

Clackamas Workforce Partnership

Executive Committee Meeting

February 16, 2023

8:30 AM – 10:00 PM

Location: Clackamas Workforce Partnership
Zoom



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

Committee Members Present

Brooke Brownlee, Portland General
Electric Manuel Contreras, AFSCME Local
350 Gordon Harvey, General Sheet Metal
Peter Lund, SOMOS + SuperGenius Studios
Amy Nguyen, Dragonberry
Produce Jenny Perrin, Bob's Red
Mill

Staff Members Present

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

Committee Members Absent

David Green, Citizens Bank
Tracy Rumpca, Quanex Custom
Components Commissioner Martha
Schrader, Board of County Commissioners,
ex officio

Additional Attendees

Vanessa Steward, Local 16 Sheet
Metal Workers Union
Tom Previs, Oregon
Employment Department
Ed Johnson, Clackamas County
Finance Department
Nadia Costa, Jones & Roth

Call to Order & Introductions

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

Public Comments

There were no public comments.

Approval of Minutes

Recommendation: Approval

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

Motion to Approve: Brooke Brownlee

Second: Gordon Harvey

Motion Approved.

Financial Update and Fund Development

Laura Kropf (CWP) explained the format of the monthly financial report to the Executive Committee. She discussed funding sources that will end at the completion of the fiscal year. Laura reported that the current financial position of CWP was going well and asked for questions, of which there were none.

Bridget Dazey (CWP) encouraged the Executive Committee to ask clarifying questions regarding the financial report and moved into an update about fund development. She shared that the staff has been diligently working on grant funding and would continue to do so over the next year. She focused on legislative action being a key component of future funding. Bridget informed the Committee of a funders collaborative with the construction sector, and how the model will be explored with additional sectors. Lastly, Bridget mentioned the idea of creating a mobile phone app to connect people to jobs and employment opportunities.

Audited Financials Report

Nadia Costa, from Jones and Roth, presented to the Committee the results of the annual independent audit of Clackamas Workforce Partnership's financial statements for the year ending June 30, 2022. The firm identified a finding in GAAP accounting. There were no issues with grant cash expenditures, only the presentation of funds, which was attributed to a transition in staff. Ed Johnson, from the Clackamas County Finance Department, was present to listen to the review, as is required of the partnership with the Board of County Commissioners and CWP. Ed did not share any questions or statements.

Policy Discussion & Vote: P-13 On-the-Job Training

Jan Filgas (CWP) delivered to the Executive Committee an update to an existing policy asking that the minimum wage for On-the-Job Training be increased to a living wage, in accordance with the Quality Jobs Framework. The policy was previously set at \$17 an hour, and the board was asked to consider an increase to \$20 an hour. After some discussion, the Committee agreed to raise the minimum wage to \$20 an hour.

Recommendation: Approval

Suggested Motion: I move to approve updated Procedure P-13: On-the-Job Training (OJT) to increase the minimum wage to \$20.

Motion to Approve: Manuel Contreras

Second: Jenny Perrin

Motion Approved.

Note: Policy P-13: On-the-Job Training (OJT) can be found on the CWP website, under Policies.

Policy Discussion & Vote: P-07 Priority Populations + Attachment A

Jan Filgas (CWP) proposed 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. Attachment A, the tool that Jan created to determine if someone is basic skills deficient, has been used in the field since it was last approved by the Committee. Staff working with customers suggested changes to be more thoughtful of participants' perceptions. Jan made the changes in language and asked for the Committee to approve the updates to P-07 Attachment A. 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: Manuel Contreras

Motion Approved.

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

Revisit Mission & Vision Statements

Bridget Dazey (CWP) prompted the Executive Committee for feedback on the vision statement, and the Committee accepted the vision statement as written. Bridget reported to the board that the CWP staff had been given five versions of the mission statement to choose from, based on board member feedback at the January 2023 Board Meeting. The options were then narrowed down. Bridget opened the floor to the Committee for consideration of two options. The majority of the Committee felt that option two best reflected the CWP mission, and after a grammar suggestion, it was agreed that the general board would vote on the wording for the mission statement as: CWP creates a more diverse, equitable, and inclusive workforce with collaboration and investments in people and businesses of Clackamas County.

Request for Proposals Volunteers

Bridget Dazey (CWP) explained to the Executive Committee that the Request for Proposals (RFP) evaluation committees needed more volunteers. Bridget and Jan Filgas (CWP) stressed the importance

of this work, as it would determine service providers for the next two to five years. A few Executive Committee members agreed to join the committees.

Employee Handbook

Bridget Dazey (CWP) made a brief request for two board members to join two staff members in the evaluation of the Employee Handbook. An Executive Committee member agreed to join the evaluation committee.

2023 Legislative Discussion

Bridget Dazey (CWP) revealed to the Executive Committee that Oregon Workforce Partnership (OWP) created guiding principles to help workforce boards narrow their focus on the high number of proposed Oregon state legislation. The guiding principles are investing in long term training, increased focus on reducing barriers to unemployment, strengthening job opportunities, increased support for rural and underserved communities, and supporting job seekers. OWP is working to produce a template to submit testimony to different legislative committees. The goal is to get legislators to understand how to coordinate with the workforce system and leverage funds. Bridget asked the Committee to choose a method for deciding which legislation that CWP will engage with, by either having her make the executive decision, or by convening a small group of board members to meet with her weekly. It was suggested that meeting weekly to support Bridget would be the ideal option.

Executive Director Update

Bridget Dazey (CWP) updated the Executive Committee on upcoming events, such as the National Association of Workforce Boards in March. She informed the Committee that CWPs strategic plan will need to be updated beginning in program year 2023. Bridget also urged the Committee to provide feedback regarding the Columbia-Willamette Workforce Collaborative Memo of Understanding that was shared in pre-reads.

All items mentioned are available upon request by contacting Jennie Madrigal at jennie.madrigal@clackamasworkforce.org

 06/07/23  Peter Lund (Jun 8, 2023 06:23 PDT) 06/08/2023

Jennie Madrigal

Date

Peter Lund

Date

Meeting adjourned at 10:00 AM. Minutes prepared by Jennie Madrigal.