

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
Joint Meeting
NOW BOARD OF DIRECTORS
& NOW CONSORTIUM BOARD OF DIRECTORS

ZOOM
October 23, 2020 - 10:00am-12:00pm

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.

Telephone: +1 646 876 9923

Meeting ID: 861 1418 4273

Computer: <https://us02web.zoom.us/j/86114184273>

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

- a. NOW Board
- b. Consortium Board

2. REVIEW and APPROVE AGENDA

Inclusion of any emergency items, or deletion of any items

3. PUBLIC COMMENT SESSION

Please clearly state your name and address for the record. Each public comment will be limited to three (3) minutes at the Chair's discretion.

4. DISCUSSION and POSSIBLE ACTION

Accept Staff's recommendation to approve the Minutes of the August 28, 2020 Board Meeting. (Attachment 4.1) NOW Board

Accept Staff's recommendation to approve the Minutes of the June 26, 2020 Consortium Meeting. (Attachment 4.2) Consortium Board

5. **DISCUSSION and POSSIBLE ACTION** – Linda Dugan, NOW Board Treasurer
Accept the FAT’s recommendation to approve the PY2020-21 Revised Annual Budget (Attachment 5) – Board then Consortium (5 minutes)

6. **DISCUSSION and POSSIBLE ACTION: BOARD**
Accept Staff’s recommendation to approve the revised Board Bylaws (Attachment 6) (5 minutes)
Comment in opposition:
I believe that Tony has done a wonderful job as board chair for the last 5-6 years. But as my experience being on many boards, it is important to rotate board chairs. Rotate all board positions. It is important to hear new voices and see how others lead. That is what makes a well ran board run well. Diversity and transparency and that comes when board chairs, board vice chairs, board positions rotate. It also allows other board members to be involved.

7. **DISCUSSION and POSSIBLE ACTION: BOARD**
Accept Staff’s recommendation to Nominate and Reappoint Board Officers:
Tony Erickson – Board Chair
Zach Poole – Vice Chair/Secretary
Linda Dugan – Treasurer

8. **DISCUSSION and POSSIBLE ACTION: CONSORTIUM BOARD**
Reappointment of Board Member representing Business. The term will be October 23, 2020 – November 1, 2023 – **Todd Simmons, Tillamook PUD**

Reappointment of Board Member representing Business. The term will be October 23, 2020 – November 1, 2023 – **Linda Dugan, Linda Dugan Insurance Agency**

9. **INFORMATION**
Program Report and Strategic Goals Update (Attachments 9.1 and 9.2)– Karen Litvin (15 minutes)

10. **INFORMATION**
ResCare-Program Success Stories – Camille Padilla, Diana Nish and Angeline Chan Pepper (20 minutes)

11. **INFORMATION**
Oregon Employment Department Economic Update – Erik Knoder and Shawna Sykes, OED (20 minutes)

12. **INFORMATION**
State of Economic Development in Benton County – Kate Porsche (15 minutes)

13. **INFORMATION**
State of Linn-Benton Community College – Ann Buchele (15 minutes)

14. **BOARD CHAIR REPORT** – Tony Erickson, Chair

15. CHIEF LOCAL ELECTED OFFICIAL REPORT-Commissioner Hunt

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

17. BOARD MEMBER COMMENTS – Roundtable

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.

19. 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.

Attachment 4.1

MINUTES

NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

August 28, 2020 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; **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; **Stephanie Hurliman**, Oregon Employment Dept.; **Ivan Castille**, Laborers Local 737; **Amanda Morris**, Samaritan Health Service; **Whitey Forsman**, Pacific Oyster; **Zach Poole**, Pig'n Pancake, Vice Chair/Secretary;

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

Excused: **Rod Belisle**, NECA-IBEW Electrical Training Center; **Henry Balensifer III**, LEKTRO; **Josh Kvidt**, Alyrica; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Ann Buchele**, Linn-Benton Community College;

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**, Equus; **Diana Nish**, Equus; **Angeline Chan-Pepper**, Equus; **Caren Lindahl**, Equus; **Matthew Sneed**, Equus; **Amber Haven**, Equus; **Heather Martin**, Equus; **Sandi Pickering**, Equus; **Andrew Lattanner**, OMIC Training Director PCC; **Jaime Lindsay**; **Jennifer Purcell**, Regional Solutions Coordinator; **Paul Vogel**, Interim Executive Director for Columbia County Economic Development; **Kathy Wilcox**, OWI, HECC; **Brandon Schrader**, Oregon Employment Department; **Karen Litvin**, Project Masters; **Kate Frame**, Bloom Consulting; **Todd Johnson**, Columbia Community Mental Health; **Polly Farrimond**, Oregon Employment Department; **Jordan MacDonald**, Equus; **Carley Curtis**, Equus; **Dawn Billow**, Equus; **Madelyn Bevens**, Equus; **Timothy Foster**, Equus;

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

Chairman Erickson called the Meeting to order at 10:01 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: Linda Dugan SECOND: John Hawkins 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 June 26, 2020 meeting.
- Accept Staff’s recommendation to approve the PY2020-21 Projected meeting schedule.
- Accept Staff’s recommendation to approve the revised On-the-Job Training Policy. Effective July 1, 2020.

Ms. DeSart explained the change in the On-the-Job Training Policy. There was no further discussion.

MOTION: John Hawkins SECOND: Linda Dugan MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION – Accept Staff’s recommendation to approve the PY2020-21 Contracts – Heather DeSart, NOW ED

Ms. DeSart explained the contracts and amounts that were going out to Equus. There was not further discussion.

MOTION: John Hawkins SECOND: Heather Clark MOTION CARRIED.

6. DISCUSSION and POSSIBLE ACTION – Accept the FAT’s recommendation to approve the PY2020-21 Budget to actual – Linda Dugan, NOW Board Treasurer

Ms. Dugan let the board know that the FAT committee did not meet formally. Ms. Dugan asked staff how much of the funds went to the people in the programs. Mr. Swain explained that about \$5,500 went out to participants and there was youth only costs in July. The reason was because tracking is based on a cash basis so while there was activity, costs had not been charged.

MOTION: John Hawkins SECOND: Zach Poole MOTION CARRIED.

- 7. DISCUSSION and POSSIBLE ACTION** – Accept Staff’s recommendation to approve the PY2019-20 subrecipient monitoring report – Debra Smith, NOW Program Manager

Ms. Smith commended Equus for their record keeping. Ms. Smith explained that the five observations in the report were already being rectified. There was no further discussion.

MOTION: John Hawkins SECOND: Ivan Castille MOTION CARRIED.

- 8. INFORMATION** – Program Report and Update – Debra Smith, NOW Program Manager

Ms. Smith explained that the report was for the last Program Year and that Equus hit most of their goals. There were some numbers that were lower due to COVID. Ms. Dugan asked why the totals did not match the lines and Ms. Smith explained that she missed adding the totals in the lines but would send out a revised report once she added those.

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

Equus presented a video for success stories featuring an employer from USiA, and two participants that completed the industrial sewing program. After the video, Ms. Padilla explained that they had been gaining traction in childcare discussions in Columbia, Clatsop and Tillamook, as well as support hiring and helping to fund childcare workers. Ms. DeSart let the board know that she had been able to meet with the Linn, Benton and Lincoln group and thinks we will be able to replicate what is happening in the northern counties in all five of NOW’s local area.

- 10. INFORMATION** – Oregon Employment Department Economic Update – Erik Knoder and Shawna Sykes

Mr. Knoder explained that unemployment claims had gone down in the last couple of months but that there has not been as much of a bounce back in employment as they had been hoping. He explained that from the economist point of view, the recession was most likely over. Ms. Sykes presented on Columbia County and diversity demographics.

- 11. INFORMATION** – State of Economic Development in Columbia County – Paul Vogel

Mr. Vogel gave an update on Columbia County and how they are adjusting with the changes due to COVID and changes in CCET (Columbia County Economic Team). He explained there is a stronger focus on small businesses, especially with them being hit the hardest by COVID. Mr. Vogel explained that CCET was able to award small grants across the county, primarily to women owned businesses.

12. INFORMATION – State of OMIC and Portland Community College – Andrew Lattanner

Mr. Lattanner presented on the OMIC apprenticeship programs and the state of PCC with the transition to online classes. He stated that the new training center is scheduled to open in the spring of 2021 but depending on what is happening with state policies regarding COVID, may be postponed.

13. BOARD CHAIR REPORT

Chairman Erickson announced that he was elected president of the United Way in Columbia County. He also stated he is coming up on his term limits and is working with staff to find how the transition will go. Ms. DeSart explained that staff would be working to see if there is a succession process and if other officers were coming up on their terms as well.

14. EXECUTIVE DIRECTOR'S REPORT

Ms. DeSart introduced Kate Frame to the board as one of the two Maritime Coordinators. Ms. DeSart next explained that she was wanting to expand more into diversity and diversity training for the board.

15. BOARD MEMBER COMMENTS

Commissioner Hunt explained that the meeting in October will be the annual meeting and will be held jointly with the Consortium. Commissioner Hunt stated that he had asked staff to find out about Chief Local Elected Official terms and succession rules.

16. SECOND PUBLIC COMMENT SECTION

Ms. Pepper gave a shout out to Equus and the smooth transition during the challenging period.

17. ADJOURN

Chair Erickson adjourned the meeting at 11:59 a.m.

Attachment 4.2

MINUTES

CONSORTIUM MEETING LOCAL ELECTED OFFICIALS

Zoom
Friday, June 26, 2020
12:00 p.m. - 1:00 p.m.

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

These Minutes are also available at www.nworegonworks.org.

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

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

STAFF: Heather DeSart, NOW Executive Director; Emily Schwartz, NOW Office Manager; Jason Swain, NOW CFO

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

The meeting was called to order at 12:04 p.m. Posting Confirmed by Emily Schwartz and Commissioner Hunt verified quorum.

Commissioner Hunt called a five-minute recess. Reconvened at 12:15 p.m.

2. REVIEW and APPROVE AGENDA

No Changes were made to the Agenda.

MOTION: PAT MALONE

SECOND: MARY FAITH BELL

MOTION CARRIED.

3. PUBLIC COMMENT SESSION

There were no comments from the Public.

4. DISCUSSION and POSSIBLE ACTION

Approve Meeting Minutes from February 24, 2020 joint WIB and Consortium Meetings.

MOTION: PAT MALONE SECOND: MARY FAITH BELL MOTION CARRIED.

5. DISCUSSION and POSSIBLE ACTION

Accept Staff's recommendation to approve the forecasted PY2020-21 Annual Budget.

Commissioner Wev stated that she appreciated the restructuring of the budget.

Commissioner Malone asked about the trends in the federal dollars and if they were decreasing. Mr. Swain stated that he has been looking into the history and forecasting of the allocations and noted that if a local area does well to reduce unemployment numbers in their counties, their allocation will go down. Ms. DeSart reiterated that the state board has the power to approve and change the allocation formula and that she would continue to fight for more money especially in light of the COVID-19 impact in NOW's local area.

MOTION: MARY FAITH BELL SECOND: PAT MALONE MOTION CARRIED.

6. DISCUSSION and POSSIBLE ACTION

Accept Staff's recommendation to approve B03 Conflict of Interest policy change.

MOTION: PAT MALONE SECOND: MARY FAITH BELL MOTION CARRIED.

7. DISCUSSION and POSSIBLE ACTION

Reappointment of Northwest Oregon Works Board Member representing CBO. The term will be July 1, 2020 to July 1, 2023. – **Cami Aufdermauer, Tillamook County Habitat for Humanity.**

Appointment of Northwest Oregon Works Board Member representing Vocational Rehabilitation replacing Bryan Campbell. The term will be July 1, 2020 to July 1, 2023. – **Lauren Smith, DHS Vocational Rehabilitation.**

MOTION: MARY FAITH BELL SECOND: PAT MALONE MOTION CARRIED.

8. CONSORTIUM MEMBER COMMENTS – Roundtable

Commissioner Malone asked staff what would happen to the budget approval if more money came in. Mr. Swain explained that staff would take a materiality approach but would take it to the FAT for their approval and they would present the funding to the board at following meetings.

Commissioner Bell thanked Commissioners Hunt and Wev for their comments on the struggles and backlash that local elected officials are facing.

Commissioner Malone requested that attachments to board and consortium packets come specified with which attachment they are.

9. SECOND PUBLIC COMMENT SESSION

There were no comments from the Public.

10. ADJOURN

The meeting was adjourned at 12:44 p.m.

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Attachment 5

NOW Annual Budget
Program Year 20-21
Updated 10/12/2020

		Program Year 20-21					PY19-20		PY18-19		
Line #		PY19-20 Carry Over	PY20-21 Awarded	ADJ	Total Funding	%	REF	Carry Over/ Awarded	%	Carry Over/ Awarded	%
Federal Funding											
1	DOL WIOA Youth	-	526,650	-	526,650	18%		543,783	17%	623,965	22%
2	DOL WIOA Adult	46,500	434,775	7,421	488,696	17%		439,789	14%	500,038	18%
3	DOL WIOA Dislocated Worker	18,500	401,822	141,102	561,424	19%		589,828	19%	603,193	21%
4	DOL WIOA Administrative	139,062	151,475	(23,208)	267,329	9%		308,953	10%	325,302	11%
5	DOL WIOA Employment Recovery	-	159,287	-	159,287	5%		-	0%	-	0%
6	DOL WIOA Disaster Recovery	139,300	-	15,581	154,881	5%		159,287	5%	-	0%
7	DOL WIOA COVID Medical Assistance	58,967	-	-	58,967	2%		58,967	2%	-	0%
8	DHS Summer Youth Employment	34,190	-	(5,372)	28,818	1%		37,207	1%	6,508	0.2%
9	DOL WIOA Employment Recovery Administration	-	17,699	-	17,699	0.6%		17,699	1%	-	0%
10	DOL WIOA Disaster Recovery Administration	14,700	-	2,824	17,524	0.6%		17,699	1%	-	0%
11	DOL WIOA High Concentration Youth	955	12,000	-	12,955	0.4%		27,907	1%	67,335	2%
12	DOL WIOA Rapid Response Layoff Aversion	-	-	-	-	0%		117,920	4%	-	0%
13	DOL Veterans Stand Down	-	-	-	-	0%		-	0%	19,200	1%
14	Total Federal Funding	452,174	1,703,708	138,348	2,294,230	78%	R-1	2,319,039	73%	2,145,541	76%
State Funding											
15	HECC Board Support CS	270,000	-	19,038	289,038	10%		430,342	14%	263,925	9%
16	HECC TWIP Work Experience	97,934	-	355	98,289	3%		171,430	5%	165,582	6%
17	HECC Industry Engagement	77,417	-	553	77,970	3%		144,638	5%	125,258	4%
18	HECC Unrestricted General	30,411	-	(7)	30,404	1%		30,812	1%	31,072	1%
19	HECC OWP Layoff Aversion Funds	-	-	-	-	0%		5,438	0%	-	0%
20	OED Youth Development	-	-	-	-	0%		-	0%	82,309	3%
21	Total State Funding	475,762	-	19,939	495,701	17%	R-2	782,660	25%	668,146	24%
Local Funding											
22	Ford Family	50,000	-	-	50,000	2%		50,000	2%	10,000	0.4%
23	Oregon Counties	10,000	-	-	10,000	0.3%		10,000	0%	-	0%
24	Lincoln Cnty. Commissioners	10,000	-	-	10,000	0.3%		10,000	0%	-	0%
	Southern Oregon Workforce	-	10,000	-	10,000	0.3%		-	0%	-	0%
25	Columbia River PUD	7,500	-	-	7,500	0.3%		7,500	0%	-	0%
26	Port of Garibaldi	1,000	-	-	1,000	0.0%		1,000	0%	-	0%
27	Hospitality Economic	-	-	-	-	0.0%		2,126	0.1%	7,663	0.3%
28	Total Local Funding	78,500	10,000	-	88,500	3%	R-3	80,626	2.5%	17,663	0.6%
Other Funding											
29	Payment Protection Plan	-	79,697	-	79,697	3%		-	-	-	-
30	Total Other Funding	-	79,697	-	79,697	3%	R-4	91,252	2.9%	25,326	0.9%
31	Total Funding	\$1,006,436	\$ 1,793,405	\$ 158,287	\$ 2,958,128	100%		3,182,325	100%	2,831,350	100%

		Budgeted Expenses	ADJ	Total Expenses	%	REF	Budgeted	%	Actuals	%
	Operating Payroll Expenses									
32	Wages	176,514	-	176,514	7.0%		170,382	8%	167,450	8%
33	Employee Health Insurance	23,268	5,297	28,565	1.1%		22,846	1%	19,213	1%
34	Payroll Taxes	16,707	-	16,707	0.7%		16,127	1%	15,616	1%
35	PTO	14,878	1,251	16,129	0.6%		17,988	1%	6,168	0%
36	Employee Retirement Plan	10,050	(1,398)	8,652	0.3%		9,651	0%	7,276	0%
37	Total Operating Payroll Expenses	241,417	5,150	246,567	10%	E-1	236,994	11%	215,723	10%
38										
	Operating General Expenses									
39	Travel	26,500	(10,000)	16,500	0.7%	E-2	24,500	1%	25,029	1%
40	Audit & Legal Services	20,400	-	20,400	0.8%	E-3	19,800	1%	17,500	1%
41	Office Lease	17,530	-	17,530	0.7%	E-4	16,096	1%	15,415	1%
42	Professional Services (Other)	17,000	10,000	27,000	1.1%	E-5	18,500	1%	12,447	1%
43	Memberships	13,500	-	13,500	0.5%	E-6	14,000	1%	12,578	1%
44	Fees	7,320	-	7,320	0.3%	E-7	6,400	0.3%	7,384	0.3%
45	Phone & Internet	6,825	-	6,825	0.3%	E-8	7,000	0.3%	6,264	0.3%
46	Computer Equipment	6,280	6,000	12,280	0.5%	E-9	3,500	0.2%	3,415	0.2%
47	Staff Training/Development	6,000	-	6,000	0.2%	E-10	8,000	0.4%	12,309	1%
48	Insurance	5,300	-	5,300	0.2%	E-11	5,790	0.3%	2,905	0.1%
49	Supplies/Postage/Meetings	5,200	-	5,200	0.2%	E-12	4,700	0.2%	5,092	0.2%
50	Depreciation	-	-	-	0.0%		-	0%	-	0%
51	Total Operating General Expenses	131,855	6,000	137,855	5%		128,286	6%	120,338	6%
52	Total Operating Expenses	373,272	11,150	384,422	15%		365,280	17%	336,061	16%
	Program Payroll Expenses									
53	Wages	188,055	(22,906)	165,149	6.5%		186,311	8.6%	208,780	9.8%
54	Employee Health Insurance	19,038	3,251	22,289	0.9%		18,692	0.9%	23,483	1.1%
55	Payroll Taxes	17,800	(2,168)	15,632	0.6%		17,634	0.8%	19,087	0.9%
56	PTO	14,945	(259)	14,686	0.6%		16,871	0.8%	7,558	0.4%
57	Employee Retirement Plan	9,085	(1,339)	7,746	0.3%		8,820	0.4%	8,893	0.4%
58	Total Program Payroll Expenses	248,923	(23,421)	225,502	9%	E-1	248,328	12%	267,801	13%
	Program General Expenses									
59	Program Professional Services	104,250	10,000	114,250	4.5%	E-17	28,861	1%	15,476	1%
60	WSO Leases	52,860	-	52,860	2.1%	E-13	54,200	3%	51,997	2%
61	Program Outreach	46,480	-	46,480	1.8%	E-16	136,784	6%	45,602	2%
62	I-Trac Database	24,500	-	24,500	1.0%	E-15	19,305	1%	16,433	1%
63	WSO Phone & Internet	21,543	-	21,543	0.9%	E-14	25,600	1%	27,978	1%
64	Total Program General Expenses	249,633	10,000	259,633	10%		264,750	12%	157,486	7%
	Program Subrecipient Expenses									
65	WIOA (Equus)	1,146,000	-	1,146,000	45.3%	E-18	1,110,000	51%	1,111,530	52%
66	WIOA Employment Recovery (Equus)	156,150	-	156,150	6.2%	E-18	-	0%	-	0%
67	WIOA Disaster Recovery (Equus)	139,300	12,445	151,745	6.0%	E-18	19,987	1%	-	0%
68	TWIP/WEX (Equus)	93,664	-	93,664	3.7%	E-18	68,500	3%	118,472	6%
69	COVID Medical Assistance (Equus)	53,070	-	53,070	2.1%	E-18	-	0%	-	0%
70	SYEP (Equus)	28,996	(4,969)	24,027	0.9%	E-18	30,000	1%	-	0%
71	WIOA (OMEPE)	24,450	-	24,450	1.0%	E-18	25,300	1%	27,000	1%
72	HCY (Equus)	12,000	955	12,955	0.5%	E-18	27,000	1%	34,469	2%
73	Other	-	-	-	0.0%		-	0%	87,119	4%
74	Total Subrecipient Expenses	1,653,630	8,431	1,662,061	66%		1,280,787	59%	1,378,590	64%
75	Total Program Expenses	2,152,186	(4,990)	2,147,196	85%		1,793,865	83%	1,803,877	84%
76	TOTAL EXPENSES	\$ 2,525,458	\$ 6,160	\$ 2,531,618			2,159,145		2,139,938	
77	NET FUNDING & EXPENSES			\$ 426,510			1,023,180		691,412	

Attachment 6
Northwest Oregon Works Bylaws
Approved October 28, 2016

ARTICLE I: Definitions

The following terms are used in these bylaws:

“Bylaws” means this set of Oregon Northwest Workforce Investment Board (ONWIB) doing business at Northwest Oregon Works (NOW) bylaws.

“Chair” means the Workforce Board’s chairperson.

“Chief Local Elected Official” or “CLEO” means the chair of the Northwest Oregon Workforce Consortium board.

“Executive Director” means Northwest Oregon Works Executive Director.

“Intergovernmental Agreement” means the agreement between Benton, Clatsop, Columbia, Lincoln and Tillamook Counties establishing the Northwest Oregon Workforce Consortium, referred to as “NOWC.”

“Members” means individuals appointed to Northwest Oregon Works Board by NOWC.

“NOWC” means the Northwest Oregon Workforce Consortium, an intergovernmental organization created to carry out the provisions of the Workforce Innovation and Opportunity Act (WIOA).

“NOW” means Northwest Oregon Works which is the assumed business name of Oregon Northwest Workforce Investment Board, an Oregon 501 (C) (3), created to carry out its responsibilities under the Workforce Innovation and Opportunity Act (WIOA).

“Partnership Agreement” means the agreement between the Workforce Board and NOWC.

“WIOA” means the Workforce Innovation and Opportunity Act of 2014, as amended from time to time.

“Workforce Board” means Northwest Oregon Works.

ARTICLE II: Purpose

The Workforce Board’s purpose is to develop, oversee and implement the Oregon Northwest workforce area’s strategic plan and to perform the duties listed in the Partnership Agreement and in grant agreements. The Workforce Board’s duties and functions shall be limited to those permitted by Section 501 (c) (3) of the Internal Revenue Code and by Oregon statutes applicable to nonprofit corporations.

ARTICLE III: Members and Meetings

A. Number of Members

The size of the Workforce Board shall be variable with the number of members determined by NOWC. The composition of the Workforce Board must comply with WIOA, as amended from time to time, and by State of Oregon policy issuances.

B. Appointment of Members

NOWC shall make Workforce Board appointments.

C. Terms of Office

The terms of Workforce Board members are three years from the date of appointment, except that initial appointments shall be staggered. There shall be no limit on the number of terms that a member may be appointed.

D. Resignation and Removal

Any Workforce Board member may be removed or suspended with or without cause by NOWC. A Workforce Board member may resign at any time by delivering written notice to the Chair or to the Executive Director. Unless the notice of resignation specifies a later effective date, the resignation will be effective when received.

E. Attendance

A member who has three or more consecutive unexcused absences from board meetings may be subject to replacement from NOW by the NOWC.

F. Meetings

1. Regular Meetings

The Workforce Board shall determine the time and place of its regular meetings in advance and authorizes the Chair to call meetings.

2. Annual Meeting

Unless a different date is set by resolution of the Workforce Board, the annual meeting shall be the first regular meeting on or after July 1 of each year. During the annual meeting, Workforce Board officers shall be elected.

3. Special Meetings

Special meetings may be held as called by the Chair or by the Vice Chair/Secretary.

4. Minutes

Minutes of each meeting shall be reviewed and approved at subsequent meetings and copies of all approved minutes shall be maintained at the Workforce Board's principal office.

5. Open Meeting Provision

All Workforce Board meetings shall be conducted in accordance with public meeting laws, these bylaws and the Workforce Board's Code of Conduct.

6. Participation

Participation at Workforce Board meetings shall be limited to its members, with the following exceptions:

- a. Comments from the general public as specified in meeting agendas or as permitted by the chair;
- b. Local elected officials who sit on the NOWC board;
- c. At the discretion of the Chair, comment or other participation by non-members which is material to the matter under consideration;
- d. Individuals who are not Board members and who serve on Board committees; and,
- e. Regularly scheduled agenda items that call for reports or participation by non-members

7. Rules

All meetings shall be held in compliance with Oregon law, grant terms, these bylaws and Roberts' Rules of Order, provided that the use of Roberts' Rules of Order shall be solely for the convenience of the Workforce Board and its committees. Failure to comply with Roberts' Rules of Order shall not affect the validity of any action taken which is otherwise in compliance with these bylaws. In the event of a conflict, the order of precedence shall be Oregon law, grant terms, these bylaws, and Roberts' Rules of Order.

G. Meeting Notices and Agendas

1. Meeting Notices

Meeting notices and board meeting packets shall be given at least three (3) days prior to the date of the meeting unless special conditions make advance notice impracticable, in which case notice and a description of the purpose of the meeting shall be given not less than 24 hours prior to the meeting. Notwithstanding the forgoing, a special meeting can be conducted at any time and without notice if all members are present in person or by electronic means and do not object to the meeting. Notices and board meeting packets may be given electronically.

2. Agendas

Meeting notices shall contain an agenda of the topics scheduled for consideration. The Workforce Board may consider and act upon matters at a regular meeting (including the annual meeting) which are not included in the notice agenda, but may not act upon any matter during a special meeting unless that matter was described in the special meeting notice or all of the members are present in person or electronically and do not object to the matter being considered.

H. Quorum

A quorum shall be defined as:

- A simple majority (51%) of members, excluding vacancies AND
- Of those members in attendance, no fewer than 25% are business representatives.

No suspended member shall be included as a member. A member is deemed to be present at a meeting for the purpose of determining a quorum even if the member abstains from voting on one or more items on the agenda.

I. Manner of Acting

Each Workforce Board member shall have one vote. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Workforce Board, subject to quorum

and participation requirement in ORS 660.324 (4)(a). To the extent permitted by Oregon law, members may attend meetings by telephone or through other electronic means.

ARTICLE IV: Workforce Board Officers

A. Required Officers

The officers of the Workforce Board shall include a Chair, ~~who shall be a private sector business representative, and a Vice Chair/Secretary who shall also be a private sector business representative, and a Treasurer, all of whom shall be private sector business members.~~ The Workforce Board may elect other officers as deemed necessary. A single member may perform the duties of more than one office, with the exception of the duties of Chair and the Vice Chair/Secretary, which must be performed by separate members.

B. Duties of the Chair

The Chair shall preside at meetings; shall serve as the Workforce Board's chief spokesperson and signatory; shall appoint committee chairs and committee members subject to these bylaws and the Partnership Agreement; and, shall perform other duties assigned by the Workforce Board.

C. Duties of the Vice Chair/Secretary

The Vice Chair/Secretary shall perform the duties of the Chair in the Chair's absence and shall perform other duties designated by the Workforce Board.

D. Treasurer

The Treasurer shall present budgetary items and Board meetings, sit on the NOW Financial Advisory Team and work closely with the Chief Financial Officer on all items related to the organizational budget. The Treasurer shall perform the duties of the Chair in the absence of the Vice Chair.

D. E. Election and Term

The Workforce Board's officers shall be elected at the annual meeting and shall serve for a term of two years. A member may serve two consecutive terms in the same officer position. There shall be no limit to the number of terms of office the Chair and Vice Chair may serve. If an officer continues to serve additional terms, the re-appointment will be established by a quorum of the Board for each consecutive term at the annual meeting at which time new nominations will also be considered.

ARTICLE V: Committees

A. Creation of Committees

The Workforce Board and its Chair shall have the power to create both standing and ad-hoc committees and task groups. The Chair shall appoint committee members and committee chairs subject to Workforce Board's direction.

B. Executive Committee

The Workforce Board's Executive Committee may serve as the Board of Directors of a nonprofit corporation. The Executive Committee shall have the power and authority granted it by the Workforce Board.

ARTICLE VI: Code of Conduct

The Workforce Board shall adopt a Code of Conduct and Conflict of Interest, which shall meet all Federal, Oregon and NOWC requirements.

ARTICLE VII: Executive Director

The Workforce Board's Executive Director shall staff the Workforce Board and the Northwest Oregon Workforce Consortium. The Executive Director shall assign other staff to perform Workforce Board and NOWC functions within the confines of budget constraints and direction from the Workforce Board and NOWC. The Executive Director shall work at the direction of the Chair, Oregon Northwest Workforce Investment Board and shall be annually evaluated.

ARTICLE VIII: Amendment

A. Amendment Process

These bylaws may be amended or repealed by an affirmative vote of a majority of the Workforce Board members at a regular or special meeting. Notice, which shall specify the changes to be made, shall be delivered to all members no less than three (3) days prior to the meeting at which bylaw amendment or repeal is to be acted upon. An affirmative vote in favor of bylaws amendment may be delivered in writing.

ARTICLE IX: Bylaws Enactment

These Workforce Board bylaws take effect on the date set forth below.

APPROVED BY THE WORKFORCE BOARD

Chair: _____

Date: _____

Attachment 9.1

SERVICE	NOW TOTALS	BENTON	CLATSOP	COLUMBIA	LINCOLN (LC/NP)	TILLAMOOK
WIOA ADULTS AND DISLOCATED WORKERS						
A/DW Enrolled	101	16	10	20	1/16	38
<i>Training Services</i>						
➤ Skills-A/DW*	7	1	2	1	0/0	3
➤ OJT-A/DW*	29	1	0	0	1/5	22
➤ Skills-ER	3	0	1	1	0	1
➤ OJT-ER	8	0	0	0	0	8
➤ Skills-TWI*	3	1	0	0	0/0	2
➤ OJT-TWI*	10	0	0	0	0	10
Credentials & Certs	17	5	5	6	0/1	0
<i>Employment</i>						
➤ A/DW Q1	15	1	2	1	0/3	8
➤ A/DW Q2	19	3	2	4	0/7	3
➤ A/DW Q3	5	2	1	1	0/0	1
➤ A/DW Q4	9	3	1	3	0/1	1
➤ DWG-DR	7	0	0	7	0	0
WIOA YOUTH						
<i>Youth Enrolled</i>						
➤ Active	50	10	8	24	0/7	1
➤ Follow Up*	85	24	18	23	0/13	7
Career Services*	15	2	1	12	0	0
<i>Training Services</i>						
➤ Secondary*	2	1	0	1	0/0	0
➤ Skills*	0	0	0	0	0/0	0
➤ Work Based*	3	0	0	3	0/0	0
<i>Follow Up Services</i>						
➤ Career*	10	3	1	3	0/0	3
➤ Mentoring*	14	12	0	2	0/0	0
➤ Supportive*	2	0	0	2	0/0	0
Degrees/Credentials	4	1	1	1	0/1	0
<i>Employment and Education</i>						
➤ Placed	0	0	0	0	0	0
➤ Retained	0	0	0	0	0	0

Each row includes unduplicated participant counts, reported cumulatively as of the date of the report.

*Only includes services that *began* this program year. Other services are ongoing that began in prior program year and are not reflected.

Attachment 9.2

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

- Developed new interim performance reports for program providers.
- Utilized data to inform targets for dislocated worker disaster relief grants.
- Applied for and obtained two COVID-19 disaster recovery grants.
- Applied for wildfire disaster relief grant
- Applied for two Oregon Health Authority grants.
- Acquired \$81,000 through partnerships to procure and support facilitation of sector support.

INNOVATE

- Co-investment in maritime sector coordinator.
- Medical Assistant and Industrial Sewer programs have been successful.

IMPACT

- Effective response to COVID-19 for Leisure and Hospitality Industry with lay-off aversion efforts.
- COVID and unemployment insurance has affected the available work pool and participant interest.
- Working with community affected by wildfire and COVID-19 to inform about opportunities available.