



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

April 27, 2018, 10:00 a.m.

Port of Tillamook Bay, Conference Room
4000 Blimp Boulevard, Tillamook, Oregon 97141

Present: **Tony Erickson**, Oregon AERO, Chair; **Debra Smith**, Central Lincoln PUD, Vice Chair/Secretary; **Amanda Morris**, Samaritan Health Services; **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; **Bryan Campbell**, Oregon Dept. of Human Services – Vocational Rehabilitation; **Stephanie Hurliman**, Oregon Employment Department

Excused: **Henry Balensifer III**, LEKTRO; **Jeff Kemp**; Pacific Stainless Products; **William Lang**, Oregon Laborers Apprenticeship; **Birgitte Ryslinge**, Oregon Coast Community College; **Karen Sanders**, Portland Community College; **Tom Nelson**, Corvallis-Benton County Economic Development Office; **Tim Josi**, Tillamook County Commissioner; **Henry Heimuller**, Columbia County Commissioner; **Scott Lee**, Clatsop County Commissioner; **Cierra Guerrero**, NOW Youth Success Coach

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

Guests: **Anne Schuster**, Benton County Commissioner; **Doug Hunt**, Lincoln County Commissioner; **Erik Knoder**, Oregon Employment Department; **Linda Wechsler**, Manufacturing Consultant; **Barb Walsh**, Sennheiser; **Darryl Spitzer**; **Matt Sneed**, ResCare; **Angeline Chan-Pepper**, ResCare; **Heather Coralluzzo**, ResCare; **Eric Sappington**; **Steve Corwin**; **Ivan Castille**, Laborers Local 737

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

Chair Erickson called the meeting to order at 10:06 a.m. Chair Erickson asked for confirmation of the posting, which Grisham confirmed. Roll call was taken, and a quorum was present. DeSart introduced Ivan Castille. He has been recommended to fill the labor representative position on the board, as Will Lang is unable to continue to serve.

2. APPROVE THE AGENDA WITH THE INCLUSION OF ANY EMERGENCY ITEMS, OR DELETION OF ANY ITEMS

No changes were made to the agenda.

MOTION: Hawkins moved to approve the agenda. Belisle seconded the motion. There was no discussion. None opposed. Motion carried 13-0.

3. FIRST PUBLIC COMMENT SESSION

There were no comments from the public.

4. CONSENT CALENDAR *(The Consent Calendar is Approved with One Motion)*

4.1 Minutes of the January 26, 2018 Board Meeting

MOTION: Belisle moved to approve the Consent Calendar of April 27, 2018. Hawkins seconded the motion. There was no discussion. None opposed. Motion carried 13-0.

5. INFORMATIONAL

5.1 Oregon Workforce Partnership presentation to Darryl Spitzer – *Workforce Champion Award*
DeSart presented Darryl Spitzer with the inaugural Oregon Workforce Partnership (OWP) Workforce Champion Award. She said he has been a tremendous asset to the Local Leadership Team (LLT).

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)*

The board heard recent program success stories from Heather Coralluzzo and Angeline Chan-Pepper of ResCare. Sean Larsen of Community Services Consortium (CSC) introduced Eric Stappington from Wilson River School. Stappington shared his story with the board.

6. INFORMATION AND DISCUSSION

6.1 Oregon Employment Department Economic Update – *Erik Knoder, Oregon Employment Department*

Knoder presented an economic update focusing on Tillamook County (Exhibit #1).

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

Wechsler provided an update on her activities over the past few months as One-Stop-Operator (OSO). She attended a standup meeting at the Newport Worksource Office (WSO) in March, and another stand-up meeting in April for the LLT. DeSart asked Wechsler to explain a stand-up meeting. Wechsler described stand-up meetings, or daily huddles, as informal meetings that gather staff and they meet, literally standing up. Meetings last approximately 10 minutes, to 30 minutes maximum. The idea is the meeting is quick and held on a frequent basis, so everyone can check-in with updates on what's happened, share problems or obstacles being faced and think about action

plans, but not try to solve problems in that meeting, or moment. In short, Wechsler believes Newport, Astoria, Corvallis and Tillamook WSO's are currently conducting stand-up meetings. If not, she encourages them to do so as they are very beneficial. If managed correctly, stand-up meetings help open lines of communication and build trust and loyalty in the team. At present one of the biggest challenges to WSO stand-up meetings is getting participation with partners outside of Title I, especially if partners work remotely, or maintain a part-time presence at the WSO. Wechsler stated they are working on recommendations for improvements such as asking partners to call-in to stand-up meetings if they are remote, or giving a quick update at the beginning of the meeting on a specific topic, so they don't have to stay for the whole meeting.

Wechsler will share her "stand-up meetings best practices" with the board, and is available to help anyone who wants to start a stand-up meeting at their organization, give their stand-up meeting a boost, or strategize on how to implement some of these "best practices". She will attend the next LLT meeting, where they will be reprioritizing some of their improvement projects, as some great improvement project recommendations came out of the business services connectivity trainings.

6.3 3rd Quarter Operating Budget Update for PY17-18, and Audit Results for June 30, 2017 and 2016 – Jason Swain, NOW CFO

Swain presented the operating budget for the third quarter of program year 2017-2108. Commissioner Hunt asked Swain to clarify the percentage amounts listed under "YTD Spending as a % of Resources". Swain explained the percentage listed is arrived at, as a percentage of "YTD Spending" from "Funds Drawn/Received" and not "Budgeted Spending", as listed on the operating budget spreadsheet. Aufdermauer inquired as to who does the actual work to obtain funding as shown under "Resources". Swain responded some funding is from the state and federal government, and amounts are determined by formulas. Other funding, such as grants, is sought out by board staff.

Swain reviewed the June 30, 2017 and 2016 audit results from Jones & Roth with the board. We received an unqualified opinion, and no findings of questionable cost.

Commissioner Hunt asked why the Astoria facility is no longer being leased, but St. Helens and Tillamook are still month-to-month. Swain replied Astoria is still being leased, however we are no longer the lessee. The Oregon Employment Department (OED) has assumed the lease, and we record the amount as an in-kind contribution. Belisle asked why the St. Helens lease was three times the cost of other leases. He wondered if it was a more expensive facility, or perhaps if the facility is much larger. Svendsen responded it was due to geographic location. Columbia and Benton County are the two most expensive areas per square foot.

Aufdermauer remarked that Grants Receivable in 2017 has more than doubled in the previous year, and thanked board staff for their hard work on obtaining additional funds.

Erickson recessed the meeting at 11:38 a.m.

Erickson reconvened the meeting at 11:45 a.m.

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

Svendsen gave an update on program performance. Of note, the number of Adult and Dislocated Worker participants retained 90 days after completing On-The-Job Training (OJT) will continue to rise as the program year progresses. Some workers have not yet completed OJT, much less 90 days after completion. Commissioner Schuster asked why Youth Services list percentages, and Adult and Dislocated Worker Services do not. Svendsen stated that listing Out of School Youth enrollments as percentages is federal guidance we must follow for the Workforce Innovations and Opportunity Act (WIOA).

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

DeSart introduced Marcus Hinz, executive director of the Oregon Coast Visitors Association (OCVA). Hinz thanked the board for inviting him. He explained the OCVA is a coast-long association covering seven counties from Washington to California, and their network is comprised of nearly every chamber of commerce, every visitor's center and convention bureau, and includes over 100 private sector businesses. OCVA's board of directors includes representatives from every state and federal resource management agency on the Oregon Coast, such as the Oregon Department Fish & Wildlife (OFDW), Bureau of Land Management (BLM), etc.

OCVA identified worksource as a critical need for their industry to grow, and they identified professional development training needs within their industry. They are working with the Oregon Restaurant & Lodging Association Education Foundation (ORLAEF) on hospitality trainings. At the end of a 40-hour training, participants will possess soft skills and receive their Guest Service Gold certification, Oregon Liquor Control Commission (OLCC) Alcohol Service Permit, Food Handler's Permit, Front Desk Representative certification, Guest Room Attendant certification and Restaurant Server certification. They will also be offering a professional guide and outfitter certification in the future. OCVA conducted 'train the trainer' sessions, and has 21 certified trainers on the Oregon Coast. Their goal is to have 400-600 frontline staff trained and certified by the end of 2019. They have partnered with Oregon State University (OSU) Extension Service to scale up a coast-wide training through their networks which include OSU Open Campus and 4-H programs.

Hawkins brought up the issue of a lack of affordable housing, and asked Hinz if it is an issue for them. Hinz replied it is, and he believes it is a statewide problem, not just a coastal problem.

DeSart told Hinz another opportunity available to OCVA is building a partnership with worksource centers. NOW could place their courses on an eligible provider list, and then WIOA dollars could be available. Hinz concluded by thanking the board for their time.

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

Erickson reported on a NOW meeting with U.S. Rep. Suzanne Bonamici, State Sen. Betsy Johnson, and others, held at the Oregon Manufacturing Innovation Center (OMIC). He stated it was well attended. The meeting provided our elected officials with an update on NOW's activities in the

workforce area. Erickson informed the board he was on the hiring panel for vocational rehabilitation personnel. Voc Rehab services in Clatsop and Columbia counties are lacking, as they are understaffed.

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

DeSart thanked Larsen from CSC, Pepper-Chan, Matt Sneed and Camille Padilla from ResCare for the work they do, that helps contribute to our success as an organization. She also acknowledged Grisham for finding a successful sound system for meetings.

DeSart briefly explained to the board how our new service delivery contract will encompass Adult, Dislocated Worker and Youth by one provider, and is effective July 1, 2018. The Request for Proposals timeframe has closed, and proposals received are currently being evaluated. A NOW Executive Committee meeting will be held in Lincoln City on May 4, where a decision to award the contract is expected. A Letter of Intent will then be issued, at which time start-up and ramp-up costs could be expended, as we expect there to be transition time.

DeSart attended the *Second Chance Tour* in Salem. She explained the *Second Chance Tour* is an initiative of the Governor's office featuring a series of workshops designed to engage Oregon employers about the successful employment of people with criminal records. She and Whitey Forsman, who also attended, encouraged folks to attend. Forsman state it was both well attended and well run.

DeSart asked the board if they were interested in conducting a day-long retreat in the fall. Erickson stated he would like to include some professional development during the retreat. The board will give their suggestions to DeSart.

9. BOARD MEMBER COMMENTS – Roundtable

There were no comments from the board.

10. OTHER BUSINESS

No other business was discussed.

11. SECOND PUBLIC COMMENT SESSION

There were no comments from the public.

12. ADJOURN

Chair Erickson adjourned the meeting at 12:16 p.m.

Tony Erickson, Chair

Lisa Grisham, Recorder