



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

Clackamas Workforce Partnership

Executive Committee Meeting

May 31, 2023

8:00 AM – 9:00 AM

Location: Clackamas Workforce Partnership
Zoom

Committee Members Present

Brooke Brownlee, Portland General Electric
Manuel Contreras, AFSCME Local 350
Gordon Harvey, General Sheet Metal
Jenny Perrin, Bob's Red Mill
David Green, Citizens Bank
Tracy Rumpca, Quanex Custom Components
Peter Lund, SOMOS + SuperGenius Studios

Staff Members Present

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

Committee Members Absent

Amy Nguyen, Dragonberry Produce
Commissioner Martha Schrader, Board of
County Commissioners, ex officio

Additional Attendees

Vanessa Steward, Local 16 Sheet Metal
Workers Union

Call to Order & Introductions

Brooke Brownlee, Vice Chair, called the meeting to order at 8:00 AM. David Green's retirement was acknowledged and gratitude for his years of service to the Board was extended. Chair, Peter Lund, took over the proceedings two minutes after the start of the meeting.

Public Comments

There were no public comments.

Approval of Minutes

Recommendation: Approval

Suggested Motion: I move to approve the February 2023 Executive Committee Meeting Minutes.

Motion to Approve: David Green

Second: Brooke Brownlee

Motion Approved.

Financial Update and Budget Discussion + Vote

Laura Kropf (CWP) briefly outlined, to the Executive Committee, spending that had occurred through March 2023. She then shared the projected budget for program year 2023, in which funding sources were lower than the previous year. Bridget Dazey (CWP) explained that a plan had been developed with the assistance of the Budget Committee, which several Executive Committee members were on. Bridget stipulated that the shortfall in the budget will likely be temporary as the CWP budget is quite dynamic and several measures have been taken to reduce administrative costs, and CWP is waiting on the status of many grants they have applied for. Executive Committee members offered their understanding of the situation and how government funding sources have not been allocated, which creates uncertainty.

Recommendation: Approval

Suggested Motion: I move the Executive Committee approves the Program Year 2023 Budget as written.

Motion to Approve: Brooke Brownlee

Second: Jenny Perrin

Motion Approved.

Service Provider Program Monitoring

Amy Zulich Black (CWP) gave the Executive Committee an overview of the monitoring process; explaining that they provided contractors with a quality assurance guide and requested documents based on predetermined requirements. A review of approximately 10% of the participant files are reviewed as well. A report is then shared with the contractor to develop an optimal approach to provide services. Amy is the services program manager for Workforce Innovation and Opportunity Act (WIOA) youth provider, which is the Clackamas Education Service District (CESD) program C-TEC youth services. Amy reported that she found nothing of

concern in the quality assurance manual or the file reviews.

Jan Filgas (CWP), the Adult and Dislocated Worker program manager, oversees the contract with Clackamas Community College (CCC) and Immigrant and Refugee Community Organization (IRCO). Jan recounted to the Executive Committee that there were no findings in the initial and final reports for both contractors.

Provider Contract Continuation Discussion + Vote

Bridget Dazey (CWP) transitioned the Executive Committee into contract continuation by discussing four organizations that CWP proposed to continue funding into program year 2023. She explained that Immigrant and Refugee Community Organization received funds for adult and youth programs, Children, Family & Community Connections received Oregon Future Ready funds to manage Clean Slate Clackamas, AntFarm provided youth and adult outreach within rural communities, and Oregon Manufacturing Extension Partnership worked as a one-stop operator for WorkSource Oregon Clackamas. She also requested a one-month extension of the pilot program to assist us with manufacturing sector strategy. There were no questions from the Executive Committee.

Recommendation: Approval

Suggested Motion: I move the Executive Committee approves contract continuation Immigrant and Refugee Community Organization, Children, Family & Community Connections, AntFarm, and Oregon Manufacturing Extension Partnership.

Motion to Approve: Brooke Brownlee

Second: Tracy Rumpca

Motion Approved.

Procurement – Vote Required

Amy Zulich Black (CWP) began her presentation to the Executive Committee by thanking the evaluation committee that reviewed applications for the WIOA Youth 2023 request for proposals. Two proposals were submitted, and the evaluation committee recommended to move forward with Clackamas Education Service District's C-TEC Youth Services program with the stipulations of inclusion of pre-apprenticeship, apprenticeship, and other trade-specific trainings and certifications; digital and technological engagement; business and industry partnerships.

Recommendation: Approval

Suggested Motion: I move the Executive Committee approves contracting with Clackamas Education Service District's C-TEC Youth Services for Youth WIOA Services from July 1, 2023 to June 30, 2025.

Motion to Approve: Manuel Contreras

Second: Brooke Brownlee

Motion Approved.

Jan Filgas (CWP) also expressed gratitude to the evaluation committee that reviewed applications for the WIOA Adult & Dislocated Worker 2023 request for proposals. The committee reviewed three proposals and awarded Clackamas Community College (CCC) an annual contract with the recommendations of recruitment and engagement strategies, client-centered case management, online learning tools, adjusted caseload sizes, and a commitment to continuous improvement practices.

Recommendation: Approval

Suggested Motion: I move the Executive Committee approves contracting with Clackamas Community College Workforce Development Services for Adult & Dislocated Worker WIOA Services from July 1, 2023 to June 30, 2024, with an option to extend annually.

Motion to Approve: David Green

Second: Brooke Brownlee

Motion Approved.

Note: Jan will update the Executive Committee on progress monitoring of the Adult & Dislocated Worker contract with CCC.

Laura Kropf (CWP) shared with the Executive Committee that only one company, Jones and Roth, submitted a proposal to perform as professional auditors for CWP. CWP has worked with this firm for years, therefore Laura and Executive Committee members were confident that they should be contracted for two years.

Recommendation: Approval

Suggested Motion: I move the Executive Committee approves contracting with Jones & Roth for professional audit services from July 1, 2023 to June 30, 2025.

Motion to Approve: Brooke Brownlee

Second: Tracy Rumpca

Motion Approved.

Executive Director Update


Bridget Dazey (CWP) informed the Executive Committee that there would be a different approach to strategic planning for the coming years, focusing on engaging the larger community. Bridget also recommended that next program year's Executive Committee officers be Brooke Brownlee as Chair, Jenny Perrin as Vice Chair, and Tracy Rumpca as Secretary/Treasurer. Bridget reminded the Committee that the Board meeting was the following week, as well as a child care event focused on the business community.

Note: The original meeting was scheduled for May 18, 2023. Due to not meeting quorum, the meeting was postponed. The meeting was rescheduled for May 31, 2023.

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

Jennie Madrigal 10/19/23

Jennie Madrigal Date


Peter Lund (Oct 19, 2023 13:36 PDT)

Peter Lund Date

Meeting adjourned at 9:00 AM. Minutes prepared by Jennie Madrigal.