

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

BOARD MEETING

Tuesday, May 10, 2016
9:30 AM – 12:00 PM

Advanced Technology and Manufacturing Institute
1110 NE Circle Drive
Corvallis, OR 97330

This meeting will be properly noticed and posted in the following places:

Columbia County Commissioners office: 230 Strand Street 331, St. Helens, OR 97051
Clatsop County Commissioners office: 800 Exchange Street, Ste. 410, Astoria, OR 97103
Tillamook County Commissioners office: 201 Laurel Ave., Tillamook, OR 97141
Lincoln County Commissioners office: 225 West Olive Street Room 110, Newport, Oregon 97365
Benton County Commissioners office: 205 NW 5th Street, Corvallis, OR 97330
Columbia County: The Chronicle
Clatsop County: The Daily Astorian
Lincoln County: The News Guard
Tillamook County: Headlight Herald
Benton County: Gazette Times-Corvallis

AGENDA

- 1. CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL.**
- 2. FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on the agenda, which is before the board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.
- 3. DISCUSSION AND POSSIBLE ACTION:** Consent agenda – Approval of the following items:
 - May board meeting agenda with inclusion of any emergency items and deletion of any items
 - Approve ONWIB minutes from the March 25, 2016 meeting
 - Revised Administrative Policy on Code of Conduct
 - Administrative Policy on Conflict of Interest
 - Administrative Policy on Grievance Process
 - Revised Administration Policy on Cost Reimbursement
- 4. INFORMATION:** Josefine Fleetwood, Workforce Development Director of the Albany Area Chamber of Commerce, will provide a presentation on the progress of the Pipeline Project.
- 5. BOARD CHAIR REPORT**
- 6. ONWIB'S EXECUTIVE COMMITTEE REPORT**

7. **INFORMATION:** Review of the budget-to-actual expenditures report
8. **DISCUSSION AND POSSIBLE ACTION:** Accept staff's recommendation to award funding for providing Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker services in the Northwest Area, authorize staff to negotiate the terms and conditions of the contract, and execute the contract following successful negotiations
9. **DISCUSSION AND POSSIBLE ACTION:** Accept staff's recommendation to award funding for providing WIOA Youth services in the Northwest Area, authorize staff to negotiate the terms and conditions of the contract, and execute the contract following successful negotiations

10. EXECUTIVE DIRECTOR REPORT

11. BOARD MEMBER COMMENTS

12. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority of jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and address for the record. Each comment will be limited to three (3) minutes.

13. ADJOURNMENT

For more information about the ONWIB, visit www.onwib.org. The ONWIB 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 541-921-7329. TTY is also available: 1-800-735-2900.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

DRAFT Meeting Minutes

Friday, February 19, 2016

10:00 AM – 12:00 PM

Oregon Coast Community College

Community Room

3788 SE High School Drive

Lincoln City, OR 97367

Members Present

Al DeVita
Amy Jauron
Connie Green
Debra Smith
Jeff Kemp
Jim Tierney

John Hawkins
Gail Muller
John Hawkins
Pat Malone
Randy Getman
Rhonda Meidinger

Stephanie Hurliman
Tom Gill
Tony Erickson
Zack Poole

Members Absent

Amanda Morris
Henry Balensifer III

Michael Smith
Whitey Forsman

Staff

Heather DeSart
Mike Kennedy

Katelyn Roberts
Pete Svendsen

CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL

The meeting was called to order by Chair Tony Erickson at 10:06 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was present.

FIRST PUBLIC COMMENT SESSION

No comments were made.

CONSENT AGENDA

Prior to a motion being made on the consent agenda, Ms. DeSart noted a correction to one word in the February meeting minutes. On page 3 of the minutes, it reads "Commissioner Schuster convened that the ONWIB needs a better phone system." The word convened should be replaced with the word commented.

A motion was made by Tom Gill and seconded by John Hawkins to approve the consent agenda with the suggested change to the February meeting minutes. Motion carried.

INFORMATION ON INITIATIVE PETITION 65

Joy Marshall with Stand for Children provided information to the board on Initiative Petition 65. This is a ballot measure that will on the November ballot. Its purpose is to support career technical education programs to better prepare young people for college and careers. The measure directs state funds for 1) career technical programs in all school districts 2) expansion of early college level courses for all high school students and 3) strategies for dropout prevention. The measure would add \$282 million to the next biennium budget; it is not

taking away from current budget for K-12. There was a lot of discussion amongst Ms. Marshall and the board members of the importance of career technical education.

BOARD CHAIR REPORT

Chair Erickson report that he attend the National Association of Workforce Board (NAWB) with Ms. DeSart which was very enlightening and productive. He noted the page nine of the local plan where incumbent worker training can be provided as part of the training services in the Northwest Area as authorized by the ONWIB. It has been brought to staff's attention that there is a local employer in need of incumbent worker training. Chair Erickson asked for volunteers to serve of an ad hoc committee to develop a process for awarding funds for these purposes. Al DeVita, John Hawkins, Zack Poole, and Tony Erickson volunteered to be a serve on this committee. Staff will work to schedule a meeting for the committee.

Members commented that it will be important to make sure that there is equal opportunity for accessing these funds. It will be important to take an inventory of all resources that can be leveraged to assist employers and to also look in to best practices for incumbent worker training.

EXECUTIVE DIRECTOR REPORT

Ms. DeSart report that the NAWB conference was very beneficial. There was a session presented by the Oregon Workforce Partnership that review the WorkSource Oregon Operational Standards and the integration of the WorkSource centers. This is a best practice in the nation. Also, Ms. DeSart participated in visits with Senator Wyden and Senator Merkley to discuss workforce and related issues.

At the beginning of March, Katelyn Roberts started as ONWIB's Operation Manager and Pete Svendsen as ONWIB's Program Manager.

There was a planning meeting around sector partnerships where staff of a number of partner organizations discussed initiating partnerships in to sectors: Advanced Textile Manufacturing and Marine Science. The textile manufacturing is low hanging fruit and a good starting point for the areas. There was discussion that this could be broader in the future to include the whole manufacturing sector. Additional conversation is needed around the Marine Science industry as it is so broad.

There was a rapid response at Mary Rivers Lumber. The company shut down due to the lack of availability of cedar. Many partners came together to support the 60 affected workers. It included from Community Services Consortium, Oregon Employment Department, Unemployment Insurance, Oregon Health plan, and Trade Act along with 8-10 employers. 60 people were effected, 8-10 employers there, workers giving resumes to employers

The request for proposals for Adult/Dislocated Worker and Youth services are due back by April 8. Staff may reach out to members to participate in panel interviews.

As far as upcoming meeting, Ms. DeSart suggests skipping an April meeting as there is not much business for the board. She suggested to have a May meeting in Benton County, skip June meeting, and July meeting at Tongue Point Job Corps Center in Astoria.

After discussion, there was agreement to not have an April and June board meeting. Staff will send out a doodle poll to find a date earlier in May for the board meeting. The July board meeting will be at the Tongue Point Job Corps Center in Clatsop County.

ONWIB'S EXECUTIVE COMMITTEE CHARTER

Chair Erickson reminded the board that it had been requested of staff at the last board meeting to develop a charter for the ONWIB's Executive Committee. It is meant to clearly identify the committee's roles, responsibilities, and membership.

There was discussion around the membership and how members are appointed. Current membership includes those who served as the planning committee. Staff clarified that it is recommended that the committee mirror the board membership. This would mean adding two members: one representing labor and one representing business. Members of the committee are appointed by the Board Chair.

Staff will include an action item on the May board meeting agenda for the election of the Vice Chair.

A motion was made by Tom Gill and seconded by John Hawkins to approve of the charter as written. Motion carried.

NORTHWEST AREA LOCAL PLAN

Chair Erickson stated that there was a lot of work that went into developing the local plan. There are some sections where broad language was used in order to leave room for flexibility. In some cases, there has not been guidance at the federal or state level.

A motion was made by Tom Bill and seconded by John Hawkins to approve the local plan as drafted. Discussion occurred.

Ms. Jauron noted there are a few typos that she can provide staff.

Ms. DeSart provided that there was one comment received during the public comment period which was provided in the meeting packet. It was from Mark Warne from Oregon AFLCIO on the question around rapid response. He is a member of Eastern Oregon Workforce Board. Staff provided that the comment provides more detail than what is currently in Northwest's local plan. There was agreement that there is a need for flexibility as the ONWIB is developing procedures for delivering rapid response to best fit the area's needs.

Ms. Jauron noted that Lincoln County does not have industry called out in Section 1.1 as the other counties do. It would be good to expand on the other growing industries in the rest of the counties. Ms. DeSart said she would follow up with Ms. Jauron.

In response to additional questions, staff articulated that the plan is the living document and will change as the organization grows. There will also be policies and procedures to support what is included in the plan.

A motion was made by Tom Gill and seconded by John Hawkins to approve the plan with the amendments discussed during the meeting. Motion carried.

BOARD MEMBER COMMENTS

Mr. DeVita informed the board of the biannual regional apprenticeship conference is occurring in May. It will be held in Portland. It is an opportunity to be educated about apprenticeship.

Commissioner Schuster mentioned she learned about the use of 3D printers for making shoe beds. She encourage the members to think about what could be coming in the future and be posed participate in innovative projects. She also recognized Ms. DeSart for how responsive she has been attending new opportunities or providing input. Lastly, she inquired to Mr. Kennedy as to how the ONWIB was doing Appreciate on how responsive to Heather is. Ask Mike how ONWIB is doing. Mr. Kennedy confirmed that ONWIB is doing fabulous. The board hired great talent to move the board forward.

Chair Erickson informed the board of a project in Columbia County. Boeing looking into being a strong partner in developing a center similar to the Apprenticeship Manufacturing and Research Center in England. A number of people from Oregon made a trip to England to see how they have done this successfully. There has been 355 acres identified in Columbia County for these purposes. There are a number of entities involved including the State of Oregon, The Governor's Office, Portland Community College, universities, and others. A plan is being developed to determine how to move forward.

SECOND PUBLIC COMMENT SESSION

Shawna Sykes of Scappoose, Oregon and is with the Oregon Employment Department provided information on the former incumbent worker program. It was administered in the past through the workforce boards and was funded by the state called the Employer Worker Training Funds. More information can be found through staff of Community Colleges and Workforce Development

Karin Miller of St. Helens, Oregon provided information on an event that was held in partnership with WorkSource Oregon. It was the Apprenticeship Forum held on March 11 to expose members of the public and students to apprenticeship opportunities. Ten different apprenticeship programs were represented. A total of 340 people attended including representatives from Tongue Point Job Corps, Longview schools, and a number of local schools. The two-hour program included a short video of apprenticeship program followed by someone in the apprenticeship program talking about what it really was like. Overall, the event went really well.

Katrina Gasser with the Tongue Point Job Corps Center in Astoria extended an invitation to visit the center and host the board meeting. The center have 15 career and technical training areas that can be shown while the board visits. She also provided that about the career trade opportunities that high schools are doing more of now are successful when they can do demonstrations. Instructors can connect with the youth and provide helpful career information. The schools are starting younger which is very helpful when getting youth thinking about careers. She mentioned that Tillamook, Naselle (Washington), and Clatsop County are doing these type of career fairs where Ms. Gasser

ADJOURNMENT

Meeting was adjourned at 11:54 AM.

**NORTHWEST OREGON WORKFORCE CONSORTIUM
&
OREGON NORTHWEST WORKFORCE INVESTMENT BOARD**

POLICY #: ADMIN 01	TITLE: CODE OF CONDUCT
APPROVED: 8/7/2015	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED

PURPOSE

This Code of Conduct implements and interprets State and Federal requirements governing Northwest Oregon Workforce development area.

EFFECTIVE DATE

This policy shall take effect upon adoption by the Northwest Oregon Workforce Consortium (NOWC) and the Oregon Northwest Workforce Investment Board (ONWIB or Workforce Board).

DEFINITIONS

The term “immediate family” means a spouse, parent, in-law, guardian, child, brother, sister, foster child, grandchild, grandparent, or other person to whom the official is not related but who resides in the same household. The relatives listed above need not reside in the same household to be included as immediate family.

TRUST

Officials shall treat their position as a public trust.

- A. Oregon Northwest Workforce Investment Board powers and resources are to be used for the benefit of the public rather than for personal benefit.
- B. Officials shall establish and implement policies in good faith, as equitably and economically as possible, regardless of their personal views.
- C. “Whistle blowing” is appropriate in the event of unlawful or improper actions. Anyone who observes significant unlawful or improper actions by an official is expected to report them. Customarily, the actions are reported to the official’s supervisor. If the supervisor appears to be involved in the improper actions, the report can be made to a higher level, to the Workforce Board’s Executive Director or to the Chairs of the Workforce Board and NOWC. It is improper to harass or punish individuals who seek accountability through whistle blowing.
- D. Citizens shall have a fair and equal opportunity to express their views to officials. Often it is impossible for an official to talk personally with every concerned citizen,

but obtaining an appointment or a chance to speak at a Workforce Board meeting should not appear to depend upon friendship or animosity.

- E. Officials shall not give the appearance of impropriety. Officials should not accept any personal gift, meal or entertainment valued at \$50.00 or more. The official should consider the decisions he or she may have to make and shall exercise conservative judgment. The key question for an individual official is, “By accepting this gift/meal/entertainment am I giving preferential treatment to the gift giver, or am I giving the appearance to reasonable people of giving favor to the individual?” If the answer is “yes” to either question, then the official should not even accept a gift below the \$50.00 threshold.

Officials may accept gifts for the benefit of the Oregon Northwest Workforce Investment Board, and may be guests at conferences or other work-related activities. For example, gifts as part of a company grant or giving program should be accepted, and shall become the property of the Oregon Northwest Workforce Investment Board. Gifts for employee awards, volunteers, and community cooperation are allowed. Donations to Oregon Northwest Workforce Investment Board programs are also allowed and encouraged.

- F. Officials shall devote Oregon Northwest Workforce Investment Board resources, including paid time, equipment, computers, supplies, and capital assets, to the public benefit. Time paid for by funds is intended only for ONWIB business. Supervisors should not ask subordinates to perform personal services. Office supplies are for ONWIB use only.

The Oregon Northwest Workforce Investment Board may adopt procedures allowing for limited personal photocopies and telephone calls to be made under specified circumstances. This procedure may also permit limited completion of personal tasks on computers.

Officials should not use Oregon Northwest Workforce Investment Board letterhead or refer to their public position when requesting personal benefits or resolving personal disputes.

OBJECTIVITY

All Oregon Northwest Workforce Investment Board decisions shall be based on the merits of each issue. Judgment shall be independent and objective.

- A. Officials shall avoid bias or favoritism, and shall respect cultural differences as part of decision-making and the conduct of workforce area business.
- B. Intervention on behalf of constituents or friends is limited to assuring fairness and clarifying policies or improving service to citizens. Officials should avoid giving citizens

any reason to believe they would receive better or different services if they had a personal connection with the official.

ACCOUNTABILITY

Open government allows citizens to make informed judgments and to hold officials accountable.

- A. Officials shall exercise their authority in open meetings supported by public records subject to the normal and usual exceptions, including but not limited to 1) pending or threatened litigation, 2) personnel decisions, and 3) contract negotiations where disclosure of the Oregon Northwest Workforce Investment Board's position may inflate costs.
- B. Each official is encouraged to improve ONWIB systems by identifying problems and proposing improvements. ONWIB employees who believe a policy or practice is not achieving its stated purpose, is creating unintended harm, or is inefficient, should express such concerns to their supervisor and should suggest possible improvements. ONWIB managers should share "big picture" information with their subordinates and reward suggestions for improvement.
- C. ONWIB systems shall be self-monitoring, with procedures in place to ensure appropriate actions. Managers should make sure their practices for purchasing, contracting, and hiring include routines that elicit fair choices and assure protection of assets. Such routines include checklists, separation of duties, bank account reconciliations, and reports to management.
- D. Any official's immediate family shall not receive preferential treatment in employment or in the receipt of workforce services. The ONWIB's service providers shall adopt and shall comply with nepotism provisions no less restrictive than this paragraph.
- E. No official shall also be a workforce area contractor, subcontractor or vendor without full disclosure and authorization from the Oregon Northwest Workforce Investment Board. This section shall not apply to Workforce Board members who 1) are salaried officials for public or nonprofit entities, or who serve on the boards of such entities, and 2) who provide vendor services to workforce area clients utilizing the same rates as for the general public. For example, the Workforce Board need not approve Community College tuition arrangements merely because a Community College President sits on the Workforce Board.
- F. The Oregon Northwest Workforce Investment Board's Executive Committee may not represent, serve on the board of, or work for a public, private for profit or nonprofit workforce contractor or subcontractor. Workforce Board members should be especially careful to disclose and avoid conflict of interest situations.

LEADERSHIP

- A. Officials shall obey both the letter and the spirit of all laws and regulations.
- B. Leadership shall facilitate, rather than block, open discussion. Officials have an ethical obligation to avoid behavior such as strained interpretation of rules, refusal to return telephone calls to a specific person, or arbitrarily delaying a decision.
- C. ONWIB units, committees and work/action teams are encouraged to develop Code of Conduct training, and enforcement procedures.

INFORMAL OR FORMAL OPINIONS

An informal or formal opinion concerning a given conflict of interest or ethical situation may be requested. Such requests should be directed to the Oregon Northwest Workforce Investment Board's Executive Director or, if the situation involves the Executive Director, to the Workforce Board or the NOWC Chair.

SANCTIONS

Officials are subject to sanctioning by vote of the Oregon Northwest Workforce Investment Board or NOWC, up to and including dismissal. Individuals and entities may also be barred from doing business with the ONWIB.

Oregon Northwest Workforce Investment Board employees and contractors are also subject to sanctions under the appropriate procurement and personnel policies and contract provisions. To the extent that this Code of Conduct and the ONWIB's procurement and personnel policies or contract provisions overlap or are perceived to conflict, the most restrictive interpretation shall apply.

Questions or inquiries regarding this policy should be directed to the executive Director, Oregon Northwest Workforce Investment Board.

**NORTHWEST OREGON WORKFORCE CONSORTIUM
&
OREGON NORTHWEST WORKFORCE INVESTMENT BOARD**

POLICY #: ADMIN 05	TITLE: CONFLICT OF INTEREST
APPROVED:	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED

PURPOSE

This policy implements and interprets State of Oregon and Federal WIOA requirements governing conflict of interest while conducting the business of the Oregon Northwest Workforce Investment Board (ONWIB) & Consortium (NOWC) area.

POLICY

It is the policy of the Oregon Northwest Workforce Investment Board (ONWIB) and the Northwest Oregon Workforce Consortium (NOWC) to conduct the business of the two organizations in a transparent manner free of conflict of interest or appearance of fairness. This policy applies to ONWIB board members, staff, the members of the Northwest Oregon Workforce Consortium, all members of board subcommittees, workgroups, consortia, etc., regardless of whether or not the individual is a member. In addition, all partners at all levels of participation in the workforce system funded by the Workforce Innovation and Opportunity Act (WIOA) are expected to comply with these standards.

Members of Oregon Northwest Workforce Investment Board (ONWIB) and Northwest Oregon Workforce Consortium (NOWC), standing committees, board subcommittees or workgroups, etc., may not:

1. Vote on a matter under consideration by the local board:
 - regarding the procurement or provision of services by such member, or by an entity that such member represents or is affiliated with; or
 - that would provide direct or perceived financial benefit to such member or the immediate family of such member; or
2. Engage in any other activity determined by the Governor to constitute a conflict of interest. Other activities include, but are not limited to:
 - soliciting or accepting gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements; or
3. Vote on, or contribute to, any part of an evaluation process (developing criteria, scoring, reviewing or submitting a response) regarding any procurement matter under consideration by the local board in which they, or an entity they are affiliated with, have a conflict of interest.

4. WIOA sub-recipients, service providers, staff, board members, partners and other local organizations that receive federal or state funds through grants, or contracts with the Oregon Northwest Workforce Investment Board (ONWIB) are prohibited from using these funds for political activities. These organizations are also prohibited from receiving reimbursements from federal grants or contracts for costs of such activities.

Prohibited political activities include, but are not limited to, the following:

- attempts to influence the outcomes of any federal, state, or local election, referendum, initiative, or similar activity through in-kind or cash contributions, endorsements, or publicity.
- establishing, administering, or contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections.

Unless expressly authorized in federal or state law, organizations or entities receiving federal funds from grants, contracts or cooperative agreements do not lose their rights as organizations to use their own private, non-federal resources for “political” activities just because they also receive these federal funds. These organizations are prohibited, as this policy mandates, from using any federal grant or contract money for such purposes. These organizations must use private or other non-federal or state money, receipts, contributions or dues for such activities

DEFINITION

The term “**immediate family**” means a spouse, parent, in-law, guardian, child, brother, sister, foster child, grandchild, grandparent, or other person to whom the official is not related but who resides in the same household. The relatives listed above need not reside in the same household to be included as immediate family.

Political Activities – lobbying or advocating for legislative programs or changes; campaigning for, endorsing, or contributing to political candidates or parties.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

POLICY #: ADMIN 04	TITLE: GRIEVANCE PROCESS
APPROVED:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised

PURPOSE

This policy provides guidance and procedures under which the Oregon Northwest Workforce Investment Board (ONWIB) and its sub-recipients/contractors accept and process grievances and complaints that allege a violation of the Workforce Innovation and Opportunity Act (WIOA), regulations, grants or other agreements administered under the Act, terms and conditions of employment, or discrimination.

POLICY

The ONWIB values customer service and customer satisfaction and prefers that dissatisfaction and complaints be resolved amicably as close to the point of service delivery as possible. Whenever possible all parties are encouraged to use the Alternative Dispute Resolution (ADR) process. When this is not possible, written complaints including those related to discrimination or involving criminal conduct are to be processed following the guidelines established within this policy.

This policy:

- Provides guidelines for the resolution of grievances or complaints related to:
 - Non-criminal violations of WIOA, and allegations of criminal violations or allegations of fraud and/or abuse related to the provision of WIOA services; and,
 - Nondiscrimination and equal rights provisions of WIOA.
- Designates the ONWIB's Equal Opportunity Officer as the local area Equal Employment Opportunity (EO) Officer.
- Establishes requirements for the ONWIB to ensure:
 - Designation of an EO Officer, in compliance with the State of Oregon Methods of Administration (MOA);
 - The ONWIB EO Officer provides notification to the ONWIB Executive Director immediately upon the receipt of any complaint related to the provision of WIOA services or services provided through a sub-recipient/contractor that is a recipient or beneficiary of WIOA funding; and,
 - Each sub-recipient/contractor that is a recipient or beneficiary of WIOA funding has established a written process ensuring that grievances related to WIOA or non-WIOA programs or services are referred to the appropriate program for resolution.

General Provisions

Under this policy, written complaint procedures shall be made available to every applicant of WIOA services. Reasonable efforts will be made to ensure that complaint procedures are

understood by participants, individuals and recipients of federal assistance under WIOA. The written complaint procedure will include notice that the complainant and respondent have the right to be represented by an attorney or other individual of their own choice. With the exception of discrimination complaints, all complaints must be filed within one year (365 days) from the date of the alleged occurrence. Discrimination complaints must be filed within one half year (180 days) from the date of the alleged act of discrimination unless the time is extended by the Assistant Secretary of the U.S. Department of Labor for good cause.

All references to days shall be defined as calendar days, with timelines beginning on the day a complaint is received by the EO Officer initially receiving the complaint. Timelines may be extended if good cause is shown, and if both the complainant and respondent parties agree in writing to waive the timelines. A complaint may be withdrawn by the complainant at any time. Such a withdrawal must be in writing.

Noncriminal Complaints Excluding Discrimination

The procedures described below apply to all non-criminal WOIA complaints filed against the ONWIB or its sub-recipients and contractors. The ONWIB EO Officer will coordinate and assist in the resolution of all WIOA non-criminal complaints filed against the ONWIB or its sub-recipients/contractors.

1. Filing Requirements

The complainant must file the complaint with the ONWIB EO Officer. The complaint shall be in writing and shall include:

- Name, address, phone and social security number of complainant;
- Name and address of person or organization complaint is against;
- Statement of allegation(s) and date of occurrence(s);
- Provision of the Act, regulations, grant, or other agreement believed to have been violated, if applicable;
- Synopsis of the informal resolution efforts; and
- Satisfaction being sought

The ONWIB EO Officer will determine if the complaint relates to discrimination, a violation or alleged violation of the WIOA, regulations, grant or other agreements under the Act, or to terms and conditions of employment, or is more appropriately referred to another program or organization offering services through the WorkSource Oregon system.

The ONWIB EO Officer will notify the complainant in writing of the determination within five (5) days of the receipt of a complaint and will include a written copy of ONWIB's complaint process describing the process for resolution based on the determination of the nature of the complaint. As appropriate, notification will include the referral of the complaint to the appropriate non-WIOA program or organization offering the services.

2. Processing of Complaints

Complaints Not Involving a Violation or Alleged Violation of the WIOA

Within ten (10) days of the filing of a complaint ONWIB EO Officer will attempt to resolve the matter informally with the complainant and respondent. If the complaint is related to employment, the complainant will be given the opportunity to be heard by a party other than the respondent's direct supervisor.

Within ten (10) days after this meeting to clarify issues and early efforts at informal resolution, a written summary of the meeting and its outcomes will be provided to the complainant. The summary shall include the:

- Filing date of the complaint;
- Date of informal meeting to clarify or resolve the complaint;
- Determination of the nature of the complaint;
- Summary of the process used to investigate the complaint;
- Findings regarding the complaint, including the names and contact information for the parties involved;
- Proposed resolution of the complaint;
- Signed receipt or statement that a copy of the complaint process was transmitted to the complainant; and,
- Date and method of transmittal of the summary to the complainant.

If the complainant is dissatisfied with the proposed resolution, an appeal may be submitted to the Higher Education Coordinating Commission's Office Community Colleges and Workforce Development (HECC-CCWD). The appeal must be submitted in writing, within 10 days of ONWIB's decision.

If it is determined that a non-criminal violation of the WIOA, regulations, grant or other agreement under the Act has occurred, the ONWIB EO Officer will notify the complainant.

Complaints Alleging Non-Criminal Violation of the WIOA or Regulations

If it is decided that the complaint does relate to a non-criminal violation or alleged violation of the Act, regulations, grant, or other agreement under the Act, the parties to the complaint are afforded the opportunity to informally resolve the matter. Both parties may agree, in writing, to waive the thirty (30) day timeline for formal hearing and sixty (60) day timeline for a decision in order to attempt to resolve this matter informally.

ONWIB EO Officer will set a date for an informal resolution and issues clarification meeting within ten (10) days of the receipt of the complaint.

Requesting and Scheduling a Formal Hearing

If dissatisfied with the results of the informal resolution meeting, the complainant may request a formal hearing. Such requests must be made in writing and, if no informal resolution was attempted, within twenty-five (25) days of the date of filing of the complaint. The request for hearing should be directed to the ONWIB EO Officer. The complaint may be amended, in writing, at any time within ten (10) days before the formal hearing.

The ONWIB EO Officer will schedule the formal hearing within thirty (30) days from the receipt of the complaint, notify the complainant in writing of the hearing date, time and place, unless the parties have agreed, in writing, to waive this timeline.

Hearing Officer

Upon receipt of a request for a formal hearing, the ONWIB EO Officer shall designate a Hearing Officer. The complainant or respondent may request a different Hearing Officer be appointed. The request for a change in Hearing Officer must be filed within five (5) days after parties received notification of the hearing schedule and the designation of the Hearing Officer. No party shall be permitted to make more than one (1) claim of partiality in any one complaint, and only one request for designation of an alternate Hearing Officer may be made by either party for each complaint. In such a case all timelines shall automatically be extended ten (10) days.

Conducting the Formal Hearing

The Hearing Officer coordinates the formal hearing. Both parties shall be provided an opportunity to present evidence, cross-examine witnesses, and be represented by legal counsel. The hearing shall be taped, and a record, including all exhibits, shall be maintained. The complainant may withdraw the complaint in writing at any time. The Hearing Officer shall provide to all parties a written recommendation, defining issues, facts, and suggested resolution. If the complainant or representative does not appear for the hearing, the complaint may be dismissed or the Hearing Officer may rule on the evidence presented.

Decision by the ONWIB Executive Director

The ONWIB Executive Director shall consider the complaint, informal resolution efforts, and the Hearing Officer's recommendation. The ONWIB Executive Director shall then issue a written decision defining issues, facts and resolution and forward a copy of the decision to each party. The decision shall include notice that the complainant has the right to request that HECC-CCWD review of the decision. The decision shall be made no later than sixty (60) days after the filing of a complaint, unless extended upon a showing of good cause and agreement by both parties, in writing, to waive the timelines.

Recourse Available to the Complainant Under the Formal Resolution Process

If the complainant receives an unsatisfactory decision or if ONWIB fails to issue a decision within the prescribed timelines, unless the timelines have been waived, the complainant or respondent may request a review by the HECC-CCWD.

State Review

The request for HECC-CCWD review of the decision must be submitted to the:

State Grievance Coordinator
Office of Community Colleges and Workforce Development
Higher Education Coordinating Commission
255 Capitol St. NE, 3rd Floor
Salem, OR 97310

The complainant or respondent within ten (10) days of the decision of the ONWIB Executive Director, or in the absence of a decision, within fifteen (15) days from the date of the complainant should have received a decision. HECC-CCWD may request all necessary information, including, but not limited to the following:

- Copy of the written complaint/grievance
- Synopsis of the informal resolution efforts
- Tapes of and exhibits from the hearing
- Hearing Officer's recommendation
- ONWIB's decision

HECC-CCWD will review the complaint within ten (10) days of receipt of the Request for Review to ensure that the hearing process was followed and that any regulations were correctly interpreted. For purposes of the review, ONWIB's factual determination will be accepted. If the record contains enough information to render a decision, CCWD will issue a final decision within thirty (30) days of receipt of the request for review as to whether the process was followed and whether a material regulation or legal requirement was incorrectly or inadequately interpreted.

If the hearing was in accordance with the hearing procedure, and the material regulations were correctly interpreted, CCWD shall issue a final written decision to all parties affirming ONWIB's hearing decision. If within ten (10) days of receipt of the Request for Review CCWD finds any evidence of an irregularity in the hearing process, or determines that a material regulation was incorrectly or inadequately interpreted and additional information is needed to render a final decision, ONWIB's will be given fifteen (15) days to gather and provide CCWD the additional information. Such requirement for additional information will include any necessary instructions. CCWD will review the additional information and issue a final decision to all parties within thirty (30) days of receipt of the Request to Review, either affirming or denying ONWIB's hearing decision.

Recourse Available to the Claimant after State Review Process

If the State does not complete a review within thirty (30) days of receipt of request, the complainant or respondent may request a review with the Secretary of Labor within sixty (60) days from the original review completion date.

If either party has received an adverse decision from the State they may appeal to the Secretary of Labor within one hundred twenty (120) days from the date of filing of the complaint with the State, or the filing of the appeal of a local complaint with the State.

All appeals must be submitted by certified mail, return receipt requested, and addressed to:

Secretary of Labor
U. S. Department of Labor
Washington, D.C. 20210
Attention: ASET

A copy of the appeal must be simultaneously provided to the opposing party and to the Employment and Training Administration Regional Administrator addressed as follows:

Regional Administrator
Employment and Training Administration
U. S. Department of Labor
71 Stevenson Street, 8th Floor
San Francisco, CA 94119

PROCEDURE FOR DISCRIMINATION COMPLAINTS

Complaints alleging violation of the equal employment opportunity and nondiscrimination provision of the Workforce Innovation and Opportunity Act and implementing regulations will follow the state of Oregon Methods of Administration (MOA), and will be processed in such a manner as to assure accurate and timely communication among CCWD, and ONWIB.

The complaint may be filed either with the ONWIB's EO Officer, CCWD EO Officer, State of Oregon EO Officer or directly with the Director of the U.S. Department of Labor Civil Rights Center (CRC). In order to provide for prompt and informal resolution, any complainant alleging violation of the equal employment opportunity or nondiscrimination provisions of the WIOA relating to a sub-recipient/contractor of ONWIB or an affiliate is encouraged to file the complaint directly with that agency or with the ONWIB's EO Officer.

To the extent possible, complaints will be resolved amicably as close to the point of service as possible. The complainant has the option of resolving the complaint through the Alternative Dispute Resolution (ADR) process.

Notification and Responsibilities in the Receipt of a Complaint

All complaints received by the CCWD EO Officer will be referred to the ONWIB's EO officer.

When a complaint is filed against a partner in a WorkSource Oregon setting, the EO Officer accepting the complaint must notify the co-located partners, and ensure that the ONWIB's EO Officer is notified. The EO Officer accepting the complaint must notify the ONWIB's EO Officer

that a complaint has been received and the basis for the complaint without revealing confidential information. The ONWIB's EO Officer is responsible for notifying the ONWIB's Executive Director.

Complaint Processing Procedures

The complaint process is defined in considerable detail in the body of the State of Oregon Methods of Administration (MOA). ONWIB will comply with the procedures defined in the state of Oregon MOA in the event a complaint is filed against a WIOA-financially assisted program or activity on the basis of prohibited grounds of discrimination or lack of equal opportunity. All other complaints filed with subrecipients/contractors on the basis of grounds not described herein, such as food stamp eligibility, are not subject to this complaint procedure and are resolved by the state partner agencies using their own established complaint processes.

Basis for a Complaint

Complaints may be filed under the MOA on the basis of:

- Alleged discrimination on the basis of race, color, national origin, religion, sex, age, disability, political affiliation or belief, and for beneficiaries only, citizenship and WIOA participation; and,
- If an individual believes they have been intimidated, retaliated against, threatened or coerced because they have:
 - Filed a complaint under WIOA;
 - Opposed a practice prohibited by the non-discrimination and equal opportunity provisions of WIOA;
 - Furnished information to, or assisted or participated in any manner, an investigation, review, hearing, or any other activity related to the provisions under 29 CFR 37; or
 - Exercised any rights and privileges under WIOA.

Elements of the Complaint Process

The complaint process includes five general elements:

- Jurisdiction;
- Methods of resolution or disposition;
- Notice of final disposition;
- Processing timeframes; and,
- Recordkeeping.

ONWIB's EO Officer oversees the complaint process, which may progress to the CCWD EO Officer (in the case of WIOA funds) or to the sub-recipient/contractor's state agency EO Officer (in the case of non-WIOA funds) and on to DOL's CRC through the statewide EO Officer.

Who May File Complaints and When

Complaints may be filed by:

- Applicant/registrant for aid, benefits, services or training, eligible applicants/registrants, participants; or
- Employees; applicants for employment; or
- Eligible service providers, and service providers; that may be attributed a characteristic protected under the WIOA.

Generally, there are three types of complaints:

- Individuals filing on their own behalf;
- Individuals or a group filing on a class basis; or,
- A third party complaint authorized by the complainant in writing.

All complaints must be submitted in writing within 180 days of the alleged incident, and must contain standard information as described in 29 CFR 37.73 as printed in the Department of Labor's Civil Rights Center's (CRC) Complaint Information Form. However, for good cause shown, the Directorate of the CRC may extend the filing time. The time period for filing is for the administrative convenience of CRC, and does not create a defense for the respondent.

The Complaint Process

Receipt of a Complaint

On receipt of a complaint, the ONWIB's EO Officer reviews the complaint for:

- Jurisdiction - Any complaint alleging discrimination must meet the following criteria to be considered under this policy
 - That the individual making the complaint believes that he/she, or any class of individuals, has been subjected to discrimination on a basis prohibited by WIOA and/or 29 CFR 37.
 - That the individual or entity against which the complaint is filed receives financial assistance under the WIOA (refer to 29 CFR Part 37.4 for definitions of recipient, etc.);
- Timeliness - The written complaint is filed within 180 days of the alleged discriminatory act. If received later than 180 days from when the discriminatory action took place, the office may close the complaint as being untimely (The Director, Civil Rights Center may extend the filing time if good cause is shown); and
- Basis of the complaint - The complaint is filed in writing, is signed by the complainant or their authorized representative, contains the complainant's name and address (or gives other specific means of contact), identifies the respondent, and describes the complainant's allegations in sufficient detail to allow the recipient of the complaint to determine if the complaint has merit.

Complaint Format

The written complaint must contain the following information:

- The complainant's name and address (or other means of contact);
- The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination);

- A description of the complainant’s allegations. This description must include enough detail to allow the recipient of the complaint to decide whether:
 - USDOL CRC or the recipient of the complaint has jurisdiction over the complaint;
 - The complaint was filed in time; and
 - The complainant has apparent merit; in other words, whether the complainant’s allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIOA or this part; and
- The complainant’s signature or the signature of the complainant’s authorized representative.

Written Notification

Immediately upon receipt of a written complaint the ONWIB’s EO Officer must send written notice to the complainant. This written notice must contain:

- A complaint process timeline, including that written Notice of Final Action is due 90 days after the complaint is filed;
- References to ADR options;
- Option of direct filing with USDOL CRC; and
- An acknowledgment that the recipient has received the complaint.

The complaint must be entered in the local Complaint Log and a copy of the written complaint shall be forwarded to the Statewide EO Officer and agency EO Officer within 5 days of the filing of the written complaint. The ONWIB’s EO Officer also notifies other state recipient partners at the WorkSource Oregon site (if applicable) and other required parties that a complaint has been filed against a specific recipient, the alleged basis for the complaint, and determines the recipient agency EO Officer that will assist in preparing the Initial Response.

The ONWIB’s EO Officer works with the recipient agency EO Officer that is assigned jurisdiction (the state recipient partner agency’s EO Officer, for example) to investigate and prepare the Initial Response within 20 days. The Initial Response must contain a statement of the issue(s), including a list of the issues raised in the complaint, and for each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.

Notice of Lack of Jurisdiction

The ONWIB’s EO Officer will notify the complainant in writing immediately, if it is determined that:

- There is no jurisdiction, or multi-jurisdiction. In such cases, the complainant must be notified immediately in writing of the reason(s), noting the right to file a complaint with the CRC within 30 days of the date on which the complainant receives the notice. Lack of jurisdiction may be based upon untimely filing of a complaint that is filed more than 180 days from the alleged incident. Should the complainant appeal a decision based on late filing with the CRC, the complainant has the burden of proving to the Directorate of the CRC that the time limit should be extended as described at 29 CFR 37.81.

- The complaint falls outside the scope of the State of Oregon MOA. In such cases the complainant will be referred to the appropriate jurisdiction and the complaint will be processed through the appropriate complaint process.

The written Notice of Lack of Jurisdiction must include:

- A statement of the reasons for that determination;
- Notice that the complainant has a right to file a complaint with USDOL CRC within 30 days of the date on which the complainant receives the Notice. If the complaint does not involve a recipient as defined under 29 CFR Part 37.4, the ONWIB's EO officer will assist the complainant in forwarding the complaint to the most appropriate agency for resolution; and
- Referral, as appropriate, to the recipient agency with jurisdiction over the complaint.

Alternative Dispute Resolution (ADR)

The ONWIB's EO Officer will attempt to initiate the Alternative Dispute Resolution (ADR) process with the complainant and contact the state/recipient agency EO Officer if necessary. The complainant must be offered ADR immediately upon receipt of the complaint. The choice whether to use ADR rests with the complainant; the preferred form of ADR is mediation.

Mediation is a voluntary process during which a neutral third party assists both parties (complainant and respondent) to communicate their concerns and come to an agreement about how to resolve a dispute. The mediator does not make decisions, rule as to who is right or wrong, take sides or advocate for one side or the other. The role of the mediator is to help with communication so the parties can reach an understanding about how to best resolve their differences. As the law allows, mediation proceedings and the information shared are confidential and no information divulged during this mediation may be used in court or any legal or administrative proceedings.

If ADR fails, the complaint will be processed through the recipient's standard complaint resolution process. A party to any agreement reached under ADR may file a complaint with the Director, USDOL CRC in the event the agreement is breached. In such circumstances, the following rules will apply:

- The non-breaching party may file a complaint with the Director, USDOL CRC within 30 days of the date on which the non-breaching party learns of the alleged breach;
- The Director, USDOL CRC must evaluate the circumstances to determine whether the agreement has been breached. If he or she determines that the agreement has been breached, the complainant may file a complaint with USDOL CRC based upon his/her original allegation(s), and the Director will waive the time deadline for filing such a complaint.

If the parties do not reach an agreement under ADR, the complainant may file a complaint with the Director, USDOL Civil Rights Center.

Fact Finding/Investigation

The ONWIB's EO Officer has 30 days in which to resolve the complaint. During this time the EO Officer should gather all available information relating to the alleged discriminatory actions. At a minimum this fact finding should include:

- Discussion with the complainant to identify the elements of the complaint;
- Interviews with witnesses or others who have knowledge of the issue involved;
- Review of written and electronic files and records which pertain to the complainant and the alleged discrimination; and
- Interviews with the person(s) accused of the act (the respondent).

The investigator should take extensive notes during this process to assure nothing is missed and to help with the resolution of the complaint.

Initial Response

The ONWIB's EO Officer has up to 20 days from receipt of the complaint to investigate and prepare and issue the Initial Response, which includes acknowledgment that:

- The recipient has received the complaint;
- The complainant has the right to be represented in the complaint process;
- A statement of issues accepted or denied and reasons for denial; and
- Other required elements specified at 29 CFR 37.70 et seq.

Following the Initial Response, the state recipient agency's EO Officer continues to investigate and attempts to resolve the complaint for up to 20 additional days.

Notice of Final Action

Within 90 days of the receipt of a complaint, a written Notice of Final Action must be provided to the complainant. The Notice must contain the following information, for each issue raised in the complaint, a statement of either:

- The recipient's decision on the issue and an explanation of the reasons underlying the decision, or a
- Description of the way the parties resolved the issue; and
- Notice that the complainant has a right to file a complaint with USDOL CRC within 30 days of the date on which the Notice of Final Action is issued if he or she is dissatisfied with the recipient's final action on the complaint.

The state recipient agency's EO Officer prepares a draft Notice of Final Action for review by the statewide EO Officer residing at the Oregon Employment Department. The statewide EO Officer takes up to 30 days to provide technical support to those preparing the Final Notice to assure that it contains the required elements per CFR, before the ONWIB's EO Officer returns the Final Notice to the complainant. The written Final Notice explains for each issue raised:

- The recipient's decision and basis for it; or
- A description of the way the parties resolved the issue; and
- Appeal rights.

The statewide EO Officer logs the complaint, informs the Governor and US DOL CRC of its resolution, and recommends to the Governor or Governor's representative corrective action and/or sanctions that may be needed to cure the complainant. If corrective actions are required, the statewide EO Officer monitors them and reports to the Governor and USDOL CRC on their satisfactory completion, within the remaining 20 days remaining in the 90 day complaint process.

The Final Notice is due 90 days from the date of initial filing of the complaint. If the complainant is dissatisfied with the Final Notice, or there is no Final Notice issued, the complainant must wait an additional 30 days from the issue of the Final Notice, or the date the Final Notice was due, before filing a complaint with US DOL CRC.

Resolution

Resolution means that legitimate complaints (those complaints with merit) are resolved to the satisfaction of the complainant. If the complaint is determined not to have merit the complainant must be notified immediately as explained under Notice of Lack of Jurisdiction.

If the ONWIB's EO Officer is unable to reach resolution within 30 days the complaint and all information gathered during the local-level investigation must be passed to the State EO Officer responsible for resolution.

An extension may be requested by the ONWIB's EO Officer, with the permission of the state/recipient agency EO Officer and in consultation with the State EO Officer, to facilitate resolution. Resolution may include such actions as:

- Disciplinary action against the party found responsible for discriminatory action(s);
- Corrective actions required by the recipient; and
- Sanctions against the recipient of WIOA funding, including the withdrawal of WIOA funding.

1. Due Process

During the process of attempting to come to resolution of the complaint, the State EO Officer shall ensure that all parties involved are given due process. These due process elements include:

- Notice to all parties of the specific charges;
- Notice to all parties of the responses to the allegations;
- The right of both parties to representation;
- The right of each party to present evidence, and to question others who present evidence; and
- A decision made strictly on the evidence on the record.

2. Determinations

At the conclusion of the investigation of the complaint, the investigating authority must take the following actions:

- Determine whether there is reasonable cause to believe that the respondent has violated the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 37; and
- Notify the complainant and respondent, in writing, of that determination.

Violation Found

If the investigating authority finds reasonable cause to believe that the respondent has violated the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 37, an Initial Determination must be issued. The Initial Determination must include:

- The specific findings of the investigation;
- The corrective or remedial action that the Governor's Office and State EO Officer's proposes to the respondent, under Element Nine of the MOA and 29 CFR Part 37.94;
- The time by which the respondent must complete the corrective or remedial action;
- Whether it will be necessary for the respondent to enter into a written agreement under Element Nine of this MOA and 29 CFR Part 37.95 and 37.96; and
- The opportunity to engage in voluntary compliance negotiations.

Violation Not Found

If the investigating authority determines that there is no reasonable cause to believe that a violation has taken place, a Final Determination must be issued. The Final Determination represents the Governor's Office and State EO Officer's final action on the complaint. The Final Determination must:

- Be issued within the 90 day complaint resolution period;
- Give the investigating authority's decision on the issue and an explanation of the reasons underlying the decision; and
- Notice that the complainant has the right to file the complaint with the Director, Civil Rights Center.

Corrective Actions

If, during the course of investigating the complaint, discriminatory actions are discovered, corrective action will be taken immediately, regardless of whether the complaint is resolved at the state level or is filed with USDOL CRC. This process of corrective actions and sanctions is described in Element Nine of the State of Oregon MOA.

Record Maintenance

ONWIB shall maintain records regarding complaints and actions taken for at least three years. Such records shall be maintained in a secure area and made available only to those with

authorization. The complaint and any information gathered during the investigation may not be discussed or revealed to anyone not legitimately entitled to access (29 CFR 37.41). Investigators from the USDOL CRC will have access to any information collected by each recipient as outlined in 29 CFR 37.40.

ACTION

ONWIB and its sub-recipients/contractors will take the necessary action to support and assure adherence to this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

REFERENCES

Workforce Innovation and Opportunity Act, Sections 181 & 188
Americans with Disabilities Act of 1990, Title II, Subpart A
Age Discrimination Act of 1975, as amended
Section 504 of the Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972
Titles VI & VII of the Civil Rights Act of 1964, as amended
20 Code of Federal Regulations (CFR) Part 636
29 CFR Parts 31, 32, 34 & 37
Oregon Administrative Rules (OAR) 589-020-0110, 589-020-0300
Oregon Revised Statutes (ORS) 183.502 Alternative Dispute Resolution
ORS Chapter 36 Mediation and Arbitration
Community Colleges and Workforce Development Policy 589-40.3

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

POLICY #: FISCAL 02	TITLE: COST REIMBURSEMENT
APPROVED:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised

POLICY

It is the policy of the Oregon Northwest Workforce Investment Board (ONWIB) to pay for travel and incidental business expenses, including meals, incurred by the ONWIB Board of Directors and/or ONWIB staff when conducting the business of the ONWIB, provided that those expenses have not been reimbursed by another entity. The ONWIB uses the rates for non-high cost and high-cost locations, as published annually by the U. S. General Services Administration - <http://www.gsa.gov/portal/category/100120>. These rates determine the reimbursement rates for lodging and meals/incidental expenses incurred in non-high cost and high-cost locations within the Continental United States.

Meals and Refreshments

- Coffee, soda, water, light refreshments, etc. may be provided at any scheduled ONWIB or committee meeting.
- An appropriate meal may be provided during or before any ONWIB or committee meeting scheduled during the normal mealtime and/or to accommodate travel.
- When a meal is not provided, ONWIB members or staff conducting ONWIB business may be reimbursed for meals. Meal reimbursements will be made on a per meal basis for that time spent conducting the business of the ONWIB. The meal reimbursement rate is as published annually by the U. S. General Services Administration for the respective non-high cost and high-cost locations. ONWIB members are considered to be on travel status whenever engaged in ONWIB business.

Lodging

- Reimbursement for lodging is to be on an actual expense basis, as evidenced by a receipt; provided the cost does not exceed the reimbursement rate published by the U.S. General Services Administration for non-high cost and high-cost locations. The Executive Director or designee may authorize an exception to this policy when lodging cannot be secured at the published rate and/or the lodging is in conjunction with a meeting held at the same location.
- Reimbursement for lodging expenses incurred at a facility within 35 miles of a ONWIB member's or staff residence/office is not allowed except under at least one of the following conditions:
 - An overnight stay is required to avoid having to drive back and forth to meetings on consecutive days.
 - An overnight stay is required to avoid driving in severe inclement weather.

- An overnight stay is required to accommodate an early morning flight departure before 10:00 AM.

Air Fare/Per Diem Comparison

ONWIB members and staff are expected to utilize the most economical means for travel. Use of a common carrier (airline, train, bus, etc.) will be reimbursed at the lowest rate documented by a fare comparison.

Factors to be considered in choosing a particular airline are:

- Scheduled departure time should occur during normal business hours.
- Scheduled arrival time should occur at a time that ensures availability to ground transportation, meals, and hotel check-in.
- Arrival at the destination should require no more than one connecting flight.

Sometimes it is possible to accrue significant airfare savings by departing before or after a scheduled meeting. Early or late departures may be approved when the cost of additional lodging and per diem does not exceed the airfare savings.

Miscellaneous Travel Expenses

Miscellaneous travel expenses essential to the transaction of official ONWIB business are reimbursable. Reimbursable expenses include:

- Normal baggage fees charged by the airline.
- Taxi fares (including customary tips or gratuities), motor vehicle rentals, ferry, and bridge tolls.
- Parking fees.
- Privately owned vehicle use to and from ONWIB business is reimbursable at the current approved IRS rate per mile as published each January.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Purchase of supplies in an emergency is allowable.
- Rental of room in a hotel or other place that is used to transact official business.
- Charges for necessary office administrative support, when authorized by the Executive Director or designee.
- Fees paid for fax services or internet access.
- The actual cost of laundry and/or dry cleaning expenses, as evidenced by a receipt, is authorized for employees or ONWIB members in continuous travel status for five or more working days.
- The cost of personal care attendant services, which are required by disabled employees or ONWIB members in order for them to travel, will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant.
- Baggage handler charges or gratuities but only if baggage handling services are required because the assignment has required him/her to transport large amounts of equipment

or supplies; or if baggage handling services are required to comply with the Americans with Disabilities Act.

- Business telephone calls will be allowed as a miscellaneous travel expense. Dial up access to business email or other business program is allowable. However, ONWIB member or staff is responsible to inquire to ensure associated telephone charges are not unreasonable. A brief (10 minutes or less) daily phone call to home while in travel status to check on the welfare of family members is allowable.

In order for expenses to be reimbursed, the following must be provided:

- Receipts or individual certification in the event a receipt is not available.
- Documentation of travel, including the date of trip, reason for trip, location and miles traveled, submitted no later than the last day of the month in which the travel occurred, and advance approval if travel is out of the State of Oregon. An exception to advanced approval would be if travel was to the border state of Washington for a joint meeting.
- Approval, as follows:
 - Out of state travel must be approved in advance.
 - Staff reimbursement must be approved by the supervisor.
 - ONWIB member reimbursement shall be approved by the Executive Director or designee.
 - Reimbursement for the Executive Director shall be approved by the ONWIB Chair or designee.

The Executive Director or designee shall review requests for expense reimbursement to assure that reimbursement is only for allowable, reasonable costs within this policy.

Unallowable Expenses

Certain travel expenses are considered as personal and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:

- Valet or room services, entertainment expenses, movie rentals and other items of similar nature.
- Any tips or gratuities, associated with personal expenses such as entertainment, concierge, etc.
- Parking fines, traffic violations, medical, and hospital services incurred while on WDC business.
- Transportation costs between a place of residence and place of business.
- Alcoholic beverages.

Advanced Travel Funds

Advanced travel funds may be provided in an amount not to exceed the estimated cost of the travel. An ONWIB member or staff shall complete a Request Form for an Advanced Travel Expense. The actual cost shall be reconciled with the estimated cost and advanced travel funds no later than the last day of the month in which the travel occurred. Executive Director or designee approval is needed for a travel advance.

ACTION

An expense reimbursement file shall be maintained for ONWIB members and staff.

DRAFT

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
BUDGET VS. ACTUAL
JULY 1, 2015 THROUGH DECEMBER 31, 2015

FUNDING	BUDGETED	YTD FUNDING	BALANCE	BALANCE %
WIOA Adult	504,064	126,309	377,755	75%
WIOA Dislocated Worker	628,095	145,771	482,324	77%
WIOA Youth	642,175	268,549	373,626	58%
Admin	250,686	116,281	134,405	54%
Supplemental Funding for New Board Support	15,000	0	15,000	100%
Additional State Funds Rural Board	208,333	0	208,333	100%
Additional State Funds Board Support	114,563	0	114,563	100%
Transition Grant	32,032	32,032	0	0%
Nat'l Emergency Grant-Job Driven	81,979	0	81,979	100%
Nat'l Emergency Grant-DW Training	15,481	0	15,481	100%
State Funds-Back to Work Oregon	134,400	0	134,400	100%
State Funds-Sector Strategies	129,158	0	129,158	100%
Incite-Rethinking Job Search	99,032	0	99,032	100%
TOTAL AVAILABLE FUNDS	2,854,998	688,942	2,166,056	76%

OPERATING EXPENSES	BUDGETED	YTD SPENDING	BALANCE	BALANCE %
Staffing				
Salaries	355,000	46,875	308,125	87%
Taxes & Benefits	95,500	6,588	88,912	93%
Total Staffing	450,500	53,464	397,036	88%

General Expenses				
Staff Travel / Training	30,000	8,275	21,725	72%
Board Travel / Training	10,000	661	9,339	93%
Facilities	10,350	2,400	7,950	77%
Telephone/Communications	4,000	0	4,000	100%
Equipment & Maintenance	25,000	385	24,615	98%
Supplies	15,000	1,383	13,617	91%
Insurance	6,650	0	6,650	100%
Ads, Dues, Subscriptions	15,000	12,000	3,000	20%
Total General Expenses	116,000	25,104	90,896	78%

Professional Services				
Accounting Services	37,000	4,482	32,518	88%
Payroll Services	4,000	504	3,496	87%
IT Services	10,000	0	10,000	100%
Logo Development	2,700	0	2,700	100%
I-Trac	20,001	7,584	12,417	62%
Legal	10,000	0	10,000	100%
Public Relations/Information	7,500	0	7,500	100%
Contract-Mike Kennedy	25,000	22,775	2,225	9%
Contract-Meredith Howell	84,205	2,292	81,913	97%
Contract Tech Support	25,000	0	25,000	100%
Total Professional Services	225,406	37,638	187,768	83%

Strategic Initiatives	218,610	0	218,610	100%
------------------------------	----------------	----------	----------------	-------------

TOTAL OPERATING EXPENSES	1,010,516	116,206	675,700	67%
---------------------------------	------------------	----------------	----------------	------------

PROVIDER EXPENSES	BUDGETED	YTD SPENDING	BALANCE	BALANCE %
PNW (SCBEC)				
WIOA Adult	217,785	101,186	116,599	54%
WIOA Dislocated Worker	291,279	94,991	196,288	67%
WIOA Youth	246,473	139,648	106,825	43%
Nat'l Emergency Grant-Job Driven	0	11,649	-11,649	
Total PNW	755,537	347,473	408,064	56%

CSC				
WIOA Adult	220,122	59,183	160,939	73%
WIOA Dislocated Worker	263,599	61,898	201,701	77%
WIOA Youth	321,893	133,353	188,540	59%
Total CSC	805,614	254,434	551,180	68%

TOTAL PROVIDER EXPENSES	1,561,151	601,906	959,244	62%
--------------------------------	------------------	----------------	----------------	------------

GRAND TOTAL EXPENSES	2,571,666	718,112	1,634,945	64%
-----------------------------	------------------	----------------	------------------	------------

UNBUDGETED FUNDING	283,332			
---------------------------	----------------	--	--	--

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD				
BUDGET VS. ACTUAL				
JULY 1, 2015 THROUGH MARCH 31, 2016				
FUNDING	BUDGETED	YTD FUNDING	BALANCE	BALANCE %
WIOA Adult	504,064	227,849	276,215	55%
WIOA Dislocated Worker	628,095	237,502	390,593	62%
WIOA Youth	642,175	382,082	260,093	41%
Admin	250,686	157,963	92,723	37%
Supplemental Funding for New Board Support	15,000	15,000	0	0%
Additional State Funds Rural Board	208,333	0	208,333	100%
Additional State Funds Board Support	114,563	0	114,563	100%
Transition Grant	32,032	32,032	0	0%
Nat'l Emergency Grant-Job Driven	81,979	11,649	70,331	86%
Nat'l Emergency Grant-DW Training	15,481	0	15,481	100%
State Funds-Back to Work Oregon	134,400	0	134,400	100%
State Funds-Sector Strategies	129,158	0	129,158	100%
Incite-Rethinking Job Search	99,032	0	99,032	100%
TOTAL AVAILABLE FUNDS	2,854,998	1,064,077	1,790,921	63%
OPERATING EXPENSES	BUDGETED	YTD SPENDING	BALANCE	BALANCE %
Staffing				
Salaries	355,000	111,841	243,159	68%
Taxes & Benefits	95,500	14,914	80,586	84%
Total Staffing	450,500	126,755	323,745	72%
General Expenses				
Staff Travel / Training	30,000	19,588	10,412	35%
Board Travel / Training	10,000	2,839	7,161	72%
Facilities	10,350	6,000	4,350	42%
Telephone/Communications	4,000	557	3,443	86%
Equipment & Maintenance	25,000	7,632	17,368	69%
Supplies	15,000	3,875	11,125	74%
Insurance	6,650	2,968	3,682	55%
Ads, Dues, Subscriptions	15,000	13,000	2,000	13%
Total General Expenses	116,000	56,459	59,541	51%
Professional Services				
Accounting Services	37,000	13,486	23,514	64%
Payroll Services	4,000	0	4,000	100%
IT Services	10,000	0	10,000	100%
Logo Development	2,700	0	2,700	100%
I-Trac	20,001	13,668	6,333	32%
Legal	10,000	47	9,953	100%
Public Relations/Information	7,500	269	7,231	96%
Contract-Mike Kennedy	25,000	22,775	2,225	9%
Contract-Meredith Howell	84,205	3,787	80,418	96%
Contract Tech Support	25,000	7,972	17,028	68%
Total Professional Services	225,406	62,005	163,401	72%

Strategic Initiatives	218,610	0	218,610	100%
TOTAL OPERATING EXPENSES	1,010,516	245,219	546,687	54%
PROVIDER EXPENSES				
PNW (SCBEC)	BUDGETED	YTD SPENDING	BALANCE	BALANCE %
WIOA Adult	217,785	162,925	54,860	25%
WIOA Dislocated Worker	291,279	168,728	122,551	42%
WIOA Youth	246,473	216,201	30,272	12%
Total PNW	755,537	547,854	207,683	27%
CSC				
WIOA Adult	220,122	87,708	132,414	60%
WIOA Dislocated Worker	263,599	91,145	172,454	65%
WIOA Youth	321,893	197,312	124,581	39%
Total CSC	805,614	376,165	429,449	53%
TOTAL PROVIDER EXPENSES	1,561,151	924,019	637,132	41%
GRAND TOTAL EXPENSES	2,571,666	1,169,238	1,183,819	46%
UNBUDGETED GRANT EXPENSES	AVAILABLE FUNDS	YTD SPENDING	BALANCE	BALANCE %
Nat'l Emergency Grant-Job Driven	81,979	11,649	70,330	86%
Nat'l Emergency Grant-DW Training	15,481	160	15,321	99%