



## **BOARD OF DIRECTORS MEETING**

April 28, 2017

10:00 AM – 12:00 PM

Port of Tillamook Bay  
4000 Blimp Blvd.  
Tillamook, OR 97141

Member Call-In Information  
1-(646)-558-8656  
Meeting ID: 114 333 174

This meeting will be 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

## **AGENDA**

- 1. CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL.**
- 2. FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on the agenda, which is before the board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.
- 3. DISCUSSION AND POSSIBLE ACTION:** Consent agenda – Approval of the following items:
  - April board meeting agenda with inclusion of any emergency items and deletion of any items
  - Approve board meeting minutes from the January 27, 2017 meeting
  - NOW policy on Policy Development
- 4. INFORMATION:** Farewell and appreciation of Connie Green.
- 5. INFORMATION:** Welcome and introduction of NOW's new board members
  - Erin Macauley
  - Tom Nelson
  - Brigitte Ryslinge – appointment effective May 1, 2017

**6. INFORMATION AND DISCUSSION:** Staff will present and provide an opportunity for discussion on the budget vs. actual expenditures for the 2016 program year.

**7. INFORMATION:** Staff will review the recent program performance report.

**8. INFORMATION AND DISCUSSION:** Presentation by Shawna Sykes and Erik Knoder from the Oregon Employment Department Research Division

**9. INFORMATION:** A participant of the Rethinking Job Search grant will share their experience in the program.

#### **10. BOARD CHAIR REPORT**

#### **11. EXECUTIVE DIRECTOR REPORT**

#### **12. BOARD MEMBER COMMENTS**

**13. SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority of jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and address for the record. Each comment will be limited to three (3) minutes.

#### **14. ADJOURNMENT**

For more information about Northwest Oregon Works, visit [www.nworegonworks.org](http://www.nworegonworks.org). NOW meetings are held in accordance with open meeting laws and with accessibility requirements. If there is a person with a disability who may need assistance in order to attend or participate in a meeting or if a person wishes to offer comments on any item on the agenda, please notify Katelyn Roberts at 541-921-7329. TTY is also available: 1-800-735-2900.

# NORTHWEST OREGON WORKS BOARD OF DIRECTORS

## MEETING MINUTES

January 27, 2017

10:00 AM – 12:00 PM

Trillium Campus' Historic Old School, Room C

4455 NE Highway 20

Corvallis, Oregon 97330

### Members Present

Amanda Morris  
Connie Green  
Debra Smith  
Gail Muller  
John Hawkins

Karen Sanders  
Pat Malone  
Rod Belisle  
Rhonda Meidinger  
Stephanie Hurliman

Tony Erickson  
Whitey Forsman  
Zach Poole

### Members Absent

Henry Balensifer III

Jeff Kemp

Randy Getman

### Commissioners Present

Commissioner Anne Schuster  
Commissioner Doug Hunt

### Staff

Heather DeSart  
Pete Svendsen  
Jason Swain  
Jamie Kendellen

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

Chair Erickson called the meeting to order at 10:09 AM. Staff confirmed that the meeting has been properly noticed. Roll call was taken and a quorum was present.

### FIRST PUBLIC COMMENT SESSION

No comments were made.

### CONSENT AGENDA

- Chair Erickson listed the following items to be approved by the board as part of the board January meeting agenda with inclusion of any emergency items and deletion of any items
- Approve board meeting minutes from the October 28, 2016 meeting
- Policy statements on the following topics:
  - Disaster Recovery
  - Transfer of Funds
  - Debt Collection
  - Audit Requirements and Resolution
  - Property Management
  - Incumbent Worker Training

He opened it up for questions on the policy statements. Ms. DeSart confirmed that these are all new policies. Staff also confirmed they would be developing the disaster recovery plan that is mentioned in the Disaster Recovery policy.

*A motion was made by Pat Malone and seconded by Rod Belisle to approve the consent agenda as presented including the January meeting agenda, October 28 board meeting minutes, and the following policy statements: Disaster Recovery, Transfer of Funds, Debt Collection, Audit Requirements and Resolution, Property Management, and Incumbent Worker Training. No further discussion. Motion carried.*

### **INTRODUCTION OF NOW'S CFO**

At Chair Erickson's request, Ms. DeSart introduced Jason Swain as NOW's Chief Financial Officer. Mr. Swain provided a brief overview of his background.

### **NOW'S 2015 PROGRAM YEAR AUDIT**

At Chair Erickson's request, Ms. DeSart explained that NOW Executive Committee's approved the 2015 program year audit during its meeting last month. She introduced Sara Hummel with Jones and Roth, the company that performed the audit. Ms. Hummel explained that the financial audit and the compliance audit was conducted. She confirmed that there were no findings to document. She complemented staff for their part in completing the organization's first audit.

*A motion was made by John Hawkins and seconded by Connie Green to accept the Executive Committee's recommendation to approve the audit as presented. No further discussion. Motion carried.*

### **OPERATING BUDGET MODIFICATION**

At Chair Erickson's request, Ms. DeSart provided an overview of the changes staff are proposing to the budget. There was additional funds from the state and will be going up to support the programs and for the Veterans' Stand Down event. There was a decrease in NOW staff line items as a results of having actual costs for employee benefits rather than estimated costs. Additional Back to Work Oregon funds were added to the service provider contract. These changes also resulted in additional funds in the Remaining Funds line item.

In response to Commissioner Schuster's question, Ms. DeSart explained that it is likely there will be a slight decrease in funding for the next program year. The state general fund grants are dependent on the upcoming legislative session.

*A motion was made by John Hawkins and seconded by Rod Belisle to accept staff's recommendation to modify NOW's 2016 Operating Budget as presented.*

### **LABOR MARKET INFORMATION PRESENTATION**

Chair Erickson introduced Erik Knoder, Economist with the Oregon Employment Department (OED), who information on the job vacancy survey that was recently conducted by OED. He also provided an update on common employment statistics within the workforce area. He responded to board members' questions throughout the presentation. Staff will be sending out the presentation following the meeting.

## **VETERANS' STAND DOWN EVENT INFORMATION**

At Chair Erickson's request, Ms. DeSart commended Pete Svendsen for his work on getting a \$4,750 grant to support the Veterans' Stand Down event. Mr. Svendsen explained that with the help of many partners the Stand Down was held in Newport on December 9 to provide a large array of services to veterans in one place. While event serves all veterans, the primary focus is to serve homeless veterans and their families or those at-risk of becoming homeless. The funding supported the event facilities, outreach, and personal items. During the event, 110 veterans were served. Stand Down event are held in each county, held by different entities.

## **PROGRAM UPDATE FROM CSC AND RESCARE**

Chair Erickson invited representatives from Community Services Consortium (CSC) and ResCare Workforce Services to share about the programs and

Lucinda Olrich, Senior Youth Advisor for CSC in Tillamook and Lincoln Counties, introduced Joseph Halden who is participating in the youth program in Lincoln County. Originally from Waldport, Joseph didn't graduate high school but he was connected to CSC. He is working towards earning his GED and has also participated in an interenship which is leading his towards a career in parks and recreation in South Beach.

Denise Able with ResCare Workforce Services shared about program participants who could not attend the meeting as they were working or in school. She shared Cassandra's experience who is currently working as a clerk at the hospital and going to school to be a Medical Assistant. The program was been able to assist her with the tuition expenses which will enable her to move up in her career ladder. Denise also shared about individual who participated in the on-the-job training. This enabled her to get a job within the field of optometry.

## **ONE-STOP OPERATOR DISCUSSION**

At Chair Erickson's request, Ms. DeSart review the overview page in the packet on One-Stop Operator roles and procurement. Staff will be releasing a request for proposal for an amount not exceed \$100,000. The RFPs will have to be evaluated. Chair Erickson asked board members to consider being a part of evaluation process. One or two members would be needed. There many be members who need recuse themselves from participating to avoid conflicts of interest. Board members were asked to contact staff if they were interested or had questions about whether or not they could participate.

There was significant discussion regarding the operator roles and where they fit within local workforce system. Board members related this position to be like an internal auditor or quality control for the system rather operator coming into the system to control or do the work. The roles of the operator should focus on providing guidance for the system by looking for best practices and providing technical assistance. Board members also wanted to ensure there is value-added in this position within the system and provides support to the board and local leadership team.

## **VIDEO: SUCCESS IN THE NEW ECONOMY**

Staff shared an informational video called Success in the New Economy. At the members' request, staff will send it out after the meeting. The board had a insightful discussion about the the middle skill jobs along with career and college paths for young adults.

## **BOARD CHAIR REPORT**

Chair Erickson commended Connie Green for receiving Citizen of the Year Award at the Tillamook Area Chamber of Commerce Awards Banquet. Ms. Hurliman commented on what a significant asset she is to education, workforce, and the community. Ms. Green mentioned that Whitey Forsman received an award for Business of the Year.

### **EXECUTIVE DIRECTOR REPORT**

Staff recently submitted a grant application to the Oregon Community Foundation. If received, the grant would support equipment for the advanced textile manufacturing partnership's training. Ms. DeSart is also working with Commissioner Hunt to support the early development of the maritime partnership convening amongst stakeholders on the coastal counties. Staff also met with Dr. Mullins from Samaritan Health Services. He will be instrumental in getting the healthcare partnership functional in Benton and Lincoln Counties. There is a map of Oregon's local workforce boards in the packet which was requested at the last board meeting. Staff will also be working to apply for a YouthBuild grant in the next couple of months.

Staff will also be sending out the letter of the Oregon Workforce Partnership responding to the Governor's request in feedback on the statewide workforce system and lifting families out of poverty.

### **BOARD MEMBER COMMENTS**

Ms. Hurliman mentioned that the WorkSource center located in Corvallis is now open five days a week. In the center, there is one FTE for OED and one FTE from ResCare along with a presence from CSC. In Lincoln City, the WorkSource center will be moving into a larger space at the north part of town. Renovations have begun and it is anticipated that staff will be moving into the space in March.


Mr. Malone participated in a forestry class that provided explanation to difference in generations. He'll be sending it to Ms. DeSart to share with the board.

### **SECOND PUBLIC COMMENT SESSION**

No comments were made.

### **ADJOURNMENT**

Chair Erickson adjourned the meeting at 12:15 PM.

	<b>POLICY A05: POLICY DEVELOPMENT</b>
	<b>APPROVED:</b>
	<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>

**PURPOSE**

Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works has created this policy in order to assure a consistent and sustainable approach to developing, revising, sharing and implementing policies by staff, partners, and sub-recipients/contractors.

**POLICY**

Policies are the vehicle by which Northwest Oregon Works communicates expectations for the operation of the organization, the organization’s board of directors, contractors/sub-recipients and partners.

Policies developed by Northwest Oregon Works will be clear and concise, and follow a standard format as shown in the forms listed below. Policies will be written in non-bureaucratic language to the greatest extent possible. Policies will be developed to assure compliance with the requirements of the law and the expectations of Northwest Oregon Works, while leaving flexibility regarding the specifics of implementation.

Policies will only be developed when required by federal or state law and/or regulations or when necessary to communicate expectations critical to the effective management and oversight of the organization, its board, sub-recipients/contractors, and the Northwest workforce system.

All new and revised policies will be provided to the Northwest Oregon Works Board of Directors via consent agenda for approval. Because board meeting agendas and packets are public documents, any member of the public has the opportunity to comment on policies included the agenda packet. Board members who have questions regarding policies included in the board agenda may request the removal of these policies from the consent agenda for discussion and potential action. Policies may be updated at any time to reflect changes in the law, regulations, state or federal guidance or the requirements of Northwest Oregon Works. All policies will be reviewed at least annually.

Sub-recipients/contractors are expected to adopt policies reflective of those developed by Northwest Oregon Works as necessary. Affected staff, board members, sub-

recipients/contractors and partners will implement and comply with the policy within a reasonable period time not to exceed 30 days.

**DEFINITIONS**

Policies - clear, simple statements of how the organization intends to conduct its services, actions or business. Policies provide a set of guiding principles to help with decision making. Policies translate federal, state, and local expectations into clear implementation guidance.

Procedures - descriptions of how each policy will be put into action, instructions.

**REFERENCES**

None

**SUPERSEDES**

None

DRAFT



**NORTHWEST OREGON WORKS  
BUDGET VS. ACTUAL  
JULY 1, 2016 THROUGH MARCH 31, 2017**

	BUDGETED RESOURCES AVAILABLE	FUNDS DRAWN/ RECEIVED	REMAINING BALANCE	
1 <b>RESOURCES</b>				
2 WIOA Adult	532,644	326,950	(205,694)	
3 WIOA Dislocated Worker	643,469	366,946	(276,523)	
4 WIOA Youth	658,555	311,713	(346,842)	
5 WIOA Admin	166,690	923	(165,767)	
6 WIOA WorkSource Co-Location	145,250	69,309	(75,941)	
7 WIOA Staff Training	15,000	4,348	(10,652)	
8 WIOA Transitional Coordinator	75,000	68,571	(6,429)	
9 Nat'l Emergency Grant-Job Driven	73,059	1,350	(71,709)	
10 State Funds Board Support	294,041	153,061	(140,980)	
11 State Funds-Back to Work Oregon	133,668	47,184	(86,484)	
12 State Funds-Sector Strategies	129,158	52,500	(76,658)	
13 Incite-Rethinking Job Search	86,119	27,380	(58,739)	
14 Veterans Stand Down	4,750	4,315	(435)	
15 Unrestricted - General Funds revenue		33,029	(33,029)	
16				
17 <b>TOTAL AVAILABLE RESOURCES</b>	<b>2,957,403</b>	<b>1,467,579</b>	<b>(1,555,882)</b>	
18				
19				
	BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	YTD SPENDING as a % of REVENUE
20 <b>BOARD EXPENSES</b>				
21 <b>Staffing</b>				
22 Salaries	324,125	231,751	92,374	15.79%
23 Taxes & Benefits	110,720	70,902	39,818	4.83%
24 <b>Total Staffing</b>	<b>434,845</b>	<b>302,653</b>	<b>132,192</b>	<b>20.62%</b>
25				
26 <b>Operating Expenses</b>				
27 Staff & Board Travel	25,000	20,975	4,025	1.43%
28 Facilities	15,000	6,925	8,075	0.47%
29 Professional Services - Board	42,500	27,480	15,020	1.87%
30 Telephone/Communications	4,000	2,796	1,204	0.19%
31 Audit Services	20,775	18,000	2,775	1.23%
32 Fees/Taxes	7,000	1,925	5,075	0.13%
33 Equipment & Maintenance	18,500	17,200	1,300	1.17%
34 Supplies	5,000	8,310	(3,310)	0.57%
35 Insurance	6,500	6,886	(386)	0.47%
36 Staff Development	13,000	4,948	8,052	0.34%
37 Memberships	13,500	13,325	175	0.91%
38 <b>Total Operating Expenses</b>	<b>170,775</b>	<b>128,770</b>	<b>42,005</b>	<b>8.77%</b>
39				
40 <b>Program Expenses</b>				
41 I-Trac	23,677	12,170	11,507	0.83%
42 WSO Leases & Maintenance	145,250	69,309	75,941	4.72%
43 Program Outreach	4,750	4,315	435	0.29%
44 Professional Services	139,809	23,270	116,539	1.59%
45 Program General Expenses	43,769	-	43,769	0.00%
46 <b>Total Program Expenses</b>	<b>357,255</b>	<b>109,064</b>	<b>248,191</b>	<b>7.43%</b>
47				
48 <b>TOTAL BOARD EXPENSES</b>	<b>962,875</b>	<b>540,487</b>	<b>422,388</b>	<b>36.83%</b>
49				
	BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	YTD SPENDING as a % of REVENUE
50 <b>PROVIDER EXPENSES</b>				
51				
52 WIOA Adult	400,000	278,770	121,230	19.00%
53 WIOA Dislocated Worker	500,000	310,721	189,279	21.17%
54 WIOA Youth	550,000	267,790	282,210	18.25%
55 Nat'l Emergency Grant-Job Driven	60,000	-	60,000	0.00%
56 State Funds - Back to Work Oregon	120,907	38,609	82,298	2.63%
57 Rethinking Job Search	3,900	695	3,205	0.05%
58				
59 <b>TOTAL PROVIDER EXPENSES</b>	<b>1,634,807</b>	<b>896,585</b>	<b>738,222</b>	<b>61.09%</b>
60				
61 <b>GRAND TOTAL EXPENSES</b>	<b>2,597,682</b>	<b>1,437,072</b>	<b>1,160,610</b>	<b>97.92%</b>

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



**Performance Report**  
**Workforce Innovation and Opportunity Act (WIOA) Title I Programs**  
**Status Report as of April 24, 2017**

<b>Youth Services</b>							
<b>Measures</b>	<b>Goals</b>	<b>Total</b>	<b>Benton</b>	<b>Clatsop</b>	<b>Columbia</b>	<b>Lincoln</b>	<b>Tillamook</b>
Percentage of enrollments of Out of School Youth	75%	100%	100%	100%	100%	100%	100%
Number of new participants enrolled in the 2016 program year	60	29	4	1	13	8	3
Maintain enrollment of participants	120	105	33	11	25	31	5
Number of participants placed in work experience/ internship	60	28	11	2	4	11	0
Number of participants completing skills training leading to industry recognized certificate	7	1	0	0	1	0	0
Number of participants completing high school diploma or equivalency diploma	16	10	5	1	3	0	1
Number of participants earning the National Career Readiness Certificate	20	7	5	0	2	0	0
Number of participants confirmed employment	30	23	3	1	14	5	0
<b>Adult and Dislocated Worker Services</b>							
<b>Measures</b>	<b>Goals</b>	<b>Total</b>	<b>Benton</b>	<b>Clatsop</b>	<b>Columbia</b>	<b>Lincoln</b>	<b>Tillamook</b>
Total # of unduplicated incidences of WIOA-funded workshop attendance	500	629	72	60	67	343	87
# of participants enrolled in Individualized Services	140	187	22	35	40	59	31
Number of new participants beginning training with an Individual Training Account	42	44	12	6	11	9	6
Submission of success stories	20	7	2	0	1	4	0
Number of participants placed into On-the-Job Trainings (Goal: 32 Back to Work Oregon funding + 10 WIOA funding)	42	57	5	11	16	16	9
Number of participants completing On-the-Job Training (Goal: 30 Back to Work Oregon funding + 10 WIOA funding)	39	21	1	4	4	10	2
Number of participants retained 90 days after completing On-the-Job Training (Goal: 29 Back to Work Oregon funding + 9 WIOA funding)	38	4	0	0	1	2	1
Percentage of Back to Work Oregon participants that earned a National Career Readiness Certificate by the end of On-the-Job Training	80%	89%					
Back to Work Oregon Submission of Success stories	5	4	2	0	1	1	0
Entered Unsubsidized employment	91	79	8	15	22	23	11