

**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 Lund 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 in order to better suit those with small, school aged children, a brief legislative update on the state of SB623, as well as the youth funds.

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

Amanda Wall 10/22/2021

Amanda Wall

Date

David Green

Date

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