



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

June 26, 2020 10:00 a.m. - 12:00 p.m.

Zoom Call

Present:

Board: **Tony Erickson**, Oregon AERO, Chair; **Bryan Campbell**, DHS, VocRehab; **John Hawkins**, Service Employees International Union; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Terre Cooper**, Tillamook County Economic Development; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Todd Simmons**, Tillamook Peoples' Utility District; **Birgitte Ryslinge**, Oregon Coast Community College; **Heather Clark**, Alterations by Heather; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Stephanie Hurliman**, Oregon Employment Dept.; **Josh Kvidt**, Alyrica; **Ivan Castille**, Laborers Local 737; **Ann Buchele**, Linn-Benton Community College; **Henry Balensifer III**, LEKTRO;

Consortium: **Doug Hunt**, Lincoln County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Pat Malone**, Benton County Commissioner; **Mary Faith Bell**, Tillamook County Commissioner;

Excused: **Amanda Morris**, Samaritan Health Service; **Whitey Forsman**, Pacific Oyster; **Zach Poole**, Pig'n Pancake, Vice Chair/Secretary;

Staff: **Heather DeSart**, NOW Executive Director; **Debra Smith**, NOW Program Manager; **Jason Swain**, NOW CFO; **Emily Schwartz**, NOW Office Manager

Guests: **Shawna Sykes**, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Camille Padilla**, ResCare, Call-in; **Diana Nish**, ResCare; **Angeline Chan-Pepper**, ResCare; **Caren Lindahl**, ResCare; **Matthew Sneed**, ResCare; **Chris Breitmeyer**, Clatsop Community College; **Kevin Leahy**, Clatsop Economic Development; **Sarah Means**, Regional Solutions Coordinator; **Paul Vogel**, Interim Executive Director for Columbia County Economic Development; **Kendall Lenhares**, OMEP; **Kathy Wilcox**, OWI, HECC; **Brandon Schrader**, Oregon Employment Department

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

Chairman Erickson called the Meeting to order at 10:03 am.



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

2. AGENDA REVIEW

There were no inclusions or deletions.

MOTION: John Hawkins SECOND: Rod Belisle MOTION CARRIED.

3. SECOND PUBLIC COMMENT SESSION

There were no comments from the public.

4. CONSENT CALENDAR – Approval of the following items:

- Accept Staff’s recommendation to approve the minutes from the April 24, 2020 meeting
- Accept Staff’s recommendation to approve program policy and procedure changes
 - P03 Equal Opportunity & Non-Discrimination
 - P05 Individual Training Accounts
 - P06 Monitoring
 - P07 On-The-Job Training
 - P08 Priority of Services
 - P13 Incumbent Worker Training
 - P14 Self Sufficiency (New)
 - P15 Records Retention
- Accept Staff’s recommendation to approve operational policy changes
 - A05 Policy Development
 - B03 Conflict of Interest
- Accept Staff’s recommendation to approve fiscal policy changes
 - F02 Travel & Expense Reimbursement
 - F07 Property Management

Ms. DeSart Explained the policy changes were to bring NOW into compliance with the state.

MOTION: Ann Buchele SECOND: Linda Dugan MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Accept the FAT’s recommendation to approve opening additional bank account – Linda Dugan, NOW Board Treasurer

Mr. Swain explained that this account would be used for the funds that came in for the new Maritime Coordinator and would be used as a sub account for other funds in years to come.

MOTION: Linda Dugan SECOND: Heather Clark MOTION CARRIED.



- 6. DISCUSSION and POSSIBLE ACTION** –Linda Dugan, NOW Board Treasurer
Accept the FAT’s recommendation to approve Staff’s application for PPP

Item was passed to Mr. Swain. Mr. Swain explained to the board that with PPP, NOW staff would be able to allocate other funds to programs instead of salaries.

MOTION: John Hawkins SECOND: Cami Aufdermauer MOTION CARRIED.

- 7. DISCUSSION and POSSIBLE ACTION** – Jason Swain, NOW CFO and Linda Dugan, NOW Board Treasurer
Accept the FAT’s recommendation to approve the forecasted PY2020-21 Annual Budget

There was no discussion.

MOTION: Henry Balensifer III SECOND: Rod Belisle MOTION CARRIED.

- 8. DISCUSSION and POSSIBLE ACTION** – Heather DeSart, NOW Executive Director
Accept Staff’s recommendation to approve the One Stop Operator Report

Ms. DeSart explained that a more robust report will be brought to the board in the August meeting.

MOTION: John Hawkins SECOND: Henry Balensifer III MOTION CARRIED.

- 9. DISCUSSION and POSSIBLE ACTION** – Heather DeSart, NOW Executive Director
Accept Staff’s recommendation to approve the 2020-2024 NOW Local Unified Plan

Ms. DeSart explained that the only thing that will change is the Performance Measures after the DOL update.

Mr. Balensifer III asked how aligned the plan was with COLPAC’s strategic plan. Ms. DeSart explained that NOW works very closely with COLPAC and tries to collaborate on common goals.

MOTION: Henry Balensifer III SECOND: John Hawkins MOTION CARRIED.

10. INFORMATION

Updated report on reopening Oregon – Sarah Means, Regional Solutions



Ms. Means gave more information on the reopening Oregon plan and focused on face covering regulations. Two counties in NOW's local area, Lincoln and Clatsop, were requiring face masks. Benton County was 'strongly encouraging' face coverings.

Mr. Kvidt asked how to interpret and enforce 'strongly encourage', and what is enforced vs. what is recommended. Ms. Means that face coverings are enforceable under executive order 20.27. Mr. Balensifer mentioned that while they are enforceable, they aren't really enforced. Commissioner Malone explained that one way to enforce face coverings for yourself, is to only go to businesses that you know are requiring face coverings.

Commissioner Malone asked if Oregon was working with Washington and California on reopening efforts. Ms. Means said she didn't know for sure but would investigate it.

Ms. Means let the board know that guidance for schools has been released but there would be updates going forward.

11. INFORMATION

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

Mr. Knoder and Ms. Sykes presented an update on unemployment claims.

Mr. Balensifer III asked if the numbers they presented were of applications that were processed and being paid. Mr. Knoder stated that they were only processed claims, not including self-employed.

Mr. Balensifer III stated that he has had complaints from many people who gave up trying to get unemployment insurance because they were unable to get through the phone lines.

12. INFORMATION

State of Economic Development in Clatsop County – Kevin Leahy, Clatsop County Economic Development

Mr. Leahy presented on CEDR and regional recovery. CEDR was awarded funds to distribute as small grants in Clatsop County. Mr. Leahy also gave updates on Clatsop Works summer internships, and despite COVID-19 concerns, were able to enroll 18 paid interns for the program.

13. INFORMATION

State of Clatsop Community College – Chris Breitmeyer, College President

Mr. Breitmeyer gave an update on the college and how enrollment was down due to COVID-19, despite being higher than previous years prior to the pandemic. Currently, the college is looking at how they will reopen in the fall, while currently holding most classes online with limited campus classes.

Mr. Breitmeyer mentioned that some students were not enthusiastic about online classes, and Ms. Ryslinge stated that OCCC had received similar responses from students.



14. BOARD CHAIR REPORT

Chairman Erickson explained that Oregon Aero was approached early in the COVID-19 response to help sew PPE, along with a few other companies. He stated that the company didn't have the capacity to make all the PPE but was able to help others in the community with getting materials to help make PPE as well.

15. EXECUTIVE DIRECTOR'S REPORT

Ms. DeSart updated the board on the Maritime Coordinator position and announced that the job was offered to two candidates who accepted.

Ms. DeSart announced that board member Bryan Campbell of Voc. Rehab, had moved to a new position and his vacancy would be filled by Lauren Smith. She also stated that there was still a business position open on the board, and asked board members for help finding someone to fill the vacancy.

Ms. DeSart updated the board on funding opportunities and stated that staff was applying for two bigger grants within the next few months; OHA and HOWTO.

16. BOARD MEMBER COMMENTS

Ms. Hurliman let the board know that Dan Dennis had retired from OED and that Frank Brown would be taking his place in the Worksource centers in Astoria, St. Helens, and Corvallis.

Mr. Balensifer III apologized for his absence as COVID had been occupying most of his time as an elected official.

Commissioner Hunt explained Lincoln County's original mandate for face coverings and how it initially became a racial issue but has since been amended at the directive of racial leaders in the community. Ms. Ryslunge expressed her gratitude to the Commissioners for trying to address racial injustices.

Commissioner Wev stated that the Commissioners in Clatsop County were also receiving backlash for the decision to opt-in for mandatory face coverings.

17. SECOND PUBLIC COMMENT SECTION

Ms. Padilla gave a brief update on ResCare and stated that they were still going into centers and delivering services.

18. ADJOURN

Chair Erickson adjourned the meeting at 12:02 p.m.