

INVEST	INNOVATE	IMPACT
<ul style="list-style-type: none"> <li>○ Focus on data to prioritize investments.</li> <li>○ Optimize ROI through resource management.</li> <li>○ Increase resources for workforce development.</li> </ul>	<ul style="list-style-type: none"> <li>○ Pursue practices &amp; programs that can be scaled up.</li> <li>○ Develop strategic partnerships.</li> <li>○ Lead efforts that result in employment and advancement.</li> </ul>	<ul style="list-style-type: none"> <li>○ Mobilize opportunities that support industry sectors.</li> <li>○ Foster development of career pathways.</li> <li>○ Educate communities about workforce services available.</li> </ul>



## AGENDA

### CONSORTIUM MEETING Local Elected Officials

ZOOM

Phone: +1 646 876 9923; Meeting ID: 834 8593 3337

Computer: <https://us02web.zoom.us/j/83485933337>

June 26, 2020 - 12:00 p.m. - 1:00 p.m

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)

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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**

Approve Meeting Minutes from February 24, 2020 joint WIB and Consortium Meetings.

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<ul style="list-style-type: none"> <li>○ Focus on data to prioritize investments.</li> <li>○ Optimize ROI through resource management.</li> <li>○ Increase resources for workforce development.</li> </ul>	<ul style="list-style-type: none"> <li>○ Pursue practices &amp; programs that can be scaled up.</li> <li>○ Develop strategic partnerships.</li> <li>○ Lead efforts that result in employment and advancement.</li> </ul>	<ul style="list-style-type: none"> <li>○ Mobilize opportunities that support industry sectors.</li> <li>○ Foster development of career pathways.</li> <li>○ Educate communities about workforce services available.</li> </ul>

**5. DISCUSSION and POSSIBLE ACTION**

Accept Staff’s recommendation to approve the forecasted PY2020-21 Annual Budget.

**6. DISCUSSION and POSSIBLE ACTION**

Accept Staff’s recommendation to approve B03 Conflict of Interest policy change.

**7. DISCUSSION and POSSIBLE ACTION**

Reappointment of Northwest Oregon Works Board Member representing CBO. The term will be July 1, 2020 to July 1, 2023. – **Cami Aufdermauer, Tillamook County Habitat for Humanity.**

Appointment of Northwest Oregon Works Board Member representing Vocational Rehabilitation replacing Bryan Campbell. The term will be July 1, 2020 to July 1, 2023. – **Lauren Smith, DHS Vocational Rehabilitation.**

**8. CONSORTIUM MEMBER COMMENTS – Roundtable**

**9. 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.*

**10. 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) 921-7329, or [info@onwib.org](mailto:info@onwib.org). TTY is available at 711 or (800) 735-2900.*



# MINUTES

## CONSORTIUM MEETING LOCAL ELECTED OFFICIALS

Lane Community College  
3149 Oak St.  
Florence, OR 97439  
Monday, February 24, 2020  
2:00 PM - 3:00 PM

**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

These Minutes are also available at [www.nworegonworks.org](http://www.nworegonworks.org).

Phone: +1 646 876 9923; Meeting ID: 535 953 733

Computer: <https://zoom.us/j/535953733>

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

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

**STAFF:** Heather DeSart, NOW Executive Director; Emily Schwartz, NOW Office Manager

**CALL IN:** Debra Smith, NOW Program Manager; Kathy Wilcox, HECC, OWI; Kurt Tackman, HECC, OWI

### 1. **CALL TO ORDER, CONFIRMATION of POSTING and ROLL CALL**

The meeting was called to order at 2:03 PM. Posting Confirmed and Roll Call taken by Emily Schwartz and Quorum achieved.

*Commissioner Heimuller noted that there may be issues surrounding the quorum because the Consortium was outside their jurisdiction. Mr. Tackman stated that it was most likely alright to proceed based on ORS 192.630 section 4(a)(c).*

### 2. **REVIEW and APPROVE AGENDA**

No Changes were made to the Agenda.

MOTION: PAELA WEV

SECOND: PAT MALONE

MOTION CARRIED.



### 3. PUBLIC COMMENT SESSION

There were no comments from the Public.

### 4. DISCUSSION and POSSIBLE ACTION

Approve Meeting Minutes from the October 25, 2019 Meeting.

MOTION: HENRY HEIMULLER SECOND: PAT MALONE MOTION CARRIED.

### 5. DISCUSSION and POSSIBLE ACTION: Reappointment of Northwest Oregon Works Board Member Birgitte Ryslinge – Rep. of Education, Term: 6/1/2020 to 7/1/2023

MOTION: HENRY HEIMULLER SECOND: PAT MALONE MOTION CARRIED.

### 6. DISCUSSION and POSSIBLE ACTION – Heather DeSart, NOW Executive Director

In accordance with Title I-Section 108 of the Workforce Innovation and Opportunity Act, approve staff's recommendation to approve Northwest Oregon Works' Unified Local Plan, pending significant public comment.

*Ms. DeSart presented on the LUP draft and stated it was on the NOW website for public comment. The Commissioners expressed interest in seeing the list of LLT partners.*

*Commissioner Hunt asked about Comprehensive One-Stop centers and Ms. DeSart explained that it is a federally mandated center that must provide access to 14 partners.*

*Commissioner Malone asked if ResCare was the only provider available and Ms. DeSart explained the RFP process for finding a provider for services.*

*Commissioner Hunt asked if there were any vacancies on the board. Ms. DeSart confirmed they were looking for a business representative in the maritime sector to replace Sara Skamser.*

*The Commissioners requested to see the monitoring report that the state provides staff going forward.*

MOTION: HENRY HEIMULLER SECOND: MARY FAITH BELL MOTION CARRIED.

### 7. CONSORTIUM MEMBER COMMENTS – Roundtable

There were no comments.

### 8. SECOND PUBLIC COMMENT SESSION

There were no comments from the Public.

### 9. ADJOURN

The meeting was adjourned at 2:42 pm.

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## Meeting Minutes

Joint Work Session Meeting  
Southern Oregon Workforce Consortium Board  
Northwest Oregon Workforce Consortium Board  
Monday, February 24, 2020, 1:00pm  
Lane Community College,  
Room #103, 3149 Oak Street, Florence

- I. Consortium Board member and Lincoln County Commissioner Doug Hunt called the meeting to order at 1:18 p.m. Present at the meeting were Consortium Board members Mary Faith Bell, Tillamook County; Chris Boice, Douglas County; Court Boice, Curry County; Melissa Cribbins, Coos County; Henry Heimuller, Columbia County; Pat Malone, Benton County; Pamela Wev, Clatsop County. Also, in attendance were staff Kyle Stevens, Executive Director, Southern Oregon Workforce Investment Board (SOWIB) and Heather DeSart, Executive Director, Northwest Oregon Workforce Investment Board (NOW). Guests included Robert Westerman, Joe Benetti, Annie Donnelly, Tina Carpenter, Debra Smith, Kurt Tackman and Kathy Wilcox. Hunt reported public notice for this meeting has been properly published.
- II. Commissioner Hunt noted the purpose of the meeting was exploratory in the interest of possibly realigning the future structure of the two coastal workforce boards in favor of creating a larger, efficient board with a stronger and more effective voice. Hunt noted commonalities among the coastal workforce sectors.
  - a. Commissioner Heimuller reviewed the history, current structure and future sustainability of state workforce boards and NOW.
  - b. Commissioner Cribbins reviewed the history of the Southern Oregon Workforce Investment Board (SOWIB).
- III. Kyle Stevens, Executive Director, SOWIB, reviewed the Southern Oregon Workforce Investment Board sector summary and initiatives.
- IV. Commissioner Hunt recessed the meeting at 1:55 p.m. for the Northwest WIB Consortium Board Meeting. The meeting was reconvened at 2:45 p.m.
- V. Kyle Stevens completed his summary. Heather DeSart, Executive Director, NOW, reviewed the NW Oregon Workforce Investment Board sector summary and initiatives.
- VI. General discussion took place. The Consortium Board members reached a consensus to continue the discussion at a future date and time to be determined.
- VII. The meeting adjourned at 3:07 p.m.



## Northwest Oregon Works

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3788 SE High School Drive • Post Office Box 140 Lincoln City, Oregon 97367  
(541) 264-4033 • FAX (541) 648-5282

[www.nworegonworks.org](http://www.nworegonworks.org)

Fiscal Year 2020-2021

### BUDGET

Budget Available --- May 28, 2020

Budget Board & Consortium Meeting --- June 26, 2020

Treasury Officer  
Linda Dugan  
[linda@duganins.com](mailto:linda@duganins.com)

**NOTE:** DRAFT VERSION

**BUDGET**

Northwest Oregon Works (NOW) was formed on July 1, 2015, as a 501(c)(3) nonprofit corporation organized in the state of Oregon. The organization services a five-county area in Northwest Oregon including Benton, Clatsop, Columbia, Lincoln, and Tillamook Counties. As a workforce development organization dedicated to assisting employers in recruiting and retaining employees, and helping individuals find employment, NOW budgets, on an annual basis, the financial support required to accomplish the specific goals and the overriding mission of the organization.

### **Previous and Upcoming Year Budget Variances**

NOW's major funding flows into the organization from Workforce Innovation Opportunity Act (WIOA) pass-through federal dollars on behalf of the state of Oregon. These funds comprise of 75-80 percent of NOW's overall funding. NOW has received PY20-21 WIOA allocations from the state that is comprised of a 14% increase from the previous years' WIOA funding. This amounts to a \$195,000 total increase in the WIOA funding.

NOW typically receives additional WIOA Dislocated Worker funds that the state of Oregon releases after a three-year hold back term. The state can hold back up to 25% of the total federal WIOA funds received during a year allocating out funds not used after the third year. Typically, NOW will receive these additional funds ranging from \$90,000 - \$115,000 during November or December of a given program year. For the PY19-20 year, these funds were repurposed as COVID 19 layoff aversion funds in the amount of \$117,919 and may be repurposed in the PY20-21 year as determined. These funds were not included in the budget since the availability and amount could not be reasonably determined.

During the program year 19-20, NOW received additional federal emergency WIOA disaster and employment recovery funds in the amount of \$353,970 and of that amount NOW estimates that \$330,000 will be carried over into the PY20-21 year. These funds must be spent by March 31<sup>st</sup>, 2022 but NOW plans to have all funds spent by 06/30/2021. In addition, NOW received state COVID Medical Assistance funding in the amount of \$58,967 and estimates a full amount carryover into PY20-21. Also, NOW received local funding for various coastal programs in the amount of \$78,500 and estimates the full amount carried over into PY20-21.

### **Detailed Budget**

The narrative of this budget provides specificity and context to revenues and expenditures. As a nonprofit organization, NOW does not have the typical proprietary and fiduciary funds within this budget such as general, capital project, and debt service funds. NOW functions as a pass-through entity where funds are received and filter through to funding partners that provide the services in accordance to NOW's mission purpose. Detailed support for the revenue and expenditure categories within NOW's proposed budget can be obtained upon request with NOW's Treasurer, Executive Director or CFO.

## **Operating Expenditures**

NOW incurs various operating infrastructure costs such as audits, wages, benefits, leases, utilities etc. These operating costs are paid with WIOA administration funds and other state funds set aside to assist the workforce board in covering these costs. NOW's administrative operating costs is estimated at 15% of the total PY20-21 forecasted expenditures.

## **Program Internal Expenditures**

NOW directly pays for expenditures related to program objectives. Examples of these costs are rent and utilities for the workforce centers in the five counties, professional services for tailored county programs, IT programs and program wages and benefit costs. NOW's program expenditures are estimated at 20% of forecasted expenditures. The projected PY20-21 programs and initiatives are as follows:

- Industry manufacturing collaboration events
- Industry textile instructor and materials
- Industry maritime incumbent worker training
- Industry maritime coordinator
- Industry healthcare initiative

## **Program External Expenditures**

NOW contracts with various companies or organizations that provide the necessary services required to achieve NOW's program objectives and mission purposes. These service providers directly invoice NOW for incurred approved costs and receive reimbursement on a monthly basis. NOW's service provider expenditures are estimated at 65% of forecasted expenditures. The projected PY20-21 subrecipient services and initiatives are as follows:

- WIOA adult, youth and dislocated workers
- WIOA disaster and employment recovery
- COVID 19 medical assistance
- Work experience
- WIOA quality control




**NOW Annual Budget**

Program Year 20-21

Last Update 6-17-2020

Program Year 20-21					PY19-20		PY18-19		
Line #	PY19-20 Carry Over	PY20-21 Awarded	ADJ	Total Funding	%	Carry Over/ Awarded	%	Carry Over/ Awarded	%
<b>Federal Funding</b>									
1	-	526,650	-	526,650	19%	543,783	16%	623,965	22%
2	46,500	434,775	-	481,275	18%	439,789	13%	500,038	18%
3	18,500	401,822	-	420,322	16%	589,828	18%	603,193	21%
4	139,062	151,475	-	290,534	11%	308,953	9%	325,302	11%
5	159,287	-	-	159,287	6%	159,287	5%	-	0%
6	139,300	-	-	139,300	5%	159,287	5%	-	0%
7	34,190	-	-	34,190	1%	37,207	1%	6,508	0.2%
8	17,699	-	-	17,699	0.7%	17,699	1%	-	0%
9	14,700	-	-	14,700	0.5%	17,699	1%	-	0%
10	-	12,000	-	12,000	0.4%	27,907	1%	67,335	2%
11	-	-	-	-	0%	117,920	4%	-	0%
12	-	-	-	-	0%	-	0%	19,200	1%
13	<b>569,238</b>	<b>1,526,722</b>	<b>-</b>	<b>2,095,957</b>	<b>77%</b>	<b>2,419,359</b>	<b>72%</b>	<b>2,145,541</b>	<b>76%</b>
<b>State Funding</b>									
14	270,000	-	-	270,000	10%	430,342	13%	263,925	9%
15	97,934	-	-	97,934	4%	171,430	5%	165,582	6%
16	77,417	-	-	77,417	3%	144,638	4%	125,258	4%
17	58,967	-	-	58,967	2%	58,967	2%	-	0%
18	30,411	-	-	30,411	1%	30,812	1%	31,072	1%
19	-	-	-	-	0%	5,438	0%	-	0%
20	-	-	-	-	0%	-	0%	82,309	3%
21	<b>534,729</b>	<b>-</b>	<b>-</b>	<b>534,729</b>	<b>20%</b>	<b>841,627</b>	<b>25%</b>	<b>668,146</b>	<b>24%</b>
<b>Local Funding</b>									
22	50,000	-	-	50,000	2%	50,000	1%	10,000	0.4%
23	10,000	-	-	10,000	0.4%	10,000	0%	-	0%
24	10,000	-	-	10,000	0.4%	10,000	0%	-	0%
25	7,500	-	-	7,500	0.3%	7,500	0%	-	0%
26	1,000	-	-	1,000	0.0%	1,000	0%	-	0%
27	-	-	-	-	0.0%	2,126	0.1%	7,663	0.3%
28	<b>78,500</b>	<b>-</b>	<b>-</b>	<b>78,500</b>	<b>3%</b>	<b>80,626</b>	<b>2.4%</b>	<b>17,663</b>	<b>0.6%</b>
29	<b>1,182,467</b>	<b>1,526,722</b>	<b>-</b>	<b>2,709,186</b>	<b>100%</b>	<b>3,341,612</b>	<b>100%</b>	<b>2,831,350</b>	<b>100%</b>
<b>Operating Payroll Expenses</b>									
		<u>Budgeted Expenses</u>	<u>ADJ</u>	<u>Total Expenses</u>	<u>%</u>	<u>Budgeted</u>	<u>%</u>	<u>Actuals</u>	<u>%</u>
30		##### ##	-	##### ##	7.0%	170,382	8%	167,450	8%
31		23,268	-	23,268	0.9%	22,846	1%	19,213	1%
32		16,707	-	16,707	0.7%	16,127	1%	15,616	1%
33		14,878	-	14,878	0.6%	17,988	1%	6,168	0%
34		10,050	-	10,050	0.4%	9,651	0%	7,276	0%
35		##### ##	-	##### ##	10%	236,994	11%	215,723	10%
<b>Operating General Expenses</b>									
36		26,500	-	26,500	1.0%	24,500	1%	25,029	1%
37		20,400	-	20,400	0.8%	19,800	1%	17,500	1%
38		17,530	-	17,530	0.7%	16,096	1%	15,415	1%
39		17,000	-	17,000	0.7%	18,500	1%	12,447	1%
40		13,500	-	13,500	0.5%	14,000	1%	12,578	1%
41		7,320	-	7,320	0.3%	6,400	0.3%	7,384	0.3%
42		6,825	-	6,825	0.3%	7,000	0.3%	6,264	0.3%
43		6,280	-	6,280	0.2%	3,500	0.2%	3,415	0.2%
44		6,000	-	6,000	0.2%	8,000	0.4%	12,309	1%
45		5,300	-	5,300	0.2%	5,790	0.3%	2,905	0.1%
46		5,200	-	5,200	0.2%	4,700	0.2%	5,092	0.2%
47		-	-	-	0.0%	-	0%	-	0%
48		<b>131,855</b>	<b>-</b>	<b>131,855</b>	<b>5%</b>	<b>128,286</b>	<b>6%</b>	<b>120,338</b>	<b>6%</b>
49		<b>373,272</b>	<b>-</b>	<b>373,272</b>	<b>15%</b>	<b>365,280</b>	<b>17%</b>	<b>336,061</b>	<b>16%</b>

<b>Program Payroll Expenses</b>									
50	Wages	188,055	-	188,055	7.4%	186,311	8.6%	208,780	9.8%
51	Employee Health Insurance	19,038	-	19,038	0.8%	18,692	0.9%	23,483	1.1%
52	Payroll Taxes	17,800	-	17,800	0.7%	17,634	0.8%	19,087	0.9%
53	PTO	14,945	-	14,945	0.6%	16,871	0.8%	7,558	0.4%
54	Employee Retirement Plan	9,085	-	9,085	0.4%	8,820	0.4%	8,893	0.4%
55	<b>Total Program Payroll Expenses</b>	##### ##	-	##### ##	10%	248,328	12%	267,801	13%
<b>Program General Expenses</b>									
56	Program Professional Services	104,250	-	104,250	4.1%	28,861	1%	15,476	1%
57	WSO Leases	52,860	-	52,860	2.1%	54,200	3%	51,997	2%
58	Program Outreach	46,480	-	46,480	1.8%	136,784	6%	45,602	2%
59	I-Trac Database	24,500	-	24,500	1.0%	19,305	1%	16,433	1%
60	WSO Phone & Internet	21,543	-	21,543	0.9%	25,600	1%	27,978	1%
61	<b>Total Program General Expenses</b>	249,633	-	249,633	10%	264,750	12%	157,486	7%
<b>Program Subrecipient Expenses</b>									
62	WIOA (ResCare)	1,146,000	-	1,146,000	45.4%	1,110,000	51%	1,111,530	52%
63	WIOA Employment Recovery (ResCare)	156,150	-	156,150	6.2%	-	0%	-	0%
64	WIOA Disaster Recovery (ResCare)	139,300	-	139,300	5.5%	19,987	1%	-	0%
65	TWIP/WEX (ResCare)	93,664	-	93,664	3.7%	68,500	3%	118,472	6%
66	COVID Medical Assistance (ResCare)	53,070	-	53,070	2.1%	-	0%	-	0%
67	SYEP (ResCare)	28,996	-	28,996	1.1%	30,000	1%	-	0%
68	WIOA (OMEP)	24,450	-	24,450	1.0%	25,300	1%	27,000	1%
69	HCY (ResCare)	12,000	-	12,000	0.5%	27,000	1%	34,469	2%
70	Other	-	-	-	0.0%	-	0%	87,119	4%
71	<b>Total Subrecipient Expenses</b>	1,653,630	-	1,653,630	65%	1,280,787	59%	1,378,590	64%
72	<b>Total Program Expenses</b>	2,152,186	-	2,152,186	85%	1,793,865	83%	1,803,877	84%
73	<b>TOTAL EXPENSES</b>	2,525,458	-	2,525,458		2,159,145		2,139,938	
74	<b>NET FUNDING &amp; EXPENSES</b>	183,728	-	183,728		1,182,467		691,412	

	<b>POLICY B03: CONFLICT OF INTEREST</b>
	<b>APPROVED: 5/10/2016 – NOW</b> <b>5/19/2016 – NOWC</b> <u><b>INTERNAL REVISION: 3/21/2020</b></u> <u><b>APPROVED REVISION:</b></u>
	<input type="checkbox"/> <b>NEW</b> <input checked="" type="checkbox"/> <b>REVISED</b>

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**PURPOSE**

This policy outlines requirements governing conflict of interest while conducting the business of the Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) and the Northwest Oregon Workforce Consortium (NOWC) area.

**POLICY**

It is the policy of NOW and NOWC to conduct the business of the two organizations in a transparent manner free of conflict of interest or appearance of fairness. This policy applies to NOW board members, staff, the members of the Northwest Oregon Workforce Consortium, all members of board subcommittees, workgroups, consortia, etc., regardless of whether or not the individual is a member. In addition, all partners at all levels of participation in the workforce system funded by the Workforce Innovation and Opportunity Act (WIOA) are expected to comply with these standards. Employees, agents, and/or members of NOW and NOWC, standing committees, board subcommittees, consortium or workgroups, etc., may not:

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1. Vote on a matter or participate in discussion on any matter under consideration by the local board:
  - regarding the procurement or provision of services by such member, or by an entity that such member represents or is affiliated with; or
  - that would provide direct or perceived financial benefit to such member or the immediate family of such member; or
  - regarding the provision of services by member or any organization the member represents; or
  - regarding any matter that would provide any real or perceived financial benefit to the member or to the member's organization.
2. Engage in any other activity determined by the Governor to constitute a conflict of interest. Other activities include, but are not limited to:
  - soliciting or accepting gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements; or
3. Vote on, or contribute to, any part of an evaluation process (developing criteria, scoring, reviewing or submitting a response) regarding any procurement matter under

consideration by the local board in which they, or an entity they are affiliated with, have a conflict of interest.

4. WIOA sub-recipients, service providers, staff, board members, partners and other local organizations that receive federal or state funds through grants, or contracts with the NOW are prohibited from using these funds for political activities. These organizations are also prohibited from receiving reimbursements from federal grants or contracts for costs of such activities.

Prohibited political activities include, but are not limited to, the following:

- attempts to influence the outcomes of any federal, state, or local election, referendum, initiative, or similar activity through in-kind or cash contributions, endorsements, or publicity.
- establishing, administering, or contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections.

Unless expressly authorized in federal or state law, organizations or entities receiving federal funds from grants, contracts or cooperative agreements do not lose their rights as organizations to use their own private, non-federal resources for “political” activities just because they also receive these federal funds. These organizations are prohibited, as this policy mandates, from using any federal grant or contract money for such purposes. These organizations must use private or other non-federal or state money, receipts, contributions or dues for such activities

#### **DEFINITIONS**

The term “**immediate family**” means a spouse, parent, in-law, guardian, child, brother, sister, foster child, grandchild, grandparent, or other person to whom the official is not related but who resides in the same household. The relatives listed above need not reside in the same household to be included as immediate family.

**Political Activities** – lobbying or advocating for legislative programs or changes; campaigning for, endorsing, or contributing to political candidates or parties.

#### **REFERENCES**

[State of Oregon Workforce Programs Conflict of Interest Policy 107\(h\)](#)

## Emily Schwartz

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**From:** Tierney Nathan J <Nathan.J.Tierney@dhsoha.state.or.us>  
**Sent:** Friday, June 19, 2020 1:57 PM  
**To:** Emily Schwartz  
**Cc:** SMITH Lauren E  
**Subject:** RE: Lauren S. Northwest Oregon Works Board Membership

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To whom it may concern:

Lauren has a bachelor's degree in Business Administration and a master's degree in Counseling. She has worked in the private sector as a Human Resources Manager and managed multiple restaurants in Oregon prior to graduate school. She has worked as an Alcohol and Drug Treatment Counselor and as a Disability Services Case Manager.

Lauren Smith started with Vocational Rehabilitation for the State of Oregon in January 2004. She has been the Lead VRC for the Corvallis Branch for 4 years prior to accepting the Branch Manager position. In the role of Branch Manager Lauren is part of the Region 2 Leadership Team and manages offices in Albany, Corvallis, Newport and Lincoln City.

Laure would make a great addition to the NOW board. Please accept this email as a nomination for Lauren Smith for that position.

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**From:** Emily Schwartz <Emily@onwib.org>  
**Sent:** Thursday, June 18, 2020 4:58 PM  
**To:** Tierney Nathan J <Nathan.J.Tierney@dhsoha.state.or.us>  
**Subject:** RE: Lauren S. Northwest Oregon Works Board Membership

**Think twice** before clicking on links or opening attachments. This email came from outside our organization and might not be safe. If you are not expecting an attachment, contact the sender before opening it.

Anytime before next Thursday would be perfect.

Thank you so much,  
Emily

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**From:** Tierney Nathan J <[Nathan.J.Tierney@dhsoha.state.or.us](mailto:Nathan.J.Tierney@dhsoha.state.or.us)>  
**Sent:** Thursday, June 18, 2020 4:54 PM  
**To:** Emily Schwartz <[Emily@onwib.org](mailto:Emily@onwib.org)>  
**Subject:** Re: Lauren S. Northwest Oregon Works Board Membership

Absolutely, what the timeframe

Sent from my iPhone

## Lauren E. Smith, MA

PO Box 3388 Albany, OR 97321 \* (541) 967-2074

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### **Areas of Knowledge**

Leadership

Teamwork

Decision Making

Conflict Resolution

Problem Solving

Program Development and Implementation

Program Administration

Community Partner Collaboration

Verbal and Written Communication

Time Management/Organization

### **Professional Experience**

***Branch Manager – Vocational Rehabilitation Services***      ***May 2020 - Present***

***Branch Manager – Job Rotation /Developmental***      ***January 2020 -April 2020***  
***March 2018 -Aug. '2018***

Responsible for the day-to-day oversight of the Corvallis Branch while providing direct supervision to 16 staff members. Maintain YTP client caseload and attend weekly IEP meetings.

**Duties:** Assign work and address workload issues. Develop work procedures consistent with agency policy. Establish work schedules and monitor work performed by staff in order to meet objectives and target dates. Evaluate the quality of services provided by reviewing reports and/or statistical data. Interview and recommend for hire new staff members. Provide and/or arrange training for staff. Conduct regular staff meetings and attend local workforce partner meetings. Resolve client disputes. Support program outreach and in-reach services. Collaborate with community and workforce partners.

***Vocational Rehabilitation Counselor – Lead Worker***      ***Nov. 2016 – April 2020***

Duties as listed below for Vocational Rehabilitation Counselor, plus the following responsibilities: Orient and train new counselors, assign and reassign tasks to accomplish prescribed work efficiently, give direction to workers concerning work procedures, transmit established standards of performance to workers, and review work of employees for conformance to standards and provide informal assessment of worker's performance to supervisor.

***Human Resources Manager (Part-time)***      ***July 2007 – Jan. 2013***

CADD Connection, LLC

705 S. Lyon Street, Albany, OR 97321

**Duties:** Recruit, interview and select candidates to fill vacant positions. Create and implement strategic recruitment and selection plan. Administer personnel transactions, such as hiring, new employee orientation, promotions and performance reviews. Administer safety program. Develop and maintain knowledge of federal, state and local employment laws and regulations. Set up and maintain employee personnel files and document all HR actions. Serve as a consultant to management in the implementation of company personnel policies and state and federal regulations.

***Vocational Rehabilitation Counselor***

***Jan. 2004 – Nov. 2016***

Department of Human Services; Office of Vocational Rehabilitation Services  
1400 SE Queen Ave. Suite 107, Albany, OR 97322

**Duties:** Interview/screen clients to determine eligibility for services. Obtain and evaluate medical/psychological reports. Interpret tests/vocational assessments. Analyze barriers to employment and develop solutions. Provide counseling/guidance to clients to develop individualized plan for employment. Evaluate progress and make modifications to the plan when necessary. Provide case management and file documentation. Manage an assigned caseload budget. Make and justify decisions for expenditures of funds to meet client needs. Utilize reports in ORCA to meet caseload deadlines. Maintain files according to program requirements. Consult and collaborate with community and workforce partners.

***Case Manager***

***July 2003 – January 2004***

Mid-Willamette Valley Community Action Agency (Arches Project)  
2475 Center Street NE Salem, OR 97301

**Duties:** Interview, screen and assess needs and strengths of project participants. Identify barriers to accessing housing and develop plans to remove barriers. Develop and coordinate self-sufficiency plan in coordination with partner agencies. Monitor client progress, provide support and follow-up, and track outcomes. Provide assessment, support and referral to substance abuse recovery services, mental health counseling and employment/vocational services. Manage program budget of \$350,000 and make decisions for expenditures of grant funds to meet client needs. Evaluate program on monthly basis and report findings to committee. Prepare reports and documentation to receive grant funds.

***Independent Living Advisor/Case Manager***

***May 2001 – July 2003***

Oregon Cascades West Council of Governments; Disability Services Office  
1400 SE Queen Ave. Suite 103 Albany, OR 97322

**Duties:** Interview, screen and assess individuals in community based or long-term care for financial and service eligibility. Develop service plan to meet identified needs. Monitor ongoing service plan and make necessary adjustments. Coordinate with other community agencies, health care professionals and disability services staff to ensure appropriate health care and social service planning. Obtain, analyze and evaluate medical/psychological records to determine Title XIX eligibility. Conduct yearly review of Medicaid, food stamp and service eligibility. Interpret laws, rules and regulations, policies and procedures to effectively administer programs. License and inspect relative and limited bed foster homes. Conduct community adult protective service investigations. Serve as division hearings representative.

**Education**

**Master of Arts Degree**  
Counseling

**Bachelor of Arts Degree**  
Business Administration

Northwest Christian University

Northwest Christian University