

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



AGENDA **BOARD OF DIRECTORS**

Zoom

Telephone: +1 646 876 9923

Meeting ID: 835 2959 0013

Computer: <https://us02web.zoom.us/j/83529590013>

August 28, 2020 - 10:00am - Noon

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: The Daily Astorian
 Lincoln County: The News Guard Tillamook County: Headlight Herald
 Benton County: Gazette Times-Corvallis

This Agenda is also available at www.nworegonworks.org.

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. CONSENT CALENDAR

1. Accept Staff's recommendation to approve the Minutes of the June 26, 2020 Board Meeting. Attachment 4.1 (page 3)
2. Accept Staff's recommendation to approve the PY2020-21 Projected meeting schedule. Attachment 4.2 (page 8)
3. Accept Staff's recommendation to approve the revised On-the-Job Training Policy. Effective July 1, 2020 Attachment 4.3 (page 9)

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5. **DISCUSSION and POSSIBLE ACTION** – Heather DeSart, NOW ED
Accept Staff’s recommendation to approve the PY2020-21 Contracts (10 minutes)
Attachment 5 (page 15)
6. **DISCUSSION and POSSIBLE ACTION** – Linda Dugan, NOW Board Treasurer
Accept the FAT’s recommendation to approve the PY2020-21 Budget to actual (5 minutes)
Attachment 6 (page 16)
7. **DISCUSSION and POSSIBLE ACTION** – Debra Smith, NOW Program Manager
Accept Staff’s recommendation to approve the PY2019-20 subrecipient monitoring report (5 minutes)
Attachment 7 (page 19)
8. **INFORMATION**
Program Report and Update – Debra Smith, NOW Program Manager (10 minutes)
9. **INFORMATION**
Equus-Program Success Stories – Camille Padilla, Diana Nish and Angeline Chan Pepper (20 minutes)
10. **INFORMATION**
Oregon Employment Department Economic Update – Erik Knoder and Shawna Sykes, OED (20 minutes)
11. **INFORMATION**
State of Economic Development in Columbia County- Paul Vogel (15 minutes)
12. **INFORMATION**
State of OMIC and Portland Community College-Andrew Lattanner (15 minutes)
13. **BOARD CHAIR REPORT** – Tony Erickson, Chair
14. **EXECUTIVE DIRECTOR’S REPORT** – Heather DeSart, NOW Executive Director
15. **BOARD MEMBER COMMENTS** – Roundtable
16. **SECOND PUBLIC COMMENT SECTION**
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.

17. ADJOURN

Northwest Oregon Works meetings are open to the public and conform to Oregon Public Meetings Laws. 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. . TTY is available at 711 or (800) 735-2900.



ATTACHMENT 4.1
MINUTES
NORTHWEST OREGON WORKS
BOARD OF DIRECTORS MEETING

June 26, 2020 10:00 a.m. - 12:00 p.m.

Zoom Call

Present:

Board: **Tony Erickson**, Oregon AERO, Chair; **Bryan Campbell**, DHS, VocRehab; **John Hawkins**, Service Employees International Union; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Terre Cooper**, Tillamook County Economic Development; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Todd Simmons**, Tillamook Peoples' Utility District; **Birgitte Ryslinge**, Oregon Coast Community College; **Heather Clark**, Alterations by Heather; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Stephanie Hurliman**, Oregon Employment Dept.; **Josh Kvidt**, Alyrica; **Ivan Castille**, Laborers Local 737; **Ann Buchele**, Linn-Benton Community College; **Henry Balensifer III**, LEKTRO;

Consortium: **Doug Hunt**, Lincoln County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Pat Malone**, Benton County Commissioner; **Mary Faith Bell**, Tillamook County Commissioner;

Excused: **Amanda Morris**, Samaritan Health Service; **Whitey Forsman**, Pacific Oyster; **Zach Poole**, Pig'n Pancake, Vice Chair/Secretary;

Staff: **Heather DeSart**, NOW Executive Director; **Debra Smith**, NOW Program Manager; **Jason Swain**, NOW CFO; **Emily Schwartz**, NOW Office Manager

Guests: **Shawna Sykes**, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Camille Padilla**, ResCare, Call-in; **Diana Nish**, ResCare; **Angeline Chan-Pepper**, ResCare; **Caren Lindahl**, ResCare; **Matthew Sneed**, ResCare; **Chris Breitmeyer**, Clatsop Community College; **Kevin Leahy**, Clatsop Economic Development; **Sarah Means**, Regional Solutions Coordinator; **Paul Vogel**, Interim Executive Director for Columbia County Economic Development; **Kendall Lenhares**, OMEP; **Kathy Wilcox**, OWI, HECC; **Brandon Schrader**, Oregon Employment Department

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. AGENDA REVIEW

There were no inclusions or deletions.

MOTION: John Hawkins SECOND: Rod Belisle MOTION CARRIED.

3. SECOND PUBLIC COMMENT SESSION

There were no comments from the public.

4. CONSENT CALENDAR – Approval of the following items:

- Accept Staff’s recommendation to approve the minutes from the April 24, 2020 meeting
- Accept Staff’s recommendation to approve program policy and procedure changes
 - P03 Equal Opportunity & Non-Discrimination
 - P05 Individual Training Accounts
 - P06 Monitoring
 - P07 On-The-Job Training
 - P08 Priority of Services
 - P13 Incumbent Worker Training
 - P14 Self Sufficiency (New)
 - P15 Records Retention
- Accept Staff’s recommendation to approve operational policy changes
 - A05 Policy Development
 - B03 Conflict of Interest
- Accept Staff’s recommendation to approve fiscal policy changes
 - F02 Travel & Expense Reimbursement
 - F07 Property Management

Ms. DeSart Explained the policy changes were to bring NOW into compliance with the state.

MOTION: Ann Buchele SECOND: Linda Dugan MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Accept the FAT’s recommendation to approve opening additional bank account – Linda Dugan, NOW Board Treasurer

Mr. Swain explained that this account would be used for the funds that came in for the new Maritime Coordinator and would be used as a sub account for other funds in years to come.

MOTION: Linda Dugan SECOND: Heather Clark MOTION CARRIED.



6. **DISCUSSION and POSSIBLE ACTION** –Linda Dugan, NOW Board Treasurer
Accept the FAT’s recommendation to approve Staff’s application for PPP

Item was passed to Mr. Swain. Mr. Swain explained to the board that with PPP, NOW staff would be able to allocate other funds to programs instead of salaries.

MOTION: John Hawkins SECOND: Cami Aufdermauer MOTION CARRIED.

7. **DISCUSSION and POSSIBLE ACTION** – Jason Swain, NOW CFO and Linda Dugan, NOW Board Treasurer
Accept the FAT’s recommendation to approve the forecasted PY2020-21 Annual Budget

There was no discussion.

MOTION: Henry Balensifer III SECOND: Rod Belisle MOTION CARRIED.

8. **DISCUSSION and POSSIBLE ACTION** – Heather DeSart, NOW Executive Director
Accept Staff’s recommendation to approve the One Stop Operator Report

Ms. DeSart explained that a more robust report will be brought to the board in the August meeting.

MOTION: John Hawkins SECOND: Henry Balensifer III MOTION CARRIED.

9. **DISCUSSION and POSSIBLE ACTION** – Heather DeSart, NOW Executive Director
Accept Staff’s recommendation to approve the 2020-2024 NOW Local Unified Plan

Ms. DeSart explained that the only thing that will change is the Performance Measures after the DOL update.

Mr. Balensifer III asked how aligned the plan was with COLPAC’s strategic plan. Ms. DeSart explained that NOW works very closely with COLPAC and tries to collaborate on common goals.

MOTION: Henry Balensifer III SECOND: John Hawkins MOTION CARRIED.

10. INFORMATION

Updated report on reopening Oregon – Sarah Means, Regional Solutions



Ms. Means gave more information on the reopening Oregon plan and focused on face covering regulations. Two counties in NOW's local area, Lincoln and Clatsop, were requiring face masks. Benton County was 'strongly encouraging' face coverings.

Mr. Kvidt asked how to interpret and enforce 'strongly encourage', and what is enforced vs. what is recommended. Ms. Means stated that face coverings are enforceable under executive order 20.27.

Mr. Balensifer mentioned that while they are enforceable, they are not really enforced.

Commissioner Malone explained that one way to enforce face coverings for yourself, is to only go to businesses that you know are requiring face coverings.

Commissioner Malone asked if Oregon was working with Washington and California on reopening efforts. Ms. Means said she did not know for sure but would investigate it.

Ms. Means let the board know that guidance for schools has been released but there would be updates going forward.

11. INFORMATION

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

Mr. Knoder and Ms. Sykes presented an update on unemployment claims.

Mr. Balensifer III asked if the numbers they presented were of applications that were processed and being paid. Mr. Knoder stated that they were only processed claims, not including self-employed.

Mr. Balensifer III stated that he has had complaints from many people who gave up trying to get unemployment insurance because they were unable to get through the phone lines.

12. INFORMATION

State of Economic Development in Clatsop County – Kevin Leahy, Clatsop County Economic Development

Mr. Leahy presented on CEDR and regional recovery. CEDR was awarded funds to distribute as small grants in Clatsop County. Mr. Leahy also gave updates on Clatsop Works summer internships, and despite COVID-19 concerns, were able to enroll 18 paid interns for the program.

13. INFORMATION

State of Clatsop Community College – Chris Breitmeyer, College President

Mr. Breitmeyer gave an update on the college and how enrollment was down due to COVID-19, despite being higher than previous years prior to the pandemic. Currently, the college is looking at how they will reopen in the fall, while currently holding most classes online with limited campus classes.

Mr. Breitmeyer mentioned that some students were not enthusiastic about online classes, and Ms. Ryslinge stated that OCCC had received similar responses from students.



14. BOARD CHAIR REPORT

Chairman Erickson explained that Oregon Aero was approached early in the COVID-19 response to help sew PPE, along with a few other companies. He stated that the company did not have the capacity to make all the PPE but was able to help others in the community with getting materials to help make PPE as well.

15. EXECUTIVE DIRECTOR'S REPORT

Ms. DeSart updated the board on the Maritime Coordinator position and announced that the job was offered to two candidates who accepted.

Ms. DeSart announced that board member Bryan Campbell of Voc. Rehab, had moved to a new position and his vacancy would be filled by Lauren Smith. She also stated that there was still a business position open on the board, and asked board members for help finding someone to fill the vacancy.

Ms. DeSart updated the board on funding opportunities and stated that staff was applying for two bigger grants within the next few months: OHA and HOWTO.

16. BOARD MEMBER COMMENTS

Ms. Hurliman let the board know that Dan Dennis had retired from OED and that Frank Brown would be taking his place in the Worksource centers in Astoria, St. Helens, and Corvallis.

Mr. Balensifer III apologized for his absence as COVID had been occupying most of his time as an elected official.

Commissioner Hunt explained Lincoln County's original mandate for face coverings had initially become a racial issue but has since been amended at the directive of racial leaders in the community. Ms. Ryslunge expressed her gratitude to the Commissioners for trying to address racial injustices.

Commissioner Wev stated that the Commissioners in Clatsop County were also receiving backlash for the decision to opt-in for mandatory face coverings.

17. SECOND PUBLIC COMMENT SECTION

Ms. Padilla gave a brief update on ResCare and stated that they were still going into centers and delivering services.

18. ADJOURN

Chair Erickson adjourned the meeting at 12:02 p.m.



ATTACHMENT 4.2

Northwest Oregon Works PY 2020-21 Meeting Schedule

Every effort is made to host one meeting in each of NOW's five-county areas for the 2020-21 program year, which runs from July 1 to June 30. Meetings are held from 10:00 a.m. to 12:00 noon, Pacific Time, unless otherwise noted. Meeting times may be adjusted to accommodate tours or space availability. Northwest Oregon Works board meetings are open to the public and will conform to Oregon public meetings laws.

<u>Date</u>	<u>Meeting</u>	<u>Location</u>
Friday, August 28, 2020	Regular	Columbia County
Friday, October 23, 2020*	Annual Meeting	Benton County
Friday, January 22, 2021	Regular Board	Lincoln County
Friday, April 23, 2021	Regular Board	Tillamook County
Friday, June 25, 2021*	Regular Board <i>(budget approval)</i>	Clatsop County

Dates marked with an asterisk (*) have scheduled Consortium meetings combined or to follow.

Last revised: June 2020




ATTACHMENT 4.3

On-the-job training (OJT) is an effective tool in workforce development. It allows employers to be reimbursed for up to half of a worker's wages earned during an agreed-upon training period that is required for the worker to meet the skills of the job.

Under WIOA and COVID-related disaster relief funding, Local Workforce Boards are granted authority to allow OJT reimbursement in an amount up to 75 percent of wages earned during the training period when certain circumstances are met as long as it is reflected in policy.

The action is to amend the local OJT policy authorizing the NOW Executive Director flexibility to increase OJT reimbursement amounts to up to 75% when appropriate for the local area and when allowable under the fund source. It is requested that this change be approved retroactively to July 1, 2020.



	POLICY P07: ON-THE-JOB TRAINING
	APPROVED: 10/28/2016 – NOW INTERNAL REVISION: 8/13/2020 APPROVED REVISION:
	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED

PURPOSE

Section 134(c)(3)(H) of the Workforce Innovation and Opportunity Act (WIOA) allows reimbursement to employers for On-The-Job Training (OJT) participants. This policy conveys the local requirements for the development of OJT opportunities and contracts.

POLICY

Northwest Oregon Works (NOW) encourages the use of OJT by its contracted service providers to both better meet the needs of job seekers to find and keep good jobs and to help local employers by offsetting the extraordinary cost of training employees.

OJT is a hire-first program. In consideration of the extra costs to the employer for hiring and training a new employee or promoting an employee, a portion of the employee's wages may be reimbursed for a limited duration.

OJTs are intended to encourage the development of in-company training programs that lead to transferrable skills for eligible individuals who would not otherwise be hired or promoted. An OJT is not an entitlement for employers. The decision to enter into contract with an employer is at the discretion of NOW and its contracted service providers.

Eligible Participants

An individual may be considered for an OJT when he/she has met the eligibility requirements for the adult or dislocated worker program, and has been determined to be in need of training services. Once deemed eligible, the individual will then receive an assessment and may have developed an Individual Employment Plan (IEP) showing that an OJT is appropriate. The individual may also be considered for any other types of work-based learning under WIOA.



Individuals who are employed in full or part-time work may be placed in an OJT either with an eligible employer for whom the employee currently works receiving the OJT funds, or with another eligible business offering the individual the OJT.

Proper program eligibility is required for each funding source, e.g. WIOA Adult and Dislocated Worker formula programs (including Statewide Activities), and National Dislocated Worker Grants (DWGs). Participants may be co-enrolled in partner programs such as Trade Adjustment Assistance (TAA) and receive OJT. WIOA and other funds

(such as TAA) must be managed in a coordinated manner to best meet the needs of the participants and to avoid paying for training costs twice. Providers will determine the reimbursement percentage allowable under all applicable funding streams when issuing an OJT to ensure that one funding stream does not reimburse a portion of wages that could have been reimbursed through another funding stream.

Participant Considerations

Regardless of the funding stream, consideration should be given to the skill requirements of the occupation; the academic and occupational skill level of the participant; prior work experience; and the participant's Individual Employment Plan (IEP). Providers should take into account the following considerations before placing a participant in an OJT program:

- Does the participant need to learn skills for the desired position, or do they already have those skills?
- Does the participant have a need for training?
- What is the best way for the individual to obtain the skills needed (i.e., OJT or occupational skills training or both; if both, is a registered apprenticeship program appropriate)?
- Can the position be obtained at this business without OJT training?
- Is the participant likely to succeed in training?

Factors used to determine appropriateness of this service for a participant may include the participant's need for occupational training, the participant's job readiness, match of the job to the participant's needs, interests, and employment objectives, as well as capability of the participant to complete the training.

If a need and/or ability to benefit cannot be documented, a direct placement or referral to other services should be considered. It is the responsibility of providers to determine if a participant is likely to complete/succeed prior to engaging employers whenever possible.

Eligible Employers

Contracted service providers will enter into OJT contracts and provide OJT reimbursements only to eligible employers that meet the following criteria:



- a. Have the capacity and resources to adequately train the OJT candidate with the intent of retaining the employee in long-term, full-time employment;
- b. Enter into a signed training contract that spells out the training and retention expectations of the employee, the employer, and the contracted service provider;
- c. Have adequate payroll and record keeping systems in place;
- d. Have the explicit agreement of the bargaining agent if OJT positions are covered by collective bargaining agreements;
- e. Provide the same rate of pay, fringe benefits and working conditions offered to the OJT trainee as similarly situated employees in similar positions in the local labor market;
- f. Have adequate Workers' Compensation or accident insurance coverage is in effect.
- g. Are private sector employers. Preference should be provided to private sector employers operating in in-demand sectors, or providing in-demand occupations or providing higher wages. NOTE: some fund sources ban the use of OJTs with public sector employers, casinos, gaming establishments, swimming pools, aquariums, zoos, golf courses and faith-based organizations. Service providers are expected to comply with the restrictions of the applicable funding sources.

Service providers **may not** enter into an OJT contract when

- a) OJT positions result in the displacement of current workers who are on layoff status with recall rights from the same or any substantially equivalent job or are terminated with the intention of filling the vacancy with an OJT participant;
- b) The OJT position infringes on the promotional opportunities of currently employed workers.
- c) The OJT would result in the reduction in the hours of non-overtime work, wages, or employment benefits of any currently employed employee.
- d) The employer has relocated all or part of their business within the previous 120 days where the relocation action has resulted in the loss of employment of any employee at the original location;
- e) Employer has been convicted of violating federal laws and regulations;
- f) Employer received OJT payments under contracts under WIOA or the Workforce Investment Act of 1998 and exhibited a pattern of failing to provide participants with continued long-term employment as regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

OJT Training Duration. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Reimbursement. Employers may be reimbursed only for the portion of the trainee's wages agreed upon in the OJT contract. Employers may be reimbursed only for time the trainee was actually on the job and receiving training. Reimbursement to the employer **may not** exceed 50 percent of wages paid during the



training period except in the following conditions: The participant faces barriers to employment as defined in WIOA Section 3(24);

- a) The employer has fewer than 100 employees;
- b) The employer-provided training results in an industry-recognized credential and advancement opportunities;
- c) More than one employee is participating in the training;
- d) The pre and post wage and benefit levels of the participating employees exceed local median incomes,
- e) The training results in increased competitiveness.
- f) The OJT position is an in-demand occupation or industry as identified by the local board in alignment with WIOA Section 3(23);

If one or more of the above conditions are met, NOW may grant an exception to the reimbursement amount not to exceed 75 percent of the wages paid during the training period. The provider will request an exception, in writing, to NOW.

The Executive Director may authorize OJT reimbursement in excess of 50 percent, and not to exceed 75 percent, of the wages paid during training if warranted for a specific period of time due to local economic conditions, demand for services, or funding source.

DEFINITIONS

On-the-job training: Training provided by employers to paid participants in the form of productive work in jobs that (1) provide the knowledge or skills essential to the full and adequate performance of the jobs, (2) are available through programs that provide reimbursement to employers of up to 50 percent of the participants' wages, with the exception provided by this policy, for the extraordinary costs of training and additional supervision related to the training, and (3) are limited in duration as appropriate to the occupations for which participants are being trained, taking into account training content, participants' prior work experiences, and participants' service strategies.

Reimbursement Rate. A reimbursement rate, or reimbursement level, refers to the percentage of the OJT participant's hourly wage or wage cap that can be reimbursed to an employer.

In-Demand Industry Sector or Occupation: In general, (i) an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, as appropriate, and that Page 3 of 3 contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or (ii) an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate. The determination of whether



an industry sector or occupation is in-demand shall be made by the state board or local board, as appropriate, using state and regional business and labor market projections, including the use of labor market information.

REFERENCES

20 CFR sections 680.700 and 680.710

OJT Toolkit <https://ion.workforcegps.org/resources/2017/12/01/11/19/On-the-Job-Training-Toolkit>

WIOA Regulations at 20 CFR, parts 680.200, 700, 710, 720, 730

TEGL 2-15, "Operational Guidance for National Dislocated Worker Grants, pursuant to the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act)."

TEGL 19-16, "Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules."



ATTACHMENT 5

Subrecipient Equus PY2020-21 Contractcs

WIOA Title I \$1,146,000

COVID \$53,070

ER DWG \$156,150

DR DWG \$151,745

TWIP \$93,664

(S)YEP \$24,027



ATTACHMENT 6

NORTHWEST OREGON WORKS					
BUDGET VS. ACTUAL					
JULY 1, 2020 THROUGH JULY 31, 2020					
Line #	RESOURCES	BUDGETED RESOURCES AVAILABLE	FUNDS DRAWN/ RECEIVED	REMAINING BALANCE	REMAINING BALANCE %
FEDERAL FUNDING					
1	WIOA Admin <i>(Prior Year Carryover)</i>	117,391	194	117,197	100%
2	WIOA Adult <i>(Prior Year Carryover)</i>	54,549	21,829	32,720	60%
3	WIOA Youth <i>(Prior Year Carryover)</i>	-	-	-	0%
4	WIOA DW <i>(Prior Year Carryover)</i>	160,230	28,147	132,083	82%
5	WIOA HCY <i>(Prior Year Carryover)</i>	955	955	-	0%
6	WIOA Admin <i>(Current Year Allocation)</i>	186,698	-	186,698	100%
7	WIOA DR DWG <i>(Current Year Allocation)</i>	154,881	-	154,881	100%
8	WIOA ER DWG <i>(Current Year Allocation)</i>	159,287	-	159,287	100%
9	WIOA Adult <i>(Current Year Allocation)</i>	434,775	-	434,775	100%
10	WIOA Youth <i>(Current Year Allocation)</i>	526,650	39,167	487,483	93%
11	WIOA DW <i>(Current Year Allocation)</i>	401,822	-	401,822	100%
12	WIOA HCY <i>(Current Year Allocation)</i>	-	-	-	0%
13	WIOA OWI COVID Medical Assistance	58,967	-	58,967	100%
14	DHS Summer Youth Employment Program	28,818	3,114	25,704	89%
STATE FUNDING					
15	Work Experience *	98,289	191	98,098	100%
16	Competitive Strategy **	289,038	27,552	261,486	90%
17	Industry Engagement **	77,970	106	77,864	100%
18	Unrestricted - General Funds revenue	30,404	555	29,849	98%
LOCAL FUNDING					
19	Hospitality and Economic Development	-	-	-	0%
20	Ford Family Foundation	50,000	13,520	36,480	73%
21	Oregon Coastal Zone Management	10,000	-	10,000	100%
22	Lincoln County Commissioners	10,000	-	10,000	100%
23	Columbia River PUD Tillamook Economic Dev.	7,500	64	7,436	99%
24	Port of Garibaldi	1,000	-	1,000	100%
25	TOTAL AVAILABLE RESOURCES	2,859,224	135,394	2,723,830	95%



		BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	REMAINING BALANCE %	YTD Expenses % of Funds Received
	BOARD EXPENSES					
	Admin Staffing					
26	Salaries	176,514	14,813	161,701	92%	10.9%
27	Taxes & Benefits	70,200	5,079	65,121	93%	3.8%
28	Total Staffing	246,714	19,892	226,822	92%	14.7%
	Operating Expenses					
29	Staff & Board Travel	28,000	-	28,000	100%	0.0%
30	Facilities	17,530	1,425	16,105	92%	1.1%
31	Professional Services - Board	17,000	2,327	14,673	86%	1.7%
32	Telephone/Communications	6,825	480	6,345	93%	0.4%
33	Audit Services	20,400	-	20,400	100%	0.0%
34	Fees	7,320	718	6,602	90%	0.5%
35	Equipment & Maintenance	6,280	1,290	4,990	79%	1.0%
36	Supplies	3,700	276	3,424	93%	0.2%
37	Insurance	5,300	-	5,300	100%	0.0%
38	Staff Development	6,000	-	6,000	100%	0.0%
39	Memberships	13,500	1,003	12,497	93%	0.7%
40	Community Outreach	-	-	-	-	0.0%
41	Total Operating Expenses	131,855	7,519	124,336	94%	5.6%
	Program Expenses					
42	I-Trac	24,500	1,029	23,471	96%	0.8%
43	WSO Leases & Maintenance	74,403	5,812	68,591	92%	4.3%
44	Program Outreach	46,480	71	46,409	100%	0.1%
45	Professional Services	104,250	13,520	90,730	87%	10.0%
46	Salaries	188,055	15,417	172,638	92%	11.4%
47	Taxes & Benefits	65,201	3,530	61,671	95%	2.6%
48	Total Program Expenses	502,889	39,379	463,510	92%	29.1%
49	TOTAL BOARD EXPENSES	881,458	66,790	814,668	92%	49.3%



		BUDGETED SPENDING	YTD SPENDING	REMAINING BALANCE	BALANCE %	YTD SPENDING as a % of RESOURCES	
	PROVIDER EXPENSES						
50	WIOA Adult	310,000	15,272	294,728	95%	11.3%	
51	WIOA Youth	457,500	27,909	429,591	94%	20.6%	
52	WIOA Dislocated Worker	378,500	20,020	358,480	95%	14.8%	
53	OMEP (One Stop Operator)	24,450	2,132	22,318	91%	1.6%	
54	Work Experience	93,664	-	93,664	100%	0.0%	
55	Employment Recovery	156,150	-	156,150	100%	0.0%	
56	Disaster Recovery	151,745	-	151,745	100%	0.0%	
57	Covid Medical Response	53,070	-	53,070	100%	0.0%	
58	High Concentration of Youth	955	1,510	(555)	-58%	1.1%	
59	Summer Youth Employment Program	24,027	1,761	22,266	93%	1.3%	
60	TOTAL PROVIDER EXPENSES	1,650,061	68,604	1,581,457	96%	50.67%	
61	GRAND TOTAL EXPENSES	2,531,519	135,394	2,396,125	95%	100.00%	
	KEY						
	WIOA - Workforce Innovation and Opportunity Act						
	WSO - Work source Office						
	DHS - Department of Human Services						
	DW - Dislocated Worker						
	OMEP - Oregon Manufacturing Extension Partnership						
	DR DWG - Disaster Recovery Dislocated Worker Grant						
	RR - Rapid Response						
	* Represents One Year Planned Spending of a Two Year Contract						
	** Represents One Year Planned Spending of a Two Year Contract With Some Prior Year Carryover						
	Direct Program Costs Spent By County YTD						
		Clatsop	Columbia	Tillamook	Lincoln	Benton	Totals
	Sub Provider Direct Program Costs	\$ 1,328	\$ 1,749	\$ 2,006	\$ 792	\$ 966	\$ 6,841.00
	Board Direct Program Costs	\$ 5,147	\$ 6,033	\$ 3,252	\$ 3,293	\$ 3,254	\$ 20,979.00
	Total	\$ 6,475	\$ 7,782	\$ 5,258	\$ 4,085	\$ 4,220	\$ 27,820.00
		23%	28%	19%	15%	15%	



ATTACHMENT 7



Monitoring Review Report Program Year 2019 ResCare Workforce Services

To satisfy requirements for oversight and monitoring of the Workforce Investment and Opportunity Act (WIOA) Title IB funds, Northwest Oregon Works provides annual on-site monitoring reviews of contracted program providers to determine compliance with contract language, deliverables, and applicable federal, state and local policies. Staff from Northwest Oregon Works conducted its review of the ResCare Workforce Services WIOA Title IB Adult, Dislocated Worker and Youth programs during the week of June 8, 2020. Staff relied on responses and other information provided in the Program Year 2019 Monitoring Guide. The review was conducted by Debra Smith, Jason Swain, and Heather DeSart.

This report cites the results of our tests of compliance and review of policies and processes, and may include observations, findings, and commendations defined as:

- **Observations:** In the course of the review, the audit team discovered areas that raised some measure of concern. Such concerns may be easily alleviated, and the review team made every effort to discuss solutions with the appropriate staff to minimize concern.
- **Findings:** Findings are items or issues that are of significant concern or that indicate the violation of a guiding principle, regulation or rule. The monitoring team requested additional information beyond the initial review questions to determine whether the issue discovered was an abnormality of the review process or a valid violation.
- **Commendations:** Promising practices and/or areas of exemplary performance.

In the course of the monitoring visit, NOW studied 35 participant files (17 adult/dislocated worker and 18 youth) reviewing document management, internal controls and adherence to participant file management standards. There were 27 fiscal transactions tested that included operating expenses, occupational skills training, on-the-job training, payroll, incentives, indirect costs and supportive services. The team validated components against the electronic MIS system, and other mechanisms to ensure that files meet all requirements. The desk review generated a list of follow-up questions that were addressed at the entrance conference on June 11, 2020, and have been addressed. The monitoring resulted in five (5) observations and zero (0) findings.



OBSERVATIONS

The program review resulted in the following observations:

1. Some branding materials utilized by the program were found not to be in compliance with contract requirements in regard to citing Northwest Oregon Works as the funder and/or in regard to equal opportunity language. Some materials were missing one or both pieces of information. In addition, materials must adhere to WorkSource Oregon and America Jobs Centers requirements. Beginning July 1, 2020, all branding materials must be in compliance with all requirements outlined in the sub-recipient contract. ResCare has already begun making these corrections.
2. In the course of the participant file review, staff noted that mentoring is entered as a service. While federal guidance does allow program staff in rural areas to provide mentoring to participants, the case notes did not appear to reflect mentoring services as much as general case management services. NOW will be providing training in regard to mentoring definitions and expectations and ResCare will ensure that if mentoring is provided by staff it is reflected in the case notes that it is due to the rural nature of a particular office and participant.
3. During the course of the participant file review it was noted that follow-up services are often noted as contact attempts rather than two-way exchanges between program staff and the participant. Program staff were encouraged to consider a modified approach to program exits and follow-up in order to increase participant engagement during the follow-up period. NOW can provide training and support in this area in regard to expectations and best practices for follow-up service delivery.
4. Review of case notes revealed that case notes are often identical from one participant to the next and do not reflect individualized service delivery, particularly for youth. ResCare will work on ensuring that case notes are reflective of individual program progress and NOW will provide some additional case note instruction to provider staff.
5. During the fiscal review, it was noted that the fiscal manager utilizes various specialized spreadsheets. It is important that ResCare have a contingency plan in place in order to meet its monthly fiscal responsibilities should there be any immediate turnover in that fiscal position. ResCare staff explained that the organization does have fiscal employees who can step in, though it is not known if these back up employees would have access to or knowledge regarding the specialized tracking mechanisms currently in place.

COMMENDATIONS

The program review revealed that ResCare does an excellent job at fiscal management. The process for documenting and supporting expenditures was consistent in all samples examined with no deviation in the required control criteria. Additionally, ResCare's fiscal employee demonstrated a clear and concise



knowledge of the fiscal processes and operations.

Once the draft report is received, ResCare staff will have one week to prepare and submit comments. NOW will issue a final report and contractor will have 30 days for a final response or appeal. Any appeal decision will be issued by the NOW Executive Director, who will make the final decision.

Monitoring Report: June 25, 2020

Comments or Appeal: July 25, 2020

Director's Decision: July 31, 2020