

## NORTHWEST OREGON WORKS BOARD OF DIRECTORS

### DRAFT MEETING MINUTES

Friday, June 23, 2017  
10:00 AM – 12:00 PM  
Judge Guy Boyington Building  
857 Commercial Street  
Astoria, OR 97103

#### Members Present

Amanda Morris  
Debra Smith  
Erin Macauley  
Henry Balensifer III

John Hawkins  
Karen Sanders  
Stephanie Hurliman  
Tom Nelson

Tony Erickson  
Whitey Forsman

#### Members Absent

Birgitte Ryslinge  
Jeff Kemp  
Pat Malone

Randy Getman  
Rod Belisle  
Rhonda Meidinger

Zach Poole

#### Commissioners Present

Commissioner Anne Schuster  
Commissioner Doug Hunt

Commissioner Henry Heimuller  
Commissioner Scott Lee

#### Staff

Heather DeSart  
Pete Svendsen

Jason Swain  
Katelyn Roberts

#### **CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL.**

Chair Erickson called the meeting to order at 10:12 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum of members was present.

#### **FIRST PUBLIC COMMENT SESSION:**

James Solo (?) of Astoria, Oregon has been working with Community Services Consortium since December. CSC has assisted him in obtaining his GED and a job at a local thrift store.

#### **CONSENT AGENDA**

Chair Erickson listed the following items to be approved by the board as part of the consent agenda:

- June board meeting agenda with inclusion of any emergency items and deletion of any items
- Approve board meeting minutes from the April 28, 2017 meeting

Ms. DeSart noted typos in the meeting schedule for the upcoming program year which was on the last page of the agenda packet. The days are correct but the year is incorrect.

*A motion was made by Henry Balensifer III and seconded by John Hawkins to approve the consent agenda. No discussion. Motion carried.*

### **WORKSOURCE OREGON CENTER CERTIFICATION**

At Chair Erickson's request, Ms. DeSart provided an overview of the certification of the WorkSource Oregon Centers which is a requirement of the Workforce Innovation and Opportunity Act and the state. The Astoria WorkSource Center has been identified as the comprehensive center. The information provided in the agenda packet will be submitted to the state by June 30.

*A motion was made by Henry Balensifer III and seconded by Erin Macauley to approve the WorkSource Oregon Center Certification as presented. No further discussion. Motion carried.*

### **ONE-STOP OPERATOR**

At Chair Erickson's request, Ms. DeSart provided background of the purpose, requirements, and roles around the one-stop operator. With a strong local leadership team in place for the area, the operator will be focusing on quality assurance activities. A request for proposal was released and two entities responded. The proposals were evaluated by a three member committee. Based on the scoring, staff are recommending Oregon Manufacturing Extension Partnership be awarded the contract as the one-stop operator.

*A motion was made by Debra Smith and seconded by Henry Balensifer III to approve Oregon Manufacturing Extension Partnership as the one-stop operator and authorize staff to negotiated a contract not to exceed \$50,000 for services. No further discussion. Motion carried.*

### **2017 PROGRAM YEAR YOUTH SERVICES CONTRACT**

Before taking action of the program year 2017 contracts, Chair Erickson informed the board that NOW will be releasing an RFP during the 2017 program year to procure a single service provider for Adult, Dislocated Worker and Youth Services.

For the youth services, Ms. DeSart explained that this contract amount is less than current year as a result of a decrease in federal funds and funding the one-stop operator sub-award. She also informed the board that if additional funds are received from the state for services, these funds would be passed through to CSC or ResCare, depending on the intended purpose of the funds.

At Mr. Balensifer's question, Ms. DeSart explained that she would not anticipated an negative affect on outcomes once there is a single provider in place for all services.

*A motion was made by John Hawkins and seconded by Henry Balensifer III to authorize staff to enter into a contract with Community Services Consortium to provide Youth Services in the 2017 program year in an amount not to exceed \$450,000.*

Questions arose from board members about the youth program and recruitment strategies. With Chair Erickson's approval, Diana Nish, Youth Coordinator with Community Services Consortium, and the board members has a in depth discussion about the program and workforce issues facing young adults.

Being conscious of time, Chair Erickson reminded the board that a motion had been made regarding the youth services contract. *There was no further discussion. Motion carried.*

### **2017 PROGRAM YEAR ADULT AND DISLOCATED WORKER SERVICES CONTRACT**

Chair Erickson presented an action item for the board to take on the upcoming program year for the Adult and Dislocated Worker Services contract. Ms. DeSart provided that the contract is about \$50,000 less than this year's contract.

*A motion was made by John Hawkins and seconded by Erin Macauley to authorize staff to enter into a contract with ResCare Workforce Services to provide Adult and Dislocated Worker Services in the 2017 program year in an amount not to exceed \$850,000. No further discussion. Motion carried.*

### **2017 PROGRAM YEAR PRELIMINARY OPERATING**

At Chair Erickson's request, Jason Swain, NOW's CFO, reviewed the preliminary operating budget for the 2017 program year. Related to revenues, NOW is seeing a reduction of the federal WIOA funds in the 2017 program year and anticipates there will be less unexpended fund from PY16 to be carried over. The state has said that there will be some state funds available for Back to Work Oregon, Sector Strategies, and board support. However, the amounts are unknown at this time which has been reflected at zero in the budget. Throughout the presentation, Mr. Swain answered various questions from board members and commissioners.

*A motion was made by John Hawkins and seconded by Debra Smith to approve the 2017 program year operating budget as presented and discussed. No further discussion. Motion carried.*

### **2017 PROGRAM YEAR BOARD MEETING**

Chair Erickson pointed out the proposed meeting schedule for the upcoming program year. Corrections were made during the consent agenda.

*A motion was made by John Hawkins and seconded by Erin Macauley to approve the meeting schedule with the discussed corrections. No discussion. Motion carried.*

### **LABOR MARKET INFORMATION PRESENTATION**

Chair Erickson introduced Shawna Sykes and Erik Knoder from the Oregon Employment Department's Research Division. Ms. Sykes highlighted various data on Clatsop County including employment levels, industry changes, population growth, age and education demographics, median earnings and other related information. Mr. Knoder reviewed highlights from a recent report released from the Oregon Employment Department titled The Employment Landscape of Rural Oregon. The report shows how rural counties have and are recovering from the recession in comparison to the rest of the state. Throughout the presentation, board members asked questions and made comments.

### **PROGRAM PERFORMANCE REPORT**

A program performance report was provided in the agenda packet. Pete Svendsen provided that since the report was pulled, there have been some additions to the performance numbers. Mr. Balensifer III expressed disappointed in the youth outcomes in Clatsop County. At board

members request, staff will send out an updated performance report once the program year has ended.

### **SUCCESS STORIES**

Chair Erickson and Ms. DeSart invited ResCare to provide program success stories. The board will hear recent program success stories. Camille Padilla with ResCare introduced Linda and Marty with Duggan Insurance. Facing a large amount of work during an open enrollment period, Linda contacted ResCare to get an individual to assist with the work. They set an on-the-job training for Marty with Duggan Insurance so Marty could learn about the job while part of her wages were paid for. Marty is now a licensed insurance agent at Duggan Insurance.

Mr. Balensifer III commented that LEKTRO has also used the on-the-job training program and has had great success as well.

### **BOARD CHAIR REPORT**

Chair Erickson reported on his attendance at the meeting with the Oregon Workforce Investment Board where there was discussion about supporting the rural local workforce boards.

In Columbia County, the Oregon Manufacturing Innovation Center is moving forward with leadership from Portland Community College. Much of the work is not visible to the public yet. Chair Erickson has been working to find and talk to invisible manufacturers in the area.

Chair Erickson attended and participated in a review of the Tongue Point Job Corps Center. They presented their actual outcome compared to their goals.

He will be appointing two new members to the Executive Committee.

After discussion, staff will work to have the next meeting in Columbia County and provide a tour of OMIC.

### **EXECUTIVE DIRECTOR REPORT**

Ms. DeSart thanked John Hawkins and Commissioner Schuster for contributing refreshments for the meeting.

She introduced two new members, Erin Macauley as a labor representative, and Tom Nelson as the economic development representative. Also Cami Aufdermauer will soon be appointed as the community-based organization representative.

Ms. DeSart recognized Katelyn Roberts for her contribution to Northwest Oregon Works. She will be relocating to Lakeview, OR. Her last day in the office on Wednesday but will be working remotely through July.

### **BOARD MEMBER COMMENTS**

Commissioner Hunt informed the board that there is a hearing in Salem on Monday for the bill to form a taskforce to focus on the maritime sector.

Ms. Hurliman reported that the new WorkSource Center in Lincoln City. The St. Helens center has recently been remodeled. The Newport center will soon be remodeled. In Benton County,

ground was broke for a new building to house Department of Human Services and the WorkSource center. There are a number of retirements include Joyco Aho from the Astoria and St. Helens center.

**SECOND PUBLIC COMMENT SESSION**

No comments were made.

**ADJOURNMENT**

Chair Erickson adjourned the meeting at 12:13 PM.

DRAFT