

**RWIB Staff Meeting Minutes
TOC/OWA Quarterly Meeting
January 19, 2006
Seven Feathers – Canyonville, Oregon
8:00 am – 10:00 am**

RWIB Staff Present: Julie Gassner, Region 1, Tere Tronson, Region 7, Robin Cope, Region 10, Karen Gail, Region 11, Tara Bishop, Region 12, Cindy Ferner, Region 6

Guests: April Lackey, CCWD, Mike McCoy, CCWD, Colleen Puryear, Region 6 Chair

TOC/OWA Staff: Melissa Metz

The meeting began at 8:15 am. Co-Chair Robin Cope welcomed all, the agenda was reviewed and introductions were made.

Approve Meeting Minutes

A motion to approve the minutes of the October 2005 RWIB Staff Meeting was made by Julie Gassner and seconded by Tara Bishop. Motion passed.

Five Minute Updates

- Mike McCoy, CCWD-Mike has been assigned as the liaison for TOC, he has replaced Jerry Lierow. Mike explained that his current plan is to meet with the TOC Management Team to figure out how the interaction will go. Mike shared that his passion statement is "Building a better tomorrow for all Oregonians". Mike will serve as the advocate between the State, TOC and the Governor.
- Melissa, TOC-TOC is reviewing their travel policy and the assumptions of meals around the quarterly meetings. She explained that changes could take place-plenty of notice will be given if and when this happens.
- Region 1-Two Career Fairs are being planned. They have completed updating their MOU and Charter and are awaiting signatures.
- Region 6-Three Job Fairs are being planned. A proposal for the WorkSource Marketing Plan has been submitted. A Workforce Collaborative has been formed and is focusing on soft skills and drug issues. Implementation of a Certified Drug Free program which involves area businesses. One-Stop trainings are taking place once a month for four months.
- Region 11-Difficulty with the weather impacted the EWTF process. The process is now going well and the region has utilized almost all of its funds. A Career Fair is planned for April 4th.

- Region 12-Two Career Fairs are planned. The region is in the beginning stages of planning for the ODOT/OTIA project. MOU and RSA are being updated.
- Region 7-New part-time staff. MOA training has just been completed. The region is working on their business plan and youth program. Due to the passing of the youth program chair, the youth program is at a regrouping point. The Youth Entrepreneurship Program has raised \$5000 from the sale of hiking guides that were made by the youth. Tere requested that we provide any brochures regarding our Boards or One-Stops to Melissa for display on the TOCOWA website.
- April Lackey, CCWD-Betty Locke is no longer the DOL/CCWD liaison. The position has been filled by Jon Lampman. There will be no DOL monitoring until 2007. Kathy Wilcox is the contact for EWTF her contact information is Kathy.G.Wilcox@state.or.us. Melissa requested that if there should be questions regarding the EWTF that the process would start with her and she will facilitate the contact with Kathy. The OWIB is working on a marketing campaign for the One-Stop centers. April indicated that the EWTF recapture process should come out this week and that we need to be 100% obligated by the end of March.
- Region 10-A new Board Chair has been elected. A strategic planning session will be held in February and will focus on leadership, expanding the board and refining its key messages. A board recruitment marketing event, in partnership with the Chamber of Commerce, is being planned. The event will focus on defining the top three workforce issues and development of a deliverable (in the form of a hand-out). WRT is submitting a consortia building proposal for supervisor/leadership training in the manufacturing industry. Robin discussed the lack of job seeker participation with a recent career fair.

Mike McCoy has agreed to help with recruiting potential employees for the planned job fairs. He indicated the possibility of engaging OED research and development at the state level to help with employee participation. He has requested that the following information regarding upcoming career fairs be e-mailed to Melissa: Region, Location of Event, Date, Time, Region Contact and a short description of the event.

Board Meeting Management Training

The Board Meeting Management Training will take place at the April Quarterly Meeting and will be facilitated by Norm Gershon. If anyone is interested in being included in the planning contact Robin Cope.

OWIB 5 Year Strategic Plan

Forums have been scheduled for all regions. The focus remains that the system be private sector led and locally driven.

Legislative Updates

There were none at this time.

Other Items

There was discussion regarding the EWTF and the problems that regions are having. The program is very time consuming for staff and there have been problems with employers providing the required match. April was asked about the possibility of funding to pay for legal expenses that may be incurred while trying to collect the match.

Next Meeting Action Items

- RSA
- One-Stop Recertification
- Evaluation of Board Management Training

The meeting was adjourned at 9:39

Respectfully submitted by: Tara Bishop, Region 12 Staff