

**Workforce Investment Council of Clackamas County  
Executive Committee Meeting  
May 21, 2015**



**Member Attendees**

Ken Bartus, Garron Grounds  
Bob Degnan, Package Containers  
Lowell Miles, Miles Fiberglass  
Dan Parker, Marks Metal Technologies  
Jed Scheuermann, IAPMO  
Jerry Smith, Smith & Associates  
Frank Wall, Plumbing & Mechanical Contractors Assoc.  
Micheal Wells, The Cedars Companies

**Members Not in Attendance**

Alex Crooks, Crooks & Company Financial Management  
Julie Hugo, Blount, Int.  
Howard Klink, Klink Consulting Group

**Other Attendees**

Amy Black, Workforce Investment Council  
John Chamberlin, Attorney  
Bridget Dazey, Workforce Investment Council  
Emily Klepper, Clackamas County  
Amy Oakley, Workforce Investment Council  
Commissioner Martha Schrader, Clackamas County

**Vice Chair Bob Degnan called the meeting to order at 7:35am.**

**Public Comments**

There were no public comments. Introductions were made around the room.

**Approval of Minutes**

***Motion: Lowell Miles moved to approve the February 19, 2015 meeting minutes as presented, 2<sup>nd</sup> by Dan Parker. Motion passed unanimously.***

**Financial Report**

Bridget Dazey reviewed the Workforce Investment Council budget to actual report for July 1, 2014 – March 31, 2015.

**Approval of Program Year Budget**

Dan Parker, member of the Workforce Investment Council Budget Committee, reviewed the proposed budget for July 2015 – June 2016. The Budget Committee comprised of Jerry Smith, Dan Parker, and Kim Freeman, have made the recommendation to approve the budget as presented. There was some discussion and clarification.

***Motion: Frank Wall moved to accept the Program Year Budget for July 2015-June 2016. 2<sup>nd</sup> by Micheal Wells. Motion passed unanimously.***

### **Approval of Contract Continuation**

Bridget Dazey stated there were two contracts up for approval:

1. Contract Approval for Adult Service Provider: Motion to extend Clackamas Community College (CCC) Contract for another year (July 1, 2015 – June 30, 2016).

***Motion: Micheal Wells moved to approve extending Clackamas Community College contract for another year (July 1, 2015 – June 30, 2016). 2<sup>nd</sup> by Lowell Miles. Motion passed unanimously.***

2. Contract Approval for Youth Service Provider: Motion to extend Clackamas Education Service District Contract for another year (July 1, 2015 – June 30, 2016).

***Motion: Ken Bartus moved to approve extending Clackamas Education Service District contract for another year (July 1, 2015 – June 30, 2016). 2<sup>nd</sup> by Dan Parker. Motion passed unanimously.***

### **Request for Proposals (RFP) – Recommendation from Committee**

Bridget Dazey stated the RFP Evaluation Committee had the following recommendations:

1. Motion to approve the RFP evaluation committee recommendation to contract with Immigrant & Refugee Community Organization (IRCO) and Community Solutions for Clackamas County to provide adult workforce services to barriered populations from July 1, 2015 – June 30, 2016 with the option to extend for three additional years on year to year basis.

***Motion: Frank Wall moved to approve the RFP evaluation committee recommendation to contract with Immigrant & Refugee Community Organization (IRCO) and Community Solutions for Clackamas County to provide adult workforce services to barriered populations from July 1, 2015 – June 30, 2016 with the option to extend for three additional years on year to year basis. 2<sup>nd</sup> by Dan Parker. Motion passed unanimously.***

2. Motion to approve the RFP evaluation committee recommendation to contract with Northwest Family Services to design, market, and deliver job search and career advancement workshops from July 1, 2015 – June 30, 2016 with the option to extend for three additional years on year to year basis.

***Motion: Ken Bartus moved to approve the RFP evaluation committee recommendation to contract with Northwest Family Services to design, market, and deliver job search and career advancement workshops from July 1, 2015 – June 30, 2016 with the option to extend for three additional years on year to year basis. 2<sup>nd</sup> by Lowell Miles. Motion passed unanimously.***

### **WIOA Board Impacts**

John Chamberlin, an attorney contracted with the state to work with local workforce boards, provided a review of governance issues that Workforce Investment Council will need to address as WIOA regulations begin in July 2015. Issues he mentioned include Board membership and structure, the need for regional planning, continuation of the One-Stop operator delivery system, employee training services, business services, serving youth, and funding.

Bridget Dazey then reviewed key issues for the Executive Committee to address.

1. **Bylaw Revision Sub-Committee:** In order for The Workforce Investment Council of Clackamas County bylaws to be in compliance with the new WIOA regulations, they will need revised. It was determined that a sub-committee would be formed for this purpose and a meeting scheduled in June 2015 to begin. The following people volunteered or appointed for this sub-committee: Frank Wall, Ken Bartus, Dan Parker, Commissioner Martha Schrader, Julie Hugo, Bridget Dazey and John Chamberlin.
2. **Business Services/Policy Revision Sub-Committee:** In order for the Workforce Investment Council of Clackamas County to be in compliance with policies and procedures with the new WIOA regulations, they will need to be revised. It was determined that a sub-committee would be formed for this purpose and a meeting scheduled for July or August 2015 to begin. The following people volunteered or were appointed for this sub-committee: Dan Parker, Jerry Smith, Frank Wall, Bridget Dazey, and Jan Filgas.
3. **Employee Handbook Revision Sub-Committee:** In order for the Workforce Investment Council of Clackamas County to be in compliance with personnel matters with the new WIOA regulations, the Employee Handbook will need to be revised. It was determined that a sub-committee would be formed for this purpose and a meeting scheduled for July or August 2015 to begin. The following people volunteered or were appointed for this sub-committee: Julie Hugo, Dan Parker, and Lowell Miles.

Additional items discussed include:

1. Regional and local planning – the development of Workforce Investment Council's new strategic plan is being contracted out to Pyramid. More information will be provided as this process unfolds.
2. Executive Committee members resignations and nominations:
  - a. Resignations of existing Executive Committee members effective June 30, 2015 due to term limits or other:
    - i. Bob Degnan
    - ii. Lowell Miles
    - iii. Ken Bartus
    - iv. Jerry Smith
    - v. Howard Klink
  - b. Nomination slate for new Executive Committee members were made:
    - i. Tina Irvine
    - ii. Don Jones
    - iii. Kathie Bell
    - iv. Vicki Burns

**Motion: Jerry Smith moved to approve the nomination slate of new Executive Committee members. 2<sup>nd</sup> by Ken Bartus. Motion passed unanimously.**

3. Recommendation was made to postpone Workforce Investment Council officer election from June 2015 until October 2015 to allow adequate time for Workforce Investment Council bylaws to be rewritten.
4. A proposal was made for WICCO to adopt a two Board model. In this proposed model, a smaller Board serves as the Board of the non-profit and a larger Board serves to guide in the strategic planning. In this model, there would be two sets of bylaws and 2 sets of policies. There was further discussion about this proposal.
  - a. The recommendation was made that the newly appointed Bylaw Revision Sub-Committee research this proposal further and develop a recommendation for the Executive Committee. A secondary recommendation was made that this Sub-Committee first meet to bring Workforce Investment Council's existing bylaws into compliance with WIOA as previously discussed. Subsequently, they will meet again to determine which model to adopt (one Board or two Boards). Should the two model Board be their recommendation for Workforce Investment Council, the process could then begin to develop a second set of bylaws and policies for the second Board.
5. A proposal was made to schedule an additional Executive Committee meeting for late June as a result of the considerable amount of work necessary to develop and implement the discussed changes.
6. A proposal was made for Workforce Investment Council of Clackamas County to change its name to "Clackamas Workforce Partnership." There was discussion.

**Motion: Micheal Wells moved to accept the proposed name change from "Workforce Investment Council of Clackamas County" to "Clackamas Workforce Partnership" and take their recommendation of said proposal before the full Board for consideration at the June 18, 2015 Board meeting. 2<sup>nd</sup> by Dan Parker. Motion passed unanimously.**

**Executive Director Update**

Bridget Dazey thanked Executive Committee members for attending and participating in the discussion. She encouraged all to remain engaged.

 8/5/16  
\_\_\_\_\_  
Amy Oakley Date

 2/5/16  
\_\_\_\_\_  
Julie Hugo Date

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

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