



**Clackamas Workforce Partnership  
Executive Committee Meeting**

July 21, 2022

8:30 AM – 10:00 PM

Location: Clackamas Workforce Partnership Zoom  
Conference Call

**Committee Members Present**

Peter Lund, SOMOS + SuperGenius Studios  
David Green, Citizens Bank  
Brooke Brownlee, Portland General Electric  
Tracy Rumpca, Quanex Custom Components  
Gordon Harvey, General Sheet Metal  
Larlene Dunsmuir, Oregon Nurses Foundation  
Manuel Contreras, AFSCME Local 350

**Staff Members Present**

Bridget Dazey, CWP  
Laura Kropf, CWP  
Amanda Wall, CWP  
Amy Black, CWP  
Jan Filgas, CWP  
Amy Oakley, CWP  
Rukshana Chand, CWP  
Samir Randolph, CWP  
Brent Balog, CWP  
Bryan Fuentez, CWP  
Jennie Madrigal, CWP

**Committee Members Absent**

Commissioner Martha Schrader, Board of County  
Commissioners (*Ex-Officio*)

**Additional Attendees**

Amy Nguyen, Dragonberry Produce  
Tyson Arnold, Timber Lake Job Corp  
Christina Fadenrecht, Clackamas County

**Call to Order & Introductions**

Peter Lund called the meeting to order at 8:30 AM. Introductions were made during Zoom conference call.

**Public Comments**

There were no public comments.

**Approval of Minutes**

**Recommendation: Approval**

**Suggested Motion:** I move to approve the May 2022 Executive Committee Meeting Minutes.

Motion to Approve: David Green

Second: Brooke Brownlee

**Motion Approved.**

**Policy Discussion & Vote: P-16**

Jan Filgas (CWP) presented to the Executive Committee an update to policy P-16: Selective Service Registration Requirements. The policy was amended to coincide with the federal government's language shift from "male" to "sex-assigned males at birth." Jan also adjusted pronouns in the policy to reflect this modification.

**Recommendation: Approval**

**Suggested Motion:** I move to approve updated Procedure Policy P-16 on Selective Service Registration Requirements.

Motion to Approve: David Green

Second: Manuel Contreras

**Motion Approved.**

Note: Policy P-16 can be found on the CWP website, under Policies.

**Policy Discussion & Vote: P-06**

Jan Filgas (CWP) unveiled to the Executive Committee a new policy which outlines the eligibility criteria for staff to determine Adult or Dislocated Worker eligibility for WIOA. The policy will be used as a training and reference document to assist staff with determining eligibility.

**Recommendation: Approval**

**Suggested Motion:** I move to approve the new Procedure Policy P-06 on WIOA Adult and Dislocated Worker Program Eligibility.

Motion to Approve: David Green

Second: Gordon Harvey

**Motion Approved.**

Note: Policy P-06 can be found on the CWP website, under Policies.

**Policy Discussion & Vote: P-07 + Attachment A**

Jan Filgas (CWP) delivered to the Executive Committee a revision to an existing policy which mandates 75% of Adult funds to be spent on certain priority populations: veterans, those on public assistance, low-income individuals, and those that are basic skills deficient. The policy defines those categories, but lacks guidance about how to determine and document that someone was basic skills deficient. Based on what another state uses, Jan created a tool to make determination more fair and equitable. This tool, Attachment A, is not meant to be an assessment and was reviewed by appropriate, outside organizations.

**Recommendation: Approval**

**Suggested Motion:** I move to approve updated Procedure Policy P-07 on Priority Populations + Attachment A.

Motion to Approve: Brooke Brownlee

Second: David Green

**Motion Approved.**

Note: Policy P-07 and Attachment A can be found on the CWP website, under Policies.

**Policy Discussion & Vote: P-11**

Jan Filgas (CWP) shared with the Executive Committee an update of an existing policy to include an additional two requirements to allow staff to fund training for participants. WIOA criteria definitions will be used in place of states terms, as eligibility is now determined at the local level.

**Recommendation: Approval**

**Suggested Motion:** I move to approve updated Procedure Policy P-11 on Individual Training Accounts.

Motion to Approve: David Green

Second: Manuel Contreras

**Motion Approved.**

Note: Policy P-11 can be found on the CWP website, under Policies.

**Prosperity 10K Contract Awards & Vote:**

Bryan Fuentes (CWP) reported to the Executive Committee the results from the request for proposal (RFP) using state provided funds, through Future Ready Oregon legislation. An evaluation committee recommended funds to be awarded to Immigrant & Refugee Community Organization (IRCO), Clackamas County Children Family and Community Connections (CFCC), and Clackamas Community College (CCC). These resources will help to provide career coaching, occupational training, job placement services, strategic engagement efforts, and more. Any remaining funds will be granted to existing contractors.

**Recommendation: Approval**

**Suggested Motion:** I move to approve contracting with Immigrant & Refugee Community Organization, Children Family and Community Connections, and Clackamas Community College using Prosperity 10,000 funds, through Future Ready Oregon.

Motion to Approve: David Green

Second: Brooke Brownlee

**Motion Approved.**

**New Resolution – RS-03 Power to Borrow & Vote:**

Laura Kropf (CWP) introduced to the Executive Committee a resolution to permit CWP to apply for a credit card. This will allow the fiscal manager to more clearly track and expedite expenses.

**Recommendation: Approval**

**Suggested Motion:** I move to approve the resolution to allow CWP to acquire a credit card.

Motion to Approve: Larlene Dunsmuir

Second: Manuel Contreras


**Motion Approved.**

**Executive Director Update**

On behalf of Bridget Dazey, Bryan Fuentes updated the committee on upcoming events, such as the CWP Board Retreat, New Board Member Orientation, and OWP conference.

All items mentioned are available upon request by contacting Jennie Madrigal at [jennie.madrigal@clackamasworkforce.org](mailto:jennie.madrigal@clackamasworkforce.org)

Jennie Madrigal      10/20/22  
Jennie Madrigal      Date

  
Peter Lund (Oct 20, 2022 13:44 PDT)  
Peter Lund

10/20/22  
Date

Meeting adjourned at 9:50 am. Minutes prepared by Jennie Madrigal.