



## **AGENDA** **BOARD OF DIRECTORS**

1070 Columbia Blvd.  
St. Helens, Oregon 97051

**August 23, 2019 - 10:00am-Noon**

This meeting has been 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

This Agenda is also available at [www.nworegonworks.org](http://www.nworegonworks.org).

Telephone: +1 646 876 9923

Meeting ID: 162 588 658

Computer: <https://zoom.us/j/162588658>

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*Those wishing to speak should sign the "Public Comment" sign-in sheet*

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**1. CALL TO ORDER, CONFIRMATION OF POSTING, and ROLL CALL**

**2. REVIEW and APPROVE AGENDA**

*Inclusion of any emergency items, or deletion of any items*

**3. PUBLIC COMMENT SESSION**

*Please clearly state your name and address for the record. Each public comment will be limited to three (3) minutes at the Chair's discretion.*

**4. DISCUSSION and POSSIBLE ACTION**

Accept Staff's recommendation to approve the Minutes of the June 28, 2019 Board Meeting.

**5. DISCUSSION and POSSIBLE ACTION– Financial Advisory Team**

Accept FAT's recommendation and update from August 13, 2019 meeting (5 minutes)

**6. DISCUSSION and POSSIBLE ACTION – Meeting frequency (5 minutes)**

**7. INFORMATION**

**8. Oregon Employment Department Economic Update – Erik Knoder and Shawna Sykes, OED (15 minutes)**

**9. INFORMATION**

ResCare-Program Success Story and PY19-20 Projections – *Camille Padilla, Diana Nish and Angeline Chan Pepper (10 minutes)*

**10. INFORMATION**

State of Clatsop Community College- *Chris Breitmeyer (15 minutes)*

**11. INFORMATION**

State of Economic Development in Clatsop County- *Kevin Leahy (15 minutes)*

**12. INFORMATION**

State of Portland Community College-*Marc Goldberg and Dr. Chris Villa (15 minutes)*

**13. INFORMATION**

State of Economic Development in Columbia County- *Chuck Daughtry (15 minutes)*

**14. BOARD CHAIR REPORT – Tony Erickson, Chair**

**15. EXECUTIVE DIRECTOR’S REPORT – Heather DeSart, NOW Executive Director**

**16. BOARD MEMBER COMMENTS – Roundtable**

**17. SECOND PUBLIC COMMENT SECTION**

*Please clearly state your name and address for the record. Each public comment will be limited to three (3) minutes at the Chair’s discretion.*

**18. ADJOURN**

*Northwest Oregon Works meetings are open to the public and conform to Oregon Public Meetings Laws. A request for an interpreter for the hearing impaired or, other accommodations for persons with disabilities, should be made at least 72 hours in advance of the meeting to our office at (541) 921—9241, or [Emily@onwib.org](mailto:Emily@onwib.org). . TTY is available at 711 or (800) 735-2900.*



# MINUTES

## NORTHWEST OREGON WORKS BOARD OF DIRECTORS & CONSORTIUM MEETING

June 28, 2019 10:00 a.m. - 2:00 p.m.

Tongue Point Job Corps Center  
37573 Old Highway 30  
Astoria, OR 97103-7200

**Present:**

**Board:** **Tony Erickson**, Oregon AERO, Chair; **Stephanie Hurliman**, Oregon Employment Dept.; **Bryan Campbell**, DHS, VocRehab; **Ivan Castille**, Laborers Local 737; **John Hawkins**, Service Employees International Union; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Heather Clark**, Alterations by Heather; **Terre Cooper**, Tillamook County Economic Development; **Ann Buchele**, Linn-Benton Community College; **Henry Balensifer III**, LEKTRO; **Birgitte Ryslinge**, Oregon Coast Community College; **Whitey Forsman**, Pacific Oyster;

**Consortium:** **Pat Malone**, Benton County Commissioner; **Mary Faith Bell**, Tillamook County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Henry Heimuller**, Columbia County Commissioner

**Conference Call-In:** **Amanda Morris**, Samaritan Health Service; **Sara Skamser**, Foulweather Trawl; **Doug Hunt**; Lincoln County Commissioner

**Excused:** **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Todd Simmons**, Tillamook Peoples' Utility District; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Josh Kvidt**, Alyrica

**Staff:** **Heather DeSart**; NOW Executive Director; **Debra Smith**; NOW Program Manager; **Jason Swain**; NOW Chief Financial Officer; **Emily Schwartz**; NOW Office Manager

**Guests:** **Shawna Sykes**, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Jennifer Purcell**, North Coast Regional Solutions Coordinator; **Camille Padilla**, ResCare; **Travis Turner**, Seamanship TPJC; **Katrina Gasser and TPJC youth**, Business and Community Liaison TPJC; **Theresa Fitzgerald**, OWI, HECC, Call-in

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

*Chairman Erickson called the Meeting to order at 10:00am.*

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



*Chairman Erickson and Chairman Hunt explained how the flow of the meeting would go being combined.*

**2. AGENDA REVIEW** *(Inclusion of any emergency items, or deletion of any items)*

*No changes were made to the agenda.*

**BOARD:**

**MOTION:** Ivan Castille      **SECOND:** Rod Belisle      **MOTION CARRIED.**

**CONSORTIUM:**

**MOTION:** Henry Heimuller      **SECOND:** Pat Malone      **MOTION CARRIED.**

**3. SECOND PUBLIC COMMENT SESSION**

*There were no comments from the public.*

**4. DISCUSSION and POSSIBLE ACTION**

*Approve Minutes of the April 26, 2019 Board Meeting – Amended item 4 (correction of date), and heading of Minutes (date and location).*

**MOTION:** Rod Belisle      **SECOND:** Ivan Castille      **MOTION CARRIED**

*Approve Minutes of the April 11, 2019 Consortium Meeting*

**MOTION:** Pat Malone      **SECOND:** Henry Heimuller      **MOTION CARRIED.**

**5. DISCUSSION and POSSIBLE ACTION** – Linda Dugan, NOW Board Treasurer & Jason Swain, NOW CFO  
*Approval of PY 2019-20 Budget/Contracts*

*Discussion: Funding drop of 13% from last year, and about 35% since PY 15-16. State has been consistent in cutting NOW's funding but not consistent with how much. Questions about how NOW plans to supplement funding. Jason explained that we have contracted with a grant writer to bring in extra funding. Board and Consortium would like a breakdown of salaries, professional services (specifically grant writer) and overhead costs. Explained subprovider overhead ran at about 9-10%.*

*Suggestions for future Budgets: Clearly marked Contingency line item, information and comparisons to previous years data, and analysis to see how much we pay grant writer vs. how much in grant funding NOW is awarded as a result.*

*Chairman Erickson again expressed that the Board is forming a Financial Advisory Team, and those on the team have access to the complete breakdown of the budget.*



**BOARD:**

**MOTION:** Whitey Forsman                      **SECOND:** Rod Belisle                      **MOTION CARRIED.**

**CONSORTIUM:**

**MOTION:** Pamela Wev                      **SECOND:** Henry Heimuller                      **MOTION CARRIED.**

**6. DISCUSSION and POSSIBLE ACTION**

*Approval of the PY 19-20 Projected Meeting Schedule for Board and Consortium meetings*

**MOTION:** Birgitte Ryslinge                      **SECOND:** Rod Belisle                      **MOTION CARRIED.**

**CONSORTIUM:**

**MOTION:** Pat Malone                      **SECOND:** Henry Heimuller                      **MOTION CARRIED.**

**7. DISCUSSION**

*Strategic Planning:*

- *Introductions of Board, Consortium and guests*
- *Mission Statement Discussion*

**Lunch Break and Tongue Point Job Corp Presentation**

- *Erik Knoder and Shawna Sykes, OED: Research Presentation*
- *Vision Statement Discussion and Group Work*
- *Goal Setting*

**8. ADJOURN**

Chair Erickson adjourned the meeting at 2:00 p.m.