



MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS & CONSORTIUM MEETING

June 28, 2019 10:00 a.m. - 2:00 p.m.

Tongue Point Job Corps Center
37573 Old Highway 30
Astoria, OR 97103-7200

Present:

Board: **Tony Erickson**, Oregon AERO, Chair; **Stephanie Hurliman**, Oregon Employment Dept.; **Bryan Campbell**, DHS, VocRehab; **Ivan Castille**, Laborers Local 737; **John Hawkins**, Service Employees International Union; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Heather Clark**, Alterations by Heather; **Terre Cooper**, Tillamook County Economic Development; **Ann Buchele**, Linn-Benton Community College; **Henry Balensifer III**, LEKTRO; **Birgitte Ryslinge**, Oregon Coast Community College; **Whitey Forsman**, Pacific Oyster;

Consortium: **Pat Malone**, Benton County Commissioner; **Mary Faith Bell**, Tillamook County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Henry Heimuller**, Columbia County Commissioner

Conference Call-In: **Amanda Morris**, Samaritan Health Service; **Sara Skamser**, Foulweather Trawl; **Doug Hunt**; Lincoln County Commissioner

Excused: **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Todd Simmons**, Tillamook Peoples' Utility District; **Zach Poole**, Pig 'n Pancake, Vice Chair/Secretary; **Josh Kvidt**, Alyrica

Staff: **Heather DeSart**; NOW Executive Director; **Debra Smith**; NOW Program Manager; **Jason Swain**; NOW Chief Financial Officer; **Emily Schwartz**; NOW Office Manager

Guests: **Shawna Sykes**, Oregon Employment Department; **Erik Knoder** Oregon Employment Department; **Jennifer Purcell**, North Coast Regional Solutions Coordinator; **Camille Padilla**, ResCare; **Travis Turner**, Seamanship TPJC; **Katrina Gasser and TPJC youth**, Business and Community Liaison TPJC; **Theresa Fitzgerald**, OWI, HECC, Call-in

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

Chairman Erickson called the Meeting to order at 10:00am.

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



Chairman Erickson and Chairman Hunt explained how the flow of the meeting would go being combined.

- 2. AGENDA REVIEW** *(Inclusion of any emergency items, or deletion of any items)*
No changes were made to the agenda.

BOARD:

MOTION: Ivan Castille **SECOND:** Rod Belisle **MOTION CARRIED.**

CONSORTIUM:

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

- 3. PUBLIC COMMENT SESSION**

There were no comments from the public.

- 4. DISCUSSION and POSSIBLE ACTION**

Approve Minutes of the April 26, 2019 Board Meeting – Amended item 4 (correction of date), and heading of Minutes (date and location).

MOTION: Rod Belisle **SECOND:** Ivan Castille **MOTION CARRIED**

Approve Minutes of the April 11, 2019 Consortium Meeting

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

- 5. DISCUSSION and POSSIBLE ACTION** – Linda Dugan, NOW Board Treasurer & Jason Swain, NOW CFO
Approval of PY 2019-20 Budget/Contracts

Discussion: Funding drop of 13% from last year, and about 35% since PY 15-16. State has been consistent in cutting NOW's funding, but not consistent with how much. Questions about how NOW plans to supplement funding. Jason explained that we have contracted with a grant writer to bring in extra funding. Board and consortium would like a breakdown of salaries, professional services (specifically grant writer) and overhead costs. Explained subprovider overhead ran at about 9-10%.

Suggestions for future Budgets: Clearly marked Contingency line item, information and comparisons to previous years' data, and analysis to see how much we pay grant writer vs. how much in grant funding NOW is awarded as a result.

Chairman Erickson again expressed that the Board is forming a Financial Advisory Team, and those on the team have access to the complete breakdown of the budget.



BOARD:

MOTION: Whitey Forsman **SECOND:** Rod Belisle **MOTION CARRIED.**

CONSORTIUM:

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

6. DISCUSSION and POSSIBLE ACTION

Approval of the PY 19-20 Projected Meeting Schedule for Board and Consortium meetings

MOTION: Birgitte Ryslinge **SECOND:** Rod Belisle **MOTION CARRIED.**

CONSORTIUM:

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

7. DISCUSSION

Strategic Planning:

- *Introductions of Board, Consortium, staff and guests*
- *Mission Statement Discussion*

Lunch Break and Tongue Point Job Corp Presentation

- *Erik Knoder and Shawna Sykes, OED: Research Presentation*
- *Vision Statement Discussion and Group Work*
- *Goal Setting*

8. SECOND PUBLIC COMMENT SESSION

There were no comments from the public.

9. ADJOURN

Chair Erickson adjourned the meeting at 2:00 p.m.