Clackamas Workforce Partnership

Executive Committee Meeting Minutes
Thursday, May 21, 2026
8:30 AM – 10:00 AM
Zoom Conference Link
Meeting ID: 864 6467 3140 | Passcode: 469491

Committee Members Present
Brooke Brownlee, Portland General Electric
Michelle LaCroix, Rose Villa
Ben Nelson, Oregon and Southern Idaho District Council of Laborers
Tracy Rumpca, Samtec
Cindy Wolff, Sunrise Water Authority, ex officio

Committee Members Absent
Paula Green, Twist Bioscience
Amy Nguyen, Dragonberry Produce
Commissioner Martha Schrader, Board of County Commissioners, ex officio

Additional Attendees
Amy Froyd, Citizens Bank
Rachel Russo, Benchmade

Staff Members Present
Brent Balog
Laura Kropf
Jennie Madrigal
Amy Oakley
Esmeralda Sanchez
Amanda Wall

Call to Order & Introductions
Board Chair, Brooke Brownlee, called the meeting to order at 8:35 AM. Introductions were made during the Zoom conference call. The meeting commenced and votes were paused until quorum could be met.

Public Comments
There were no public comments.

Approval of Minutes
Recommendation: Approval
Suggested Motion: I move that the Executive Committee approve the February 2026 minutes as written.

Motion to Approve: Ben Nelson
Second: Michelle LaCroix
Motion Approved Unanimously

Financial Update and Budget Discussion

Laura Kropf (CWP) provided an update to the Executive Committee on spending that occurred through March 2026, noting that funds were on track to be spent by the end of the year. Laura then presented the draft budget for Program Year 2026 and reported that although the overall budget is decreasing, Workforce Innovation and Opportunity Act (WIOA) funding remained stable. A board member requested clarification on whether or not there would be an opportunity to adjust the budget if funding allocation changed. Laura confirmed that the budget is a guide that accounts for potential changes.

Recommendation: Approval
Suggested Motion: I move that the Executive Committee approve the Program Year 2026 Budget as presented.

Motion to Approve: Michelle LaCroix
Second: Ben Nelson
Motion Approved Unanimously

Action: Include PY26 budget in consent agenda at the June Board meeting.

Service Provider Program Monitoring

Amy Oakley, Director of Adult Programs, delivered Program Year 2024 WIOA monitoring results for the following Adult and Youth service providers: Clackamas Education Service District/C-TEC Youth Services; Clackamas Community College - Workforce Development Services (CCC), and Immigrant and Refugee Community Organization (IRCO). All passed both program and fiscal monitoring with no observations or findings. The providers are compliant with federal WIOA requirements, allowing contract extensions for Program Year 2026.

Provider Contract Continuation

Amy Oakley (CWP) transitioned the Executive Committee into the Program Year 2026 contract continuation authorization by providing an overview of the proposed six organizations: AntFarm; Clackamas Community College; Clackamas Education Service District/C-TEC Youth Services; Immigrant and Refugee Community Organization; Northwest Family Services; and Social Policy Research Associates. Amy asked that contracts be extended for another year. Depending on future funding, Amy said that CWP may open the procurement process for providers serving barriered populations.

Recommendation: Approval
Suggested Motion: I move that the Executive Committee approve contract continuation for AntFarm, Clackamas Community College, Clackamas Education Service District/C-TEC Youth Services, Immigrant

and Refugee Community Organization, Northwest Family Services, and Social Policy Research Associates.

Motion to Approve: Ben Nelson
Second: Michelle LaCroix
Motion Approved Unanimously

Action: Include contract continuation in the consent agenda at the June Board meeting.

Local Workforce Board Composition Update

Brent Balog (CWP) led the Executive Committee conversation to postpone further discussion of a potential merger until after summer to allow for WIOA funding details to be decided, potential guidance from the state, as well as the transition of incoming CWP Board officers and the other local board's new executive director.

Action: Include in the September Executive Committee meeting agenda.

Confirm 2026-27 Executive Committee + Board Representation Review

Brent Balog (CWP) introduced upcoming board leadership changes and confirmed interest in preparing for the Board of Directors vote in June. Brent provided an update on the Board's composition, noting recent additions and the Executive Committee was asked if they had any recommendations on representation that may be missing from the Board. They shared none. Brent noted that the Board had one vacant business seat, and CWP was seeking candidates from healthcare or rural communities.

Interim Executive Director Update

Brent Balog (CWP) began his update to the Executive Committee with a request for a Board member to attend his June presentation to the Board of County Commissioners (BCC). The group considered whether to cancel the July 16th Executive Committee meeting, deciding to keep it on the calendar until the June Board meeting. Brent introduced upcoming events including the Working Together Conference and Manufacturing Day, seeking board member support through sponsorships. The committee reflected on continuing the David Green Communitarian Award, with discussion over funding sources and sustainability. While there was agreement to maintain the award in David Green's name, they explored alternatives to financial donations. Brent reported on his attendance at the National Association of Workforce Development Professionals conference, a new partnership with Community Services Network, the closure of the Siemens Child Development Center, grant updates, and upcoming events including a potential meeting with Congresswoman Bynum.

Action: Send Amy Froyd BCC presentation invite. Share upcoming events with Executive

Committee and the entire Board in email updates. Update July 16 meeting invitation after the June Board meeting.

Executive Session: Interim Exec Director Contract/Status

Brooke Brownlee, CWP Board Chair, informed those on the call of the Executive Session due to ORS 192.660(2)(a). Only Executive Committee members remained on the call to discuss the evaluation of the Interim Executive Director, and their recommendation would be shared with the Board of Directors at the June 2026 Board meeting.

Action: Include Executive Session on the June 2026 Board meeting agenda.

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

Jennie Madrigal 10/15/2026
Jennie Madrigal Date

10/15/2026
~~Brooke Brownlee, Board Chair~~ Date
Amy Froyd, CWP Board Chair

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