

# NORTHWEST OREGON WORKS BOARD OF DIRECTORS

## DRAFT MEETING MINUTES

April 28, 2017  
10:00 AM – 12:00 PM  
Port of Tillamook Bay  
4000 Blimp Blvd.  
Tillamook, OR 97141

### Members Present

Amanda Morris  
Connie Green  
Debra Smith  
John Hawkins  
Karen Sanders

Pat Malone  
Rod Belisle  
Rhonda Meidinger  
Stephanie Hurliman  
Tom Nelson

Tony Erickson  
Whitey Forsman  
Zach Poole

### Members Absent

Erin Macauley  
Gail Muller

Henry Balensifer III  
Jeff Kemp

Randy Getman

### Commissioners Present

Commissioner Anne Schuster  
Commissioner Doug Hunt

### Staff

Heather DeSart  
Pete Svendsen  
Jason Swain

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

Chair Erickson called the meeting to order at 10:13 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**

Cody Martin of Beaver, Oregon provided an overview of his work and life experiences that led him to getting assistance from WorkSource Oregon in Tillamook. He received assistance in developing a resume and connecting him to a local job. His request to the board was to make it less tramatic for ex-offenderers to obtain employment.

Ms. Green asked the board to consider and think about how to remove barriers for those who need a second chance. The board had a discussion about strategies for connecting with employers to create awareness of those who need a second chance for employment.

### **CONSENT AGENDA**

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

- April board meeting agenda with inclusion of any emergency items and deletion of any items
- Approve board meeting minutes from the January 27, 2017 meeting
- NOW policy on Policy Development

Ms. DeSart noted one correction on the agenda. There was a misspelling of Birgitte Ryslinge name in item 5.

*A motion was made by John Hawkins and seconded by Stephanie Hurliman to approve the policy development policy. No discussion. Motion carried.*

### **RECOGNIZATION OF CONNIE GREEN**

Chair Erickson informed the board that Connie Green will be retiring at the end of the month. He recognized her for all of her work for the board, workforce, and the community. Ms. Green thanked the commissioners for letting her be apart of developing the workforce board. She charged the board with adding resources to the gaps, not duplicating efforts, and listen to partners and employers. She also encouraged the board to not let a lack of resources stop what is needed. Ms. DeSart presented Ms. Green with an recognition award for her service. Commissioner Hunt also thanked her for her involvement and guidance in planning phase of the workforce board. Commissioner Schuster expressed that she will miss Ms. Green and her appreciation of Ms. Green's efforts.

### **INTRODUCTION OF NEW BOARD MEMBERS**

At Chair Erickson's request, Ms. DeSart welcomed and introduced the following members to the board:

- Erin Macauley who will be a labor representative
- Tom Nelson who will be the economic development representative
- Birgitte Ryslinge who will be the higher education representative, effective May 1

Mr. Nelson mentioned he looks being apart of the workforce board.

Ms. DeSart informed the board that the only vacancy on the board is the community-based organization but staff have an individual in mind to fill this position.

### **BUDGET VS. ACTUAL REPORT**

Chair Erickson asked Jason Swain, NOW's CFO, to give an overview of the budget-to- actual expenditures report. Mr. Swain reviewed the report which shows the budgeted amount, program year expenditures through March 2017, and remaining balance of revenue and budgeted expenses.

Members provided comments on the budget. Mr. Swain answered questions from the board members and reviewed the process managing cash flows from program year to program year. When bringing on new board members, Ms. Green suggested to explain or indicate those funds that will be carried forward to keep operations going. She also suggested that information should be provided on the federal cuts and adjustments. Staff confirmed that this will be brought at the next board meeting in the preliminary budget.

### **PROGRAM PERFORMANCE**

At Chair Erickson's request, Pete Svendsen, NOW's Program Manager, reviewed the performance report through mid-April for Youth, Adult, and Dislocated Worker Services. Chair Erickson requested that a performance report be provided at each meeting.

## **LABOR MARKET INFORMATION PRESENTATION**

Chair Erickson introduced Erik Knoder and Shawna Sykes from the Oregon Employment Department Research Division. Mr. Knoder reviewed the amount of jobs added in each county and explained recent growth trends. He and Ms. Sykes provided demographic, income, employment, population growth and industry data for Tillamook County. Throughout the presentation, members asked questions and made comments.

## **RETHINKING JOB SEARCH GRANT INFORMATION**

At Chair Erickson's request, Ms. DeSart introduced Meredith Howell, training facilitator for the Rethinking Job Search grant, and a former program participant, David Nesbith. Staff showed a video that was recently released by Incite Inc that explained Mr. Nesbith experience in the program.

Ms. Howell explained the benefit of the program to for participants to understanding the emotions and feelings of themselves and in the workplace. Mr. Nesbith reviewed his life and work experiences and how the program benefited him. He is thriving in a job with a local kiln manufacturing company where he has improved processes, feels appreciated and confident in his job.

## **BOARD CHAIR REPORT**

Chair Erickson reported that there are many positive things happening in Columbia County that aren't ready to be shared with the public yet. He had the opportunity to provide testimony on behalf of workforce at one of the legislative committee. He was able to mention the maritime, healthcare, and textile manufacturing sector partnerships.

## **EXECUTIVE DIRECTOR REPORT**

Ms. DeSart reported on various staff activities including

- Outreach and development of the Memorandum of Understanding as required under the Workforce Innovation and Opportunity Act.
- Submission of a grant to support equipment for the advanced textile manufacturing partnership
- Launch of the maritime sector partnership throughout multiple workforce regions
- Progress of the multi-region healthcare sector partnership
- Release of the one-stop operator request for proposal
- Opening of the new WorkSource Oregon Center in the north part of Lincoln City

## **BOARD MEMBER COMMENTS**

Commissioner Hunt provided detail of the maritime sector partnership. The effort started at the Coastal Caucus last year and has four focus areas. The first focus in getting the state to recognize the industry as an official business sector. The bill before the legislature creates a taskforce to look at the significance of the maritime sector throughout the state. It will also create a way get relevant, meaningful data to the industry. They are also working to have more educational programs at the community colleges. The group is also connecting with private sector representatives of the industry to identify the workforce needs. He is excited about the direction of the partnership.

Mr. Hawkins thanked Commissioner Schuster for assisting with the Linn-Benton-Lincoln Labor Council's Easter breakfast and egg hunt for the local shelter's community outreach.

At the request of Mr. Malone, Chair Erickson shared that he provided testimony at the Ways and Means Committee for the Higher Education Coordinating Commission. It was an opportunity to share that workforce is an important part of agency's mission. There is not any planned follow up.

Ms. Green mentioned that Tillamook Bay Community College will not be applying for the Title II funds that the state has put out an RFA for. The threshold was set to serve 75 individuals and TBCC serves about 30 per year. TBCC is committed to providing the GED prep classes at the WorkSource center through their general funds.

### **SECOND PUBLIC COMMENT SESSION**

Diana Nish of St. Helens, Oregon is with Community Services Consortium providing youth services. She shared activities happening throughout the five county area. A successful apprenticeship forum was held in Columbia County. Eight trades were represented at the forum. About 250 high school students along with members of the general public attended the forum. There was also a flagger certification training for four youth participants. In Tillamook County, CSC's local youth adviser has worked with Wilson River School to provide an interviewing skills class in which all of the students have completed. She will be providing additional workshops. CSC also participated in the job fair at Tillamook High School. They are also gearing up for summer youth work crews throughout the area.

### **ADJOURNMENT**

Chair Erickson adjourned the meeting at 12:05 PM.