



Workforce Coordinating Council Steering Team

July 7, 2010

COIC Board Room, Redmond

Members Present: Wendy Schechter, Affordable People Solutions; Tom Moore, COIC; Steve Williamsen, UFCW Local 555; Robin Popp, Goodwill Industries; Ron Parsons, DHS; Gary Daniele, OVRs.

Guests: Steve Clark, OED; Greg Ford, WorkSource Central Oregon; Scott Aycock (by phone)

WCC Staff: Andrew Spreadborough, COIC.

1. Consent Agenda.

Robin Popp moved approval of the consent agenda. Steve Williamsen seconded. The motion was approved by consensus.

2. Council Business

Andrew reviewed Attachment E, which is the current Council roster including alternates. He said that the Council bylaws state that the membership appointments will be made by the Local Elected Officials for all positions with the exception of the mandated partners. The plan for achieving the LEO approval was to present to the COIC Executive Committee on July 1, since the Executive Committee is composed of commissioners from each of the three counties. However, the July board meeting was canceled, so these appointments will need to be approved in August. Robin asked if the Council can take action without the approvals. Andrew advised to move ahead with the Council business. There is no deadline for achieving this approval, and TOCOWA is OK with our process.

Andrew presented the draft 2010-2011 Council budget. He reviewed the actual 2008-2009 revenues/expenses, 2009-2010 budget and estimated revenues/expenses, and presented a draft 2010-2011 budget. He explained that the budget is modeled upon the previous 2 budgets. He referred to the COIC proposed work plan for the year and staff cost estimate. He noted that the COIC budgeted amount is the same as the past two years, and he noted that the staff costs have come in well below budget for each of the past two years.

Ron asked about the conference/training line item, and asked if Council members plan to go to the national workforce board conference this year. Robin discussed previous conferences, and explained the value in our region participating. Wendy agreed that there is value in engagement at the national level. The Council agreed to add a \$2,000 budgeted amount to the Board Development line item, with the intent of using this funding to send a private Council member(s) to the national conference. Wendy asked that a conference update item be added to the Council agenda for future meetings.

Steve Williamsen moved approval of the 2010-2011 Council budget, as modified. Robin Popp seconded. The motion was approved by consensus.

3. Project Updates

Wendy referred to attachment G, which is the CRC implementation report prepared by Steve Clark. Wendy discussed the follow-up planning meeting which will focus on the development of a Region 10 plan for the CRC roll-out. Robin asked for an update on how the business recruitment is going. Steve

provided an update on business recruitment, noting that there is significant interest in Redmond, and focus is now being placed on outreach in Bend through the additional funding added to the CRC implementation grant.

Wendy summarized the Green Job Profiles Labor Market Information grant. Robin asked if the grants that the Council has helped secure should be included in the Council budget and financial report. Andrew said that the contracts are with COIC, and have been kept separate for grant management and tracking reasons. He suggested providing grant budget updates to the Council along with general project updates.

4. Workforce Strategy

Andrew reviewed the updated strategy document, noting that it had been distributed via email in June. He reviewed the regional workforce goals, and asked if there were any needed changes. The Council members offered no additional changes.

Scott Aycock joined the meeting by phone. Andrew said that Scott has been assisting in pulling together data for the workforce strategy. He said that the goal of the data gathering was to inform the gaps and needs section of the strategy. Scott reviewed the data summary, noting that this is an early draft. He summarized the key findings, including projected 2008-2018 job growth, industry growth and occupation growth.

The Council members identified data types that would be of value to this analysis, including:

- County level data
- Workforce characteristics
- Employer survey – anecdotal workforce info
- Connections to economic development strategies

Wendy said that an updated draft strategy, including a more detailed data analysis, will be reviewed at the next Council meeting.

5. Other Updates/Discussion Items

Andrew said that the Regional Workforce Investment Board staff group has re-formed and will be meeting quarterly. The purpose of this group is to share information and best practices in support of regional workforce boards. He said that he was asked to chair the group. The first meeting was held in June via video conference, and the next will be an in-person meeting in September.

Wendy noted that the Council standing meeting date does not work for Ray Hasart, and suggested that the Council consider moving the standing meeting date.

Meeting adjourned.