

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: 871 1155 7199

Passcode: 900896

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

June 25, 2021 - 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: 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.

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

A quorum of the Local Elected Officials Consortium Board may be in attendance. No actions or decisions will be taken and will be reflected in the minutes of this meeting.

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

- Accept Staff's recommendation to approve the Minutes of the April 23, 2021, Board Meeting. (Attachment 4.1, Page 3)
- Accept Staff's recommendation to approve the PY21-22 board meeting schedule. (Attachment 4.2, Page 8)
- Accept Staff's recommendation to approve the changes to policy P06 Monitoring. (Attachment 4.3, Page 9)
- Accept Staff's recommendation to approve the changes to policy P15 Work Experience and Transitional Jobs. (Attachment 4.4, Page 11)
- Accept Staff's recommendation to remove Debra Smith as account signer.

5. **DISCUSSION and POSSIBLE ACTION** – Linda Dugan, NOW Board Treasurer and Jason Swain, NOW CFO
Accept the FAT’s recommendation to approve the changes to policy F01 Procurement (Attachment 5.1, Page 14) and the PY2021-22 forecasted Annual Budget (Attachment 5.2, Page 18) (15 minutes)
6. **DISCUSSION and POSSIBLE ACTION** – Heather DeSart, NOW Executive Director
Approve Staff’s recommendation to establish targeted populations to include persons experiencing housing instability, adult basic skills/ESL, GED/reengagement, rural jobseekers, those with a criminal record and other populations as identified (Attachment 6.1, Page 23) (20 minutes)
7. **INFORMATION** – Karen Litvin, NOW Program and Compliance Director and Jerry Hardman, NOW Business Services Manager
Program Report Dashboard (Attachment 7.1, Page 24) and Strategic Plan Update (Attachment 7.2, Page 25) (10 minutes)
8. **INFORMATION** – Logan Garner, NOW Student Success Coach
Program Success Story YDD (5 minutes)
9. **INFORMATION** – Erik Knoder and Shawna Sykes, OED
Oregon Employment Department Economic Update (20 minutes)
10. **INFORMATION** – Kevin Leahy
State of Economic Development in Clatsop County (15 minutes)
11. **INFORMATION** – Katrina Gasser
State of Tongue Point Job Corps Center (15 minutes)
12. **INFORMATION** – Chris Breitmeyer
State of Clatsop Community College Community College (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. 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. TTY is available at 711 or (800) 735-2900.

MINUTES

NORTHWEST OREGON WORKS JOINT BOARD OF DIRECTORS

April 23, 2021 10:00 a.m. - 12:00 p.m.

Zoom Call

Present:

Board:

Tony Erickson, Oregon AERO, Chair; **Lauren Smith**, DHS, VocRehab; **John Hawkins**, Service Employees International Union; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Stephanie Hurliman**, Oregon Employment Dept.; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Josh Kvidt**, Alyrica; **Ann Buchele**, Linn-Benton Community College; **Henry Balensifer III**, LEKTRO; **Todd Simmons**, Tillamook Peoples' Utility District; **Whitey Forsman**, Pacific Oyster; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Mario Calderon**, Local 737

Consortium:

Doug Hunt, Lincoln County Commissioner

Excused: **Birgitte Ryslinge**, Oregon Coast Community College; **Terre Cooper**, Tillamook County Economic Development; **Amanda Morris**, Samaritan Health Service; **Heather Clark**, Alterations by Heather

Staff:

Heather DeSart, NOW Executive Director; **Jason Swain**, NOW CFO; **Karen Litvin**, Program and Compliance Director; **Jerry Hardman**, Business Services Manager; **Alfonso Salazar**, Project Manager; **Emily Schwartz**, NOW Office Manager

Guests:

Shawna Sykes, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Diana Nish**, Equus; **Angeline Chan-Pepper**, Equus; **Camille Padilla**, Equus; **Kendall Lenhares**, One-Stop-Operator; **Pegge McGuire**, CSC; **Kathy Wilcox**, OWI HECC; **Arlene Soto**, TBCC SBDC; **Teresa Rivenes**, TBCC; **Katrina Gasser**, TPJCC; **Gail Muller**, HR Answers, INC.; **Josh Hall**, Oregon AFL-CIO

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

Chairman Erickson called the Meeting to order at 10:02 am.

Chairman Erickson asked for confirmation of the public posting of the meeting; Ms. Schwartz confirmed; Roll Call taken, and Quorum established.

2. REVIEW and APPROVE AGENDA

There were no inclusions of any emergency items, or deletion of any items. Chairman Erickson reminded everyone that a revised agenda and packet was sent out and posted on Monday April 19, after adding items 5 and 8.

MOTION: Rod Belisle

SECOND: John Hawkins

MOTION CARRIED.

3. PUBLIC COMMENT SESSION

Ms. Padilla of Equus announced she would be leaving for a new position and relocating to Arizona and that Ms. Chan-Pepper would be taking over as Project Director for the contracted programs in NOW's area.

4. DISCUSSION and POSSIBLE ACTION

Accept Staff's recommendation to approve the Minutes of the January 22, 2021 Board Meeting.

MOTION: John Hawkins

SECOND: Henry Balensifer III

MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Heather DeSart, NOW Executive Director

Accept staff's recommendation to approve the MOU between Northwest Oregon Works (NOW), the Chief Local Elected Official representing Benton, Clatsop, Columbia, Lincoln, and Tillamook counties (CLEO), Willamette Workforce Partnership (WWP), and CLEO representing Linn, Marion, Polk, and Yamhill Counties. The purpose of this MOU is to support alignment in the provision of workforce services to individuals and businesses in Linn, Benton, and Lincoln Counties.

Ms. DeSart gave an overview of the draft MOU attached in the packet. Mentioned that there would be no exchanging of funds and the MOU was mostly to better serve the Linn, Benton, and Lincoln Counties as they shared a community college and labor shed.

MOTION: Rod Belisle

SECOND: Henry Balensifer III

MOTION CARRIED.

6. INFORMATION – Linda Dugan, NOW Board Treasurer

PY2020-21 Budget to Actual

Ms. Dugan expressed the biggest concern from the FAT meeting was specific funds need to be spent by June 30. She explained that Jason was forecasting that most of the funds would be spent, but the Industry Engagement funds were cause for some concern.

Commissioner Hunt asked how WIOA Admin, Disaster Recovery, Employment Recovery, and Wildfire funds would be spent. Jason explained that Admin funds were targeted to expire June 30. He also explained Disaster Recovery, Employment Recovery, and Wildfire funds do not have a June 30 expiration date so there will still be time to spend them down in the next Program Year.

Chairman Erickson asked if the board was expecting any more Wildfire Recovery funds. Ms. DeSart explained that we have a grant agreement with the state for one million and that the funds will be doled out as it is spent.

7. INFORMATION – Kendall Lenhares, OMEP

One-Stop-Operator Follow Up Report

Ms. Lenhares gave an update to the January presentation of reopening WorkSource Oregon. She stated they turned their reopening plan in to the state and that it was under second review. Next steps were to figure out how to bring the plan that is on paper to implementation after the final approval.

8. INFORMATION – Cami Aufdermauer, Tillamook County Habitat for Humanity Executive Director
Tillamook County Habitat for Humanity Update

Ms. Aufdermauer discussed what Habitat for Humanity does in Tillamook County and shared her background and how she became involved with Habitat for Humanity. This year, they are serving 5 partner families, quadruple the number of families they are usually able to serve due to the pandemic and housing costs in general. She mentioned that they really need volunteers and partnerships.

Ms. DeSart stated she would like to put together a youth crew for Habitat after Ms. Aufdermauer mentioned she was hoping to involve more youth in the program so they would be able to learn trades. Ms. Litvin said she would set up a follow up meeting to discuss the possibilities further.

9. INFORMATION – Karen Litvin, NOW Program and Compliance Director
Program Report and Strategic Plan Update

9.1: Ms. Litvin gave an overview of the program report and let the board know that numbers had gone up in a lot of areas. She mentioned that employment placements were especially difficult at this time, as well as youth placements in the program.

9.2: Ms. Litvin updated the board on where staff was at regarding the Strategic Plan goals. She stated that a major goal was focusing on career pathways and sector work. She mentioned the new grant funds that have come in and let the board know that with the six-month YDD grant, they have enrolled 60 youth in the two and half months the program has been going.

10. INFORMATION – Karen Litvin, NOW Program and Compliance Director
Introductions: Jerry Hardman, NOW Business Services Manager and Alfonso Salazar, NOW Project Manager

Ms. Litvin introduced the two new NOW employees: Alfonso Salazar and Jerry Hardman.

Mr. Salazar gave an overview of the HOW TO project he is managing called the Behavioral Health Work-Based Learning Career Pathway. The goal of the program is to increase the number of certified licensed staff as well as promoting diversity in the behavioral health workforce.

Mr. Hardman stated that right now his main focus as the new Business Services Manager is getting the medical assistance program back up.

11. INFORMATION – Camille Padilla, Diana Nish, and Angeline Chan Pepper, Equus
Program Success Stories

Angeline introduced the video for Gracie Boehm, a dual-enrolled youth and adult participant. In the video, Gracie gave her impressions of the programs and working as a packaging operator at the Tillamook

Creamery. She stated that she appreciated the flexibility of the programs, especially because she was still attending school. She hopes to continue working at the Creamery until she can move to Texas.

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

Mr. Knoder presented the first half of the presentation which covered a regional update of Northwest Oregon. Leisure and Hospitality was the industry that suffered the greatest losses but was probably going to make the quickest comeback after pandemic restrictions were lifted. Mr. Knoder mentioned that the unemployment rates listed may not be completely accurate because of temporary layoffs, and these people believe they will be going back to their jobs once restrictions are lifted.

Ms. Sykes presented the second half of the presentation which gave a Tillamook County focus. She explained that Tillamook County grows slower than other counties but even so was becoming more diverse. One of the major impacts of COVID-19 in Tillamook County, nonfarm employment dropped by 15% from March to April 2020. Unemployment in the county jumped from 3.5% to 18% when restrictions due to COVID-19 hit.

The last part of the presentation covered some of the reasons why employers are having difficulty finding workers at this time. Mr. Poole shared challenges the restaurant industry has faced with finding employees. One of the biggest challenges was the uncertainty for the workers with keeping their jobs as risk levels changed. Another issue was customer abuse from customers who were not happy with regulations.

A couple other issues that came up were drug screening in a state where THC is legal, as well as housing issues. A lot of workers can either not be able to find a place or not be able to afford the housing prices.

Mr. Calderon mentioned that they are continually hiring CDL drivers with the Local 737.

13. INFORMATION – Teresa Rivenes, TBCC Vice President of Instruction
State of Tillamook Bay Community College Community College

Ms. Rivenes mentioned that the main thing TBCC was working on was equity and diversity. The college is also working on expansion and opening simulation labs for the healthcare programs. High-flex classes are also being offered for students who need more flexibility in their schedules. She explained that the college's truck driving simulator is mobile and can go to high schools and businesses for trainings on site.

14. INFORMATION – Arlene Soto, Small Business Development Center Director
State of SBDC in Tillamook County

Ms. Soto gave an update on the SBDC in Tillamook County. One of the premier programs is the Small Business Management Program, offered October-June. In Tillamook, the SBDC meets the needs of about 7.5% of their business community compared to the national average that is about 3%. In 2020, the SBDC of Tillamook helped people find over \$880,000 to help their businesses. She explained that the next steps for the SBDC was to figure out post COVID business training needs.

15. BOARD CHAIR REPORT – Tony Erickson, Chair
Chairman Erickson passed on report.

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

Ms. DeSart introduced Pegge McGuire, the Executive Director of the Community Services Consortium who is currently our Youth service provider in Lincoln and Benton Counties.

Ms. DeSart announced that in partnership with Willamette Workforce Partnership, they are submitting a grant to the state for apprenticeship expansion through the Department of Labor. The grant is complementary to the HOW To grant that be board received.

17. BOARD MEMBER COMMENTS – Roundtable

Commissioner Hunt mentioned that he was excited to hear the presentation Ms. DeSart would be making to the state board in June.

Mr. Poole thanked Ms. DeSart and the board for supporting the hospitality industry.

Mr. Hawkins mentioned he had been to a labor meeting and the recognition during that meeting of the great resource workforce boards are.

18. 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.

Ms. Gasser of Tongue Point Job Corps Center gave an update on the RFP and contract that is coming out. Originally one thing the Department of Labor took out was housing which meant 15 families, including Ms. Gasser, would be evicted October 1. With community and legislative support, they were able to get that off the RFP. Unfortunately, they still have 3.5 trades that are being cut and are working on trying to get that changed.

19. ADJOURN

The meeting was adjourned at 11:59 a.m.



Northwest Oregon Works PY 2021-22 Meeting Schedule


Every effort is made to focus one meeting on each of NOW's five-county areas for the 2021-22 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 27, 2021*	Regular	Columbia County
Friday, October 22, 2021*	Annual Meeting	Benton County
Friday, January 28, 2022	Regular Board	Lincoln County
Friday, April 22, 2022	Regular Board	Tillamook County
Friday, June 24, 2022*	Regular Board (<i>budget approval</i>)	Clatsop County

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

Last revised: June 2021

P.O. Box 140, Lincoln City, OR 97367 • (541) 921-9241 • www.nworegonworks.org

	POLICY P06: MONITORING
	APPROVED: 10/28/2016, Rev. 6/26/2020 – NOW INTERNAL REVISION: 5/7/2021 APPROVED REVISION:
	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED

PURPOSE

The purpose of this policy is to outline guidance regarding monitoring by Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) of WIOA-funded sub-recipients and contractors.

POLICY

NOW will conduct annual monitoring of each subrecipient and contractor funded with WIOA funds to ensure compliance with WIOA rules and regulations, state and local policies and guidance. In partnership with the chief local elected official (CLEO), NOW conducts oversight of youth workforce development activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area; ensures the appropriate use and management of WIOA funds in the local area; and ensures use, management and investment of WIOA funds to maximize performance outcomes under WIOA sec. 116.


PROCEDURE

- Monitoring of all subrecipients funded with WIOA youth, adult and/or dislocated worker funds will be conducted at least annually by NOW staff in compliance with WIOA and all applicable federal, state and local policies and guidance.
- Monitoring will include review of compliance with NOW contracts, policies, procedures, and guidance; WIOA; applicable administrative rules; and federal and state policies and guidance for each program, function and activity funded with WIOA funds.
- Monitoring will consist of an on-site review and desk audit.
- NOW will provide subrecipients with a desk review guide and a deadline for completion. The guide will be reviewed by NOW staff who will also schedule an on-site monitoring visit with each subrecipient.
- Monitoring will include review of participant records, fiscal records, subrecipient policies and procedures to determine compliance with contract language, deliverables, and applicable federal, state and local policies.
- The monitoring will result in a monitoring report that will be provided to each subrecipient. The report will cite any areas of concern as observations or findings and provide clear instructions for any corrective action to be taken, as well as timeframes for completion of corrective actions.
- The monitoring report will outline timeframes and processes for any appeal by the subrecipient to NOW in response to the monitoring report. It will also outline timeframes and process for resolution of appeals. The Executive Director of NOW will make the final decision on any appeals.

- ~~The NOW board will be informed of the monitoring results. The CLEO participates by way of membership on the NOW board of directors and is responsible for informing the NOWC of any concerns.~~ A monitoring report or summary must be provided at least annually to the local board, the chief local elected officials, and OWI, along with annual programmatic and accessibility reports conducted to ensure that programs and offices are compliant with EO/ADAs standards.

REFERENCES

Workforce Innovation and Opportunity Act (WIOA) Section 679
2 CFR Part 200, Uniform Administrative Requirements

	POLICY P15: WORK EXPERIENCE AND TRANSITIONAL JOBS
	APPROVED: 12/1/2020 INTERNAL REVISION: 6/18/2021 REVISION APPROVED:
	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED

PURPOSE

The purpose of this policy is to provide guidance for the Northwest Oregon workforce area and establish the Northwest Oregon Works (NOW) standards regarding the development and implementation of transitional jobs and work experience activities under the WIOA Title I adult, dislocated worker and youth programs. This policy is established in accordance with the Workforce Innovation and Opportunity Act (WIOA) and applicable federal and state policies and guidance.

BACKGROUND

WIOA provides for a customer-centered, job-driven workforce system that is accessible to all job seekers. The adult, dislocated Worker, and youth programs provide career and training services in WorkSource Oregon, as a part of the nation's American Job Center network.

WIOA funding allows the delivery of services that prepare eligible individuals for education and employment opportunities, attainment of education and/or skills training credentials, and attainment of employment with career opportunities. To accomplish this, eligible participants must be assessed to determine skills, interests, needs, and personal goals in order to create an individual plan for each individual seeking WIOA services.

Work experience and transitional jobs are work-based learning activities designed to provide individuals with the work readiness skills or specific job skills necessary to attain or retain employment and enhance employability. Work experiences and transitional jobs are available to eligible adults and dislocated workers in accordance with this policy. Work experience activities are also mandatory elements of WIOA youth programs.

POLICY

A work experience is a planned, structured work-based learning experience that takes place in a workplace for limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Funds provided for work experiences/transitional jobs may not be used directly or indirectly to displace workers by filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. WIOA funds may not be used to help employers to fill positions that promote or support the use, possession or distribution of marijuana or that support or promote gambling or religious activities.

Adults and Dislocated Workers

The goal of a work experience, including transitional jobs, for adults and dislocated workers is to establish a work history for the individual that demonstrates success in the workplace and develops the

skills that lead to entry into, and retention in, unsubsidized employment. Service providers are responsible for determining appropriateness of work experience and transitional jobs services based on individual assessment, needs, barriers, and ability to benefit and succeed.

Transitional Jobs

Transitional jobs are wage-paid work experiences that are subsidized up to 100 percent. Like any work experience, transitional jobs can be in the public, private, or non-profit sectors. Up to ten (10) percent of combined adult and dislocated worker funds may be used to provide transitional jobs. Due to the limited funding available for transitional jobs, service providers are encouraged to work with employers who are willing to contribute a percentage of the cost for the transitional job. The employer reimbursement rate for transitional jobs is determined by NOW on a case-by-case basis and may be up to 100 percent, depending on funding availability. Although there is no assumption that the Individual will be retained in the transitional job after the work experience is over, retention is the preferred outcome. Each program year, NOW will notify providers of limits on the duration of transitional jobs and/or limits on reimbursement rates for transitional jobs based on funds availability and contracted scope of work with providers.

Transitional Jobs are a type of work experience classified as an individualized career service under WIOA adult and dislocated worker programs. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

Transitional jobs are required to be combined with comprehensive career services and supportive services necessary to support successful completion of the transitional job and in accordance with NOW supportive services policy. Transitional jobs are only an alternative for standard work experience when addressing special populations including individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history.

A chronically unemployed individual is defined as a worker who is unemployed and has been without work for 15 or more of the last 26 weeks. A person with inconsistent work history is defined as someone who, in the 12 months prior to WIOA registration, has lacked steady, full-time, permanent employment. This work history may include season work, temporary work, part-time work (less than 32 hours per week), or other periods of employment of less than ten consecutive weeks.

Barriers to employment may include, but are not limited to, criminal history, current or past recipients of Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits; individuals with disabilities; individuals experiencing/experienced homelessness, and individuals from underserved races or ethnicities as defined in labor market information.

Youth

Youth work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act and state law. Work experiences provide youth participants with opportunities for career exploration and skill development.

Work experience for youth include summer employment opportunities and other employment opportunities throughout the year; pre-apprenticeship programs; internships; job shadowing (unpaid

exposure to the workplace in an occupational area of interest); and on-the-job training opportunities. Youth participants may participate in more than one work experience during the course of their WIOA program enrollment and all youth participants should have at least one work experience prior to program exit.

A minimum of 20 percent of local area youth funds must be spent on youth work experiences. Program expenditures may include wages/stipends, staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, and orientations for employers, incentive payments directly tied to the completion of work experience. Local area administrative funds are not subject to the twenty percent requirement; and leveraged resources cannot count toward the twenty percent. Supportive services do not count toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.

Worksite Agreements

All work experiences require written agreement between the employer and service provider that outlines the work experience/transitional job. The agreement is designed to establish assurances and conditions and ensure eligibility and compliance with applicable laws and guidance.

REFERENCES

The Workforce Innovation and Opportunity Act (WIOA) Section 134(d)(5) 20 CFR § 678.430

20 CFR § 680.150

20 CFR § 680.190

20 CFR § 680.195

20 CFR Preamble, Sections 680.190 and .195


20 CFR § 683.270

20 CFR § 680.840

20 CFR § 680.900

Training and Employment Guidance Letter (TEGL) No. 08-15

Training and Employment Guidance Letter (TEGL) No. 19-16

	POLICY F01: PROCUREMENT
	APPROVED: 1/15/2016 - NOW REVISION: 1/1/2021 INTERNAL REVIEW CONDUCTED: 6/04/21 APPROVED REVISION:
	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED

POLICY

This policy provides guidance regarding the procurement and purchase methods for allowable costs pursuant to federal and state regulations and Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) procedures.

All procurement processes shall be consistent with current minimum federal and state regulations and guidance that pertain to the funds being utilized.

Any discrepancies arising between NOW policy with federal and state provisions due to revisions will default to the minimum federal guidance provided.

NOW policy may set forth stricter requirements than provided by federal and state guidance, but in no case will the NOW policy not meet minimum federal and state policy.

NOW will follow policies on codes of conduct and conflict of interest during purchasing and procurement activities.

NOW will conduct all procurement transactions in a manner providing full and open competition as consistent with federal regulations.

Procurement procedures will be consistent using non-federal and federal funds.

Procurements and purchases will be based upon funding and budget availability and for the purpose of goals and objectives approved in NOW's budget.

Noncompetitive proposals must meet minimum federal qualifications and be approved by the Executive Director or designee prior to contract.

Methods of procurement vary by the size and type of the purchase. In all cases, purchases will be reviewed for cost reasonableness to foster greater economy and efficiency. Applicable NOW policies and procedures should be followed in conjunction with these policy guidelines.

Use of intergovernmental agreements where goods and services have already been evaluated and procured is encouraged and do not need additional solicitation documentation.

Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or general professional and non-professional services, the aggregate dollar amount of which does not exceed \$ 50,000. This amount was

not prohibited under state laws or regulations and requires NOW to self-certify this threshold on an annual basis. NOW maintains the self-certification for availability upon request.

Micro-purchases may be awarded without soliciting competitive quotations and provide documentation for the following:

- Item purchased.
- Program for which purchase is used.
- Value of the purchase.
- Whether the price paid was reasonable and necessary.

Micro-purchases will be distributed equitably among qualified suppliers.

Small Purchases

Purchases of supplies, equipment and general professional and non-professional services between \$50,001 and \$250,000 will be deemed small purchases.

Equipment and capital improvement purchases of \$5,000 and more with Federal funds needs prior approval from the awarding agency.

Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the economical approach.

Informal solicitation documentation shall be used to secure responses from at least three sources. Information collected should include a description of the item or service needed; proposed time schedule needed; comparison of costs including setup, delivery, taxes, etc.; and reason for selection if other than cost.

Purchases of services related to delivery of Workforce Innovation and Opportunity (WIOA) Title I-B or related activities, including one-stop operations, even if under \$250,000, may have additional requirements.

Competitive Proposals

Purchases of supplies, equipment, and any professional service, including delivery of services of WIOA Title I-B activities, of more than \$250,000 shall be procured through competitive proposal.

Requests for Proposals (RFP's) will be publicized and solicited from an adequate number of qualified sources.

Description of required services or components, clear description of any technical requirements, and evaluation factors and their relative importance will be identified in the request for proposal.

Responses will be reviewed and evaluated based on consistent grading methods for each proposal. Review Committees or third-party evaluator will be established for evaluating delivery of WIOA Title I-B services.

When selecting contractors and service providers, award will be made to the responsible firm whose proposal is most advantageous to the program. Selection consideration will be given to such matters as price, contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. An additional price analysis will be conducted if the anticipated award amount is in excess of the Simplified Acquisition Threshold as set by federal guidance.

Bidders may be required to complete a Statement of Qualifications (SOQ). The SOQ must be approved by the Executive Director or designee prior to the award of funds.

Contractors will be verified they are not excluded from participation in federal awards.

Contracts will be administered to ensure contractor conformance with the terms, conditions, and specifications. Contractor performance reviews and monitoring shall be done per established policy and procedures of NOW's requirements.

Records sufficient to detail the history of procurement will be maintained. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Bidders will be notified with the results of the procurement. Bidders may file a written appeal within seven (7) calendar days after the award, to the Executive Director at the administrative office. Appeals will be handled according to NOW's complaint resolution procedures. If appealed, the effective date of contract award may be delayed pending resolution of the appeal. NOW reserves the right to renegotiate or reissue an RFP should an appeal for non-award be upheld.

Noncompetitive Proposals

Procurement by noncompetitive proposals, or sole source, is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following conditions apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or,
- After solicitation of a number of sources, competition is determined inadequate.

Noncompetitive proposals pertaining to the selection of a one-stop operator, eligible training providers, etc. must follow the guidance provided in the Workforce Innovation and Opportunity Act.

REFERENCES

2 CFR 200.67

2 CFR 200.317-327

2 CFR 200.313-316

2 CFR 200.520

29 CFR 95, 97, 98

ORS 279 A & B

Workforce Innovation and Opportunity Act

Self-Certifying Micro-Purchase

Northwest Oregon Works performs a self-certification each year during the month of January upon the completion of the organizations audited financial statements. Upon review of NOW's most recent audit, the organization was identified as a low-risk auditee on the Schedule of Findings of Questioned Costs. NOW therefore established a higher micro-purchase threshold of \$50,000, than that established by the Federal Acquisition Regulations threshold of \$10,000. NOW reflects this action in its policies and procedures.



Northwest Oregon Works

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(541) 264-4033 • FAX (541) 648-5282

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

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 31st, 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 #		<u>PY20-21</u> <u>Carry Over</u>	<u>PY21-22</u> <u>Awarded</u>	<u>ADJ</u>	<u>Total Funding</u>	<u>%</u>	<u>REF</u>	<u>Carry Over/</u> <u>Awarded</u>	<u>%</u>	<u>Carry Over/</u> <u>Awarded</u>	<u>%</u>
Federal Funding											
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	Total Federal Funding	1,032,176	2,028,294	-	3,060,470	70%	R-1	2,679,473	61%	2,319,039	73%
State Funding											
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	Total State Funding	734,353	558,835	-	1,293,188	29%	R-2	1,531,401	35%	782,660	25%
Local Funding											
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	Total Local Funding	31,618	-	-	31,618	1%	R-3	108,500	2.5%	80,626	2.5%
Other Funding											
34	Payment Protection Plan	-	-	-	-	0%		79,697	1.8%	-	0%
35	Total Other Funding	-	-	-	-	0%		79,697	1.8%	-	0%
36	Total Funding	\$1,798,147	\$ 2,587,129	\$ -	\$ 4,385,276	100%		4,399,071	100%	3,182,325	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>
	Operating Payroll Expenses									
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	Total Operating Payroll Expenses	267,526	-	267,526	8%	E-1	246,567	7%	236,994	11%
	Operating General Expenses									
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	Total Operating General Expenses	124,677	-	124,677	4%		137,855	4%	128,286	6%
56	Total Operating Expenses	392,203	-	392,203	12%		384,422	11%	365,280	17%
	Program Payroll Expenses									
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	Total Program Payroll Expenses	375,221	-	375,221	11%	E-1	225,502	7%	248,328	12%
	Program General Expenses									
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	Total Program General Expenses	376,985	-	376,985	11%		826,922	25%	264,750	12%
	Program Subrecipient Expenses									
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	Total Subrecipient Expenses	2,180,903	-	2,180,903	66%	E-18	1,937,179	57%	1,280,787	59%
80	Total Program Expenses	2,933,109	-	2,933,109	88%		2,989,603	89%	1,793,865	83%
81	TOTAL EXPENSES	\$ 3,325,313	\$ -	\$ 3,325,313			3,374,025		2,159,145	
82	NET FUNDING & EXPENSES			\$ 1,059,963			1,025,046		1,023,180	



Targeted Populations

The Board has established targeted sectors as Healthcare, Advanced Manufacturing, Leisure & Hospitality and Maritime. These targets are established based on data and help to inform training investments in the local area.

It is also helpful to identify targeted populations of customers based on the demographics and data. Our Northwest Oregon Labor Market Analysts have provided the following information:

Barriers to Employment

People have barriers to employment aside from insufficient education. Common barriers to employment in Northwest Oregon are veteran status, low-income, homelessness, residing in rural setting, criminal convictions, and not speaking English well.

Oregon has roughly twice the rate of homelessness as the nation, and the Oregon Coast typically has a higher rate of homelessness than the rest of the state. The 2017 Point in Time count of homelessness in Oregon showed that Clatsop County's rate was the highest in the state at 17.4 people out of one thousand. Tillamook County had the second-highest rate at 8.7 per thousand. Lincoln, Benton, and Columbia counties ranked 13th, 14th, and 15th, respectively.

The most recent count of people in the community under supervision for a criminal conviction was 1,468. Eighty-four percent of these people were ages 25 to 60. Most required only a medium or low level of supervision and posed only a medium risk to the community.

Having a disability also constitutes a barrier to employment for many people. There are approximately 20,600 people that indicate that they had a disability from 2014 to 2018. About 7 percent of employed workforce had a disability. People with a disability made up 14 percent of the unemployed, and 29 percent of those not in the labor force at all. All told, two-thirds of people with a disability are not employed.

Recommendation

Based on this information, NOW staff recommend establishing targeted populations to include persons experiencing housing instability, adult basic skills/ESL, GED/reengagement, rural jobseekers and those with criminal record.

NOW will continue to work closely with Vocational Rehabilitation and DHS to serve persons with disabilities and will take some time to establish strategies for effectively serving the populations recommended. This provides a starting place.

SERVICE	NOW TOTALS	BENTON	CLATSOP	COLUMBIA	LINCOLN (LC/NP)	TILLAMOOK
ADULTS AND DISLOCATED WORKERS						
A/DW Enrolled	130	18	12	21	14/18	47
Career Services*	180	21	13	24	17/24	81
Training Services						
➤ Skills*	66	18	10	11	5/11	11
➤ OJT*	75	4	2	3	2/10	54
➤ DWG*	20	0	0	8	6/2	4
Credentials & Certs	45	13	13	9	1/2	7
Employment						
➤ Q1	76	9	6	9	0/7	45
➤ Q2	97	10	9	16	0/11	51
➤ Q3	69	8	9	12	0/6	36
➤ Q4	65	9	8	19	0/3	26
➤ DWG*	22	0	0	9	7/2	4
YOUTH						
Youth Enrolled						
➤ Active	48	12	1	28	1/1	5
➤ Follow Up	69	15	17	13	0/13	3
Career Services*	52	10	2	34	1/1	4
Training Services						
➤ Secondary*	22	3	0	15	1/0	3
➤ Skills*	2	0	1	1	0/0	0
➤ Work Based*	32	8	0	20	0/1	3
Follow Up Services						
➤ Post Secondary*	42	0	0	41	0/1	1
➤ Supportive*	23	3	0	13	0/7	0
Degrees/Credentials	15	2	3	9	0/1	0
Employment and Education						
➤ Placed	0	0	0	0	0	1

Based on unduplicated participant counts for each row.

*Only includes services that *began* this program year. Other services are ongoing that began in prior program year.

Strategy	0%	25%	50%	75%	100%
INVEST					
Focus on data to prioritize investments.					
Optimize the return on investment through sound resource management.					
Increase resources for workforce development in the local area.					
INNOVATE					
Pursue promising practices and programs that can be scaled up.					
Develop strategic partnerships in support of workforce initiatives.					
Lead efforts that result in employment and career advancement.					
IMPACT					
Mobilize opportunities that support critical industry sectors.					
Foster development of career pathways for youth and adults.					
Educate communities about the workforce services available.					

	ON TRACK		SOMEWHAT LAGGING		NEEDING TRACTION
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INVEST

- Using data to identify target populations, sectors, and training opportunities.
- Effectively obtained and executed two COVID-19 disaster recovery grants and Regional Youth Development Division grant.
- Obtained wildfire disaster relief grant and Oregon Health Authority grant behavioral health pathways grant.
- Implementation of interim reports for performance/resource management.
- Effectively utilized industry engagement and strategic innovation funds.
- Seeking additional funds for behavioral health apprenticeship.

INNOVATE

- Development of partnerships around youth reengagement and homelessness initiatives.
- Develop partnership with state library to expand accessibility to services throughout region.
- Co-enrollment of trade-act affected workers in partnership with state agency partners.

IMPACT

- Supporting high school and GED completion for 120+ youth.
- Developing initiatives around manufacturing training with new Business Services Manager.
- Increase in partnerships in maritime sector initiatives.
- Presenting about opportunities to leisure and hospitality sector.
- Developing policy for additional support of healthcare trainees during clinicals.