



Office of Workforce Investments
Guidance & Technical Assistance

Subject: State/Local Area Points of Contact

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New Revised

Local Workforce Development Board	Staff Contact
East Cascades Works Heather Ficht, Executive Director heather@ecworks.org 541-904-5070	John Asher John.e.asher@hecc.oregon.gov 503-947-2413
Eastern Oregon Workforce Board Bill Rosholt, Executive Director bill@eowb.org 541-963-3693	Theresa Fitzgerald Theresa.fitzgerald@hecc.oregon.gov 971-345-1138
Willamette Workforce Partnership Kim Parker-Llerenas, Executive Director Kparker-llerenas@willwp.org 503-581-1002	Theresa Fitzgerald Theresa.fitzgerald@hecc.oregon.gov 971-345-1138
Lane Workforce Partnership Kristina Payne, Executive Director kristinap@laneworkforce.org 541-285-6001	Rachel Soto Rachel.soto@hecc.oregon.gov 503-779-5510
Northwest Oregon Works Heather DeSart, Executive Director heather@onwib.org 541-264-4033	Kathy Wilcox Kathy.wilcox@hecc.oregon.gov 971-345-1132
Rogue Workforce Partnership Jim Fong, Executive Director jimf@rogueworkforce.org 541-842-2515	John Asher John.e.asher@hecc.oregon.gov 503-947-2413
Southwestern Oregon Workforce Investment Board Kyle Stevens, Executive Director kstevens@sowib.org 541-751-8529	Rachel Soto Rachel.soto@hecc.oregon.gov 503-779-5510
Clackamas Workforce Partnership Bridget Dazey, Executive Director Bridget.dazey@clackamasworkforce.org 503-657-1729	Kathy Wilcox Kathy.wilcox@hecc.oregon.gov 971-345-1132
Worksystems Andrew McGough, Executive Director amcgough@worksystems.org 503-478-7371	Jennifer Denning Jennifer.l.denning@hecc.oregon.gov 503-779-8818

Overview

The overall role of the State Point of Contact (POC) includes the following:

- Provide a linkage between the Office of Workforce Investments (OWI) and the local board, functioning as a single point of contact for local board staff. While the POCs will provide linkages to other state staff outside of the OWI, they will not serve as the primary means of communication between local boards and state agencies outside of the OWI.
- Provide or connect local board with resources, technical assistance, and/or subject matter expertise needed for board development.

- Seek out information and training from internal subject matter experts to increase knowledge on issues such as Rapid Response, Monitoring, Sector Partnerships, Apprenticeship, etc. (will not serve as a replacement for the subject matter expert).
- Be aware of local area WIOA programs and provide updates when needed.
- Follow up on contract and expenditure issues or concerns on a quarterly basis.
- Gather information on local board needs as well as ongoing and pertinent issues and communicate this back to state leadership.
- Help to problem solve local area issues, facilitating resolution, and escalating complaints to leadership as necessary.
- Review board agendas, meeting minutes, and other board publications to identify best practices and potential action items at the state level.

Contact

Questions are to be referred to hecc.owi-workforce-policy@hecc.oregon.gov.

(updated 6/15/2020)