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|  | | **Oregon Employment Department Advisory Council Quarterly Meeting** | | | | | | |
| Date/time: | | **July 26, 2022 | 1:00 p.m. to 4 p.m.** | | | | | | |
| Location: | | **Zoom platform** | | | | | | |
| Attendees: | | A – Absent P – Present | | | | | | |
| P | Catie Theisen, Chair | | P | Tom Cusack | A | David Genz | P | Monica Reyna- Duniga |
| A | Haley Alves | | A | Royce Williams | P | Perla Brambila-Arechiga | P | Bob Westerman |
| P | Kurtis Baker, Vice-Chair | | A | Laurie Westenberg | P | Bob Uhlenkott | P | Kathy Nishimoto |
| A | Robert Camarillo | | P | David Gerstenfeld | P | Jim Pfarrer |  |  |
| P | Marc Chrismer | | P | Rebecca Nance | P | Teresa Rainey |  |  |

## Minutes - draft

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|  | Topic | Minutes | Presenter |
| 1. | Welcome, self-introductions of Advisory Council members & OED staff | Chair Catie Theisen called the legislative update meeting of the Oregon  Employment Department Advisory Council to order at 1:02 p.m. Catie asked Council members, OED staff, and guests to introduce themselves. | Catie Theisen, Chair |
| 2. | Meeting Minutes Approval  April, May, June, 2023 | Kathy moved that the minutes for the April, May, and June meetings be approved. Motion seconded. Motion passed. | Catie Theisen |
| 3. | Director’s Report | Updates - Paid leave Oregon, huge focus we are 19 days away until we go-live and start accepting applications.  The go-live of our UI benefits system is March of next year, lots of work happening for that.  Continuing to make enhancements and revisions in Frances. Had to make code freeze prior to Paid Leave Oregon go-live.  We are working to fill some positions, and have been doing some recruitments. We were able to find positions for most employees in limited duration positions that ended June 30.  Working with the US Department of Labor (USDOL) on funding opportunities.  We are working to improve engagement with our teams, and I have started visits with all of our field offices. Consistently hearing the passion staff have for helping those in communities across Oregon.  We are continuing to see an increase in UI claims, looking closely to see what is going on. Looking at possible causes. Lindsi and her team are doing a great job. | David Gerstenfeld, OED Director |
| 4. | SEDAF Discussion and Vote | We are seeking a change to the (Supplemental Employment Department Administrative Funding (SEDAF) rate so it will fill in some of the gaps in staff due to inadequate federal funding for UI. Thanked the council for support of this change. However, due to a procedural issue during the last legislative session, this did not pass the legislature as we had hoped. This being said, we did get General Fund to carry us through the end of March 2024 in anticipation of the SEDAF increase being addressed during the 2024 short legislative session.  We will be having a meeting this week to come up with SEDAF strategy, once we have outline you all will be included in that strategy, we will do another letter of support with our chair’s signature. Kurtis will be the chair starting with the October 26 meeting.  Kurtis moved that the council support the SEDAF increase during the short session. Motion seconded. Motion passed. | David Gerstenfeld |
| 5. | Rule-making Advisory Committee (RAC) Reminder | Reminder that in addition to being the OED Advisory Council, the council also serves as the rule-making advisory committee (RAC) for the Research, UI, and Workforce Operations divisions. The function of the role of RAC member is to review draft rules and be prepared to discuss them during the RAC agenda item.  We anticipate discussing draft rules at the October meeting about the expansion of some data sharing. | Rebecca Nance, OED Staff to Advisory Council |
| 6. | Economic Outlook | Core Labor Market Information-Jobs, Unemployment, and Labor Force and a ‘mixed bag’ economy-Recession/Recovery/Expansion presentation.  New report was released this morning (7/26/23).  The Oregon unemployment rate dropped to 3.5% in June of 2023.  Recovery of total non-farm employment as of June 2023 - the jobs recovery has occurred unevenly across the state. We are seeing slightly slower recovery in Lane County and Southern Oregon.  Having discussions about potential administrative/wage record enhancement in future legislative sessions. In upcoming meetings, more detailed information will be shared about the research, associated benefits, and costs of enhancing administrative records in Oregon.  We will work collectively with customers, partners, and the OED Advisory Council to determine the value, challenges, efficacy, and potential rules/statute change we would like to persue.  Question: Workforce councils around the state. Wonder’s if there is an ongoing effort to revising the standards for self-sufficiency. What would the average family need to be self-sufficient?  Answer: The Massachusetts Institute of Technology's (MIT) Living Wage Calculator is the best place to find the household or living wage information. Uncertain when MIT updates the information. <https://livingwage.mit.edu/> | Bob Uhlenkott, Research Division Director |
| 7. | Re-employment and Businees Service Overview | We have staff located throughout the state. Today’s focus is on business services.  Business services staff reach out directly to employers. We have changed our business model since the pandemic. We coordinate virtual open houses and have thousands of followers on Linked In. We are able to leverage virtual settings enabling us to access more prospective employees.  During the pandemic the business sectors weren’t connecting as much. We are working with local workforce development boards and businesses to find job seekers.  We offer two types of services, self-serve for businesses who prefer to work with directly with job listing staff and who want to look for prospective employees without staff assistance. Enhanced business services, when we screen applicants, and only send the most qualified individuals.  We hold job fairs - we geared up during the pandemic and we are still doing them. Job fairs are especially helpful when several businesses are hiring at the same time. Jobs fairs can be done in the virtual environment.  We work closely with other agencies including ODHS, to help with support by distributing dollars to support disadvantaged job seekers/workers. Indivduals may need clothing or bus vouchers to help them get or stay employed.  Re-employment services are offered, not only for UI claimants, but also for other individuals. There is a focus on individuals filing for unemployment to minimize the cost to employers. Claimants are invited to take part in conversations, and individualized plans are generated for them. We offer an array of different services including interview skills, resume writing, workshops, and more. All services are offered virtually.  We have been offering virtual appointments for customers, when launching statewide recruitments and doesn’t matter where you are calling from we can set up a virtual appointment, we improved wait times from three weeks to four and a half days. If that is too long of a wait, customers can go into local office. There are now options, in person or virtual.  We are working on having staff available for virtual-only services so individuals don’t have to wait.  We are adding a chat-bot option, and are launching it soon.  Engagement board - Workforce Operations is working on modernizing systems trying to get to a point where customers who come into centers can enter into there own information. Have an engagement board to get input from users of our services as well as partners. Have had five meetings, there are a few employees on it as well as state agencies. Have been going out and meeting with staff. Will be going to 22 locations and will be done by mid August. If anyone on the council is interested in participating, we welcome new members. We meet once month virtually and some ocassional in person meetings. | Jim Pfarrer  Workforce Operations (WFO) Director |
|  | DEI Office and Body of work | Diversity: Difference, means honoring and inclusion people of different backgrounds.  Equity: To provide different levels of support to reach fairness.  Inclusion: When people of different backgrounds are valued and welcomed.  Employee DEI council for over two years. Have accomplished many things. A few of the activities: creating newsletters, surveys, language assistance, and equity events for employee learning and development.  Policies and Procedures - Review and create various agency policies and procedures using an equity framework. Reasonable modifications for agency customers, reasonable accomodations for agency employees and applicants while respecting gender identity and expression, criminal records checks, and language access.  Question: Saw a Request For Proposal (RFP) for UI outreach is this part of Equity and Inclusion Office (EIO) program or independent?  Answer: This is an initiative from UI as a grant opportunity from the USDOL to address equitable access for our UI customers. DEI supports the unit and provide technical assistance.  Equity and Inclusion Office consists of:   * Rachel Bruneau: Paid Leave * V. Martin: UI * Rebecca Rodas: Human Resources, Administrative Business Services, IT, Research. * Leeann Wornell: Workforce Operations * Jasmine Viera: Modernization, Contributions and Recovery.   Equity Framework  The guiding document for each program to develop and outline the core elements for engaging services to historically marginalized communities and underserved populations.  EIO serves on interview panels to support equity in the hiring process for positions with our agency.  Leads Bystander Intervention Training  Current Empowerment Groups:​   * Leaders of Color​ * People with Disabilities​ * Spanish Language​ * Parents, Guardians, and Caregivers   2023-2025 Affirmative Action Plan  What’s in the plan?​   * Employee demographics (recruitment, promotion, retention) and agency contracts with COBID-certified businesses ​ * Progress made or lost since last biennium ​ * OED’s three new goals for 2023-2025 and associated actions:​  1. OED will continue to foster fairness, equity, and inclusion to maintain a workplace environment where everyone is treated with respect and dignity.​ 2. OED will achieve at least proportionate (8%) representation of people with disabilities at all levels of the agency (as documented through Workday reporting), raise awareness of disability inclusion, reduce stigma related to disability, promote universal accessibility practices, and support reasonable accommodation requests.​ 3. OED will achieve at least proportionate representation (30%) of managers of color in higher-level supervisory management roles, defined as higher than either a PEM B or Supervisor 1.   2023-2025 DEI Plan  What’s in the plan?​   * Summary of DEI progress over the past five years​ * Actions and responsible divisions for each required category:​  1. Community Engagement​ 2. Communications​ 3. Data​ 4. Decision-making and Budgets​ 5. Contracting and Procurement​ 6. Diversifying Workforce and Internal Culture (includes all AA goals)​ 7. Service Delivery​  * Find both plans at <https://www.oregon.gov/employ/Agency/Pages/Equity-and-Inclusion.aspx>? | Teresa Rainey, DEI Director |
|  | Paid Leave Oregon Update | * A lot of exciting news, 19 days until we go live, we’ve formalized the decision to go live. * Very busy legislative session for Paid Leave Oregon. Senate Bill 31 requires that we inform the public with go live or push back a quarter, based on solvency. Have been looking at data and we are about to get second quarter of contributions. Still doing follow up with businesses who under-filed or did not file contributions. * Feeling good about forecasting on contributions side. Forecasting on benefits side has been modified to include additional data. Have used other states’ program data to understand cost per individual per week. We hired a third party actuary to provide independent estimates, results came to us in beginning of July. Made us feel good that we are in the ballpark of what we have been anticipating. * Are we ready to go live on August 14? We are following up with media and have made public announcements. August 14 is when claimants can start applying. We are opening that portal in English and Spanish. * Also as of August 14, our website will include a benefit calculator, this will be available in 11 languages. Although we will start taking applications on August 14, the program does not officially start until September 3. * We have added 100 new team members in the last month who are in training, and learning to help claimants. They are getting to know the program and us. * We have a number of contingency plans in place. Anticipate we will have bumps along the way. Prepared to deal with them as we run into them and pivot as needed. * Being transparent with advisory committee and legislators. * Have more temporary rules that will drop soon. * Monitoring our data as we move forward and keeping doors open as we progress, and making adjustments if needed.   Question: Will you have a weekly dashboard? Will it show the volume of claims you are anticipating? Do you plan to have an outward facing dashboard in regards to equivalent plan?  Answer: Haven’t thought what would be a simple way to show this and have started to talk about a way to provide that data, so folks to know if we are on track. It is likely that we will have an outward facing dashboard. We have equivalent plan data, and can share it. | Karen Humelbaugh  Paid Leave Oregon Director |
|  | Reappointment Info. for 9/26/23 term expiration | Want to reiterate we had a recent resignation and would love your assistance to recruit and fill the position. Please feel free to email me if you know of someone who might be interested in serving, we will work to recruit and fill it as quickly as possible.  Robert and Kathy are new to the council, their appointments started on May 1, 2023. All others were appointed in September of 2021, there is a maximum of four consecutive terms of service on the council. Please be think about whether you want to consider serving on the council another term. Will need three of the current seven members stick to their existing term in order to stagger terms. Rebecca will reach out individually to each of you via email.  The next meeting will be in person at Siletz Tribal Office with in-coming Chair Kurtis Barker hosting. | Rebecca Nance |
|  | Public Comment | No Public comment | Rebecca Nance |
|  | Adjourn | Adjourned at 2:56 p.m. | Catie Theisen |

## Action Items

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| Action | Assigned | Date Due | Completed |
| Draft Minutes Distribution | Rebecca | TBD | 09/11/2023 |
| Draft SEDAF Support Letter |  | 09/15/2023 |  |
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## Future Meeting Topics

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| Action | Assigned | Date Due | Completed |
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Minutes submitted by Perla Brambila-Arechiga 08/02/2023 and Rebecca Nance 09/11/2023