



## MINUTES

### **NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING**

Friday, August 25, 2017, 10:00 a.m.

Columbia County Mental Health, Creekside Center  
58646 McNulty Way, St. Helens, OR 97051

- Present:** **Tony Erickson**, Oregon AERO, Chair; **Jeff Kemp**; Pacific Stainless Products; **John Hawkins**, Service Employees International Union; **Karen Sanders**, Portland Community College; **Pat Malone**, Sunrise Tree Farm; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Rhonda Meidinger**, DHS Vocational Rehabilitation; **Stephanie Hurliman**, Oregon Employment Department; **Tom Nelson**, Corvallis-Benton County Economic Development Office; **Whitey Forsman**, Pacific Oyster; **Zach Poole**, Pig 'N Pancake
- Excused:** **Debra Smith**, Central Lincoln PUD, Vice Chair/Secretary; **Amanda Morris**, Samaritan Health Services; **Birgitte Ryslinge**, Oregon Coast Community College; **Henry Balensifer III**, LEKTRO; **Gail Muller**, Tillamook County Creamery; **Randy Getman**, Barrett Business Services, Inc.; **Cami Aufdermauer**, Tillamook County Habitat for Humanity
- Staff:** **Heather DeSart**; NOW Executive Director; **Lisa Grisham**, NOW Recorder; **Pete Svendsen**; NOW Program Manager; **Jason Swain**, NOW Chief Financial Officer
- Guests:** **Anne Schuster**, Benton County Commissioner; **Erik Knoder** and **Shawna Sykes**, Oregon Employment Department; **Myronda Schiding**, Northwest Regional Education Service District; **Linda Wechsler**, Manufacturing Consultant; **Diana Nish**; **Shalee Hodgson**, Oregon Employment Department

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

Chair Erickson called the meeting to order at 10:10 a.m. Chair Erickson asked for confirmation of the posting, which Grisham confirmed. Roll call was taken.

#### **2. REVIEW AND APPROVE AGENDA**

No changes were made to the agenda.

#### **3. ANNOUNCEMENTS**

DeSart introduced Grisham as Northwest Oregon Works' (NOW) new Office Manager.

#### 4. FIRST PUBLIC COMMENT SESSION

There were no comments from the public.

#### 5. CONSENT CALENDAR (The Consent Calendar is Approved with One Motion)

- Minutes of the June 23, 2017 Board Meeting

**MOTION:** Hawkins moved to approve the Consent Calendar of June 23, 2017. Malone seconded the motion, which carried 11-0.

#### 6. INFORMATION AND DISCUSSION: Clatsop County Community-Based Internship Program – *Myronda Schiding, Northwest Regional Education Service District*

Schiding gave an overview on the internship program, which is a cross-sector partnership that includes business and industry members from three counties – Tillamook, Clatsop and Columbia. They have industry partners, community-based organization partners, and school partners. Kids learn both technical skills and career readiness skills. If successful, the plan is to expand the internship program to Columbia and Tillamook counties.

Commissioner Schuster asked if other education service districts (ESD's) were utilizing this program. Schiding responded there were other programs in place, however she was not aware of any exactly like this one. She does believe that we will start seeing more internship-based programs moving forward. Commissioner Schuster asked how internships were funded. Schiding stated it was a new program starting this year. It will be funded by the industry partners, so it will be up to them, although they are looking to identify available Workforce Innovation and Opportunity Act (WIOA) funds. Commissioner Hunt asked about the insurance liability. Schiding stated liability is the reason the program is for 18-years and older. There are no high school credits available for this program, because most this age have already graduated. In the future, the program will look at the ability to place kids in other industries where the age is 16+. Schiding stated since schools are very supportive, they anticipate working towards receiving high school credits. However, they may be an opportunity to align with Clatsop Community College for credit. Malone asked if the return on investment (ROI) included in-kind, or just actual dollars. Schiding said it was just dollars. Board members discussed the internship program, how it affects 18-year-olds that have graduated high school, and how to engage them earlier.

#### 7. INFORMATION AND DISCUSSION: Oregon Manufacturing Extension Partnership and One-Stop Operator Update – *Linda Wechsler, Manufacturing Consultant*

Wechsler gave an overview on their role as the One Stop-Operator (OSO), and looks forward to working with everyone (Exhibit #1). She reported they are a not-for-profit group of consultants that primarily serve manufacturers in Oregon. Oregon Manufacturing Extension Partnership (OMEP) assists with continuous improvement, helping increase capacity, solve problems, and create

efficiencies. Wechsler stated they conduct numerous trainings and workshops, and provide community outreach education. They call themselves a partnership because while they work with industry directly, they also work with organizations like NOW. Wechsler remarked OMEP uses whatever resources they need to help manufacturers grow.

OMEP will be working with several workforce boards in Oregon. There are four (4) additional consultants working in Oregon, and Wechsler believes this will be an advantage as they work together, learn together, and learn from each other. Over the next year OMEP will work closely with the local leadership team to focus on continuous improvement and quality assurance; items defined in the WIOA. Wechsler asked: What has been your experience with OSO's in the past, and what are you looking to work on in the future? She advised folks to give her feedback as they think of it moving forward.

**8. DISCUSSION AND ACTION:** Review and discuss the final operating budget for the PY 16-17, and the updated PY 17-18 budget – *Jason Swain, NOW*

Swain reviewed the final budget for PY 16-17, and presented an update to the PY 17-18 budget. Commissioner Schuster asked if there was any concern on the carryover amount from the PY 16-17 budget. Swain responded no, there is a two-year period to use WIOA dollars, however it depends on what type of dollars they are. WIOA dollars are identified in two groups: direct and indirect. Federal and state regulations do not require us to spend any ratio of dollars for indirect, or administrative funds. We are required to spend at least 80% of direct dollars, or non-administrative funds. Funds are used on a first-in, first-out basis, which ensures that no monies expire.

Commissioner Schuster asked Swain what percentage of dollars in the past have come from state versus federal? Swain answered approximately 25%-30%, however we are gradually receiving more. One of our objectives for this upcoming fiscal year is to seek additional revenue channels, such as foundations and corporations, that we could combine with state and federal funding. Commissioner Hunt asked if we expected to receive more, or less funds than last year. Swain replied that we are expecting less state and federal funds, which is why we consider ourselves fortunate to have carryover funds.

Commissioner Schuster asked for more information about how we would find new revenue channels, and would those dollars be used for additional grant writing. DeSart stated if we accumulated additional monies, it would be brought to the board for their direction on how to spend those dollars. Swain explained how, in general, grant writing funds are typically laser-focused on a project or plan. Whereas foundation and corporation monies generally have a bit more flexibility on where dollars can be spent, such as administrative costs.

**9. DISCUSSION AND ACTION:** Review and discuss the revised Cost Allocation plan – *Jason Swain, NOW*

Swain presented an update on the revised cost allocation plan to the board. Our previous plan lacked specifics our auditor's want to see, so Swain has added more detail.

**10. DISCUSSION AND ACTION:** Review and discuss the revised Travel Policy – *Jason Swain, NOW*

Swain gave an update on the revised Travel Policy. As an organization, we added the ability for the Executive Director to make case-by-case basis reimbursement for unusual occurrences, while maintaining transparency.

**MOTION:** Hawkins moved to approve agenda items 8, 9 and 10 as received and discussed. Kemp seconded the motion, which carried 11-0.

**11. INFORMATION AND DISCUSSION:** Oregon Employment Department Economic Update – *Shawna Sykes and Erik Knoder, Oregon Employment Department*

Knoder presented the Oregon Employment Department's economic update for our region.

**12. INFORMATION AND DISCUSSION:** Review the updated board meeting schedule for the 2017 program year – *Lisa Grisham, NOW*

Grisham presented the correct board meeting calendar for the 2017-18 program year. Commissioner Schuster asked about meeting locations for upcoming meetings. DeSart stated the next meeting will be in Benton County, followed by Lincoln, Tillamook, Clatsop and Columbia counties. Commissioner Schuster inquired if a tour or other type of opportunity exists to experience the "flavor" of each county, and learn more about them. DeSart and Grisham will work with Commissioner Schuster on developing something for the next meeting in Benton County.

**13. INFORMATION:** Program Performance Update – *Pete Svendsen, NOW*

Svendsen gave an update on program performance, and noted that we have just started Program Year 2017. We were extremely close in meeting our goals for Program Year 2016. Goals missed include youth development for Tillamook and Clatsop counties. Based on that, NOW obtained a youth development grant. We have an AmeriCorps member, Ciera Guerrero, focused on those activities. Erickson asked that she present more about AmeriCorps at the next board meeting.

**14. INFORMATION AND DISCUSSION:**

Two short videos about NOW were played for the board.

**15. INFORMATION:** The board will hear recent program success stories.

Nish presented a program success story about Emily Hay who interned for Oregon Aero Inc., over the summer (Exhibit #2).

Alicia presented for Kristin B., who had to leave to return to work. Kristin has worked for *Alterations by Heather* in St. Helen's for over three years. On-the-Job-Training (OJT) was used as a promotion. The owner recognized Kristin's skill and promoted her to bridal seamstress. Kristin's career goal is to be a costume designer. She is currently attending school for design, and appreciates having the OJT experience available to secure her promotion and gain additional job skills that have helped her.

**16. BOARD CHAIR'S REPORT – Tony Erickson, Chair**

Erickson gave an update on the Oregon Manufacturing training center. They are working with the high school and community college to offer a class that will provide dual-credits.

**17. EXECUTIVE DIRECTOR'S REPORT – Heather DeSart, NOW**

DeSart informed the board that the Maritime industry (sector) is basically up and running. We are working with Clatsop Community College and the Seamanship program to begin some OJT activities. DeSart introduced Shalee Hodgson, with Oregon Employment Department (OED). Hodgson stated at the request of the Oregon Workforce Investment Board, she is doing a local assessment for each of the nine local areas. DeSart stated NOW is going to be the first area assessed.

**18. BOARD MEMBER COMMENTS – Roundtable**

Malone questioned how high school age students can gain some experience when the system is against that. He said someone mentioned the Bureau of Labor and Industries (BOLI), and Workers' Compensation insurance, and he thought of a columnist named Lenore Skenazy. She has website *Free-Range Kids* that talks about how kids of all ages need experience of all kinds. Vocational technical training is invaluable. High schools seemingly no longer offering those types of classes due to previous budget cuts, but he believes they are starting to come back slowly. Malone said if we can help the process along somehow, he believes it will be beneficial to all.

Kemp left at 12:24 p.m.

**19. OTHER BUSINESS**

No other business was discussed.

**20. SECOND PUBLIC COMMENT SESSION**

There were no comments from the public.

**21. ADJOURN**

**MOTION:** Hawkins moved to adjourn. Malone seconded the motion, which carried 10-0. Chair Erickson adjourned the meeting at 12:33 p.m.

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Tony Erickson, Chair

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Lisa Grisham, Recorder