

Clackamas Workforce Partnership
Executive Committee Meeting
February 18, 2016
7:30am - 9:00am
Location: Clackamas Workforce Partnership (CWP)



Clackamas
Workforce
Partnership
WORKFORCE DEVELOPMENT BOARD

Committee Members Present

Kathie Bell, Unified Grocers
Vickie Burns, Labor's Community Service Agency
Alex Crooks, Crooks and Company Financial Management
Julie Hugo, Blount International
Tina Irvine, Express Employment Professionals
Don Jones, JVNW
Dan Parker, Marks Metal Technologies

Committee Members Absent

Mike Wells, The Cedars Companies
Jed Scheuermann, IAPMO Group
Frank Wall, Plumbing & Mechanical Contractors Assoc.

Others Present

Bridget Dazey, Clackamas Workforce Partnership
Jan Filgas, Clackamas Workforce Partnership
Bryan Fuentez, Clackamas Community College
Julia Metz, Clackamas Workforce Partnership
Amy Oakley, Clackamas Workforce Partnership
Tom Previs, WorkSource Oregon
Deb Zang, Clackamas Workforce Partnership

Call to Order & Introductions

Julie Hugo called the meeting to order at 7:30am. Introductions were made around the room.

Public Comments

There were no public comments.

Approval of Minutes

Motion: Tina Irvine moved to approve the November 19, 2015 meeting minutes as presented, 2nd by Vickie Burns. Motion passed unanimously.

Financial Update

Deb Zang presented a financial report for the July 1-December 31, 2015 period, and updated the Executive Committee on the status of new funding. In January 2016, CWP was awarded \$50,000 by the Kaiser Permanente Community Fund (KPCF) at Northwest Health Foundation. The capacity-building grant, set to begin in early spring 2016, will fund the launch of a Workforce Equity Coalition and the development of an equity lens.

Incumbent Worker Training Discussion - Incumbent OJT

Julia Metz shared an update on an Incumbent Worker Training programs, available through Back to Work Oregon funds, which will function like a "traditional" On-The-Job Training (OJT). In this "Incumbent OJT" a training plan would be developed with the individual through our contractor and up to 50% of their wages would be reimbursed while on the training plan. The training plan could include, for example, classroom training/workshops, and as long as the business is paying their wages while they attend, that would count as part of their OJT reimbursement.

In order to qualify, the Incumbent OJT would have to:

- Result in a \$0.50/hour wage increase OR and upgrade to a new position
- If upgraded to a new position, the business agrees to work with the workforce system to fill the newly opened position
- Meet minimum hourly wage requirements (\$10/hour, currently)
- Meet minimum hours/week requirements (30 hours/week)
- Meet a minimum number of weeks in training (4 weeks), but not to exceed 25 weeks

In addition to this, the contract would limit use for the funding as follows:

- Only used for Long Term Care and Manufacturing occupations
- We will do a progress check in June 2016 to evaluate OJT numbers, with potential for funds to be released back into "traditional" OJTs if not expended for Incumbent OJTs by an appropriate time to meet the Back to Work deadlines (OJTs must be in contract by December 31, 2016)
- CWP's Business Services Project Manager would review all applications for incumbent OJTs to ensure they are meeting the intended use of these funds (targeted sectors; spread across a variety of businesses and between the two sectors/not concentrated in just one; will result in the intended wage increase and/or promotion and back fill intentions; etc)

Eligible Training Provider List (ETPL) Application

Jan Filgas stated the State has approved a list of Eligible Training Providers (ETPL) for specified programs that can receive State funding. The Business Services Committee has reviewed and approved the following Digital Media Communications (DMC) Associate of Applied Science Degree Program to be added to the ETPL. The committee also received a referral from Peter Lund of Super Genius for the program as something he and their organization highly recommend.

The Digital Media Communications (DMC) degree is designed to successfully prepare students for careers in the expanding fields of digital media productions and communications. Upon successful completion of the DMC degree, students are prepared for a variety of entry level positions in numerous media fields. Students attain knowledge and learn skills to seek careers in creative and support professions within such media industries as film and video, writing for media, graphic design, production, broadcast journalism, web design and music and sound production. After some discussion and clarification, a motion was made.

Motion: Alex Crooks moved to approve the Clackamas Community College - Digital Media Communications Associate of Applied Science Degree Program be added to the Eligible Training Program List, 2nd by Tina Irvine. Motion passed unanimously.

WorkSource Oregon Standards

Tom Previs and Bryan Fuentez shared that the workforce system in Oregon is undergoing significant structural alignment. To position the workforce system for relevance and growth, there must be clarity about what WorkSource Oregon (WSO) is at both the state and local levels, what it offers, and how existing partnerships bear a shared responsibility to create value to additional partners in the future. Leaders from partner agencies across the state were pulled together for a three-day work-session to develop that framework. The outcome is the WorkSource Oregon Operational Standards. They provide the minimum-level content/services(s) required to be available at all WSO centers. They also build in an accountability mechanism to ensure that this effort will come to fruition across the entire state. Finally, they offer an opportunity to work together to continually improve the system, engage new partners and better serve Oregon job seekers, workers and businesses.

- **Accountability:** The WSO operational standards will be incorporated into state monitoring processes beginning in the program year 2016 monitoring season, and local areas (Local Boards and OED) will be held accountable to their successful implementation in each and every WSO location in the state.
- **Co-Location:** The Workforce Innovation and Opportunity Act (WIOA) mandates that consistent with section 3(d) of the Wagner-Peyser Act (29 U.S.C. 49b(d)), and in order to improve service delivery, avoid duplication of services, and enhance coordination of services, including location of staff to ensure access to services in underserved areas, the Wagner-Peyser employment service offices shall be co-located with Title IB One-Stop centers.

- **Branding:** WorkSource Oregon is the accepted brand for WorkSource Oregon centers. All centers will adopt and execute this brand, in accordance with the Oregon Workforce Investment Board decisions from September 2007 and December 2008. The brand is applicable to all signage, center décor, lobby/resource room kiosks, brochures, print materials, marketing materials, name tags, web and social media presence, business cards, e-mail signature blocks, telephone protocols, and other related applications for all WSO-funded activities and functions provided through the WSO centers.
- **Alignment of Services:** Staff resources are allocated to support WSO operations and service delivery based on statewide standards, local delivery models and the overall resource pool available; regardless of funding source or employer of record. Through integration WSO staff works together as cross-agency teams, to provide seamlessly coordinated program services that meet the needs of customers and work together to achieve common outcomes.
- **Foundations of Services Delivery:** In addition to the actual services provided to customers, there are foundational elements that crosscut and underlie the provision of WSO services to customers. Those elements are outlined below.
 - **Labor Market Information:** LMI will inform sector strategies, career planning, training decisions, business engagement and placement services. Staff will demonstrate use of quality data and LMI to inform decisions and provision of core center services and activities.
 - **Continuity of Service:** The goal is to provide the best customer-focused service possible through a continuity of services that are not dependent upon a customer returning to the same staff person. Any WSO staff person is expected to be able to pick up where another staff left off at the previous customer engagement.
 - **Feedback Mechanisms:** All centers will develop feedback mechanisms to ensure that services are driven by and meeting business needs, and to ensure that internal communication among teams is operating cohesively and striving toward meeting shared local expectations.
 - **Sector Strategies:** Strategies by Local Boards will focus on demand-side aspects including connections to economic development and regional priorities, and the engagement of employers and industry groups while strategies by WSO will focus on the supply-side elements of a sector strategy, utilizing sector-based career pathways and training programs to prepare and connect qualified jobseekers and workers to high-demand sector-based occupations and careers.
- **WorkSource Oregon Services:** WSO centers will organize and allocate resources that support the operation of an integrated and seamless service delivery system.
 - Exploratory Services are provided to determine the customer's short-term career goals and determine what resources are available to assist customer in reaching that goal. The intent is to listen to customers' needs and guide them toward their next steps based on individual needs rather than a one-size-fits-all approach of requiring formal assessments and processes for all customers coming into the center.
 - Career Services are those services that assess a person's readiness to work and provide employment statistics information to inform career goals and opportunities for advancement in occupations. Key benefits to jobseekers are to ensure they know their skills, know how their skills match the labor market, and know which tools are available for them to acquire the skills needed to be competitive. Effective Career Services rely on assessment, development of a focused Individual Employment Plan (IEP), career planning and skills validation.
 - Training Services are provided to individuals determined to be in need of training to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment.
 - Business Services at a minimum, will include: recruitment services that support local sector strategies and target populations, utilize vetted talent pools for first consideration on job postings, customized training, incumbent worker training, job postings, incentives and rapid response.
- **Outcomes and Performance:** WSO partners are responsible for shared system performance, measurements of achievement, and outcomes for service to a common customer. WIOA creates performance measures required for all core programs. Local workforce boards will regularly

monitor and evaluate program performance. Programs will also be evaluated by independent third parties at least every four years.

Committee members asked questions. A proposal was made to arrange a tour of the WorkSource Clackamas facility for CWP board and committee members once it is finished being remodeled. More information will come on the implementation of WSO Standards at the full Board meeting in April or June.

Officer and Board Member Update

Julie Hugo updated the committee on some anticipated CWP board applications. She also shared there are four board members who will be terming off the end of June 2016 which will need to be replaced. Also by June 2016, the slate of Officers will be changing because our current Past Chair is on the list of those terming off. She stated Bridget has recruited a proposed list of candidates.

Strategic Plan Update

Bridget reviewed the status of [CWP's draft Strategic Plan for 2016-2020](#). Staff anticipates being in a position to release it for the 30-day public comment period by February 26th. Once the 30-day public comment period closes, necessary edits will take place. The final document will then be sent to the State on Friday, April 1, 2016.

New Committee Structure - Task Force

Bridget led a discussion about the new committee structure at CWP which will potentially be called "task force". Because the new WIOA guidelines do not mandate standing committees, CWP has considerable flexibility to revise the structures of board & staff engagement to work toward desired goals and outcomes. The recommendation has been made to maintain the current Executive Committee and Budget/Audit Committee. The recommendation was also made to dissolve the Emerging Workforce Committee and Business Services Committee and initiate and maintain a Task Force around the respective Emerging Worker Goal and Business Goal outlined in our pending 2016-2020 Strategic Plan. Additionally, the recommendation is to initiate and maintain a Task Force around the Job Seeker Goal and Resource Development Goal.

The proposal is that each Task Force will be co-led by two CWP board members (one private and one public) with staff support. Initial meetings with this small group will be to identify community members and partners necessary to participate with each strategy and potential number of meetings to attain the following:

- Strategy meetings will identify tactics to be tried, timeline, responsible parties and appropriate metrics to demonstrate success. Teams may also identify barriers and potential mitigations.

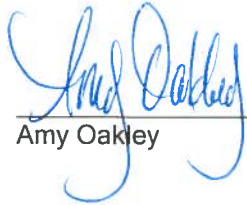
The new Task Force structure will be reviewed and discussed with the full board at the April 21th Board Meeting and a time line will be developed for launching it.

Executive Director Update

Bridget Dazey updated the board on the following items:

- **Washington DC Trip** - Last month attended a WIOA Conference. Highlights include networking with state workforce team, state partners, and Workforce Investment Board directors.
- **Legislators Invited to April CWP Board Meeting** - Legislators will be invited to the April CWP Board meeting to provide an opportunity to introduce them to the Board and our workforce system.
- **Job Smart Event** - several board members are attending this networking event which includes Head Start parents - they meet monthly.
- **Economic Development Letters** - In an effort to increase leverage for the economic development of Clackamas County, CWP has been asked to write letters which share the available services the local workforce system provides. These letters are included in recruitment packets used to attract new businesses to the area.
- **Youth Career Expo on February 25th** - Businesses are underrepresented at this year's event and all were encouraged to consider getting involved in this important opportunity to engage with youth.

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



Amy Oakley 6/16/16
Date



Julie Hugo 6/16/16
Date

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

