

**WSI Executive Committee**  
Meeting Minutes  
November 2, 2011  
111 SW 5<sup>th</sup> Ave., Suite 1150  
Portland, OR

**Committee Attendees:** James Paulson – Chair, Don Jensen – Vice Chair, Jeff Cogen, Warren Jimenez, Roy Rogers, Caryn Lilley

**Staff:** Andrew McGough, Tricia Ryan, Pat Malone, John Gardner, Patrick Gihring, Heather Ficht, Rik Mackay, Jenny Weller

**Call to Order:**

Meeting was called to order at 11:45 a.m. Quorum was announced.

**Consent Agenda**

*Jeff Cogen motioned to accept the October 2011 minutes. Don Jensen seconded the motion. Motion was unanimously approved.*

**TKW Audit Review**

Tim Gillette reviewed the recently completed PY10 Audit for Worksystems, Inc. The auditors gave a clean opinion of the Financial Statements with no exceptions or reservations. The audit of Expenditures of Federal Awards had no findings. The Finance Committee reviewed the reports and recommended that the reports be approved by the Executive Committee.

*Don Jensen motioned to accept the PY10 Audit report and present to the WIB. Jeff Cogen seconded the motion. Motion was unanimously approved.*

**Quarterly Board Report**

Andrew McGough reviewed the highlights of the PY11 Quarter 1 Board Report. Almost 26,000 people received services through WorkSource Portland Metro. 407 youth received services during the quarter.

The Portland Development Commission, Worksystems (WSI), and the Oregon Microenterprise Network partnered together and received a \$2.1 million grant to grow the clean technology cluster and train people for jobs in the industry. Greater Portland Inc. helped convene and bring the partners together. WSI will receive about \$1 million of the grant and expects to train 90 new workers and 50 incumbent workers in Advanced Manufacturing careers. These are middle and higher skilled jobs. Additional leadership training will be offered through the University of Oregon Business School in Portland.

McGough discussed the \$1.9 million that WSI received in state funding to support On-the-Job training (OJT) for up to 400 people. An additional 280 people will receive OJT support through a variety of federal grants. OJT funds are available to businesses in our region through the local WorkSource Portland Metro offices. Employers are evaluated to make sure they meet the requirements and are a good match for the services.

## **Youth Procurement Update**

Heather Ficht updated the board on the upcoming Youth Procurement. The Youth Team hopes to increase connectivity with other agencies that serve youth and create a strong system so youth have the same opportunities to access quality services. They are looking at best practices from our SummerWorks experience and applying them to the model.

The team is looking at different strategies to serve different buckets of youth. Have an array of services for mainstreamed youth through SummerWorks and BizConnect investments. Centralized service coordination contracts will focus more on serving older disconnected youth.

Extensive outreach has already been done and more is planned prior to the RFP going out the first part of next year. The RFP will be widely distributed.

## **NAWB Update**

Jenny Weller updated the board on the NAWB Forum 2012. Weller will send out more information to attendees as it becomes available.

**Meeting was adjourned at 12:42 p.m.**