



AGENDA
BOARD OF DIRECTORS
& CONSORTIUM

Tongue Point Job Corps Center
37573 Old Highway 30
Astoria, OR 97103-7200

June 28, 2019 - 10:00am-2:00pm

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.

Telephone: +1 646 876 9923
Meeting ID: 429 473 670
Computer: <https://zoom.us/j/429473670>

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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**
Accept Staff's recommendation to approve the Minutes of the April 26, 2019 Board Meeting.
Accept Staff's recommendation to approve the Minutes of the April 11, 2019 Consortium Meeting.
 - 5. DISCUSSION and POSSIBLE ACTION – Linda Dugan, NOW Board Treasurer**
Accept Staff's recommendation to approve the PY2019-20 Budget/Contracts (20 minutes) – Board then Consortium
 - 6. DISCUSSION and POSSIBLE ACTION**
Accept Staff's recommendation to approve the PY2019-20 Projected meeting schedule (5 minutes)

7. DISCUSSION

Strategic Planning to include local area research (10:30am-noon)

NOON – BREAK FOR LUNCH

8. DISCUSSION

Goal setting (1pm-2pm)

9. ADJOURN

Northwest Oregon Works meetings are open to the public and 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.



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

Samaritan Health Education Building
740 SW 9th St, Newport, OR 97365

Friday, January 25, 2019 - 10:00 a.m. – 12:00 p.m.

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

Present: **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 Kay Clark**, Alterations by Heather; **Terre Cooper**, Tillamook County Economic Development

Conference Call-In: **Ann Buchele**, Linn-Benton Community College; **Amanda Morris**, Samaritan Health Service ; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Josh Kvidt**, Alyrica

Excused: **Henry Balensifer III**, LEKTRO; **Birgitte Ryslinge**, Oregon Coast Community College; **Whitey Forsman**, Pacific Oyster; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Todd Simmons**, Tillamook Peoples' Utility District; **Sara Skamser**, Foulweather Trawl

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

Guests: **Pat Malone**, Benton County Commissioner; **Mary Faith Bell**, Tillamook County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Henry Heimuller**, Columbia County Commissioner, Call-in; **Shawna Sykes**, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Diana Nish**, **Camille Padilla** and **Angeline Chan-Pepper**, ResCare; **April Macomson**, ResCare; **Ciera Guerrero**, ResCare; **Jennifer Purcell**, North Coast Regional Solutions Coordinator, Office of Governor Kate Brown; **Alma Baxter**, DHS; **Arlene Soto**, Director, Small Business Development Center, Tillamook Bay Community College; **Mackenzie Brown**; **Theresa Fitzgerald**, OWI, HECC, Call-in; **Jordana Barclay**; OED, Call-in

1. CALL TO ORDER and ROLL CALL

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

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

2. DISCUSSION and POSSIBLE ACTION

(Approve the agenda with the Inclusion of any emergency items or deletion of any items).

MOTION: John Hawkins

SECOND: Rod Belisle

MOTION CARRIED.

3. FIRST PUBLIC COMMENT SESSION

Jennifer Purcell, North Coast Regional Solutions Coordinator (Tillamook, Clatsop and Columbia counties) from the office of Governor Kate Brown introduced herself to the board.

4. DISCUSSION and POSSIBLE ACTION

Approve Minutes of the October 26, 2018 Board Meeting

MOTION: John Hawkins

SECOND: Rod Belisle

MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Jason Swain, NOW CFO

Approval of PY18-19 Budget to Actual

MOTION: Rod Belisle

SECOND: John Hawkins

MOTION CARRIED.

6. DISCUSSION and POSSIBLE ACTION – Jason Swain, NOW CFO

Approval of PY17-18 Audit Report

Zach Poole: Discussion about how much the audits cost and if we are required to get the audits done yearly. Jason says we are required yearly with the federal funding we have, and that typically runs from \$17-19,000.

Pat Malone: Asked what the approximate percentage breakdown was between program and admin. Jason says typically NOW runs at 13% admin.

MOTION: Rod Belisle

SECOND: John Hawkins

MOTION CARRIED.

7. INFORMATION

The Big Picture video was shown here to help explain the roles of the Workforce Boards and Partners.

8. INFORMATION

ResCare, NOW's Contracted Service Provider – Ciera Guerrero and April Macomson presented two Success Story videos: Luther from the TBCC truck driving school, and Isaiah who attended a work experience at Pacific Restaurant. Neither Success Story could be there in person as one was beginning work and the other was in school.

Pat Malone: Wanted to know how the training fit in with schooling. Ciera explained that the work experience was very flexible.

Heather Clark: Wanted to know what the requirements were for entering into the work experience program. Dianna explained some of the requirements that go along with the funding they have.

9. INFORMATION

State of Economic Development in Tillamook County was presented by Board Member, Terre Cooper. Gave information on current plans for the expansion of Tillamook county economic development.

10. INFORMATION

The state of Tillamook Bay Community College was presented by Arlene Soto. Gave information on how the college is expanding and the courses they now offer.

11. INFORMATION

Oregon Employment Department gave an Economic Update for the five-county region, focusing on Tillamook County – Shawna Sykes and Erik Knoder

12. BOARD CHAIR REPORT – *Tony Erickson, Chair*

Chairman Erickson expressed again that the Board was needing to form the Financial Advisory Team (FAT). Expressed that we want people from the Board or Consortium but Heather will check to see if we can have other people on the team as well.

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

Heather DeSart explained that at the next board meeting, she is wanting everyone to stay after for a while to help come up with NOWs Strategic Plan.

Updated on the Advance Textile Manufacturing Initiative.

Updated on the Healthcare Initiative that launched on April 10th.

Mentioned the construction trade and transportation could potentially be added to our sectors.

14. BOARD MEMBER COMMENTS – *Roundtable*

- *Introduction of the new Commissioners: Mary Faith Bell, Pamela Wev, and former Board member Pat Malone.*
- *Terre Cooper: Tillamook Works, an internship program for 16-18 year olds.*
- *Pat Malone: Wanted to know if there would be a Consortium meeting on the 28th of June. Heather DeSart confirmed.*
- *Linda Dugan mentioned people no longer want to lower their income to qualify for OHP, and instead want to stay in the workforce.*
- *Stephanie Hurliman explained the wrap around services with SNAP.*

15. SECOND PUBLIC COMMENT SESSION

There were no public comments.

16. ADJOURN - Chairman Erickson adjourned the meeting at 11:45am.

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MINUTES

CONSORTIUM MEETING LOCAL ELECTED OFFICIALS

BOC Conference Room
225 W. Olive Street, Newport OR

Thursday, April 11, 2019
9:00 AM-10:00 AM

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
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Lincoln County: The News Guard Tillamook County: Headlight Herald
Benton County: Gazette Times-Corvallis

These Minutes are also available at www.nworegonworks.org.

Phone: (646) 876 9923; Meeting ID: 534 306 721
Computer: <https://zoom.us/j/534306721>

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

PRESENT: Doug Hunt, Chair, Lincoln County Commissioner; Pamela Wev, Clatsop County Commissioner, Pat Malone, Benton County Commissioner

EXCUSED: Mary Faith Bell, Tillamook County Commissioner and Henry Heimuller, Columbia County Commissioner

STAFF: Emily Schwartz, NOW Office Manager

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

The meeting was called to order at 12:17am. Roll Call taken by Commissioner Hunt and Quorum achieved.

2. REVIEW and APPROVE AGENDA

Discussion regarding lack of resume for Josh Kvidt. Commissioner Malone provided information about nominee Kvidt. It was agreed to move forward with the appointment. No Changes were made to the Agenda. MOTION: PAMELA 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 26, 2018 Consortium Meeting.

Commissioner Hunt explained that the minutes were to be approved for the record, and the Commissioners that were present at the time of the previous meeting did not need to be the one's to approve minutes.

MOTION: PAMELA WEV SECOND: PAT MALONE MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION:

Appointment of Board Member representing Business. The term will be from April 1, 2019 through May 1, 2022. Nomination Letter and Resume attached - **Sara Skamser, Foulweather Trawl**

MOTION: PAT MALONE SECOND: PAMELA WEV MOTION CARRIED.

Appointment of Board Member representing Economic Development. The term will be from April 1, 2019 through May 1, 2022. Nomination Letter and Resume attached - **Terre Cooper, Director, Economic Development Council Tillamook County**

MOTION: PAMELA WEV SECOND: PAT MALONE MOTION CARRIED.

Appointment of Board Member representing Business. The term will be from April 1, 2019 through May 1, 2022. Nomination Letter and Resume attached - **Josh Kvidt, Citizens Bank**

MOTION: PAT MALONE SECOND: PAMELA WEV MOTION CARRIED.

6. CONSORTIUM MEMBER COMMENTS

Commissioner Malone wanted to know why the Board Member terms were connected with the person themselves and not with the positions they represent. Commissioner Malone also wanted to know why the Consortium Members didn't have meetings as frequently as the Board, and Commissioner Wev was unclear of the exact roles and distinctions between the Board and Consortium. Commissioner Hunt explained that the Consortium Members were to provide oversight to the Board, appoint Board Members, and approve fiscal budgets. Executive Director Heather DeSart will reach out and provide clarity on these points.

7. SECOND PUBLIC COMMENT SESSION

There were no comments from the Public.

8. ADJOURN

The meeting was adjourned at 9:45 am.

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Northwest Oregon Works

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

www.nworegonworks.org

Fiscal Year 2019-2020

BUDGET

Budget Available --- June 18, 2019

Budget Board & Consortium Meeting --- June 28, 2019

Treasury Officer
Linda Dugan
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.

Major Variances from Previous Year Budget with Upcoming Year

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 PY19-20 allocations from the state that is comprised of a 13% decrease from the previous years' WIOA funding. This amounted to a \$210,000 total decrease in funding, and when compared to NOW's first year of funding in PY15-16, the overall decrease is at 35%.

NOW also 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 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 within the program year. However, NOW is noting that the amount of these funds may be significantly less since some of the state's holdback funds were used to lessen the effects of layoffs within the state of Oregon. This will equate to a greater percent decrease for NOW within the PY19-20 year as the total amount of these funds released will be significantly less. These funds were not included in the budget since no reasonable estimated amount could be determined.

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, ED 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 18% of the total PY19-20 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 21% of forecasted expenditures.

The projected PY19-20 programs and initiatives are as follows:

- Instructor for targeted youth
- Industry manufacturing collaboration events
- Industry textile instructor
- Industry maritime
- 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 61% of forecasted expenditures. The projected PY19-20 subrecipient services and initiatives are as follows:

- WIOA adult, youth and dislocated workers
- Work experience
- Summer youth

NOW Annual Operating Budget

Program Year 2019-2020

Updated 6-18-2019

Program Year 2019-2020

Line #		<u>Beginning Budget</u>	<u>Adjustments</u>	<u>Final Budget</u>	<u>%</u>
	<u>Funding Streams</u>				
1	WIOA Admin (carryover)	155,493	0	155,493	6.8%
2	WIOA Program (carryover)	229,500	0	229,500	10.1%
3	Board Support (carryover)	90,000	0	90,000	4.0%
4	Hospitality (carryover)	1,500	0	1,500	0.1%
5	Summer Youth (carryover)	31,480	0	31,480	1.4%
6	HCY (carryover)	16,300	0	16,300	0.7%
7	Unrestricted (carryover)	30,812	0	30,812	1.4%
8	WIOA Admin (current year allotment)	137,577	0	137,577	6.0%
9	WIOA Program (current year allotment)	1,238,191	0	1,238,191	54.4%
10	Industry Engagement (one year recognized)	69,500	0	69,500	3.1%
11	Work Experience (one year recognized)	82,500	0	82,500	3.6%
12	Competitive Strategy (one year recognized)	187,000	0	187,000	8.2%
13	HCY	8,250	0	8,250	0.4%
14	TOTAL FUNDING	2,278,103	0	2,278,103	100.0%
	<u>Operating Wages, Taxes/Benefits</u>				
15	Wages	170,382	0	170,382	8.7%
16	PTO	12,846	0	12,846	0.7%
17	Payroll Taxes	16,127	0	16,127	0.8%
18	Employee Health Insurance	22,846	0	22,846	1.2%
19	Employee Retirement Plan	9,651	0	9,651	0.5%
20	Employee Relocation	0	0	0	0.0%
21	Total Operating Wages, Taxes/Benefits	231,851	0	231,851	11.9%
	<u>Operating General Expenses</u>				
22	Professional Services	16,500	0	16,500	0.8%
23	Legal Services	500	0	500	0.0%
24	Audit Services	17,500	0	17,500	0.9%
25	Fees / Taxes	6,400	0	6,400	0.3%
26	Phone & Internet	5,700	0	5,700	0.3%
27	Insurance	5,790	0	5,790	0.3%
28	Office Lease	16,096	0	16,096	0.8%
29	Office Supplies	2,500	0	2,500	0.1%
30	Computer Equipment	3,500	0	3,500	0.2%
31	Memberships	14,000	0	14,000	0.7%
32	Printing & Postage	1,000	0	1,000	0.1%
33	Travel	23,000	0	23,000	1.2%
34	Meetings	1,200	0	1,200	0.1%
35	Staff Training	8,000	0	8,000	0.4%
36	Board Support	1,500	0	1,500	0.1%
37	Depreciation	0	0	0	0.0%
38	Total Operating General Expenses	123,186	0	123,186	6.3%
39	TOTAL OPERATING EXPENSES	355,037	0	355,037	18.2%

	<u>Program Internal Expenses</u>
40	Wages
41	PTO
42	Payroll Taxes
43	Employee Health Insurance
44	Employee Retirement Plan
45	Itrac Database
46	WSO Leases
47	WSO Garbage and Cleaning
48	WSO Phone & Internet
49	Program Outreach
50	Professional Services
51	Total Program Internal Expenses

	<u>Program External Expenses</u>
52	WIOA (ResCare)
53	WIOA (OMEP)
54	WEX (ResCare)
56	SYEP (ResCare)
57	HCY (ResCare)
57	Total Program External Expenses
58	TOTAL PROGRAM EXPENSES

59	TOTAL EXPENSES
60	NET FUNDING/EXPENSES

	186,311	0	186,311	9.6%
	13,154	0	13,154	0.7%
	17,634	0	17,634	0.9%
	18,692	0	18,692	1.0%
	8,820	0	8,820	0.5%
	19,305	0	19,305	1.0%
	54,200	0	54,200	2.8%
	14,200	0	14,200	0.7%
	11,400	0	11,400	0.6%
	8,007	0	8,007	0.4%
	55,000	0	55,000	2.8%
	406,723	0	406,723	20.9%
	1,050,000	0	1,050,000	53.9%
	27,000	0	27,000	1.4%
	68,500	0	68,500	3.5%
	24,273	0	24,273	1.2%
	16,000	0	16,000	0.8%
	1,185,773	0	1,185,773	60.9%
	1,592,496	0	1,592,496	81.8%
	1,947,534	0	1,947,534	
	330,569	0	330,569	



Northwest Oregon Works PY 2019-20 Meeting Schedule

Every effort is made to host one meeting in each of NOW's five-county areas for the 2018-19 program year, which runs from July 1 to June 30. Meetings are held from 10:00 a.m. to 12:00 noon, Pacific Time, unless otherwise noted. Meeting times may be adjusted to accommodate tours or space availability. Northwest Oregon Works board meetings are open to the public and will conform to Oregon public meetings laws.

<u>Date</u>	<u>Meeting</u>	<u>Location</u>
Friday, August 23, 2019*	Regular	Columbia County
Friday, October 25, 2019*	Annual Meeting	Benton County
Friday, January 24, 2020	Regular Board	Lincoln County
Friday, April 24, 2020	Regular Board	Tillamook County
Friday, June 26, 2020*	Regular Board <i>(budget approval)</i>	Clatsop County

Dates marked with an asterisk (*) have scheduled Consortium meetings combined or to follow.

Last revised: June 2019