

MINUTES

NORTHWEST OREGON WORKS JOINT BOARD OF DIRECTORS

June 25, 2021, 10:00 a.m. - 12:00 p.m.

Zoom Call

Present:

Board:

Tony Erickson, Oregon AERO, Chair; **Linda Dugan**, Linda Dugan Insurance, Treasurer; **Stephanie Hurliman**, Oregon Employment Dept.; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Ann Buchele**, Linn-Benton Community College; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Cami Aufdermauer**, Tillamook County Habitat for Humanity; **Mario Calderon**, Local 737; **Terre Cooper**, Tillamook County Economic Development; **Amanda Morris**, Samaritan Health Service

Consortium:

Doug Hunt, Lincoln County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Mary Faith Bell**, Tillamook County Commissioner

Excused: **Birgitte Ryslinge**, Oregon Coast Community College; **Heather Clark**, Alterations by Heather; **Lauren Smith**, DHS, Vocational Rehabilitation; **John Hawkins**, Service Employees International Union; **Josh Kvidt**, Alyrica; **Henry Balensifer III**, LEKTRO; **Todd Simmons**, Tillamook Peoples' Utility District; **Whitey Forsman**, Pacific Oyster

Staff:

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

Guests:

Shawna Sykes, Oregon Employment Department; **Diana Nish**, Equus; **Angeline Chan-Pepper**, Equus; **Caren Lindahl**, Equus; **Pegge McGuire**, CSC; **Kathy Wilcox**, OWI HECC; **Katrina Gasser**, TPJCC; **Logan Garner**, NOW Student Success Coach; **Chris Breitmeyer**, CCC President; **Kevin Leahy**, CEDR Executive Director

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

Chairman Erickson called the Meeting to order at 10:05 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 Thursday June 24, after adding items the last item to the consent agenda.

MOTION: Zach Poole

SECOND: Linda Dugan

MOTION CARRIED.

3. PUBLIC COMMENT SESSION

There were no public comments.

4. CONSENT CALENDAR

- Accept Staff’s recommendation to approve the Minutes of the April 23, 2021, Board Meeting.
- Accept Staff’s recommendation to approve the PY21-22 board meeting schedule.
- Accept Staff’s recommendation to approve the changes to policy P06 Monitoring.
- Accept Staff’s recommendation to approve the changes to policy P15 Work Experience and Transitional Jobs.
- Accept Staff’s recommendation to remove Debra Smith as account signer.

Ms. Dugan asked if meetings would continue to be held through Zoom. Chairman Erickson said that for now the plan is to continue with Zoom but have a more in-depth discussion for future meetings to see if people wanted to go back to in person or have a hybrid approach.

MOTION: Rod Belisle

SECOND: Zach Poole

MOTION CARRIED.

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 and the PY2021-22 forecasted Annual Budget.

Before handing the item to Mr. Swain, Ms. Dugan explained that when the FAT met, their only concern was making sure that salaries were competitive which was confirmed.

Mr. Swain explained that NOW’s WIOA allocation had gone up by 11%.

Chairman Erickson asked when the board would see the trued-up budget. Mr. Swain explained that there should not be much change in the final budget but that would be coming most likely by the August or October meeting

MOTION: Zach Poole

SECOND: Rod Belisle

MOTION CARRIED.

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.

Ms. DeSart explained that NOW staff was wanting to establish target populations for service delivery based on data received by OED’s local economists, Erick Knoder and Shawna Sykes.

Ms. Aufdermauer accentuated the need for focus on housing and homeownership opportunities through local partnerships.

Mr. Erickson mentioned that because of the COVID restrictions and schooling restrictions, he had noticed that some youths were not able to make things work and needed to work through the summer to obtain a GED.

Ms. Dugan said that it was important to offer ways for people to just get started on the workforce or education track again.

Mr. Calderon mentioned that the unions were continually looking for new hires with a wide range of skills.

MOTION: Linda Dugan

SECOND: Zach Poole

MOTION CARRIED.

- 7. INFORMATION** – Karen Litvin, NOW Program and Compliance Director and Jerry Hardman, NOW Business Services Manager
Program Report Dashboard and Strategic Plan Update

Ms. Litvin first presented on the program report and mentioned that the numbers will look a lot different at the next meeting because it will be the new program year.

Ms. Litvin presented the strategic plan dashboard next and explained that it would also reset at the next meeting because of the new program year.

Ms. DeSart gave a shout out to Wendy Popkin who arranged a hospitality gathering and invited NOW to present. She explained that NOW was mentioned in a press release for the hospitality industry and expressed that we are proud to be a part of that industry.

8. INFORMATION

Program Success Story YDD – Logan Garner, NOW Student Success Coach

Mr. Garner introduced himself and the program before presenting a success story video to the board.

The student, Christian Parsons, explained he is a year and four months clean and his past attempts to obtain a GED. He expressed how well the program worked for him with the incentives as well as providing hotspots for him to be able to work on his studies remotely. He explained that he got a deal with Helping Hands where if he passed two of the GED tests, he would be able to start welding at the MERTS campus.

9. INFORMATION

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

Mr. Knoder was not in attendance. Ms. Sykes gave the presentation which was focused on the region and Clatsop County specifically, as well as more detail on the leisure and hospitality industry. She mentioned that recovery was slower than anticipated and that 500 jobs had been lost from March to May. It was noted that

some employers were offering hiring bonuses to entice people to apply because they were still having trouble filling vacant positions.

10. INFORMATION

State of Economic Development in Clatsop County – Kevin Leahy

Item was initially skipped. Mr. Leahy had not joined the meeting yet.

Mr. Leahy gave an update on Clatsop County including looking for one million dollars to focus on the small business community. He explained there will be eight million dollars' worth of grants going out to coastal businesses. One negative thing currently happening is that the Restaurant Revitalization Act funds are on hold for disbursement because of a lawsuit and federal litigation. This is affecting about three thousand Oregon businesses. Mr. Leahy announced that the Clatsop SBDC had more people attending their workshops than any other center in the state in the past year.

11. INFORMATION

State of Tongue Point Job Corps Center – Katrina Gasser

Ms. Gasser gave an update on TPJCC. The center has transitioned back to in person so there are no more virtual students. Currently, the enrollment percentage is only at 36% which is a contributor to how the center is scored overall. Right now, the center is working to fill thirty staff vacancies which is why they are unable to do virtual enrollments at this time. Ms. Gasser went over some of the changes that will be occurring in the next year, including courses that were being dropped and reduced as well as recruitment areas. Lastly, it was announced that Kim Schillinger, the center director, would be retiring.

12. INFORMATION

State of Clatsop Community College Community College – Chris Breitmeyer

Item was initially skipped. Mr. Breitmeyer had not rejoined the meeting yet.

Mr. Breitmeyer explained that the college was hit hard due to COVID and was down 30% but had been able to somewhat prepare with previous budget cuts. Government grants for assistance also helped the college through COVID with filling enrollment gaps as well as investing in online and distance education courses. The college is hoping to continue to be more flexible with courses and options for their students.

13. BOARD CHAIR REPORT – Tony Erickson, Chair

Chairman Erickson reported that the Governor had announced that the state would reopen no later than June 30th or when vaccination numbers reached 70% of people who had received at least one dose, whichever came first.

Chairman Erickson explained that Portland Community College was offering a basic literacy course online for no charge.

Kevin Leahy joined the call here and was asked to present.

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

Ms. DeSart announced that Tillamook Bay Community College had successfully trained 13 CDL certified drivers. She also announced that the MOU with WWP had been signed and that NOW had also been awarded State Apprenticeship Expansion, Equity and Innovation funds as part of that collaboration. Ms. DeSart mentioned the board had also been awarded more layoff aversion funds.

Chris Breitmeyer joined the call here and was asked to present.

15. BOARD MEMBER COMMENTS – Roundtable

Ms. Dugan mentioned that Jason had not had a chance to go over the procurement policy revision. Mr. Swain explained that the micro purchase threshold had been increased to fifty thousand. Ms. DeSart mentioned that Zach had motioned to approve the agenda item as presented so there was not a need to ask for approval here.

16. SECOND PUBLIC COMMENT SECTION

Ms. McGuire shared her story about coming from a home with domestic violence and being grateful that the board continues to try to reach those in need youth from similar situations and backgrounds.

17. ADJOURN

The meeting was adjourned at 12:03 pm.