



6. **INFORMATION** – Kirstin Salmi, NOW Board Treasurer, and Jason Swain, NOW CCO  
PY2022-23 Budget to Actual (5 minutes)
7. **INFORMATION** – Ross Tomlin, Tillamook Bay Community College President  
TBCC Update (15 minutes)
8. **INFORMATION** – Heather Taksdal, Zwald Transportation and JoAnn Critelli  
CDL Training Conference (15 minutes)
9. **INFORMATION** – Leon Telesmanich, SBDC Director  
State of Economic Development in Tillamook (15 minutes)
10. **INFORMATION** – Sophia Saldana, Equus  
On the Job Training Overview (15 minutes)
11. **INFORMATION** – Erik Knoder and Shaun Barrick, OED  
Oregon Employment Department Economic Update (20 minutes)
12. **BOARD CHAIR REPORT** – Tony Erickson, Chair
13. **EXECUTIVE DIRECTOR’S REPORT** – Heather DeSart, NOW Executive Director
14. **BOARD MEMBER COMMENTS** – Roundtable
15. **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.
16. **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 EO officer, Jason Swain at 541-921-7270 or [jasons@nworegonworks.org](mailto:jasons@nworegonworks.org). TTY is available at 711 or (800) 735-2900.*

# MINUTES

## NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

January 27<sup>th</sup>, 2023

OCCC Waldport Campus

### Present:

#### Board:

**Tony Erickson**, Oregon AERO, Chair; **Linda Dugan**, Linda Dugan Insurance; **Paula Miranda**, Port of Newport; **Todd Simmons**, Tillamook Peoples' Utility District; **Ann Buchele**, Linn-Benton Community College; **Terre Cooper**, Tillamook County Economic Development; **Henry Balensifer III**, LEKTRO; **Greg Morill**, Bergson Construction Inc.; **Heather Taksdal**, Zwald Transport Inc.; **Whitey Forsman**, Pacific Oyster; **Lauren Smith**, DHS, Vocational Rehabilitation; **Carrie Norris**, Samaritan Health Service; **Rod Belisle**, NECA-IBEW Electrical Training Center; **Stephanie Hurliman**, Oregon Employment Dept.; **Heather Clark**, Alterations by Heather; **John Hawkins**, Service Employees International Union; **Birgitte Ryslinge**, Oregon Coast Community College; **Diana Teem**, Ollala Center; **Ricardo Contreras**, Casa Latinos Unidos; **Jordan Maier**, Driftwood Restaurant; **Kirstin Salmi**, WCT Marine;

#### Excused:

**Gabe Gurule**, Corvallis Fire Department; **Mario Calderon**, Local 737; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary;

#### Consortium:

**Pat Malone**, Benton County Commissioner; **Pamela Wev**, Clatsop County Commissioner; **Erin Skaar**, Tillamook County Commissioner; **Casey Garrett**, Columbia County Commissioner;

#### Staff:

**Heather DeSart**, Executive Director; **Jason Swain**, NOW CCO; **Adrienne Peters**, Project Manager; **Logan Garner**, Youth Programs Manager; **Lindsey Larriba**, Student Success Coach; **Emily Schwartz**, Accounting Technician; **Brittney Lane**, Executive Assistant; **Aylee Rhea**, Program Manager; **Victoria Neale**, Student Success Coach;

#### Guests:

**Erik Knoder**, Oregon Employment Department; **Shaun Barrick**, Oregon Employment Department; Paul Schuytema, Economic Development Alliance of Lincoln County; Dave Price, OCCC Vice President Engagement and Entrepreneurship; Tom Fuller, Waldport Chamber; Sarah Buddingh, Economic Development Alliance; Paul Vogel, Columbia Economic Team; Melanie Olson; Roger Lindsley; Megan L; Caren Lindal, Equus; Diana Nish, Equus; Samantha Mahaffrey;

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

*Chairman Erickson called the Meeting to order at 10:05am.*

Chairman Erickson asked for confirmation of the public posting of the meeting; Ms. Lane confirmed; Roll Call taken, quorum was made.



*Heather talked about her organization and the state of the trucking industries as she relates to it directly. She also spoke about how they are in need of more students and drivers for the trucking school and how difficult it is to work with age restrictions and other rules.*

**10. INFORMATION** – Erik Knoder and Shaun Barrick, OED

Oregon Employment Department Economic Update (20 minutes)

*Erik and Shaun discussed how unemployment is still a problem in our counties, and the worker numbers are still not up to where they were pre-pandemic.*

**11. INFORMATION** – Aylee Rhea, NOW Program Manager

Board Member Survey Review (10 minutes)

*Aylee discussed the board member survey, its results, and how NOW was going to engage more with their board members.*

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

*Tony greeted everyone and made sure to introduce our new board members to the group and expressed his gratitude to have them be a part of the board.*

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

*Heather discussed the new and upcoming ideas and trainings that NOW is wanting to explore and develop.*

**14. BOARD MEMBER COMMENTS** – Roundtable


*No board members made comment.*

**15. SECOND PUBLIC COMMENT SECTION**

*No public comment was made.*

**16. ADJOURN**

*Tony Erickson, board chair, called the meeting to an end at 12:03 pm.*

|   |   |
|---|---|
|  | <b>POLICY P19: Disaster Recovery Dislocated Worker Grants</b>                             |
|   | <b>APPROVED: XXXX</b>   |
|   | <b>REVISION:</b><br><b>APPROVED BOARD REVISION:</b><br><b>INTERNAL REVIEW CONDUCTED:</b>  |
|   | <input checked="" type="checkbox"/> <b>NEW</b><br><input type="checkbox"/> <b>REVISED</b> |

**PURPOSE**

To provide guidelines, priorities, and requirements for disaster dislocated worker grants awarded under 170(d)(4) of WIOA for employment and training assistance to workers affected by major economic dislocations as a result of areas impacted by natural disasters or emergency situations.

**POLICY**

Northwest Oregon Works (NOW) will support and oversee all contracted subrecipients in the performance of disaster recovery dislocated worker grant (DWG) funding. NOW’s oversight responsibilities shall include the following:

- Ensure subrecipients are implementing the disaster funding in compliance with Federal and State regulations and local board policies.

Guide subrecipients regarding:

- o Eligible participants
- o Allowable grant activities
- o Temporary job policies and procedures
- o Employment and training activities policies and procedures
- o Supportive services
- o Worksite eligibility requirements and documentation
- o General policies involving coordination of emergency management agencies, obtaining equipment, health and safety standards and habitats protection.
- o Performance and fiscal reporting
- Review subrecipient agreements with employers before contract completion.
- Convene monthly activity reviews for progress of enrollment and performance goals.
- Monitor performance and fiscal aspects and expectations of the program.

The responsibility of contracted subrecipients shall include the following:

- Ensure employers are implementing the dislocated worker grant funding in compliance with Federal and State regulations and local board policies.
- Verify that employers’ worksites meet eligibility requirements for assistance under disaster DWG funding.
- Verify that dislocated workers and other participants are eligible for assistance under the disaster recovery funding.

- Review participant case files, both electronic and paper format monthly, to ensure valid source documents on file confirming participant eligibility requirements, and timeliness of disaster recovery services.
- Convene monthly meetings with supervising managers and key staff to review progress implementation aligns with contract and enrollment and performance goal progression.
- Resolve concerns or issues related to disaster recovery efforts.
- Submit monthly reports to NOW describing oversight and the current implementation status for disaster recovery initiatives.

### Eligibility Participants

The following are eligible to enroll in allowable activities and receive services provided through disaster recovery DWB:

1. Individuals temporarily or permanently laid off as a consequence of the emergency or disaster.
2. Dislocated worker as defined by WIOA Section (3)(15), including displaced homemakers as defined by WIOA Section (3)(16).
3. Long-term unemployed individuals.
4. Self-employed individuals who became unemployed or significantly underemployed as a result to the disaster or emergency.

NOW will communicate if the state has provided eligibility exceptions to policies regarding the acceptable documentation local areas must collect to document participant eligibility.

Participant files must document the participant's eligibility. Because of the circumstances surrounding the disaster, documentation of eligibility may be difficult to obtain during the initial stages. A signed certification may be acceptable in these situations upon approval from NOW; however, the subrecipient must verify eligibility once more data is available.

All subrecipients must use a contracted case management system as a reporting and repository for participant documentation and activities unless a different system is provided by NOW to the subrecipient. All participant required documentation and notes are required to be updated immediately and treated as a point-in time system.

### Additional Services for Individuals

*Career and Training Services* – Dislocated worker program funds may provide career and training services concurrently with participants in the temporary jobs component for those who are unlikely to return to their prior employment. Clean-up and recovery activities take precedence when offered in conjunction with career and training activities.

*Supportive Services* – provide participants with resources or payments, beyond career and training services necessary to achieve success. TEGL 19-16 should be referenced for further information on supportive services and NOW's policies include limits on the provisions of supportive services and any exceptions to those limits will be considered.

### Allowable Grant Activities

Humanitarian assistance generally includes actions designed to save lives, alleviate suffering, and maintain human dignity in the immediate aftermath of a disaster or emergency. This assistance includes activities such as the provision of food, clothing, and shelter. The humanitarian assistance provided by disaster workers must relate directly to the immediate response to the identified disaster or emergency.

Disaster job positions may include but not limited to the following:

1. Clean-up and recovery efforts including demolition, repair renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in the offshore areas related to the emergency or disaster; or,
2. Employment related to the delivery of appropriate humanitarian assistance in the immediate aftermath of the disaster or emergency such as:
  - a. Cleaning jobs to sanitize areas to prevent the spread virus in public facilities and hotels and small businesses on private property;
  - b. Jobs to install social distancing and other protective measures to prevent the spread of virus in public facilities and hotels and small businesses on private property;
  - c. Preparing, packaging and delivery of meals to senior citizens, disabled persons, homebound individuals, homeless individuals, and others affected by the disaster or emergency.
  - d. Jobs to shop for and deliver groceries and supplies and run errands on behalf of homebound individuals.
  - e. Jobs to assist in contacting vulnerable populations or those directly affected by the disaster or emergency to provide information to seek formal assistance for safety, physical health, mental health and employment opportunities; and
  - f. Peer counseling and resource coordination jobs to provide peer-to-peer counseling to help connect individuals with proper resources.

NOW will provide guidance regarding allowable activities and must approve all activities before commencement in the disaster or emergency area if possible.

### Temporary Jobs Duration

No individual shall be employed in a disaster for more than 12 months or 2,080 hours during a single emergency or disaster project WIOA 170(d)(3)(A). If clean-up work remains in the project after the participant reach their temporary employment limit, generally additional new eligible workers must be brought in to replace those who have worked the 12 months. It is possible for individuals to be cycled in and out of the project for longer than 12 months, with participants working intermittently over an extended period that does not exceed 2,080 hours.



### Worksite Selection

Disaster recovery workers must be placed at the worksites located in the geographic area covered by the qualifying event for the disaster DWG. The worksites must be managed and operated by employers that have been approved by NOW and in accordance with WIOA and State and local board policies. Highest priority must be given to the cleanup of the disaster or emergency area most severely affected public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas with the disaster or emergency area.

Work on private property may be performed only under these circumstances:

1. The work must be intended to remove health and safety hazards to the larger community or to address or alleviate specific economic employment-related impacts of the disaster, such as clean-up work needed for affected employers to resume operations;
2. The activities necessary to remove health and safety hazards on the private lands or around homes or other structures may only return the land or structure(s) to a safe and habitable level, and no improve the original land or structure(s);
3. The project prioritizes services to older individuals and individuals with disabilities; and
4. Disaster or DWG funds must NOT be used to cover the cost of materials to do repairs.

Prior approval is required before any disaster recovery work is performed on private property.

### Participant Compensation

In accordance with WIOA 181(a)(1)(A), generally, participants shall be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills, and such rates shall be in accordance with applicable law, but never less than the higher of the rate specified in 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law.

Overtime work is not allowed. The design of the project should not allow for overtime compensation regardless of whether regular employees of the employer in question are also working overtime, subject to the limit on duration of participation for workers under this project.

In cases where the disaster-relief employer does not have other employees doing the same or similar work and with similar training, experience and skills, subrecipients must ensure that the wages paid are as follows:

- Are in line with the industry standard for that type of work in the area where the work is to be performed, supported by documentation in the application, and;
- Are at least \$15 per hour.

### Benefits and Working Conditions

All participants shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work (WIOA 181(b)(5)). If the employer has different policies for temporary employees than for full-time employees, these policies may apply to these participants since the jobs under this grant are classified as temporary.

Fringe benefits shall be paid in accordance with the policies of the employer of record. Where the worksite employer hires temporary workers for positions for which wage levels have not been established and supervision of the temporary workers is performed by another agency, the agency performing the supervisory responsibilities could be considered the worksite employer for purposes of determining the appropriate wage for the temporary worker. In such a case, the temporary worker's wage could be established based on similar or same work performance by employees of the worksite employer.

### Health and Safety Standards

Both the subrecipient and the employer of record must ensure that participants follow the health and safety standards established under Federal and State law applicable to working conditions of permanent employees. To the extent that the State workers' compensation law applies, worker's compensation shall be provided to participants on the same basis as individuals in similar employment, as required by WIOA section 181(b)(4). In cases in which a participant is not covered under a State workers' compensation law, the participant must be provided with adequate on-site medical and accident insurance for work-related activities.

### Safety Training

Both the subrecipient and employer of record must ensure that participants receive appropriate safety training in accordance with Occupational Safety and Health Act (OSHA) of 1970 and assure safe working conditions.

### Equipment

FEMA or other Federal, State or local agencies provide assistance in obtaining equipment needed for temporary jobs participants to conduct clean up, renovation restoration and other allowable activities. In situations where the state is unable to obtain funding or equipment from another source, DWG funds may be used to lease or buy necessary equipment for worksites where disaster DWG participants are employed to support clean-up and recovery activities. Purchase of equipment is subject to prior approval of NOW and disposition requirements in 2 CFR 200 and 2 CFR 2900.

### Training and Monitoring

NOW will immediately provide on-site training to subrecipients with the completion of a signed contract agreement. Training will assist subrecipients in employment activities, participant eligibility, participant safety and health, pay and benefits, unemployment insurance or workers compensation, and any other state requirements. NOW will also determine additional training requirements upon revisions of the program upon request from the subrecipient.

NOW will conduct monthly subrecipient meetings for review and program progress status. If NOW deems further monthly monitoring procedures are required, NOW will proceed with on-site testing with support documentation to be obtained as needed. In addition, all disaster recovery DWG programs will be included in NOW's annual monitoring procedures.

## **REFERENCES**

WIOA Regulations at 3 (15) (16)

WIOA Regulations at 170 (b)(1), (4) & (d)(3)(a), (4)

WIOA Regulations at 181 (a)(1), (b),(4),(5) & (d)(3),(4)

2 CFR 200 & CFR 2900

20 CFR 680.900-920

20 CFR 687.110 b & C


TEGL NO. 16-21

TEGL No. 02-15 Attachment II

FLSA 6 (a)(1)

29 U.S.C. 3102 (3)(15)

10 U.S.C. 1174a & 1175

|   |   |
|---|---|
|  | <b>POLICY F07: EQUIPMENT MANAGEMENT</b>   |
|   | <b>APPROVED: 6/30/2022</b><br><b>REVISION: 4/28/2023</b><br><b>APPROVED BOARD REVISION: 4/28/2023</b><br><b>INTERNAL REVIEW CONDUCTED: 6/2021, 4/2022, 4/2023</b> |
|   | <input type="checkbox"/> <b>NEW</b><br><input checked="" type="checkbox"/> <b>REVISED</b>   |

**PURPOSE**

To provide procedures for management, control, transfer and safeguarding of equipment property procured under a federal, state, local or other funding.

**POLICY**

Northwest Oregon Works (NOW) and its sub-recipients/contractors will maintain accountability for all equipment property in accordance with Federal awarding agency provisions, Uniform Guidance provisions and grant agreement terms and conditions.

**Purchase and Use:**

NOW’s subrecipients must acquire written approval before purchasing any equipment even if funding budget amounts are available under the subrecipient contract. NOW will approve and document all subrecipient purchases and note the general use purpose of the equipment. NOW’s personnel will require all equipment purchases to have an approved purchase order before any purchase transactions or commitments are made.

Equipment use must be for authorized purposes for the duration of the contract or project for as long as it is needed, regardless if the program continues to be supported by federal funds. Equipment will not be encumbered without the necessary approval from the funding agency.

When equipment is no longer required under the original program or project, equipment use for other programs is allowed when deemed appropriate. If the equipment was purchased with Federal funds, NOW will determine if order of priority exists and apply those requirements.

**Equipment Management:**

NOW will use an internally developed equipment tracking worksheet to ensure the following requirements for all equipment purchased over \$5,000 as follows:

1. Description of property
2. Identification or serial and model numbers
3. Source of funds and percent of federal funding as applicable
4. Authorizing purchase or transfer documents use
5. Acquisition date and cost

6. Location, use and condition
7. Date of disposal, transfer, selling price with fair market determination as applicable

Physical inventory counts of equipment over \$5,000 will be conducted annually with results reconciled to NOW's equipment tracking worksheet. All damaged, lost, or stolen equipment will be investigated by NOW's Chief Compliance Officer and results reported.

In addition, NOW will conduct an annual assessment of the controls developed to ensure adequate safeguarding of equipment over \$5,000 internally and with subrecipients as applicable.

**Disposition:**

Upon determination that equipment can no longer be used under the original program or for use in other programs or activities, NOW will determine the funding source of the equipment and if the source terms and conditions adhere to disposition instructions as noted.

In addition, equipment with a fair market value in excess of \$5,000 requires Executive Committee approval before it is sold, transferred, otherwise disposed.

**Monitoring:**

NOW will perform monitoring procedures no less than on an annual basis but more often as deemed necessary. Monitoring of equipment over \$5,000 will include a review of equipment tracking worksheets in accordance with policy and procedures, on-site equipment count inspections, quality control tag assessment and examination of supporting documentation.

**REFERENCES**

2 CFR200.313

2 CFR200.439



## **Monitoring Report Program Year 21-22 CSC Workforce Solutions**

To satisfy requirements for oversight and monitoring of the Workforce Investment and Opportunity Act (WIOA) Title IB funds, Northwest Oregon Works provides annual on-site monitoring reviews of contracted program providers to determine compliance with contract language, deliverables, and applicable federal, state and local policies. Staff from Northwest Oregon Works conducted its review of CSC WIOA Title IB youth and state youth employment programs for the program year July 2021 – June 2022. Staff relied on responses and other information provided in the Program Year 2021 Monitoring Guide. The review was conducted by Aylee Rhea and Jason Swain.

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

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

In the course of the monitoring visit, NOW studied 4 participant files reviewing document management, internal controls and adherence to participant file management standards. There were 4 fiscal transactions tested. The team validated components against the electronic systems, and other mechanisms to ensure that files meet all requirements. The desk and on-site review addressed all questions, and it was noted the monitoring resulted in no observations and no findings.

## COMMENDATIONS

CSC continues to do an excellent job providing services to customers by providing meaningful services to participants. We appreciate the hard work and dedication demonstrated by the team.

|                      |            |
|----------------------|------------|
| Final Report:        | March 2023 |
| Comments or Appeal:  | March 2023 |
| Final Decision Goal: | April 2023 |



## **Monitoring Report Program Year 21-22 Equus Workforce Solutions**

To satisfy requirements for oversight and monitoring of the Workforce Investment and Opportunity Act (WIOA) Title IB funds, Northwest Oregon Works provides annual on-site monitoring reviews of contracted program providers to determine compliance with contract language, deliverables, and applicable federal, state and local policies. Staff from Northwest Oregon Works conducted its review of Equus WIOA Title IB programs and other state general funds for the program year July 2021 – June 2022. Staff relied on responses and other information provided in the Program Year 2021 Monitoring Guide. The review was conducted by Aylee Rhea and Jason Swain.

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

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

In the course of the monitoring visit, NOW studied 11 participant files reviewing document management, internal controls and adherence to participant file management standards. There were 11 fiscal transactions tested. The team validated components against the electronic systems, and other mechanisms to ensure that files meet all requirements. The desk review generated a list of follow-up questions that were addressed at the entrance conference and have been addressed. The monitoring resulted in two (2) observations and no findings.



## OBSERVATIONS

The program review resulted in the following observations:

1. It was observed some files lacked peer reviews. However, it was determined that eligibility reviews between staff members were conducted prior to the physical file creation. Peer reviews should be completed and evidenced in all files close to 30 days of creation as possible.
2. All documents with a signature line should have a signature on them. This is a continuation of a prior year observation. Recommend this as an item to be examined during the physical file peer review inspection by Equus.

## FINDINGS

No findings were identified during NOW's monitoring.

## COMMENDATIONS

Equus continues to do an excellent job providing services to customers through the challenges of the pandemic and post pandemic by providing meaningful services to participants. We appreciate the hard work and dedication demonstrated by the team.

|                      |            |
|----------------------|------------|
| Final Report:        | March 2023 |
| Comments or Appeal:  | March 2023 |
| Final Decision Goal: | April 2023 |

**NORTHWEST OREGON WORKS  
BUDGET VS. ACTUAL  
JULY 1, 2022 THROUGH MARCH 31, 2023**

| Line #                           | RESOURCES                                      | FUNDS<br>AWARDED<br>(PRIOR YR) | FUNDS<br>AWARDED<br>(CURRENT YR) | FUNDS<br>DRAWN/<br>EXPENDED | AVAILABLE<br>REMAINING<br>BALANCE | REMAINING<br>BALANCE<br>% |
|----------------------------------|--|--------------------------------|----------------------------------|-----------------------------|-----------------------------------|---------------------------|
| <b>FEDERAL FUNDING</b>           |  |                                |                                  |                             |                                   |                           |
| 1                                | WIOA DISLOCATED WORKER                         | 150,197                        | 382,051                          | 353,976                     | 178,272                           | 33%                       |
| 2                                | WIOA YOUTH                                     | 91,267                         | 538,749                          | 362,426                     | 267,590                           | 42%                       |
| 3                                | WIOA ADULT                                     | 135,961                        | 444,772                          | 342,421                     | 238,312                           | 41%                       |
| 4                                | WIOA ADMINISTRATION                            | 174,675                        | 151,730                          | 46,422                      | 279,983                           | 86%                       |
| 5                                | WIOA DISASTER RECOVERY WILDFIRES               | 31,439                         | -                                | 23,350                      | 8,089                             | 26%                       |
| 6                                | WIOA RAPID RESPONSE LAYOFF AVERSION            | 25,200                         | -                                | 17,901                      | 7,299                             | 29%                       |
| 7                                | DHS SUMMER YOUTH EMPLOYMENT                    | 47,306                         | -                                | 36,698                      | 10,608                            | 22%                       |
| 8                                | WIOA HIGH CONCENTRATION YOUTH                  | 5,735                          | 16,760                           | 2,774                       | 19,721                            | 88%                       |
| 9                                | OREGON YOUTH EDUCATION PROGRAM                 | 368,977                        | -                                | 198,380                     | 170,597                           | 46%                       |
| 10                               | FUTURE READY ARPA                              | -                              | 1,022,406                        | 10,813                      | 1,011,593                         | 99%                       |
| <b>STATE FUNDING</b>             |  |                                |                                  |                             |                                   |                           |
| 11                               | HEALTHY OREGON WORKFORCE TRAINING              | 509,857                        | -                                | 223,150                     | 286,707                           | 56.2%                     |
| 12                               | COMPETITIVE STRATEGY                           | 231,071                        | -                                | 199,834                     | 31,237                            | 13.5%                     |
| 13                               | YOUTH REGIONAL REENGAGEMENT OPPORTUNITY        | 148,060                        | -                                | 133,085                     | 14,975                            | 10.1%                     |
| 14                               | YOUTH REGIONAL REENGAGEMENT COLLABORATIVE      | -                              | 115,023                          | 28,370                      | 86,653                            | 75.3%                     |
| 15                               | YOUTH REGIONAL REENGAGEMENT PROFESSIONAL DEV.  | -                              | 15,000                           | 9,332                       | 5,668                             | 37.8%                     |
| 16                               | TRAINING WORK EXPERIENCE                       | 97,184                         | -                                | 72,165                      | 25,019                            | 25.7%                     |
| 17                               | INDUSTRY ENGAGEMENT                            | 123,491                        | -                                | 41,775                      | 81,716                            | 66.2%                     |
| 18                               | HECC APPRENTICESHIP                            | 146,540                        | -                                | 21,700                      | 124,840                           | 85.2%                     |
| 19                               | UNRESTRICTED - GENERAL FUNDS                   | 19,951                         | -                                | 1,448                       | 18,503                            | 92.7%                     |
| 20                               | FUTURE READY PROSPERITY 10,000                 | 858,798                        | -                                | 321,920                     | 536,878                           | 62.5%                     |
| <b>LOCAL FUNDING</b>             |  |                                |                                  |                             |                                   |                           |
| 21                               | OREGON COASTAL ZONE MANAGEMENT                 | 540                            | -                                | 70                          | 470                               | 87%                       |
| 22                               | LINCOLN COUNTY COMMISSIONERS                   | -                              | 14,000                           | -                           | 14,000                            | 0%                        |
| 23                               | SOUTHERN OREGON WORKFORCE BOARD                | -                              | -                                | -                           | -                                 | 0%                        |
| 24                               | COLUMBIA RIVER PUD                             | 3,208                          | -                                | -                           | 3,208                             | 100%                      |
| 25                               | PORT OF GARIBALDI                              | 1,000                          | -                                | -                           | 1,000                             | 100%                      |
| 26                               | OREGON COMMUNITY FOUNDATION                    | 23,957                         | -                                | 23,957                      | -                                 | 0%                        |
| 27                               | INTERCOMMUNITY HEALTH NETWORK                  | 180,664                        | 258,650                          | 170,819                     | 268,495                           | 61%                       |
| 28                               | COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION | -                              | 150,000                          | 5,258                       | 144,742                           | 96%                       |
| <b>TOTAL AVAILABLE RESOURCES</b> |  | <b>3,375,078</b>               | <b>3,109,141</b>                 | <b>2,648,044</b>            | <b>3,836,175</b>                  | <b>59%</b>                |

| <b>BOARD EXPENSES</b>                |                               | <b>BUDGETED<br/>SPENDING</b> | <b>YTD<br/>SPENDING</b> | <b>REMAINING<br/>BALANCE<br/>AVAILABLE</b> | <b>REMAINING<br/>BALANCE<br/>PERCENTAGE</b> | <b>PERCENTAGE<br/>OF TOTAL<br/>FUNDS<br/>DRAWN</b> |
|--------------------------------------|-------------------------------|------------------------------|-------------------------|--|---|--|
| <b>ADMINISTRATIVE STAFFING</b>       |                               |                              |                         |  |   |  |
| 29                                   | SALARIES                      | 193,249                      | 144,118                 | 49,131                                     | 25%   | 5%   |
| 30                                   | TAXES & BENEFITS              | 63,637                       | 45,487                  | 18,150                                     | 29%   | 2%   |
| <b>TOTAL ADMINISTRATIVE STAFFING</b> |                               | <b>256,886</b>               | <b>189,605</b>          | <b>67,281</b>                              | <b>26%</b>                                  | <b>7%</b>  |
| <b>OPERATING EXPENSES</b>            |                               |                              |                         |  |   |  |
| 31                                   | STAFF & BOARD TRAVEL          | 13,000                       | 12,722                  | 278  | 2%  | 0.5%   |
| 32                                   | FACILITIES                    | 6,068                        | 4,224                   | 1,844                                      | 30%   | 0%   |
| 33                                   | PROFESSIONAL SERVICES - BOARD | 37,310                       | 19,577                  | 17,733                                     | 48%   | 1%   |
| 34                                   | TELEPHONE/COMMUNICATIONS      | 31,150                       | 11,105                  | 20,045                                     | 64%   | 0.4%   |
| 35                                   | AUDIT SERVICES                | 23,000                       | 22,200                  | 800  | 3%  | 1%   |
| 36                                   | FEES                          | 8,058                        | 11,457                  | (3,399)                                    | -42%  | 0.4%   |
| 37                                   | EQUIPMENT & MAINTENANCE       | 9,529                        | 7,522                   | 2,007                                      | 21%   | 0.3%   |
| 38                                   | SUPPLIES                      | 6,000                        | 5,133                   | 867  | 14%   | 0.2%   |
| 39                                   | INSURANCE                     | 6,931                        | 5,382                   | 1,549                                      | 22%   | 0%   |
| 40                                   | STAFF DEVELOPMENT             | 9,000                        | 6,872                   | 2,128                                      | 24%   | 0%   |
| 41                                   | MEMBERSHIPS                   | 14,050                       | 14,596                  | (546)                                      | -4%   | 0.6%   |
| 42                                   | COMMUNITY OUTREACH            | -                            | -                       | -  | -   | 0%   |
| <b>TOTAL OPERATING EXPENSES</b>      |                               | <b>164,096</b>               | <b>120,790</b>          | <b>43,306</b>                              | <b>26%</b>                                  | <b>5%</b>  |
| <b>PROGRAM EXPENSES</b>              |                               |                              |                         |  |   |  |
| 43                                   | I-TRAC SOFTWARE               | 33,500                       | 13,499                  | 20,001                                     | 60%   | 0.5%   |
| 44                                   | WSO LEASES & MAINTENANCE      | 73,960                       | 25,510                  | 48,450                                     | 66%   | 1%   |
| 45                                   | PROGRAM OUTREACH              | 583,224                      | 478,972                 | 104,252                                    | 18%   | 18%  |
| 46                                   | PROFESSIONAL SERVICES         | 87,421                       | 40,050                  | 47,371                                     | 54%   | 2%   |
| 47                                   | SALARIES                      | 455,079                      | 336,275                 | 118,804                                    | 26%   | 13%  |
| 48                                   | TAXES & BENEFITES             | 159,186                      | 106,137                 | 53,049                                     | 33%   | 4%   |
| <b>TOTAL PROGRAM EXPENSES</b>        |                               | <b>1,392,370</b>             | <b>1,000,443</b>        | <b>391,927</b>                             | <b>28%</b>                                  | <b>38%</b>   |
| <b>TOTAL BOARD EXPENSES</b>          |                               | <b>1,813,352</b>             | <b>1,310,838</b>        | <b>502,514</b>                             | <b>28%</b>                                  | <b>50%</b>   |

| <b>PROVIDER EXPENSES</b>       |                                 | <b>BUDGETED<br/>SPENDING</b> | <b>YTD<br/>SPENDING</b> | <b>REMAINING<br/>BALANCE<br/>AVAILABLE</b> | <b>REMAINING<br/>BALANCE<br/>PERCENTAGE</b> | <b>PERCENTAGE<br/>TO TOTAL<br/>FUNDS<br/>DRAWN</b> |
|--------------------------------|---------------------------------|------------------------------|-------------------------|--|---|--|
| 49                             | WIOA ADULT                      | 418,995                      | 300,573                 | 118,422                                    | 28%   | 11%  |
| 50                             | WIOA YOUTH                      | 637,387                      | 362,426                 | 274,961                                    | 43%   | 14%  |
| 51                             | WIOA DISLOCATED WORKER          | 486,512                      | 314,248                 | 172,264                                    | 35%   | 12%  |
| 52                             | WIOA WILDFIRE DISASTER RECOVERY | 28,276                       | 22,684                  | 5,592                                      | 20%   | 1%   |
| 53                             | WIOA OMEP (ONE STOP OPERATOR)   | 25,000                       | 11,902                  | 13,098                                     | 52%   | 0%   |
| 54                             | WORKEKX (Equus)                 | 81,972                       | 60,666                  | 21,306                                     | 26%   | 2%   |
| 55                             | SUMMER YOUTH EMPLOYMENT (CSC)   | 35,045                       | 28,774                  | 6,271                                      | 18%   | 1.1%   |
| 56                             | SUMMER YOUTH EMPLOYMENT (Equus) | 12,260                       | 7,924                   | 4,336                                      | 35%   | 0.3%   |
| 57                             | FUTURE READY P10,000 (Equus)    | 432,000                      | 186,424                 | 245,576                                    | 57%   | 7.0%   |
| 58                             | FUTURE READY P10,000 (CSC)      | 290,000                      | 41,585                  | 248,415                                    | 86%   | 1.6%   |
| <b>TOTAL PROVIDER EXPENSES</b> |                                 | <b>2,447,447</b>             | <b>1,337,206</b>        | <b>1,110,241</b>                           | <b>45%</b>                                  | <b>50%</b>   |
| <b>GRAND TOTAL EXPENSES</b>    |                                 | <b>4,260,799</b>             | <b>2,648,044</b>        | <b>1,612,755</b>                           | <b>38%</b>                                  | <b>100%</b>  |

**KEY**

WIOA - Workforce Innovation and Opportunity Act  
DOL - Department of Labor  
DHS - Department of Human Services  
HECC - Higher Education Coordinating Commission

WSO - Work Source Office  
OMEP - Oregon Manufacturing Extension Partnership