INVEST	INNOVATE	IMPACT
o Focus on data to prioritize investments.	<ul> <li>Pursue practices &amp; programs that can be</li> </ul>	<ul> <li>Mobilize opportunities that support</li> </ul>
<ul> <li>Optimize ROI through resource</li> </ul>	scaled up.	industry sectors.
management.	<ul> <li>Develop strategic partnerships.</li> </ul>	<ul> <li>Foster development of career pathways.</li> </ul>
<ul> <li>Increase resources for workforce</li> </ul>	<ul> <li>Lead efforts that result in employment</li> </ul>	<ul> <li>Educate communities about workforce</li> </ul>
development.	and advancement.	services available.



# AGENDA JOINT MEETING BOARD OF DIRECTORS & CONSORTIUM BOARD

In Person 4170 SW Research Way, Corvallis, OR 97333

Zoom

Meeting ID: 846 6610 5633 Passcode: 983062

Computer: https://us02web.zoom.us/j/84666105633?pwd=WktWK1pNZ1N1RE9OeGFMUWIXQ1VpZz09

October 27, 2023 - 10:00am-Noon

This meeting has been properly noticed and posted in the following places:

Columbia County Commissioners Office: 230 Strand Street 331, St. Helens, OR 97051
Clatsop County Commissioners Office: 800 Exchange Street, Ste. 410, Astoria, OR 97103
Tillamook County Commissioners office: 201 Laurel Ave., Tillamook, OR 97141
Lincoln County Commissioners Office: 225 West Olive Street Room 110, Newport, Oregon 97365
Benton County Commissioners Office: 205 NW 5th Street, Corvallis, OR 97330
Columbia County: The Chronicle
Clatsop County: Clatsop News
Lincoln County: The News Guard
Tillamook County: Headlight Herald

Benton County: Gazette Times-Corvallis

This Agenda is also available at www.nworegonworks.org.

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

#### 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

- a. NOW Board
- b. Consortium Board

#### 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: CONSORTIUM BOARD

Accept Staff's recommendation to appoint the following (one) NOW Board Member – The terms of this Board Member will be October 27, 2023 – November 1, 2026. (5 minutes)

a. Paul Davis – Director of Operations, Lektro - Business Representative

#### 5. CONSENT CALENDAR

- NOW BOARD
  - Accept Staff's recommendation to approve the Minutes of the August 25, 2023 meeting.
  - Accept Staff's recommendation to approve the Executive Director's employment contract revisions.
  - Accept Staff's recommendation to approve the bylaws.
- CONSORTIUM BOARD
  - Accept Staff's recommendation to approve the Minutes of the June 30, 2023
     Consortium Meeting.
  - Accept Staff's recommendation to approve the bylaws.
- **6. INFORMATION** Lisa Avery, President, Linn Benton Community College (20 minutes)
- 7. DISCUSSION and POSSIBLE ACTION: NOW BOARD THEN CONSORTIUM BOARD Kirstin Salmi, NOW Board Treasurer and Jason Swain, NOW CFO

Accept the FAT's recommendation to approve the finalized Annual Budget (10 minutes)

- a. NOW Board
- b. Consortium Board
- **8. INFORMATION** Aylee Rhea, Program Director Performance Goals PY 23-24 (15 minutes)
- **9. INFORMATION** Christopher Jacobs, Executive Director, Corvallis Economic Development (15 minutes)
- **10. INFORMATION** Corey Habiger, Career Development Coordinator, OED Oregon Employment Department Update (20 minutes)
- **11. INFORMATION** Shaun Barrick, OED Oregon Employment Department Economic Update (20 minutes)
- **12. INFORMATION** Logan Garner, Youth Program Manager Success Story Video (10 minutes)
- 13. BOARD CHAIR REPORT Tony Erickson, Chair
- 14. CHIEF LOCAL ELECTED OFFICIAL REPORT Commissioner Skaar
- 15. EXECUTIVE DIRECTOR REPORT Heather DeSart, NOW Executive Director

#### 16. BOARD ROUNDTABLE -

#### 17. 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.

#### 18. 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 <a href="mailto:Emily@onwib.org">Emily@onwib.org</a>. TTY is available at 711 or (800) 735-2900.

 From:
 Henry A. Balensifer III

 To:
 Brittney Lane

 Cc:
 paul.davis@jbtc.com

**Subject:** Nomination

**Date:** Tuesday, October 10, 2023 4:05:34 PM

#### Dear NW Oregon Works Board,

I very much enjoyed my time on the board and wish to ensure a manufacturing private sector perspective is continued on the board. As such, I respectfully submit Paul Davis of Oshkosh AeroTech in Warrenton (aka LEKTRO) to be considered for appointment to your board.

Respectfully,

Henry Balensifer Mayor City of Warrenton

#### **Paul Davis**

33 Auburn Ave. Astoria OR 97103

#### Paul.davis@jbtc.com

#### Attributes:

- Strong Work ethic. Willing to put in the time it takes to get the job done right.
- Positive communication skills. Excellent written and direct communication style.
- Extraordinary People Skills. Can manage diverse workforce from drivers to office staff.
- Experience managing fleet to DOT requirements.
- Large Network of Trucking, Safety and Law Enforcement professionals
- Coach Style Leadership, ability to build strong team and reach goals.
- Experienced HR Assistant, Skilled at Hiring, training and retraining. Reviewing performance and disciplining employees.
- Quick Learner. Able to quickly learn new technology and job requirements. Proficient with MS
  Office.

#### Work History:

**Director of Operations,** JBT Lektro Inc., Warrenton OR 11/2014 to Present Managing the day to day operations of a manufacturing plant with \$35M in annual revenue, and over 100 employees pre pandemic.

**Operations Manager**, Haney Truckline, Yakima WA 05/2014-10/2014 Oversaw a reorganization of management staff and driver managers and dispatchers. Responsible for adding resources to recover from a major management and driver loss.

**Service Center Manager** UPS Freight, Kent WA 6/2011- 5/2014 Managed a terminal for UPS freight that served the Seattle /Tacoma Market. Managed as many as 175 employees and was solely responsible for the P&L of the facility, and all Daily operations

Freight Operations Supervisor, Conway Freight, Renton WA. 5/2009 - 5/ 2011
Managed City Dispatch P&D, Outbound, Inbound operations as well as Freight Assembly
Center(Reship)and cross dock operations. Planned manpower needs, audited timesheets and KRONOS.
Audited logs and DVI's to ensure DOT compliance. Managed 80 drivers in daily pickup and delivery operations in the greater Puget Sound area.

**Director of Safety,** Reinhard Transportation, Federal Way WA. 6/2008- 12/2008 Managed the Safety program for 170 employees in 11 terminals throughout Washington and Oregon. Fleet consisted of 67 trucks and 140+ drivers. Reviewed accidents and injuries. Managed WA State L&I claims and Oregon Workman's Comp. issues. Trained and retrained drivers to meet Safety Goals. Responsible to ensure operation was DOT compliant.

Operations Supervisor, Allied Waste of Seattle, Seattle, WA. 5/2007 - 6/2008 Managed commercial and residential Garbage drivers in the Seattle Market. Performed regular observations and inspections, enforced HOS rules and scheduled employees. Investigated accidents and injuries as well as some loss management for property damage claims. Managed residential garbage and then commercial operations with a responsibility of 150,000+ Residential pickups per week and 16,000+ Commercial Pickups per week. Fleet consisted of 137 trucks, and over 140 drivers.

Freight Operations Supervisor, Conway Freight, Renton WA. 10/2002 - 5/ 2007
Managed City Dispatch P&D, Outbound, Inbound operations as well as Freight Assembly Center (Reship)and cross dock operations. Planned manpower needs, audited timesheets and KRONOS.
Audited logs and DVI's to ensure DOT compliance. Managed during an explosive growth period where terminal grew from 30 drivers to over 100, which led to opening of an additional facility. Served as the Safety Committee Chair promoting TDC's and Smith System components.

**Driver**, Roadway Express, Seattle, WA. 10/1999 - 10/2002 LTL driver and dockworker. Loaded and unloaded LTL freight for Local delivery. Operated a CMV, Tractor/Trailer, straight truck and Hostling Unit. Possess a valid CDL with all endorsements.

#### **Additional Professional Activities**

**Director at Large , Portland Rose Festival Foundation Board** 2018 to Present The PRFF is a non profit that produces the Rose Festival in Portland OR

Past Commandant and lifetime Board member of the Seattle Seafair Commodores, 2008 to Present The Commodores are a Volunteer group that supports the Seattle Seafair Festival.

**Board Member** Friends of the Astoria Armory 2015 to Present Turning the Historic Astoria Armory into a community center and a village Asset.

#### Certified Smith System Instructor 2008-2016

Many years of experience coaching and training drivers in the Smith System driving techniques.

**Member** WTA Safety Management Council 2002-2014 Represented UPS, Conway and Reinhard at the Washington Trucking Associations Safety Management Council.

Member of Advisory Board for the Bates Technical College Truck Driving Program. 2005-2010

**Equipment Chair** for the Washington State Truck Driving Championships. 2002-2014 This is an annual event every June that involves acquiring equipment donations for the contest.

**Volunteer** with the Washington State Patrol CVSA inspector Challenge. 2002-2014 This event is held alongside the WTA Truck Driving Championship.

#### **MINUTES**

## NORTHWEST OREGON WORKS BOARD OF DIRECTORS MEETING

August 25, 2023

Virtual Via Zoom

#### Present:

#### **Board:**

Tony Erickson, Oregon AERO, Chair; Linda Dugan, Linda Dugan Insurance; Terre Cooper, Tillamook County Economic Development; Greg Morill, Bergson Construction Inc.; Heather Taksdal, Zwald Transport Inc.; Whitey Forsman, Pacific Oyster; Carrie Norris, Samaritan Health Service;.; Zach Poole, Pig' n Pancake, Vice Chair/Secretary; Gabe Gurule, Corvallis Fire Department; Eric Sherman, IBEW Local 932; Kirstin Salmi, WCT Marine; Ricardo Contreras, Casa Latinos Unidos; Birgitte Ryslinge, Oregon Coast Community College; John Hawkins, Service Employees International Union;

#### **Excused:**

Ann Buchele, Linn-Benton Community College; Diana Teem, Olalla Center; Henry Balensifer III, LEKTRO; Jordan Meier, Driftwood Restaurant; Lauren Smith, DHS, Vocational Rehabilitation; Mario Calderon, Local 737; Stephanie Hurliman, Oregon Employment Dept; Todd Simmons, Tillamook Peoples' Utility District;

#### Consortium:

Pamela Wev, Clatsop County Commissioner;

#### **Excused:**

**Casey Garrett**, Columbia County Commissioner; **Casey Miller**, Lincoln County Commissioner; **Erin Skaar**, Tillamook County Commissioner; **Pat Malone**, Benton County Commissioner;

#### Staff:

**Heather DeSart,** Executive Director; **Jason Swain**, NOW CCO; **Adrienne Peters**, Program Manager; **Logan Garner**, Youth Programs Manager; **Emily Schwartz**, Accounting Technician; **Brittney Lane**, Executive Assistant; **Aylee Rhea**, Program Manager; **Kortnie Williams**, Program Coordinator

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

Chairman Erickson called the Meeting to order at 10:01am.

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

#### 2. REVIEW and APPROVE AGENDA

Agenda was approved with no corrections, additions, or removals.

MOTION: Linda Dugan SECOND: John Hawkins MOTION CARRIED.

#### 3. PUBLIC COMMENT SESSION

No public comment was made.

#### 4. CONSENT CALENDAR

- Approval of minutes from June 23, 2023 Board Meeting
- Approval of changes to policy P20 Basic Skills Deficiency

MOTION: Linda Dugan SECOND: Greg Morrill

**MOTION CARRIED.** 

**5. INFORMATION** – Rand Brown, Business and Industry Partnership Development Coordinator, PCC OMIC Training Center

OMIC Training Center and Intern Program Update (20 minutes)

- **6. INFORMATION** Paul Vogel, Executive Director, Columbia Economic Team Economic Update (15 minutes)
- 7. INFORMATION Logan Garner, Youth Program Manager Youth Program Update Columbia County (10 minutes)
- **8. INFORMATION** Diana Nish, Equus Success Videos (10 minutes)
- INFORMATION Jason Swain, CCO Funding and Audit Updates (5 minutes)
- INFORMATION Shaun Barrick, OED
   Oregon Employment Department Economic Update (20 minutes)
- 11. BOARD CHAIR REPORT Tony Erickson, Chair
- 12. EXECUTIVE DIRECTOR'S REPORT Heather DeSart, NOW Executive Director
- 13. BOARD MEMBER COMMENTS Roundtable
- 14. SECOND PUBLIC COMMENT SECTION

Henry Louie made a comment about the PCC internship and how it affected him and the benefits/learning experience.

#### 15. ADJOURN

The meeting was adjourned at 11:45am.

#### **MINUTES**

## NORTHWEST OREGON WORKS CONSORTIUM BOARD

June 30<sup>th</sup>, 2023

Virtual Meeting via Zoom

#### Present:

**Casey Garrett,** Columbia County Commissioner; **Erin Skaar,** Tillamook County Commissioner; **Casey Miller**, Lincoln County Commissioner; **Pat Malone**, Benton County Commissioner;

#### **Excused:**

Pamela Wev, Clatsop County Commissioner;

#### Staff:

Heather DeSart, Executive Director; Brittney Lane, Executive Assistant; Aylee Rhea, Program Director;

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

Chairman Skaar called the Meeting to order at 9:01am.

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

#### 2. REVIEW and APPROVE AGENDA

Agenda was approved.

MOTION: Pat Malone SECOND: Casey Garrett MOTION CARRIED.

#### 3. PUBLIC COMMENT SESSION

No public comment was made.

#### 4. CONSENT CALENDAR

Accept Staff's recommendation to approve the minutes of the April 20<sup>th</sup>, 2023 Consortium Meeting

MOTION: Casey Garrett SECOND: Casey Miller MOTION CARRIED.

#### 5. DISCUSSION AND POSSIBLE ACTION – Jason Swain, NOW CFO

Accept the Staff and Board Treasurer's recommendation to approve the forecasted PY2023-24 Annual

Budget

MOTION: Casey Garrett SECOND: Pat Malone MOTION CARRIED.

- **6. DISCUSSION AND POSSIBLE ACTION** –Accept Staff's recommendation to reappoint the following (two) NOW Board Members The terms of these Board Members will be July 1, 2023 June 30, 2026. (5 minutes)
  - 5.1 Mario Calderon Rep. of Labor RE-APPOINTMENT by Consortium
  - 5.2 Lauren Smith Rep. of Vocational Rehabilitation RE-APPOINTMENT by Consortium

MOTION: Pat Malone SECOND: Casey Garrett MOTION CARRIED.

- 7. CHIEF LOCAL ELECTED OFFICIAL REPORT Erin Skaar, Commissioner
- **8. BOARD MEMBER COMMENTS** Roundtable
- 9. SECOND PUBLIC COMMENT SECTION

No public comment was made.

10. ADJOURN

Meeting was adjourned at 9:19am.

P.O. Box 140 Lincoln City, OR 97367

#### **EXECUTIVE DIRECTOR'S EMPLOYMENT AGREEMENT**

This employment agreement is between Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works, hereinafter referred to as NOW, and HEATHER DESART. NOW agrees to employ HEATHER DESART; and HEATHER DESART agrees to be employed subject to the following conditions.

Term of Employment: This agreement begins July 01, 2016 and will serve as a three year rolling contract unless terminated pursuant to the following provisions.

- 1) Evaluation: NOW's Executive Committee under the leadership of the Chair shall conduct an annual performance evaluation of the HEATHER DESART's performance that will be affirmed by action of the full Board. The Executive Committee will conduct a mid-year check-in as well.
- 2) Early Termination: NOW and HEATHER DESART agree that employment is at-will and that this agreement may be terminated by either party at any time subject to the following early termination provisions.
  - 2.1) NOW's Board of Directors may terminate this agreement early without cause at any time by giving ninety (90) days advance written notice to HEATHER DESART. If this agreement is terminated early by ONWIB without cause, HEATHER DESART shall be entitled to:
    - Full pay and fringe benefits through her last day of employment, including all fringe benefits afforded full-time employees of NOW; and
    - All accumulated Paid Time Off (PTO) at the official date of separation up to the maximum allowed of 480 hours; and,
    - Severance pay for thirty (30) days from the last day of employment
    - NOW will pay up to ninety (90) days of health insurance benefits afforded full-time employees of NOW.
  - 2.2) In the event HEATHER DESART terminates this agreement early, NOW shall pay HEATHER DESART through her last date of employment, including accrued and unused paid time off leave up to the maximum allowed of 480 hours. All other ONWIB obligations to HEATHER DESART shall cease on her last day of employment.
  - 2.3) NOW's Board of Directors may terminate this agreement in writing for cause without advance notice for
    - Refusal or failure to carry out lawful Board directions,
    - Acts constituting fraud, dishonesty, misappropriation of funds or a crime,
    - Failure to satisfactorily perform duties as specified in paragraph 3, as determined by the Executive Committee in their sole discretion, or
    - Other material misconduct.

In the event of termination for cause, HEATHER DESART shall be paid through her last day of employment, including accrued and unused paid time off leave. All NOW obligations to HEATHER DESART shall cease on her last day of employment.

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2.4) In the event NOW's funding is reduced, NOW's Board of Directors may terminate this agreement early. In the event of early termination, HEATHER DESART will be given early termination benefits as stated in paragraph 2.1.

3) Duties: NOW shall employ HEATHER DESART as its Executive Director with duties generally described as follows:

The Executive Director provides leadership and direction to Northwest Oregon Works and coordinates all activities of the organization in accordance with the mission, vision values, and goals established by the Board of Directors. Safeguards and grows the assets of the organization and assures that NOW provides customer-centered services. The Executive Director represents workforce concerns in the workforce development area.

#### **Essential Job Functions:**

- With NOW's Chairperson, enable the Board to fulfill its governance function.
- Principal staff to NOW Board of Directors and its Executive Committee.
- Give direction and leadership to achievement of the organization's vision, mission, strategies and goals.
- Build the organization's culture and advance its values.
- Promote revenue, profitability and growth.
- Serve as principal staff liaison from Northwest Oregon Board of Directors to the Northwest Oregon Workforce Consortium.
- Insure effectiveness, collaboration, quality, and cost-efficiency.
- Serve as principal staff liaison to federal and state agencies; local governments, business, labor, education and other community organizations. Manage and educate media sources.
- Assure that NOW maintains a strong regional presence and creates a collaborative organization.
- Provide for Board member recruitment and orientation in accordance with Workforce Innovation and Opportunity Act regulations and support Board member acquisition of knowledge.
- Facilitate the senior leadership team activities.
- Provide annual performance evaluations to the senior leadership team or more frequently if
  needed.
- Responsible for hiring and termination of staff, consistent with NOW policies.
- 4) Outside Work for Hire: NOW's Executive Committee may elect to establish guidelines governing the conduct of outside work. Any outside work for hire must be presented to NOW's Board Chair or the full NOW Board for approval prior to starting the work.
- 5) Salary: NOW shall pay HEATHER DESART an annual salary of \$125,000.00, payable in equal increments, less applicable deductions, using NOW's standard payroll schedule.
- 6) Benefits: HEATHER DESART shall receive fringe benefits in accordance with NOW's policies and to the same extent as other NOW employees.

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- 6.1) A Term Life Insurance policy will be established for HEATHER DESART, with beneficiaries of her choosing. This policy will be funded annually or until termination with the approval of the NOW Executive Committee, at the maximum of 1 times salary.
- 6.2) Until such time as health benefits are contracted, HEATHER DESART shall be entitled to reimbursement of her monthly COBRA Payment by NOW, upon submittal of payment receipt currently \$549.54 per month, commencing with her first COBRA invoice, and extending until such time as a comprehensive health benefits package is obtained and in effect for NOW staff. This comprehensive health package shall include medical, dental and vision insurance.
- 6.3) Leave: HEATHER DESART shall be awarded 80 hours of paid time off leave as specified in the employment offer letter. Further PTO shall accrue at a rate of 11.69 hours semi-monthly, in accordance with NOW's approved personnel policy.
- 6.4) A technical/continuing education allowance will be available, and must be approved by NOW's Executive Committee.
- 6.5) Retirement Plan: NOW will match a 401(k) plan or 457/401(a) plan or 403(b) plan, whichever is available and appropriate, up to a rate of 6% of salary, commencing on the first legally allowed date.
- 7) Expense Reimbursement: HEATHER DESART may incur and be reimbursed for reasonable, allowable business expenses in accordance with NOW policies and procedures.
- 8) Confidentiality, Non-Disclosure/Non-Use and Inventions/Intellectual Property:
  - 8.1) Confidential Information. As used in this Agreement, the term Confidential Information includes
    - all proprietary information of NOW (including proprietary information of its clients) and non-public information and know-how concerning NOW's technology, business or financial affairs;
    - information designated by NOW or its clients as confidential or that HEATHER DESART knows or should know is confidential, and
    - trade secrets of any kind,

HEATHER DESART acknowledges that all Confidential Information is a valuable asset of ONWIB. HEATHER DESART agrees that all Confidential Information is and will continue to be the exclusive property of NOW whether or not prepared in whole or in part by HEATHER DESART, in connection with her employment, and whether or not disclosed to HEATHER DESART or entrusted to her custody in connection with her employment with NOW.

8.2) Non-Disclosure and Non-Use, HEATHER DESART agrees that she will not at any time during or after her employment with NOW use or disclose any confidential information for any purpose except for the purpose of benefiting NOW consistent with NOW's instructions during the course of her employment with NOW. In addition, HEATHER DESART agrees to use the highest degree of care in safeguarding confidential information against loss, theft or inadvertent disclosure.

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HEATHER DESART will deliver immediately to NOW upon its request, or upon termination of employment with NOW, all Confidential Information in her possession or control. HEATHER DESART will not retain possession or control of any excerpts, notes, photographs, reproductions, replications or copies of any Confidential Information whether or not written or produced by her following such request or following termination of employment with NOW.

- 8.3) Inventions/Intellectual Property. HEATHER DESART agrees that all inventions, discoveries, improvements, trade secrets, formula, techniques, processes, know-how and computer programs, whether or not patentable, and whether or not reduced to practice, conceived or developed by HEATHER DESART for NOW, whether as an employee, consultant, contractor, or otherwise, or conceived or developed by HEATHER DESART during her employment with NOW, either alone or jointly with others, which relate to or result from the actual or anticipated business, work, research, or investigation of NOW, or which result to any extent from use of NOW's premises or property (collectively, "Inventions"), shall be owned exclusively by NOW, HEATHER DESART hereby assigns to NOW all HEATHER DESART right, title and Interest in all Inventions and HEATHER DESART agrees that NOW shall be the sole owner of all domestic and foreign patents or other rights pertaining thereto.
- 9) Arbitration: Any claim or controversy arising out of this agreement shall be settled by binding arbitration under the rules and procedures of the Arbitration Association of America. Any arbitration decision shall be enforceable in Lincoln County courts.
- 10) Waivers: If NOW or HEATHER DESART waives a breach of any provision of this agreement, that waiver shall not constitute a waiver of any successive breach.
- 11) Severability: If any provision of this agreement is found to be invalid, all other provisions shall remain in full force, insofar as is permitted by law.
- 12) Assignment and Successors, Rights and benefits under this agreement will inure to the benefit of and be binding upon NOW's successors and assignees: HEATHER DESART may not assign her employment obligations.
- 13) Oral Modifications: This written agreement is the entire agreement between NOW and HEATHER DESART. Oral changes shall have no effect. This agreement may only be modified in writing as approved by NOW's Board of Directors.

IN WITNESS WHEREOF, the parties have executed this agreement by signing below.

Heather DeSart  Heather DeSart	10/14/14		
Heather DeSart	Date	Tony Erickson NOW Board Chair	Date

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Term of Employment: This agreement begins July 01, 2016 and will serve as a three year rolling contract unless terminated pursuant to the following provisions.

- 1) Evaluation: NOW's Executive Committee under the leadership of the Chair shall conduct an annual performance evaluation of the HEATHER DESART's performance that will be affirmed by action of the full board. The executive Committee will conduct a mid year check in as well. NOW's Chair, and/or designee(s), shall conduct a performance evaluation of HEATHER DESART's performance, and will determine the process by which that evaluation will be conducted. This performance evaluation will take place annually by NOW's Board Chair.
- 2) Early Termination: NOW and HEATHER DESART agree that employment is at-will and that this agreement may be terminated by either party at any time subject to the following early termination provisions.
  - 2.1) NOW's Board of Directors may terminate this agreement early without cause at any time by giving ninety (90) days advance written notice to HEATHER DESART. If this agreement is terminated early by ONWIB without cause, HEATHER DESART shall be entitled to:
    - Full pay and fringe benefits through her last day of employment, including all fringe benefits afforded full-time employees of NOW; and
    - All accumulated Paid Time Off (PTO) at the official date of separation up to the maximum allowed of 480 hours; and,
    - Severance pay for thirty (30) days from the last day of employment
    - NOW will pay up to ninety (90) days of health insurance benefits afforded full-time employees of NOW.
  - 2.2) In the event HEATHER DESART terminates this agreement early, NOW shall pay HEATHER DESART through her last date of employment, including accrued and unused paid time off leave up to the maximum allowed of 480 hours. All other ONWIB obligations to HEATHER DESART shall cease on her last day of employment.
  - 2.3) NOW's Board of Directors may terminate this agreement in writing for cause without advance notice for
    - Refusal or failure to carry out lawful Board directions,
    - Acts constituting fraud, dishonesty, misappropriation of funds or a crime,
    - Failure to satisfactorily perform duties as specified in paragraph 3, as determined by the Executive Committee in their sole discretion, or
    - Other material misconduct.

In the event of termination for cause, HEATHER DESART shall be paid through her last day of employment, including accrued and unused paid time off leave. All NOW obligations to HEATHER DESART shall cease on her last day of employment.

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- 2.4) In the event NOW's funding is reduced, NOW's Board of Directors may terminate this agreement early. In the event of early termination, HEATHER DESART will be given early termination benefits as stated in paragraph 2.1.
- 3) Duties: NOW shall employ HEATHER DESART as its Executive Director with duties generally described as follows:

The Executive Director provides leadership and direction to Northwest Oregon Works and coordinates all activities of the organization in accordance with the mission, vision values, and goals established by the Board of Directors. Safeguards and grows the assets of the organization and assures that NOW provides customer-centered services. The Executive Director represents workforce concerns in the workforce development area.

#### Essential Job Functions:

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- Give direction and leadership to achievement of the organization's vision, mission, strategies and goals.
- Build the organization's culture and advance its values.
- Promote revenue, profitability, and growth.
- Serve as principal staff liaison from Northwest Oregon Board of Directors to the Northwest Oregon Workforce Consortium.
- Ensure effectiveness, collaboration, quality, and cost-efficiency.
- Serve as principal staff liaison to federal and state agencies, local governments, business, labor, education and other community organizations. Manage and educate media sources.
- Assure that NOW maintains a strong regional presence and creates a collaborative organization.
- Provide for Board member recruitment and orientation in accordance with Workforce Innovation and Opportunity Act regulations and support Board member acquisition of knowledge.
- Facilitate the senior leadership team activities.
- Provide annual performance evaluations to the senior leadership team or more frequently if
- Responsible for hiring and termination of staff, consistent with NOW policies.
- 4) Outside Work for Hire: NOW's Executive Committee may elect to establish guidelines governing the conduct of outside work. Any outside work for hire must be presented to NOW's Board Chair or the full NOW Board for approval prior to starting the work.
- 5) Salary: NOW shall pay HEATHER DESART an annual salary of \$125,000.00, payable in equal increments, less applicable deductions, using NOW's standard payroll schedule.
- 6) Benefits: HEATHER DESART shall receive fringe benefits in accordance with NOW's policies and to the same extent as other NOW employees.
  - 6.1) A Term Life Insurance policy will be established for HEATHER DESART, with beneficiaries of her choosing. This policy will be funded annually or until termination with the approval of the NOW Executive Committee, at the maximum of 1 times salary.

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- 6.2) Until such time as health benefits are contracted, HEATHER DESART shall be entitled to reimbursement of her monthly COBRA Payment by NOW, upon submittal of payment receipt currently \$549.54 per month, commencing with her first COBRA invoice, and extending until such time as a comprehensive health benefits package is obtained and in effect for NOW staff. This comprehensive health package shall include medical, dental and vision insurance.
- 6.3) Leave: HEATHER DESART shall be awarded 80 hours of paid time off leave as specified in the employment offer letter. Further PTO shall accrue at a rate of 11.69 hours semi-monthly, in accordance with NOW's approved personnel policy.
- 6.4) A technical/continuing education allowance will be available, and must be approved by NOW's Executive Committee.
- 6.5) Retirement Plan: NOW will match a 401(k) plan or 457/401(a) plan or 403(b) plan, whichever is available and appropriate, up to a rate of 6% of salary, commencing on the first legally allowed date.
- 7) Expense Reimbursement: HEATHER DESART may incur and be reimbursed for reasonable, allowable business expenses in accordance with NOW policies and procedures.
- 8) Confidentiality, Non-Disclosure/Non-Use and Inventions/Intellectual Property:
  - 8.1) Confidential Information. As used in this Agreement, the term Confidential Information includes
    - all proprietary information of NOW (including proprietary information of its clients) and non-public information and know-how concerning NOW's technology, business or financial affairs;
    - information designated by NOW or its clients as confidential or that HEATHER DESART knows or should know is confidential, and
    - trade secrets of any kind,

HEATHER DESART acknowledges that all Confidential Information is a valuable asset of ONWIB. HEATHER DESART agrees that all Confidential Information is and will continue to be the exclusive property of NOW whether or not prepared in whole or in part by HEATHER DESART, in connection with her employment, and whether or not disclosed to HEATHER DESART or entrusted to her custody in connection with her employment with NOW.

8.2) Non-Disclosure and Non-Use, HEATHER DESART agrees that she will not at any time during or after her employment with NOW use or disclose any confidential information for any purpose except for the purpose of benefiting NOW consistent with NOW's instructions during the course of her employment with NOW. In addition, HEATHER DESART agrees to use the highest degree of care in safeguarding confidential information against loss, theft or inadvertent disclosure. HEATHER DESART will deliver immediately to NOW upon its request, or upon termination of employment with NOW, all Confidential Information in her possession or control. HEATHER DESART will not retain possession or control of any excerpts, notes, photographs, reproductions,

P.O. Box 140 Lincoln City, OR 97367

replications or copies of any Confidential Information whether or not written or produced by her following such request or following termination of employment with NOW.

- 8.3) Inventions/Intellectual Property. HEATHER DESART agrees that all inventions, discoveries, improvements, trade secrets, formula, techniques, processes, know- how and computer programs, whether or not patentable, and whether or not reduced to practice, conceived or developed by HEATHER DESART for NOW, whether as an employee, consultant, contractor, or otherwise, or conceived or developed by HEATHER DESART during her employment with NOW, either alone or jointly with others, which relate to or result from the actual or anticipated business, work, research, or investigation of NOW, or which result to any extent from use of NOW's premises or property (collectively, "Inventions"), shall be owned exclusively by NOW, HEATHER DESART hereby assigns to NOW all HEATHER DESART right, title and Interest in all Inventions and HEATHER DESART agrees that NOW shall be the sole owner of all domestic and foreign patents or other rights pertaining thereto.
- 9) Arbitration: Any claim or controversy arising out of this agreement shall be settled by binding arbitration under the rules and procedures of the Arbitration Association of America. Any arbitration decision shall be enforceable in Lincoln County courts.
- 10) Waivers: If NOW or HEATHER DESART waives a breach of any provision of this agreement, that waiver shall not constitute a waiver of any successive breach.
- 11) Severability: If any provision of this agreement is found to be invalid, all other provisions shall remain in full force, insofar as is permitted by law.
- 12) Assignment and Successors, Rights and benefits under this agreement will inure to the benefit of and be binding upon NOW's successors and assignees: HEATHER DESART may not assign her employment obligations.
- 13) Oral Modifications: This written agreement is the entire agreement between NOW and HEATHER DESART. Oral changes shall have no effect. This agreement may only be modified in writing as approved by NOW's Board of Directors.

IN WITNESS WHEREOF, the parties have executed this agreement by signing below.			
Heather DeSart	Date	Tony Erickson, Chair	Date

#### **Northwest Oregon Works Bylaws**

Approved October 28, 2016
Revision Approved January 28, 2022
Revised November 8, 2021

#### **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.

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"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.** Nominations and Appointment of Members

Nominations to the NOW Board of Directors shall be made in accordance with WIOA Section 107 and any additional State of Oregon or NOWC requirements. Representation by the private sector will be no less than 51%. Representation by Labor will be no less than 20%. Other categories may have a required number of seats, and the process may be different for different representation categories. In general, the process shall require nomination letters from the appropriate sponsor, and include a review of the nominee's most current resume. These items will be used as approval criteria that NOWC will use when considering prospective members and shall make Workforce Board appointments based upon the results of the review and after discussion by the NOWC members. Full details of the nomination and approval process can be found in NOWC's Consortium Agreement located on NOW's website and in NOW policy B01.

#### 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 will be removed in accordance with State Policy 107(b). A Workforce Board member must be removed by the CLEO if any of the following occurs: documented violation of conflict of interest, failure to meet NOW member representation requirements defined in the WIOA and State policy, or documented proof of fraud and/or abuse. 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. Vacancies

Any vacancy shall be filled in accordance with the WIOA, State policies, and NOW policy B01. NOW member vacancies must be filled within a reasonable amount of time of the vacancy as determined by the local area, but no later than 90 days from the

occurrence. The CLEOs in a local area are authorized to make all reappointments of members. Reappointments must be made within a reasonable amount of time of the term expiration, but no later than 90 days. Any action taken by a LWDB with a vacancy or term expiration beyond the time period identified in the LWDB by-laws or later than the 90 days set by this policy, shall be void unless the LWDB has an approved waiver from HECC OWI prior to the LWDB meeting. Waivers must include an explanation of why a vacancy was not filled in the defined timeframe and a description of the process underway to fill the vacancy.

#### F. Attendance

The NOW Board of Directors shall serve at the pleasure of the Northwest Oregon Board of County Commissioners. The NOW Board of Directors are expected to attend all regularly scheduled meetings and shall not delegate their vote to any other individual. Any member who does not attend at least half of the regularly scheduled meetings during any fiscal year may forfeit the office upon review of the NOW Board of Directors. Any member of the Board of Directors may be suspended or expelled from membership on the Board of Directors upon affirmative vote of two-thirds (2/3) of the membership as a recommendation to the NOWC. If a Director's employment status changes in his/her elected term, a written notification must be sent to the Board of Directors within 30 days of said change. The Director, under approval of the Board of Directors, has 120 days to requalify for a NOW Board position. Failure to requalify will result in removal from the NOW's Board of Directors. Nothing in these bylaws is intended to preclude the possibility of interested members being considered for reappointment after expiration of a term.

#### G. 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 nonmembers 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.

#### H. 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. 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.

#### I. 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.

#### J. 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, a Vice Chair/Secretary, 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. Chairpersons must be a Business representative, nominated by another board member, and shall be elected by the voting members of 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.

#### 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. 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 to act on behalf of the full board between regularly scheduled NOW meetings in the case where an issue emerges that needs immediate action. At the first available meeting of the full board of directors, inform the board of any and all actions taken on behalf of the full board or action taken within the authority of the Committee. The committee shall be composed of: elected officers, at least one County Commissioner, and at least one board member representing education, labor, or economic development.

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

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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 CHIEF ELECTED OFFICIAL

CEO:_	Jany Hunt	 Date: _	2/28/2022
	APPROVED BY THE	E WORKFO	RCE BOARD
Cha <del>ir:</del>	Tony Fo	Date: _	2/4/22
	APPROVED BY THE	EXECUTIV	E DIRECTOR
ED:	Sast.	Date:	03/11/2022

#### **Northwest Oregon Works Bylaws**

Approved October 28, 2016 Revised October 9<sup>th</sup>, 2023 Revision Approved October 27<sup>th</sup>, 2023

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#### **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.

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

#### APPROVED BY THE CHIEF ELECTED OFFICIAL

CEO:	Date:	
	APPROVED BY THE WORKFORCE BOARD	
Chair:	Date:	
	APPROVED BY THE EXECUTIVE DIRECTOR	
ED:	Date:	

3788 SE High School Drive • Post Office Box 140 Lincoln City, Oregon 97367 (541) 264-4033 • FAX (541) 648-5282

www.nworegonworks.org

Fiscal Year 2023-2024

## ANNUAL BUDGET SUMMARY

Budget Finalization --- October 27th, 2023

Treasury Officer Kirstin Salmi kirstin@wctmarine.com

#### **BOARD OCTOBER BUDGET**

Summary of Revenue Changes

Northwest Oregon Works (NOW) final budget is presented to show the actual funding carryover amounts along with additional awarded funding. NOW's June annual budget included numerous estimations for carryover funding before NOW's accounting completion cycle. NOW's actual federal carryover funding increased from the estimations by \$83,600. Of which, most of this adjustment came from NOW's WIOA program. NOW's actual state and local carryover funding increased from the estimations by roughly \$325,000. Of which, \$278,000 was contributed to the states Navigation program in which the allocation option to the local nine boards changed to allow equal distribution to all boards instead of a formula type allocation.

Within the first three months of the program year, NOW was awarded \$273,000 in a federal disaster recovery grant,

along with roughly \$600,000 in state funding for the Oregon Youth Employment program and Future Ready Oregon Youth Development grant, and local funding of \$94,000 from IHN-CCO for a healthcare program.

#### Summary of Expentiure Changes

The additional funding of the Navigator program will allow NOW to hire a full-time employee under this program for three years. NOW's program outreach expenditures, program costs NOW administers internally, increased by \$378,000. This is due to the additional funding from OYEP, YDD, IHN etc., as we distribute these funds through various means. In addition, NOW's available funds awarded to subrecipients will increase by \$113,000 mainly due to the Disaster Recovery program. Other cost increases are operating related such as an increase of \$10,000 in dues to NOW's membership with Oregon Workforce Partnership.

#### Summary of Expected Ratios & Carryover Funds

With this budget, NOW expects program and administrative costs to come in at 89% and 11% of total expenditures, with 47% of total program costs going out in subawards.

NOW carryovers awarded program funding into the next year when contracts are biennium or longer. NOW will carryover a little over \$2,000,000 for some of the awarded non-WIOA federal, state, and local programs. Most of NOW's contracts are cost reimbursement, therefore, this money will be disbursed to NOW as expenditures are incurred in subsequent years.

In addition, due to the timing of Federal WIOA contracts, NOW must carryover at least two months of costs to cover July and August of each program year. Monthly WIOA costs range between a \$125k to \$150K and NOW is currently planning on a WIOA carryover of \$300,000 to cover July-August 2024 until federal funding availability occurs.

#### NOW Annual Budget Program Year 23-24

		Program Year 23-24				
Line #		PY22-23 Carry Over	PY23-24 Awarded	<u>Adjustments</u>	Total Funding	<u>%</u>
,	Federal Funding		l			
1	HHS American Rescue Plan Act (Program)	906,500	-	(2,681)	903,819	13.9%
2	DOL WIOA Adult (Program)	83,500	579,955	(7,081)	656,374	10.1%
3 4	DOL WIOA Adult ( <i>Program</i> ) DOL WIOA Dislocated Worker ( <i>Program</i> )	140,500 50,500	441,238 347,072	28,964 61,814	610,702 459,386	9.4% 7.1%
5	DOL WIOA Disacted Worker (Frogram)  DOL WIOA Disacter Recovery DWG Quest (Program)	30,300	245,813	01,014	245,813	3.8%
6	DOL/HECC Apprenticeship Expansion (Program)	111,400	240,010	(2,029)	109,371	1.7%
7	DOL WIOA Rapid Response (Program)	,	69,563	-	69,563	1.1%
8	DHS Summer Youth Employment (Program)	-	61,223	-	61,223	0.9%
9	DOL WIOA High Concentration Youth (Program)	-	8,380	14,243	22,623	0.3%
10	DOL WIOA (Admin)	151,730	152,029	(10,463)	293,296	4.5%
11	HHS American Rescue Plan Act (Admin)	100,500	-	387	100,887	1.6%
12	DOL WIOA Disaster Recovery DWG Quest (Admin)	-	27,312		27,312	0.4%
13	DOL/HECC Apprenticeship Expansion (Admin)	3,600	-	446	4,046	0.1%
14	Total Federal Funding	1,548,230	1,932,584	83,600	3,564,414	55%
	State Funding					
15	Future Ready Navigator (Program)	722,000	_	178,000	900,000	13.9%
16	HECC Oregon Youth Employment (Program)	-	319,528	13,930	333,458	5.1%
17	Future Ready YDD (Program)	-	230,000	-	230,000	3.5%
18	OHA Healthy Oregon (Program)	184,500	-	8,829	193,329	3.0%
19	HECC Work Experience (Program)	-	161,000	6,698	167,698	2.6%
20	HECC Industry Engagement (Program)	-	122,400	5,008	127,408	2.0%
21	HECC Board Support (Admin)	-	338,000	14,337	352,337	5.4%
22	Future Ready Navigator (Admin)	-	-	100,000	100,000	1.5%
23	HECC Oregon Youth Employment (Admin)		27,785	-	27,785	0.4%
24	Future Ready YDD (Admin)	-	20,000	- (0.4)	20,000	0.3%
25 26	OHA Healthy Oregon <i>(Admin)</i> HECC Work Experience <i>(Admin)</i>	21,000	- 18,000	(84) 633	20,916 18,633	0.3% 0.3%
27	HECC Industry Engagement (Admin)	_	13,600	556	14,156	0.3%
28	HECC Unrestricted (General)	18,496	10,800	-	29,296	0.5%
29	Total State Funding	945,996	1,261,113	327,907	2,535,016	39%
	Local Funding	405 500	20.000	40.004	000 004	4.407
30 31	IHN-CCO HealthCare Supplement (Program) Col-Pac Behavioral Heath (Program)	185,500	89,000	12,361	286,861	4.4%
32	Columbia River PUD (Program)	112,000 3,200	-	(44,105)	67,895 3,200	1.0% 0.0%
32	Goldmold (Aver 1 GB (1 Togram)	3,200	-	-	3,200	0.076
33	Col-Pac Behavioral Heath (Admin)	6,200	-	(1,813)	4,387	0.1%
34	IHN-CCO HealthCare Supplement (Admin)	-	5,000	-	5,000	0.1%
35	Lincoln Economic Development	-	-	15,000	15,000	0%
36	Lincoln Cnty. Commissioners	-	-	15,341	15,341	0%
37	Total Local Funding	306,900	94,000	(3,216)	397,684	6%
	Other Funding					
38	Payment Protection Plan	-	-	-	-	0%
39	Total Other Funding	-	-	-	-	0%
40	Total Funding	\$ 2,801,126	\$ 3,287,697	\$ 408,291	\$ 6,497,114	100%
			Budgeted Expenses	<u>Adjustments</u>	Total Expenses	<u>%</u>
	Operating Payroll Expenses					
41	Wages		208,341	-	208,341	5.1%
42	Employee Health Insurance		25,648	-	25,648	0.6%
43	Payroll Taxes		19,720	-	19,720	0.5%
44	PTO		11,310	-	11,310	0.3%
45 46	Employee Retirement Plan  Total Operating Payroll Expenses		5,985	-	5,985 271 004	0.1%
40			271,004	<u>-</u>	271,004	7%
	Operating General Expenses					
47	Travel		16,000	-	16,000	0.4%
48 49	Audit & Legal Services Office Lease		26,000	-	26,000	0.6%
49	Office Lease	I	6,350	-	6,350	0.2%

86	NET FUNDING & EXPENSES		\$	2,426,210	
85	TOTAL EXPENSES	\$ 3,490,016 \$	580,889 \$	4,070,904	
84	Total Program Expenses	3,071,412	570,889	3,642,300	89%
83	Total Subrecipient Expenses	1,816,103	113,149	1,929,252	479
82	WIOA Wildfire Disaster Recovery (Equus)		-	-	0.09
81	WIOA Disaster Recovery (Equus)	-	-	-	0.0
80	WIOA Employment Recovery (Equus)	-	-	-	0.0
79	HCY (TBD)	8,380	14,243	22,623	0.6
78	WIOA (OMEP)	16,000	-	16,000	0.4
77	SYEP (Equus)/(CSC)	61,223	-	61,223	1.5
76	DWG Disaster Recovery (TBD)	-	91,042	91,042	2.2
75	FRO AARP (TBD)	405,500	-	405,500	10.0
<b>'</b> 4	WORKEX (Equus)	71,000	7,864	78,864	1.9
'3	Program Subrecipient Expenses WIOA (Equus)/(CSC)	1,254,000	-	1,254,000	30.8
_	·	604,032	370,073	1,102,125	28
72	Total Program General Expenses	804,052	378,073	1,182,125	29
70 71	Outreach Program Outreach Professional Services	44,050	310,013	44,050	25. <i>1</i>
'O	Outreach Program	40,493 669,189	378,073	1,047,262	25.7
9	I-Trac Database	40,493	-	40.493	1.0
8	WSO Phone & Internet	32,900 17,420	-	17,420	0.4
7	Program General Expenses WSO Leases	32,900		32.900	3.0
6	Total Program Payroll Expenses	451,257	79,667	530,924	13
5	Employee Retirement Plan	12,009	5,950	17,959	0.4
4	PTO	12,468	6,000	18,468	0.5
3	Payroll Taxes	33,043	8,505	41,548	1.0
2	Employee Health Insurance	44,626	12,546	57,172	1.4
1	Program Payroll Expenses Wages	349,110	46,666	395,776	9.7
0	Total Operating Expenses	418,604	10,000	428,604	11
59	Total Operating General Expenses	147,600	10,000	157,600	
8	Depreciation	-	-	-	0.0
57	Supplies/Postage/Meetings	3,500	-	3,500	0.1
6	Insurance	7,700	-	7,700	0.2
55	Staff Training/Development	7,000	-	7,000	0.2
54	Computer Equipment	6,600	-	6,600	0.2
53	Phone & Internet	21,500	-	21,500	0.5
52	Fees	12,250	-	12,250	0.3
51	Memberships	14,600	10,000	24,600	0.6
50	Professional Services (Other)	26,100	-	26,100	0.6



WIOA EQUUS ADULT & DISLOCATED WORKER	GOALS
Number of individual participants enrolled into	
Individualized career services: 75	
Clatsop	15
Columbia	15
Tillamook	15
Lincoln	15
Benton	15
Percentage of those enrolled into individualized career services receive	
assessments showing need for individualized career services	80%
Individual training accounts initiated: 30	
Clatsop	6
Columbia	6
Tillamook	6
Lincoln	6
Benton	6
Percentage of individual training accounts initiated in sector-specific	
or in-demand occupations	80%
Individual training accounts completed: 25	
Clatsop	5
Columbia	5
Tillamook	5
Lincoln	5
Benton	5
On-the-job training placements initiated: 30	
Clatsop	6
Columbia	6
Tillamook	6
Lincoln	6
Benton	6
Percentage of On-the-Job Training in sector specific	
or in-demand occupations	80%
On-the-Job Training placements complete: 25	
Clatsop	5
Columbia	5
Tillamook	5
Lincoln	5
Benton	5



WIOA EQUUS YOUTH	GOALS
Caseload of active (enrolled/follow up) participants maintained each month	60
Number of new youth participants enrolled in the program year: 30	
Clatsop	10
Columbia	10
Tillamook	10
Percentage of newly enrolled youth offered financial literacy training	100%
Number of youths who receive a work experience: 20	
Clatsop	6
Columbia	7
Tillamook	7
Number of youth participants placed into unsubsidized employment	12

WIOA CSC YOUTH	GOALS
F	
Caseload of active (enrolled/follow up) Participants	
maintained each month	70
Number of new youth participants enrolled in the program year: 20	
Lincoln County	10
Benton County	10
Percentage of newly enrolled youth offered financial literacy training	100%
Number of youths who receive a work experience	20
Number of youth participants placed into unsubsidized employment	10