Oregon Workforce Investment Board

June 13, 2014
1:00 – 4:00 pm

Chemeketa Center for Business and Industry
626 High Street NE, Salem 97301

Oregon at Work
Quality Jobs – Skilled Workers
Contributing to a strong state economy and local prosperity
OREGON WORKFORCE INVESTMENT BOARD
OREGON AT WORK
QUALITY JOBS – SKILLED WORKERS
CONTRIBUTING TO A STRONG STATE ECONOMY AND LOCAL PROSPERITY

Agenda
Friday, June 13, 2014
1:00 – 4:00 pm
Chemeketa Center for Business and Industry
626 High Street NE, Salem 97301

1. Welcome and Introductions – 1:00
   Vice Chair Jessica Gomez

2. Open Public Comment – 1:05
   Vice Chair Jessica Gomez
   The Oregon Workforce Investment Board is a public body. The public is welcomed to submit written or verbal comments during this portion of the meeting.

3. Consent Agenda – 1:15
   a. May 9 Board Meeting Minutes Pg. 5
   b. May 7 Executive Committee Meeting Notes Pg. 7-13
   c. June 4 Executive Committee Meeting Notes Pg. 15-17
   Vice Chair Jessica Gomez

4. Comments from Virginia Hamilton, Regional Administrator for Dept. of Labor, Employment and Training Administration – 1:20
   a. Workforce Innovation and Opportunity Act Pg. 23
   b. Action Item: Recommendation on Redesignation of LWIAs Pg. 25
   Vice Chair Jessica Gomez

5. Local Workforce Investment Areas (LWIAs) – 1:40
   a. Public Comment on Redesignation of LWIAs Pg. 27-33
   b. Action Item: Recommendation on Redesignation of LWIAs
   Karen Humelbaugh

6. Youth Opportunities – 2:10
   a. Endangered: Youth in the Labor Force Pg. 35-40
   b. Discussion
   Melissa Leoni
   Graham Slater
   Nick Beleiciks
   Oregon Workforce Partnership
   Melissa Leoni

7. Board Development – 3:25
   a. Action Item: OWIB Committee Proposal Pg. 41-43
   Melissa Leoni

8. WIA Compliance – 3:40
   a. Program Year 2014 WIA IB Budget Pg. 45-47
   b. Wagner Peyser/WIA IB Performance Measures
   Karen Humelbaugh

   All

10. Adjourn – 4:00

Oregon Workforce Investment Board meetings are held in accordance with open meeting laws and with accessibility requirements. If there is a person with a disability who may need assistance in order to attend or participate in a meeting or if a person wishes to offer comments on any item on the agenda, please notify Katelyn Roberts at 503-947-1365. TTY is also available: 1-800-735-2900. A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the meeting.
Minutes from May Board Meeting
The minutes from the May 9th board meeting are included on pages 7 through 13 of this packet.

In order to keep the full board informed of the discussion of the OWIB’s Executive Committee, staff have decided to include the notes from the committee calls.

Notes from May 7th Executive Committee Meeting
The notes from the May 9th Executive Committee meeting are included on pages 15 through 17 of this packet.

Notes from June 4th Executive Committee Meeting
The notes from the June 4th Executive Committee meeting are included on pages 19 through 21 of this packet.
Oregon Workforce Investment Board Minutes
Chemeketa Center for Business and Industry, 626 High St NE, Salem
May 9, 2014


Absent Members: Susan Brown, Jesse Gamez, Gerald Hamilton, Matt Millard, Sen. Larry George, Claire Spanbock, Jeffrey Krolick, Barbara Rodriguez

Staff: Melissa Leoni, Katelyn Roberts

Guests: Jordana Barclay, Karen Humelbaugh, Clay Martin, Tim McGann, Kristina Payne, Jeff Barrows, Karlina Christensen, Cathy Wilkins

Meeting called to order at 1:11 p.m.

Board Chair Madden called the meeting to order. No Public Comments were provided.

Overview of Local Workforce Investment Boards

Since Local Workforce Investment Boards (LWIBs) have been central to the discussions around chartering and re-designation, Humelbaugh and McGough provided a primer on them for the OWIB. Humelbaugh said there are seven LWIBs in Oregon, with board members selected by Chief Elected Officials. LWIBs must have business-member majority and be certified by the Governor every two years based off criteria in Workforce Investment Act (WIA). WIA requires a local strategic plan, following procedures to select service provider, oversight of Adult, Dislocated Worker, and Youth programs, and assistance with employer linkages. The local strategic plan requires the inclusion of needs of both job seekers and businesses, and contains a compliance and strategic portion. LWIBs receive WIA funds via formula, and some also receive other discretionary funds.

There is important connectivity between the LWIBs and OWIB. McGough noted that OWIB’s strategic plan goals are incorporated into all local plans, such as sector strategies. There are joint efforts to create commonality across the state on these goals and improved, common outcomes. McGough discussed Governor’s Executive Order expectations of LWIBs as conveners of the workforce development system. The convener role recognizes the value of bringing partners to the table to align on common workforce outcomes and strategies. The Executive Order also called for LWIBs to no longer be service providers, creating a greater LWIB role as investors in the system. By ending the service provision role, LWIBs can hold partners accountable as neutral broker. Finally, the Executive Order calls for LWIBs to be evaluators, which requires them to have an objective role in the system.
McGough said one of the strengths of LWIBs is that they are statewide, but are also locally responsive and representative. Statewide, LWIBs include 98 business representatives, 12 elected officials, 17 labor organizations, and 85 education/economic development/community-based organizations. Over the last five years, LWIB expertise has brought in over $75 million in resources to Oregon. Worksystems Inc. did an evaluation of the economic impact of their investments, and found that for every dollar invested, $5.17 was returned to the community.

The challenges that LWIBs face include an increase in unemployment alongside an increase in poverty since 2000. Retirements that were delayed due to the recession will happen now that economy is recovering. The retirees have experience and skills that currently are not being matched by newer workforce. The decrease in resources LWIBs have faced – 23% over past 10 years – occur alongside these other challenges. Despite these challenges, there are many opportunities for LWIBs, including a WorkSource Oregon common brand and a common service delivery model. There are 779 funded partners engaged in delivery with the system, and LWIBs continue to build more partnerships that are connecting with the model. Last year, the system served 211,000 people, and placed 171,161. In response to inquiry if the numbers served and placed represented the same group of people, Humelbaugh stated that due to a lag in data collection, these numbers are not the same cohort, but serves as a proxy. McGough continued that 83% of those placed retained their employment, and earned over $2,442,518,197 in first 6 months. This is an important statistic in a state that is dependent on income taxes to fund public services.

Weber inquired where the LWIB funding comes from. McGough said funding comes from primarily WIA, though Worksystems Inc. is funded at 50% from WIA, 50% from other sources. Humelbaugh noted that this split is not typical, and some boards are more heavily reliant on WIA than Worksystems Inc. which serves Multnomah and Washington Counties.

Revisions to OWIB Bylaws
Leoni noted that under current bylaws, last amended in 2007, the board does not meet quorum to take action. However, the board would meet quorum under proposed new bylaws. Balassa noted requirements under old bylaws were particularly stringent. Leoni explained that in order to amend the bylaws, two thirds of the OWIB has to provide an affirmative vote. More than two thirds of board membership is present. Madden put a motion on floor to pass new bylaws, inclusive of revisions. Revoal moved, Baker seconded, motion passed.

Roberts had several questions on new bylaws. She requested clarity on who is defined under Executive Committee membership (Article 5, Section 1), and how those positions were appointed. Leoni stated the Chair determined who represents each of those positions. Roberts expressed concern that the community colleges, as the largest training providers in the state, would not necessarily be represented on the Executive Committee. Balassa noted that the Chair can invite any member to participate in conversations at the Executive Committee; the bylaws just spell out minimum membership. Further discussion ensued around this point, with Board agreeing the Chair needs flexibility within the bylaws, though there can be emphasis on higher education system. This section will be changed to state “A
board member representing Oregon’s higher education system...” Article 5, Section 3 (page 26), will also reinstate “Chair” to the language.

Weber asked how the K-12 system is represented at today’s meeting and how they feel about the language change to be specific to higher education. Helzerman responded she is that representative and she consented to the change. Madden affirmed that no conversation would happen without the appropriate partner being represented.

*Chair asked for a revised motion to approve the bylaws as amended. Revoal moved, Baker seconded. Motion passed by approval of 2/3 of the OWIB membership.*

**Consent Agenda**

Madden put a motion on floor to approve the consent agenda. *Wall moved, Fallt seconded, motion passed unanimously.*

**Chartering of the Local Workforce Investment Boards**

Humelbaugh reviewed the charter criteria for LWIBs, which now has additional citation for each function (primarily Workforce Investment Act and the Executive Order). She also noted that the asterisk indicated a function that is new role for LWIBs.

Humelbaugh reviewed the following proposed changes to the charter criteria document:

- Criteria 1c2 – added wording on “non-duplication”.
- Criteria 1e – From OWIB discussion and input from LWIBs, some additional clarification added to this section, though intent was not changed.
- Criteria 2a – Added that sector partnerships should be included in local strategic plans.
- Criteria 2b – Added in language around LWIB role in secondary credentials. McGough asked how the secondary credentials language accommodates the adult learners and high school drop outs who LWIBs serve in the system are included. Humelbaugh said this is included in the “20” and “40”, and will add language that is clearer and broader than just secondary credentials.
- Criteria 2d – Taylor requested this section have language to require that partners reflect the cultural and racial diversity of the community. Discussion occurred around if this would be covered in the Equity Lens, or if it should be specifically named. McGough said that there is specific equity language included in the local plan, and the board members are appointed to represent stakeholders. Balassa said it is important that the plan is about more than just who sits on the LWIB, and that represents an entire community. Fallt said the diversity piece cannot be overemphasized. Kelley-Siel shared draft of Equity Lens language that may be useful for discussion. McGough asked for clarity on what constitutes sufficient engagement and what evidence the OWIB would be looking for. Balassa stated CCWD will write guidance to clarify this.
- Criteria 3a2 – Language changed to acknowledge LWIBs play role in entirety of 40-40-20 goals, not just middle 40.
- Criteria 3b – Similar equity language to Criteria 2d was discussed.
• Criteria 3c – Removed “long-term unemployed” so that language is more encompassing of all goals.
• Criteria 5c – Change in language from “increase resources” to “leverage resources”. Balassa stated the language should be both “increase” and “leverage”.

Madden noted that changes to the criteria will be made based off today’s discussion, and then will be revisited for a motion at June meeting. Humelbaugh said she will incorporate revisions, and share the draft with the LWIBs and OWIB. She noted once this is complete, LWIBs will have about 9 months to submit for charter review, around next March. Governor requires chartering to be completed by July 1, 2015. It was noted that a significant part of these criteria are new roles for LWIBs and there needs to be sufficient time to meet them. The criteria for LWIBs are moving beyond the minimal to more of an enhanced role.

Members expressed the desire to adopt criteria at this meeting. Leoni reviewed the additional changes that had been proposed during the discussion:

• Criteria 2b5 – Replace “secondary credentials” with broader language.
• Criteria 2d – add after partners “including those serving the chronically under- and unemployed, individuals representing communities of color, individuals experiencing disabilities, immigrants, individuals with a history of criminal convictions, older workers, youth, long term unemployed and veterans”
• Criteria 2d1 – change to “LWIB provides a list of partners, in addition to those required by WIA, engaged to achieve local goals, and describes their roles and responsibilities.”
• Criteria 3b – add the same language after partners as in Criteria 2d.
• Criteria 5c – change to “Leverage and increase resources...”

Weber made motion to accept the charter criteria as amended, Taylor seconded, motion approved.

Redesignation of Local Workforce Investment Areas

Balassa reviewed the criteria for redesignation of LWIA (pg. 37 of the packet) for boundary finalization to occur. She discussed the baseline criteria included in the Workforce Investment Act and noted that the proposed re-designation boundary maps, as included in the packet, meet these criteria. The criteria around LWIBs needing “sufficient resources” and providing “compelling evidence” of efficiency and effectiveness require more judgment than the first four criteria. She stated the OWIB may not have objective data for these, but can look at intent. Balassa asked the board if the two additional criteria the Governor would like considered in redesignating new LWIAs - Increased alignment with economic development districts and regional solution areas, and creation of contiguous LWIAs -- was acceptable. Members expressed consent with these.

Madden put motion on floor to accept two additional redesignation criteria, Luchak moved, Gomez seconded, motion passed.
HECC/OWIB Taskforce Update
Chair Madden requested Byrd report out on the last HECC/OWIB taskforce meeting. She stated their most recent meeting focused on further identification of what is counted in the middle 40. There was also discussion around the importance of having broad options on what counts, but also prioritizing what investments the workforce system will make.

The OWIB concurred it was important to not have a list that includes everything, and that it truly have a value. Rep. Dembrow said it is important the individual is on a career pathway. Balassa agreed, saying the goal is to be able to create a filter, rather than list every possible credential/certificate. The challenge is to balance guidance without being too restrictive. McGough stated it was also important to be able to be responsive when new certifications arise that are valuable to business.

Board Development
Chair Madden acknowledged the OWIB has been moving at a quick pace, and staff is working to create more conversations, both at board level and one-on-one. Leoni will begin to meet with board members individually. She distributed a draft 2014 meeting calendar so members have greater view on topics and issues for whole year. The calendar shows when action items need to occur so that members can discuss and are prepared to take action. Topics are organized by workforce activity.

Leoni noted the Executive Committee is having more in-depth conversations prior to board meetings so that some decisions can occur there. She reviewed a proposed new committee structure that has two standing committees, plus ad hoc committees added as needed. The OED Advisory Council and possible Youth Opportunities Committee would be hybrids of existing groups or structures, and there will need to be some discussion on exactly how these will look and operate. It is proposed the Advisory Council focus on Unemployment Insurance. Next month a report on youth will be presented, and will start the discussion on what form the Youth Opportunities Committee may take.

The board inquired on details of some committees and workforce activity groupings. Kelley-Siel noted that Special Populations should be ingrained throughout all strategies, instead of as a separate discussion, and wondered if it made sense for it to be a hybrid committee. She also emphasized that special populations is not just about job seekers, but also about businesses, and it needs to be talk about them across the system using the Equity Lens.

Leoni noted that staff are proposing to sunset current committees since much of the work is being accomplished at the project level alongside workforce system redesign. Unger asked how the OWIB will be aware of the activities if not occurring in a committee, and Humelbaugh committed to giving regular updates to the board. After discussion, it was agreed that the board will weigh in on decisions along the way and when needed, even if there is not a standing committee. The next step will be for decisions to be made about committees at the June meeting.

Agency Updates
Kelley-Siel provided an update on DHS’s TANF Audit recently completed by the Secretary of State. The program funds cash assistance to help stabilize families with children in crisis, and the workforce development program, called JOBS. When the recession began and caseloads dramatically increased,
the Legislature and DHS recognized they could not afford the comprehensive model that had just been enacted. She said JOBS program was cut by 50%, though caseload had increased. This affected clients’ access to timely services, and staffing turned to increased focus on eligibility, but not necessarily on case management. This resulted in fewer people getting back to work and off the program. She stated the audit has recommendations around these issues and they are working with the Legislature.

She continued that DHS is now repurposing eligibility staff to get back to case management to support getting more people back to work. She noted, however, that may not necessarily be enough to get participants off the system. She agrees the goal should be to get people off the system, but they must have a safety net when they are. This is a larger issue that calls for an on-going discussion. It is important to have incentives to get off system, but also services and support to help them. Rep. Huffman stated this is why the workforce redesign was good because it enables LWIBs to be more involved than ever with DHS.

Kelley-Siel stated that TANF funding has not been increased since 2006, but does include some general fund resources. Only certain activities are counted as participation under federal guidance, so there are some incentives and disincentives in the system. Gomez asked what minimum wage is needed for an individual to get off these programs. Kelley-Siel responded, in general, a family of 3 that earns above $3,000/month are no longer eligible for child care or SNAP subsidies. Weber asked her what percent of the Secretary of State office’s recommendations are within the ability of the department to address. Kelley-Siel responded 35%.

Nisenfeld provided an update on the statewide WorkSource forums that occurred across the state. One of the themes that emerged is that iMatch Skills is not useful for either job seekers or businesses. Due to this, OED has decided to unplug the public-facing aspect of the system, though it will still be used for data tracking. WorkSource will be converting to use existing private sector tools that already exist, as the public system is not funded or prepared to keep up with private sector in this area. Work groups will begin to put together plans on the transition. Nisenfeld emphasized the change from iMatch Skills is not about laying off staff, but rather re-purposing them to give them more bandwidth to work one-on-one with people and to serve employer needs.

Nisenfeld noted that OED is consolidating its two UI call centers in Eugene and Bend into one location in Beaverton, saving $45,000 per month in rent alone.

Because OED is looking at better alignment with the OWIB and realigning governance with local areas, they will no longer be providing staff support to the Oregon Employer Council (OEC) beginning July 1, 2015. They will be working with local OEC chapters to connect to the LWIBs, and are committed to finding a way to continue the employer education courses that OEC offers.

**Public Hearing on Proposed Federal Department of Labor Performance Measures**

Humelbaugh presented the state’s proposed Department of Labor performance measures, which require a public hearing before finalizing. Members requested last year’s numbers in order to provide context to the proposed numbers. She said at the June meeting she will bring current, negotiated, and proposed performance numbers. Rep. Holvey asked how these numbers fit into 40-40-20 goals. She
responded that these are fairly narrow and pertain to two particular workforce programs, not the broader definition. Balassa asked if the board has influence over the negotiation. Humelbaugh said they can influence staff on how they should proceed on negotiations, but the DOL does not generally allow for much back and forth. It was agreed that the board would not spend much time on these measures, as they are most interested in the larger system measures. No public comment was provided. Chair Madden closed public comment.

**Announcements**
Chair Madden noted the June 13 meeting would be in same location. He announced Roberts is resigning from the Board due to a new position out of state and they will be soliciting a new community college representative.

**Meeting adjourned at 4:03pm.**
Oregon Workforce Investment Board
Executive Committee Call
May 7, 2014

Attendees: Agnes Balassa, Jessica Gomez, Ken Madden, Megan Helzerman, Lori Luchak, Alan Unger, Lisa Nisenfeld, Jordana Barclay, Karen Humelbaugh, Melissa Leoni, Katelyn Roberts

Executive Committee Meetings Proposal
Leoni provided clarity on what staff felt was the role of the Executive Committee. Staff see this committee as a group to plan for the next month’s board meeting. It will also confirm other committees’ charges and review their recommendations. The group was in agreement that this was the correct role for the committee. This committee structure will be presented to the board in May with a decision in June. There will be a change in membership after the revisions to the bylaws are passed. Barclay inquired if the Oregon Workforce Partnership (OWP) position would be replaced by a director. If not, she asked for clarity on what her role is in the future. Balassa pointed out that the intent of Barclay attending was to increase communication between the OWIB and OWP. Staff will develop a proposal for OWP’s role in the Executive Committee for June.

Retreat/Orientation
There will be four new business members confirmed at the end of May who will need to be brought up to speed on the role and current work of the OWIB. Staff are working on an agenda and to organize the meeting. Madden asks that staff poll the group to see member availability.

Oregon Employer Council
Nisenfeld provided background on the Oregon Employer Council and its role in the past as an advisory body to OED. Due to the type of the organization it is, the OEC is allowed to lobby which former OED directors have asked them to do. It also provides training to employers. At the OEC conference this week, it was announced that OED would not be providing staffing after July 2015. This will save OED about $450,000 per year for staff support and conference registration. OED staff who currently support the OEC will be redeployed for other employer outreach strategies. The OEC is unhappy about the decision.

At Friday’s board meeting, Nisenfeld will share that OED it committed to figuring out how to continue employer training possibly through the local chapters. There are conversations with the LWIBs about how some of the roles could be incorporated into local outreach. It is anticipated that the chair of the OEC will provide public comment on this topic at Friday’s meeting. It will be an opportunity ask questions and clarify any misunderstandings.

Redesignation and Chartering
Balassa has received several requests from counties within the Oregon Consortium and has asked them to come with one proposal. The OWIB has two decisions to make at the May meeting:

- Whether or not to accept the two additional criteria for redesignation recommended by the Governor that the proposed areas must be contiguous and align with regional solutions.
- Whether or not to accept the revised chartering criteria.

Staff have updated the chartering document with citations. This shows which roles are new for the LWIBs. The next step for staff will be to provide more detail as to how the LWIBs are in compliance with the criteria. It should not be difficult for existing WIBs to meet the criteria. It might tough for new boards
but it has been done in the past. In some cases, new board may have an advantage because they do not have to change existing structures. It anticipated that there will be two or three new boards.

A decision on provisional chartering needs to be made in the future. The intent would be to approval the new boards but set expectations for when the criteria has to be met. Madden and Humelbaugh emphasized the importance of sticking to deadlines if new boards are provisionally chartered.

Board Meeting Calendar
Leoni introduced the calendar that staff has been working on. It outlines likely meeting agendas and when staff expect to present topics as an information or discussion item and when the board will be asked to make a decision. This calendar will change as other work shifts but it gives the board direction. The group liked the tool and felt it will be important to share with members. This document was not included in the packet but will be handed out at the board meeting, consistent with discussions about the committee’s role to review materials before the full board.

Committee Structure
Leoni went through the Committee Structure Proposal (page 5 of packet). Though it is not ready to be changed in statue, Nisenfeld mentioned that the OED Advisory Council can be looked at like a committee to oversee unemployment insurance. It was mentioned that an effort should be made to connect a possible Youth Opportunities committee with the Youth Development Council, which is already involved with youth employment and internships. Overall, the group thought it would bring good discussion to the board. This document was not included in the packet but will be handed out at the board meeting.

HECC/OWIB Taskforce
Madden reported the next meeting will be held on May 9. It has a lot to cover but staff have been very organized. He is going to ask Fallt or Byrd to give an update during Friday’s board meeting.

Equity Lens
Leoni provided background on the equity lens. The lens provides a way to thinking about whether decisions that are being made philosophically meet the need of the hard to serve populations. When there is a policy decision to be make, there would be specific questions to be asked and data provided on special populations to help weigh the decision. The five specific questions outlined in the lens are:

1. Who are the groups affected by this proposed action? How will each group be affected? Is any group negatively affected in a disproportionate way?
2. Does the proposed action ignore or worsen existing disparities or produce other unintended consequences?
3. How does the proposed action expand opportunity and access for groups who are over-represented among the under- and un-employed?
4. How does the proposed action promote inclusive collaboration and partnership engagement? How have stakeholders, who are also members of the communities affected by the proposed action, been included in the process of decision-making about the proposed action?
5. How will data about the proposed action, and its impact (positive or negative) on equitable access and outcomes, be monitored and evaluated?

Staff asked the committee of whether this should be a conversation for the board or a consent agenda decision item. By making it a discussion item, it would show strong support. However, the board it
already pushed for time in the coming months. The group agreed to send it out to the board members for their comments and then add it to the consent agenda if there are no concerns.

Youth Programs
Roberts shared that OED’s Research Division has been working with the LWIBs and other partners to put together a report on youth in the labor force. The report will come out at the end of May and Graham Slater will be providing a presentation at the June meeting. CCWD is in the process of developing a POP, policy option package, which is in addition to what the agency requests in its normal (or base) budget. Humelbaugh explained that the POP includes funds for expansion of the Oregon Youth Conservation Corps, summer youth employment initiatives, and staffing for registered youth apprenticeship. Both will inform the conversation around the Youth Opportunity committee.

Collaboration with Other Boards
Leoni is working with the Policy Implementation Workgroup on a charter for the OWIB Transformation part of the system redesign. One of the tasks is to establish clear collaborative relationships with the other state advisory bodies whose mission includes workforce development. Staff provided some background on some of the boards and councils list on page 11 of the packet. One of the challenges of the system is that there are many boards who oversee parts of the system. Gomez asked if there is a conversation about consolidation. This is a consideration and will be part of the conversation with other boards and commissions.

The group decide to remove Community College Boards and possibly add the Oregon Community College Association. It was also suggested that staff should convene a meeting with all of the community college board chairs to have a discussion about workforce. The Governor’s mansion was suggested as a good location. Timing around the OCCA conference in October was also recommended.

Budget and Performance Measures
Humelbaugh explained that she will be sharing the WIA IB budget and final performance measures at the June meeting. This is a federal requirement. During the July meeting, staff will present more on the new workforce system measures. Virginia Hamilton, Regional Administrator, and other representatives from the Department of Labor will be visiting June 12 and 13. Ms. Hamilton will be providing brief comments during the board meeting. Staff have tentatively schedule for lunch for the DOL representatives and the Executive Committee. More details will be shared later.
Oregon Workforce Investment Board  
Executive Committee Call  
June 4, 2014

Attendees: Marvin Revoal, Jessica Gomez, Matt Millard, Lori Luchak, Jordana Barclay, Agnes Balassa, Karen Humelbaugh, Melissa Leoni, Katelyn Roberts

Executive Committee Membership
Leoni reviewed the Executive Committee membership proposal. Current members will fit in to the membership outlined in the revised bylaws. Technical advisor can be added as needed to provide context. As work moves to committees, there will be conversation on what Executive Committee members might be a good fit as committee chairs or the business representative.

Workforce Innovation and Opportunity Act
Humelbaugh provided comments on the WIOA. For the first time in many years, there is bipartisan and bicameral support for workforce legislation. It resolves issues with the current law where there are program silos, eliminates programs that haven’t been funded in the past, and adds accountability to the states. It also restores the 15% funds, which are more flexible funding for innovative initiatives. At this point, staff do not think there will be any challenges in meeting the requirements. Millard mentioned he would like to know more about how it better serves special populations.

Staff will provide an update as the indication of whether or not there is traction at the federal level to pass the act. Balassa mentioned that there is great alignment between the legislation and the Governor’s priorities, OWIB strategies, and redesign work such as sector strategies. Staff will include an of the current and proposed legislation in the OWIB packet.

Visit with Dept. of Labor
Humelbaugh explained that Oregon is due for a comprehensive review for federal program. State agencies have asked to delay the review due to the ongoing redesign work. DOL have agreed and will be doing a review next year. In the meantime, four representatives from DOL will be coming next week to visit with one stops, Local Workforce Investment Boards, and state staff. Prior to the board meeting, the Executive Committee is invited to have lunch with DOL to have an informal conversation and discuss technical assistance needs.

There was discussion on what OWIB wanted to get out of the conversation with DOL. The committee decided to focus on:
- Local workforce investment areas redesignation proposal and whether there anything that DOL is looking for?
- Apprenticeships
- Youth Employment – how to promote youth apprenticeship and what the change in focus for out-of-school youth means in the WIOA legislation

Redesignation of LWIAs
There have been four proposals submitted to the Governor’s Office requesting redesignation: central, eastern, southern coast, and northern coast. The central and eastern proposed areas should be able to provide information so the OWIB will be able to approve and pass a recommendation on to the Governor. Staff do not think the funding allocation for the northern coast area will be large enough to sustain a local board. Once staff have provided an analysis of the proposals, members can provide
feedback at the meeting whether the area should be approved, provisional approved pending additional information from the areas, or not approved because the areas need to provide better information. The Governor’s Office and state agencies will be having conversations about whether additional funds are available to fill the gaps created by forming additional boards.

**Youth Programs and Youth Report**

There will be an information item on youth that will be beginning of more conversation about OWIB’s guidance on youth for the system. The board will get an overview of the WIA youth programs, Oregon Youth Conservation Corps and the Youth Development Council. Also, OED’s Research Division staff will be presenting the youth report they have put together with the help of the LWIBs.

Leoni asked the committee what and how they would like to focus the discussion during the board meeting. The committee came to the conclusion to focus on the next steps and conclusions of the youth report and have some type of small group work during the meeting to engage all of the board members. The committee also agreed that it would be timely for the board to provide input to CCWD to inform the Policy Option package the agency is submitting around youth to the legislature by June 30.

**Committee Proposal**

Leoni went over the two actions recommended to the board:

2. Establish two standing committees: Performance and Accountability Committee and System Budget and Finance.

Staff will reiterate to the board the purpose of sunsetting the current committees, which is the board has given its strategic direction and now the initiatives are in the implementation phase so it is up to the state agencies to produce results to meet the board’s direction. If there are issues along the way, there will be chances for the board to weigh in. Members expressed in interest in hearing about the sectors strategies which is currently on the meeting calendar for at the September. Gomez suggested that LWIB staff or boards give an update from their perspective.

**Budget and Performance Measures**

Humelbaugh informed the committee that CCWD is in the process of negotiating performance measure goals with the local boards. At the July retreat, there will be more information provided on the nine workforce system performance measures in development.

Gomez asked for an update on moving WIA IB funds to OED. Humelbaugh replied that the agencies have not been given instructions to develop the budgets to reflect this shift. Balassa commented that it is still the Governor’s intent to have the move occur in the future, but there are conversation about the best timing to ensure the transition to easy and there are no gaps.

**Equity Lens**

After receiving input from members, staff recommended removing the equity lens from the consent agenda for the June meeting. This will enable staff to provide more information to the board on its importance, purpose, and how it will be used in the board’s work. The committee agreed with this recommendation.

**July Board Meeting**
The July board meeting might be a shortened meeting since the retreat will be occurring a couple weeks later. Collaborate will most likely be the means for the meeting, so the board can make decisions on redesignation and get an update on WIOA.

July Orientation and Retreat Agenda
Being short on time, Leoni quickly reviewed the draft agenda for the orientation and retreat. The committee thought the agenda looked good and think it will be helpful for newer members. The committee agreed that this might be a good opportunity to do an exercise with the equity lens. Staff are working to secure a location in the Portland area.
Background: Oregon is due to have a comprehensive review from the U.S. Department of Labor of the federally funded programs. Because of all the work with redesigning the workforce system in Oregon, state agencies have asked DOL to delay the review until next year. In lieu of a comprehensive review, DOL will be sending four representatives to have conversation with workforce partners. On June 11th through 13th, they will be meeting with the Local Workforce Investment Boards, Governor’s Office and state staff, and OWIB’s Executive Committee. Also, Virginia Hamilton, Regional Administrator for DOL Employment and Training Administration, will introduce herself during the board meeting and provide DOL’s vision for the states.

Workforce Innovation and Opportunity Act
On May 21, it was announcement that a bipartisan, bicameral group of lawmakers have reached a deal to improve the nation’s workforce development system through new legislation, the Workforce Innovation and Opportunity Act (WIOA).

According to the press release, the bill, which will now be considered by both the House and Senate, modernizes and improves existing federal workforce development programs, helps workers attain skills for 21st-century jobs, and fosters the modern workforce that evolving American businesses rely on to compete. WIOA also represents a compromise between the SKILLS Act (H.R. 803), which passed the House of Representatives in March of 2013 with bipartisan support, and the Workforce Investment Act of 2013 (S. 1356), which passed the Senate Health, Education, Labor, and Pensions (HELP) Committee with a bipartisan vote of 18-3 in July of 2013.

The press release, bill text, and one page summary can be found online at: http://www.help.senate.gov/newsroom/press/release/?id=a6347a77-f014-4877-bd5b-47775a3f83c3&groups=Chair
The Workforce Innovation and Opportunity Act
Investing in America’s Competitiveness

The Problem:
- By 2022 the United States will fall short by 11 million the necessary number of workers with postsecondary education, including 6.8 million workers with bachelor’s degrees, and 4.3 million workers with a postsecondary vocational certificate, some college credits or an associate’s degree.¹
- Fifty-two percent of adults (16-65) in the United States lack the literacy skills necessary to identify, interpret, or evaluate one or more pieces of information; a critical requirement for success in postsecondary education and work.²
- Individuals with disabilities have the highest rate of unemployment of any group, and more than two-thirds do not participate in the workforce at all.³

The Workforce Innovation and Opportunity Act (WIOA):
WIOA is bipartisan, bicameral legislation that will improve our nation’s workforce development system and help put Americans back to work. Now more than ever, effective education and workforce development opportunities are critical to a stronger middle class. We need a system that prepares workers for the 21st century workforce, while helping businesses find the skilled employees they need to compete and create jobs in America.

WIOA creates:
A streamlined workforce development system by:
- Eliminating 15 existing programs.
- Applying a single set of outcome metrics to every federal workforce program under the Act.
- Creating smaller, nimbler, and more strategic state and local workforce development boards.
- Integrating intake, case management and reporting systems while strengthening evaluations.
- Eliminating the “sequence of services” and allowing local areas to better meet the unique needs of individuals.

Greater value by:
- Maintaining the 15 percent funding reservation at the state level to allow states the flexibility to address specific needs.
- Empowering local boards to tailor services to their region’s employment and workforce needs.
- Supporting access to real-world education and workforce development opportunities through:
  - On-the-job, incumbent worker, and customized training;
  - Pay-for-performance contracts; and
  - Sector and pathway strategies.

Better coordination by:
- Aligning workforce development programs with economic development and education initiatives.
- Enabling businesses to identify in-demand skills and connect workers with the opportunities to build those skills.
- Supporting strategic planning and streamlining current governance and administration by requiring core workforce programs to develop a single, comprehensive state plan to break down silos, reduce administrative costs, and streamline reporting requirements.
- Ensuring individuals with disabilities have the skills necessary to be successful in businesses that provide competitive, integrated employment.

Improved outreach to disconnected youth by:
- Focusing youth program services on out-of-school youth, high school dropout recovery efforts, and attainment of recognized postsecondary credentials.
- Providing youth with disabilities the services and support they need to be successful in competitive, integrated employment.

¹ The Georgetown University Center on Education and the Workforce.
² Based on data from the Program for the International Assessment of Adult Competencies (PIAAC), 2012.
**Background:** Earlier this year, Governor Kitzhaber invited Oregon’s seven Local Workforce Investment Boards (LWIBs) to consider redesignating local workforce investment areas to be better able to meet their expanded mission and to better align with economic development. The Governor identified a deadline of April 15, 2014 for LWIBs and/or Chief Local Elected Officials to let him know if they were interested in discussing possible new boundaries.

The Governor received five letters from within The Oregon Consortium/Oregon Workforce Alliance recommending the consideration of new boundaries within the workforce area. The OWIB will be required to recommend to the Governor whether he should accept the new boundaries once they are formalized.

The OWIB must use a set of predetermined criteria to decide whether to recommend the new boundaries to the Governor. Under Section 116 of the Workforce Investment Act, the OWIB must consider the following baseline criteria:

- New areas are served by one or more local educational agencies and intermediate educational agencies.
- New areas are served by one or more postsecondary educational institutions and area vocational education schools.
- The extent to which such local areas are consistent with labor market areas.
- The distance that individuals will need to travel to receive services provided in such local areas.
- Whether sufficient resources are available in the area to effectively administer the requirement of Title 1 of the Workforce Investment Act.
- Whether there is compelling evidence that a redesignation would:
  - Better meet the criteria established by the state board;
  - Be more effective or efficient; and
  - Produce better performance results for customers.

During the May OWIB meeting, the board adopted two additional criteria at the request of Governor Kitzhaber to consider proposed Local Workforce Investment Areas:

- Increase alignment with economic development districts and regional solutions areas.
- Creation of contiguous local workforce investment areas to the extent possible.

**How will OWIB know whether a new local workforce investment area meets the criteria:**

The Governor’s Office has requested that the local elected official from the proposed areas complete a form that explains how the proposed area meets these criteria. An example of the approval form is provided in the packet. Once the Governor’s Office has received the requested information from a proposed area, CCWD and OWIB staff will evaluate the information and forward a recommendation to the board. The recommendation will outline whether the area:

- Has provided appropriate information and should be recommended to the Governor for redesignation
- Has provided information but needs additional signatures from local elected official
- Needs to provide more information on how the area fulfills the required criteria
It is anticipated that there will be two proposed areas ready for the board to recommend to the Governor in June:

- Eastern Oregon consisting of Morrow, Union, Umatilla, Wallowa, Baker, Harney, and Malheur counties.

Discussion continues around how the coastal counties will form into a local workforce investment area(s). It is anticipated that the OWIB will be able to make a decision on the coastal area(s) in July.
May 15, 2014

To: TOC Executive Committee Members:

RE: Proposed new boundaries for TOCOWA

As many of you are aware over the past many months we have had several discussions and presentations regarding new boundaries for all Local Workforce Investment Boards (LWIB) within the state of Oregon. At the last full TOCOWA board meeting it was moved and approved that the TOC Executive Committee, having done an excellent job in discussing and exploring what new boundaries may look like for the TOCOWA region, would submit to the state what the new boundaries should look like for the TOCOWA area. In recent discussions it has been agreed upon that the following new proposed boundaries be submitted to the state on behalf of all members of TOC. The new proposed boundaries for LWIB’s to be formed are as follows:

North Coast LWIB: Clatsop, Columbia and Tillamook

South Coast LWIB: Coos, Curry, Douglas

Central Region LWIB: Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, Wheeler

Eastern Region LWIB: Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa

In all the discussions it is believed that these new proposed LWIB boundaries will assist the regions in improving services through the LWIB to all employers and job seekers, while providing guidance and leadership to the service providers that provide WIA services in these areas. We also believe this will allow the creation of new WIA Boards that will meet the breakdown of public members and private business members as required under the Workforce Investment Act.

I want to thank you for all the input you have provided over the past several months as we worked through this process. If you have any question please feel free to contact Tim McGann at the TOCOWA Administration office (541) 928-0241 x219.

Sincerely,

Judge Mike McCabe
Chair, The Oregon Consortium
Proposed New Local Workforce Investment Areas (10)
Redesignation of Local Workforce Investment Areas
Approval Form

Local Workforce Investment Area to be approved:

Counties included in the Local Workforce Investment Area:

_____ The Governor’s Office has received letters requesting redesignation of the local areas.

_____ The Governor’s Office has received resolutions from each participating county supporting the new area (Note: Resolutions from each county must be received to finalize approval of the new area)

_____ The Governor has reviewed the request and confirms that it:
  o Is consistent with local labor markets and the service areas of local educational and other workforce partners

Comments:

_____ A request has been forwarded to OWIB staff for review of the following criteria.
  o Geographic areas served by local education agencies and intermediate educational agencies.
  o Geographic areas served by post-secondary educational institutions and area vocational education schools.
  o The extent to which local areas are consistent with labor market areas.
  o The distance that individuals will need to travel to receive services provided in such local areas.
  o The resources of such local areas that are available to effectively administer the activities carried out under subtitle IB of the Workforce Investment Act.
  o Better meet the criteria established by the state board.
  o Be more effective or efficient.
  o Produce better performance results for customers.
  o Criteria established by the state board on May 9, 2014:
    a. Increase alignment with economic development districts and regional solutions areas
    b. Create contiguous local workforce investment areas to the extent possible

[WIA Sec. 116(a)(1)(B), OAR 151-010-0040]

_____ Staff analysis

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<th>Comment/explanation</th>
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<td>Geographic areas served by postsecondary</td>
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<td></td>
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<tr>
<td>educational institutions and area vocational education schools</td>
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<tr>
<td>The extent to which such local areas are consistent with labor market areas</td>
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<td>The resources of such local areas that are available to effectively administer the activities carried out under subtitle IB of the Workforce Investment Act</td>
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<td>Better meet the criteria established by the state board</td>
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<tr>
<td>- Increase alignment with economic development districts and regional solutions areas</td>
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<tr>
<td>- Create contiguous local workforce investment areas to the extent possible</td>
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<tr>
<td>Be more effective or efficient</td>
<td></td>
<td></td>
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<tr>
<td>Produce better performance results for customers</td>
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</tbody>
</table>
Introduction
The purpose of this agenda item is to begin the OWIB’s conversation around youth in the workforce along with options for identifying and developing potential workforce system policies, programs, or investments.

Overview of Youth Programs
Within the workforce system, there are two primary youth workforce programs A following briefly describes each program in described below in order to give the board has a better understanding of current efforts and potential partners as it explores the opportunities to improve youth workforce outcomes.

- Workforce Investment Act Youth Programs – The U.S. Department of Labor formula funds are provided to the Department of Community Colleges and Workforce Development (CCWD). CCWD in turn provides funds to the Local Workforce Investment Boards who deliver a comprehensive array of services to eligible low-income youth, ages 14-21, who face barriers to employment. Each of the LWIBs, in cooperation with chief elected officials, appoint a Youth Council is to provide direction for youth strategies and investment.

- Oregon Youth Conservation Corps (OYCC) – created by the 1987 Oregon Legislature to emulate the Civilian Conservation Corps of the 1930’s. OYCC grants funds to local providers to run community focused youth corps programs. The program is designed to allow local control while at the same time having extensive oversight at the state level. OYCC funds touch approximately 1,000 at-risk youth each year through the Summer Conservation Corps (summer employment) and the school-year based Community Stewardship Corps (experiential, hands-on education)

In addition to these workforce programs, the Oregon Youth Development Council was established in 2012. The council has been tasked with supporting the Oregon Education Investment Board and the overall education system by developing state policy and administering funding for supporting community-based youth development programs, services and initiatives. It is specifically responsible for looking at those youth who are encountering barriers to school and work success.

Endangered: Youth in the Labor Force
The board will be given a presentation by Graham Slater and Nick Beleciks of the Oregon Employment Department on the recent report titled Endangered: Youth in the Labor Force. The full report is available online at http://www.qualityinfo.org/pubs/youth.pdf.

The topic of this report was selected based on priorities from the Governor’s Office and the Local Workforce Investment Boards. This report also includes a new element: experts from the LWIBs offered observations, opinions and policy thoughts on the topic, which are imbedded throughout the report. A representative from the local workforce boards will briefly summarize potential next steps for workforce stakeholders.

Following this cover sheet are the following documents related to the youth report presentation:
1. Executive Summary
2. Conclusion (page 30 of the report)
3. Next Steps (pages 31-32 of the report)

Discussion Questions

1. In reviewing the conclusions and potential next steps identified in the *Endangered: Youth in the Labor Force* report, are there other ideas for addressing youth unemployment or improving the job market for young people?

2. Of the conclusions and potential next steps identified in the *Endangered: Youth in the Labor Force* report, which is most important to you?

After discussion of these questions, staff will do a brief exercise with the board to get input from members on the OWIB’s priorities for future actions and investments.
Oregon added tens of thousands of new jobs while recovering from the Great Recession, but recent job growth completely overlooked younger workers. There were actually fewer workers ages 14 to 21 in 2012 than in 2010.

Unemployment rates for youth increased drastically during the recession and have not returned to previous levels. The unemployment rate of Oregon teens ages 16 to 19 years was 27.4 percent in 2013, while the rate was 12.5 percent among young adults ages 20 to 24 years.

Young workers account for a disproportionate share of overall unemployment and falling labor force participation. Young people ages 16 to 24 make up 13 percent of the labor force, but accounted for 29 percent of Oregon’s unemployed in 2013 and for more than one-quarter of the decline in the state’s overall labor force participation rate since 2000.

Youth use fewer job search methods than adults, and they are less likely to use personal networks and public employment agencies in their job search. Increasing the job search methods used by young workers could help them find more employment opportunities.

The time young people spend unemployed has lengthened significantly. That is time not spent gaining on-the-job experience. Consequently, the share of unemployed young people with no previous work experience nearly doubled, making it harder for them to compete with experienced applicants.

Postponing work experience harms young workers’ ability to compete for jobs. Breaking this detrimental cycle could be a focus of public policy efforts. Helping teens find and be successful in their first work experiences could improve their long-term labor market outcomes.

Counter to popular belief, the Great Recession did not increase the share of “idle” youth – those neither in the labor force nor enrolled in school. Roughly 10 percent of youth ages 16 to 24 are considered idle in Oregon and the U.S.

The money earned by working teens, especially those from lower income families, helps improve their families’ finances and stimulates the local economy.

Youth today face increased requirements related to high-school graduation and college preparation, and those enrolled in school are less likely to be in the labor force than in the past. Many are forgoing early work experience to gain formal education, which could pay off long-term given the college wage premium.
Labor force participation among youth is expected to fall faster than that of the older population through 2022. The participation rate for those 25 years and over is expected to fall 2.1 percentage points from 2013 to 2022, while the participation rate of young adults is expected to drop 2.9 percentage points. For teenagers, the decline is expected to be much more drastic, with their labor force participation shrinking 5.7 percentage points to 29.1 percent by 2022. Fewer than three out of 10 Oregon teens are projected to be working or looking for work by 2022. It was only in 2002 that the labor force participation of teenagers dropped below a fifty-fifty share. Declines in teen participation have been sharp, and show no sign of letting up.

Conclusion

Young people in the labor force are an endangered species. The jobs recovery following the Great Recession has clearly passed them by. Unemployed Oregonians are disproportionately under the age of 24, and unemployment spells among young adults tend to be long-term. Long spells of unemployment mean younger people are not getting the on-the-job experience and essential skills that employers are looking for. That makes it even tougher for young people to compete for available jobs, leading to a detrimental cycle of poor labor market outcomes.

Today’s youth are not just sitting around. The share of “idle” youth not in the labor force nor enrolled in school did not increase during the Great Recession. The silver lining is that many of today’s youth are forgoing early work experience to gain formal education attainment, which could pay off given the college wage premium. For those without the college option, the youth labor market situation is even more threatening. Efforts to help every interested youth find success early on their career path will improve Oregon’s workforce of tomorrow.

Fortunately, there are ways to help the youth labor force. At least two stand out as findings from this report:

1) Lack of experience makes young people less competitive for available jobs, leading to longer unemployment spells, and fewer chances to gain experience. Programs that help young people get early on-the-job experience can break the detrimental cycle where lack of experience makes it tougher to compete in the job market.

2) Youth are less likely to use public employment agencies. Encouraging youth to use these resources could improve their chances of finding employment opportunities available to them.

Although these two points present themselves readily in the data, there are undoubtedly many other ideas for improving the job market for young people. We hope this report serves to further such discussions and future efforts towards saving Oregon’s endangered youth labor force.
Youth in the Labor Force: Next Steps

Closing Comments From the Local Workforce Investment Boards

As the data in this report clearly demonstrate, young people in Oregon have many challenges as they prepare for work and careers, and as they transition to adulthood. To help combat these trends, a continued investment in youth workforce development is critical for Oregon to have a long-term, thriving workforce.

Examples of ways Local Workforce Investment Boards have worked to address youth workforce development issues include:

- Integrating out-of-school youth programs into WorkSource Oregon centers
- Holding job fairs
- Partnering with school districts and community colleges to engage youth and offer them opportunities to gain work skills.
- Encouraging career exploration through Oregon’s Career Information System and BizConnect
- Promoting National Career Readiness Certificates. These certificates fulfill some high school graduation requirements and indicate to employers that the young person is motivated and determined to find a job.
- Offering Youth Academy
- Incorporating youth workforce development into local targeted sector work (health care, manufacturing, etc.) using a cohort model
- Summer employment programs

The following are potential next steps to help translate this report’s findings into actionable items that workforce development stakeholders can undertake to address youth unemployment. They are focused on both system improvement and program implementation.

- **Invest funding in summer jobs programs for youth.** The Oregon Youth Employment Program, created in 2011 through Senate Bill 175, is a mechanism to support summer youth jobs programs. However, this program remains unfunded. Modeled after youth programs that were funded in 2009 through federal stimulus investment, this program enabled youth the opportunity to experience the value of work, develop work readiness skills, improve their financial literacy skills, and learn about career opportunities. Many young people received their first paycheck through this program, a paycheck that was often spent to support their families, to pay for clothing for school, and for fun, all of which contribute to our economy. Oregon’s 2009 Summer Youth Employment Program produced a $1.46 return on investment for every dollar the young person earned. Investment in the Oregon Youth Employment Program leverages public sector investments locally, and encourages private sector investments in the workforce.
- **Support career readiness and career exploration, targeted to the youth population, throughout the education and workforce system.** Providing opportunities for youth to acquire work experience and skills through job shadowing, mock interviews, and career exploration is the key to building the workforce pipeline. Getting the opportunity to work as a young person leads to becoming a more successful adult in the workplace. Ensuring these opportunities are both connected to the labor market and incorporated within the educational system provides system alignment and connects programs in ways youth need it most.

- **Provide flexible, evening, and weekend classes within postsecondary institutions to accommodate youth acquiring work-related skills while still focusing on education.** Experiential education and on-the-job experiences should not wait until a student graduates; it is critical that youth have access to both. There is a need to connect students with employers throughout the educational process and find ways to create bridges between high school and employment. Furthermore, students benefit from learning career-related skills, including critical thinking, creativity, and entrepreneurship skills, and understanding the relevancy of what they are learning in relation to the workforce or a career. Establishing connections with employers throughout the educational process, including piloting new programs, will help meet the unmet demand for career-related learning skills in school.

The best way to learn work skills is through a job – it improves the lives of young people and their families, reduces juvenile crime, and supports a stronger economy. An investment in youth employment now means long-term benefits and a successful future for the state of Oregon.

If you are interested in working with your Local Workforce Investment Board to help address youth unemployment issues in your region, contact information can be found at the front of the report.

**Jordana Barclay, Executive Director**  
*Oregon Workforce Partnership*
**Background:** The Oregon Workforce Investment Board (OWIB) currently has committees that were established to move forward the strategies outlined in *Oregon at Work: Oregon’s Workforce Development Strategic Plan for 2012-2022*. Committees include board members and agency staff and the degree of effectiveness of each committee varies.

There was initial discussion about committees during the March Board meeting that was the beginning of conversations on revising the current structure in order to make the committees efficient and effective. Staff developed a proposed committee structure that was discussed at the May meeting with the intention to return to the June meeting for Board approval. Under the bylaws adopted in May, all committees beyond the Executive Committee, whether permanent or ad-hoc, can be formed and have members assigned by the Chair.

**OWIB Committee Proposal and Recommended Actions**

Staff are proposing two actions at the June 13 meeting related to OWIB’s committee structure:

2. Establish two standing committees: Performance and Accountability Committee and System Budget and Finance.

**Recommended Action #1:** Sunset OWIB committees on Sectors Strategies, Work Ready Communities, Systems Innovation, and Green Jobs Council.

The OWIB has completed its strategic level direction on the work of sector strategies, work ready communities, and systems innovation. That work is now being carried out in workgroups facilitated by the Department of Administrative Services and coordinated by the Workforce Policy Implementation Workgroup, including representatives from the Governor’s Office, OWIB, Employment Department, Community Colleges and Workforce Development, Business Oregon, Department of Human Services, and Oregon Workforce Partners.

Each project workgroup has adopted a charter and built work plans to develop and implement the programs with guidance from the state and operating at the local level. Each workgroup will also be developing project status reports, which can be shared monthly (or as appropriate) with OWIB. Katelyn Roberts is participating in the Work Ready Communities workgroup. Melissa Leoni is participating in the Policy Implementation and Sector Strategies workgroups. Board members wanting more information about one of these workgroups should contact Katelyn or Melissa.

Representatives from the Sector Strategies Workgroup will be asked to report back to OWIB on Sector Strategies at the September 2014 meeting, with likely board action in November. Representatives from the Work Ready Communities/NCRC Workgroup will be asked to report back to OWIB on its progress at the August meeting. This will also include follow-up discussion to the March 2014 presentation on CWRC and NCRC.
**Recommended Action #2:** Establish two standing committees:
- Performance and Accountability Committee
- System Budget and Finance Committee

**Performance and Accountability Committee**

**Main Roles/Responsibilities:**
- Assess system performance (quarterly) for state agencies and local workforce boards based on system performance measures.
- Program/LWIB Planning
  - Review and develop local workforce plan guidance on the elements of the “scorecard” so compacts can be easily established from the local plans.
  - Review and approve local workforce plans by forming subcommittees, as needed.
  - After reviewing each plan, each committee should recommend action to increase efficiencies and align workforce programs and services with local needs.
  - Plan guidance should be provided to the local boards that directly correlates with the performance measures.
  - Tentative Timeline:
    - July 2014 – CCWD provide draft charter criteria to existing a potential new LWIBs
    - August 2014 – CCWD provide draft guidance to LWIBs on chartering and local planning guidance
    - March 1, 2015 – LWIBs submitted plans for OWIB review
    - June 30, 2015 – OWIB will approve charters, local plans and establish compacts with LWIBs and state agencies

**Meeting Frequency:**
- Quarterly meetings beginning in 2015-17 to review performance.
- One meeting in 2014 to review performance measures.
- One meeting in 2014 to discuss chartering and local planning guidance.
- Review of LWIB charters and plans from March through June 2015 (2 meetings).

**Recommended Membership:**
- Three business members
- Three public/state agency members
- One OWP or LWIB representative
- Representatives from OED Research Division (technical experts)
Budget/Finance Committee

Main Roles/Responsibilities:
- Review and recommend Board adoption of the allocation formulas for the distribution of Title 1B
- In the event that federal allocations are changed, agencies notify the chair of this committee, including how this will affect state and local program delivery.
- Committee to develop capacity to guide development and monitoring of agency budgets for workforce programs.
- For 2015-17 budget process, committee will review agency Policy Option Packages for consistency with workforce redesign recommendations and discuss possible workforce budget recommendations to the Governor.
- Tracks inclusion of workforce system budget requests in agency legislative budgets during 2015 session and coordinate with Executive Committee if any action is needed.

Meeting Frequency:
- 2-3 times/year
- 1-2 meetings in August-September 2014 for 2015-17 budget.
- 1-2 meetings during 2015 session (if needed).

Recommended Membership:
- Two business members
- Two public members
- Governor’s Office
- Representatives from LWIBs and state agencies, as needed.
Program Year 2014 WIA IB Budget

**Background:** Department of Labor Training and Employment Guidance Letter (TEGL) 18-13 outlined the Program Year 2014 (July 1, 2014-June 30, 2015) state allotments for WIA Title IB funds. These funds come to the state via formula in three categories: Youth, Adult and Dislocated Worker.

As the grantee of these funds, the Department Community Colleges and Workforce Development (CCWD) is allowed to reserve up to 5% of the total Youth, Adult and Dislocated Worker funds for Administration and 3.75% of the total for Statewide Activities. CCWD is also allowed to reserve up to 25% of the Dislocated Worker allotment for Rapid Response activities.

This year, Oregon received $33,791,982 in WIA Title IB funds. Of that total, $10,543,691 was in Youth, $10,101,074 in Adult and $13,140,217 in Dislocated Worker. This is a slight increase (5.5%) over last year’s allotment.

Following this cover page, you will find the draft WIA Title IB budget. There are federal requirements for required and allowable activities. The budget is divided by those categories.

CCWD Office Operations includes all personnel costs and services and supplies. This includes staffing for the OWIB and an IT professional at the Employment Department.

Required Activities include an annual report and evaluation of the WIA activities. This category also includes some funds for LWIBs to serve additional at risk youth. CCWD has a waiver currently and does not incent for federally negotiated performance. Rapid Response activities are the final required line item. Rapid Response activities include all pre-layoff and onsite services provided during closures and layoffs to companies and employees. These funds go through the LWIBs and may be used for an entire menu of services including resume, interviewing and job search workshops, unemployment insurance information, onsite resource centers, surveying and labor market information.

Allowable Activities include a variety of staff support that is not included in the Office Operations category. This includes Governor’s Office Staffing, Equal Opportunity Coordinator (housed at OED) and a Rapid Response Labor Liaison (contracted through AFL-CIO). Also included in this category is funding for several WorkSource Oregon center offerings including the Initial Skills Review and Career Information Systems (CIS) for Adults, Dislocated Workers, and Youth. Dues and support are included for the Oregon Workforce Partnership and National Governor’s Association. This category also supports a WIA Auditor. Finally, there is funding that will assist the LWIBs with chartering, planning and technical assistance as well as small place holders for Youth and Incumbent Workers. These line items would need additional outside resources to have impact.

This is an information item only. No action needed.
**Wagner Peyser/WIA IB Performance**

**Background:** TEGL 26-12 outlines the process for Negotiating Performance Goals for the Workforce Investment Act (WIA) Title 1B Programs and Wagner-Peyser Act Funded Activities.

States must submit proposed performance levels annually to the regional offices of the Department of Labor (DOL). Due to the integrated service delivery model in Oregon, the Department of Community Colleges and Workforce Development (CCWD)- the grantee for WIA Title IB Programs and the Oregon Employment Department (OED)- the grantee for Wagner-Peyser Act Activities have jointly negotiated matching performance numbers for all adult WorkSource customers. CCWD separately negotiates Youth performance targets. The table below show current performance levels along with what has been proposed to DOL for Adult, Dislocated Worker and Wagner-Peyser:

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<td>Entered Employment</td>
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<td>Employment Retention</td>
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<td>Six Month Average Earnings</td>
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The table below show current performance levels along with what has been proposed to DOL for Youth:

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<th>Current</th>
<th>Negotiated 2013</th>
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<tbody>
<tr>
<td>Placement in Employment or Education</td>
<td>65.4%</td>
<td>72%</td>
<td>72%</td>
</tr>
<tr>
<td>Attainment of Degree or Certificate</td>
<td>62.4%</td>
<td>73%</td>
<td>73%</td>
</tr>
<tr>
<td>Literacy Numeracy</td>
<td>42.4%</td>
<td>53%</td>
<td>53%</td>
</tr>
</tbody>
</table>

These proposed targets are based on multiple factors including DOL’s regression model which shows past and current performance, GPRA goals and existing targets. Also used as factors are Oregon’s redesign efforts, re-designation of Local Workforce Investment Areas and chartering of Local Workforce Investment Boards (LWIBs).

After submission, CCWD and OED will negotiate with DOL for final and approved performance goals. These will be added to the state plan and performance negotiations with the LWIBs will take place.

This is an information item only. No action needed.
### WIA FORMULA

<table>
<thead>
<tr>
<th></th>
<th>WIA Program</th>
<th>TOTAL</th>
<th>Rapid Response</th>
<th>2014-15 TOTAL AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIA Title IB Youth</td>
<td>10,543,691</td>
<td>1,689,596</td>
<td>1,267,198</td>
<td>6,241,849</td>
</tr>
<tr>
<td>WIA Title IB Adult</td>
<td>10,108,074</td>
<td>1,689,152</td>
<td>1,267,198</td>
<td>6,241,849</td>
</tr>
<tr>
<td>WIA Title IB Dislocated Worker</td>
<td>13,140,217</td>
<td>1,689,596</td>
<td>1,267,198</td>
<td>6,241,849</td>
</tr>
</tbody>
</table>

### RESERVE + LOCAL DISTRIBUTION

<table>
<thead>
<tr>
<th></th>
<th>1,689,596</th>
<th>1,267,198</th>
<th>3,285,054</th>
</tr>
</thead>
</table>

### 2012 Carry-In

- - - - -

### 2013 Carry-In

- - - - -

### 2014 Formula

- 1,689,596 | 1,267,198 | 3,285,054 |

### 2014-15 TOTAL AVAILABLE

- 1,689,596 | 1,267,198 | 3,285,054 |

### REQUIRED ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th>28.13%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation of Activities/Annual Report</td>
<td>-</td>
</tr>
<tr>
<td>High Concentrations of Eligible Youth</td>
<td>200,000</td>
</tr>
<tr>
<td>Performance Incentives</td>
<td>-</td>
</tr>
<tr>
<td>Rapid Response</td>
<td>1,500,000</td>
</tr>
</tbody>
</table>

### REQUIRED ACTIVITIES TOTAL

- 1,756,000 | 169,000 | 219,000 | 1,368,000 |

### ALLOWABLE ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th>24.42%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Skills Review</td>
<td>320,000</td>
</tr>
<tr>
<td>NCRC</td>
<td>-</td>
</tr>
<tr>
<td>ACT</td>
<td>-</td>
</tr>
<tr>
<td>Governor's Office Staffing</td>
<td>100,000</td>
</tr>
<tr>
<td>RR Labor Liaison</td>
<td>125,000</td>
</tr>
<tr>
<td>EEO Coordinator (50% CCWD, 50% OED)</td>
<td>55,000</td>
</tr>
<tr>
<td>CIS for WSO Centers</td>
<td>35,000</td>
</tr>
<tr>
<td>CIS Connections for WSO Centers</td>
<td>100,000</td>
</tr>
<tr>
<td>Admin for Projects</td>
<td>20,000</td>
</tr>
<tr>
<td>OWP Support and Leadership</td>
<td>14,000</td>
</tr>
<tr>
<td>OWIB (board and projects by subcommittee)</td>
<td>100,000</td>
</tr>
<tr>
<td>NGA Dues</td>
<td>15,000</td>
</tr>
<tr>
<td>WIA Auditor</td>
<td>50,000</td>
</tr>
<tr>
<td>LWIB Chartering, Planning, Technical Assistance</td>
<td>500,000</td>
</tr>
<tr>
<td>Youth Projects</td>
<td>45,000</td>
</tr>
<tr>
<td>Incumbent Worker Projects</td>
<td>45,000</td>
</tr>
</tbody>
</table>

### ALLOWABLE ACTIVITIES TOTAL

- 1,524,000 | 228,000 | 750,000 | 546,000 |

### OFFICE OPERATIONS, REQUIRED, AND ALLOWABLE ACTIVITIES TOTAL

<table>
<thead>
<tr>
<th></th>
<th>99.99%</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,241,297</td>
<td>1,689,152</td>
</tr>
</tbody>
</table>

### TOTAL RESERVE

<table>
<thead>
<tr>
<th></th>
<th>1-May-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,241,849</td>
<td>1,689,596</td>
</tr>
</tbody>
</table>

### REMAINING BALANCE

<table>
<thead>
<tr>
<th></th>
<th>1-May-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>552</td>
<td>444</td>
</tr>
</tbody>
</table>