



8:30 AM	Call to Order & Introductions Public Comments Approval of Executive Committee minutes from May 2021	Peter Lund
8:40 AM	Financial Update	Deb Zang
8:55 AM	Policy A-04 – Vote Required	Deb Zang
9:05 AM	Annual Report 2020-2021 Preview	Amanda Wall
9:10 AM	Cybersecurity Audit Update	Bridget Dazey
9:20 AM	Proposed Childcare Taskforce	Bridget Dazey
9:40 AM	Executive Director Update <ul style="list-style-type: none">• Clackamas Town Center Hiring Events<ul style="list-style-type: none">○ September 15 (retail, service)○ September 22 (healthcare)○ September 29 (manufacturing)• Back to Work Day: September 15, 2021• Executive Committee & Board Membership	Bridget Dazey
10:00 AM	Meeting Adjourned	Peter Lund

NEXT SCHEDULED MEETINGS:

CWP Board of Director Meetings – 2021

April 15, 2021

June 17, 2021

October 21, 2021

January 20, 2022

CWP Executive Committee Meetings – 2021

May 20, 2021

September 16, 2021

November 18, 2021

February 2022

**Clackamas Workforce Partnership
Executive Committee Meeting**

May 21, 2021

7:30am – 9:00am

Location: Clackamas Workforce Partnership Zoom Conference Call



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

Committee Members Present

Peter Lund, SuperGenius Studios
Ravinder Waraich, 7-11 Franchise Owner
David Green, Citizens Bank
Tina Irvine, Express Employment Professionals

Staff Members Present

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

Committee Members Absent

Commissioner Martha Schrader, Board of County
Commissioners (*Ex-Officio*)
Joseph Harris, Local 16 Sheet Metal Workers
Alex Crooks, Crooks and Company
Gordon Harvey, General Sheet Metal

Staff Members Absent

Ebon Oluchi, CWP

Additional Attendees

Tracy Moreland, Board of County Commissioners
Kyle Lang, Canby Chamber
Kyndall Mason, SEIU Local 503, OPEU

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: Tina Irvine called for approval of the March 2021 Executive Committee Meeting Minutes; Peter Lund seconded the motion

Motion Approved.

Procurement Policy Update:

Deb Zang (CWP) presented a change to Fiscal Policy F-06 increasing the threshold for Micro Procurements from \$3,500 to \$10,000 in line with federal regulations. A copy of the updated policy can be found on our website at www.clackamasworkforce.org/ourimpact

Motion: Tina Irvine called for approval of Fiscal Policy F-06; Peter Lund seconded the motion.

Motion Approved.

Contract Continuation

Jan Filgas presented to the Executive Committee on the continuing of contracts with our service providers for one year. Jan noted to the committee that all of the providers in question are in good standing and in compliance with state and federal guidelines.

Motion: CWP approves contract extension for **Clackamas Community College**

Motion to Approve: Peter Lund

Second: Tina Irvine

Motion Approved.

Motion: CWP approves contract extension for **Clackamas Education Service District (ESD)**

Motion to Approve: Peter Lund

Second: Tina Irvine

Motion Approved.

Motion: CWP approves **IRCO (Immigrant Refugee Community Organization)** as an Adult D/W Service Provider as recommended by the RFP review team.

Motion to Approve: Tina Irvine

Second: Peter Lund

Motion Approved.

Financial Update & Budget Discussion

Deb Zang (CWP) presented a financial report for the July 1, 2020 – March 31, 2021 period and updated the Executive Committee on the status of current funding.

Deb Zang (CWP) presented the proposed budget for the new fiscal year beginning July 1, 2021. The budget had been reviewed in detail by a small budget review team. Overall, the budget is a 9% increase over the current year and 76% funds contracted service providers and the One Stop Operator. Federal WIOA is budgeted at flat funding and state general funds at a 10% decrease as actual WIOA and state general funding allocations were not yet available. Contracted service providers are funded at current year levels with some increases due to larger carry forward or additional funding. CWP level expenses increase 6%.

Motion to Approve: Peter Lurch called for approval of the 2021-2022 budget

Second: Tina Irvine seconded the motion

Motion Approved.

One Stop Operator RFP

Brent Balog (CWP) presented to the Committee on the role of the One Stop Operator in Clackamas County and the RFP process. OMEP, Oregon Manufacturing Extension Partnership was the sole submission, and in good standing with the organization.

Motion: CWP approves Oregon Manufacturing Extension Partnership (OMEP) as the One-Stop Operator as recommended by the RFP review team.

Motion to Approve: Tina Irvine

Second: Peter Lund

Motion Approved

Service Provider Monitoring

Jan Filgas (CWP) gave a brief presentation on recent PY19 program and fiscal service provider monitoring. Jan reported that all service providers were in good standing and had no issues or concerns to report.

Executive Committee Member Update

Bridget Dazey (CWP) briefly updated to committee on membership. At the June board meeting, the board will be voting on new executive board officers, as well as three new members to the Executive Committee – Brooke Brownlee, Kyle Lang and Kyndall Mason. With the exit of Alex Crook, who is terming off as a board member July 1, 2021, these additional volunteers are truly appreciated.

Executive Director Update

Bridget Dazey updated the board on the following items: upcoming events, survey response to new dates and/or times for the Board and Executive Committee meeting – looking to change the times from 7:30am to 8:30am to better suit those with small, school aged children, a brief legislative update on the state of SB623, as well as the youth employment funds in HB2092.

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

Amanda Wall

Date

David Green

Date

Meeting adjourned at 9:00am. Minutes prepared by Amanda Wall

Clackamas Workforce Partnership
Budget to Actual Report
July 1, 2020 - June 30, 2021

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%		\$ 563,691	\$ 615,562	109.2%		\$ 156,030	\$ 156,029	100.0%	
FY1920 Carry forward	\$ 90,805	\$ 90,805	100.0%		\$ 100,433	\$ 100,433	100.0%		\$ 113,871	\$ 113,870	100.0%		\$ 57,077	\$ 57,078	100.0%	
TOTAL REVENUE	\$ 566,596	\$ 566,596	100.0%		\$ 540,510	\$ 540,510	100.0%		\$ 677,562	\$ 729,432	107.7%		\$ 213,107	\$ 213,107	100.0%	
EXPENDITURES	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS
Service Provider Contracts	\$ 467,685	\$ 340,681	72.8%	\$ 467,685	\$ 398,538	\$ 234,656	58.9%	\$ 398,538	\$ 539,710	\$ 353,361	65.5%	\$ 472,110	\$ 1,500	\$ 1,306	87.1%	\$ 1,500
Personnel	\$ 36,752	\$ 29,354	79.9%		\$ 71,704	\$ 69,714	97.2%		\$ 71,610	\$ 69,746	97.4%		\$ 105,651	\$ 75,052	71.0%	
Materials & Services	\$ 9,521	\$ 12,821	134.7%		\$ 28,854	\$ 24,934	86.4%		\$ 25,818	\$ 23,008	89.1%		\$ 48,326	\$ 29,244	60.5%	
CWP EXPENDITURES:	\$ 46,273	\$ 42,175	91.1%		\$ 100,558	\$ 94,648	94.1%		\$ 97,428	\$ 92,754	95.2%		\$ 153,977	\$ 104,296	67.7%	
TOTAL EXPENDITURES	\$ 513,958	\$ 382,856	74.5%		\$ 499,096	\$ 329,304	66.0%		\$ 637,138	\$ 446,115	70.0%		\$ 155,477	\$ 105,602	67.9%	
Planned for Future Periods	\$ 52,638	\$ 183,740			\$ 41,414	\$ 211,206			\$ 40,424	\$ 283,317			\$ 57,630	\$ 107,505		

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	\$ 572,381	\$ 587,381	102.6%		\$ 1,085,116	\$ 1,068,581	98.5%		\$ 238,670	\$ 249,927	104.7%		\$ 2,446,640	\$ 2,524,767	103.2%	
FY1920 Carry forward	\$ 761,214	\$ 761,214	100.0%		\$ 1,085,116	\$ 1,068,581	98.5%		\$ 44,400	\$ 22,105	49.8%		\$ 2,252,916	\$ 2,214,086	98.3%	
TOTAL REVENUE	\$ 1,333,595	\$ 1,348,595	101.1%		\$ 1,085,116	\$ 1,068,581	98.5%		\$ 283,070	\$ 272,032	96.1%		\$ 4,699,556	\$ 4,738,853	100.8%	
EXPENDITURES	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS
Service Provider Contracts	\$ 973,081	\$ 621,710	63.9%	\$ 1,143,458	\$ 592,541	\$ 400,141	67.5%	\$ 816,285	\$ 94,400	\$ 61,247	64.9%	\$ 72,105	\$ 3,067,455	\$ 2,013,102	65.6%	
Personnel	\$ 109,118	\$ 121,965	111.8%		\$ 185,808	\$ 187,807	101.1%		\$ 182,914	\$ 181,918	99.5%		\$ 763,557	\$ 735,556	96.3%	
Materials & Services	\$ 35,939	\$ 37,863	105.4%		\$ 61,758	\$ 60,621	98.2%		\$ 5,756	\$ 7,725	134.2%		\$ 215,972	\$ 196,216	90.9%	
CWP EXPENDITURES:	\$ 145,057	\$ 159,828	110.2%		\$ 247,566	\$ 248,428	100.3%		\$ 188,670	\$ 189,643	100.5%		\$ 979,529	\$ 931,772	95.1%	
TOTAL EXPENDITURES	\$ 1,118,138	\$ 781,538	69.9%		\$ 840,107	\$ 648,569	77.2%		\$ 283,070	\$ 250,890	88.6%		\$ 4,046,984	\$ 2,944,874	72.8%	
Planned for Future Periods	\$ 215,457	\$ 567,057			\$ 245,009	\$ 420,012			\$ -	\$ 21,142			\$ 652,572	\$ 1,793,979		

Donations/Sponsorships \$ 903



POLICY #: A-04
Nomination and Membership Appointment

ISSUED: September 16, 2021

PURPOSE:

To establish the process and criteria Clackamas Workforce Partnership (CWP) uses when reviewing and recommending applicants for openings on the CWP Board.

REFERENCES:

- Workforce Innovation and Opportunity Act Public Law Sec. 107
- State of Oregon WIOA Title 1 Policy 107(b)

POLICY:

Board Composition and Appointment

In accordance with the Partnership Agreement with the Clackamas County Board of County Commissioners, members of Clackamas Workforce Partnership Board are appointed by the Clackamas County Board of Commissioners in accordance with the Workforce Innovation and Opportunity Act (WIOA) and State of Oregon guidance. Clackamas Workforce Partnership uses the Clackamas County Appointed Boards and Commissioners process to appoint all Clackamas Workforce Partnership Board members to be visionary drivers of workforce development in the local area.

CWP Board members shall have the qualifications for membership consistent with the requirements of WIOA as supplemented by any qualifications for board membership established by the governor in partnership with the State of Oregon Workforce and Talent Development Board. The composition and makeup of CWP Board should comply with federal and state regulations and directives under WIOA.

CWP Board members fall into four categories as defined in the WIOA: a representative of business; a representative of workforce (includes labor and community-based organizations); a representative of education and training; and a representative from relevant public agencies. Workforce Board members may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in WIOA for each entity. CWP Board members will be appointed as necessary to maintain the appropriate balance of membership as outlined in WIOA and State of Oregon policy.

The CWP Board shall have an Executive Committee. Membership is comprised of CWP Officers, the immediate past Chair and at least four Board members representing the private sector and/or Labor. This committee is delegated the power and authority by the Board of Directors for managing business responsibility of CWP between meetings of the full Board. This committee has decision – making authority for all actions that come before it.

One Clackamas County Commissioner will operate as ex-officio on the CWP Board and Executive Committee.

Nomination and Application Process

Prospective members are appointed as follows:

- Business representatives are appointed from among individuals nominated by business organizations and trade associations.
- Labor representatives are appointed from among individuals nominated by local labor organizations.
- Education representatives are appointed from nominations submitted by the institutions of higher education and secondary education organizations or districts within the workforce region.
- Public agency representation is appointed from nominations submitted by the partner organization.

This process for business and labor includes:

1. Public Notice/Press Release through Clackamas County and the CWP website stating the beginning of a 90-day open recruitment period, number of vacancies, and any specific sectors or criteria currently in need to fill.
2. Interested individuals submit Clackamas County' Application, CWP Application to CWP ABC (Appointment Boards and Commissioner) Staff Liaison/Administrative Coordinator, a current resume, along with letter(s) of nomination.
3. Applications are screened for eligibility criteria by the CWP Executive Director. Eligibility Criteria includes:
 - a. Representation from organizations in compliance with WIOA
 - b. Level of individual's responsibility within the company
 - c. Size of Business – number of employees to achieve diversity on the board
 - d. Within a targeted industry sector
 - e. Kinds of jobs within the company
 - f. Location within the County to achieve an urban/rural representation
 - g. Ability to commit time to be involved in Board Activities
4. CWP ABC (Appointment Boards and Commissioner) Staff Liaison recommends applicants to the Board of County Commissioners.
5. ABC Study Session packet (ABC Worksheet & ABC Matrix) is submitted to the Board of County Commissioners along with ABC Staff Report and re-appointment and the CWP Application.
6. Upon approval of re-appointment and appointment, CWP seats members on the Board.

The public and education sector process includes:

1. Interested individuals submit a letter of nomination from the applicant's public agency or the partner organization
2. Letters of Nomination are screened for eligibility criteria by the CWP Executive Director. Eligibility Criteria includes:
 - a. Representation from organizations in compliance with WIOA
 - b. Level of individual's responsibility within the organization or public entity
 - c. Ability to commit time to be involved in Board Activities

3. CWP ABC (Appointment Boards and Commissioner) Staff liaison recommends nominations to the Board of County Commissioners.
4. ABC Study Session packet (ABC worksheet & ABC Matrix) is submitted to the Board of County Commissioners along with the ABC Staff Report and re-appointment.
5. Upon approval of re-appointment and appointment, CWP seats members of the Board.

Board Member Terms, Removals, and Vacancies:

CWP Board members serve renewable three-year terms from the date of appointment. Three-year terms are staggered amongst board members. CWP Board members who no longer hold the position or status that made them eligible for CWP Board membership must resign with written letter or email to the CWP Executive Director or be removed immediately as a representative of that entity. CWP Board members must be removed if any of the following occurs:

- Documented violation of Code of Conduct;
- Documented proof of fraud and/or abuse; and
- Other factors as outlined in the CWP By-Laws

Any vacancy occurring during the terms shall be filled as soon as possible.

Approved:

Clackamas Workforce Partnership Board Chair

Date