

INVEST	INNOVATE	IMPACT
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AGENDA
CONSORTIUM MEETING
Local Elected Officials
ZOOM CALL

Telephone: 1 646 876 9923

Meeting ID: 821 4022 5718

Passcode: 023485

Computer: <https://us02web.zoom.us/j/82140225718?pwd=NEs4ZjV0ZVlZNNFzQUxzV0t2cUY5Zz09>

January 22, 2021 – Immediately Following the NOW Board Meeting

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.

Those wishing to speak should sign the “Public Comment” sign-in sheet

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 from October 23, 2020 joint Board and Consortium Meeting (Attachment 4.1, Page 3)

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5. DISCUSSION and POSSIBLE ACTION

Accept NOW’s recommendation to approve the PY20-21 December Budget to Actual and new funding budget changes (*pending approval from the NOW Board*) (Attachment 5.1, Page 8)

6. DISCUSSION and POSSIBLE ACTION

Appointment of Northwest Oregon Works Board Member representing Labor replacing Ivan Castille. The term will be January 22, 2021 to February 1, 2024 – **Mario Calderon, Local 737 Business Representative on the North Coast** (Separate Attachments for Resume and Nomination Letter)

7. CONSORTIUM MEMBER COMMENTS – Roundtable

8. SECOND 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.

9. ADJOURN

Northwest Oregon Works meetings are open to the public and will 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. TTY is available at 711 or (800) 735-2900.

Attachment 4.1

MINUTES

NORTHWEST OREGON WORKS JOINT BOARD OF DIRECTORS and CONSORTIUM BOARD MEETING

October 23, 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; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **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; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Josh Kvidt**, Alyrica; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Ann Buchele**, Linn-Benton Community College

Consortium:

Doug Hunt, Lincoln County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Pat Malone**, Benton County Commissioner; **Mary-Faith Bell**, Tillamook County Commissioner; **Henry Heimuller**, Columbia County Commissioner

Excused:

Rod Belisle, NECA-IBEW Electrical Training Center; **Henry Balensifer III**, LEKTRO; **Terre Cooper**, Tillamook County Economic Development; **Todd Simmons**, Tillamook Peoples' Utility District; **Whitey Forsman**, Pacific Oyster

Staff:

Heather DeSart, NOW Executive Director; **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; **Sandi Pickering**, Equus; **Karen Litvin**, Project Masters; **Kate Porsche**, Benton County Economic Development; **Jordan MacDonald**, Equus; **Carley Curtis**, Equus;

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

Chairman Erickson called the Meeting to order at 10:06 am.

a. NOW Board

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

b. Consortium Board

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

2. REVIEW and APPROVE AGENDA

Ms. DeSart stated that item 6 had a typo in the Bylaws revision. The strikethrough of the word Secretary was not intended and was to be kept in the revised Bylaws.

BOARD:

MOTION: Linda Dugan

SECOND: John Hawkins

MOTION CARRIED.

CONSORTIUM:

Unanimous Consortium Approval

MOTION CARRIED.

3. PUBLIC COMMENT SESSION

There were no comments from the public.

4. DISCUSSION and POSSIBLE ACTION

Accept Staff's recommendation to approve the Minutes of the August 28, 2020 Board Meeting. NOW Board

BOARD:

MOTION: Cami Aufdermauer

SECOND: Heather Clark

MOTION CARRIED.

Accept Staff's recommendation to approve the Minutes of the June 26, 2020 Consortium Meeting.
Consortium Board

CONSORTIUM:

MOTION: Pat Malone

SECOND: Mary-Faith Bell

MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Linda Dugan, NOW Board Treasurer

Accept the FAT's recommendation to approve the PY2020-21 Revised Annual Budget – Board then Consortium

Ms. Dugan explained that there were a few changes made to the annual budget and the Financial Advisory Team had met to go over them. There was some discussion with the team about the changes, but they were fine with the revisions.

BOARD:

MOTION: John Hawkins **SECOND:** Heather Clark **MOTION CARRIED.**

CONSORTIUM:

MOTION: Pat Malone **SECOND:** Mary-Faith Bell **MOTION CARRIED.**

6. DISCUSSION and POSSIBLE ACTION: BOARD

Accept Staff's recommendation to approve the revised Board Bylaws

There was confusion about the audit draft approval item that was removed before posting. Ms. DeSart explained she went over the draft agenda with Chairman Erickson and Commissioner Hunt prior to the removal of the item. The final audit report will be presented at the January meeting.

Chairman Erickson handed the item over to Ms. DeSart to explain the changes to the Bylaws that would remove term limits to Board Officers positions, and to align with the State's Bylaws. She explained she had sent out an email prior to the meeting to explain the change and had only received one response opposing the change.

Ms. Hurliman stated that she was the one who was opposed to the changes and explained why. She stated that a regular rotation was healthy for a board and gets other board members involved.

Ms. Dugan asked if there had been any other members interested in the Board Chair position. Ms. DeSart stated that there had not been any other interested parties.

Mr. Kvidt asked for clarity as to why the change was proposed and why the parameters were put on in the first place. Ms. DeSart explained we did want to align with the state as well as allow the board the flexibility to be held to something that is self-imposed. She stated that the Bylaws were already put in place by a group of contractors before she came on as the Executive director. Mr. Kvidt explained that he agreed with Ms. Hurliman's comments and believes that rotations is healthy for the board.

Ms. Clark stated that she agreed with the comments but that she believes that the language in the revision shows that there is still an option for a change in officers at any point.

Mr. Castille stated that he appreciated the flexibility that the change offers.

MOTION: Ivan Castille **SECOND:** Heather Clark
Aye Votes: 8 **Nay Votes:** 2 **MOTION CARRIED.**

7. DISCUSSION and POSSIBLE ACTION: BOARD

Accept Staff's recommendation to Nominate and Reappoint Board Officers:

a. Tony Erickson – Board Chair

Chairman Erickson recused himself and Vice Chair Poole asked for any other nominations. There were no other nominations.

Vice Chair Poole nominated Tony Erickson for reappointment. Cami Aufdermauer seconded. Unanimous aye votes. Motion Carried.

Tony Erickson will begin his third term as Board Chair on November 1, 2020. His term will end on October 31, 2022.

Board Chair Erickson resumed his duties as Chair following his reappointment.

b. Zach Poole – Vice Chair/Secretary

Chairman Erickson nominated Zach Poole for reappointment; there were no other nominations. Unanimous aye votes. Motion Carried.

Zach Poole will begin his second term as Vice Chair/Secretary on November 1, 2020. His term will end on October 31, 2022.

c. Linda Dugan – Treasurer

Chairman Erickson nominated Linda Dugan for reappointment; there were no other nominations. Unanimous aye votes. Motion Carried.

Linda Dugan will begin her second term as Treasurer on November 1, 2020. Her term will end on October 31, 2022.

8. DISCUSSION and POSSIBLE ACTION: CONSORTIUM BOARD

Reappointment of Board Member representing Business. The term will be October 23, 2020 – November 1, 2023 – **Todd Simmons, Tillamook PUD**

MOTION: Mary-Faith Bell SECOND: Pat Malone MOTION CARRIED.

Reappointment of Board Member representing Business. The term will be October 23, 2020 – November 1, 2023 – **Linda Dugan, Linda Dugan Insurance Agency**

MOTION: Mary-Faith Bell SECOND: Henry Heimuller MOTION CARRIED.

9. INFORMATION

Program and Strategic Goals Update – Karen Litvin

Ms. Litvin presented on the Boards Strategic Goals first and explained how staff felt they were doing at this point in the program year according to goals outlined by the Board previously. She stated that there were areas where NOW was doing well and exceeding, but there were some areas that needed improvement.

Following the Strategic Goals Update, Ms. Litvin gave her background in Workforce to the board before presenting the program report. She stated that movement on some of the programs was slow due to COVID-19 and staff training for Equus.

10. INFORMATION

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

Equus presented two participant success stories videos from Benton County: Sadie, a youth participant and Brady Shepherd, an adult participant.

11. INFORMATION

Oregon Employment Department Economic Update – Erik Knoder and Shawna Sykes, OED

Mr. Knoder presented on State and Region unemployment. While the unemployment has gone down, the level is still significant. According to indicators, more women are unemployed than men currently. He stated that indicators show that Oregon should be back to prerecession levels by 2023 provided there were no other shutdowns. Mr. Knoder also presented on some employment barriers that people face in the region.

12. INFORMATION

State of Economic Development in Benton County – Kate Porsche

Ms. Porsche presented on how Benton County was working to handle the COVID-19 situation, and the collaboration efforts with partners in other counties.

13. INFORMATION

State of Linn-Benton Community College – Ann Buchele

Ms. Buchele presented on the transition to the new College President and how the college was handling the challenges of dealing with COVID-19.

14. NOW BOARD CHAIR REPORT – Tony Erickson, Chair

Chairman Erickson stated he did not have a report for the board.

15. CHIEF LOCAL ELECTED OFFICIAL REPORT-Commissioner Hunt

Commissioner Hunt noted there was a good partnership with the maritime sector and the initiative was gaining traction.

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

Ms. DeSart let the Board know she was asked to be on the North Coast Regional Equity and Recovery Council.

17. BOARD MEMBER COMMENTS – Roundtable

There were no comments.

18. SECOND PUBLIC COMMENT SECTION

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Diana Nish let the board know that she had attended the Accessing Union Apprenticeship workshops and would send out information on that at a later time.

19. ADJOURN

The meeting was adjourned at 12:10 p.m.

Attachment 5.1



BUDGET REVENUE ADDITIONS

Northwest Oregon Works received additional funding in the amount of \$1,440,173 from the date of the last annual budget approval in October of 2020. The funding streams are as follows:

- **Wildfire Disaster Recovery**

This grant was received from the state of Oregon HECC agency and ends September 2022. NOW was granted \$1,000,000 to assist areas along the coast affected by the summer wildfires. The state is contracting these funds to the applicable Workforce boards in three increments. The first increment amounted to \$333,333 with 10% administrative costs. As NOW and the other boards spend down these funds, the state will determine total percentage spent before dispersing the remaining two funding increments.

NOW will be focusing on areas impacted by the Echo Mountain Complex Fire in Clatsop, Tillamook, Benton and Lincoln Counties. NOW will identify dislocated workers to fill temporary employment positions to assist with clean up and rebuilding efforts and work with participants and business affected by the fire in training and long-term rebuilding strategies.

- **Healthy Oregon Workforce Training Opportunity (HOWTO)**

This grant was received from the state through the Oregon Health Authority agency and is for three-years ending December 2023. NOW was granted \$745,500 with 10% administrative costs

to alleviate the shortages in behavioral health workers in the region, along with promoting increased equity and diversity within the healthcare workforce.

The grant funds will be used to increase the number of trained peer support specialists, community health workers, medical assistants, certified health counselors, licensed social workers, and professional counselors in the region.

- **Youth Regional Reengagement**

This grant was received from the state through the Oregon Department of Education and is a six-month grant ending June 2021. NOW was granted \$290,000 with 15% administrative costs to reconnect youth in the region with education, training, and support.

The funds will serve youth within the Clatsop, Columbia, and Tillamook counties that are homeless, affected by poverty, and underserved due to race and ethnicities. NOW will hire or contract to ensure three full-time Student Success Coaches positions are created to locate, inform, and support participants.

- **WIOA Rapid Response Layoff Aversions**

This grant was received from the state of Oregon HECC agency with the intent to distribute the funds immediately. NOW was granted \$51,340 will all the funds being redistributed to businesses affected by the pandemic in the region.

NOW was able to process and issue financial support to a total 32 business within a span of three weeks.

- **Lincoln County CAREs**

NOW entered into a service agreement with Lincoln County to assist in the review, processing, and disbursement of over \$900,000 to assist small business within the county affected by the pandemic. NOW received \$15,000 in administrative funds to support fund disbursement to 220 companies.

- **Lincoln County (Emergency Echo Mtn. Fire)**

This grant was received from Lincoln County in the amount of \$5,000 to distribute the funds directly to fire survivors for goods and services.

BUDGET EXPENSE MODIFICATIONS

- NOW is moving \$10,000 from the travel budget into professional services since travel has significantly decreased due to the pandemic. NOW also entered into a contract with an IT company to cover all laptops and desktops at the center locations for NOW's contracted subrecipient personnel. In addition, NOW will be redeveloping its website in the next quarter.
- NOW renegotiated its facility costs with Oregon Coast Community College, as the current office space lease was no longer needed with NOW's employees working from home offices most of the time. NOW's monthly contract went from \$1,400 to \$400. NOW will leave the savings in the budgeted facilities line item until those available funds are reclassified for use as determined by management.

NORTHWEST OREGON WORKS						
BUDGET VS. ACTUAL						
JULY 1, 2020 THROUGH DECEMBER 31, 2020						
Line #	RESOURCES	FUNDS AWARDED (PRIOR YR)	FUNDS AWARDED (CURRENT YR)	FUNDS DRAWN	AVAILABLE REMAINING BALANCE	REMAINING BALANCE %
FEDERAL FUNDING						
1	WIOA DISLOCATED WORKER	159,602	401,822	180,532	380,892	68%
2	WIOA YOUTH	-	526,650	211,357	315,293	60%
3	WIOA ADULT	53,921	434,775	161,423	327,273	67%
4	WIOA ADMINISTRATION	115,857	151,472	709	266,620	100%
5	WIOA DISASTER RECOVERY	172,405		86,652	85,753	50%
6	WIOA EMPLOYEE RECOVERY	-	176,985	37,434	139,551	79%
7	WIOA DISASTER RECOVERY WILDFIRES	-	333,333	-	333,333	100%
8	WIOA COVID MEDICAL ASSISTANCE	58,967	-	9,607	49,360	84%
9	WIOA RAPID RESPONSE LAYOFF AVERSION		51,340	51,340	-	0%
10	DHS SUMMER YOUTH EMPLOYMENT	28,818	-	8,867	19,951	69%
11	WIOA HIGH CONCENTRATION YOUTH	955	12,570	-	13,525	100%
STATE FUNDING						
12	HEALTHY OREGON WORKFORCE TRAINING	-	745,500	-	745,500	100%
13	COMPETITIVE STRATEGY	289,038	-	124,037	165,001	57%
14	YOUTH REGIONAL REENGAGEMENT		290,000	-	290,000	100%
15	TRAINING WORK EXPERIENCE	98,289	-	27,312	70,977	72%
16	INDUSTRY ENGAGEMENT	78,170	-	14,113	64,057	82%
17	UNRESTRICTED - GENERAL FUNDS	30,404	-	51	30,353	100%
LOCAL FUNDING						
18	FORD FAMILY FOUNDATION	50,000	-	50,000	-	0%
19	OREGON COASTAL ZONE MANAGEMENT	10,000	-	6,040	3,960	40%
20	LINCOLN COUNTY COMMISSIONERS	10,000	-	-	10,000	100%
21	SOUTHERN OREGON WORKFORCE BOARD	-	10,000	-	10,000	100%
22	COLUMBIA RIVER PUD TILLAMOOK	7,500	-	842	6,658	89%
23	PORT OF GARIBALDI	1,000	-	-	1,000	100%
24	LINCOLN COUNTY (CARES)	-	15,000	13,208	1,792	12%
25	LINCOLN COUNTY (EMERGENCY ECHO MTN. FIRE)	-	5,000	1,213	3,787	76%
OTHER FUNDING						
26	PAYMENT PROTECTION PLAN	-	79,697	79,697	-	0%
27	TOTAL AVAILABLE RESOURCES	1,164,926	3,234,144	1,064,434	3,334,636	76%

	BOARD EXPENSES	BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE AVAILABLE	REMAINING BALANCE PERCENTAGE	PERCENTAGE OF TOTAL FUNDS DRAWN	
	ADMINISTRATIVE STAFFING						
28	SALARIES	176,514	82,479	94,035	53%	8%	
29	TAXES & BENEFITS	70,053	25,287	44,766	64%	2%	
30	TOTAL ADMINISTRATIVE STAFFING	246,567	107,766	138,801	56%	10%	
	OPERATING EXPENSES						
31	STAFF & BOARD TRAVEL	6,500	1,104	5,396	83%	0.1%	
32	FACILITIES	17,530	8,510	9,020	51%	1%	
33	PROFESSIONAL SERVICES - BOARD	37,000	27,091	9,909	27%	3%	
34	TELEPHONE/COMMUNICATIONS	6,825	3,048	3,777	55%	0.3%	
35	AUDIT SERVICES	20,400	19,900	500	2%	2%	
36	FEES	7,320	3,213	4,107	56%	0.3%	
37	EQUIPMENT & MAINTENANCE	12,280	1,655	10,625	87%	0.2%	
38	SUPPLIES	5,200	2,010	3,190	61%	0.2%	
39	INSURANCE	5,300	2,346	2,954	56%	0%	
40	STAFF DEVELOPMENT	6,000	1,057	4,943	82%	0%	
41	MEMBERSHIPS	13,500	5,229	8,271	61%	0.5%	
42	COMMUNITY OUTREACH	-	-	-	-	0%	
43	TOTAL OPERATING EXPENSES	137,855	75,163	62,692	45%	7%	
	PROGRAM EXPENSES						
44	I-TRAC SOFTWARE	24,500	7,010	17,490	71%	0.7%	
45	WSO LEASES & MAINTENANCE	74,403	36,197	38,206	51%	3%	
46	PROGRAM OUTREACH	96,020	52,885	43,135	45%	5%	
47	PROFESSIONAL SERVICES	114,250	65,296	48,954	43%	6%	
48	SALARIES	165,149	85,847	79,302	48%	8%	
49	TAXES & BENEFITS	60,353	26,318	34,035	56%	2%	
50	TOTAL PROGRAM EXPENSES	534,675	273,553	261,122	49%	26%	
51	TOTAL BOARD EXPENSES	919,097	456,482	462,615	50%	43%	
		BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE AVAILABLE	REMAINING BALANCE PERCENTAGE	PERCENTAGE TO TOTAL FUNDS DRAWN	
	PROVIDER EXPENSES						
51	WIOA ADULT	310,000	134,630	175,370	57%	13%	
52	WIOA YOUTH	457,500	172,976	284,524	62%	16%	
53	WIOA DISLOCATED WORKER	378,500	150,128	228,372	60%	14%	
54	WIOA EMPLOYMENT RECOVERY	156,150	33,228	122,922	79%	3%	
55	WIOA DISASTER RECOVERY	151,745	70,094	81,651	54%	7%	
56	WIOA OMEP (ONE STOP OPERATOR)	24,450	7,803	16,647	68%	1%	
57	TRAINING WORK EXPERIENCE	93,664	24,223	69,441	74%	2%	
58	COVID MEDICAL RESPONSE	53,070	9,071	43,999	83%	1%	
59	SUMMER YOUTH EMPLOYMENT	24,027	5,799	18,228	76%	1%	
60	TOTAL PROVIDER EXPENSES	1,649,106	607,952	1,041,154	63%	57%	
61	GRAND TOTAL EXPENSES	2,568,203	1,064,434	1,503,769	59%	100%	
	YTD DIRECT PROGRAM COSTS BY COUNTY	CLATSOP	COLUMBIA	TILLAMOOK	LINCOLN	BENTON	TOTALS
	BOARD DIRECT PROGRAM COSTS	\$ 8,405	\$ 10,931	\$ 12,473	\$ 5,191	\$ 6,207	\$ 43,207.00
	SUB PROVIDER DIRECT PROGRAM COSTS	\$ 69,995	\$ 139,239	\$ 110,146	\$ 70,294	\$ 53,600	\$ 443,274.00
	TOTAL COSTS BY COUNTY	\$ 78,400	\$ 150,170	\$ 122,619	\$ 75,485	\$ 59,807	\$ 486,481.00
		16%	31%	25%	16%	12%	
	KEY						
	WIOA - Workforce Innovation and Opportunity Act						
	OMEP - Oregon Manufacturing Extension Partnership						
	DHS - Department of Human Services						
	WSO - Work Source Office						