Executive Committee Board Minutes
for previous 12 months

Minutes are posted once they have been approved by the Board

The Worksystems Executive Committee meets from 11:30 a.m. – 1:00 on the first Wednesday of the month. Meetings dates and times are subject to change.

Contact jweller@worksystems.org for more information or access to minutes from previous years
Worksystems Executive Committee  
February 2, 2022  
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Sara Ryan, Seraphie Allen, Caryl Lilley, David Fortney, Carl Moyer, Bob Tackett

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Marcia Norrgard, Jenny Weller

Guests: Kris Oliveira and Katie Sheffield – Kern & Thompson CPAs

Quorum was announced and meeting was called to order at 11:33 a.m.

Consent Agenda

Motion: Travis Stovall motioned to approve the consent agenda consisting of the January 2022 minutes. Carl Moyer seconded the motion. Motion was unanimously approved.

Audit Review

Kris Oliveira and Katie Sheffield provided an overview of their recent audit for 2021.

a. Scope – Single Audit performed – combines financial statement and federal compliance audit.
   1. 3 federal programs audited – H1B, National Emergency Grant (NEG), and Coronavirus Relief Fund.
   2. No reportable findings, no written management level comments
   3. Issued an unmodified clean opinion over financial statements and compliance

b. 2021 significant impacts/events
   1. COVID related grant funding increases from CARES Act and other sources for rent relief and assistance, health equity, and additional workforce training, much of which was sent on to subrecipients.
   2. Office closure reduced some expenses such as travel, parking, maintenance, and increased others such as technology for Chromebooks and subcontracted community services.
   3. SummerWorks was delayed in the summer of 2020 until August as well resulting in reduced funding of about $108,000.
   4. WSI received and expended a PPP loan during the year of $783k.
   5. 3-year Chase Morgan grant pledged - $1,000,000 over 3 years for occupational training and childcare.
   6. Funding shifts – H1B winding down, but NEG has come back

c. On the horizon
   1. New Accounting Standard over leases
   2. More federal funds from the American Rescue Plan Act in early 2021 will start trickling down to Non-profits through pass-through governments

Oliveira and Sheffield reviewed the major changes on the finance report. They reported that there were no significant findings. Grants and contract receivables were up about $1.4 million due to CARES Act funding and JP Morgan Chase grant. Total revenue increased about $2 million.

Program services are about 93% of program expenses. Norrgard and Gihring explained that we were able to spend out the grant funds by modifying contracts to get funds to contractors who were better able to spend out the special funds.

The Board discussed the Financial Statement, Footnotes, and Governance Letter.

Motion: Travis Stovall motioned to accept the Audit. Roy Rogers seconded the motion. Motion was unanimously approved.
Announcements

Jenny Weller provided an update on the upcoming NAWB and PBA Nashville Best Practices trip. Both have confirmed that the events will be in-person and there is no virtual attendance option.

Andrew McGough provided an update on the Legislative Session activities. The Governor has proposed a substantial workforce package and Representative Reardon has proposed a Prosperity 10,000 bill. Negotiations are going on to mesh the two proposals. We want to make sure, whenever possible, that the State uses the local infrastructure to coordinate, manage and deliver these workforce services.

Public Comment

There was no public comment.

Executive Session

The Board went into an Executive Session.

Meeting was adjourned 12:35 p.m.
Attendees: James Paulson – Chair, Travis Stovall, Roy Rogers, Sara Ryan, Caryn Lilley, David Fortney, Bob Tackett

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Jenny Weller, Marcia Norrgard

Quorum was announced and meeting was called to order at 11:33 a.m.

Consent Agenda

Motion: Roy Rogers motioned to approve the consent agenda consisting of the December 2021 minutes. Bob Tackett seconded the motion. Motion was unanimously approved.

Budget Revisions

Marcia Norrgard reviewed PY21 proposed budget revisions. Norrgard discussed the revenue and expense changes.

- Total Federal funding is up 7%, mostly due to the new HECC DOL FARE grant and Dislocated Worker Childcare grant.
- State of Oregon funding is up 4%. The increase is mostly due to ARPA funds from Washington County and the City of Portland.
- Other Non-Federal funding is up 44%.
- Total revenue increased 19%.
- Community Investments increased to 83% of the budget
- Coordination and Administrations expenses are up 5%
- We are adding additional staff to help administer and deploy the new funding

McGough pointed out that some of the non-Federal funds are one-time ARPA funds being funneled through local government entities. He anticipates that additional funds will become available to help continue some of the ARPA funded services. McGough explained that we've built a solid network of partners to assist under-served populations and this work is being recognized by our local and State partners.

The Board discussed the budget.

Since the DOL grant funds were included in both the Federal and State budget lines, a revised budget will be sent to the Executive Committee for approval.

Update: The revised budget was unanimously approved by the Executive Committee via email.

Legislative Update

McGough announced that there is a lot of money available and a big interest in workforce development at the State level. Governor Brown has proposed an $200 million initiative called “Future Ready Oregon 2022”. McGough summarized the initiative. He explained that we’ve been able to influence what is in the initiative, who needs to be helped, and what kind of services need to be available to help move people into good paying, career track employment. The request is about supporting and advancing historically under-served populations and others who have been severely impacted by the economic downturn. It focuses on 3 key industry sectors that we already focus on: healthcare, manufacturing, and construction.

McGough explained that Workforce Boards are slated to directly receive $35 million. An additional $10.5 million is budgeted for youth activities as well as $10 million to support career coaching and navigation services. This compliments a lot of our work that we do with our partners. Our region could receive $10.5 to $15 million. The goal is to have the money out to workforce areas and providers by July 2023. An additional $90 million will go out in
competitive bids. We feel this needs to be connected to current workforce structure. We are structured to organize resources, distribute resources, and build partnerships at the local level.

McGough has also been talking to legislators. They have indicated that they want to make sure these funds compliment the work that is already being done. Our goal is to build on programs and partnerships that we already know work. We want to work with new partners and build our network. McGough will be meeting with our Government Relations Chair, Jane Leo, to strategize.

The Board discussed the initiative. They want to make sure there is also a focus an employer engagement.

**Youth Employment Final Rules**

McGough provided an update on the Youth Employment funding that recently passed. 50% of the funds available to the local Boards will be based on youth formula funding. The other 50% will be available via a competitive process. McGough feels we should be between $2 - $3 million. We remain concerned about the 2-tier approach which creates some complications. We are seeking some clarification on allowable activities. Applications will be due to the State by 2/21/22 with a program start date of 3/1/2022. The competitive grant awards will be decided by the State Workforce Board.

McGough explained that we need to produce a community engagement plan. McGough requested approval to reconvene the Youth Committee to design and implement the community engagement plan and oversee integration of the resources into our youth employment strategy and partnerships. Worksystems wants to make sure the plan is inclusive and engages organizations who do the work in the community. The Board agreed to reconvene the Youth Committee and requested additional community members be included on the committee.

**Public Comment**

There was no public comment.

Meeting was adjourned 12:24 p.m.
Worksystems Executive Committee  
December 1, 2021  
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall, Roy Rogers, Seraphie Allen, Sara Ryan, Carl Moyer, Caryn Lilley, David Fortney, Bob Tackett

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Jenny Weller, Marcia Norrgard, Janice Frater

Quorum was announced and meeting was called to order at 11:34 a.m.

Consent Agenda

Motion: Carl Moyer motioned to approve the consent agenda consisting of the November 2021 minutes and WIOA Priority of Service Policy. Caryn Lilley seconded the motion. Motion was unanimously approved.

Program and Fiscal Monitoring

Andrew McGough explained that Worksystems does a lot of program and fiscal monitoring. Worksystems manages program design, oversight, and funding through subrecipient service contracts with community-based and education contractors. Fiscal monitoring is managed by our Fiscal staff and focuses on the financial aspects of the contracts. Program staff conduct monitoring activities to ensure programmatic requirements and outcomes are being met.

Janice Frater, Compliance Manager, explained that to ensure funder and contract requirements are being met, Worksystems staff provide a robust assortment of both formal and informal training and monitoring throughout the year. Frater and Marcia Norrgard, CFO, provided an overview of Worksystems program and fiscal monitoring report that was included in the Board packet.

Frater reviewed the program monitoring process. She explained that due to pandemic restrictions, the Senior Program Managers (SPMs) oversee monthly, quarterly, and yearly monitoring reviews. New contractors undergo an administrative evaluation to determine their capacity to manage the types of funding Worksystems oversees. If needed, staff provide advice and technical assistance to bring contractor capacity up to the level needed to effectively manage the funds. In addition, at the start of each new program year, Worksystems staff meets with contractor staff to provide yearly training which are complimented by additional year-around training opportunities. When issues of concern arise, we provide capacity building and technical assistance to our contractors. If issues or problems continue, we move to corrective action.

Norrgard explained that Fiscal staff oversee the fiscal monitoring elements, in accordance with provisions of 2 CFR 200, which include:
- Perform risk assessment
- Ensure compliance with fiscal terms and conditions of contract
- Ensure accurate financial reporting
- Issue report on monitoring results.

The Board inquired about ransom ware and cyber-security insurance requirements. Norrgard explained that Worksystems requires sub-recipients to have a certain level of insurance coverage. However, cyber-security insurance is not a requirement. This is outside our monitoring scope and organizations have their own governance responsibilities to make sure their data is safe.

Norrgard explained that most of our sub-recipients are required to have a yearly audit due to their level of Federal funding. As part of our Fiscal monitoring, we look at their audit and note any findings, observations, or management level notes. We make sure they are addressed if they pertain to the work we do with them.
Frater reviewed the aspects of program monitoring which include contract manager oversight, desk review, documentation of performance results and field visits to review and document site-based work.

Frater and Norrgard reviewed the PY 19 and PY 20 monitoring results. Frater explained that only one Corrective Action Plan was written. By mutual agreement, the contract was terminated, and participants were transferred to a different provider.

The Board asked about the challenges smaller organizations face in being able to become sub-recipients. Norrgard explained that smaller organizations generally don’t have the accounting systems in place they need to segregate Federal funds and the ability to track their time for the grants they are working on. They need to be able to track leverage properly. Our Fiscal team spends a significant amount of time in training, offering guidance and explaining funding requirements. On the Program side, there is on-going training assistance for career coaches and program staff.

State Workforce Request

McGough provided an update on the State Workforce Request. We have been working on the request with Senator Reardon and Senators Dembrow and Frederick. In addition, several community partners, labor organizations, and businesses have signed on with their support. This is a $50 million request for ARPA resources with a focus on:

- Shoring up the existing public workforce system and community partners to increase local service capacity to respond to COVID-related workforce and local business needs.
- Investing in earn and learn opportunities help low-income workers meet their basic needs by providing paid internships, paid community service work, stipends, and other income support in conjunction with occupational training needs and placement into middle-income career opportunities.
- Providing wrap-around support to enable low-income people to re-engage in the workforce.

McGough announced that, at the same time, the Governor has committed to trying to pursue a very high-level workforce request. Her request has several of the same elements, but the request is in the $200 million range. Our legislators are working very closely with the Governor’s office and the Racial Justice Council and others to try to align these requests so there is a single request or to make sure the requests are complementary. A draft bill has been submitted. Negotiations are ongoing now. McGough explained we are continuing to look for more partners to sign on to the request.

McGough explained that we submitted comments to the rules proposed to implement HB2092 - Youth Employment Funding. Our comments were well received. HECC now working on a response and we hope to hear back within the next couple of weeks.

Announcements

McGough announced that we are working on a comprehensive re-do of our work experience program. We are looking to offer a broader continuum of workforce development services through work experience. We hope to issue an RFP in December to identify providers to ramp-up our ability to deliver work experiences across Multnomah and Washington Counties. There will likely be multiple organizations. We’d like to open it up to more organizations and intend to cast a wide net.

McGough announced have a couple job openings for Senior Project Managers, a Project Coordinator, and an SQL Developer. The job openings are posted on our website.

Public Comment

Commissioner Rogers explained that the Finance Workgroup met and have decided to hire a consultant to provide a deeper dive into how we look at compensation within the organization and how we are setting ourselves up as we look to the future.
Meeting was adjourned 12:24 p.m.
Worksystems Executive Committee  
November 3, 2021  
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall, Roy Rogers, Seraphie Allen, Carl Moyer, Caryn Lilley, David Fortney

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Barb Timper, Jenny Weller

Quorum was announced and meeting was called to order at 11:32 a.m.

Consent Agenda

Motion: Caryn Lilley motioned to approve the consent agenda consisting of the September 2021 minutes and updated Signature Authority. Travis Stovall seconded the motion. Motion was unanimously approved.

SummerWorks Partner Issue Update

Barb Timper provided an update to the SummerWorks partner issue discussed at the September meeting. The issue concerned providers having youth start work without completing the required documents. Miller-Nash developed an Indemnification and Support Agreement to provide Worksystems with protection and offer a solution to make sure there were sufficient funds to pay the youth.

Timper reported that 3 of the agreements have been signed. SEI has decided to pay their youth participant with their own funds. Timper will follow-up with the remaining 2 agencies that have not returned the agreements.

Timper explained that moving forward, we are implementing an employment authorization letter and updating our worksite agreement with a statement that they understand and agree that participants are not to start work until the worksite has received the authorization letter. Worksystems has also contracted with a third-party vendor to provide employer of record services. We will continue to look at ways to ensure we are providing organizational support, communication, and clarity to providers to minimize these types of issues.

Youth Employment Resources

McGough announced that HB2092 which invests in youth employment was passed. The State approved a $9 million statewide investment. About $3 million will be allocated to the local Workforce Boards via the federal formula. Worksystems will received about $823,200. In addition, about $2.9 million will be available to local Boards through competitive grants to promote equity and innovation.

McGough explained that the state published a set of proposed rules that define the use of the resources. McGough reviewed the recommendations from the local Boards around that state. They are advocating that the State use the Federal formula for all the resources to be distributed to local Workforce Boards. This way, local areas can use the funds to compliment other funds and allow local Boards to integrate these resources and sustain programs over time.

McGough explained that we can submit written and narrative testimony at a 11/14 public hearing. McGough will provide draft testimony in the form of a letter for review and approval by the Board.
EDA Good Jobs Challenge

McGough explained that, as part of the Build Back Better agenda, the Economic Development Administration (EDA) has issued multiple grant requests. We are working with our partners in Clackamas and SW Washington, in partnership with Greater Portland Inc. (GPI) on an application for the EDA Good Jobs Challenge. We are aligning this request with the Comprehensive Economic Development Strategy that was approved by the EDA earlier this year. McGough announced that this grant can be up to $25 million.

We had a series of 3 listening community-wide sessions to get input from a variety of partners. Some of the outcomes we are hoping to achieve include a more coordinated regional approach to employer engagement, developing and implementing regional quality jobs standards, and rapid certifications and re-careering of people with a focus on construction, I.T. manufacturing and healthcare careers.

We are hosting a series of meetings related to these industry sectors with businesses and partners to help build out the specifics of the grant application.

OWP Workforce Request

McGough explained that the local workforce Boards are working with a broad array of partners on a request to the State to fund workforce investments. There are 3 categories of investments the Boards are focused on:

- Build-on and increase local service capacity building
- Ramp up earn and learn opportunities to re-career
- Wrap-around supports to allow participants to participate in and complete training

We are looking for as many signers and supporters as possible and requested the Board to let him know if they’d be willing to sign on to this request or would like more information.

NAWB

McGough announced that the NAWB 2022 Forum is April 11 – 14 which unfortunately conflicts with the PBA Nashville Best Practices trip. More information will be forwarded as it becomes available.

Public Comment

There was no public comment.

Executive Session

Executive Session was convened.

Meeting was adjourned 12:53 p.m.
Worksystems Executive Committee  
September 1, 2021  
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall, Roy Rogers, Susheela Jayapal, Sara Ryan, Seraphie Allen, Bob Tackett, Caryn Lilley, David Fortney

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Barb Timper, Jenny Weller

Quorum was announced and meeting was called to order at 11:33 a.m.

Consent Agenda

Motion: Travis Stovall motioned to approve the consent agenda consisting of the August 2021 minutes. Susheela Jayapal seconded the motion. Motion was unanimously approved.

SummerWorks Challenges and Next Steps

Andrew McGough explained that a taskforce was established a couple of years ago to look at youth employment and work experience efforts. In addition to the taskforce, we also had an extensive community engagement process to help improve the program, focus on youth with significant challenges, broaden partner engagement, and create a continuum of services.

McGough explained that, due to the pandemic, we only served about 400 youth in 2020. We needed to figure out how to safely offer work experiences for youth and implement some earn-and-learn stipend opportunities.

Barb Timper reviewed the SummerWorks 2021 Youth Process model that youth need to go through before they are authorized to work and receive pay through the SummerWorks payroll. Timper explained that we had a few partners allow youth to start working, even though they had not completed the process and, consequently, were not eligible to be added to the SummerWorks payroll. As a result, we have 30-40 youth affiliated with 5 community organizations that have worked some hours under the belief they were going to be paid by SummerWorks. The estimated amount owed to the youth is about $30,000.

Timper requested guidance from the Board on whether we should consider making payments to those agencies in support of their summer programming that could be used to compensate youth for the time they worked but were not eligible to be on the SummerWorks payroll.

Timper explained that our attorneys can provide us a legal release and indemnification mechanism allowing us to provide payments to these agencies in support of their summer program in a way that would minimize the risk to Worksystems. Timper reviewed the implications and precedents that this could set for us and potential problems it could cause. Tricia Ryan explained that our attorneys want to be very clear where the liability lies and that we are not responsible. However, we want to make sure youth are not penalized for an agency mistake and receive compensation for their efforts.

The Board discussed the situation, the proposed scenarios, and the negative impact on the youth.

Motion: Roy Rogers moved to authorize the payment within the parameters established by the attorneys. Travis Stovall seconded the motion. Motion was approved with Seraphie Allen abstaining.

The Board requested that Timper provide an update at the next meeting.

Demographics Report and DEI Efforts
McGough explained that we received a request from a Board member for a demographic breakdown of our Board, staff, and management and the impact we have been having on the community. McGough informed the Board that, just prior to the pandemic, we had engaged an equity consultant to help us develop a diversity and equity plan/strategy. Our plan was to initially focus internally on Worksystems and then use the plan as a springboard to look at the broader workforce development system.

Tricia Ryan provided an overview of the Board and staff demographics. She explained we had cause to do a demographic survey for a grant we applied for in 2020. Ryan noted some of the changes since the 2020 survey. Ryan informed the Board that Worksystems has a very low turn-over rate. We post job openings in several places, including culturally specific papers, Partners in Diversity job board and through our network of partners and contractors.

Ryan explained that private sector board members are appointed by the Local Elected Officials on the Governing Board. However, when possible, we make suggestions on potential candidates.

Ryan announced that Worksystems has been able to restart our DEI plan efforts. These efforts were put on hold when the Trump administration put a prohibition on culturally specific DEI training. As such, we were prohibited from proceeding with our planning. The current administration rescinded the order, so we were able to restart our DEI efforts and planning. We have hired a new consulting firm and will restart work on the plan towards the end of the month.

Patrick Gihring provided a demographics snapshot of some of our programs. Gihring reviewed our WIOA exit outcomes by race for PY 2020 ending June 30, 2020. These participants have exited the program and were employed within the last 2 quarters of the program year. This is our broadest snapshot since almost all participants get enrolled in WIOA program.

McGough explained that we are putting all the data together in response to the request, but we can’t look at the data in insolation. You must look at the data program-by-program, the parameters of the grant and the constituency to be served under the grant. McGough informed the Board that many outcome reports are also posted on our website at https://www.worksystems.org/our-expertise.

Other

McGough explained that Metro is increasing its engagement in services and areas that are connected to what we do. They also have a lot of jobs and a lot of interest in bringing low-income people into these jobs. They are also doing a lot of work in the construction sector and trying to increase the diversity of people engaged in these careers. We work with Metro on a regular basis. The question has come up about adding Metro to our Board. Commissioner Roger’s expressed concern that adding Metro might disrupt the balance on the Board, so we should be very thoughtful in our consideration.

McGough explained that we will have a special election at the October WDB meeting to replace Pam Treece on the Executive Committee.

Public Comment

There was no further public comment.

Meeting was adjourned 12:53 p.m.
Worksystems Executive Committee
August 4, 2021
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall, Roy Rogers, Susheela Jayapal, Sara Ryan, Seraphie Allen, Bob Tackett, Caryn Lilley, Davis Fortney

Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller

Quorum was announced and meeting was called to order at 11:33 a.m.

Consent Agenda

Motion: Caryn Lilley motioned to approve the consent agenda consisting of the June 2021 minutes and the Schedule of Insurance. Travis Stovall seconded the motion. Motion was unanimously approved.

Re-opening Update

Tricia Ryan provided an update on Worksystems re-opening plan. Ryan explained that the situation continues to evolve but we have put some plans in place as we continue to monitor local, State, and Federal requirements.

Beginning last week, we pre-opened our office 3 days a week for staff who choose to come into the office. We have I-9 documentation for our SummerWorks participants the other 2 days of the week. During this time, only staff are allowed in the office. Currently, we have very few staff who are choosing to come into the office at any one time. Staff are required to wear a mask and maintain social distancing or provide proof of vaccination. We have confirmed that at least 80% of the staff are fully vaccinated. We are requiring staff and youth who are in the office for the I-9 verification to wear masks.

Ryan noted that we have established safety measures and office protocols that staff need to follow. They contain the required OSHA COVID risk assessment and infection notification plan as well as some COVID specific policies that we have written and put in place. Ryan reviewed some of the requirements and policies. Ryan explained that we will continue to adjust these requirements and policies to ensure we stay in compliance.

Ryan explained that, eventually, we are looking at a hybrid model where staff can come into the office as needed to collaborate on projects. This will allow them to work where they choose for individual desk work.

City of Portland American Rescue Plan Act (ARPA) Award

McGough thanked Seraphie Allen, the Portland Mayor’s office and Prosper Portland for helping us work through the City’s ARPA award process and for advocating for the inclusion of workforce funding. The City did a great job engaging the community and considering the options. As a result, last week, the City Council approved a $4 million investment of ARPA funds for workforce development. The funds will be jointly managed with Prosper Portland. The funding runs from Fall 2021 through June 30, 2023

McGough reviewed a summary of the services that will be provided. The funds will be used to provide paid work opportunities and rapid re-careering services to Portlanders who have been impacted by the pandemic and are houseless, at risk of eviction, or at risk of involvement in violence. $1 million will be used to provide paid work opportunities for 125 participants. The paid work opportunities will focus on City of Portland recovery efforts including key initiatives such as support for recovering small businesses and business districts and CBO efforts to help impacted communities. The remaining $3 million will be used to provide rapid re-careering into middle-income jobs for 375
participants. This will be done through short-term, intensive trainings that provide direct connections to employers in industries with high workforce demand and in careers that have low barriers to entry.

McGough that access to these services will be prioritized to job seekers served in our network of community-based programs.

**Haulers Graduation**

Patrick Gihring reviewed the success of the Haulers training and recent graduation. He explained that we started working with a group of Portland Waste and Recycling Haulers last year. They came to us last year to see if we could help build and diversify their workforce. Gihring noted that the jobs pay very well and all come with benefits.

Gihring explained we used the career pathways model and came up with a curriculum for a 3-month long training that would skill-up people to be fully qualified for these jobs. With the City of Portland ARPA funds, we hope to have 4 training sessions a year and train up to 100 people over the next 2 years for these jobs. Gihring noted that with the support of our partners, we were also able to address barriers, such as housing and childcare, to help participants attend the training. With additional ARPA funding, we hope to be able to provide a stipend to trainees to off-set any income during training.

Our first cohort graduated in July. About 80% of the participants were people of color, some were homeless, and a couple were recently released from jail. Over half have already been hired with a minimum starting salary of $50,000/yr.

The Board discussed the program and the need for similar programs in other family-wage careers.

**Other**

Due to conference conflicts, it was agreed that we would keep the September meeting, we will cancel the October meeting. Since many of our Board will be at the OWP Conference in November, we will look at rescheduling the November meeting.

McGough explained that will need to have a special election on October to fill the Executive Board seat vacated by Pam Treece.

**Public Comment**

There was no further public comment.

**Executive Session**

Meeting was adjourned 12:25 p.m.
Worksystems Executive Committee
June 2, 2021
Zoom Meeting

Attendees: James Paulson – Chair, Roy Rogers, Sara Ryan, Seraphie Allen, Bob Tackett, Caryn Lilley, Pam Treece

Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller

Quorum was announced and meeting was called to order at 11:33 a.m.

Consent Agenda

Motion: Roy Rogers motioned to approve the consent agenda consisting of the May 2021 minutes. Caryn Lilley seconded the motion. Motion was unanimously approved.

Proposed PY21 Budget

Marcia Norrgard reviewed the proposed PY 21 budget.

Andrew McGough explained that in the past our region was not included in “areas of substantial unemployment” allocation. Only areas that unemployment exceeds the national average are included in that allocation. High employment in our region exceeding the national average resulted in us being included in that allocation this year. Consequently, we received a 24% increase in our WIOA allocation.

Norrgard reviewed our competitive Federal grants. Grant funds are down mostly due to grants expiring.

Our state funding is up 14%. One of the reasons for the increase is due to a new $1.9 million Oregon Housing & Community Services (OHCS) Emergency Solution – COVID Relief grant.

Our Other Non-Federal funding is currently down. We believe these numbers will go up as more funding becomes available and grants we’ve applied for are confirmed.

Community Investments continue to exceed our 80% threshold and currently make up 81% of our total investments. Admin & Coordination costs have not changed much.

The committee discussed the budget.

Motion: Bob Tackett motioned to approve the proposed PY21 budget. Pam Treece seconded the motion. Motion was unanimously approved.

Reopening Update

Tricia Ryan reviewed Worksystems framework for reopening. We are using a 2 phased approach to reopen our physical office. The situation continues to be fluid and we don’t have a lot of the details worked out yet.

Ryan explained that the Governor has issued a reopening framework for the state. Multnomah and Washington counties are in the “lower risk” category. As a result, the mask mandate for businesses have been lifted for our region.

Since the pandemic, our staff have been working remotely and our office has been closed. We have started to talk to staff and sent out a survey to get their feedback about their concerns and their ideas which will help us develop our reopening plans. We will also continue to follow all guidance from local, state, and federal entities. Our reopening will be planned and slow, but we will continue to ensure that we fulfill our mission.

No meeting held in July 2021
Ryan explained that our framework for reopening will be a 2-phased approach. We do not have a timeline for when we enter the 2 phases. In Phase 1 the office will be open 2-3 days a week for staff who choose to come into the office. Phase 2 will be a full re-opening under a new hybrid work model that will incorporate remote work in some capacity. Staff ideas/preferences along with cost saving considerations will be factored into the full reopening bearing in mind that business needs and our mission come first.

Ryan has been meeting with our partners to get the details about what our partners are planning so we are aligned and in-sync with our partners. Ryan and our partners have been sharing best practices, ideas, and strategies as everyone tries to develop their plans. One commonality is that everyone is looking at incorporating remote work in some capacity.

Ryan explained that our current lease goes through March 2025. We will continue to look at and evaluate our space needs and other considerations as we move forward.

The Board discussed the re-opening update. They agreed that, ultimately, we need to develop and/or revise policies to address COVID specific issues and any new work structure.

**Other:**

- **American Rescue Plan Act (ARPA)** – McGough explained that ARPA is a massive infusion of money. Oregon is probably looking at receiving $3.4 Billion. The question is how is that money going to be spent? At the State level, we are working with the Oregon Workforce Partnership (OWP) and the Oregon Business Council (OBC) on a big proposal to beef up proven workforce activities particularly for dislocated workers impacted by the downturn due to COVID. That proposal could be between $50 million to $250 million depending on where we land on the scope. This is evolving rapidly and people are trying to figure it out. In our region there will be about $500 million that will come to various jurisdictions. We’ve tried to create a framework that work beyond single jurisdictional boundaries. We are talking to various partners and policy makers to make suggestions about making workforce investments that are systemic and scalable.

- **DOL Monitoring** – McGough announced that the State of Oregon has been selected by the DOL to be monitored. 4 regions were selected as part of the review. Worksystems is one of the regions that was selected. DOL might want to reach out to some Board members. We will provide more information when we receive it.

- **July Executive Committee Meeting** – It was agreed that we would cancel the July meeting due to the holiday.

**Public Comment**

Pam Treece reminded the Board that she will be leaving the Board in July since she is resigned as Executive Director of Westside Economic Alliance.

There was no further public comment.

Meeting was adjourned 12:34 p.m.
Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Seraphie Allen, Sara Ryan, Bob Tackett, Caryn Lilley, David Fortney, Pam Treece

Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller

Quorum was announced and meeting was called to order at 11:33 a.m.

Announcements
Consent Agenda

Motion: Roy Rogers motioned to approve the consent agenda consisting of the March 2021 minutes and the Signature Authority. Travis Stovall seconded the motion. Motion was unanimously approved.

Workforce Development & America Rescue Plan Act (ARPA)

Andrew McGough explained that ARPA was recently signed into law by President Biden. ARPA continues to support unemployment insurance, provides continued assistance to small businesses and it has a lot of flexibility to support issues that have risen at State and local governments related to the COVID crisis. When you add in ARPA with the CARES Act, there is a lot of money that is being funneled into the system.

McGough explained that every House member gets $2M and Senate member gets $4M to address concerns related to COVID. Jurisdictions within Multnomah and Washington Counties will be receiving about $500 million sometime in May to address many issues. There are a lot of needs but also a lot of flexibility for governmental entities to funnel these resources to solve local problems. House and Senate members representing Washington County are going to get together to talk about ways they can invest money on a county-wide basis to solve concerns related to the COVID crisis. Andrew was asked to send something to send to information to the Washington County delegation about COVID Workforce Impacts.

McGough reviewed the COVID Workforce impact data for the Portland Metro area. He pointed out that Worksystems did not receive any direct allocation through the CARES Act or ARPA for workforce development services. We have received some grants for childcare assistance, rental assistance, and some training. But no specific allocation for our public workforce system. We anticipate that when the extended unemployment dollars expire in September, people will go to the public workforce system and our partner organizations to reconnect to get assistance to get back to work.

McGough informed the committee that when we sent our proposal, we wanted to make sure we focused on our system which includes 5 WorkSource centers, 10 agency partners, and 21 community partners. In 2019, which was one of our best economic periods, we saw 90,000 people in our customers. We anticipate we will there will be an increase in the number of people who will come to our centers and to our partners for services.

McGough reviewed our workforce development investment recommendations that would help shore up the public system in a way that works well for lower-income and barriered populations:

1. Augment Capacity in the Public Workforce System and Community Partners
2. Earn & Learn
3. Wrap Around Supports

Patrick Gihring explained that we have a large array of community partners that provide outreach, career coaching, linkages to programs for retraining and wrap-around support serves to the targeted populations.
Gihring reviewed the Earn & Learn model which links re-careering and income for people so they can go through the program. We have precedent for the model, but it’s not very scaled due to the cost. However, this is a great opportunity for very low-income people who have trouble going through occupational training because they can’t afford not to be earning income. This model provides paid work experience, scholarships, training stipends and/or on-the-job training.

Gihring reviewed the wrap-around supports that are necessary for very low-income people to go through occupational training, searching for a job and getting stabilized in a new career. These supports address the barriers that would otherwise prevent them from participating.

McGough told the committee that we submitted a request yesterday for Washington County for $6 million that will support 1,000 people. There is not a similar process in Multnomah County, but we have reached out to legislators. We are proposing $9 million which will serve 1,500 people in Multnomah County. The time is right to think big and a lot of discussion about jobs and the workforce. We have a good structure in place that can engage a wide variety of partners and have existing systems in place to account for the resources and the outcomes. We feel the proposal is a systemic and sustainable solution to address the needs of workforce development in our area.

The Executive Committee discussed the information and proposal.

Commissioner Rogers explained that Washington County Board came up with 7 projects for a total of about $28 million which is more than they will be receiving. This funding request might fit in with the small business and economic support bucket. However, the ask is for $10 million which is more than they will receive. The request targets small business support and childcare (targeted to immigrants). It’s difficult to address all the needs in the county.

**NAWB**

Jenny Weller informed the committee that the 2021 NAWB conference is June 24th – 26th in Washington D.C. It will also be offered virtually. No additional details are available. The committee agreed that it’s too soon. Weller will send out an agenda when it becomes available.

**Public Comment**

Caryn Lilley explained that KGW is trying to get a program going which will be a sponsored event to educate people about certification or training programs. They started this before the pandemic and are now looking at expanding the focus beyond the Trades.

Meeting was adjourned 12:35 p.m.
Worksystems Executive Committee  
March 3, 2021  
Zoom Meeting  

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Seraphie Allen, Sara Ryan, Caryn Lilley, Pam Treece, Bob Tackett, David Fortney  

Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller  

Quorum was announced and meeting was called to order at 11:33 a.m.  

Announcements  

Andrew McGough announced some changes in Mayor Wheeler’s office. Sam Adams has been hired as the Director of Strategic Innovations. Seraphie Allen is Mayor Wheeler’s new policy advisor focused on workforce and housing. Adams and Allen will be joining us. Bobby Lee is the new Chief of Staff for Mayor Wheeler. Lee is a former Worksystems employer and has been an ally for years in a variety of positions.  

Pam Treece announced that Washington County has hired a new Economic Development Manager, Matt Craigie. His focus will be in Washington County, working collaboratively with cities that have an economic development department as well as working with cities that don’t have that department and with unincorporated areas.  

Consent Agenda  

Motion: Roy Rogers motioned to approve the February 2021 minutes. Travis Stovall seconded the motion. Motion was unanimously approved.  

Community Development Block Grants (CDBG)  

Patrick explained that Worksystems is approved to apply for $20,000 CBDG funds from Washington County. These funds will be used to fund an Economic Opportunity Program Career Coach in Washington County. Patrick Gihring explained that these funds are matched with SNAP funds and additional braided CARES funding. We need approval from the Board in order to use and accept CBDG funds from the Washington County.  

Motion: Roy Rogers motioned to approve applying for the CBDG funds. Travis Stovall seconded the motion. Motion was unanimously approved with Pam Treece abstaining.  

WIOA Plan Update  

Andrew McGough reviewed the chronology of the WIOA plan and provided an update. McGough explained that we are required by the Feds to develop 4-year plans for the use of WIOA resources. Due to the pandemic, the due date for submitting the plan to the state was extended to 3/19/2021. We started the process in June 2019 and convened many partners and focus groups to get feedback, assessment and next steps.  

In January 2020, we provided the Board with an update and then began to prepare the final draft for publication and public comment. Due to the pandemic, the due date was extended and revised 2020-2024 planning instructions were provided by the State. Major changes/updates include:  

- Economic analysis that focuses on COVID and post-COVID economy.  
- Changes in vision, goals, strategic planning, investment strategies, and program design due to major events (e.g., the COVID pandemic, etc.)
The draft of the plan is currently posted for public comment. We will review comments and make any needed changes before sending it to the State for review. The plan will be presented to the Workforce Development Board (WDB) for approval at the April 9th Board meeting.

Tricia Ryan explained that we did our best to describe the labor market our approach to helping job seekers and businesses in our region with the information we have at this point in time. The first part of the plan is a deep dive into our labor market and economy. We did not make any changes to our 4 targeted sectors: Healthcare, Advanced Manufacturing, I.T. and Construction. We did an in-depth analysis on how the pandemic has impacted those sectors. We are also closely watching the trends such as automation and how the pandemic has accelerated some of these trends and plans. What we are trying to do with this plan is to get our arms around and much information as we know at this time. We need to understand the current world and how we will need to pivot so we can focus on places where the biggest impacts have occurred.

Patrick Gihring reviewed the impacts and pivots we have made in our programs. We recognize that agility is key as we look at the duration of this plan. He explained that over the course of the next 4 years, we may need to change or add targeted sectors such as the clean energy sector. Being responsive and dynamic is the overall approach.

Gihring reviewed some of the changes from the last 4 year plan to this 4 year plan. Some WorkSource centers (WSPM) have moved or are moving. We have a new center on the eastside at Rockwood Rising. SE Works just moved to 64th and Foster. The Tualatin WSPM center was moved to Tigard.

Gihring explained that the composition of funds has changed. WIOA formula funds are now about 1/3 of our total budget. We have about 50 diverse funding streams with a high degree of complexity.

One impact on the people we serve has changed. Food service and accommodations are the most impacted sectors. With these impacts we will see an increase in lower skill workers. Helping them to re-career will be a key focus.

We have pivoted to virtual service delivery. We are looking at increasing on-line learning options that would have digital assessment, digital badges and certifications.

We’ve been working on a Quality Jobs Initiative with SW Washington and Clackamas Workforce Partnership. This will involve a collaboration with employers around employee practices to make better jobs and foster better employee outcomes.

Another change is we want to expand our training programs that are collaborations and co-funded with industry and business partners. BankWork$ is an example of the type of training and collaborations we want to expand. We are launching a co-funded, industry specific hauler training program for jobs starting around $50,000/year.

The impacts of COVID 19 are highly disproportionate on communities of color have us looking more closely at racial equity. We are looking at programmatic relationships such as relationships between employment and homelessness. We have been doing this but will be more important as the eviction moratorium is lifted. The impacts of employment and childcare on women is another key area we need to look at.

Public Comment
There was no public comment.

Meeting was adjourned 12:22 p.m.