



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

**Clackamas Workforce Partnership  
Executive Committee Meeting**

May 19, 2016

7:30am – 9:00am

Location: Clackamas Workforce Partnership (CWP)

**Committee Members Present**

Alex Crooks, Crooks and Company Financial Management  
Julie Hugo, Blount International  
Tina Irvine, Express Employment Professionals  
Mike Wells, The Cedars Companies  
Frank Wall, Plumbing & Mechanical Contractors Assoc.

**Committee Members Absent**

Kathie Bell, Unified Grocers  
Vickie Burns, Labor's Community Service Agency  
Don Jones, JVNW  
Dan Parker, Marks Metal Technologies  
Jed Scheuermann, IAPMO Group

**Others Present**

Amy Black, Clackamas Workforce Partnership  
Bridget Dazey, Clackamas Workforce Partnership  
Jan Filgas, Clackamas Workforce Partnership  
Sydney Johns, Clackamas Workforce Partnership  
Amy Oakley, Clackamas Workforce Partnership  
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 February 18, 2016 meeting minutes as presented, 2<sup>nd</sup> by Mike Wells. Motion passed unanimously.*

**Financial Update**

Deb Zang presented a financial report for the July 1, 2015-March 31, 2016 period, and updated the Executive Committee on the status of funding.

**Budget Discussion & Action**

Deb Zang presented the proposed budget for the new fiscal year beginning July 1, 2016-June 2017. The proposed budget had previously been reviewed and accepted by the CWP Budget Committee including CWP board members Dan Parker and Kim Freeman.

The total FY 16/17 revenue projection is \$5,514,830 with total planned expenditures of \$4,674,723. Revenue projections include all funding available for multi-year grants. WIOA formula allocations are 2.44% less than the current year. Of total planned expenditures, 80% fund contracted direct service providers. Direct service providers are budgeted at current year WIOA contract amounts.

The proposed CWP level expenditures are 12% higher than the current year budget, but at a lower percentage of the overall budget. Changes which have contributed to an increase include Intern wages, Equity Coalition expenses, Sector projects, additional NAWB participation, Reboot NW program materials, and project management software, as well as costs for increased CWP office space.

CWP staff and Committee members discussed the possibility of CWP office expansion, because the office space next to the existing office will be available by the end of this year. The new space would nearly double the office size and allow all current staff members to have a designated desk area, allow space for the addition of staff if needed, as well as room to potentially house local OED economists as is a common practice of other Workforce Boards around the state.

Deb reviewed the estimated expenses for increased rent, furniture, and other related expansion costs included in the budget.

**Motion:** *Tina Irvine moved to approve the proposed budget for July 1, 2016 through June 30, 2017 as presented, 2<sup>nd</sup> by Mike Wells. Motion passed unanimously.*

#### **Quorum Update & Discussion**

The Community College Workforce Division (CCWD) recently informed the Oregon Workforce Partnership (OWP) of a policy relating to WIOA board quorum. The existing state law reads:

ORS 660.324 – specifically section (4)(a), “To transact business at a meeting of a local workforce investment board, a quorum of members must participate. A quorum shall consist of a majority of the members. At least 25 percent of the members participating must be representatives of business, as described in section 2821(b)(1)(C)(i) of the federal Act.”

CCWD’s policy on quorum goes a step farther stating that “of those members in attendance, no fewer than 51% are business representatives.” This definition that increases the number of business representatives necessary for a quorum for Workforce Development Board meetings greatly concerns OWP and the Local Workforce Boards the organization represents. OWP acknowledges that the intent of this extra language for quorum policy is to align with WIOA’s focus to create business led boards and agree with that intent. However, OWP recommends that the state law on the matter allows the latitude to accomplish this goal. The concern is that the stricter CCWD policy has potential to impede local progress especially in newly formed board areas that also pose geographic challenges to board attendance.

OWP has sent a letter to CCWD proposing they reevaluate the necessity of the stricter guideline and utilize existing state law as the baseline for a quorum of the local board.

Executive Committee members discussed the matter and strongly agreed with OWP’s position.

#### **Board Recruitment & Structure Discussion**

Bridget reviewed the current status of CWP Board membership. With three members resigning off the Board due to term limits this coming June, and an additional resignation that occurred earlier in May, considerations were discussed for how many members to have on the CWP Board as well as potential replacements for those seats.

WIOA regulations do not dictate a set number of Board Members for Local Workforce Boards but rather specifies the general makeup for the Board into five categories, with the requirement of the total Board having a majority of local business representatives (>50%). The second largest category for board makeup is Local Workforce – Labor and Apprenticeship which includes CBO’s, and other youth related

organizations (20% minimum). For CWP to be in compliance with WIOA's Board makeup regulations, it is necessary to add at least one member in the Local Workforce-Labor and Apprenticeship category before July 1, 2016. The possibility of adding more business representatives was also discussed and encouraged, but is not necessary at this time to be in compliance.

There will also be seats opening up in June for the Executive Committee. Several potential candidates were discussed. Bridget will follow up with them accordingly. CWP Executive Committee members will need to be vetted and slated for a vote at the June 16<sup>th</sup> Board meeting. Additionally, the proposed slate of CWP Officers to be voted on in June will be:

- Dan Parker, Chair
- Jed Scheuermann, Vice Chair
- Tina Irvine, Treasurer
- Alex Crooks, Secretary
- Julie Hugo, Past Chair

#### **OWIB Response to CWP Local Plan**

The Oregon Workforce Investment Board (OWIB) is a policy advisory group to the Governor and also serves to provide oversight and guidance for all the Local Workforce Boards in Oregon. The OWIB is charged with reviewing and responding to all Local Strategic Plans. The OWIB's response to the CWP Local Plan submitted to the State in late March, was largely affirmative and complimentary. Four items in CWP's Local Plan have been specified as requiring additional detail. Those items will be revised by CWP staff and resubmitted to the State by the October 2016 deadline.

The OWIB will be presenting all Local Workforce Board Strategic Plans on June 10<sup>th</sup>. A recommendation that CWP board members and/or staff attend this meeting as a show of support for Local Board autonomy as well as to potentially voice concern from private industry that board members represent for better system alignment between State and local agency organizations including Local Workforce Boards.

#### **WIOA Update**

July 1, 2016 is the deadline for all Local Workforce Boards to be WIOA compliant. The WIOA mandate for a common entrance and common exit system for anyone wishing to utilize workforce services will likely not be fully developed and implemented State wide by the July 1<sup>st</sup> deadline. CWP and other Local Workforce Boards are working closely with State agencies to find a solution which will meet necessary objectives and fulfill WIOA regulations for compliance. There was further discussion about the challenges of aligning systems and agencies.

#### **Executive Director Update**

Bridget Dazey updated the board on the following items:

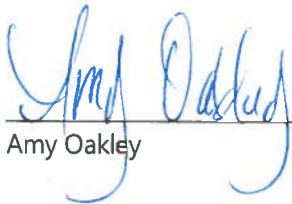
- Oregon Community Foundation Grant – CWP was recently awarded a \$20k grant from Oregon Community Foundation to connect high school students in Clackamas County with employer-mentors who can provide experience and guidance in specific industries as students consider career options. The grant period ends after one-year.
- "Reach Higher" – Colorado Event – Bridget and CWP board member Peter Lund will be attending the Reach Higher conference held in Colorado in June. Conference participants will engage in conversations with members of the Obama Administration, panel discussions, breakout sessions and site visits that explore work-based learning opportunities. This convening will focus on action

steps and provide participants the opportunity to visit programs that highlight business and education partnerships.

- Regional State of the Workforce Report – The regional Collaborative of Local Workforce Boards is hosting this event on June 21<sup>st</sup> at the Holiday Inn Portland Airport. All CWP board members are encouraged to attend.

A plaque and an acknowledgement of service was presented to Mike Wells at the close of the meeting for his service to the CWP board since 2007. Mike is resigning off the Board due to term limits. He spoke a few words about his time on the Board and everyone offered him applause for his dedicated service not only to CWP but other causes which improve the economic and overall welfare in Clackamas County.

All items mentioned are available upon request by contacting Amy Oakley at [amy.oakley@clackamasworkforce.org](mailto:amy.oakley@clackamasworkforce.org).

  
Amy Oakley  
10/20/16  
Date

  
Julie Hugo  
Dan Parker  
10/26/16  
Date

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