



AGENDA

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

Friday, April 27, 2018
10:00 a.m. – 12:00 p.m.

Port of Tillamook Bay, Conference Room,
4000 Blimp Boulevard, Tillamook, Oregon
Audio: (669) 900-6833; Meeting ID: 557-268-5692
Video: <https://zoom.us/j/5572685692>

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

- 1. CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL** *(2 minutes)*
- 2. APPROVE THE AGENDA WITH THE INCLUSION OF ANY EMERGENCY ITEMS, OR DELETION OF ANY ITEMS** *(2 minutes)*
- 3. FIRST 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. CONSENT CALENDAR** *(The Consent Calendar is Approved with One Motion) (2 minutes)*
 - 4.1 Minutes of the January 26, 2018 Board Meeting
- 5. INFORMATIONAL**
 - 5.1 Oregon Workforce Partnership presentation to Darryl Spitzer – *Workforce Champion Award*
 - 5.2 The board will hear recent program success stories from Community Services Consortium and ResCare – *Sean Larsen, CSC and Camille Padilla, ResCare (15 minutes)*
- 6. INFORMATION AND DISCUSSION**
 - 6.1 Oregon Employment Department Economic Update – *Erik Knoder, Oregon Employment Department (20 minutes)*
 - 6.2 Oregon Manufacturing Extension Partnership and One-Stop Operator Update – *Linda Wechsler, Manufacturing Consultant (15 minutes)*
 - 6.3 3rd Quarter Operating Budget Update for PY17-18, and Audit Results for June 30, 2017 and 2016 – *Jason Swain, NOW CFO (20 minutes)*

6.4 Program and Performance Update & Rethinking Youth Development Update – *Pete Svendsen, NOW Program Manager (15 minutes)*

6.5 Oregon Coast Visitors Association (OCVA) – *Marcus Hinz, Executive Director (15 minutes)*

7. BOARD CHAIR’S REPORT – *Tony Erickson, Chair*

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

9. BOARD MEMBER COMMENTS – *Roundtable*

10. OTHER BUSINESS

11. 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.

12. ADJOURN

Northwest Oregon Works board 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. TTY is available at 711 or (800) 735-2900.



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

January 26, 2018, 10:00 a.m.

B'nai B'rith Summer Camp
3509 NE East Devil's Lake Road
Lincoln City, Oregon 97367

Call-in: (646) 876 9923; Meeting ID: 784-566-887

Present: **Tony Erickson**, Oregon AERO, Chair; **Amanda Morris**, Samaritan Health Services; **Henry Balensifer III**, LEKTRO; **Pat Malone**, Sunrise Tree Farm; **Todd Simmons**, Tillamook People's Utility District; **Whitey Forsman**, Pacific Oyster; **Zach Poole**, Pig 'N Pancake; **Linda Dugan**, Linda Dugan Insurance Agency; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **John Hawkins**, Service Employees International Union; **Rod Belisle**, NECA-IBEW Electrical Training Center; **William Lang**, Oregon Laborers Apprenticeship; **Birgitte Ryslinge**, Oregon Coast Community College; **Karen Sanders**, Portland Community College; **Stephanie Hurliman**, Oregon Employment Department; **Tom Nelson**, Corvallis-Benton County Economic Development Office

Excused: **Debra Smith**, Central Lincoln PUD, Vice Chair/Secretary; **Jeff Kemp**; Pacific Stainless Products; **Scott Lee**, Clatsop County Commissioner

Staff: **Heather DeSart**; NOW Executive Director; **Lisa Grisham**, NOW Recorder; **Pete Svendsen**; NOW Program Manager; **Jason Swain**, NOW Chief Financial Officer; **Cierra Guerrero**, NOW Youth Development Coordinator

Guests: **Bryan Campbell**; **Anne Schuster**, Benton County Commissioner; **Doug Hunt**, Lincoln County Commissioner; **Henry Heimuller**, Columbia County Commissioner; **Tim Josi** Tillamook County Commissioner; **Erik Knoder** and **Shawna Sykes**, Oregon Employment Department; **Myronda Schiding**, Northwest Regional Education Service District; **Linda Wechsler**, Manufacturing Consultant; **Shalee Hodgson**, Oregon Employment Department, **Diana Nish**, Community Services Consortium; **Angeline Chan-Pepper**, ResCare; **Charlotte Robeson**, ResCare; **Mark Warne**, Oregon AFL-CIO

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

Chair Erickson called the meeting to order at 10:12 a.m. Chair Erickson asked for confirmation of the posting, which Grisham confirmed. Roll call was taken, and a quorum was achieved.

2. REVIEW AND APPROVE AGENDA

No changes were made to the agenda.

MOTION: Hawkins moved to approve the agenda. Belisle seconded the motion, which carried 16-0.

3. FIRST PUBLIC COMMENT SESSION

There were no comments from the public.

4. INFORMATION

4.1 The board will hear recent program success stories from Community Services Consortium and ResCare – *Sean Larsen, CSC and Camille Padilla, ResCare*

The board heard recent program success stories. Larsen thanked everyone for asking the Career Tech students to come out and give their presentation on drone flight. Chan-Pepper introduced Charlotte Robeson. Robeson shared her story with the board.

5. INFORMATION AND DISCUSSION

5.1 Board Assessment – *Shalee Hodgson, System Alignment Manager, Oregon Employment Department*

Hodgson presented her board assessment report. She works with the Higher Education Coordinating Commission (HECC), Department of Human Services (DHS), and other state level partners, to align policy, develop strategies to leverage resources, and coordinate workforce development services to support the Board.

Hodgson has been travelling the state, and visiting local areas to understand how things are working with data driven decision making. How boards are implementing strategic plans, what their partnerships and investments look like, and how programs run. She took an in-depth look at how things run locally, and learned a lot about best practices.

Some identified best practices are:

- The Local Leadership Team (LLT). It is focused both operationally and strategically.
- Great local economic information is presented to the Board.
- Board is supportive of staff
- Board does excellent job of understanding local participants needs, and appreciates hearing from participants directly

DeSart said staff will post the report to the NOW website, and she can email the report to board members at their request.

Erickson recessed the meeting at 10:31 a.m.

Erickson reconvened the meeting at 10:36 a.m.

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

Shawna Sykes and Erik Knoder presented an economic update focusing on Lincoln County (Exhibit #1).

Poole arrived at 10:50 a.m.

5.3 Oregon Manufacturing Extension Partnership and One-Stop Operator Update – *Linda Wechsler, Manufacturing Consultant*

Wechsler introduced herself. She works with the Oregon Manufacturing Extension Partnership (OMEP), and is our One-Stop Operator. OMEP is a non-profit that assists manufacturers in the State of Oregon. She visited both the Tillamook and Lincoln City WSO's. Wechsler stepped through the employer process of submitting a job posting, and went through the intake process so she could understand what paperwork was involved for customers. The Local Leadership Team (LLT) took an existing mapping exercise, and looked-for gaps, improvement opportunities, streamlined and reprioritized it. What they now have is a problem-solving poster (Exhibit #2). Wechsler stated it is based on continuous improvement principles, and can be used on any type of process. It also gives an idea of inputs and outputs, and identifies stakeholders involved.

Wechsler explained their next steps will be to identify a problem for the LLT. Some ideas they have brainstormed include consolidating the email process, strengthening the referral process, and building the northwest workforce academy. OMEP has someone in Oregon six regions – NOW, Lane Workforce Partnership, Mid-Willamette Workforce Network, Clackamas Workforce Partnership, East Cascades Workforce Investment Board and the Rogue Workforce Partnership. They meet monthly to discuss and consolidate all their information. Wechsler provided an example: all regions struggle with data duplication across the various systems, and duplicative entries, or entering information multiple places.

Dugan asked Wechsler about her iMatch experience. Wechsler replied it was fine, however it may be more challenging for those without any computer experience. Hunt asked how OMEP is funded, the partnership. Wechsler said they receive both state and federal funds.

5.4 Update on 2nd Quarter Operating Budget for PY17-18 – *Jason Swain, NOW CFO*

Swain presented the operating budget for the second quarter of program year 2017-2108 (Exhibit #3).

5.5 Education Service District Update – *Myronda Schiding, Northwest Regional Education Service District*

Schiding reported on the grants they are working on. They serve Washington, Columbia, Clatsop and Tillamook counties. In that service, Schiding stated they offer grant writing services to school districts. They Applied for eight grants, received four (Exhibit #4). Schuster asked if other ESD's offered grant writing services. Schiding responded she did not know. DeSart divulged that because

of that, we are very lucky to have Schiding working with us. Ryslingle commented that Lincoln County is part of the Lincoln-Benton-Linn (LBL) ESD. Hunt asked how this board provides support, and could we be more effective with our support. Schiding said being able to have the board write letters of support for grant submissions is invaluable. Hunt recommend she also contact county commissioners for grant letters of support. Additionally, being a part of the LLT is a huge networking and collaboration advantage stated Schiding. Erickson added as a board we are business driven. As individuals, we could support these efforts by opening opportunities within our companies for internships.

5.6 Program and Performance Update – *Pete Svendsen, NOW Program Manager*

Svendsen gave an update on program performance. He also reported on the Veterans Stand Down for Columbia, Clatsop, Tillamook and Lincoln counties. Schuster asked about Benton County. Svendsen replied they partner with Linn county. He then disclosed there is a plant in Columbia County, is shutting down in May 2018. They currently employ approximately 126 people. We have had services available on-site for two of their meetings.

5.7 Rethinking Youth Development Update – *Ciera Guerrero, NOW Youth Development Coordinator*

DeSart introduced Guerrero. Guerrero reported on a Rethinking Youth Careers update. She shared a story where she connected with Tillamook County Animal Aid, Inc. It is a non-profit working to support animal welfare by creating a safe haven for animals that are obtained through law enforcement. The organization is run by one director. All other positions are filled by volunteers, which are in short supply. Guerrero spoke with Diana Nish, of Community Services Consortium (CSC). Nish referred an 18-year old client to Guerrero, who was then able to offer the client a work experience at the Tillamook County Animal Aid, Inc. shelter. Both the director and the client report a successful relationship and work experience.

6. BOARD CHAIR'S REPORT – *Tony Erickson, Chair*

Erickson gave an update on OMIC and STEM. He said they turned an old automotive shop into a new facility, and brought in approximately \$500,000 of advanced manufacturing equipment. Programs are coalescing. Erickson reported that the board is going to try something new with the budget presentation. Swain will meet with the Executive Committee (EC) and present the budget to them. The EC will then present financials to Board, with assistance from Swain. This is a timing issue, and should relieve some constraints.

7. EXECUTIVE DIRECTOR'S REPORT – *Heather DeSart, Northwest Oregon Works*

DeSart announced the next board meeting is April 27, 2018 in Tillamook County. We were recently awarded \$15k grant for a hospitality training pilot program by the Lincoln County Economic Development Alliance, which was approved by the Lincoln County Board of Commissioners. The pilot program will take place in Waldport. DeSart announced the Svendsen is retiring in approximately six to eight months.

8. BOARD MEMBER COMMENTS – Roundtable

Schuster spoke of a forestry boot camp project. It offers workforce employment and training. There could be money to train 18 adults. The program runs from December 2017-December 2018. The forestry industry is having difficulty recruiting individuals in good physical shape. We are applying for a grant with The Family Ford Foundation.

Ryslunge spoke about the \$500,000 Grow-Your-Own-Teachers funding Oregon Coast Community College (OCCC) received for acquiring K-12 teachers.

Hunt said Maritime waiting on task force appointments per SB867. Sector meeting will be scheduled after the task force has been identified, which hopefully will be in next few months.

Malone announced he is running for Benton County Commissioner. Schuster announced she is retiring as Benton County Commissioner. Hunt announced he is running for re-election as Lincoln County commissioner.

9. OTHER BUSINESS

No other business was discussed.

10. SECOND PUBLIC COMMENT SESSION

There were no comments from the public.

11. ADJOURN

Chair Erickson adjourned the meeting at 12:12 p.m.

Tony Erickson, Chair

Lisa Grisham, Recorder

**NORTHWEST OREGON WORKS
BUDGET VS. ACTUAL
JULY 1, 2017 THROUGH MARCH 31, 2018**

Line #	RESOURCES	BUDGETED RESOURCES AVAILABLE	FUNDS DRAWN/ RECEIVED	REMAINING BALANCE	
1	WIOA Adult	489,181	363,926	125,255	
2	WIOA Dislocated Worker	723,926	426,196	297,730	
3	WIOA Youth	653,069	412,658	240,411	
4	WIOA Admin	327,182	148,979	178,203	
5	DHS - Summer Jobs	25,000	25,000	-	
6	DHS - Summer Youth Development	40,052	11,218	28,834	
7	WIOA High Concentration Youth	96,910	17,804	79,106	
8	Youth Innovation	100,000	12,899	87,101	
9	State Funds Board Support	405,779	81,585	324,194	
10	State Funds-Work Experience (BTWO)	165,582	-	165,582	
11	State Funds- Industry Engagement (Sectors)	125,258	-	125,258	
12	Incite-Rethinking Job Search	46,037	27,406	18,631	
13	Veterans Stand Down	24,095	18,267	5,828	
14	Ford Family Foundation	10,000	323	9,677	
15	LC Hospitality and Economic Development	15,000	307	14,693	
16	Unrestricted - General Funds revenue	31,356	2,427	28,929	
17	TOTAL AVAILABLE RESOURCES	3,278,427	1,548,996	1,729,432	
					YTD SPENDING as a % of RESOURCES
	BOARD EXPENSES	BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	
	Staffing				
18	Salaries	394,542	262,583	131,959	16.95%
19	Taxes & Benefits	90,880	69,806	21,074	4.51%
20	Total Staffing	485,422	332,389	153,033	21.46%
	Operating Expenses				
21	Staff & Board Travel	25,000	14,012	10,988	0.90%
22	Facilities	16,925	11,232	5,693	0.73%
23	Professional Services - Board	28,400	11,887	16,513	0.77%
24	Telephone/Communications	5,838	3,522	2,316	0.23%
25	Audit Services	17,000	19,991	(2,991)	1.29%
26	Fees/Taxes	4,800	3,651	1,149	0.24%
27	Equipment & Maintenance	6,618	2,846	3,772	0.18%
28	Supplies	5,800	2,233	3,567	0.14%
29	Insurance	7,068	6,164	904	0.40%
30	Staff Development	9,700	4,148	5,552	0.27%
31	Memberships	14,892	10,115	4,777	0.65%
32	Total Operating Expenses	142,041	89,801	52,240	5.80%
	Program Expenses				
33	I-Trac	16,976	9,837	7,139	0.64%
34	WSO Leases & Maintenance	63,346	40,237	23,109	2.60%
35	Program Outreach	-	-	-	0.00%
36	Program Work Services	87,857	15,637	72,220	1.01%
37	Professional Services	31,000	26,310	4,690	1.70%
38	Program General Expenses	18,267	18,267	-	1.18%
39	Total Program Expenses	217,446	110,288	107,158	7.12%
39	TOTAL BOARD EXPENSES	844,909	532,478	312,431	34.38%
					YTD SPENDING as a % of RESOURCES
	PROVIDER EXPENSES	BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	
40	WIOA Adult	424,571	294,063	130,508	18.98%
41	WIOA Dislocated Worker	513,936	340,959	172,977	22.01%
42	WIOA Youth	450,000	330,351	119,649	21.33%
43	OMEOP (One Stop Operator)	35,000	18,870	16,130	1.22%
44	DHS - Summer Youth Development	37,649	8,815	28,834	0.57%
45	DHS - Summer Jobs	22,500	22,500	-	1.45%
46	Community Development	15,000	290	14,710	0.02%
47	Rethinking Job Search	3,900	670	3,230	0.04%
48	TOTAL PROVIDER EXPENSES	1,502,556	1,016,518	486,038	65.62%
49	GRAND TOTAL EXPENSES	2,347,465	1,548,996	798,469	100.00%

KEY
WIOA - Workforce Innovation and Opportunity Act
WSO - WorkSource Oregon

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

**FINANCIAL STATEMENTS AND
SINGLE AUDIT INFORMATION**

For the Years Ended June 30, 2017 and 2016



OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
FINANCIAL STATEMENTS AND SINGLE AUDIT INFORMATION
For the Years Ended June 30, 2017 and 2016

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OREGON NORTHWEST WORKFORCE INVESTMENT BOARD

June 30, 2017

EXECUTIVE DIRECTOR

Heather DeSart

BOARD OF DIRECTORS

Tony Erickson	Chair
Debra Smith	Vice Chair
Henry Balensifer III	Board Member
Birgitte Ryslinge	Board Member
Whitey Forsman	Board Member
Randy Getman	Board Member
Tom Nelson	Board Member
Rod Belisle	Board Member
John Hawkins	Board Member
Stephanie Hurliman	Board Member
Erin Macauley	Board Member
Jeff Kemp	Board Member
Pat Malone	Board Member
Rhonda Meidinger	Board Member
Amanda Morris	Board Member
Cami Aufdermauer	Board Member
Zach Poole	Board Member
Karen Sanders	Board Member

NORTHWEST OREGON WORKFORCE CONSORTIUM

Bill Baertlein	Henry Heimuller	Doug Hunt
Scott Lee	Anne Schuster	

REGISTERED ADDRESS

3788 SE High School Dr.
Lincoln City, OR 97367

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Oregon Northwest Workforce Investment Board
Lincoln City, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of Oregon Northwest Workforce Investment Board, which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

The Right People Beside You.

> jrcpa.com

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Oregon Northwest Workforce Investment Board as of June 30, 2017 and 2016, and the respective changes in its net assets and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 30, 2018 on our consideration of Oregon Northwest Workforce Investment Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Oregon Northwest Workforce Investment Board's internal control over financial reporting and compliance.



Jones & Roth, P.C.
Eugene, Oregon
March 30, 2018

FINANCIAL STATEMENTS

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
 STATEMENTS OF FINANCIAL POSITION
 June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Assets		
Current assets		
Cash	\$ 50,949	\$ 36,419
Grants receivable	409,809	172,346
Prepaid Expenses	4,364	13,157
Deposits	1,872	1,872
Other	<u>1,557</u>	<u>4,670</u>
Total current assets	<u>\$ 468,551</u>	<u>\$ 228,464</u>
Liabilities and Net Assets		
Current liabilities		
Accounts payable	\$ 338,315	\$ 141,193
Accrued payroll and related benefits	-	12,662
Unearned revenue	-	19,187
Accrued compensated absences	<u>25,515</u>	<u>22,393</u>
Total current liabilities	<u>363,830</u>	<u>195,435</u>
Net assets		
Unrestricted	23,137	33,029
Temporarily restricted	<u>81,584</u>	<u>-</u>
Total net assets	<u>104,721</u>	<u>33,029</u>
Total liabilities and net assets	<u>\$ 468,551</u>	<u>\$ 228,464</u>

The accompanying notes are an integral part of these statements.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
 STATEMENTS OF ACTIVITIES
 For the Years Ended June 30, 2017 and 2016

	2017	2016
Changes in unrestricted net assets		
Support and revenues:		
Government grants	\$ 1,998,357	\$ 1,854,348
In-kind revenue	9,876	-
Program income	-	3,700
Total unrestricted support and revenues	2,008,233	1,858,048
Net assets released from restrictions	196,312	-
Total unrestricted support and revenues and reclassifications	2,204,545	1,858,048
Expenses:		
Program activity:		
Employment and training	1,985,659	1,485,828
Supporting services:		
Fundraising	9,809	-
Management and general	218,969	339,191
Total expenses	2,214,437	1,825,019
Increase (decrease) in unrestricted net assets	(9,892)	33,029
Changes in temporarily restricted net assets		
Support and revenues:		
Government grants	277,896	-
Net assets released from restrictions	(196,312)	-
Increase in temporarily restricted net assets	81,584	-
Change in net assets	71,692	33,029
Net assets, beginning of year	33,029	-
Net assets, end of year	\$ 104,721	\$ 33,029

The accompanying notes are an integral part of these statements.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
 STATEMENTS OF CASH FLOWS
 For the Years Ended June 30, 2017 and 2016

	2017	2016
Cash flows from operating activities		
Change in net assets	\$ 71,692	\$ 33,029
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
(Increases) decreases in operating assets:		
Grants receivable	(237,463)	(172,346)
Prepaid expenses	8,793	(13,157)
Deposits	-	(1,872)
Other	3,113	(4,670)
Increases (decreases) in operating liabilities:		
Accounts payable	197,122	141,193
Accrued payroll and related benefits	(12,662)	12,662
Unearned revenue	(19,187)	19,187
Accrued compensated absences	3,122	22,393
	14,530	36,419
Net cash provided by operating activities	14,530	36,419
Net increase in cash	14,530	36,419
Cash, beginning of year	36,419	-
Cash, end of year	\$ 50,949	\$ 36,419

The accompanying notes are an integral part of these statements.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
STATEMENTS OF FUNCTIONAL EXPENSES
For the Years Ended June 30, 2017 and 2016

	2017			
	Program Activity	Supporting Services		Total
	Employment and Training	Management and General	Fundraising	
Personnel costs	\$ 283,911	\$ 145,348	\$ -	\$ 429,259
Legal	-	579	-	579
Professional services	49,832	41,504	9,809	101,145
Office expense	16,742	9,983	-	26,725
Occupancy	9,252	5,461	-	14,713
Travel	25,650	2,002	-	27,652
Conferences, conventions, meetings	121	424	-	545
Insurance	-	6,093	-	6,093
Other expenses:				
Payments to grant subrecipient providers	1,418,397	-	-	1,418,397
WorkSource Oregon leases	93,241	54	-	93,295
Program outreach	4,315	-	-	4,315
Fees/taxes	-	3,140	-	3,140
Memberships	9,314	4,011	-	13,325
Community outreach	207	176	-	383
Staff training	4,434	-	-	4,434
Board support	83	101	-	184
Itrac database	15,814	93	-	15,907
Other program expenses	44,470	-	-	44,470
In-kind expenses	9,876	-	-	9,876
Total functional expenses	\$ 1,985,659	\$ 218,969	\$ 9,809	\$ 2,214,437

2016		
<u>Program Activity</u>	<u>Supporting Services</u>	
<u>Employment and Training</u>	<u>Management and General</u>	<u>Total</u>
\$ 50,892	\$ 203,567	\$ 254,459
-	2,829	2,829
9,319	71,318	80,637
2,445	9,779	12,224
2,147	8,587	10,734
5,832	23,330	29,162
24	97	121
-	2,968	2,968
1,388,874	-	1,388,874
139	-	139
200	-	200
-	3,871	3,871
2,620	10,480	13,100
269	-	269
2,746	686	3,432
420	1,679	2,099
19,901	-	19,901
-	-	-
-	-	-
<u>\$ 1,485,828</u>	<u>\$ 339,191</u>	<u>\$ 1,825,019</u>

The accompanying notes are an integral part of these statements.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Reporting Entity

Oregon Northwest Workforce Investment Board (ONWIB) 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.

ONWIB is a workforce development organization dedicated to assisting employers in recruiting and retaining employees, and helping individuals find employment and progress in their careers. Specifically, the organization is charged with planning, oversight, and administrative responsibility for local job training programs including, but not limited to, those funded under the Workforce Innovation and Opportunity Act of 2014 (WIOA). WIOA requires that each Workforce Development Area form a Workforce Development Board. The Board of Directors of ONWIB was designated to meet this requirement for the geographic area of the counties in Oregon noted above.

Budget Policy

The administrative and fiscal staff prepares a budget which is submitted to the Board of Directors for approval, modification, and adoption. Once approved by the Board of Directors, it is then submitted to the Northwest Oregon Workforce Consortium (NOWC). The Consortium consists of one County Commissioner from each county serviced by ONWIB.

There is no legal requirement that expenditures do not exceed appropriations; however, it is Board practice to limit expenditures to the amount appropriated.

Basis of Presentation

The financial statements have been prepared on the accrual basis of accounting wherein revenues are reported when earned and expenses are reported when incurred. Grants and similar items are recognized as revenue as soon as all the eligibility requirements imposed by the provider have been met. Expenditure-driven grants are recorded as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Functional Allocation of Expenses

The costs of providing the program have been summarized on a functional basis in the accompanying statements of activities. Accordingly, certain costs have been allocated among program and supporting services benefited. ONWIB's sole program is Employment and Training Services. This program is charged with planning, oversight, and administrative responsibility for local job training programs for at risk populations in the area.

Assets, Liabilities, and Net Assets

Cash

Cash consists of cash on hand and demand deposits deposited in one financial institution.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies, continued

Assets, Liabilities, and Net Assets, continued

Receivables

Receivables are recorded in accordance with the policies enumerated above. Management of ONWIB considers all amounts included in grants receivable to be collectible; therefore, no provision for uncollectible accounts has been made.

ONWIB receives federal funds from the U.S. Department of Labor passed through the state of Oregon, as well as several other nonfederal grants. The amount receivable represents contract billings and cash requests, relating to expenditures incurred through the end of the program year, which had not been received at June 30, 2017 and 2016.

Capital assets

Capital assets are defined by ONWIB as assets with an initial individual cost of \$5,000 or greater and an estimated useful life in excess of one year. Such assets are recorded at historical cost. Donated capital assets are recorded at their fair value at the date of donation.

Depreciation is provided using the straight-line method based on the estimated useful lives of the related assets.

State and federal grantor agencies retain a reversionary interest in all capital assets that are purchased with state and federal funding.

ONWIB had no capital assets as of June 30, 2017 and 2016.

Compensated absences payable

It is ONWIB's policy to permit employees to accumulate earned but unused vacation time. No liability for unpaid accumulated sick leave is recorded because ONWIB does not pay sick leave when employees separate from service with ONWIB. Accrued compensated absences totaled \$25,515 and \$22,393 as of June 30, 2017 and 2016, respectively.

Net assets

ONWIB reports net assets as changes in unrestricted, temporarily restricted, or permanently restricted net assets.

- Unrestricted – Unrestricted net assets consist of resources that are available for use in carrying out the mission of ONWIB and include those expendable resources that have been designated for special use by the Board.
- Temporarily restricted – Temporarily restricted net assets represent those amounts that are donor restricted with respect to purpose or time. When a donor restriction ends or the purpose of a restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies, continued

Assets, Liabilities, and Net Assets, continued

- Permanently restricted – Permanently restricted net assets result from contributions with donor restrictions that mandate the original principal be invested in perpetuity. Permanently restricted net assets include, for example, permanent endowments and beneficial interests in perpetual trusts held by third parties. The majority of the earnings from permanently restricted net assets are available for general use of ONWIB.

ONWIB reduces restricted amounts, if any, first when expenditures are incurred for purposes for which restricted and unrestricted amounts are available.

Income Taxes

ONWIB is exempt from income tax under Internal Revenue Code (IRC) Section 501(c)(3) and is only subject to tax on income unrelated to its exempt purposes, unless that income is otherwise excluded by the IRC. ONWIB's federal Return of Organization Exempt from Income Tax return (Form 990) and state of Oregon Form CT-12 for the years ended June 30, 2017 and 2016, are subject to examination by the Internal Revenue Service and Oregon Department of Revenue, generally for three years after filed.

Management evaluated ONWIB's tax positions, including unrelated business income, if any, and concluded that ONWIB had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance.

Concentration of Credit Risk

ONWIB maintains its cash and bank deposit accounts in certain financial institutions. Interest and noninterest bearing accounts are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000.

All deposits not covered by the FDIC are covered by the Public Funds Collateralization Program (PFCP) of the state of Oregon. Deposits in excess of FDIC coverage with institutions participating in the Oregon PFCP are collateralized with securities held by the Federal Home Loan Bank of Seattle in the name of the institution. The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100 percent protected.

ONWIB has not experienced any loss in such accounts.

In-Kind Contributions

ONWIB received in-kind office space from Oregon Employment Department for three locations during 2016-2017 year, at the fair value of \$9,876 and \$-0- for the years ended June 30, 2017 and 2016, respectively. Donated materials and space are recorded at their fair values at the date of receipt.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies, continued

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues, and expenses. Actual results may differ from such estimates.

2. Leases

As of June 30, 2017, ONWIB leased office space at several locations:

	<u>Lease Terms</u>	<u>Lease Payment</u>
3788 SE High School Dr., Lincoln City	Lease started from 11/1/2015 at \$1,200 per month, and renews on quarterly basis. Rent will increase 4% per year effective October 1 of each subsequent year that the agreement remains in effect.	\$ 14,832
450 Marine Drive, Astoria	07/01/2016 – 12/31/2017	12,825
500 N Columbia River Hwy, St Helens	07/01/2016 – 11/31/2016, and continues as month to month.	45,769
2101 5 th Street, Tillamook	07/01/2016 – 06/30/2017, monthly lease at \$1,122, lease renewed for period of 07/01/2017 – 06/30/2018 with monthly lease at \$1,288.	<u>13,464</u>
	Total lease expenses	<u>\$ 86,890</u>

Future minimum lease payments are as follows:

<u>Year Ended June 30,</u>	
2018	\$ <u>25,611</u>
Total	\$ <u>25,611</u>

Total lease expense for the years ended June 30, 2017 and 2016 totaled \$86,890 and \$9,600, respectively. During the year ended June 30, 2017, ONWIB leased facilities for WorkSource Oregon subrecipient providers. Total lease expense includes WorkSource Oregon lease expense of \$79,058 for the year ended June 30, 2017.

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
NOTES TO FINANCIAL STATEMENTS

3. Risk Management

ONWIB is exposed to various risks of losses related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. ONWIB maintains coverage through commercial insurance companies for risk of loss. There were no insurance settlements exceeding insurance coverage during 2017 or 2016.

ONWIB contracted with two sub-recipient organizations to provide services for 100 percent of federal Workforce Innovation and Opportunity Act and state grant programs during the years ended June 30, 2017 and 2016. While federal and state requirements and compliance for provisions of services are defined and rather strict, there are other local organizations capable of providing the necessary services in the event either of the two contracted service providers ceases to perform or operate per terms of their contracts. Combined, the two organizations were paid \$1,418,397 during the year ended June 30, 2017 and \$1,388,874 during the year ended June 30, 2016, respectively.

4. Related Party Transactions

ONWIB has entered into contracts with organizations whose management includes members of the ONWIB Board of Directors or Northwest Oregon Workforce Consortium.

The following contracts were in effect during the year ended June 30, 2017:

<u>Agency</u>	<u>Funding Title</u>	<u>Expense</u>	<u>Payable (Receivable)</u>
Community Services Consortium	WIOA Title 1B	\$ 417,161	\$ 17,331
Res-Care	WIOA	824,646	228,132
Res-Care	NEG	25,537	16,298
Res-Care	State-SS	29,302	-
Res-Care	Incite – RJS	1,175	-
Res-Care	Back to Work Oregon	120,577	43,266

Additionally, ONWIB paid Oregon Workforce Partnership (OWP) \$12,000 during the years ended June 30, 2017 and 2016, respectively. An employee of ONWIB is on the Board of Directors of OWP. The annual membership fee covers expenses for monthly meetings, as well as the costs for partnership development with other workforce boards in Oregon, the Oregon Employment Department, and the Governor's office.

5. Subsequent Events

Management has evaluated subsequent events through the date of the independent auditor's report, the date on which the financial statements were available to be issued. Management is not aware of any subsequent events that require recognition or disclosure in the financial statements.

SINGLE AUDIT INFORMATION

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended June 30, 2017

Federal Grantor/ Pass-Through Grantor/Program Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Expenditures	Amounts Paid to Subrecipients
U.S. Department of Labor				
Passed through State of Oregon, Department of Community Colleges and Workforce Development (CCWD):				
<i>Workforce Innovation and Opportunity Act Cluster:</i>				
WIOA Adult Program	17.258	16-270	\$ 419,771	\$ 360,494
WIOA Youth Activities - Local Administration	17.259	16-270	220	-
WIOA Youth Activities	17.259	16-270	471,050	417,161
WIOA Dislocated Worker Formula Grants - Local Administration	17.278	16-270	923	-
WIOA Dislocated Worker Formula Grants	17.278	16-270	532,715	464,140
WIOA Dislocated Worker Formula Grants - Transition Training	17.278	16-310	15,000	-
WIOA Dislocated Worker Formula Grants - Transition Coordinator	17.278	16-321	75,000	-
WIOA Dislocated Worker Formula Grants - Co-location	17.278	16-275	<u>145,250</u>	<u>-</u>
Total Workforce Innovation and Opportunity Act Cluster			1,659,929	1,241,795
<i>WIA National Emergency Grants:</i>				
Job-Driven OR-61 - Program & Administration	17.277	16-123	<u>37,195</u>	<u>25,537</u>
Total Passed through State of Oregon, CCWD			1,697,124	1,267,332
Passed through Incite Inc.:				
<i>Workforce Innovation Fund:</i>				
Rethinking Job Search	17.283	018-16	40,081	1,175
Direct:				
<i>Homeless Veterans Reintegration Program:</i>				
Stand Down OR-005	17.805	n/a	<u>4,315</u>	<u>-</u>
Total expenditures of federal awards			<u>\$ 1,741,520</u>	<u>\$ 1,268,507</u>

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

1. Purpose of the Schedule

The accompanying schedule of expenditures of federal awards (the Schedule) is a supplementary schedule to Oregon Northwest Workforce Investment Board's (ONWIB's) financial statements and is presented for purposes of additional analysis. Because the Schedule presents only a selected portion of the activities of the Organization, it does not present the financial position, changes in financial position, or the revenues and expenditures of ONWIB.

2. Significant Accounting Policies

Reporting Entity

The reporting entity is fully described in Note 1 to ONWIB's financial statements. The Schedule includes all federal programs administered by ONWIB for the fiscal year ended June 30, 2017.

Basis of Presentation

The information in the Schedule is presented in accordance with OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* 2CFR200 (Uniform Guidance).

Federal Financial Assistance

Pursuant to the Uniform Guidance, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations. Accordingly, nonmonetary federal assistance, including federal surplus property, is included in federal financial assistance and is reported on the Schedule (if applicable). Federal financial assistance does not include direct federal cash assistance to individuals. Solicited contracts between ONWIB and the federal government for which the federal government procures tangible goods or services are not considered to be federal financial assistance.

Major Programs

The Uniform Guidance establishes criteria to be used in defining major programs. Major programs are those programs selected for testing using a risk-assessment model, as well as certain minimum expenditure requirements, as outlined in the Uniform Guidance Subpart F 200.518. Programs with similar requirements may be grouped into a cluster for testing purposes.

Basis of Accounting

Receipts and expenditures are accounted for using the accrual basis of accounting. Revenues are recorded when earned or, in the case of grants where expenditures are the prime factor for determining eligibility, when the expenditure is made. Expenditures are recorded when a liability is incurred.

3. Indirect Cost Rate

ONWIB elected to use the ten percent (10%) de minimis indirect cost rate of modified total direct costs. A definition of modified total direct costs can be found in the Uniform Guidance Subpart A 200.68.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Oregon Northwest Workforce Investment Board
Lincoln City, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Oregon Northwest Workforce Investment Board (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 30, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Oregon Northwest Workforce Investment Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Oregon Northwest Workforce Investment Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Oregon Northwest Workforce Investment Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Oregon Northwest Workforce Investment Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Oregon Northwest Workforce Investment Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Jones & Roth, P.C.".

Jones & Roth, P.C.
Eugene, Oregon
March 30, 2018

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Oregon Northwest Workforce Investment Board
Lincoln City, Oregon

Report on Compliance for Each Major Federal Program

We have audited Oregon Northwest Workforce Investment Board's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Oregon Northwest Workforce Investment Board's major federal programs for the year ended June 30, 2017. Oregon Northwest Workforce Investment Board's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Oregon Northwest Workforce Investment Board's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Oregon Northwest Workforce Investment Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Oregon Northwest Workforce Investment Board's compliance.

Opinion on Major Federal Program

In our opinion, Oregon Northwest Workforce Investment Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2017.

Report on Internal Control over Compliance

Management of Oregon Northwest Workforce Investment Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Oregon Northwest Workforce Investment Board's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Oregon Northwest Workforce Investment Board's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Jones & Roth, P.C.
Eugene, Oregon
March 30, 2018

OREGON NORTHWEST WORKFORCE INVESTMENT BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2017

Summary of Auditor's Results

- 1) The independent auditor's report expresses an unmodified opinion on the financial statements of Oregon Northwest Workforce Investment Board.
- 2) No material weaknesses or significant deficiencies in internal control were disclosed by the audit of the financial statements.
- 3) No instances of noncompliance material to the financial statements were disclosed during the audit.
- 4) No material weaknesses or significant deficiencies were disclosed by the audit of the major federal award program.
- 5) The independent auditor's report on compliance for the major federal award program for Oregon Northwest Workforce Investment Board expresses an unmodified opinion.
- 6) The audit disclosed no audit findings required to be reported.
- 7) The program tested as a major program was:

WIA/WIOA Cluster:	
WIOA Adult Program	CFDA# 17.258
WIOA Youth Activities	CFDA# 17.259
WIOA Dislocated Worker Formula Grants	CFDA# 17.278

- 8) The threshold for distinguishing between Type A and Type B programs was \$750,000.
- 9) Oregon Northwest Workforce Investment Board does not qualify as a low-risk auditee.

Findings - Financial Statement Audit

None

Findings and Questioned Costs - Major Federal Award Program Audit

None

Prior Period Findings and Questioned Costs

None.

Program Year 2017, As of 15th of April, 2018

Youth Services

Measures	Goals	Total	Benton	Clatsop	Columbia	Lincoln	Tillamook
Percentage of enrollments of Out of School Youth	75%	87%	94%	65%	98%	88%	40%
Number of new participants enrolled in the 2017 program year	40	59	4	6	21	18	10
Maintain enrollment of participants	120	152	33	14	51	43	11
Number of participants placed in work experience/ internship/OJT	50	36	9	7	12	7	1
Number of participants completing skills training leading to industry recognized certificate	7	4	4	0	0	0	0
Number of participants completing high school diploma or equivalency diploma	16	39	5	7	11	8	8
Number of participants earning the National Career Readiness Certificate	20	10	4	0	6	0	0

Adult and Dislocated Worker Services

Measures	Goals	Total	Benton	Clatsop	Columbia	Lincoln	Tillamook
Total # of unduplicated incidences of WIOA-funded workshop attendance	500	538	68	99	102	245	24
Total # of participants enrolled in Individualized Services	140	175	24	20	34	78	19
Number of new participants beginning training with an ITA	35	51	8	9	17	14	3
Number of new participants completing training with an ITA	31	46	14	3	16	13	0
Number of participants placed into OJTs	35	47	5	5	11	17	9
Number of participants completing OJT training	28	28	3	3	8	7	7
Number of participants retained 90 days after completing OJT training	27	16	3	1	6	2	4