

Clackamas Workforce Partnership
Executive Committee Meeting
November 19, 2015
7:30am – 9:00am
Location: Clackamas Workforce Partnership (CWP)



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

Committee Members Present

Vickie Burns, Labor's Community Service Agency
Julie Hugo, Blount International
Don Jones, JVNW
Dan Parker, Marks Metal Technologies
Jed Scheuermann, IAPMO Group
Frank Wall, Plumbing & Mechanical Contractors Assoc.

Committee Members Absent

Kathie Bell, Unified Grocers
Alex Crooks, Crooks and Company Financial Management
Tina Irvine, Express Employment Professionals
Mike Wells, The Cedars Companies

Others Present

Bridget Dazey, Clackamas Workforce Partnership
Greg Goloborodko, Clackamas Workforce Partnership
Marc Gonzales, Clackamas County
Sara Hummel, Jones & Roth PC
Amy Oakley, Clackamas Workforce Partnership
Deb Zang, Clackamas Workforce Partnership

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:30am.

Introductions

Introductions were made around the room.

Public Comments

There were no public comments.

Approval of Minutes

Motion: *Vickie Burns moved to approve the September 17, 2015 meeting minutes as presented, 2nd by Dan Parker. Motion passed unanimously.*

Financial Update

Deb Zang presented a financial report for the July 1-September 30, 2015 period, and updated the Executive Committee on the status of new funding.

Audit Discussion

Sara Hummel with Jones & Roth PC is presented the committee with the results of their annual independent audit of Clackamas Workforce Partnership's financial statements for the year ended June 30, 2015. The result of the audit was no findings.

Partnership Agreement

Bridget reminded the committee the current Memorandum of Agreement (MOA) between Clackamas County and Clackamas Workforce Partnership (CWP), formerly known as Workforce Investment Council, expires in December 2015. After consideration of options to formalize the relationship between the County and CWP, a recommendation was made at the July Executive committee meeting to draft a Partnership Agreement between itself and Clackamas County that would replace the current Memorandum of Agreement. The recommendation included the formation of a small subcommittee of 2-4 Executive Committee members (Alex Crooks and Kathie Bell volunteered), Commissioner Martha Schrader along with designated County staff, County Counsel Stephen Madkour, and Bridget Dazey. The subcommittee met on August 17th to draft a Partnership Agreement.

The draft document was presented by Bridget to the Executive Committee for review and consideration at the September committee meeting. Discussion of the document took place and focused primarily on clarification of the process in which the Board of County Commissioners is to review the budget of Workforce Investment Council (d.b.a. Clackamas Workforce Partnership). Commissioner Schrader spoke on behalf of the Board of County Commissioners to address some clarification points. However, because elements of uncertainty and speculation remained about how to formalize the process it was determined more research and clarification was needed. Bridget stated she would work to clarify the lingering points, further revise the draft Partnership Agreement, and bring it before the Executive Committee at the next meeting seeking approval.

Bridget then presented the final revised draft Partnership Agreement to the committee (which was also emailed to committee members for prior to the meeting for review).

Motion: Jed Scheuermann moved the Executive Committee approve the Partnership Agreement between the Clackamas Workforce Partnership and the Clackamas County Board of County Commissioners which will replace and supersede the Memorandum of Agreement dated February 6, 2015 and send it to the Board of County Commissioners for approval. 2nd by Dan Parker. Motion passed unanimously.

Strategic Planning & Report Out of Stakeholder Meetings

Bridget stated the Clackamas Workforce Partnership continues with the strategic planning process to develop the 2016-2020 Strategic Plan for our local area. This Strategic Plan will guide regional solutions to workforce and industry challenges. CWP board members were included in the planning process at a meeting in March as well as most recently at the October 15th board meeting and strategic planning session. The board provided considerable feedback at that meeting which was captured into a more finalized draft.

Additionally, local stakeholders were invited to attend Stakeholder Meetings held on November 16th at Gladstone High School and November 18th at Clackamas Community College. The Stakeholder Meetings were well attended and provided an opportunity for feedback to our plan and how community partners will engage with the work of the board.

Bridget provided copies of the latest draft of the local Strategic Plan for committee members. They provided some feedback, which was all positive.

Motion: *Dan Parker moved to approve the new Mission and Vision for Clackamas Workforce Partnership. 2nd by Vickie Burns. Motion passed unanimously.*

Bridget then reviewed next steps:

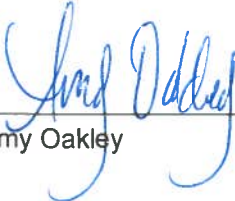
- December 10th – F-7 Regional plan (includes Southwest Washington, Multnomah & Washington Counties, Clackamas County). Executive Committee members are invited to attend.
- December 15th – CWP presents the proposed Partnership Agreement and shares the final plan with the Clackamas County Board of Commissioners
- January 21st (next CWP Board of Director meeting)– CWP Board finalizes Strategic Plan and votes to release it for 30-day public comment period
- End of February – make final edits and send to the Board, Clackamas County Commissioners and the State

Executive Director Update

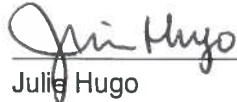
Bridget Dazey updated the board on the following items:

- **CWP committee structure** - Under new WIOA regulations, CWP is no longer required to hold formal committees. As a result, current committees and staff are engaged in conversations about how to best continue the work of the board in addition to aligning goals and desired outcomes with the local, regional and state strategic plans. Alternative structures for this work that were discussed were changing them to “councils” or “work groups.” Further conversation on this issue will take place at the next board meeting on January 21, 2016.
- **Reviewing/revising CWP policies** – The new WIOA regulations require CWP to revise policies before July 1, 2016. Work is underway and there is no anticipated concern for meeting the deadline.

All items mentioned are available upon request by contacting Amy Oakley at amy.oakley@clackamasworkforce.org.



Amy Oakley 4/21/16
Date



Julie Hugo 4/21/16
Date

Meeting adjourned at 9:00am
Minutes prepared by Amy Oakley

