



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS & CONSORTIUM MEETING

October 25, 2019 10:00 a.m. - 2:00 p.m.

The Sunset Building
4077 SW Research Way
Corvallis, OR 97333

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; **Birgitte Ryslinge**, Oregon Coast Community College; **Josh Kvidt**, Alyrica; **Amanda Morris**, Samaritan Health Service;

Consortium: **Doug Hunt**, Lincoln County Commissioner; **Pat Malone**, Benton County Commissioner; **Mary Faith Bell**, Tillamook County Commissioner; **Henry Heimuller**, Columbia County Commissioner

Conference Call-In: **Ann Buchele**, Linn-Benton Community College;

Excused: **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Todd Simmons**, Tillamook Peoples' Utility District; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Whitey Forsman**, Pacific Oyster; **Henry Balensifer III**, LEKTRO; **Terre Cooper**, Tillamook County Economic Development; **Pamela Wev**, Clatsop County Commissioner;

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

Guests: **Erik Knoder** Oregon Employment Department; **Camille Padilla**, ResCare; **Angeline Chan-Pepper**, ResCare; **Kathy Wilcox**, OWI, HECC; **Jon Irvine**, Oregon AFL-CIO workforce Liaison; **Lynn Wiles**, Cornerstone Associates

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

Board Chairman Erickson called the Meeting to order at 10:07 am.

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



Consortium Chairman Hunt asked for confirmation of public posting of the meeting and roll call. Ms. Schwartz confirmed; Roll Call taken, and Quorum established for the Consortium.

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

No changes were made to the agenda.

BOARD:

MOTION: Rod Belisle

SECOND: John Hawkins

MOTION CARRIED.

CONSORTIUM:

MOTION: Henry Heimuller

SECOND: Pat Malone

MOTION CARRIED.

3. SECOND PUBLIC COMMENT SESSION

Lynn Wiles spoke about Cornerstone Associates and what they do and the transition they are going through.

Commissioner Malone asked what the connection was between ResCare and Cornerstone Associates. Ms. Wiles explained that Cornerstone has worked with WorkSource and recently met with ResCare in the Corvallis WorkSource Center.

Commissioner Hunt wanted to know if there were any similarities between Cornerstone and Shangri-La out of Salem. Ms. Wiles explained that there were a lot of similarities, but that Shangri-La had shut down a lot more programs because of an executive order from the Governor regarding sheltered workshop areas.

4. DISCUSSION and POSSIBLE ACTION

Approve Minutes of the August 23, 2019 Board Meeting

BOARD

MOTION: John Hawkins

SECOND: Rod Belisle

MOTION CARRIED

Approve Minutes of the August 16, 2019 Consortium Meeting

CONSORTIUM:

MOTION: Henry Heimuller

SECOND: Pat Malone

MOTION CARRIED.

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

Approval of PY 2019-20 Annual Budget revisions from the Financial Advisory Team

Ms. Dugan explained the changes that were added to the Annual Budget, including prior years data and broke out the revenue between state and federal funding and whether it was youth, adult or dislocated worker funding along with a page explaining the acronyms.



(Agenda items 5 and 6 were being discussed simultaneously, so Ms. DeSart suggested that each item be discussed separately for the sake of clarity.)

Commissioner Malone asked if this was the same budget that had been approved in the June meeting in Astoria. Ms. DeSart confirmed, and Mr. Swain explained that NOW provides the Board with a forecasted budget for approval, and as those estimates become reality, the revised budget is brought to the Board again for final approval.

Mr. Kvidt asked where the budget showed the changes in revenue, and Mr. Swain explained that to see the specific changes in revenue, the Board would have to compare this finalized version with the forecasted version they received in June.

Commissioner Hunt requested that going forward, the board shows where the additional costs are going into the budget if there are any. Mr. Belisle noted that all the changes discussed in the FAT meeting were made to the budget.

BOARD:

MOTION: John Hawkins SECOND: Rod Belisle MOTION CARRIED.

CONSORTIUM:

MOTION: Pat Malone SECOND: Henry Heimuller MOTION CARRIED.

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

Approval of the PY 19-20 first quarter Budget to Actual

Ms. Dugan explained there were a few changes made to the budget to actual. Jason Swain, NOW CFO, explained in detail there were changes made to show how much funding was spent in each county for direct program costs.

Commissioner Heimuller asked if the costs spent in each county were spent by the contractor. Mr. Swain explained that these costs were what the contractor spent in each county's center for programs.

Commissioner Hunt asked for clarification on why Columbia County was excelling in the program costs. Camille Padilla of ResCare explained the reasons why Columbia County's costs were higher which included population size, cost of on-the-job trainings, and connections with local high schools that were formed before the NOW Board was established. Mr. Hawkins noted that the need may be about the same in each county, the services provided also rely on actual requests that come in. Mr. Kvidt asked where the other half of the spending goes. Mr. Swain explained the admin and overhead costs of NOW and the sub provider.

MOTION: John Hawkins SECOND: Rod Belisle MOTION CARRIED.

CONSORTIUM:

MOTION: Henry Heimuller SECOND: Pat Malone MOTION CARRIED.



7. DISCUSSION and POSSIBLE ACTION – Debra Smith, NOW Program Manager

Approval of the revised Rapid Response Policy

Commissioner Heimuller asked if the Rapid Response policies were mostly uniform across the other boards in Oregon. Ms. Smith confirmed.

Discussion around several companies that have been assisted by Rapid Response and how another aspect of Rapid Response is layoff aversion. Ms. Smith explained the different aspects of Rapid Response and what the team does to help employers and employees.

Mr. Hawkins asked if employers are required to notify employees of closures. Kathy Wilcox explained that only large corporations are required to.

BOARD

MOTION: Rod Belisle

SECOND: John Hawkins

MOTION CARRIED

Chairman Erickson called for a short recess before the Strategic Planning Discussion

Strategic Planning continuation from June 28, 2019 Board and Consortium meeting: Facilitated by Karen Litvin.

8. STRATEGIC PLANNING DISCUSSION – Introductions and Agenda Summary

Ms. Litvin asked those that were not present at the previous Strategic Planning session to please introduce themselves. Amanda Morris, Samaritan Health Services, and Josh Kvidt, Alyrica, introduced themselves to the Board. Ms. Litvin then summarized the previous meeting, specifically goal setting and mission, as well as the three main points that the Board expressed were important to develop: partnerships, sectors and financial stability.

9. STRATEGIC PLANNING DISCUSSION – Review and Discussion of Mission

Ms. Litvin asked the Board what the new Mission Statement of NOW, ‘To Champion Impactful Workforce Solutions’ meant to them. Chairman Erickson mentioned Rapid Response was a big part of it on the back end for the employees. On the front end, he mentioned how the employers should know of the options available to them. Chairman Erickson went on to explain that WIOA funds can’t be put towards marketing, so it was up to the Board members to help spread the word.

10. STRATEGIC PLANNING DISCUSSION – Sector Discussion

Ms. Litvin explained sector planning and how the Local Plan must mirror the State Plan. The three sectors that NOW has listed under the current plan are Healthcare, Maritime, and Advanced Textile Manufacturing. Ms. Dugan stated that it might be better to just specify Manufacturing. Ms. DeSart and Ms. Litvin gave updates on where the NOW was with the current sectors and how successful they have been. Ms. Litvin suggested that because Healthcare and Maritime were most likely to



remain sectors, the discussion should mostly revolve around Manufacturing and if the Board should not just specify it as Advanced Textile Manufacturing. Ms. Litvin explained how sectors were identified in specific areas and that there was a high projected growth in different kinds of Manufacturing in NOW's local area.

The Board discussed the pros and cons of opening Advanced Textile Manufacturing up to general Advanced Manufacturing. Ms. Litvin asked the Board if they would like to identify the Manufacturing sector in the Local Plan, with specific language not to lose Advanced Textile Manufacturing. There was unanimous agreement from the board.

The Board discussed the options around adding Leisure and Hospitality to the Local Plan even with the low wages surrounding the industry. The Board agreed to keep the sector as one of their priorities because it is a key industry in the area.

Break for Lunch

11. STRATEGIC PLANNING DISCUSSION – Goal Setting

Ms. Litvin broke the Board up into three groups to brainstorm ideas for financial sustainability, how to expand NOW's 'knownness' with partners, and career ladders and youth employment.

Ms. DeSart mentioned the Youth Development Council had some resources available for youth in Columbia and Clatsop County's that would help with financial sustainability, as well as the Ford Family Foundation for truck driving training in Tillamook. She also mentioned seeing what was available in each county through the Commissioners.

Ms. Clark gave an overview of expanding the Board's knownness through brochures and other collateral, as well as chambers and other partners distributing information. Bringing in Economic Directors to the discussion was also discussed and Ms. DeSart explained that for regular meeting those Directors will be invited to present.

Ms. Dugan described what was happening with apprenticeships with youth in Clatsop County and how that seemed to be working well. There was discussion around how to retain and review youth employees and communication skills for youth and employers. Another point was different types of certifications youths could be eligible for to help them get better employment.

12. STRATEGIC PLANNING DISCUSSION – Performance Reporting

Ms. Litvin asked the Board what level of detail they would like to be presented with in the performance reporting. Commissioner Bell mentioned she would like to see what is happening in the identified sectors. Ms. Clark suggested presenting actual numbers of people served and potentially those indicators by county. There was agreement on trying to see how to present return on



investment in the future. Commissioner Bell said she would like to see where performance was at, compared to what the goals are.

13. STRATEGIC PLANNING DISCUSSION – Next Steps

Ms. Litvin explained that she will be helping NOW staff compile all the information from the two Strategic Planning Meetings and putting it together into a Local Plan, while continually asking the Board for feedback during the process.

14. ADJOURN

Chair Erickson adjourned the meeting at 2:04 p.m.