

WSI Board of Directors

Meeting Minutes

December 15, 2009

111 SW 5th Ave., Suite 1150

Portland, OR

Attendance: James Paulson, Don Jensen, Kimberly Schneider, Roy Rogers, Diane McKeel, Bob Tackett, Carl Moyer, Travis Stovall

Staff: Andrew McGough, Tricia Ryan; Pat Malone, Sharon McFarland, Rik Mackay, Jenny Weller

Call to Order

Quorum was announced and meeting was called to order at 7:32 a.m.

Consent Agenda

Don Jensen moved to accept the November 2009 minutes. Kimberly Schneider seconded the motion. Motion was unanimously approved.

Don Jensen moved to accept the Priority of Services Policy which changes regulations to require a prioritization towards veterans. Kimberly Schneider seconded the motion. Motion was unanimously approved.

TKW Form 990

Jason Orme, our auditor from TKW, reviewed the IRS Form 990 with the WSI Executive Board as required by the IRS.

- Year-end tax report: There is a greater requirement that the Boards be engaged in and endorse filings.
- The new 990, which is a public document, includes much more info and reporting than in the past. The form provides the public with a snapshot of the organization.
- The new Form 990 is now similar to financial statement. Last year total contributions were \$15.9 million. \$16 million was received in program service revenue. Investment income is about half of what it was last year. Worksystems is 99.89% publicly supported.

Strategic Plan Survey

Andrew McGough reviewed the WIB Strategic Plan Survey. The survey was sent to approximately 140 organizations (public, private, and nonprofit organizations). We received 20 responses. Generally the comments were very positive so our recommendation is to move the plan forward for adoption by the WIB Directors at the January meeting.

ARRA and Community Investment Reports

Andrew reviewed the Community Investments managed by Worksystems, Inc. from 7/2008 – 6/2009.

- Expenses are broken down into 3 categories: Administration (6%), Coordination (11%), and Community Investments (82.6%)
- The Incumbent Worker Training funds are competitive grants and recipients will change yearly based on applications and focus of skill training needs.
- The PY 2008 Year in Review page provides a snapshot of enrollments for PY08. With Systems Integration the number of enrollments increased from 200 a month to over 3,000 a month.
- Despite the huge downturn in the economy, WSI continues to meet or exceed all the federal performance standards associated with the resources we manage.
- It is increasingly important that we continue to look at how we can best leverage the funds we manage.
- An ARRA Community Investments report was also included in the packet for members to review.

Performance Reports

- The Board will review the Performance Reports at the next meeting

Other Business (Tricia)

- Hired a consulting group (FutureWorks) to do a four-prong research project to look at 4 different programs in order to identify best practice funding models so we can decide how to best create sustainable models for those programs in Portland.

Meeting was adjourned at 8:28 a.m.