



7:30 AM	Call to Order & Introductions Public Comments Approval of Executive Committee minutes from November 2019	David Green
7:35 AM	Financial Update & Budget Discussion	Deb Zang
7:50 AM	CWP Office Space Discussion	Bridget Dazey
8:00 AM	Strategic Plan 2020-2024 <ul style="list-style-type: none">Available for public comment until March 5, 2021	Bridget Dazey
8:05 AM	Quality Jobs Initiative	Bryan Fuentez
8:20 AM	Legislative Update and Requests	Bridget Dazey
8:40 AM	Executive Director Update <ul style="list-style-type: none">RFP VolunteersExecutive Committee Membership & OfficersLand Acknowledgement DiscussionUpcoming Events	Bridget Dazey
9:00 AM	Meeting Adjourned	David Green

NEXT SCHEDULED MEETINGS

CWP Board of Director Meetings – 2021

January 21, 2021

April 15, 2021

June 17, 2021

October 21, 2021

CWP Executive Committee Meetings – 2021

February 18, 2021

May 20, 2021

September 16, 2021

November 18, 2021

**Clackamas Workforce Partnership
Executive Committee Meeting**

November 19, 2020

7:30am – 9:00am

Location: Clackamas Workforce Partnership Zoom Conference Call



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

Committee Members Present

Selene Andreasen, Willamette View
Peter Lund, SuperGenius Studios
David Green, Citizens Bank
Gordon Harvey, General Sheet Metal
Alex Crooks, Crooks and Company

Staff Members Present

Bridget Dazey, CWP
Deb Zang, CWP
Amanda Wall, CWP
Amy Oakley, CWP
Brent Balog, CWP
Amy Black, CWP
Jan Filgas, CWP

Call to Order & Introductions

David Green called the meeting to order at 7:30am. Introductions were made throughout the zoom conference call.

Public Comments

There were no public comments.

Approval of Minutes

Motion: Gordon Harvey called for approval of the September 2020 Executive Committee Meeting Minutes; Peter Lund seconded the motion

Motion Approved.

Financial Update

Deb Zang presented a Quarter 1 financial report for the July 1 – September 30, 2020 period and updated the Executive Committee on the status of current funding.

Audit Report

Sara Hummel, from Jones and Roth, presented to the Committee with results of the annual independent audit of Clackamas Workforce Partnership's financial statements for the year ending June 30, 2020. The result of the audit was no findings or compliance issues.

Request for Amended Policy in Employee Handbook

Bridget Dazey led a discussion with the Executive Committee about a proposed change to our Employee Handbook. Bridget requested to the Committee that CWP add an additional holiday to our handbook --

Committee Members Absent

Ravinder Waraich, 7-11 Franchise Owner
Tina Irvine, Express Employment Professionals
Commissioner Martha Schrader, Board of County
Commissioners (*Ex-Officio*)
Joseph Harris, Local 16 Sheet Metal Workers

Staff Members Absent

Bryan Fuentez, CWP

Additional Attendees

Sara Hummel, Jones and Roth
Tracy Moreland, Board of County Commissioners

May 1st (May Day; International Workers Day). The goal would be to move towards celebrating workforce within our organization by volunteering in our community, spending additional time with our family, exploring career paths, and other important causes. The change will be included on the January 2021 Board of Directors Meeting consent agenda.

Motion: Alex Crooks made a motion to approve the additional observed CWP holiday. Peter Lund seconded the motion.

Motion Approved.

Strategic Plan Update

Bridget Dazey led a discussion on the upcoming additional changes CWP will be working on for our 2020-2024 Strategic Plan. COVID-19 and the Clackamas County wildfires has had a large impact on our economy and workforce. Per the State's recommendations all workforce boards will be making some additional changes to their plans to reflect the new economy in Oregon. CWP Staff convened advisory groups to vet the small changes to our organizational goals and metrics. Bridget shared with the Committee and updated timeline for submissions starting January 2021, public comment beginning the early part of February 2021, with final submission to the State for review scheduled for end of March 2021.

Bond Levy Board Endorsement Discussion

Bridget Dazey led a discussion with the Committee in effort to better define what our role as a workforce board during the election – specifically on bond levy's and our endorsement. The general conscience of the Executive Committee was to follow the guidelines of our Strategic Plan and our Equity Lens regarding what levy's or other bond measures we as an organization support and/or endorse.

Action Item: Bridget Dazey agreed to ask Oregon Workforce Partnership (OWP) on statewide criteria as well as additional peers on mandates and policies.

RFQ Update

Bridget Dazey announced to the Executive Committee that CWP had selected Proper Strategies to redesign and update our website. We received over 40 applications for the redesign and conducted first and second round interviews with our top selections. It is our goal to launch a newly designed website in March of 2021.

Bridget Dazey and Brent Balog gave an update on the Systems Change RFQ. We received 2 proposals with additional meetings with one of the organizations as follow up. At this point in time, we will continue to strategize next steps and will update the Executive Committee with our plan for moving forward.

Executive Director Update

Bridget Dazey updated the board on the following items: upcoming events including reminders for our November 19, 2020 "New Venture and Small Business Resource Panel" discussion co-hosted with TiE Oregon and the December 2, 2020 "Project Zero" presentation hosted by PGE & CWP. Bridget also gave a brief update on revising CWP bylaws.

All items mentioned are available upon request by contacting Amanda Wall at amanda.wall@clackamasworkforce.org

Clackamas Workforce Partnership
Budget to Actual Report
July 1, 2020 - December 31, 2020

REVENUE	YOUTH WIOA				ADULT WIOA				DISLOCATED WORKER				ADMIN WIOA			
	BUDGET	YTD ACTUAL	PERCENT	PENDING	BUDGET	YTD ACTUAL	PERCENT	PENDING	BUDGET	YTD ACTUAL	PERCENT	PENDING	BUDGET	YTD ACTUAL	PERCENT	PENDING
ALLOCATIONS	\$ 475,791	\$ 475,791	100.0%		\$ 440,077	\$ 440,077	100.0%		\$ 496,091	\$ 563,692	113.6%		\$ 156,030	\$ 156,029	100.0%	
FY1920 Carry forward	\$ 91,296	\$ 90,805	99.5%		\$ 44,877	\$ 100,433	223.8%		\$ 33,972	\$ 113,870	335.2%		\$ 53,778	\$ 57,078	106.1%	
TOTAL REVENUE	\$ 567,087	\$ 566,596	99.9%		\$ 484,954	\$ 540,510	111.5%		\$ 530,063	\$ 677,562	127.8%		\$ 209,808	\$ 213,107	101.6%	
EXPENDITURES	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS
Service Provider Contracts	\$ 466,780	\$ 146,845	31.5%	\$ 467,685	\$ 344,690	\$ 117,682	34.1%	\$ 398,538	\$ 392,840	\$ 151,983	38.7%	\$ 472,110	\$ 1,500	\$ 522	34.8%	\$ 1,500
Personnel	\$ 52,067	\$ 6,326	12.1%		\$ 100,045	\$ 17,766	17.8%		\$ 100,045	\$ 17,797	17.8%		\$ 133,109	\$ 14,679	11.0%	
Materials & Services	\$ 10,122	\$ 5,490	54.2%		\$ 27,892	\$ 12,300	44.1%		\$ 24,856	\$ 11,141	44.8%		\$ 46,820	\$ 32,992	70.5%	
CWP EXPENDITURES:	\$ 62,189	\$ 11,816	19.0%		\$ 127,937	\$ 30,066	23.5%		\$ 124,901	\$ 28,938	23.2%		\$ 179,929	\$ 47,671	26.5%	
TOTAL EXPENDITURES	\$ 528,969	\$ 158,661	30.0%		\$ 472,627	\$ 147,748	31.3%		\$ 517,741	\$ 180,921	34.9%		\$ 181,429	\$ 48,193	26.6%	
Planned for Future Periods	\$ 38,118	\$ 407,935			\$ 12,327	\$ 392,762			\$ 12,322	\$ 496,641			\$ 28,379	\$ 164,914		

REVENUE	OTHER FEDERAL				STATE				LOCAL/ FOUNDATION/ OTHER				TOTAL			
	BUDGET	YTD ACTUAL	PERCENT	PENDING	BUDGET	YTD ACTUAL	PERCENT	PENDING	BUDGET	YTD ACTUAL	PERCENT	PENDING	BUDGET	YTD ACTUAL	PERCENT	PENDING
ALLOCATIONS	\$ 40,000		0.0%	\$ 572,381					\$ 81,776	\$ 196,741	240.6%		\$ 1,689,765	\$ 1,832,330	108.4%	
FY1920 Carry forward	\$ 743,265	\$ 761,214	102.4%		\$ 1,077,691	\$ 1,068,581	99.2%		\$ 34,800	\$ 44,405	127.6%		\$ 2,079,679	\$ 2,236,386	107.5%	
TOTAL REVENUE	\$ 783,265	\$ 761,214	97.2%		\$ 1,077,691	\$ 1,068,581	99.2%		\$ 116,576	\$ 241,146	206.9%		\$ 3,769,444	\$ 4,068,716	107.9%	
EXPENDITURES	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS
Service Provider Contracts	\$ 654,808	\$ 113,168	17.3%	\$ 633,458	\$ 574,730	\$ 171,684	29.9%	\$ 816,285	\$ 34,800	\$ 1,334	3.8%	\$ 44,405	\$ 2,470,148	\$ 703,218	28.5%	
Personnel	\$ 102,424	\$ 50,052	48.9%		\$ 206,164	\$ 81,431	39.5%		\$ 64,087	\$ 171,423	267.5%		\$ 757,941	\$ 359,474	47.4%	
Materials & Services	\$ 26,033	\$ 20,482	78.7%		\$ 51,366	\$ 18,419	35.9%		\$ 17,689	\$ 4,939	27.9%		\$ 204,778	\$ 105,763	51.6%	
CWP EXPENDITURES:	\$ 128,457	\$ 70,534	54.9%		\$ 257,530	\$ 99,850	38.8%		\$ 81,776	\$ 176,362	215.7%		\$ 962,719	\$ 465,237	48.3%	
TOTAL EXPENDITURES	\$ 783,265	\$ 183,702	23.5%		\$ 832,260	\$ 271,534	32.6%		\$ 116,576	\$ 177,696	152.4%		\$ 3,432,867	\$ 1,168,455	34.0%	
Planned for Future Periods	\$ -	\$ 577,512			\$ 245,431	\$ 797,047			\$ -	\$ 63,450			\$ 336,577	\$ 2,900,261		

Donations/Sponsorships \$ 147

February 8, 2021

Executive Committee

Attached for your review is a proposed revised budget for the fiscal year that began July 1, 2020.

Because the COVID crisis presented budgeting challenges back in May and June, we promised a midyear revision. Although the situation continues to evolve, this budget updates funding streams and expenses based on what is known at this time.

To view detail, click on the plus signs along the left side, and at the top over the total column.

Budget Notes

1. Overall, this proposed budget is \$614,116 more than the original current year budget, an 18% increase.
2. Revenue projections include all funding available for multi-year grants. Grant end dates are above each funding stream, with expenses planned for future years at bottom. An exception is the Wildfire Disaster Recovery NDWG which reflects only the first increment of the potential \$1.7 million total.
3. New funding includes county C2P2 funds of \$50,000, PPP loan funds of \$133,000, Design Lab contract of \$55,670, Bob Barker Foundation funds of \$10,000, OR Cares funds of \$5,714, and Wildfire Disaster Recovery NDWG funds of \$566,667. WIOA Dislocated Worker funds are increased by \$67,600 in layoff aversion funding. Carry forward funds from PY19 are updated from estimated to actual. Reductions include the terminated Timberlake Job Corps contract of \$40,000 as well as unknown funding of "other" in original budget of \$81,776.
4. Of total planned expenditures, 76% fund contracted direct service providers, employers and the One Stop Operator.
5. CCC funding has been increased by \$520,000 for the Wildfire Recovery NDWG and Bob Barker grant. Expectations for both COVID Disaster NDWGs have shifted \$170,376 of current year spending into next year. Other service providers remain funded as planned.
6. Proposed CWP level expenditures are increased by \$16,809 or less than 2%. This reflects increases of @\$15,000 in contracted services, \$5,000 of staff cost of living increases, and \$5,000 increase in MIS participant data system. Increases are offset by reductions due to continued virtual operations.
7. WIOA formula funds carry forward for PY21 is increased by @\$100,900.

Please bring any questions you have to the February 18 meeting.

I look forward to thoughtful discussion.

Deb Zang, Fiscal Director