**BOARD OF DIRECTORS**

**MEETING MINUTES**

**South Coast Business Employment Corporation**

**Coos Bay, OR**

**September 25th, 2018**

1. **CALL TO ORDER/INTRODUCTIONS/ADDITIONS TO AGENDA**

This meeting was called to order at 10:20 am by Board Chair Dick Leshley.

**ADDITION:** Mid-Willamette Valley Workforce Invited SCBEC to an RFP meeting via-email. Melissa had SCBEC put on the list. A commitment for this is still up for discussion.

Directors Present

Dick Leshley Coos Private Sector/Board Chair

Terry Hanscam Coos Private Sector/Board Vice Chair

J.J. McLeod Coos Private Sector

Michelle Martin Neighbor Works Umpqua/Treasurer

Commissioner Gold Curry Public Sector (By Conference Call)

 Gordon Ross Coos Private Sector

 Oscar Johnson

STAFF PRESENT

Melissa Metz South Coast Business Employment Corporation

Sergio Gamino SCBEC/ Coos County Area Transit

Rena Langston (By Conference Call) South Coast Business Employment Corporation

ABSENT

Melissa Dovenspike South Coast Business Employment Corporation

Commissioner Sweet Coos Public Sector

1. **Consent Agenda**

**MOTION:** Terry Hanscam moved to approve the Consent Agenda. The motion was seconded by Commissioner Sue Gold and passed unanimously.

1. **Program Updates & Topical Discussion**
2. Area Agency on Aging (Presented by Melissa Metz)

Melissa began with yearend statistics. As of June 30th 150,000 meals have been served, 11,000 hours in home services have been furnished, 62 out of town medical transportation rides have been given, 107 hours of legal services have been provided, 2,329 hours of volunteer time and there are 6,138 participants utilizing our

Tai Chi classes. Coos County Area Agency on Aging is a model in Tai Chi class across the State, no one comes close to our level of participation. These classes provide better balance for fall prevention. Coos and Curry County is in need of volunteer drivers for medical rides, requirements include a background check, must have a valid driver’s license and needs to have a vehicle. Volunteers use their own car for this service. Commissioner Gold discusses needing better transportation accommodation for people needing to get to Eugene from Curry Co. She said having that service would be very beneficial. AAA is working with BAH and WOAH and will be seeing referrals from them for homebound meals. They are working on entering in on a contract or a scope of work with them and will be able to provide food and wellness checks with a referral. In turn we hope for reduced hospital return rates. This will enhance performance for BAH and WOAH. The hope is that with the Medicaid dollars that’s attached to that we can do resource sharing and they can kick some of those dollars our way. That would cover the costs which would be a win win for everyone.

AAA is excited to have added 5 new OPI clients in Curry and are in the process of adding 9 new clients in Coos. They haven’t had that many new clients since 2015.

MOW saw a reduction of 7,000 meals mainly due to a disastrous contract with Bateman. The new contract with North Bend School District has been doing very good. Melissa is working on starting a new Peer Support Program to assist lonely, isolated and depresses seniors. She will be looking at other similar programs to assist with starting theirs.

1. Coos County Area Transit, Sergio Gamino

The Bandon Trolley bus has been running since the end of August. This service will end at the end of October and begin again around April. There are some planned target service dates of operation for the Trolley for parades and holidays. The ODVA shuttle is up and operational, this service is provided Tuesdays and Thursdays to Roseburg and to Eugene on Wednesdays. This is the first bus to service Coos County that has a wheel chair lift. CCAT terminated their contract with John Watts & Associates (JWA), this contract just wasn’t very useful to the company, and this has saved them around $20,000. The Coquille Indian Tribe is still working diligently to meet requirements for the release of funds this could take up to 18 months. This grant will fund the third loop for CCAT. CCAT applied for a grant through ODOT for $150,000.00 and received $175,000.00. The new wage tax in Oregon will provide about $800,000.00 per year going back into the county for public transportation. CCAT will have the STIF application in by November and is positive they will be meeting all requirements. Sergio met with the program manager of ODOT and she is working with him on a statement of work, her reviewed it and sent it back for a final review. The next step is to send it out and get a request for proposal to find a contractor that will do the work.

1. Workforce Development, Rena Langston

Rena went into the Quarterly Budget for WIOA services. She discussed the spending and enrollment percentages per county. Douglas and Coos County are doing well

but Curry needs more people coming in to meet the enrollment and spending numbers. GFWEX is doing well there are only a couple of enrollments left before

their deadline of December 31st and those should be met in the next week. Rena will be brainstorming on how to get more bodies through the door in Curry, the lack of participants is not due to our Consultant Mellissah but due to lack of folks seeking services. Mellissah has been working with SOWIB Board Members to make contact with employers, unfortunately they didn’t get strong feedback from them. Mellissah will be focusing on Gold Beach and Port Orford area rather than Brookings. Douglas will be using the GFWEX funds that haven’t been used in Curry, they don’t want to lose the opportunity to use those dollars and Rena is positive Douglas can spend it right away. Everyone in the room went over the different issues surrounding the Oregon Employment Department and folks using their services, internal issues and how they can be addresses, and the relationships between OED and Employers.

1. Healthcare Academy,

We have officially swapped our CNA 1 Program for the CNA 2 program with Mercy Medical. We sent out the CNA 2 requirements on September 14th. In general it takes 45 days for processing, and by November we will have authorization to open our CNA 2 class. Sue talked to BAH on partnering with them but they declined, they are already working with SOCC. Sue then went to Coquille Hospital and said they would be thrilled to be a part of the CNA 2. They are interested in sponsoring slots in the CNA 1 class so they can start growing their own CNA 2’s. Coquille also has the lab space and can provide and instructor. Sue plans on meeting with Hospitals in Bandon, Reedsport, and possibly Gold Beach. She also said she would be willing to go to Brookings and offer CNA 2 there as well. With the closure of Bay Crest we have one less employer to sponsor slots and one less place to hold our clinical portion of the class. Avemere also can’t assist with clinicals at this time, so it is critical to reach out to the facilities and get CNA traffic flowing.

1. **ADMINISTRATIVE**
2. **Building Maintenance:**

Scott Trailer has started maintenance on the south side of the building this week, leaks and moisture issues are getting taken care of.

**B.** **Security**

Sergio has made major improvements on security here at SCBEC and CCAT, we have all new security cameras installed. These 16 cameras gives complete coverage of surveillance 24 hours a day. He is helping the Front Desk create new safety habits, and keeping us aware at all times.

**C.** **Website**

Our website needs a complete make over. Melissa reached out to a vender that works with Non-Profit agencies, the contract is $3,000.00 for the Website buildout. She will choose a minimum of pages, what that will do is establish a group of templates. Once we have a group of templates, staff and managers can buildout the website, this will also help groom skills. There will be a 2 hour training.

1. **Personnel Policies**

Melissa asked the Board to read this policy as soon as possible. This needs to be done by the 5th of November. There will be a vote via e-mail for adoption.

1. **Board Member Reports/Comments**

Everyone in the room welcomed Oscar Johnson back to the Board, his new title will be discussed at the next meeting. So a big welcome Back!! Michelle commented that they hired two new folks to Neighbor Works Umpqua, Daniella Williams for Coastal Foods and Robert Whitsell as their Housing Rehab Specialist. Commissioner Gold who is working with the Curry County Transit discussed that Curry riders are unable to transfer in Coos Bat to get to Eugene. She would like to see this change in the future.

1. **GOOD OF THE ORDER/ADJOURNMENT**

 Meetings for 2018-2019

 November 26th, 2018, February 25th, 2019,

 April 29th, 2019, June 10th 2019

 Working Lunch Provided

 **The Meeting was adjourned by Terry Hanscam and Gordon Ross seconded the adjournment at 12:25.**