties;
- The OWA is managing more NEG's than any other board in the nation.

XI. Good of the Order

- Admin Updates – Area Planning, RSA, etc
- Next Steps
- Calendar of Events
- Meeting Evaluation

Melissa clarified that Community Colleges and Workforce Development (CCWD) will release the Area Planning Guide to the field in late spring. As it becomes available, she will share the information.

Melissa also explained that the Resource Sharing Agreement (RSA) is under review by Department of Administrative Services due to the dollar amount linked to the Oregon Employment Department. Kris and Melissa expect feedback on the RSA soon.

XII. Next steps

Kris recapped next steps as follows:

- We will be collecting signature pages from the Member Expectations document at the April meeting. Signatures can be faxed or emailed to Elisha prior to the meeting as well. Kris mentioned it would be helpful to print your name under your signature.
- We will be convening a meeting of the OWA Executive Committee via conference call (or web). Topic of discussion will be committee structure.
- We will have a white paper for talking points regarding protection of funding and will share that paper/information with the Association of Oregon Counties.
- Kris will be getting SB175 out to the board.

XIII. Adjourn

Bob Bahrns adjourned the meeting at 11:39 a.m.

THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE

TREASURER'S REPORT

Action Requested: Accept Treasurer's Report for first ten months of Fiscal Year 2010 - 2011. The fiscal year began July 1, 2010 and ends June 30, 2011.

Information: The Treasurer's Report compares revenues and requirements during the period of 10/31/10 – 03/31/11.

The Reserve line shows the revenue over expenditures for this period. It will continue to decline throughout the year as expenditures are made by the Regions and the TOC/OWA Office.

TOC/OWA Staff Contact: Melissa Metz, Chief Administrative Officer

THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE
TREASURER'S REPORT
Fiscal Year 10-11 (July 1, 2010 - June 30, 2011)

Report through March 31, 2011

REVENUES	ADOPTED BUDGET 10/04/2010	YEAR TO DATE	% OF BUDGET
Revenue Fund - Grant	\$ 12,036,206.00	\$ 15,261,352.90	
Other Resources - Grant	\$ 7,247,553.00	\$ 7,722,650.85	
Revenue Fund - Non Grant	\$ 1,236.00	\$ 117.18	
General Fund - Non Grant	\$ 90,200.00	\$ 90,001.38	
Total Revenues	\$ 19,375,195.00	\$ 23,074,122.31	119%
<u>REQUIREMENTS</u>			
Expenditures			
<i>Regional Contracts</i>	\$ 17,060,758.00	11,573,507.53	
<i>Administrative Office</i>			
Personal Services - Grant	\$ 708,271.00	\$ 459,751.35	
Personal Services - Non Grant	\$ 1,000.00	\$ -	
Materials & Services - Sub Total Grant	\$ 332,911.00	\$ 274,421.19	
Materials & Services - Non Grant	\$ 4,000.00	\$ 584.05	
Capital Outlay	\$ 5,000.00	\$ -	
Subtotal Admin & Oversight	\$ 1,051,182.00	\$ 734,756.59	70%
<i>Employment & Training Services</i>			
Personal Services - Grant	\$ 82,641.00	\$ 2,774.31	
Materials & Services -Nongrant	\$ 5,000.00	\$ -	
Materials & Services - Grant	\$ 408,332.00	\$ 405,174.02	
Capital Outlay	\$ 233,500.00	\$ 227,415.00	
Subtotal E&T Services	\$ 729,473.00	\$ 635,363.33	
<u>Total Expenditures</u>	\$ 18,841,413.00	\$ 12,943,627.45	69%
General Operating Contingency non-grant			
Reserve for Future Requirements	\$ 533,782.00	\$ 10,130,494.85	
Total Requirements	19,375,195	23,074,122	

ELIGIBLE TRAINING PROVIDER APPROVAL

OWA

Action: Ratify the following Eligible Training Provider Programs for inclusion on the Eligible Training Provider List.

Information: The Programs listed below have been submitted and reviewed by TOC/OWA staff in accordance with OWA policy, and will be submitted to the State for their review and inclusion on the statewide Eligible Training Provider List:

Region 7—Southwestern Oregon Community College

- Certificate of Completion—Office Receptionist
- Certificate of Completion— CCENT Certification Preparation (Computer/Information Technology Services Administration and Management)
- Certificate of Completion— CCNA Certification Preparation (Computer/Information Technology Services Administration and Management)
- Certificate of Completion—Network Management (System, Networking and LAN/WAN Management/Manager)
- Certificate of Completion—Software Support (Computer Software and Media Applications)
- Certificate of Completion—Infant and Toddler Development (Child Care Provider/Assistant)
- Certificate of Completion—Marketing (Sales, Distribution and Marketing Operations)
- Certificate of Completion—Website Fundamentals (Web Page, Digital/Multimedia and Information Resources Design)
- Certificate of Completion—Technical Support (Computer Support Specialist)

Region 10—Central Oregon Community College

- Curriculum Completion—Medical Front Office Procedures (Medical Reception/Receptionist)

The Workforce Investment Act specifies, with limited exceptions, that in order to receive WIA I-B funds to provide training services for eligible adults and dislocated workers, training providers and the programs they offer must be approved by the LWIB and submitted for inclusion on the State's Eligible Training Provider List.

Complete application documents are available upon request.

Staff Contact: Elisha Schilling—541.928.0241 x.210

elisha@tocowa.org

WIA IB ADULT-DISLOCATED WORKER SERVICE PROVIDER SELECTION

ACTION ITEM: Approve and adopt the staff recommendation for WIA 1B Adult-Dislocated Worker service providers for regions 1, 6, 7, 9, 10, 11, 12, 13 and 14 and authorize staff to negotiate and enter into contracts with each provider. This action requires concurrence by the Oregon Workforce Alliance.

INFORMATION: Based on feedback from USDOL and the Department of Community Colleges and Workforce Development, TOC/OWA has been encouraged to competitively procure WIA IB Adult-Dislocated Worker service providers to provide for a competitively established system of service providers through which WIA IB Adult-Dislocated Worker and other related grant funded services can be delivered. This procurement was last completed in 2007.

In November 2010, to ensure that there was competition in each region and that a request for proposals was necessary, TOC/OWA released a **request for qualifications (RFQ)**. The results of this RFQ showed no potential competition in any of the nine workforce regions. Therefore a competitive request for proposals for WIA IB Adult-Dislocated Worker and related grants service providers was not necessary.

Based on past performance and response by contractors to the RFQ, staff is making the following recommendations for regional WIA IB Adult-Dislocated Worker and related grant service providers:

Region 01:	Management Training Corporation, Inc.;
Region 06:	Umpqua Training & Employment;
Region 07:	South Coast Business Employment Corporation;
Region 09:	Mid-Columbia Council of Governments;
Region 10:	Central Oregon Intergovernmental Council;
Region 11:	Central Oregon Intergovernmental Council;
Region 12:	Community Action Program of East Central Oregon;
Region 13:	Training Employment Consortium;
Region 14:	Training Employment Consortium.

Each of the recommended regional service providers is an experienced provider of WIA IB Adult-Dislocated Worker and related grants services. Each has an excellent record of compliance and performance, and each has been under contract by TOC/OWA for the provision of services for these populations many years. Staff anticipates that there will be some negotiation with each of the selected providers to clarify the proposed program design, target

populations, services and performance outcomes through the contracting process. The contracts will be for the PY'11 – '13 time period and will be renewable for an additional two years based on compliance and performance.

Staff Contact: Kris Latimer, Chief Executive Officer

WIA IB YOUTH SERVICE PROVIDER SELECTION

ACTION ITEM: Approve and adopt the staff recommendation for Youth service providers for regions 1, 6, 7, 9, 10, 11, 12, 13 and 14 and authorize staff to negotiate and enter into contracts with each provider. This action requires concurrence by the Emerging Worker Committee and Oregon Workforce Alliance.

INFORMATION: Under the provision of Title I of the Workforce Investment Act we are required to competitively procure WIA IB youth services. In order to ensure that there was competition in each region prior and that a request for proposals was necessary, TOC/OWA first released a request for qualifications in November 2010. The results of this showed no competition for existing WIA 1B youth service providers in any of nine workforce regions.

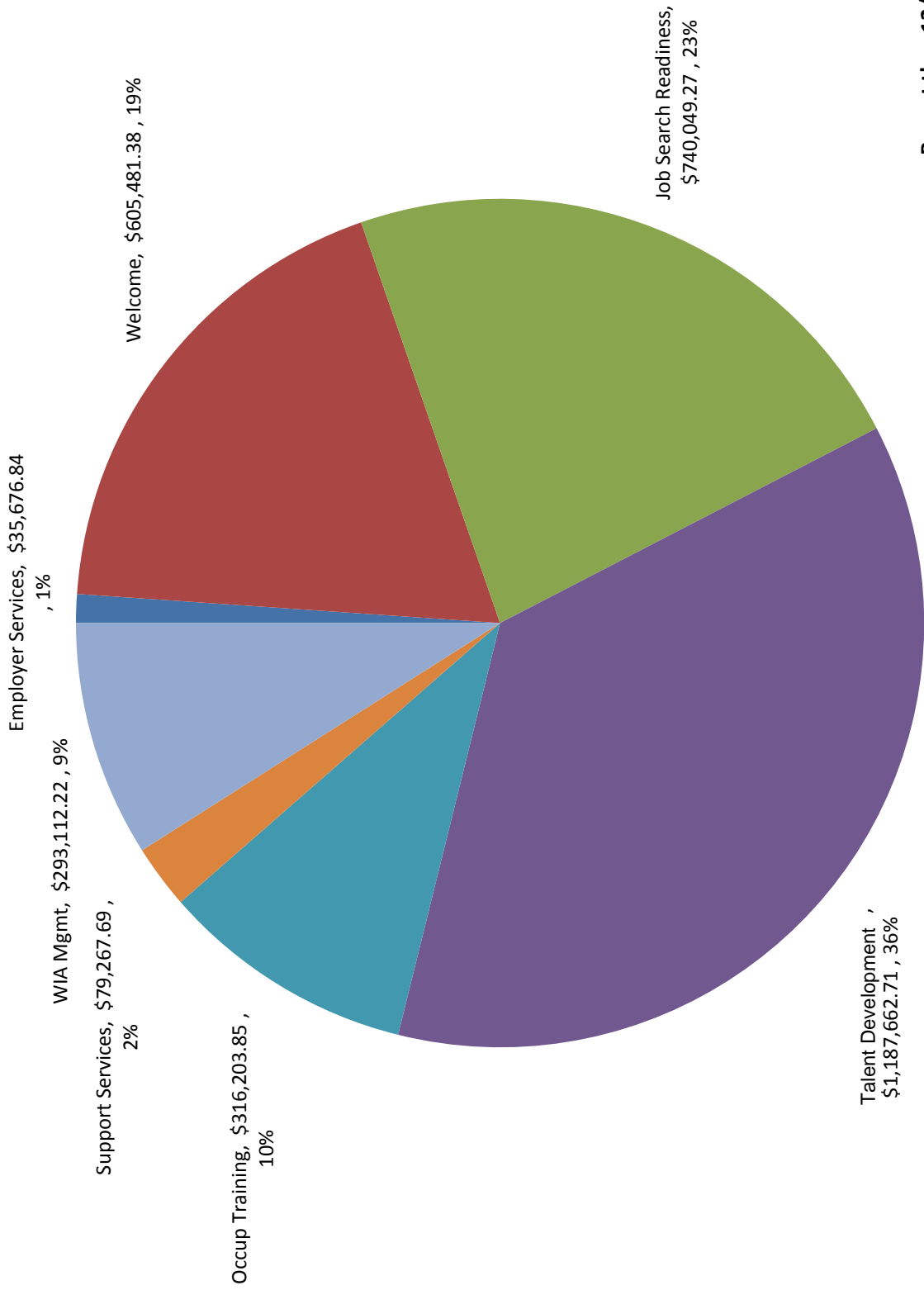
Based on the results of the request for qualifications and related evaluation processes, staff is making the following recommendations for regional WIA IB and related grant service providers:

Region 01:	Management Training Corporation, Inc.;
Region 06:	Umpqua Training & Employment;
Region 07:	South Coast Business Employment Corporation;
Region 09:	Mid-Columbia Council of Governments;
Region 10:	Central Oregon Intergovernmental Council;
Region 11:	Central Oregon Intergovernmental Council;
Region 12:	Community Action Program of East Central Oregon;
Region 13:	Training Employment Consortium;
Region 14:	Training Employment Consortium.

Each of the recommended regional service providers is an experienced provider of WIA IB youth services. Each has an excellent record of compliance and performance, and each has been under contract by TOC/OWA for the provision of youth services for many years. Staff anticipates that there will be some negotiation with each of the selected providers to clarify the proposed WIA IB youth services program design, target populations, services and performance outcomes through the contracting process. The contracts will be for the PY'11 – '13 time period and will be renewable for an additional two years based on compliance and performance.

Staff Contact: Kris Latimer, Chief Executive Officer

Resolution 1/2010 Resource Utilization 50/40/10



Report thru 12/30/2010



TOC & OWA – Boards and Committees
April – October 2011

April 2011

- 12th thru 14th Quality Assurance—Regions 10 & 11 (COIC)
- 13th TOC Directors Meeting—Red Lion, Portland
- 15th Oregon Workforce Partnership Meeting—Job Growers Office
- 21st & 22nd TOC & OWA Semi Annual Meetings—Holiday Inn Express, Roseburg
- 25th & 26th Quality Assurance—Region 12 (CAPECO)
- 27th & 29th Quality Assurance—Regions 13 & 14 (TEC)

May 2011

- 20th Oregon Workforce Partnership—The Job Council Office

June 2011

- 17th Oregon Workforce Partnership—The Oregon Consortium Admin Office

July 2011

- 28th & 29th TOC & OWA Semi Annual Meetings—Phoenix Inn Suites—Albany

August 2011

- 9th TOC Directors Meeting
- 19th Oregon Workforce Partnership—The Oregon Consortium Admin Office
- 31st Oregon Military Support Network Meeting

September 2011

- 9th TOC Directors Meeting
- 16th Oregon Workforce Partnership
- 28th Oregon Military Support Network Meeting

October 2011

- 21st Oregon Workforce Partnership
- 26th Oregon Military Support Network Meeting
- 27th & 28th TOC & OWA Semi Annual Meetings—Union County area (exact location to be determined)



TOC/OWA QUARTERLY MEETING EVALUATION & SURVEY

Oregon Workforce Alliance
April 21st and 22nd
Holiday Inn Express – Roseburg Oregon

Please help us assess our effectiveness during this meeting by responding to the following questions

1. Agenda items discussed were: (circle one)
Important Not Important

5 4 3 2 1
2. How would you change today's agenda to make best use of the Board's time?
3. How would you change the information packet and/or agenda?
4. Which meeting(s)/events did you attend?
__ RWIB Chairs/Business and Industry Meeting
__ OWA Meeting
5. Any other information or comments that you would like to add?