

**Workforce Investment Council of Clackamas County
Executive Committee Meeting
November 20, 2014**



Member Attendees

Alex Crooks, Crooks & Company Financial Management
Bob Degnan, Package Containers
Julie Hugo, Blount, Int.
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metal Technologies
Jed Scheuermann, IAPMO
Jerry Smith, Smith & Associates
Frank Wall, Plumbing & Mechanical Contractors Association
Micheal Wells, The Cedars Companies

Members Not in Attendance

Ken Bartus, Garron Grounds
Howard Klink, Klink Consulting Group

Other Attendees

Bridget Dazey, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Sara Hummel, Jones & Roth
Julia Metz, Workforce Investment Council
Amy Oakley, Workforce Investment Council
Deb Zang, Workforce Investment Council

Chair Julie Hugo called the meeting to order at 7:35am.

Public Comments

There were no public comments.

Approval of Minutes

Motion: Frank Wall moved to approve the June 12, 2014 and August 6, 2014 meeting minutes as presented, 2nd by Alex Crooks. Motion passed unanimously.

Financial Report and Budget Update

Deb Zang reviewed the Workforce Investment Council financial report for July 1, 2014 – September 30, 2014 which itemized revenue and expenditures for the categories of youth, adult, dislocated workers, competitive grants, admin/board, state general fund, and Clackamas County Business Alliance.

WICCO Staffing Updates

Bridget Dazey introduced Julia Metz, WICCO's new Business Services Project Manager who began full time employment on November 17, 2014. Bridget also stated WICCO has hired a .625 FTE named Amy Black who will serve as a WorkSource Liaison beginning the first week in December. The executive committee welcomed Julia to the staff.

Audit Discussion

Sara Hummel with Jones & Roth presented the board with financial statements for the year ended June 30, 2014 with comparative totals for the year ended June 30, 2013. Their independent audit results found no instances of noncompliance material to the financial statements during the audit and they did not discover any audit findings required to be reported. Sara commended the staff. The executive committee offered Deb praise for her diligence.

RFP Update / Action for Workshops & Barrired Populations

Jan Filgas provided an update on the status of two separate service contracts: Workshops and Barrired Populations. Both these contracts originated with RFP's in February 2010 with service beginning in July 2010 which included 2 year service agreements with the option to extend annually for additional years. At the Business Services Committee meeting on October 2, 2014, both contracts were up for review. After in-depth discussion, the Business Services Committee brings forth the following recommendation to the Executive Committee:

1. **Workshops** – Workforce Investment Council publish one RFP for \$75,000 to fund one respondent to design, market and deliver job search and career advancement workshops.
2. **Barrired Populations** – Workforce Investment Council publish one RFP for \$170,000 to fund up to two respondents to serve barrired populations.

The Executive Committee further reviewed the history, parameters and performance of the two existing contracts. After a thorough discussing, they made the following motions:.

1. ***Motion regarding Workshops: Bob Degnan moved to approve the recommendation made by Business Services Committee to publish one RFP for \$75,000 to fund one respondent to design, market and deliver job search and career advancement workshops. 2nd by Frank Wall. Motion passed unanimously.***
2. ***Motion regarding Barrired Populations: Frank Wall moved to approve the recommendation made by Business Services Committee to publish one RFP for \$170,000 to fund up to two respondents to serve barrired populations. 2nd by Mike Wells. Motion passed unanimously.***

CCWD Monitoring Report Out

Jan Filgas reported that CCWD (Community College Workforce Development) monitoring for Program Year 2014 took place the week of October 20th. They cited one finding for the lack of justification of support services in five case notes out of the six participant files reviewed. All involved parties have been notified and are taking corrective action by revising procedures and retraining staff with new processes. A final monitoring report can be expected by the end of the year.

Board Development & Recruitment

Bridget Dazey provided an update on Workforce Innovation & Opportunities Act (WIOA), its directives for Local Workforce Board membership and composition, and how it will affect WICCO's Board structure. WIOA was signed into law on July 22, 2014 and will begin July 1, 2015. It states Local Workforce Boards may be comprised of the following:

- A. Local Business Representatives (>50% - majority)
- B. Local Workforce - representatives of the workforce within local area i.e. labor organizations, apprenticeship programs, community based organizations, and other youth-related organizations optional (20% minimum)
- C. Education and Training - Title II and higher education required; local education and CBO's helping barriered individuals optional
- D. Government, Economic, and Community Development – Eco/Dev, Wagner-Peyser, and Voc Rehab required; philanthropic and others optional
- E. Others - as determined by chief elected official

Bridget's recommendation to the Executive Committee for the WICCO Board would be to adopt the WIOA formula for structure to include the five categories.

Motion: Frank Wall moved to adopt the WIOA formula and recommendation to restructure the WICCO Board accordingly, 2nd by Bob Degnan. Motion passed unanimously.

Bridget then stated that according to Section 4 of the current WICCO Bylaws, "Members of the Board of Directors shall be appointed for a three year term, with a maximum of three terms with the intention that approximately one-third of the members terms expire each year." Because of the defined terms limits and a desire to not lose experienced Board members, she recommended amending the bylaws the following two ways:

1. In order to provide historical perspective, at the expiration of term limits, a retiring Board member may choose to continue service to the Board as a "Legacy Member", with approval by the Chair of the Board. Legacy Members may serve on committees, vote at committee meetings, but would not be eligible to vote at the Board of Director meetings or the Executive Committee meetings.

Motion: Jed Scheuermann moved to approve the recommendation made to amend WICCO Bylaws to allow members who retire due to term limits to choose to continue service to the Board as a "Legacy Member" with approval by the Chair of the Board, granting them eligibility to serve on committees, vote at committee meetings, but would not allow for edibility to vote at Board of Director meetings or Executive Committee meetings, 2nd by Mike Wells. Motion passed unanimously.

2. At expiration of term limits, retired Board member may choose to reapply for an appointment to the Board after a 12 month break in service has passed.

Motion: Bob Degnan moved to approve the recommendation made to amend WICCO Bylaws to allow retired members to reapply for an appointment to the Board after a 12 month break in service has passed, 2nd by Dan Parker. Motion passed unanimously.

Executive Director Updates

Bridget Dazey stated WICCO staff continues to review and discuss implementation of protocols for the upcoming changes with WIOA. She also provided a brief update on current proposals underway for grants with SNAP and TriMet. There was a discussion on Board recruitment by committee members as well as a reminder of the upcoming Board Recruitment Dinner on December 9th. All were strongly encouraged to attend and to aid in the recruitment effort. RSVP to Amy Oakley before December 1, 2014.

 4-16-15

Amy Oakley Date

 4-16-15

Julie Hugo Date

Minutes prepared by Amy Oakley
Meeting adjourned at 9:00am