

INVEST	INNOVATE	IMPACT
<ul style="list-style-type: none"> <li>○ Focus on data to prioritize investments.</li> <li>○ Optimize ROI through resource management.</li> <li>○ Increase resources for workforce development.</li> </ul>	<ul style="list-style-type: none"> <li>○ Pursue practices &amp; programs that can be scaled up.</li> <li>○ Develop strategic partnerships.</li> <li>○ Lead efforts that result in employment and advancement.</li> </ul>	<ul style="list-style-type: none"> <li>○ Mobilize opportunities that support industry sectors.</li> <li>○ Foster development of career pathways.</li> <li>○ Educate communities about workforce services available.</li> </ul>



**AGENDA**  
**CONSORTIUM MEETING**  
**Local Elected Officials**

Zoom

Telephone: +1 646 876 9923

Meeting ID: 871 1155 7199

Passcode: 900896

Computer: <https://us02web.zoom.us/j/87111557199?pwd=VWVlNWR2S3JvREZrZmNwWkNONzRwUT09>

**June 25, 2021 – Immediately Following the NOW Board Meeting**

This meeting has been 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: Clatsop News
- Lincoln County: The News Guard                      Tillamook County: Headlight Herald
- Benton County: Gazette Times-Corvallis

*This Agenda is also available at [www.nworegonworks.org](http://www.nworegonworks.org).*

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

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**1. CALL TO ORDER, CONFIRMATION of POSTING and ROLL CALL**

**2. REVIEW and APPROVE AGENDA**

Inclusion of any emergency items, or deletion of any items

**3. 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. DISCUSSION and POSSIBLE ACTION**

Accept Staff’s recommendation to approve Consortium Meeting Minutes from January 22, 2021 Consortium Meeting (Attachment 4.1, Page 3)

**5. DISCUSSION and POSSIBLE ACTION**

Accept Staff’s recommendation to approve the forecasted budget for PY21-22 (pending approval from the NOW Board) (Attachment 5.1, Page 5).

**6. DISCUSSION and POSSIBLE ACTION**

Accept Staff’s recommendation to reappoint Northwest Oregon Works Board Member representing Title II. The term will be June 25, 2021 to July 1, 2024 – **Ann Buchele, Linn-Benton Community College**

**7. INFORMATION** – Doug Hunt, Lincoln County Commissioner

Review the WWP-NOW MOU

**8. CONSORTIUM MEMBER COMMENTS** – Roundtable

**9. 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.

**10. ADJOURN**

*Northwest Oregon Works 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) 921-9241, or [emily@onwib.org](mailto:emily@onwib.org). TTY is available at 711 or (800) 735-2900.*

# MINUTES

## CONSORTIUM MEETING LOCAL ELECTED OFFICIALS

### ZOOM CALL

**January 22, 2021 – Immediately Following the NOW Board Meeting**

**This meeting has been 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  
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Columbia County: The Chronicle                      Clatsop County: The Daily Astorian  
Lincoln County: The News Guard                      Tillamook County: Headlight Herald  
Benton County: Gazette Times-Corvallis

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*Those wishing to speak should sign the "Public Comment" sign-in sheet*

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

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

**BOARD MEMBERS:** **Mario Calderon**, Local 737

#### **11. CALL TO ORDER, CONFIRMATION of POSTING and ROLL CALL**

The meeting was called to order at 12:00 PM. Posting Confirmed and Roll Call taken by Emily Schwartz and Quorum achieved.

#### **12. REVIEW and APPROVE AGENDA**

No Changes were made to the Agenda.

**MOTION:** Henry Heimuller

**SECOND:** Pat Malone **MOTION CARRIED.**

#### **13. PUBLIC COMMENT SESSION**

There were no comments from the Public.

#### **14. DISCUSSION and POSSIBLE ACTION**

Approve Consortium Meeting Minutes from October 23, 2020 joint Board and Consortium Meeting.

**MOTION:** Henry Heimuller

**SECOND:** Pat Malone **MOTION CARRIED.**

**15. DISCUSSION and POSSIBLE ACTION**

Accept NOW's recommendation to approve the new funding budget changes (*pending approval from the NOW Board*).

**MOTION:** Pat Malone

**SECOND:** Pamela Wev **MOTION CARRIED.**

**16. DISCUSSION and POSSIBLE ACTION**

Appointment of Northwest Oregon Works Board Member representing Labor replacing Ivan Castille. The term will be January 22, 2021 to February 1, 2024 – **Mario Calderon, Local 737 Local 737 Business Representative on the North Coast**

Commissioner Heimuller asked if Mario worked for the union or if he was a contractor. Mr. Calderon confirmed that he worked for the union and that he was centrally located in the local area.

**MOTION:** Henry Heimuller

**SECOND:** Pat Malone **MOTION CARRIED.**

**17. CONSORTIUM MEMBER COMMENTS – Roundtable**

Commissioner Hunt thanked the Consortium members for their participation.

**18. SECOND PUBLIC COMMENT SESSION**

Mr. Calderon thanked everyone for the opportunity to be a part of the Board.

**19. ADJOURN**

Meeting adjourned at 12:11 PM.

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## Northwest Oregon Works

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(541) 264-4033 • FAX (541) 648-5282

[www.nworegonworks.org](http://www.nworegonworks.org)

Fiscal Year 2021-2022

### BUDGET

Budget Available --- May 28th, 2021

Budget Board & Consortium Meeting --- June 25, 2021

Treasury Officer  
Linda Dugan  
[linda@duganins.com](mailto:linda@duganins.com)

**NOTE:** DRAFT VERSION

## **BUDGET**

Northwest Oregon Works (NOW) 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. As a workforce development organization dedicated to assisting employers in recruiting and retaining employees, and helping individuals find employment, NOW budgets, on an annual basis, the financial support required to accomplish the specific goals and the overriding mission of the organization.

### **Upcoming Year Budget Variances**

NOW's major funding flows into the organization from Workforce Innovation Opportunity Act (WIOA) pass-through federal dollars on behalf of the state of Oregon. These funds are estimated to represent 67 percent of NOW's overall funding for PY21-22. NOW received from the state at the end of May the PY21-22 WIOA allocations demonstrating a 11.07% increase from previous years' WIOA funding. This amounts to a \$168,000 total increase in WIOA funding when compared to the PY20-21.

During PY20-21, NOW received additional federal emergency WIOA Employment and Wildfire funding in the amount of \$510,000 including WIOA Disaster carryover funding of \$172,000. Of these funds, NOW estimates that \$379,000 will be carried over into the PY21-22 year. The WIOA Employment and Disaster funds expire March 31<sup>st</sup>, 2022, and the Wildfire funds September 2022. In addition, NOW may receive two additional Wildfire funding allocations totaling \$666,000 upon evidence of available funds expended. NOW included the second funding allocation of \$333,000 within the annualized PY21-22 budget.

NOW received OHA state medical training grant in the amount of \$737,847 during PY20-21, and estimates a carryover in the amount of \$704,000 with a contract expiration of 12/31/2023. In addition, NOW typically receives state generally funds on a biennial basis for funding related to industry engagement, training work experience and competitive strategy. NOW estimated a 10 percent decrease from the prior biennial contract, which totals \$558,000 for PY21-22.

### **Detailed Budget**

The narrative of this budget provides specificity and context to revenues and expenditures. As a nonprofit organization, NOW does not budget with proprietary or fiduciary funds such as general, capital, and debt service funding typical in a state government or local municipalities accounting. NOW functions as a pass-through entity where funds are received and filtered through to funding partners that provide the services in accordance with NOW's mission purpose. Detailed support for the revenue and expenditure categories within NOW's proposed budget can be

obtained upon request with NOW's Treasurer, Executive Director or CFO.

### **Operating Expenditures**

NOW incurs various operating infrastructure costs such as audits, wages, benefits, leases, utilities etc. These operating costs are paid with WIOA administration funds and other state funds set aside to assist the workforce board in covering such costs. NOW's administrative operating costs is estimated at 12% of the total PY21-22 forecasted expenditures.

### **Program Internal Expenditures**

NOW directly pays for expenditures related to program objectives. Examples of these costs are rent and utilities for the workforce centers in the five counties, professional services tailored for county programs, program related software systems and wages/benefit costs. NOW's program expenditures are estimated at 23% of forecasted expenditures. The projected PY21-22 programs and initiatives are as follows:

- Industry manufacturing collaboration
- Industry textile
- Industry maritime worker training
- Industry healthcare initiative

### **Program External Expenditures**

NOW contracts with various companies or organizations that provide the necessary services required to achieve program objectives and mission purposes. The contracted service providers directly invoice NOW for incurred costs and receive reimbursement monthly. NOW's service provider expenditures are estimated at 65% of forecasted expenditures. The projected PY21-22 subrecipient services and initiatives are as follows:

- WIOA adult, youth and dislocated workers
- WIOA disaster, employment, and wildfire recovery
- WIOA quality control
- Training and work experience
- Summer and high concentration of youth

**NOW Annual Budget**  
**Program Year 21-22**

		Program Year 21-22					PY20-21		PY19-20		
Line #		PY20-21 Carry Over	PY21-22 Awarded	ADJ	Total Funding	%	REF	Carry Over/ Awarded	%	Carry Over/ Awarded	%
<b>Federal Funding</b>											
1	DOL WIOA Youth	94,000	584,128	-	678,128	15%		526,650	12%	543,783	17%
2	DOL WIOA Adult	132,800	487,265	-	620,065	14%		488,696	11%	439,789	14%
3	DOL WIOA Dislocated Worker	172,200	442,822	-	615,022	14%		561,424	13%	589,828	19%
4	DOL WIOA Administrative	151,472	168,246	-	319,718	7%		267,329	6%	308,953	10%
5	DOL WIOA Employment Recovery	30,000	-	-	30,000	1%		159,287	4%	-	0%
6	DOL WIOA Disaster Recovery	30,000	-	-	30,000	1%		154,881	4%	159,287	5%
7	DOL WIOA Wildfires Disaster Recovery	261,000	300,000	-	561,000	13%		300,000	7%	-	0%
8	DOL WIOA COVID Medical Assistance	-	-	-	-	0%		58,967	1%	58,967	2%
9	DHS Summer Youth Employment	89,179	-	-	89,179	2%		28,818	1%	37,207	1.2%
10	DOL WIOA Employment Recovery Administration	13,000	-	-	13,000	0.3%		17,699	0%	17,699	1%
11	DOL WIOA Disaster Recovery Administration	13,000	-	-	13,000	0.3%		17,524	0%	17,699	1%
12	DOL WIOA Wildfires Recovery Administration	32,000	33,333	-	65,333	1%		33,333	1%	-	0%
13	DOL WIOA High Concentration Youth	13,525	12,500	-	26,025	0.6%		13,525	0%	27,907	1%
14	DOL WIOA Rapid Response Layoff Aversion	-	-	-	-	0%		51,340	1%	117,920	4%
15	<b>Total Federal Funding</b>	1,032,176	2,028,294	-	3,060,470	70%	R-1	2,679,473	61%	2,319,039	73%
<b>State Funding</b>											
16	OHA Healthy Oregon Workforce Training	704,000	-	-	704,000	16%		745,500	17%	-	0%
17	HECC Board Support CS	-	291,775	-	291,775	7%		289,038	7%	430,342	14%
18	HECC TWIP Work Experience	-	154,287	-	154,287	4%		98,289	2%	171,430	5%
19	HECC Industry Engagement	-	112,773	-	112,773	3%		78,170	2%	144,638	5%
20	HECC Unrestricted General	30,353	-	-	30,353	1%		30,404	1%	30,812	1%
21	ODE Youth Development	-	-	-	-	0%		290,000	7%	-	0%
22	HECC OWP Layoff Aversion Funds	-	-	-	-	0%		-	0%	5,438	0%
23	<b>Total State Funding</b>	734,353	558,835	-	1,293,188	29%	R-2	1,531,401	35%	782,660	25%
<b>Local Funding</b>											
24	Oregon Counties	10,000	-	-	10,000	0.2%		10,000	0.2%	10,000	0%
25	Lincoln Cnty. Commissioners	4,960	-	-	4,960	0.1%		10,000	0.2%	10,000	0%
26	Southern Oregon Workforce	10,000	-	-	10,000	0.2%		10,000	0.2%	-	0%
27	Columbia River PUD	6,658	-	-	6,658	0.2%		7,500	0.2%	7,500	0%
28	Ford Family	-	-	-	-	0%		50,000	1.1%	50,000	1.6%
29	Lincoln Cnty. CARES	-	-	-	-	0%		15,000	0.3%	-	0%
30	Lincoln Cnty. Echo Mtn. Fires	-	-	-	-	0%		5,000	0.1%	-	0%
31	Port of Garibaldi	-	-	-	-	0%		1,000	0.02%	1,000	0%
32	Hospitality Economic	-	-	-	-	0%		-	0%	2,126	0.1%
33	<b>Total Local Funding</b>	31,618	-	-	31,618	1%	R-3	108,500	2.5%	80,626	2.5%
<b>Other Funding</b>											
34	Payment Protection Plan	-	-	-	-	0%		79,697	1.8%	-	0%
35	<b>Total Other Funding</b>	-	-	-	-	0%		79,697	1.8%	-	0%
36	<b>Total Funding</b>	<b>\$1,798,147</b>	<b>\$ 2,587,129</b>	<b>\$ -</b>	<b>\$ 4,385,276</b>	100%		<b>4,399,071</b>	100%	<b>3,182,325</b>	100%



		<u>Budgeted Expenses</u>	<u>ADJ</u>	<u>Total Expenses</u>	<u>%</u>	<u>REF</u>	<u>Budgeted</u>	<u>%</u>	<u>Actuals</u>	<u>%</u>
	<b>Operating Payroll Expenses</b>									
37	Wages	197,033	-	197,033	5.9%		176,514	5%	170,382	8%
38	Employee Health Insurance	26,730	-	26,730	0.8%		28,565	1%	22,846	1%
39	Payroll Taxes	17,394	-	17,394	0.5%		16,707	0%	16,127	1%
40	PTO	17,107	-	17,107	0.5%		16,129	0%	17,988	1%
41	Employee Retirement Plan	9,262	-	9,262	0.3%		8,652	0%	9,651	0%
42	<b>Total Operating Payroll Expenses</b>	<b>267,526</b>	<b>-</b>	<b>267,526</b>	<b>8%</b>	<b>E-1</b>	<b>246,567</b>	<b>7%</b>	<b>236,994</b>	<b>11%</b>
	<b>Operating General Expenses</b>									
43	Travel	12,500	-	12,500	0.4%	E-2	16,500	0%	24,500	1%
44	Audit & Legal Services	21,000	-	21,000	0.6%	E-3	20,400	1%	19,800	1%
45	Office Lease	5,812	-	5,812	0.2%	E-4	17,530	1%	16,096	1%
46	Professional Services (Other)	31,400	-	31,400	0.9%	E-5	27,000	1%	18,500	1%
47	Memberships	13,500	-	13,500	0.4%	E-6	13,500	0%	14,000	1%
48	Fees	8,400	-	8,400	0.3%	E-7	7,320	0.2%	6,400	0.3%
49	Phone & Internet	6,665	-	6,665	0.2%	E-8	6,825	0.2%	7,000	0.3%
50	Computer Equipment	6,700	-	6,700	0.2%	E-9	12,280	0.4%	3,500	0.2%
51	Staff Training/Development	6,000	-	6,000	0.2%	E-10	6,000	0.2%	8,000	0%
52	Insurance	6,700	-	6,700	0.2%	E-11	5,300	0.2%	5,790	0.3%
53	Supplies/Postage/Meetings	6,000	-	6,000	0.2%	E-12	5,200	0.2%	4,700	0.2%
54	Depreciation	-	-	-	0.0%		-	0%	-	0%
55	<b>Total Operating General Expenses</b>	<b>124,677</b>	<b>-</b>	<b>124,677</b>	<b>4%</b>		<b>137,855</b>	<b>4%</b>	<b>128,286</b>	<b>6%</b>
56	<b>Total Operating Expenses</b>	<b>392,203</b>	<b>-</b>	<b>392,203</b>	<b>12%</b>		<b>384,422</b>	<b>11%</b>	<b>365,280</b>	<b>17%</b>
	<b>Program Payroll Expenses</b>									
57	Wages	268,482	-	268,482	8.1%		165,149	4.9%	186,311	8.6%
58	Employee Health Insurance	44,550	-	44,550	1.3%		22,289	0.7%	18,692	0.9%
59	Payroll Taxes	26,764	-	26,764	0.8%		15,632	0.5%	17,634	0.8%
60	PTO	21,633	-	21,633	0.7%		14,686	0.4%	16,871	0.8%
61	Employee Retirement Plan	13,793	-	13,793	0.4%		7,746	0.2%	8,820	0.4%
62	<b>Total Program Payroll Expenses</b>	<b>375,221</b>	<b>-</b>	<b>375,221</b>	<b>11%</b>	<b>E-1</b>	<b>225,502</b>	<b>7%</b>	<b>248,328</b>	<b>12%</b>
	<b>Program General Expenses</b>									
63	WSO Leases	53,355	-	53,355	1.6%	E-13	52,860	2%	54,200	3%
64	WSO Phone & Internet	16,687	-	16,687	0.5%	E-14	21,543	1%	25,600	1%
65	I-Trac Database	30,000	-	30,000	0.9%	E-15	24,500	1%	19,305	1%
66	Program Outreach Operational	217,639	-	217,639	6.5%	E-16	348,769	10%	136,784	6%
67	Program Other Expense	5,850	-	5,850	0.2%	E-16	0	0%	0	0%
68	Program Outreach Professional Services	53,454	-	53,454	1.6%	E-17	379,250	11%	28,861	1%
69	<b>Total Program General Expenses</b>	<b>376,985</b>	<b>-</b>	<b>376,985</b>	<b>11%</b>		<b>826,922</b>	<b>25%</b>	<b>264,750</b>	<b>12%</b>
	<b>Program Subrecipient Expenses</b>									
70	WIOA (Equus)/(CSC)	1,451,000	-	1,451,000	43.6%		1,146,000	34%	1,110,000	51%
71	WIOA Employment Recovery (Equus)	29,000	-	29,000	0.9%		156,150	5%	-	0%
72	WIOA Disaster Recovery (Equus)	29,000	-	29,000	0.9%		151,745	4%	19,987	1%
73	WIOA WildFire Disaster Recovery (Equus)	539,573	-	539,573	16.2%		288,073			
74	TWIP/WEX (Equus)	65,930	-	65,930	2.0%		93,664	3%	68,500	3%
75	SYEP (Equus)	41,400	-	41,400	1.2%		53,070	2%	30,000	1%
76	WIOA (OMEP)	25,000	-	25,000	0.8%		24,027	1%	25,300	1%
77	HCY (Equus)	-	-	-	0.0%		24,450	1%	27,000	1%
78	Other	-	-	-	0.0%		-	0%	0	0%
79	<b>Total Subrecipient Expenses</b>	<b>2,180,903</b>	<b>-</b>	<b>2,180,903</b>	<b>66%</b>	<b>E-18</b>	<b>1,937,179</b>	<b>57%</b>	<b>1,280,787</b>	<b>59%</b>
80	<b>Total Program Expenses</b>	<b>2,933,109</b>	<b>-</b>	<b>2,933,109</b>	<b>88%</b>		<b>2,989,603</b>	<b>89%</b>	<b>1,793,865</b>	<b>83%</b>
81	<b>TOTAL EXPENSES</b>	<b>\$ 3,325,313</b>	<b>\$ -</b>	<b>\$ 3,325,313</b>			<b>3,374,025</b>		<b>2,159,145</b>	
82	<b>NET FUNDING &amp; EXPENSES</b>			<b>\$ 1,059,963</b>			<b>1,025,046</b>		<b>1,023,180</b>	