

MINUTES

NORTHWEST OREGON WORKS JOINT BOARD OF DIRECTORS

January 22, 2021 10:00 a.m. - 12:00 p.m.

Zoom Call

Present:

Board:

Tony Erickson, Oregon AERO, Chair; **Lauren Smith**, DHS, VocRehab; **John Hawkins**, Service Employees International Union; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Birgitte Ryslinge**, Oregon Coast Community College; **Heather Clark**, Alterations by Heather; **Stephanie Hurliman**, Oregon Employment Dept.; **Ivan Castille**, Laborers Local 737; **Amanda Morris**, Samaritan Health Service; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Josh Kvidt**, Alyrica; **Ann Buchele**, Linn-Benton Community College; **Henry Balensifer III**, LEKTRO; **Terre Cooper**, Tillamook County Economic Development; **Todd Simmons**, Tillamook Peoples' Utility District; **Whitey Forsman**, Pacific Oyster

Consortium:

Doug Hunt, Lincoln County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Pat Malone**, Benton County Commissioner; **Henry Heimuller**, Columbia County Commissioner

Excused:

Rod Belisle, NECA-IBEW Electrical Training Center; **Cami Aufdermauer**, Tillamook County Habitat for Humanity

Staff:

Heather DeSart, NOW Executive Director; **Jason Swain**, NOW CFO; **Karen Litvin**, Program and Compliance Director; **Emily Schwartz**, NOW Office Manager

Guests:

Shawna Sykes, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Caren Lindahl**, Equus; **Diana Nish**, Equus; **Angeline Chan-Pepper**, Equus; **Kendall Lenhares**, One-Stop-Operator; **Mario Calderon**, Local 737; **Sara Hummel**, Jones & Roth; **Kathy Wilcox**, OWI HECC; **Arlene Soto**, TBCC SBDC

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. REVIEW and APPROVE AGENDA

There were no inclusions of any emergency items, or deletion of any items

MOTION: Ivan Castille

SECOND: Zach Poole

MOTION CARRIED.

3. PUBLIC COMMENT SESSION

There were no comments from the public.

4. CONSENT CALENDAR

- Accept Staff’s recommendation to approve the Minutes of the October 23, 2020 joint Board and Consortium Meeting
- Ratify the Executive Committee approval of the following policies:
 - A06 Remote Work Policy
 - P11 Supportive Services & Needs-Related Payments
 - P13 Incumbent Worker Training
 - P15 Work Experience and Transitional Jobs

MOTION: John Hawkins

SECOND: Ivan Castille

MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Sara Hummel, Jones & Roth

Accept the FAT’s recommendation to approve the PY19-20 Final Audit Report *(5 minutes)*

- Communications Letter
- Management Letter
- Financial Statement – Final

Ms. Hummel presented on the Financial Audit. She stated there were no findings and NOW is low risk. The only recommendation was to implement a secondary review by the board treasurer of individual journal entries on a quarterly basis.

MOTION: John Hawkins

SECOND: Heather Clark

MOTION CARRIED.

6. DISCUSSION and POSSIBLE ACTION – Linda Dugan, NOW Board Treasurer

Accept the FAT’s recommendation to approve the PY20-21 December Budget to Actual and new funding budget changes.

Mr. Swain introduced new funding coming in. Ms. Dugan stated that there were a few funds that needed to be expended by June 30th and that she would like to hold monthly FAT meetings. Commissioner Malone stated that he thought the law changed for the disbursement deadlines of CARES funds. Commissioner Hunt said that he wasn’t aware of those changes, but he was proud of the board and county’s work.

MOTION: Ivan Castille

SECOND: John Hawkins

MOTION CARRIED.

7. DISCUSSION and POSSIBLE ACTION – Heather DeSart, NOW ED

Accept Staff’s recommendation to approve the MOU with Willamette Workforce Partnership to better serve common customers in Linn, Benton, and Lincoln Counties

- No money exchange between regions
- Allow for tag-on procurement to align service provision
- Co-facilitate sectors where we are serving common businesses/industry members
- Seek discretionary funds as a multi-regional approach in support of healthcare and manufacturing shared sector priorities
- Better align with partner districts that still have previous boundaries including housing organizations, community action, and DHS

Ms. DeSart mentioned that the language of the action item needed to be changed to “Accept Staff’s recommendation to pursue an MOU with Willamette Workforce Partnership...”. She went on to give an overview of the potential MOU.

Ms. Buchele stated that she thought the MOU was a great idea.

MOTION: Linda Dugan

SECOND: John Hawkins

MOTION CARRIED.

8. DISCUSSION and POSSIBLE ACTION – Heather DeSart, NOW ED

Accept Staff’s recommendation to approve the updated Local Plan, pending no receipt of significant public comment, with inclusion of impacts of COVID plans to enter into a partnership with Willamette Workforce Partnership to serve our common customers in Linn, Benton, and Lincoln Counties

Ms. DeSart gave an overview of the updates to the Local Plan. Commissioner Heimuller asked for a revision date on the plan.

MOTION: John Hawkins

SECOND: Henry Balensifer III MOTION CARRIED.

9. INFORMATION

Program, Strategic Plan, and CSC/Equus update – Karen Litvin, NOW Program & Compliance Director

9.1 Ms. Litvin gave an update on Programs and where providers were at on their deliverables.

Ms. Dugan asked if we were hiring another provider. Ms. Litvin explained NOW was planning on hiring CSC for the sake of capacity and for Benton and Lincoln coverage.

Ms. Hurliman stated that she believed the reason NOW went down to one provider was to have more money flowing out to participant. Ms. Litvin explained that with more money coming in, NOW was growing and needed to add more capacity.

9.2 Ms. Litvin gave an update on strategic goals. She also mentioned that the policies that were just approved opened more doors for providers to provide services. Mr. Balensifer asked for some clarification on the potential projects for youth participants. Board members discussed Youth programs that could potentially be branched into.

10. INFORMATION

One-Stop-Operator Report – Kendall Lenhares

Ms. Lenhares re-introduced herself to the board, reviewed what a One-Stop-Operator does for the workforce board, and gave an update from the last year and stated that COVID-19 has had the biggest impact.

11. INFORMATION

Equus-Program Success Stories – Camille Padilla, Diana Nish, and Angeline Chan Pepper

Equus presented one Lincoln County employer success story video for Lincoln City Chamber of Commerce.

12. INFORMATION

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

Mr. Knoder gave an economic update that focused on Lincoln county, as well as how the local area is recovering from COVID-19 impacts. Mr. Knoder noted that he didn't think the recession would take long to recover from once the vaccine was more readily available.

13. NOW BOARD CHAIR REPORT – Tony Erickson, Chair

Chairman Erickson noted that he, along with most other manufacturing companies, were facing difficulties due to adjusting to COVID-19.

14. NOW EXECUTIVE DIRECTOR'S REPORT – Heather DeSart, NOW Executive Director

Ms. DeSart thanked Ivan for sitting on the board, staff for their assistance during the audit, and for helping with getting the CARES money out to Lincoln County businesses so quickly.

Ms. DeSart welcomed Mario and his candidacy to the board, as well as Karen Litvin as NOW's new Program and Compliance Director.

15. BOARD MEMBER COMMENTS – Roundtable

Chairman Erickson thanked staff for the updates and improvements to the electronic agenda.

Ms. Dugan noted that it is important to remember that people's habits have changed when considering COVID-19 recovery.

Mr. Calderon introduced himself to the board and gave some background on his work.

16. SECOND PUBLIC COMMENT SECTION

There were no comments from the public.

17. ADJOURN

The meeting was adjourned at 11:57 a.m.