



**the oregon consortium &  
oregon workforce alliance**

**The Oregon Workforce Alliance  
Executive Committee ~ Agenda  
April 11, 2011  
Time: 2:00 p.m.**

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### Connection Instructions

To participate via conference call, dial 1.888.484.8033 and when prompted, enter pass-code 847 895 4106.

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- |      |   |                         |
|------|---|-------------------------|
| I.   | Call to Order   | Kris Latimer, CEO       |
| II.  | Review: <ul style="list-style-type: none"><li>▪ Business and Industry Committee</li><li>▪ Emerging Worker Committee</li></ul> | Kris Latimer<br>Page 1  |
| III. | RWIB Advisory Input <ul style="list-style-type: none"><li>▪ WIA 1B Governor's Setaside</li></ul>                              | Kris Latimer<br>Page 20 |
| IV.  | Adjourn   | Kris Latimer            |

AA/EEO/ADA Equal Access Program

All meetings are open to the public. For more information, contact  
The Oregon Consortium at 541.928.0241



## EMERGING WORKER COMMITTEE CHARTER

***The Oregon Consortium & Oregon Workforce Alliance -- Vision for 2012:***  
*To have been the driving force for an evolution in attitudes and behavior at every level, that embraces the necessity for Oregon's citizens, business and industry to "skill up," ultimately revolutionizing our rural economies. Supported by the development and targeted investment of revenues, curriculum, infrastructure, political pathways and partnerships.*

### Mission:

Provide motivation, guidance, and awareness for youth to develop the assurance, intellectual ability, self acceptance and integrity, with the necessary training and skills to become responsible and productive adults by:

- Advocating for opportunities that assist youth in completing educational goals, entering the workforce, and acquiring additional skills and training; and
- Utilizing business partnerships and career pathways to assist youth in attaining marketable job skills and valuable experience.

### Members:

**Kevin Bradley (Chair)**, Sheila Semling, Marce Knight, Kenny Kent, Jue-Jue Withers Lyon, Mark Maliwauki, Shelley Ena, Leonard Norris, Commissioner Bill Lennox, Oscar Johnson, Bob Craft

**Lead Staff:** Kris Latimer, CEO  
Kevin Bradley

### Major Areas of Responsibility:

Carry out the responsibilities of the youth council as defined in the WIA and its Regulations;

- developing the portions of the local plan relating to eligible youth, as determined by the chairperson of the local board;
- subject to the approval of the local board and consistent with section 123—
  - recommending eligible providers of youth activities, to be awarded grants or contracts on a competitive basis by the local board to carry out the youth activities; and
  - conducting oversight with respect to the eligible providers of youth activities, in the local area;

- coordinating youth activities authorized under section 129 in the local area; and
- other duties determined to be appropriate by the chairperson of the local board.

Assure that innovation and evolution of the youth system is occurring.

Meeting Schedule:

The Emerging Worker Committee meets at minimum bi-annually in conjunction with TOC/OWA regularly scheduled meetings and will schedule additional meetings as necessary to carryout the committee work plan.



## GOVERNMENTAL RELATIONS COMMITTEE CHARTER

### ***The Oregon Workforce Alliance -- Vision for 2012:***

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### Mission:

Communicate to legislators and policy makers the strengths, assets and needs of rural counties and the impact of proposed legislation. Offer policy recommendations supporting the TOC/OWA vision.

### Members:

**Bob Schroth (Chair)**, Scott Koch, Bob Craft, Pat Davis, Fernando Gutierrez, Commissioner Nikki Whitty, Commissioner Larry Givens, Commissioner Chuck Hurliman, Commissioner Nellie Hibbert

**Lead Staff:** Kris Latimer, CEO

### Responsibility:

- Focus on the demands of an innovative workforce development system for today as well as tomorrow;
- Recommendation and refinement of legislative principles to and on behalf of TOC/OWA;
- Serve as an advocate and build coalitions on issues relating to the workforce system to a variety of audiences;
- Ensure that TOC/OWA policies and principles are communicated to Federal, State and Local Officials, and constituents.

### Committee Goals:

- TOC/OWA gains a reputation as a valuable resource to policy makers;
- Members are active participants in the policy process in our rural Area;
- TOC/OWA have a positive working relationship with local, state and federal officials;
- Federal, state and local officials, along with the general public understand the benefits of the workforce development system and the impact local program achievements have on policy;
- Rural Oregon has appropriate and responsive representation at all levels;
- Provide an affective system of communication for sharing information related to workforce development issues.

Meeting Schedule:

The Governmental Relations Committee meets at minimum in conjunction with the regularly scheduled TOC and OWA meetings and will hold additional meetings as necessary in order to accomplish the goals and work plan.



## MEMBERSHIP AND COMMUNICATIONS COMMITTEE CHARTER

### ***The Oregon Workforce Alliance -- Vision for 2012:***

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### **Mission:**

*The Membership and Communications Committee (M&CC) of The Oregon Consortium/Oregon Workforce Alliance will perform two functions:*

*First, the M&CC will recruit and retain qualified Board members for TOC/OWA from our twenty-four county area.*

*The M&CC will develop an internal communications plan that includes the orientation of new members, and other training, as required or desired. The plan will also provide for the on-going communication to, from and between TOC/OWA members using the latest technologies, processes and networking options.*

*Second, the M&CC will be responsible for crafting an External Communications Plan for TOC/OWA that will present TOC/OWA as "the driving force" (Vision for 2012) to all its constituencies. The Communications Plan will raise the level of the state's awareness of TOC/OWA, and its work.*

### **Goal:**

*The goal is that TOC/OWA is generally recognized as a leader in Oregon's workforce and economic development efforts.*

### **Members:**

**Norm Gershon (Chair)**, Robin Popp, Tara Pritchard, Jerry Fletcher, Kolleen Carrel, Art Hill, Betty Albertson, Commissioner Chuck Hurliman

**Lead Staff:** Kris Latimer, CEO

Major Areas of Responsibility:

- Recruit and retain qualified Board members for TOC/OWA from our twenty-four county area.
- Development and maintenance of an internal communications plan that includes:
  - On-going membership development including:
    - orientation and mentoring;
    - education
    - recruitment
    - communication – to, from and between members
- Development and maintenance of an External Communications Plan
  - Will support / convey the Vision for 2012 to all its constituencies
  - That will raise the level of the state’s awareness of TOC/OWA, and its work.

Membership to be drawn from both boards as well as RWIB staff.

Meeting Schedule:

The Membership and Communications Committee will meet at least bi-annually in conjunction with TOC/OWA regularly scheduled meetings and will schedule additional meetings necessary to carryout the committee work plan.

Work Plan:

- First Reading of OWA Bylaws	April '08	Complete
- Second and Final Reading of OWA Bylaws	October '08	
- Internal Communications Plan	October '08	
- External Communications Plan	October '08	



## SYSTEM PARTNERS COMMITTEE CHARTER

### ***The Oregon Workforce Alliance -- Vision for 2012:***

*To have been the driving force for an evolution in attitudes and behavior at every level, that embraces the necessity for Oregon's citizens, business and industry to "skill up," ultimately revolutionizing our rural economies. Supported by the development and targeted investment of revenues, curriculum, infrastructure, political pathways and partnerships.*

### Mission:

This committee is dedicated to the development and improvement of the Rural Oregon Workforce System resulting in relevant and responsive job seeker and employer services evidenced by an available and skilled workforce and the creation and growth of family wage jobs.

### Purpose:

This committee is to provide leadership to the Rural Oregon Workforce System and is intended to provide support rather than exert control over any one mandated partner in isolation or circumvent the regional capability to be responsive to its unique environmental needs.

### Members:

JJ McLeod (Chair), Joyce Aho (Co-Chair), Pat Davis, Tom Erhardt, Pete Bober, Art Hill, Selaina Miller, Ted Swigart, Tom Moore, Fernando Gutierrez, Julie Gassner

Lead Staff: Jeff Dickason, Melissa Metz

Total membership not to exceed 16.

### Roles & Responsibilities:

#### **Role**

Role 1: As the Oregon Workforce Alliance has responsibility for overseeing the success of the local integrated system, it is the role of this OWA subcommittee to provide leadership in fulfilling the corresponding responsibilities and

#### **Responsibility**

- Draft the Memorandum of Understanding, an agreement between the LWIB and system partners with agreement of TOC, as to the roles and responsibilities as they relate to the planning and implementation of a comprehensive workforce system.

**Role**

forwarding those items requiring action by one or both boards for ratification.

Role 2: As the Oregon Workforce Alliance is designated as the one-stop operator, it is the role of this OWA subcommittee to provide leadership in fulfilling the corresponding responsibilities and forwarding those items requiring action by one or both boards for ratification.

**Responsibility**

- Facilitate the implementation and continuously improve multi-disciplinary service integration
- Propose to the OWA for ratification integration measures which establishes minimums that are expected throughout the local area
- Facilitate the provision of services to citizens and businesses of rural Oregon as described in the MOU
- Track, analyze and communicate system performance data to support OWA evaluation activities
- Convene one-stop partners to continuously improve seamless service delivery
- Coordinate seamless service delivery between access points or specialized centers
- Define and provide a means to meet common operational needs i.e. “tool box”, training, technical assistance, etc.
- Develop or refine TOC/OWA policies related to the committee's mission and purpose to ensure consistency of service delivery throughout the local area i.e. one-stop and system certification

**Meeting Schedule:**

The System Partners Committee will meet at the biannual meeting of TOC/OWA and as needed to carry out the committee's workplan. Initially the committee will meet every other week to provide leadership on the integration plan as it rolls out.



## **BUSINESS & INDUSTRY SERVICES CHARTER**

### ***The Oregon Workforce Alliance -- Vision for 2012:***

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### **Business & Industry Services Committee - Mission:**

*The mission of the OWA Business & Industry Services Committee is to collaborate with public and private partners to create and support an innovative workforce system that meets the needs of business and industry and spurs economic development in rural Oregon.*

### **Members:**

- **Wes Melo (Chair)**
- Randy Scruggs
- Darrel Wilson
- Neal Simpson
- Kathy Gover-Shaw
- Susan Cederholm
- Diana Corder
- Tom Erhardt
- Pete Bober
- Teri Simonis
- Joy Yori
- Mary Taylor

**Lead Staff:** Jeff Dickason

### **Major Areas of Responsibility:**

- Assure that investments in talent and skill development of the workforce are demand driven;
- Champion the alignment of demand driven workforce systems that support regional and state-wide economic development goals, objectives and strategies;
- Recommend and refine workforce system investments;
- Assure that services are delivered in a high quality and effective manner;
- Recruit economic development, business and industry, state and community leaders and topic experts to support economic and workforce development in rural Oregon.

Approved October 17, 2008

**OREGON WORKFORCE ALLIANCE**  
**An Oregon Corporation**

BYLAWS

**ARTICLE I.**

**Introduction**

Section 1: Definitions

**“Corporation”** means the *Oregon Workforce Alliance*, a nonprofit public benefit (501(C)(3), 501(C)(4)) corporation of the State of Oregon.

**“Board”** means the board of directors (the Oregon Workforce Alliance – Workforce Investment Board) of the Corporation (the Oregon Workforce Alliance)

**“Member”** means a person appointed as a director of the Board

**“Participating Government”** refers to the member counties of The Oregon Consortium Workforce Investment Area.

**“TOC Executive Committee”** refers to the nine county commissioners and/or judges, members of The Oregon Consortium Board of Directors, selected to represent the nine Consortium regions

**“Workforce Investment Act of 1998”** or **“WIA”** means that federal law codified within the United States Code. Title 29, Chapter 30, Section 2801

**“Workforce Investment Board”** or **“WIB”** means the federally mandated Workforce Investment Board as defined in the Workforce Investment Act of 1998 and certified by the Governor.

**Name, Service, Area**

Section 1: The name of the organization shall be, Oregon Workforce Alliance (OWA) an Oregon corporation.

Section 2: The corporation was organized under Chapter 61 of the unincorporated council, created by Oregon Governor Victor Atiyeh by Executive Order Number #0-7921.

Section 3: The corporation and its predecessor were established to implement the Private Sector Initiative Program, which was a program under the Comprehensive Employment and Training Act of 1973 (CETA). The Job Training Partnership Act was enacted in 1982 and replaced CETA. The Workforce Investment Act of 1998 (WIA), repealed the Job Training Partnership Act. OWA serves the functions as required by the WIA and its regulations.

Section 4: The area to be served by the corporation shall be the Workforce Investment Area of The Oregon Consortium, an area consisting of twenty-four counties designated by the State of Oregon as workforce regions, 1, 6, 7, 9, 10, 11, 12, 13 and 14.

Section 5: The official office mailing address shall be 260 SW Ferry, Suite 202, Albany, Oregon 97321.

## **ARTICLE II.**

### **Purpose, Mission and Vision**

Section 1: The corporation is a civic organization operated for educational and charitable purposes and for the promotion of social welfare in accord with sections 501(C)(3) and 501(C)(4) of the Internal Revenue Code of 1954.

Section 2: The primary purpose is that associated with its role as a Workforce Investment Board as defined by the Workforce Investment Act of 1998: to implement a comprehensive workforce investment system intended to be customer focused to help rural Oregonians access the tools necessary to understand and enhance their skills so they are competitive in the 21<sup>st</sup> Century economy; to manage their careers through information and high quality services, and to help Oregon companies find skilled workers.

Section 3: The Corporation may engage in revenue generating activities for the purpose of supporting its mission and programs; receive and maintain non-restricted funds, subject to the restrictions and limitations hereinafter set forth.

Section 4: The mission of the OWA is “To Help Rural Oregon Work.”

Section 5: The vision of the OWA is “To be the driving force for an evolution in attitudes and behavior at every level that embraces, the necessity for Oregon’s citizens, business and industry to “skill up,” ultimately revolutionizing Oregon’s rural economies. This vision is supported by the development and targeted investment of revenues, curriculum, infrastructure, political pathways and partnerships.”

## **ARTICLE III.**

### **OWA Membership**

Section 1: The corporation shall have no members as described in ORS Chapter 65.

## ARTICLE IV.

### **Board of Directors The Oregon Workforce Alliance – Workforce Investment Board**

Section 1: The affairs of the corporation shall be managed by its Board of Directors (OWA).

Section 2: Membership of the Board of Directors (OWA) shall consist of a maximum of forty-seven (47) represented positions. A member may represent more than one position and therefore the total number of members may be fewer than 47.

Section 3: The membership will meet the requirements for a Workforce Investment Board as set forth in the Workforce Investment Act. Members are appointed by the Executive Committee of The Oregon Consortium, and the Board is certified periodically by the Governor.

1. Terms:

Members of the Board of Directors of the corporation shall be appointed for two year terms. Nothing in these bylaws prohibits an individual from seeking additional terms.

2. Filling of Vacancies / Reappointments:

Any vacancy in the membership of the Board shall be filled in the same manner as the original appointment.

3. Removal for Cause:

Members may be removed for cause. Any member of the Board of Directors of the corporation may be expelled from membership of the Board upon recommendation to the Board by vote of two-thirds (2/3) of the members, where 50% represent business and industry.

Cause shall be defined as:

a) The member is unable to effectively represent the categorical seat to which he/she is appointed due to change of employment or status that substantially alters the member's qualifications that were present and considered in making the initial appointment.

b) The member has conducted his/her self in a manner considered inappropriate. In such case, written information with the reason for removal shall be provided to The Oregon Consortium Board of Directors for consideration.

Alternatively, any member of the Board of Directors may be removed from the Board upon recommendation by the Executive Committee of The Oregon Consortium and a confirmation of that recommendation by a majority vote of the Board when a quorum is present.

4. Removal for Absenteeism:

The Board President shall contact a member if they have missed two, consecutive full Board meetings, or fail to participate on a standing committee, in order to assess their interest in continuing on the board. The President will make a recommendation to the TOC Executive Committee regarding action to be taken. Continued membership will be

subject to a warning or dismissal of the member at the discretion of the TOC Executive Committee.

Section 4: Attendance: If a Board member is unable to attend a regularly scheduled meeting of the Board, notice shall be given to staff, in accordance with correspondence related to the meeting, but at least 72 hours prior to such meeting, whenever practical to do so.

Section 5: The membership of the Board of Directors shall be appointed in accordance with the Workforce Investment Act, State and Local policy and will include the following:

- (a) 25 representatives of business and industry who shall constitute a majority of the membership.

Business representatives must be owners, chief executive or operating officers of business, or business executives or employers with optimum policymaking or hiring authority; represent businesses with employment opportunities, career ladders, and in demand occupations that are typical of the local area. Due to the nature of rural Oregon's economy, business representatives may also be owners of small businesses / entrepreneurial enterprises which are in demand/growth areas and are examples of the 21<sup>st</sup> Century economy.

- (b) The at-large and public sector members of the Board shall be appointed from individuals recommended by appropriate representative organizations. For example, labor representatives will be nominated by recognized state and local labor organizations. At-large and Public Sector represented positions will include the following:

- 2 representatives from Education
- 2 representatives from Labor\*
- 2 representatives from Community Based Organizations
- 2 representatives from Economic Development\*
- 2 representatives from Employment Department
- 2 representatives from Community Colleges
- 1 representative from Vocational Rehabilitation
- 2 representatives from DHS/ Children, Adults and Families
- 1 representative from Migrant Seasonal Farm Workers
- 1 representative from Job Corp
- 2 representatives from WIA Title I Directors
- 1 representative from Native American Programs
- 1 representative from Community Service Block Grants
- 1 representative of Title V of the Older American's Act

\* Individuals who are appointed in the at-large category, but who are employed in the private sector may be appointed by the TOC Board of Directors to fill two positions.

Individuals who fill more than one position on the Board, due to their position, will count as only one vote.

## **ARTICLE V.**

## Oregon Workforce Alliance Officers

- Section 1: The Board of Directors of the corporation shall elect officers, who shall serve for a period of two (2) years immediately following their election.
- Section 2: Officers of the Board of Directors of the corporation shall consist of a President, Vice President, and Secretary/Treasurer. The President and Vice President will both be elected from among the business/industry representatives of the Board and shall be from different Workforce Regions. The Board of Directors in consultation with The Oregon Consortium Board of Directors may appoint agents, including an Executive Director, as deemed necessary and such agents shall have the authority to perform the duties prescribed.
- Section 3: The Board of Directors (OWA) President is the chief officer of the 501(c)3 non-profit corporation and as such shall generally, in consultation with the OWA Executive Committee when appropriate, control and supervise all of the business and affairs of the corporation. The duties of the President shall be to preside at all meetings of the corporation, to appoint committees and their chairpersons as needed, and to generally perform all duties incident to the office of President.
- Section 4: The duties of the Vice President shall be to perform the duties of the President in the absence of the President, and to perform such other duties and responsibilities as are set by the Board of Directors, or the President.
- Section 5: The duties of the Secretary/Treasurer include the following, which shall be performed either in person or by staff in consultation with the Secretary/Treasurer: maintain all of the records of the corporation, including the minutes of any meeting, and reporting regularly to the Board on the financial status of the corporation.
- Section 6: Documents to be signed by the corporation are binding if signed by the President, in which event the President and the Secretary of the Board of Directors shall each sign. The Board may approve such other signatories as may be necessary.

## **ARTICLE VI.**

### **OWA Executive Committee**

- Section 1: The elected officers and one member from each of the remaining Workforce Regions shall constitute the OWA Executive Committee of the Board of Directors for a total of nine representatives. The OWA Executive Committee shall be comprised of a minimum 50% business and industry membership.

The members may delegate to the OWA Executive Committee or to the President alone such duties and responsibilities as may be necessary to carry out the activities of the corporation. Such duties may be delegated by the President and the OWA Executive Committee to the Executive Director, or to such staff or committee of the corporation as may be deemed necessary. The activities are reported to the OWA Board of Directors by the President.

Section 2: The OWA Executive Committee will meet subject to the request of 4 of the 9 Executive Committee members.

Section 3: The OWA Executive Committee has the full authority to act on behalf of the OWA on all matters requiring a timely and expeditious decision.

## **ARTICLE VII.**

### **The Oregon Consortium and Oregon Workforce Alliance Joint Policy Committee**

Section 1: The Joint Policy Committee is the executive partnership of The Oregon Consortium Board of Directors and the Oregon Workforce Alliance Board of Directors. The Executive Committee of The Oregon Consortium Board of Directors together with the Executive Committee of the Oregon Workforce Alliance, constitutes the Joint Policy Committee, for a total of 18 representatives. The Joint Policy Committee meets most often to carry out the duties of the Budget Committee.

Section 2: A quorum of the Joint Policy Committee shall consist of a minimum of 4 OWA members, with at least 50% representing the business and industry, and 4 Consortium Executive Committee members, plus 1 additional member from either body (total of 9). The Chair of the Joint Policy Committee will alternate between meetings between the OWA President and Consortium Board of Directors Chair.

Section 3: The Joint Policy Committee meets subject to the call of the Chair of The Oregon Consortium, the President of OWA, and the Executive Director. Two of the three must agree to call a meeting.

Section 4: The Joint Policy Committee has the full authority to act on behalf of The Oregon Consortium and Oregon Workforce Alliance on all joint liability and/or legal concerns, or other matters requiring a timely decision.

Section 5: The Joint Policy Committee is solely responsible for the hiring, and firing as necessary, of the Executive Director. A designated subcommittee, defined by the Joint Policy Committee is responsible for periodic evaluation of the Executive Director in accordance with his/her contract.

## **ARTICLE VIII**

### **TOC/OWA Governance Committee**

Section 1: The Governance Committee has been designated by both Boards to respond to the needs of the organization between regular meetings. The Governance Committee has the authority to act on behalf of The Oregon Consortium and Oregon Workforce Alliance on all matters agendized for its action.

Section 2: Agendas for the Governance Committee are reviewed by and agreed to in advance by the Chair of TOC and President of OWA.

Section 3: The Governance Committee is made up of nine members – representing the following:  
The three (3) officers of the OWA;  
The two (2) officers of TOC;  
One (1) additional TOC Board member, selected by the TOC Executive Committee;  
The Chair of the System Partners Committee;  
One (1) representative each from the OWA in the following categories – One-Stop Partners, Labor

## ARTICLE IX.

### Standing Committees

Section 1: The following committees have been established jointly by the TOC/OWA. Committees have the authority to recommend action related to their charters to TOC/OWA and/or the Governance Committee on behalf of the organization.

**Governmental Relations:** Communicate to legislators/policy makers the strengths, assets and needs of rural counties and the impact of proposed legislation. Offer policy recommendations supporting the TOC/OWA vision.

**Membership and Communications:** *The Membership and Communications Committee (M&CC) of The Oregon Consortium/Oregon Workforce Alliance will perform two functions:*

*First, the M&CC will recruit and retain qualified Board members for TOC/OWA from our twenty-four county area.*

*The M&CC will develop an internal communications plan that includes the orientation of new members, and other training, as required or desired. The plan will also provide for the on-going communication to, from and between TOC/OWA members using the latest technologies, processes and networking options.*

*Second, the M&CC will be responsible for crafting an External Communications Plan for TOC/OWA that will present TOC/OWA as “the driving force” (Vision for 2012) to all its constituencies. The Communications Plan will raise the level of the state’s awareness of TOC/OWA, and its work.*

**Emerging Worker:** Provide motivation, opportunity, and awareness for youth to develop the assurance, intellectual ability, self acceptance and integrity, with the necessary training and skills to become responsible and productive adults.

**Business & Industry Services:** *The mission of the OWA Business & Industry Services Committee is to collaborate with public and private partners to create and support an innovative workforce system that meets the needs of business and industry and spurs economic development in rural Oregon.*

**System Partners:** This committee is dedicated to the development and improvement of the Rural Oregon Workforce System resulting in relevant and responsive job seeker and

employer services evidenced by an available and skilled workforce and the creation and growth of family wage jobs.

Section 2: The President of the Board of Directors (OWA) retains the authority to designate/appoint additional committees or taskforces as necessary / appropriate.

## **ARTICLE IX.**

### **Meeting Procedure, Voting Rights and Quorum**

Section 1: Meeting Procedures:

- (a) The corporation shall hold regular meetings as necessary to conduct business at a time and place determined by the President with consensus from the TOC Chair and Executive Director.
- (b) Notice of all meetings of the corporation shall be given at least seven (7) working days previous by written communication.
- (c) The corporation's committees shall meet at the call of the President or the chair of such committee.
- (d) Minutes shall be kept of all meetings, and shall be available in the corporation office for anyone who requests to see them, and shall be reviewed and approved at the subsequent meeting of the corporation's Board of Directors.
- (e) The public shall be informed of meetings through public notice in accordance with Oregon Revised Statute (ORS) 192.640.

Section 2: Voting Rights:

Each member of the Board of Directors shall cast one vote on any question.

No member shall cast a vote on the provisions of services by that member, or any organization which that member directly represents, or vote on any matter which would provide direct financial benefit to that member. Such disclosure or abstinence shall be noted in the minutes. Members shall adhere to the conflict of interest sections of the Workforce Investment Act and state law or policy.

Proxy votes are not allowed.

Section 3: Quorum:

A quorum shall exist when one-half (1/2) of the members of the Board of Directors of the corporation are present, and 50% are from business and industry. A motion shall be passed or defeated by a majority of those members of the Board of Directors voting at a meeting where a quorum has been established.

## **ARTICLE X.**

### **Amendments to Bylaws**

Section 1: These Bylaws may be amended or repealed or new Bylaws may be enacted by an affirmative vote of two-thirds (2/3) of the membership, where 50% are from the business and industry, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than seven (7) days prior to the meeting at which such amendment or repeal is acted upon.

## **ARTICLE XI.**

### **General Provisions**

Section 1: When parliamentary procedures are not covered by these Bylaws, *Robert's Rules of Order Modern*, shall prevail.

Section 2: Meetings of the corporation or any of its committees shall be open to the public in accordance with Oregon revised statute (ORS) 192.610. The corporation and its committees shall operate within the applicable state laws.

Section 3: Nothing in these Bylaws shall be construed to take precedence over Federal, State or local laws or regulations, or to constrain the rights or obligations of the units of government which are party to The Oregon Consortium agreement.

Section 4: Reimbursement of members of the Board of Directors or of other persons as approved by the Board, for necessary expenses incurred in the performance of their duties, shall be as authorized by the Board and The Oregon Consortium and in compliance with policies.

## **ARTICLE XII.**

### **Indemnification**

Section 1: The corporation shall indemnify its officers, Director, employees and agents to the extent that such person is not insured or otherwise indemnified.

Section 2: The corporation shall purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a Director, officer, employee or agent of another corporation, against any liability asserted against him and incurred by him in any such capacity or arising out of his status as such, whether or not the corporation would have the power to indemnify him against the liability.

## **ARTICLE XIII.**

### **Staff**

Section 1: The corporation may employ staff necessary to carry out the functions and purposes of the corporation. The Executive Director of The Oregon Consortium shall be responsible for the selection, general management and supervision of all staff within the confines of the corporate budget as approved by the Board. The Executive Director shall act for the President, as delegated, in the day to day operation of the corporation. The Executive Director shall have signatory authority to carry out the operations of the corporation, as authorized by the President. The Executive Director is authorized to solicit additional funding within the mission of the corporation.

#### **ARTICLE XIV.**

##### **Contracts, Loans, Checks, Deposits**

Section 1: The Board may authorize an officer or agent to enter into any contract, or execute or deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or limited to specific instances.

Section 2: No loans shall be contracted on behalf of the corporation, and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board and signed by the President and Secretary of the corporation. Such authority may be general or limited to specific instances.

Section 3: The corporation is specifically authorized to establish checking and savings accounts necessary to the transaction of corporate business. All funds of the corporation not otherwise employed shall be deposited from time to time in the name of the corporation in such banks, trust companies or other depositories as the Board may designate.

#### **ARTICLE XV.**

##### **Severability**

Section 1: All the provisions including amendments contained herein are severable and in the event any of them shall be held to negatively affect the current non-profit tax status of the corporation these Bylaws shall be interpreted as if such provisions were not contained herein.

Section 2: Also, if the Internal Revenue Service in reviewing these Bylaws shall determine that the amendments set out herein shall negatively affect the current non-profit tax status of the corporation then the previous Bylaws approved December 17, 1981 shall remain in full force and effect.

#### **ARTICLE XVI.**

##### **Enactment Agreement**

Section 1: These Bylaws shall become effective immediately upon the approval by a two-thirds (2/3) majority vote of the members of the Board of Directors, where 50% of private sector members are present. The signatures below constitute such majority, and a waiver of any irregularities in Notice Provisions.



## RWIB ADVISORY

TOPIC: Title IB Formula Funding		DATE SUBMITTED TO TOC: 4-1-11	REGION: Region 9
DATE REVIEWED BY RWIB: 3-28-11			
ROUND 1 DATE: 4/5/11 CEO REVIEW AND ACTION: <b>WILL BE REFERRED TO OWA EXEC. COMMITTEE AND TOC EXEC FOR DISCUSSION OF FURTHER ACTION.</b>	REFERRED BACK TO RWIB FOR ADDITIONAL INFORMATION	REFERRED TO:	REFERRED FOR:
ROUND 2 DATE:	REFERRED BACK TO RWIB FOR ADDITIONAL INFORMATION	REFERRED TO	REFERRED FOR:
<p>PROVIDE A BRIEF SUMMARY OF THE ISSUE (What, when why and how the issue came to be):</p> <p>The State withholds Title IB dollars for special purposes and/or projects, thus decreasing Formula dollars to service providers. Special purpose projects add additional administrative process and oversight. Less Formula funding decreases ability for service providers to deliver core and intensive services let alone special projects.</p>			
<p>WHAT IS THE SPECIFIC REQUEST AND/OR QUESTION?</p> <p>TOCOWA formally address the issue, take a position and move it upstream to the State.</p>			

<p><b>DOES THIS ISSUE HAVE A BUDGETARY IMPACT?</b></p> <p>Yes or No:</p> <p>YES</p> <p>If yes – what is it and what is the source of funding?</p> <p>Less Formula funding decreasing ability for service providers to deliver core services let alone special projects.</p>	<p><b>WHAT IS THE RWIB’S RECOMMENDATION (possible solution):</b></p> <p>TOCOWA formally requests that the State leave Formula Funding intact and find other sources for special projects.</p>
<p><b>PROS:</b></p> <p>Service Providers can continue to deliver core and intensive services</p>	<p><b>CONS:</b></p> <p>None</p>
<p><b>ATTACH ANY SOURCE DOCUMENTS AND LIST THOSE HERE:</b></p>	



December 14, 2010

Governor John Kitzhaber  
PO Box 4593  
Portland, OR 97208

**RE: FUNDING AVAILABILITY FOR RURAL JOB SEEKERS AND DISLOCATED WORKERS**

Dear Governor-elect Kitzhaber:

The Boards of The Oregon Consortium and the Oregon Workforce Alliance respectfully request your attention to the increasing level of funds held back by the State from Oregon's annual allocation of federal Workforce Investment Act funds.

The Oregon Consortium (TOC) and Oregon Workforce Alliance (OWA) are responsible for the delivery of workforce development services in Oregon's 24 rural counties.

It used to be Oregon's policy to pass through the bulk of the federal money to the local communities, and to withhold a small amount for administrative necessities. It was acknowledged that the dollars would do the most good at the local level where a more immediate understanding of the needs of job seekers as well as business and industry exists.

Over the past six or seven years, the level of holdback has steadily increased. Presently, the State is withholding the maximum amount allowed under the law. Meanwhile, local workforce development programs have long waiting lists of people needing services.

We respectfully ask that you consider the impact that the maximum holdback policy is having on job seekers, and the immediate relief that a change in policy would mean to citizens and programs.

Please do not hesitate to call on us for additional information.

Sincerely,

Kris Latimer  
Chief Executive Officer

tel: 541.928.0241  
fax: 541.928.3096  
[www.tocowa.org](http://www.tocowa.org)

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260 SW Ferry, Suite 202  
Albany, OR 97321

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EEO/ADA Compliant Program  
Auxiliary Aids Available  
Funded by USDOL

## 2006-2010 Statewide Reserve Trends

Program Year	Total Dollars	Admin (5%)	Statewide Activities (10%)	Total (15%)	Rapid Response (25% of DW)	Formula to Field	Additional Funds to Field*	Total to Field
2006	\$ 56,679,525	5%	8.15%	13.15%	20.50%	78% (\$44,299,709)	11.5% (\$6,500,870)	89.6% (\$50,800,579)
2007	\$ 48,651,960	5%	8%	12.58%	20.50%	78.4% (\$38,181,485)	10.78% (\$5,245,600)	89.2% (\$43,427,085)
2008	\$ 45,759,560	5%	7.20%	13.45%	18%	78.45% (\$35,912,912)	10.8% (\$4,969,387)	89.3% (\$40,882,299)
2009	\$ 39,151,911	5%	8.84%	13.84%	14%	80.2% (\$31,435,246)	8.5% (\$3,339,625)	88.8% (\$34,774,871)
ARRA	\$ 38,558,170	1.75%	6.25%	9.67%	16.50%	82.9% (\$31,998,124)	12.8% (\$4,947,800)	95.8% (\$36,945,924)
2010	\$ 46,724,150	5%	9.41%	14.41%	19%	77.3% (\$36,157,832)	9.1% (\$4,270,000)	86.5% (\$40,427,832)

\* Includes- Board Support, Rapid Response, State Incentive Grants, High Concentrations of Eligible Youth, WRT, OEJP, Navigator and Direct NCRC. Doesn't include any additional funds to field such as: GSTF, SO, Career Pathways, NCRC pilots/marketing etc., Technical Assistance, Leadership Projects, Youth Development System etc. which would increase funds percentages. Additionally, it doesn't include ISR/MIS costs.

2006- Rescission

2010- Integration including MIS and ISR not included if added in- 88.2% to field

**Workforce Investment Act  
PROGRAM YEAR 2010**

June 1, 2010

Allocation based on TEGL No. 19-09 - March 30, 2010  
July 1, 2010 to June 30, 2013

WIA FORMULA	GRANT YEAR 2010 ALLOTMENT	STATEWIDE EMPLOYMENT AND TRAINING ACTIVITIES				TOTAL RESERVE	
		WIA Administration	WIA Program	TOTAL	Rapid Response		
		5.00%	Y 8% A 10% DW 10%	14.41%	19.00%	22.61%	
WIA Title IB Youth	13,707,810	685,390	1,096,624	1,782,014		1,782,014	
WIA Title IB Adult	12,848,682	642,434	1,284,868	1,927,302		1,927,302	Local
WIA Title IB Dislocated Worker	20,167,658	1,008,382	2,016,765	3,025,147	3,831,855	6,857,002	Distribution
<b>RESERVE + LOCAL DISTRIBUTION</b>	<b>46,724,150</b>	<b>2,336,206</b>	<b>4,398,257</b>	<b>6,734,463</b>	<b>3,831,855</b>	<b>10,566,318</b>	<b>36,157,832</b>
			2009 Formula =	39,151,911	2009 Totals =	7,716,665	31,435,246
			% Increase from 2009 =	19.34%		36.93%	15.02%
			2009 to 2010 Difference =	7,572,239			

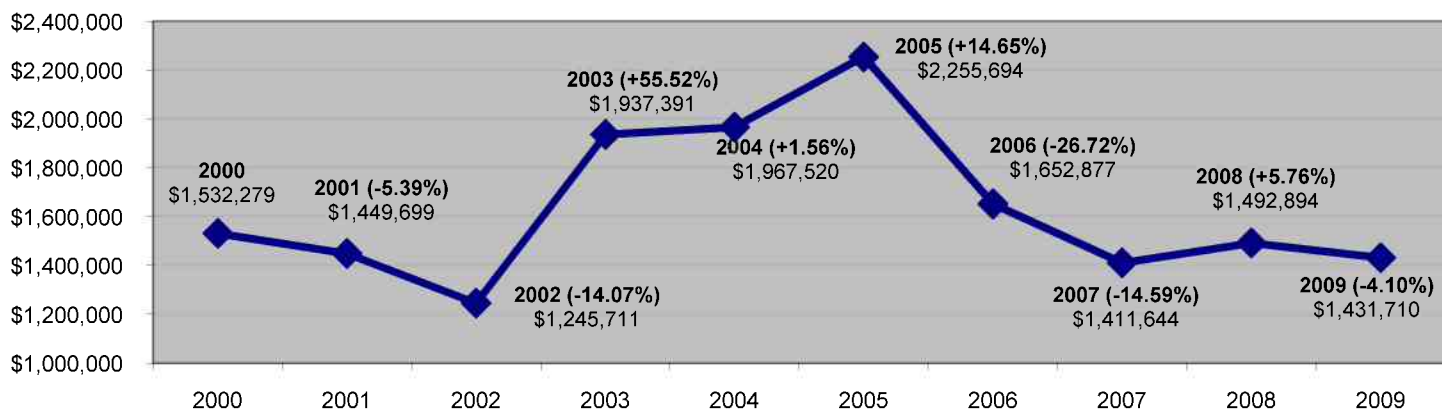
	Amount	5% funds	10% funds	25% funds	State Admin and Program	
<b>CCWD OFFICE OPERATIONS</b>	<b>28.68%</b>				8,096,318	17.33%
Personal Services	2,325,000	1,220,000	1,105,000			Local Formula and Reserve
Dislocated Worker Unit Personal Services	180,000			180,000	2,470,000	Reserve
Services and Supplies	525,000	310,000	195,000	20,000	36,157,832	Formula
<b>CCWD OFFICE OPERATIONS TOTAL</b>	<b>3,030,000</b>	<b>1,530,000</b>	<b>1,300,000</b>	<b>200,000</b>	<b>38,627,832</b>	<b>82.67%</b>
<b>REQUIRED ACTIVITIES</b>	<b>24.95%</b>					
Evaluation of Activities/Annual Report	56,000		56,000			
High Concentrations of Eligible Youth	180,000		180,000			
LWIB/RWIB Support	500,000		500,000			
Performance Incentives	100,000		50,000	50,000		
Rapid Response	1,800,000	165,000		1,635,000		
<b>REQUIRED ACTIVITIES TOTAL</b>	<b>2,636,000</b>	<b>165,000</b>	<b>786,000</b>	<b>1,685,000</b>		
<b>ALLOWABLE ACTIVITIES</b>	<b>21.68%</b>					
Governor's Office Staffing	85,000		85,000			
Business-Youth Connections	200,000		200,000			
Career Pathways	100,000		100,000			
Career Readiness Certificate	500,000		500,000			
EEO Coordinator (50% CCWD, 50% OED)	55,000	55,000				
Initial Skills Review	100,000		100,000			
Oregon Professional Development System	140,000		140,000			
Oregon Workforce Investment Board	25,000		25,000			
Other Leadership Projects	100,000		100,000			
Rapid Response/Additional Assistance Projects:						
Labor Liaison	110,275			110,275		
Workforce Integration Shared Costs	675,000	500,000	100,000	75,000		
Youth Development System	200,000		200,000			
<b>ALLOWABLE ACTIVITIES TOTAL</b>	<b>2,290,275</b>	<b>555,000</b>	<b>1,550,000</b>	<b>185,275</b>		
<b>OFFICE OPERATIONS, REQUIRED, AND ALLOWABLE ACTIVITIES SUBTOTAL</b>	<b>75.30%</b> <b>7,956,275</b>	<b>2,250,000</b>	<b>3,636,000</b>	<b>2,070,275</b>		
<b>EMPLOYER WORKFORCE TRAINING FUND</b>	<b>24.61%</b>					<b>EWTF - SO Grants</b>
Workforce Response Teams (WRTs)	1,690,000	84,490		1,605,510	Green Jobs Init.	30,000
Statewide Opportunity Grants (SO Grants)	520,000		370,000	150,000	Manufacturing Workforce Comm	15,000
Governor's Strategic Training Fund (GSTF)	390,000		390,000		BOLI Youth Apprenticeship	57,257
<b>EMPLOYER WORKFORCE TRAINING FUND TOTAL</b>	<b>2,600,000</b>	<b>84,490</b>	<b>760,000</b>	<b>1,755,510</b>	EWTF Evaluation	150,000
<b>ALL ACTIVITIES TOTAL</b>	<b>10,556,275</b>	<b>2,334,490</b>	<b>4,396,000</b>	<b>3,825,785</b>	EWTF - A Story of Systems Change	40,000
<b>TOTAL RESERVE</b>	<b>10,566,318</b>	<b>2,336,206</b>	<b>4,398,257</b>	<b>3,831,855</b>	2016 Strategic Plan - Phase I	70,000
<b>REMAINING BALANCE</b>	<b>10,043</b>	<b>1,716</b>	<b>2,257</b>	<b>6,070</b>	Youth and Education	35,000
					Green Sectors Economic Impact Study	53,680
					<b>TOTAL</b>	<b>450,937</b>
					Budget	520,000
					Difference	69,063

### WIA Title IB State Reserve Adult

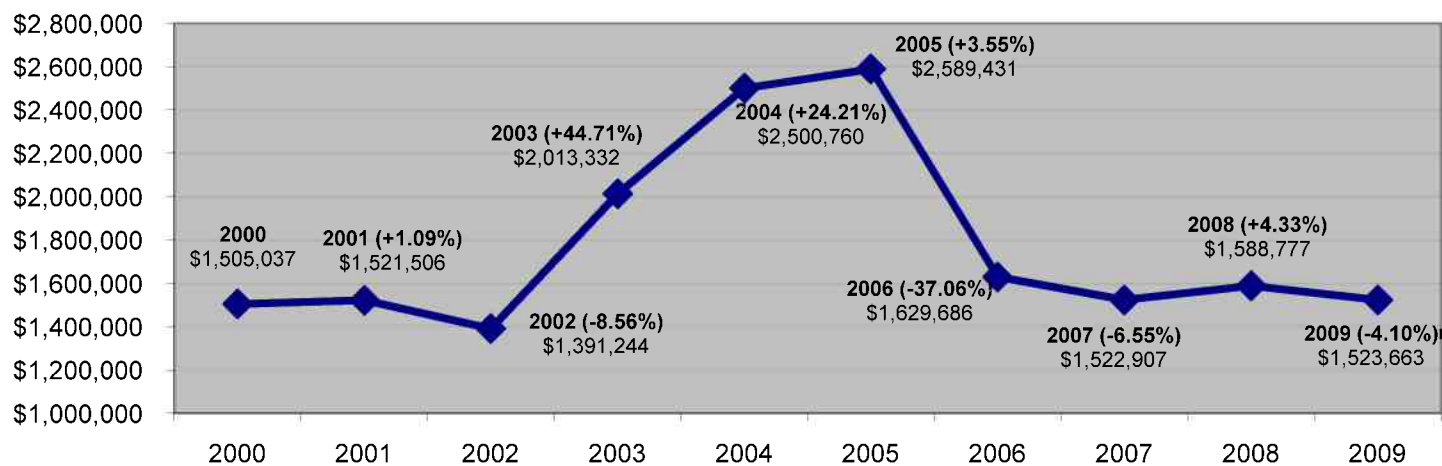
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
<b>Adult</b>	\$1,532,279	\$1,449,699	\$1,245,711	\$1,937,391	\$1,967,520	\$2,255,694	\$1,652,877	\$1,411,644	\$1,492,894	\$1,431,710
<b>Youth</b>	\$1,505,037	\$1,521,506	\$1,391,244	\$2,013,332	\$2,500,760	\$2,589,431	\$1,629,686	\$1,522,907	\$1,588,777	\$1,523,663
<b>DW</b>	\$6,146,433	\$5,029,054	\$6,552,771	\$8,982,420	\$7,196,063	\$7,650,165	\$9,097,253	\$7,535,924	\$6,764,977	\$4,761,292
<b>Total</b>	\$9,183,749	\$8,000,259	\$9,189,726	\$12,933,143	\$11,664,343	\$12,495,290	\$12,379,816	\$10,470,475	\$9,846,648	\$7,716,665

	2001	2002	2003	2004	2005	2006	2007	2008	2009
<b>Adult</b>	-5.39%	-14.07%	55.52%	1.56%	14.65%	-26.72%	-14.59%	5.76%	-4.10%
<b>Youth</b>	1.09%	-8.56%	44.71%	24.21%	3.55%	-37.06%	-6.55%	4.33%	-4.10%
<b>DW</b>	-18.18%	30.30%	37.08%	-19.89%	6.31%	18.92%	-17.16%	-10.23%	-29.62%
<b>Total</b>	-12.89%	14.87%	40.73%	-9.81%	7.12%	-0.92%	-15.42%	-5.96%	-21.63%

### WIA Title IB State Reserve Adult



### WIA Title IB State Reserve Youth



### WIA Title IB State Reserve Dislocated Worker

