



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

August 28, 2020 10:00 a.m. - 12:00 p.m.

Zoom Call

Present:

Board: **Tony Erickson**, Oregon AERO, Chair; **Lauren Smith**, DHS, VocRehab; **John Hawkins**, Service Employees International Union; **Terre Cooper**, Tillamook County Economic Development; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Todd Simmons**, Tillamook Peoples' Utility District; **Birgitte Ryslinge**, Oregon Coast Community College; **Heather Clark**, Alterations by Heather; **Stephanie Hurliman**, Oregon Employment Dept.; **Ivan Castille**, Laborers Local 737; **Amanda Morris**, Samaritan Health Service; **Whitey Forsman**, Pacific Oyster; **Zach Poole**, Pig'n Pancake, Vice Chair/Secretary;

Consortium: **Doug Hunt**, Lincoln County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Pat Malone**, Benton County Commissioner;

Excused: **Rod Belisle**, NECA-IBEW Electrical Training Center; **Henry Balensifer III**, LEKTRO; **Josh Kvidt**, Alyrica; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Ann Buchele**, Linn-Benton Community College;

Staff: **Heather DeSart**, NOW Executive Director; **Debra Smith**, NOW Program Manager; **Jason Swain**, NOW CFO; **Emily Schwartz**, NOW Office Manager

Guests: **Shawna Sykes**, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Camille Padilla**, Equus; **Diana Nish**, Equus; **Angeline Chan-Pepper**, Equus; **Caren Lindahl**, Equus; **Matthew Sneed**, Equus; **Amber Haven**, Equus; **Heather Martin**, Equus; **Sandi Pickering**, Equus; **Andrew Lattanner**, OMIC Training Director PCC; **Jaime Lindsay**; **Jennifer Purcell**, Regional Solutions Coordinator; **Paul Vogel**, Interim Executive Director for Columbia County Economic Development; **Kathy Wilcox**, OWI, HECC; **Brandon Schrader**, Oregon Employment Department; **Karen Litvin**, Project Masters; **Kate Frame**, Bloom Consulting; **Todd Johnson**, Columbia Community Mental Health; **Polly Farrimond**, Oregon Employment Department; **Jordan MacDonald**, Equus; **Carley Curtis**, Equus; **Dawn Billow**, Equus; **Madelyn Bevens**, Equus; **Timothy Foster**, Equus;



1. CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL

Chairman Erickson called the Meeting to order at 10:01 am.

Chairman Erickson asked for confirmation of the public posting of the meeting; Emily Schwartz confirmed; Roll Call taken, and Quorum established.

2. AGENDA REVIEW

There were no inclusions or deletions.

MOTION: Linda Dugan SECOND: John Hawkins MOTION CARRIED.

3. SECOND PUBLIC COMMENT SESSION

There were no comments from the public.

4. CONSENT CALENDAR – Approval of the following items:

- Accept Staff’s recommendation to approve the minutes from the June 26, 2020 meeting.
- Accept Staff’s recommendation to approve the PY2020-21 Projected meeting schedule.
- Accept Staff’s recommendation to approve the revised On-the-Job Training Policy. Effective July 1, 2020.

Ms. DeSart explained the change in the On-the-Job Training Policy. There was no further discussion.

MOTION: John Hawkins SECOND: Linda Dugan MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Accept Staff’s recommendation to approve the PY2020-21 Contracts – Heather DeSart, NOW ED

Ms. DeSart explained the contracts and amounts that were going out to Equus. There was not further discussion.

MOTION: John Hawkins SECOND: Heather Clark MOTION CARRIED.

6. DISCUSSION and POSSIBLE ACTION – Accept the FAT’s recommendation to approve the PY2020-21 Budget to actual – Linda Dugan, NOW Board Treasurer

Ms. Dugan let the board know that the FAT committee did not meet formally. Ms. Dugan asked staff how much of the funds went to the people in the programs. Mr. Swain explained that about \$5,500 went out to participants and there was youth only costs in July. The reason was because tracking is based on a cash basis so while there was activity, costs had not been charged.

MOTION: John Hawkins SECOND: Zach Poole MOTION CARRIED.



7. DISCUSSION and POSSIBLE ACTION – Accept Staff’s recommendation to approve the PY2019-20 subrecipient monitoring report – Debra Smith, NOW Program Manager

Ms. Smith commended Equus for their record keeping. Ms. Smith explained that the five observations in the report were already being rectified. There was no further discussion.

MOTION: John Hawkins SECOND: Ivan Castille MOTION CARRIED.

8. INFORMATION – Program Report and Update – Debra Smith, NOW Program Manager

Ms. Smith explained that the report was for the last Program Year and that Equus hit most of their goals. There were some numbers that were lower due to COVID. Ms. Dugan asked why the totals did not match the lines and Ms. Smith explained that she missed adding the totals in the lines but would send out a revised report once she added those.

9. INFORMATION – Equus-Program Success Stories – Camille Padilla, Diana Nish and Angeline Chan Pepper

Equus presented a video for success stories featuring an employer from USiA, and two participants that completed the industrial sewing program. After the video, Ms. Padilla explained that they had been gaining traction in childcare discussions in Columbia, Clatsop and Tillamook, as well as support hiring and helping to fund childcare workers. Ms. DeSart let the board know that she had been able to meet with the Linn, Benton and Lincoln group and thinks we will be able to replicate what is happening in the northern counties in all five of NOW’s local area.

10. INFORMATION – Oregon Employment Department Economic Update – Erik Knoder and Shawna Sykes

Mr. Knoder explained that unemployment claims had gone down in the last couple of months but that there has not been as much of a bounce back in employment as they had been hoping. He explained that from the economist point of view, the recession was most likely over. Ms. Sykes presented on Columbia County and diversity demographics.

11. INFORMATION – State of Economic Development in Columbia County – Paul Vogel

Mr. Vogel gave an update on Columbia County and how they are adjusting with the changes due to COVID and chances in CCET (Columbia County Economic Team). He explained there is a stronger



focus on small businesses, especially with them being hit the hardest by COVID. Mr. Vogel explained that CCET was able to award small grants across the county, primarily to women owned businesses.

12. INFORMATION – State of OMIC and Portland Community College – Andrew Lattanner

Mr. Lattanner presented on the OMIC apprenticeship programs and the state of PCC with the transition to online classes. He stated that the new training center is scheduled to open in the spring of 2021 but depending on what is happening with state policies regarding COVID, may be postponed.

13. BOARD CHAIR REPORT

Chairman Erickson announced that he was elected president of the United Way in Columbia County. He also stated he is coming up on his term limits and is working with staff to find how the transition will go. Ms. DeSart explained that staff would be working to see if there is a succession process and if other officers were coming up on their terms as well.

14. EXECUTIVE DIRECTOR’S REPORT

Ms. DeSart introduced Kate Frame to the board as one of the two Maritime Coordinators. Ms. DeSart next explained that she was wanting to expand more into diversity and diversity training for the board.

15. BOARD MEMBER COMMENTS

Commissioner Hunt explained that the meeting in October will be the annual meeting and will be held jointly with the Consortium. Commissioner Hunt stated that he had asked staff to find out about Chief Local Elected Official terms and succession rules.

16. SECOND PUBLIC COMMENT SECTION

Ms. Pepper gave a shout out to Equus and the smooth transition during the challenging period.

17. ADJOURN

Chair Erickson adjourned the meeting at 11:59 a.m.