



AGENDA

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

Friday, October 27, 2017
10:00 a.m. – 12:00 p.m.

Downtown Fire Station
400 NW Harrison Boulevard
Corvallis, Oregon 97330

Call-in: (669) 900-6833; Meeting ID: 557-268-5692

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

1. CALL TO ORDER, CONFIRMATION OF POSTING, AND ROLL CALL (5 minutes)

2. REVIEW AND APPROVE AGENDA (2 minutes)

3. FIRST 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. CONSENT CALENDAR (The Consent Calendar is Approved with One Motion) (2 minutes)

4.1 Minutes of the August 25, 2017 Board Meeting

5. INFORMATIONAL

5.1 The board will hear recent program success stories from Community Services Consortium and ResCare – *Sean Larsen, CSC; and Camille Padilla, ResCare* (10 minutes)

6. INFORMATION AND DISCUSSION

6.1 Oregon Employment Department Economic Update – *Shawna Sykes and Erik Knoder, Oregon Employment Department* (15 minutes)

6.2 Update on 1st Quarter Operating Budget for PY17-18 – *Jason Swain, NOW CFO* (10 minutes)

6.3 Program Performance / Stand Down Report – *Pete Svendsen, NOW Program Manager* (10 minutes)

6.4 Monitoring and Assessments – *Pete Svendsen, NOW Program Manager and Jason Swain, NOW CFO* (10 minutes)

6.5 Homelessness / Workforce Development – *Anne Schuster, Benton County Commissioner* (20 minutes)

6. INFORMATION AND DISCUSSION (cont'd)

6.6 [Big Picture Video](#) – Heather DeSart, NOW Executive Director (15 minutes)

7. DISCUSSION AND ACTION

7.1 Discussion and Approval of the annual Operating Budget for PY17-18 – Jason Swain, NOW CFO (10 minutes)

8. BOARD CHAIR'S REPORT

8.1 Executive Committee – Tony Erickson, Chair

9. EXECUTIVE DIRECTOR'S REPORT

9.1 New Board Member Welcome – Heather DeSart, NOW Executive Director

10. BOARD MEMBER COMMENTS – Roundtable

11. OTHER BUSINESS

12. 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.

13. ADJOURN

Next board meeting – Friday, January 26, 2018, Lincoln City

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or, other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. Contact our office at (541) 264-4033. TTY is available at (800) 735-2900.



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

Friday, August 25, 2017, 10:00 a.m.

Columbia County Mental Health, Creekside Center
58646 McNulty Way, St. Helens, OR 97051

- Present:** **Tony Erickson**, Oregon AERO, Chair; **Jeff Kemp**; Pacific Stainless Products; **John Hawkins**, Service Employees International Union; **Karen Sanders**, Portland Community College; **Pat Malone**, Sunrise Tree Farm; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Rhonda Meidinger**, DHS Vocational Rehabilitation; **Stephanie Hurliman**, Oregon Employment Department; **Tom Nelson**, Corvallis-Benton County Economic Development Office; **Whitey Forsman**, Pacific Oyster; **Zach Poole**, Pig 'N Pancake
- Excused:** **Debra Smith**, Central Lincoln PUD, Vice Chair/Secretary; **Amanda Morris**, Samaritan Health Services; **Birgitte Ryslinge**, Oregon Coast Community College; **Henry Balensifer III**, LEKTRO; **Gail Muller**, Tillamook County Creamery; **Randy Getman**, Barrett Business Services, Inc.; **Cami Aufdermauer**, Tillamook County Habitat for Humanity
- 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; **Erik Knoder** and **Shawna Sykes**, Oregon Employment Department; **Myronda Schiding**, Northwest Regional Education Service District; **Linda Wechsler**, Manufacturing Consultant; **Diana Nish**; **Shalee Hodgson**, Oregon Employment Department

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

Chair Erickson called the meeting to order at 10:10 a.m. Chair Erickson asked for confirmation of the posting, which Grisham confirmed. Roll call was taken.

2. REVIEW AND APPROVE AGENDA

No changes were made to the agenda.

3. ANNOUNCEMENTS

DeSart introduced Grisham as Northwest Oregon Works' (NOW) new Office Manager.

4. FIRST PUBLIC COMMENT SESSION

There were no comments from the public.

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

- Minutes of the June 23, 2017 Board Meeting

MOTION: Hawkins moved to approve the Consent Calendar of June 23, 2017. Malone seconded the motion, which carried 11-0.

6. INFORMATION AND DISCUSSION: Clatsop County Community-Based Internship Program – Myronda Schiding, Northwest Regional Education Service District

Schiding gave an overview on the internship program, which is a cross-sector partnership that includes business and industry members from three counties – Tillamook, Clatsop and Columbia. They have industry partners, community-based organization partners, and school partners. Kids learn both technical skills and career readiness skills. If successful, the plan is to expand the internship program to Columbia and Tillamook counties.

Commissioner Schuster asked if other education service districts (ESD's) were utilizing this program. Schiding responded there were other programs in place, however she was not aware of any exactly like this one. She does believe that we will start seeing more internship-based programs moving forward. Commissioner Schuster asked how internships were funded. Schiding stated it was a new program starting this year. It will be funded by the industry partners, so it will be up to them, although they are looking to identify available Workforce Innovation and Opportunity Act (WIOA) funds. Commissioner Hunt asked about the insurance liability. Schiding stated liability is the reason the program is for 18-years and older. There are no high school credits available for this program, because most this age have already graduated. In the future, the program will look at the ability to place kids in other industries where the age is 16+. Schiding stated since schools are very supportive, they anticipate working towards receiving high school credits. However, they may be an opportunity to align with Clatsop Community College for credit. Malone asked if the return on investment (ROI) included in-kind, or just actual dollars. Schiding said it was just dollars. Board members discussed the internship program, how it affects 18-year-olds that have graduated high school, and how to engage them earlier.

7. INFORMATION AND DISCUSSION: Oregon Manufacturing Extension Partnership and One-Stop Operator Update – Linda Wechsler, Manufacturing Consultant

Wechsler gave an overview on their role as the One Stop-Operator (OSO), and looks forward to working with everyone (Exhibit #1). She reported they are a not-for-profit group of consultants that primarily serve manufacturers in Oregon. Oregon Manufacturing Extension Partnership (OMEP) assists with continuous improvement, helping increase capacity, solve problems, and create

efficiencies. Wechsler stated they conduct numerous trainings and workshops, and provide community outreach education. They call themselves a partnership because while they work with industry directly, they also work with organizations like NOW. Wechsler remarked OMEP uses whatever resources they need to help manufacturers grow.

OMEP will be working with several workforce boards in Oregon. There are four (4) additional consultants working in Oregon, and Wechsler believes this will be an advantage as they work together, learn together, and learn from each other. Over the next year OMEP will work closely with the local leadership team to focus on continuous improvement and quality assurance; items defined in the WIOA. Wechsler asked: What has been your experience with OSO's in the past, and what are you looking to work on in the future? She advised folks to give her feedback as they think of it moving forward.

8. DISCUSSION AND ACTION: Review and discuss the final operating budget for the PY 16-17, and the updated PY 17-18 budget – *Jason Swain, NOW*

Swain reviewed the final budget for PY 16-17, and presented an update to the PY 17-18 budget. Commissioner Schuster asked if there was any concern on the carryover amount from the PY 16-17 budget. Swain responded no, there is a two-year period to use WIOA dollars, however it depends on what type of dollars they are. WIOA dollars are identified in two groups: direct and indirect. Federal and state regulations do not require us to spend any ratio of dollars for indirect, or administrative funds. We are required to spend at least 80% of direct dollars, or non-administrative funds. Funds are used on a first-in, first-out basis, which ensures that no monies expire.

Commissioner Schuster asked Swain what percentage of dollars in the past have come from state versus federal? Swain answered approximately 25%-30%, however we are gradually receiving more. One of our objectives for this upcoming fiscal year is to seek additional revenue channels, such as foundations and corporations, that we could combine with state and federal funding. Commissioner Hunt asked if we expected to receive more, or less funds than last year. Swain replied that we are expecting less state and federal funds, which is why we consider ourselves fortunate to have carryover funds.

Commissioner Schuster asked for more information about how we would find new revenue channels, and would those dollars be used for additional grant writing. DeSart stated if we accumulated additional monies, it would be brought to the board for their direction on how to spend those dollars. Swain explained how, in general, grant writing funds are typically laser-focused on a project or plan. Whereas foundation and corporation monies generally have a bit more flexibility on where dollars can be spent, such as administrative costs.

9. DISCUSSION AND ACTION: Review and discuss the revised Cost Allocation plan – *Jason Swain, NOW*

Swain presented an update on the revised cost allocation plan to the board. Our previous plan lacked specifics our auditor's want to see, so Swain has added more detail.

10. DISCUSSION AND ACTION: Review and discuss the revised Travel Policy – *Jason Swain, NOW*

Swain gave an update on the revised Travel Policy. As an organization, we added the ability for the Executive Director to make case-by-case basis reimbursement for unusual occurrences, while maintaining transparency.

MOTION: Hawkins moved to approve agenda items 8, 9 and 10 as received and discussed. Kemp seconded the motion, which carried 11-0.

11. INFORMATION AND DISCUSSION: Oregon Employment Department Economic Update – *Shawna Sykes and Erik Knoder, Oregon Employment Department*

Knoder presented the Oregon Employment Department's economic update for our region.

12. INFORMATION AND DISCUSSION: Review the updated board meeting schedule for the 2017 program year – *Lisa Grisham, NOW*

Grisham presented the correct board meeting calendar for the 2017-18 program year. Commissioner Schuster asked about meeting locations for upcoming meetings. DeSart stated the next meeting will be in Benton County, followed by Lincoln, Tillamook, Clatsop and Columbia counties. Commissioner Schuster inquired if a tour or other type of opportunity exists to experience the "flavor" of each county, and learn more about them. DeSart and Grisham will work with Commissioner Schuster on developing something for the next meeting in Benton County.

13. INFORMATION: Program Performance Update – *Pete Svendsen, NOW*

Svendsen gave an update on program performance, and noted that we have just started Program Year 2017. We were extremely close in meeting our goals for Program Year 2016. Goals missed include youth development for Tillamook and Clatsop counties. Based on that, NOW obtained a youth development grant. We have an AmeriCorps member, Ciera Guerrero, focused on those activities. Erickson asked that she present more about AmeriCorps at the next board meeting.

14. INFORMATION AND DISCUSSION:

Two short videos about NOW were played for the board.

15. INFORMATION: The board will hear recent program success stories.

Nish presented a program success story about Emily Hay who interned for Oregon Aero Inc., over the summer (Exhibit #2).

Alicia presented for Kristin B., who had to leave to return to work. Kristin has worked for *Alterations by Heather* in St. Helen's for over three years. On-the-Job-Training (OJT) was used as a promotion. The owner recognized Kristin's skill and promoted her to bridal seamstress. Kristin's career goal is to be a costume designer. She is currently attending school for design, and appreciates having the OJT experience available to secure her promotion and gain additional job skills that have helped her.

16. BOARD CHAIR'S REPORT – Tony Erickson, Chair

Erickson gave an update on the Oregon Manufacturing training center. They are working with the high school and community college to offer a class that will provide dual-credits.

17. EXECUTIVE DIRECTOR'S REPORT – Heather DeSart, NOW

DeSart informed the board that the Maritime industry (sector) is basically up and running. We are working with Clatsop Community College and the Seamanship program to begin some OJT activities. DeSart introduced Shalee Hodgson, with Oregon Employment Department (OED). Hodgson stated at the request of the Oregon Workforce Investment Board, she is doing a local assessment for each of the nine local areas. DeSart stated NOW is going to be the first area assessed.

18. BOARD MEMBER COMMENTS – Roundtable

Malone questioned how high school age students can gain some experience when the system is against that. He said someone mentioned the Bureau of Labor and Industries (BOLI), and Workers' Compensation insurance, and he thought of a columnist named Lenore Skenazy. She has website *Free-Range Kids* that talks about how kids of all ages need experience of all kinds. Vocational technical training is invaluable. High schools seemingly no longer offering those types of classes due to previous budget cuts, but he believes they are starting to come back slowly. Malone said if we can help the process along somehow, he believes it will be beneficial to all.

Kemp left at 12:24 p.m.

19. OTHER BUSINESS

No other business was discussed.

20. SECOND PUBLIC COMMENT SESSION

There were no comments from the public.

21. ADJOURN

MOTION: Hawkins moved to adjourn. Malone seconded the motion, which carried 10-0. Chair Erickson adjourned the meeting at 12:33 p.m.

Tony Erickson, Chair

Lisa Grisham, Recorder

**NORTHWEST OREGON WORKS
BUDGET VS. ACTUAL
JULY 1, 2017 THROUGH SEPTEMBER 30, 2017**

RESOURCES	BUDGETED RESOURCES AVAILABLE	FUNDS DRAWN/ RECEIVED	REMAINING BALANCE
WIOA Adult	489,181	103,645	385,536
WIOA Dislocated Worker	659,990	158,494	501,496
WIOA Youth	653,069	153,455	499,614
WIOA Admin	320,040	-	320,040
DHS - Summer Jobs	25,000	20,027	4,973
DHS - Summer Youth Development	40,052	4,523	35,529
WIOA High Concentration Youth	52,861	-	52,861
Youth Innovation	100,000	-	100,000
State Funds Board Support	409,219	66,557	342,662
State Funds-Work Experience (BTWO)	165,582	-	165,582
State Funds- Industry Engagement (Sectors)	125,258	-	125,258
Incite-Rethinking Job Search	46,082	9,809	36,273
Veterans Stand Down	5,095	3,213	1,882
Unrestricted - General Funds revenue	23,137	562	22,575
TOTAL AVAILABLE RESOURCES	3,114,566	520,286	2,594,281

BOARD EXPENSES	BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	YTD SPENDING as a % of RESOURCES
Staffing				
Salaries	394,542	84,578	309,964	16.26%
Taxes & Benefits	90,880	19,324	71,556	3.71%
Total Staffing	485,422	103,902	381,520	19.97%
Operating Expenses				
Staff & Board Travel	25,000	3,690	21,310	0.71%
Facilities	15,425	3,744	11,681	0.72%
Professional Services - Board	28,400	4,712	23,688	0.91%
Telephone/Communications	6,838	1,077	5,761	0.21%
Audit Services	17,000	4,251	12,749	0.82%
Fees/Taxes	4,800	883	3,917	0.17%
Equipment & Maintenance	8,616	431	8,185	0.08%
Supplies	8,800	309	8,491	0.06%
Insurance	7,068	3,768	3,300	0.72%
Staff Development	9,700	792	8,908	0.15%
Memberships	14,892	3,680	11,212	0.71%
Total Operating Expenses	146,539	27,337	119,202	5.25%
Program Expenses				
I-Trac	16,976	2,191	14,785	0.42%
WSO Leases & Maintenance	49,486	16,667	32,819	3.20%
Program Outreach	5,000	3,213	1,787	0.62%
Professional Services	31,000	9,734	21,266	1.87%
Program General Expenses	13,860	-	13,860	0.00%
Total Program Expenses	116,322	31,805	84,517	6.11%
TOTAL BOARD EXPENSES	748,283	163,044	585,239	31.34%

PROVIDER EXPENSES	BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	YTD SPENDING as a % of RESOURCES
WIOA Adult	400,000	82,964	317,036	15.95%
WIOA Dislocated Worker	450,000	128,835	321,165	24.76%
WIOA Youth	450,000	124,158	325,842	23.86%
OMEP (One Stop Operator)	50,000	3,864	46,136	0.74%
DHS - Summer Youth Development	37,649	3,196	34,453	0.61%
DHS - Summer Jobs	22,500	14,150	8,350	2.72%
Rethinking Job Search	3,900	75	3,825	0.01%
TOTAL PROVIDER EXPENSES	1,414,049	357,242	1,056,807	68.66%
GRAND TOTAL EXPENSES	2,162,332	520,286	1,642,046	100.00%

Program Year 2017, As of 15th of October, 2017

Youth Services

Measures	Goals	Total	Benton	Clatsop	Columbia	Lincoln	Tillamook
Percentage of enrollments of Out of School Youth	75%	89%	97%	77%	98%	74%	50%
Number of new participants enrolled in the 2017 program year	40	14	2	4	6	2	0
Maintain enrollment of participants	120	123	33	13	33	34	10
Number of participants placed in work experience/ internship/OJT	50	14	4	5	3	5	0
Number of participants completing skills training leading to industry recognized certificate	7	1	1	0	0	0	0
Number of participants completing high school diploma or equivalency diploma	16	5	1	0	1	3	0
Number of participants earning the National Career Readiness Certificate	20	0	0	0	0	0	0
Number of participants confirmed employment	30	14	5	0	9	0	0
Percentage of participants with Measurable Skill Gains	50%	0	0	0	0	0	0

Adult and Dislocated Worker Services

Measures	Goals	Total	Benton	Clatsop	Columbia	Lincoln	Tillamook
Total # of unduplicated incidences of WIOA-funded workshop attendance	500	186	5	30	39	102	10
Total # of participants enrolled in Individualized Services	140	59	10	9	16	21	3
Total # of participants entered unsubsidized employment	90	60	10	9	14	13	14
Number of new participants beginning training with an ITA	35	27	5	3	10	8	1
Number of new participants completing training with an ITA	31	6	2	0	2	2	0
Number of participants placed into OJTs	35	17	2	3	6	2	4
Number of participants completing OJT training	28	6	1	0	2	0	3
Number of participants retained 90 days after completing OJT training	27	0	0	0	0	0	0



Veterans Stand Down After Action Report

3rd Annual Columbia County Veterans Stand Down, Saturday September 9th, 2017

The event included point in time aid in getting support and other specialty services that focused on wellness and recovery to address the complex needs of Veterans and their families who are homeless or at risk of being homeless.

This year 52 veterans were able to be served

- 0 WWII
- 2 Korea
- 29 Vietnam
- 1 Gulf War I
- 7 OEF/OIF
- 16 Non-War era
- 10 Homeless Veterans
- 51 Males
- 1 Female
- 12 Companions/family members present
- 27 Different service providers
- 25 Volunteers

Columbia County, Oregon is a rural community in Oregon. The Columbia County Veterans Stand Down addresses a Veterans population that is widely scattered across a three county, 3105 square mile, rural area. Tillamook, Clatsop and Columbia counties share a geographical diversity which makes it more difficult for Veterans to access employment, training, health and supportive services than their counterparts in a large metropolitan area. A van network was established to identify, transport and assist homeless Veterans/families and will consist of the transportation agencies of the respective counties and the Columbia County Veterans Service Office which conducts its own scheduling of their DAV van.

Government agencies participating

Oregon Employment Department (Kelly Dowell and Karen Macfarlane), County Veteran Service Officer (Russ Clark), Columbia County Health, Oregon Military Officers Network, Oregon National Guard, Legal Aid Services of Oregon (Oregon Law Center), Portland Vet Center, Portland Community College, Department of Veteran Affairs and Department of Labor (Eddie Abrams).

Major sponsors

WorkSource Oregon DVOP's (Kurt Carlsen, Pat Preston, Phil Butcher, Q, Nate McCord, KOHI Radio (Marty Rowe), American Legion, VFW, VSO Clark from Community Action Team, Elks Veterans Bunker (Alta Lynch).

Service Providers and the services provided

Health Services Provided

- Agent Orange Info/Counseling
- Hepatitis C Info available
- HIV/Aids Info/Counseling
- Medicine Wheel Recovery Services
- Mental Health Service (NAMI)
- Substance Abuse Services (Yankton Fellowship Church) Faith based recovery services
- Oregon Health Plan counselling and sign up was available (Pat Ortiz)
- Farm Program for Veterans
- Department of Veteran Affairs Housing/Shelter Referral (Tasha Sloane)

Benefits Assistance

- Social Security benefit information available
- Employment and Job Training Assistance (RESCARE)
- Legal Services (Columbia County Law Center)
- Veterans Benefit Counseling (VSO Clark)

Other Services Provided

- Personal Care Kits
- Hygiene (haircuts) provided
- Oregon Military Officers Association (Doug McElven)
- Columbia County Rider Transit Center
- Legal Aid (Oregon Law Center)
- VA Medical information available
- National Coalition for Homeless Veterans Handouts
- Oregon Vocational Rehabilitation information was available

To: Northwest Board Members
From: Northwest Oregon Works
Date: October 18, 2017
RE: Program Year 2017-2018 Annual Budget

Note: Northwest Oregon Works (NOW), is a non-profit pass-through entity with a 501(c)3 status. The entity does not accumulate funds for internal capital outlay projects or maintain funds for internal cash flow reserves. All funding, besides those funds earmarked to cover internal facilities and administrative costs are contracted out to subrecipients on an annual and/or biennial basis.

Funding is recognized and added to the budget when a promise to give is made to NOW that is, in substance, unconditional. Unconditional promises to give are recognized in the period the promise is received. Verifiable evidence must exist that a promise was made to NOW in written or oral communications in order to be included in the budget.

The following are key points related to the 2017-2018 annual budget:

- NOW has currently received verbal and written confirmation for PY17-18 general funds and updated the budget accordingly. Biennial change for the general funds reflects a 5% increase. Overall additional funds presented at the October 2017 Board Meeting is \$620,129.
- Internal NOW board expenditures for the 17-18 budget is projected at a 6% decrease when compared to the 16-17 year budget.
- Major subrecipient and other pass-through funding commitments will increase once general funding contracts are received by NOW - these contracts are expected in November 2017.

Expanded budget details, in Excel format, will be provided upon NOW's Executive Directors' knowledge and approval.

If you have any questions, please contact Jason Swain (CFO) at NOW.

**NOW Operating Budget
Program Year 2017-2018**

Line #	PY 17-18				Historical Data				
	Beginning Budget	Changes	Final Budget Total	2017 % of Funding	2015 Actual	2015 % of Funding	2016 Budget	2016 % of Funding	
Funding Streams									
1	WIOA (Admin) Unexpended	165,767	0	165,767	5.3%	0	0.0%	1,143	0.0%
2	WIOA (Program) Unexpended	383,000	30,767	413,767	13.3%	0	0.0%	345,240	11.5%
3	High Concentration Youth Unexpended	17,620	0	17,620	0.6%	0	0.0%	17,620	0.6%
4	Workforce Rethinking Job Search (Program) Unexpended	42,500	3,582	46,082	1.5%	12,914	0.7%	86,119	2.9%
5	Work Force Board Support Unexpended	78,500	6,525	85,025	2.7%	0	0.0%	277,896	9.3%
6	Unrestricted Unexpended	23,219	(82)	23,137	0.7%	0	0.0%	33,029	1.1%
7	WIOA (Admin) Current Year Allotment	148,383	(621)	147,762	4.7%	175,764	9.5%	165,767	5.5%
8	WIOA (Program) Current Year Allotment	1,335,448	(5,582)	1,329,866	42.7%	1,581,875	85.1%	1,492,062	49.8%
9	High Concentration Youth (Admin)	3,524	(3,524)	(0)	0.0%	0	0.0%	0	0.0%
10	High Concentration Youth (Program)	31,716	3,524	35,240	1.1%	0	0.0%	0	0.0%
11	Dislocated Worker Admin Additional Funding	6,512	0	6,512	0.2%	0	0.0%	0	0.0%
12	Dislocated Worker Program Additional Funding	58,608	0	58,608	1.9%	0	0.0%	0	0.0%
13	DHS Summer Jobs (Admin)	2,500	0	2,500	0.1%	0	0.0%	0	0.0%
14	DHS Summer Jobs (Program)	22,500	0	22,500	0.7%	0	0.0%	0	0.0%
15	DHS Summer Youth Development (Admin)	4,806	0	4,806	0.2%	0	0.0%	0	0.0%
16	DHS Summer Youth Development (Program)	35,246	0	35,246	1.1%	0	0.0%	0	0.0%
17	Youth Innovation (Admin)	0	15,000	15,000	0.5%	0	0.0%	0	0.0%
18	Youth Innovation (Program)	0	85,000	85,000	2.7%	0	0.0%	0	0.0%
20	DOL Co-Location	0	0	0	0.0%	0	0.0%	145,250	4.9%
21	Transition Training	0	0	0	0.0%	0	0.0%	15,000	0.5%
22	Transition Coordinator	0	0	0	0.0%	0	0.0%	75,000	2.5%
23	National Emergency	0	0	0	0.0%	21,179	1.1%	73,059	2.4%
24	Stand Down Direct (Program)	20,000	(14,905)	5,095	0.2%	0	0.0%	4,750	0.2%
25	Back To Work Oregon (Work Experience)	0	165,582	165,582	5.3%	29,587	1.6%	133,721	4.5%
26	Sectors (Industry Engagement)	0	125,258	125,258	4.0%	0	0.0%	129,158	4.3%
27	Work Force Board Support	0	324,194	324,194	10.4%	0	0.0%	0	0.0%
28	TOC-OWA	0	0	0	0.0%	33,029	1.8%	0	0.0%
29	Program Income	0	0	0	0.0%	3,700	0.2%	0	0.0%
30	Total Revenue	2,379,848	734,718	3,114,566	100.0%	1,858,048	100.0%	2,994,814	100.0%
Compensation Expense									
31	Salaries and Wages	361,563	(10,146)	351,417	11.3%	197,558	10.6%	324,125	10.8%
32	PTO	43,548	(423)	43,125	1.4%	24,424	1.3%	0	0.0%
33	Total Compensation Expense	405,111	(10,569)	394,542	12.7%	221,982	11.9%	324,125	10.8%
Payroll Taxes and Employee Benefits									
34	Payroll Taxes	35,942	(1,089)	34,853	1.1%	17,769	1.0%	110,720	3.7%
35	Employee Benefits (Health Insurance)	23,006	15,802	38,808	1.2%	13,152	0.7%	0	0.0%
36	Employee Retirement Plan	13,374	(738)	12,636	0.4%	0	0.0%	0	0.0%
37	Employee Relocation	0	4,583	4,583	0.1%	1,556	0.1%	0	0.0%
	Total Employee Payroll Taxes and Benefits Expense	72,322	18,558	90,880	2.9%	32,477	1.7%	110,720	3.7%
Operating Expenses									
38	Professional Services	26,400	0	26,400	0.8%	71,318	3.8%	42,500	1.4%
39	Legal Services	2,000	0	2,000	0.1%	2,782	0.1%	0	0.0%
40	Audit Services	17,000	0	17,000	0.5%	0	0.0%	20,775	0.7%
41	Fees / Taxes	4,800	0	4,800	0.2%	3,918	0.2%	7,000	0.2%
42	Phone & Internet	6,838	0	6,838	0.2%	1,134	0.1%	4,000	0.1%
43	Insurance	7,068	0	7,068	0.2%	2,968	0.2%	6,500	0.2%
44	Office Lease	15,425	0	15,425	0.5%	9,599	0.5%	15,000	0.5%
45	Office Supplies	8,500	0	8,500	0.3%	5,172	0.3%	5,000	0.2%
46	Computer Equipment	8,616	0	8,616	0.3%	7,032	0.4%	18,500	0.6%
47	Memberships	14,892	0	14,892	0.5%	13,100	0.7%	13,500	0.5%
48	Printing	500	0	500	0.0%	0	0.0%	0	0.0%
49	Community Outreach	500	0	500	0.0%	269	0.0%	0	0.0%
50	Postage	500	0	500	0.0%	20	0.0%	0	0.0%
51	Travel	25,000	0	25,000	0.8%	29,162	1.6%	25,000	0.8%
52	Meetings	500	0	500	0.0%	123	0.0%	0	0.0%
53	Staff Training	8,000	0	8,000	0.3%	3,432	0.2%	13,000	0.4%
54	Board Support	1,200	0	1,200	0.0%	2,099	0.1%	0	0.0%
55	Depreciation	0	0	0	0.0%	0	0.0%	0	0.0%
56	Total Operating Expenses	146,539	0	146,539	4.7%	152,128	8.2%	170,775	5.7%
Program Expenses									
57	Itrac Database	16,976	0	16,976	0.5%	19,901	1.1%	23,677	0.8%
58	WSO Leases	49,486	0	49,486	1.6%	138	0.0%	145,250	4.9%
59	WSO Phone & Internet	13,860	0	13,860	0.4%	0	0.0%	43,769	1.5%
60	Program Outreach	5,000	0	5,000	0.2%	200	0.0%	4,750	0.2%
61	Professional Services	31,000	0	31,000	1.0%	9,319	0.5%	139,809	4.7%
62	Total Program Expense	116,322	0	116,322	3.7%	29,558	1.6%	357,255	11.9%
CSC Provider Expenses									
63	Total CSC Provider Expenses	450,000	0	450,000	14.4%	548,017	29.5%	550,000	18.4%
ResCare Provider Expenses									
64	Total ResCare Provider Expenses	850,000	0	850,000	27.3%	915,030	49.2%	900,000	30.1%
One Stop Operator									
65	Total One Stop Operator Expenses	50,000	0	50,000	1.6%	0	0.0%	0	0.0%
Other Sub Commitments									
66	Other Sub Recipient Obligations	0	139,049	139,049	4.5%	0	0.0%	226,807	7.6%
67	Total Sub Recipient Providers	1,350,000	139,049	1,489,049	47.8%	1,388,874	74.7%	1,450,000	48.4%
68	Total Operating Net Budget	289,555	587,680	877,235	28.2%	33,029	1.8%	355,132	11.9%