

WSI BOARD OF DIRECTORS  
MEETING MINUTES  
September 4, 2009  
111 SW 5<sup>th</sup> Ave., Suite 1150  
Portland, OR

**In Attendance:**

James Paulson – Chair, Don Jensen- Vice Chair, Ted Wheeler, Bob Tackett, Elizabeth King, Carl Moyer, Travis Stovall, Peggidy Yates

**Staff:**

Andrew McGough, Pat Malone, Rik Mackay, Patrick Gihring, Amy Parkhurst, Jenny Weller

**Call to Order**

Quorum was announced and meeting was called to order at 7:35 a.m.

Bob Tackett was introduced to the Board. He is the new Labor Representative on the Board replacing Judy O'Connor.

**Consent Agenda**

*Carl Moyer moved to accept the August 2009 minutes. Bob Tackett seconded the motion. Motion was unanimously approved.*

**Performance Reports**

Andrew McGough explained that the format of the reports as a work in progress. The point is to identify some of the larger changes in the system and get the Board's input on the effectiveness of the systems integration effort. The integration didn't begin until October 2008, so the data reflects only three quarters. The funding hasn't changed, but the number of people we are seeing has quadrupled creating many challenges. The WIN Basic Skills Assessment began around January 1, 2009. We are finding that about 70% coming through the system are deficient in Mathematics and about 67% deficient in Reading. This means they don't have the basic skills to be successful in a living wage job. This has an enormous impact on where we channel our resources and implications for many organizations within our community.

Rik Mackay reviewed and explained program indicators for PY2008. Expenditure levels are in-line with budgets and contracts. The reports are very detailed due to rules, regulations, and integration. When integration started more than a year ago, assumptions were made concerning numbers and expectations. The collapse of the economy was not a factor at that time. For example, in 2008 we processed 42,399 Common Intake customers compared to 22,628 in 2007. The number of dislocated workers coming through the system went from 5,782 in 2007 to 32,998 in 2008.

MacKay reviewed the performance outcomes to common measures. The Common Measures are defined by the DOL. Their primary concern is around “what happens after the service is provided”. The State performance measures are focused on the process during enrollment. Our Local Measures are focused on training outcomes. This year, for the first time, the only source of the data is from quarterly UI Wage Records. This results in about a 9 month lag in data.

The Board requested that the staff provide separate reports for Adult and Youth. They also would like a format that is more understandable and that they can take back with them and explain the results to others. They need staff to pull-out the strategic issues that are most important.

### **Internal Controls**

Pat Malone provided an overview of the Internal Controls process as required by new audit standards. Policies and procedures are in place to ensure that our tools and practices provide a reasonable assurance regarding the achievement of objectives. In addition to our internal controls, audits are conducted yearly by an external auditing firm. We are also audited yearly by the State and other grantees, such as DOL.

The Board requested that they be informed when audits are underway.

### **Grant Application**

McGough reviewed a summary of DOL ARRA proposals that are being developed in the region to bring in additional resources. The region has about \$46 million in requests.

### **Strategic Plan Update**

All of the Committee meetings have been scheduled in preparation for the October WIB meeting.

### **Upcoming Events**

McGough reviewed the upcoming events.

**Meeting was adjourned at 9:07 a.m.**