

RWIB Staff Meeting Minutes
TOC/OWA Quarterly Meeting
July 21, 2005
Best Western Hood River Inn—Hood River, Oregon
9:30 am – 10:30 am

RWIB Staff Present: Julie Gassner, Region 1, Joy Yori, Region 6, Rachelle Schaaf, Region 7, Kayleen Warner, Region 9, Robin Cope, Region 10, Region 14

GUESTS: Sign In Sheet Not Available

TOC/OWA Staff: Melissa Kincaid

The meeting began at 9:30 AM. Co-Chair Robin Cope welcomed all and introductions were made. The agenda was reviewed and the following added:

- Presentation by Gabe Silva on MOA Issues
- Recertification Presentations

Approve Meeting Minutes

A motion to approve the minutes of the April 2005 RWIB Staff Meeting was made by Joy Yori and seconded by Rachelle Schaaf. Motion passed.

Recertification Presentations

Melissa Kincaide asked each region presenting on recertification if they needed any projectors or other technology.

- Region 1-None needed
- Region 6- Needs projector for PowerPoint
- Region 7- None needed
- Region 13- not present

MOA Presentation-Gabe Silva, MOA Coordinator

- MOA compliance required by the Workforce Investment Act and is overseen by the Governor's Office.
- Every 3 years an on site review of the WorkSource Centers are required. An Annual Report of Compliance is required and Gabe distributed a copy of this form.
- Gabe will be working with Jeff Dickason to combine the MOA requirements with the Center Recertification process. Training is proposed for October on completing the Annual Report form.
- Gabe clarified that all signatories on MOA's must address these requirements even if they have another process in place already.
- The Annual Form will be due November 1 of each year and each partner will be asked to complete the process during future recertification's.
- The MOA website lists upcoming site visits. Gabe is coordinating directly with named EOA Coordinators only and sees the role of the RWIBs as overseeing and appointing the EOC.

- EOC's are responsible for compliance, training, complaint handling and associated paperwork.

Five Minute Updates

Due to time constraints updates were limited to one new project and one challenge for each region.

- Region 6-Working on linkages with businesses and consumers through a fair. Challenge: keeping Board members engaged.
- Region 7-Working on recertification issues and hosted a visit by the Governor's staff. Challenge: Recertification-1 center chose not to recertify and they have gone from 3 Centers to 1
- Region 9-Formed 3 committees of the Board: emerging, transitional and incumbent to focus the work of the Board. Challenge: Keeping Board members engaged.
- Region 10-Connecting youth with employers by connecting ESD to Women in Trades Conference and serving as judges for high school contests.
- Region 12-Adding additional new core services at the Center. Challenge: Keeping Board members engaged.
- Region 13-not present
- Region 14-no money for travel
- Region 15-not present

Critical Issues for Future Meetings

Critical Issues for Future Meetings:

- Robin reviewed the list of critical items listed and asked for feedback.
- All agreed to focus discussion on developing training for Board members. Two years ago a training was held at a TOC/OWA meeting on Public Meeting issues and this was a very helpful event. Each region has new or current Board members with a diverse level of understanding of WIA and workforce issues. Common elements of effective meetings exist and training Board members, staff and Board chairs would increase Board effectiveness.
- TOC/OWA staff were receptive to providing a training session at the January 2006 meeting.
- Brainstorming on Training Topics:
 - Board Mission
 - Meeting Management
 - Cell phones
 - Side bar conversations
 - WIA 101
 - Delegation
 - How to reach community
 - Developing a meaningful agenda/attractive/real
 - Roles of staff, chair
 - Leadership
 - Policy versus procedures
 - Entertaining a motion

- What is TOC/OWA/How do the regions fit into TOC/OWA/TOC/OWA for Dummies
- Modules
- Train the trainer

A sub-committee consisting of Karen Gail, Robin Cope and Kayleen Warner will work on developing the training concept further and prepare an outline for the October Quarterly meeting. It was agreed to focus on the topic of Meeting Management for the initial training session.

Action Item: Prepare an outline of the training and submit to all RWIB staff for input and then submit to Melissa Kincaide by October, 2005.

Share Employer Workforce Training Grant Applications

Action Item: Each region was asked to email a copy of their EWRT applications to Robin for posting on the TOC/OWA website. It was recommended that the heading on the website be changed to Regional Workforce Board Best Practices.

Lessons Learned from Recertification

The following was shared:

- Process went smooth with Partners filling out recertification criteria in advance. Four private sector team members.
- Hard completing paperwork and private sector recommendation not taken.
- A discussion was held on merits of certification. It was clarified that each region must have one certified center and the goal is to serve the customer through access to the system.
- A Sub-Committee of the Oregon Workforce Investment Board is working on standards for WorkSource Oregon Centers. Once approved this will become part of the recertification process.
- One region commented that private sector members like the standards of certification.

Next Meeting Action Items

- Finalize the training program.

Meeting Adjourned: 10:35 am.

Minutes Submitted by: Kayleen Warner, Region 9