



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

**Clackamas Workforce Partnership
Board of Directors Meeting**
Thursday, January 20, 2022
8:30 a.m. – 10:45 a.m.
Via Video Conference - Zoom

8:30 AM	Call to Order & Welcome Public Comments Approval of Consent Agenda	Peter Lund
8:40 AM	Executive Committee Officer Replacement Discussion & Vote	Bridget Dazey
8:45 AM	Strategic Plan Final Approval & Vote	Bridget Dazey Jan Filgas
8:50 AM	Advisory Group Updates <ul style="list-style-type: none">• Business• People• System• Quality Jobs Council	Advisory Groups
9:10 AM	Workforce Modernization Assessment Report on Oregon Workforce System	Bridget Dazey
9:35 AM	Commissioner's Update	Commissioner Martha Schrader
9:45 AM	Office of Workforce Investment – HECC Intro: Interim Director, Julia Steinberger	Julia Steinberger
	Jennifer Purcell, Workforce Policy Advisor Office of Governor Kate Brown	Jennifer Purcell
10:00 AM	Legislative Update	Bridget Dazey
10:15 AM	Executive Director Update <ul style="list-style-type: none">○ Staffing Update○ Request to Interview: Guest Blog Volunteers○ RFQ & RFP Review Advisory Group – Need Volunteers○ Grant updates○ Events○ Childcare for All Taskforce	Bridget Dazey
10:45 AM	Adjourn	

Mission: Address critical workforce, educational, and training challenges, and develop a skilled workforce that meets the needs of business and strengthens the local economy of Clackamas County.

**Clackamas Workforce Partnership
Board of Directors Meeting**
January 21, 2021

NEXT SCHEDULED MEETINGS:

CWP Board of Director Meetings – 2022

January 20, 2022
April 21, 2022
June 16, 2022
October 20, 2022

CWP Executive Committee Meetings – 2022

November 18, 2021
February 17, 2022
May 19, 2022
September 15, 2022

ADDENDUM

Consent Agenda

1. October 2021 Board Meeting Minutes
2. September 2021 Board Meeting Minutes – Approved by Executive Committee November 2021
3. Acceptance of Financial Reports

RECOMMENDATION: Approval

SUGGESTED MOTION: I move the Board of Directors approves the consent agenda.

Clackamas Workforce Partnership
Budget to Actual Report
July 1, 2021 - November 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	\$ 552,069	\$ 549,509	99.5%		\$ 519,172	\$ 519,172	100.0%		\$ 585,297	\$ 585,298	100.0%		\$ 183,205	\$ 183,204	100.0%	
FY2021 Carry forward	\$ 189,085	\$ 183,740	97.2%		\$ 201,467	\$ 211,206	104.8%		\$ 223,153	\$ 283,316	127.0%		\$ 103,979	\$ 107,505	103.4%	
TOTAL REVENUE	\$ 741,154	\$ 733,249	98.9%		\$ 720,639	\$ 730,378	101.4%		\$ 808,450	\$ 868,614	107.4%		\$ 287,184	\$ 290,709	101.2%	
EXPENDITURES	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS
Service Provider Contracts	\$ 521,980	\$ 142,152	27.2%	\$ 516,425	\$ 433,291	\$ 146,772	33.9%	\$ 433,729	\$ 433,291	\$ 140,240	32.4%	\$ 431,459	\$ 1,500	\$ 447	29.8%	\$ 1,364
Personnel	\$ 99,726	\$ 23,315	23.4%		\$ 202,239	\$ 84,920	42.0%		\$ 202,239	\$ 85,056	42.1%		\$ 158,779	\$ 55,356	34.9%	
Materials & Services	\$ 14,031	\$ 4,499	32.1%		\$ 33,440	\$ 17,263	51.6%		\$ 30,644	\$ 16,298	53.2%		\$ 49,097	\$ 30,987	63.1%	
CWP EXPENDITURES:	\$ 113,757	\$ 27,814	24.5%		\$ 235,679	\$ 102,183	43.4%		\$ 232,883	\$ 101,354	43.5%		\$ 207,876	\$ 86,343	41.5%	
TOTAL EXPENDITURES	\$ 635,737	\$ 169,966	26.7%		\$ 668,970	\$ 248,955	37.2%		\$ 666,174	\$ 241,594	36.3%		\$ 209,376	\$ 86,790	41.5%	
Planned for Future Periods	\$ 105,417	\$ 563,283			\$ 51,669	\$ 481,423			\$ 142,276	\$ 627,020			\$ 77,808	\$ 203,919		

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	\$ 1,133,334	\$ 300,000	26.5%		\$ 1,011,898	\$ 1,174,706	116.1%	\$ 144,255	\$ -	\$ -	0.0%	\$ 50,000	\$ 3,984,975	\$ 3,311,889	83.1%	
FY2021 Carry forward	\$ 421,394	\$ 567,057	134.6%		\$ 432,241	\$ 430,149	99.5%		\$ 17,750	\$ 17,500	98.6%		\$ 1,589,069	\$ 1,800,473	113.3%	
TOTAL REVENUE	\$ 1,554,728	\$ 867,057	55.8%		\$ 1,444,139	\$ 1,604,855	111.1%		\$ 17,750	\$ 17,500	98.6%		\$ 5,574,044	\$ 5,112,362	91.7%	
EXPENDITURES	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS	BUDGET	YTD ACTUAL	PERCENT	OBLIGATIONS
Service Provider Contracts	\$ 1,338,182	\$ 274,803	20.5%	\$ 821,747	\$ 628,625	\$ 161,081	25.6%	\$ 992,777	\$ 10,000	\$ -	0.0%	\$ -	\$ 3,366,869	\$ 865,495	25.7%	
Personnel	\$ 57,137	\$ 30,468	53.3%		\$ 125,213	\$ 53,390	42.6%		\$ -	\$ -	0.0%	\$ -	\$ 845,333	\$ 332,505	39.3%	
Materials & Services	\$ 19,902	\$ 12,216	61.4%		\$ 71,877	\$ 16,311	22.7%		\$ -	\$ -	0.0%	\$ -	\$ 218,991	\$ 97,574	44.6%	
CWP EXPENDITURES:	\$ 77,039	\$ 42,684	55.4%		\$ 197,090	\$ 69,701	35.4%		\$ -	\$ -	0.0%	\$ -	\$ 1,064,324	\$ 430,079	40.4%	
TOTAL EXPENDITURES	\$ 1,415,221	\$ 317,487	22.4%		\$ 825,715	\$ 230,782	27.9%		\$ 10,000	\$ -	0.0%		\$ 4,431,193	\$ 1,295,574	29.2%	
Planned for Future Periods	\$ 139,507	\$ 549,570			\$ 618,424	\$ 1,374,073			\$ 7,750	\$ 17,500			\$ 1,142,851	\$ 3,816,788		

Donations/Sponsorships \$ 573

**Clackamas Workforce Partnership
Board of Directors Meeting
October 21, 2021
8:30am – 10:45am
Via Zoom Conferencing Link**



Attendance:

Stephen Achilles, Exceed Enterprises
Tyson Arnold, Timber Lake Job Corps
Larlene Dunsmuir, Oregon Nurses Foundation
Doug Franklin, DHS Vocational Rehabilitation
David Green, Citizens Bank
Kyle Lang, Canby Chamber of Commerce
Peter Lund, SuperGenius Studio
Seth Lyons, DHS Self-Sufficiency
David Plotkin, Clackamas Community College
Tracy Rumpca, Woodcraft Industries
Commissioner Martha Schrader, Ex-Officio,
Board of County Commissioners
Cindy Moore, Clackamas County Economic
Development
Bryce White, Sysco
Aeric Estep, McDonald Miller
Brooke Brownlee, Portland General Electric

Rod Cook, Clackamas County H3S
Gordon Harvey, General Sheet Metal
Eric Johnston, Todos Juntos
Vanessa Stewart, Local 16 Sheet Metal Workers

CWP Staff:

Bridget Dazey
Amanda Wall
Bryan Fuentes
Amy Oakley
Deb Zang
Jan Filgas
Amy Black
Brent Balog

Additional Attendees

Tracy Moreland, Clackamas County
Roman Bobrovnikov, Mt Hood Community
College
Dylan James Waugh, Mt Hood Community
College

Irene Carrillo, Clackamas Community College
Kathy Wilcox, HECC
Jennifer Harvey, CFCC
Josh Hall, AFLCIO
Nicole Burdsall
Michael Pitman

Absent Members:

Ravinder Waraich, Infocare LLC & 7-11
Franchise Owner
Matt Millard, AFSCME Local 328
Tracy Calderon, Oregon Employment Department

Agenda Item #1: Consent Agenda Items

Minutes: The amended minutes from the June 2021 Board of Director Meeting and amended May 2021 Executive Committee Meeting are listed below and copies of these minutes were emailed to the Board Members prior to review.

Other consent agenda items: Acceptance of the Financial Report

Discussion: N/A

RECOMMENDATION: Approval

SUGGESTED MOTION: I move the Board of Directors approves the consent agenda.

MOTION: David Green motioned to approve; Brooke Brownlee called for a second.

Consent Agenda Items APPROVED.

Agenda Item #2: Executive Committee Membership

Presenter: Bridget Dazey, Clackamas Workforce Partnership

Discussion: Bridget Dazey (CWP) called for a self-nomination to the Executive Committee. Due to members Tina Irvine, Ravinder Waraich, Joe Harris and Kyndall Mason stepping down from the Board, the Committee needs new membership. Board Member Stephen Achilles nominated himself and was added to the nomination list. Peter Lund called for a vote on new Executive Committee Members.

Bridget Dazey (CWP) presented to the Board the members of the 2021-2022 Executive Committee

Chair: Peter Lund, Super Genius Studios

Vice Chair: Brooke Brownlee, Portland General Electric

Secretary/Treasurer: Kyle Lang, Canby Chamber of Commerce

Members: David Green, Immediate Past Chair, Gordon Harvey

New Members: Tracy Rumpca, Woodcraft Industries, Larlene Dunsmuir, Oregon Nurses Foundation and Stephen Achilles, Exceed PDX

RECOMMENDATION: Approval

SUGGESTED MOTION: I move the Board of Directors approve new members Tracy Rumpca, Larlene Dunsmuir and Stephen Achilles to the Executive Committee.

Motion APPROVED.

Agenda Item #3: Cybersecurity Assessment – Final Report

Presenters: Roman Bobrovnikov, Mt Hood Community College & Dylan James Waugh, Mt Hood Community College

Discussion: Roman Bobrovnikov and Dylan James Waugh, students at the Mt Hood Community College Cybersecurity Program, presented to the Board of Directors on the assessment findings for CWP's cybersecurity. Roman and Dylan indicated that while most of the findings were that we were secure, our email server caught most of the spam attempts, and nobody in the office fell to the baited email attempts, there were a few vulnerabilities to note. The first was our Word Press website and the number of required updates that were needed on a regular basis. It was noted, that during the analysis, updates had been made and were continuing to be handled on a more regular basis and any significant issues had been patched. The second was our publicly facing outlook login page. It was recommended by the team our login page be moved behind a VPN server wall or if it needs to remain public facing, include an IP lockout to help with repeated login attempts and suspicious activities.

Next Steps: Set up a meeting with the team and CWP Staff to work to produce a list of items, plus next steps in the procurement of new IT services, including cybersecurity.

Agenda Item #4: Presentation of the CWP 2020-2021 Annual Report

Presenter: Amanda Wall, Clackamas Workforce Partnership

Discussion: Amanda Wall, CWP presented to the Board the launch of the 2020-2021 Annual Report. A copy of our most recent report can be found on our website at <https://www.clackamasworkforce.org/our-impact/trends-data-and-annual-reports/>

Next Steps: After the conclusion of the meeting, Amanda will be sharing copies of the CWP report on various social media channels.

Agenda Item #5: Search Advocate Presentation

Presenter: Seth Lyon, ODHS, Michael Pitman and Nicole Burdsall

Discussion: Michael Pitman and Nicole Burdsall presented to the Board on the "Search Advocates" program being adapted and used at ODHS, originally crafted from the Oregon State University (OSU) Search Advocate Program. Michael defined the search advocate role to the board as someone who participates throughout the entire hiring process, from recruitment to onboarding. The role of a search advocate is to encourage the panel to go beyond "business as usual" throughout the hiring process by helping them recognize and address cognitive and structural biases.

Next Steps: Amanda Wall will share the slide deck with the Board, as well as contact information and a link to register for the training through Oregon State University.

Agenda Item #6: Commissioner's Update

Presenter: Commissioner Martha Schrader

Discussion: Commissioner Martha Schrader gave an update on the Board of County Commissioners of Clackamas County programs, resources, and general information. Her report included information a recently attended National Leadership Program on county leadership and training, the 2021 Western Interstate Region – National Association of Counties and continued conversation about childcare and early learning at the local, state, and federal level. The Economic Mobility Network and a webinar on childcare as an economic driver. Commissioner Schrader requested time at our January board meeting to discuss Supportive Housing Services in Clackamas County.

Next Steps: Amanda Wall will send a copy of the Verite Group Inc Report to the Board and work to set agenda time for Commissioner Schrader for the January 2022 Board of Directors meeting to discuss the Supportive Housing Funds in Clackamas County.

Agenda Item #7: The Future of Work Presentation

Presenter: Bridget Dazey, Clackamas Workforce Partnership

Discussion: Bridget Dazey (CWP) presented to the Board of Directors an overview of the future of work in the state of Oregon. This presentation is a version that was originally shared with the North Clackamas School District (NCS D) and well received – and since being offered to additional education entities as we continue to see our economy recover. The presentation covers workforce development at a national level, state level and local level specifically addressing the high-level issues we are facing in today's economy – closing the skills gap, job dexterity, low unemployment rates coupled with a high need to hire and acquire good talent, barriers such as housing, education, childcare, the environment to name a few. Bridget continued to discuss what our organization is doing to look ahead – and what will the pandemic bring as far as real change – improvements to relevant training through virtual education, online services and more.

Next Steps: Amanda Wall will share the Future of Work presentation with the Board of Directors.

Agenda Item #8: Advisory Group Updates

Advisory Group Updates:

People: Eric Johnson, Todos Juntos, presented to the Board of Directors an update on the People Advisory Group. Eric shared with the board the goal of the advisory group – ensure that all people are competitive in the 21st century economy, reach their full potential and meet their employment needs." Eric continued to explain that during the last advisory group meeting, they reviewed the charter, goals, strategies, and performance measures, as well as developed proposed changes to the People Goal for CWP's Strategic Plan revision to ensure it aligns with the post-COVID world. The next meeting of the

People Advisory Group is set for the last week of October and will have a virtual tour of CWP to get a better understanding of what the “front door” to workforce services looks like currently. The group will also review the most recent People Performance measure dashboard, discuss strategies, and make recommendations for improvements in service delivery outcomes.

Business: David Green, Citizens Bank and Immediate Past Chair of CWP presented to the Board of Directors an update on the Business Goal Advisory Group. David shared the advisory group had met twice – in May and September of 2021 and continue to plan to meet quarterly. The Business Advisory Group will be tracking 10 different business-related metrics – four different CWP/CCBS directed business engagement metrics, four different WorkSource business related metrics, and 2 additional metrics that are still under development with a customer satisfaction and quality jobs tracking tool.

Systems: David Plotkin, Clackamas Community College, and Brent Balog, CWP presented to the board an update on the systems advisory group. David gave an overview of the public workforce system assessment as a result of the passage of Senate Bill 623, continued efforts to help reduce barriers to employment by looking into using a new expungement services tool called “RecordSponge” to help individuals who qualify to expunge criminal records at a low to no cost support, a partnership with Coffee Creek and the Oregon Lions Sights and Hearing Foundation, and an updated on the Oregon Workforce Partnership recommendation for a \$50 million investment stateside in workforce development strategies. In October, Clackamas County formally support a joint letter draft recommending the state of Oregon commit these funds and investment in 3 broad, proven workforce strategies to transition a goal of 10,000 Oregonians to good jobs.

A copy of the letter, along with a list of statewide supporters can be found at <https://oregonworkforcepartnership.org/advocacyletter/>

Action Item: Amanda Wall will share a link to the most recent stateside letter of support to the Board of Directors.

Agenda Item #9: Executive Director Update

Presenter: Bridget Dazey, CWP

Discussion: Bridget Dazey (CWP) gave an Executive Director update covering the following information: a reminder to the Board the timing of the Board Meeting and Executive Committee meetings has changed from 7:30am to a new starting time of 8:30am. Board and Executive Committee meetings will still be held on the third Thursday of the month. Finally, Bridget gave a reminder to all board members to please sign a copy of the Code of Conduct Policy for our records.

Upcoming Events:

- October 28, 2021: Manufacturing Sector Opportunity Fair, 11am – 1pm (10:30am – 11am is designated for Veterans)
- October is Manufacturing Month!

Awards:

CWP was awarded Oregon Business Magazine "Best Non-Profit Award." CWP was ranked #3 best small nonprofit in Oregon. Congratulations team!

Meeting was adjourned at 10:45am

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[Amanda Wall 1/20/2022](#)

Amanda Wall Date

Peter Lund, Board Chair Date

**Clackamas Workforce Partnership
Executive Committee Meeting**

September 16, 2021

8:30am – 10:00am

Location: Clackamas Workforce Partnership Zoom Conference Call



Committee Members Present

Peter Lund, SuperGenius Studios
David Green, Citizens Bank
Gordon Harvey, General Sheet Metal
Kyle Lang, Canby Chamber
Brooke Brownlee, PGE

Staff Members Present

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

Committee Members Absent

Commissioner Martha Schrader, Board of County
Commissioners (*Ex-Officio*)
Ravinder Waraich, InfoCare & &-11 Owner

Staff Members Absent

Amy Oakley, CWP
Brent Balog, CWP
Bryan Fuentez, CWP

Additional Attendees

N/A

Call to Order & Introductions

Peter Lund called the meeting to order at 8:30am. Introductions were made throughout the zoom conference call.

Public Comments

There were no public comments.

Approval of Minutes

Motion: Kyle Lang called for approval of the March 2021 Executive Committee Meeting Minutes; Gordon Harvey seconded the motion

Motion Approved.

Financial Update:

Deb Zang (CWP) presented a financial report for the July 1, 2020– June 30, 2021 fiscal year and updated the Executive Committee on the status of current funding.

Policy and Procedure Update:

Deb Zang (CWP) presented a change to an Administrative Policy. A copy of the updated policy can be found on our website at www.clackamasworkforce.org/ourimpact

Motion: David Green called for approval of an Administrative Policy; Gordon Harvey seconded the motion.

Motion Approved.

