Attendees: James Paulson, Travis Stovall, Roy Rogers, Susheela Jayapal, Cupid Alexander, Bob Tackett, Caryn Lilley, Carl Moyer  
Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller  

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

**Consent Agenda Motion**  

*Motion: Roy Rogers motioned to approve the June 2020 Minutes. Travis Stovall seconded the motion. Motion was unanimously approved.*  

**PPP Application**  

Marcia Norrgard reviewed the Payroll Protection Program (PPP) loan application. The statewide Workforce Board Fiscal group discussed the PPP program and encouraged local boards to apply for the loan.  

Norrgard explained that PPP is a loan designed to enable small businesses to keep their workers on the payroll with loan forgiveness if the money is used in accordance with the regulations. 60% of the loan needs to be spent on payroll over the next 3 months. Based on a review of the requirements, Worksystems is eligible for both the loan and the loan forgiveness. A loan of $783,257 will be sought.  

Norrgard explained that Worksystems could apply for loan forgiveness in October, or sooner once the funds have been used. Funds can be used to offset WIOA funds and the reduction in local and State funding. If approval is not received for loan forgiveness, 100% of the funds will be repaid, and there will be no continuing liability.  

The Board discussed the PPP application. They agreed Worksystems should apply for the loan because of reduction in funding at the local and State levels due to the COVID pandemic.  

*Motion: Travis Stovall motioned to move forward with the PPP loan application. Roy Rogers seconded the motion. Motion was unanimously approved.*  

**Update on Grants and Programs**  

Andrew McGough announced that there is not a lot of activity at the Federal level for resources. We’ve been doing a lot of work with local entities. We are doing a rental assistance program in partnership with the Portland Housing Bureau (PHB) and we have been working with the Portland Haulers Association on a new business model to train young diverse people in the hauling industry.  

McGough said that the major pieces of legislation being debated at the Federal level, HEROES/HEALS Act, do not have a lot of resources for workforce activities. The priority is getting continued support for individuals who have been laid off as well as continuation for small business loan programs along with support for State and local governments. We will look for ways to partner once/if new funds become available.
Gihring announced that since March, Worksystems has received about $6 million in grants. Most of the grants are non-Federal and some are matched-non-Federal funding.

Gihring explained that the PHB administers the homeless housing funding for the City of Portland. Over the years, Worksystems has been administering and growing the PHB Economic Opportunity program, serving about 2,000 culturally specific, low-income Portland residents. We’ve been working with PHB to create a linkage between the people served in these programs and about 20 Community-Based organizations that serve these programs to apply rent assistance to support their clients. We have a pilot program where we provide them rent assistance while they receive occupational training for a new career. They are then able to keep their housing with the income they earn from their new career. Our housing retention rate is about 93% a year after public subsidy for housing ends. PHB issued $1 million in CARES Act housing funding to allow us to align services with our partners. The goal is to keep people housed and, when there is a re-opening in the economy, rapidly assist them to get new careers. The grant is good through 12/31/2020.

Gihring has been working with the Portland Haulers Association. We had already been working with Interstate Trucking which is an African American owned truck driving school. The City and the Portland Haulers Association have a strong interest in diversifying their workforce. These are high-paying and physically demanding jobs. The Haulers are working with us to develop an industry specific training program to train people for these haulers jobs and contributing funding for the program.

Reopening Status – Office and Centers

Tricia Ryan provided an update on reopening the office. Staff continue to telecommute, and we are limiting access to the office and recording who goes in for contact tracing purposes. We’ve done an assessment and are making some modifications to the office set-up. We are staying on top of all the new rules around employee benefits, liability, workers compensation, etc. PPE supplies have been purchased for staff and visitors once the office reopens. We’ve created a re-opening plan for when we can finally reopen.

Gihring explained that the centers are currently closed through August. We’ve created a phone hotline for people to access services. The calls are routed to WorkSource staff based on the needs of the caller. The State has provided funding for the next 2 months to support unemployment calls from non-English speakers.

Gihring stated that we are pulling togethers partners at each of the WorkSource Centers to plan for re-opening. The process is complex due to the number of partners at each center. We need to coordinate standards across all organizations who are sending staff to the center.

McGough announced that the East Multnomah County center is moving to the new Downtown Rockwood facility formally known as Rockwood Rising. We are also moving the facility in Tualatin to Tigard in September. The new facilities are much better positioned than the current sites.

Public Comment
There was no public comment.

Meeting was adjourned 12:28 p.m.
Worksystems Executive Committee  
June 3, 2020  
Zoom Meeting

Attendees: Travis Stovall, Roy Rogers, Sara Ryan, Bob Tackett, Caryn Lilley, Pam Treece, Carl Moyer  
Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller

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

Consent Agenda Motion

*Motion: Pam Treece motioned to approve the May 2020 Minutes. Carl Moyer seconded the motion. Motion was unanimously approved.*

PY 2020-2021 Budget

Marcia Norrgard reviewed the PY20 proposed budget. She explained that it is similar to the budget that was reviewed at the last meeting.

- Increase of $1 M in competitive grants due to a glitch in the formula in HCNW.
- Total Federal funding is $12.5 M, representing about 1/2 of our total budget.
- State revenue is a little over $5 M, representing about 19% of our total budget
- Local revenue is $9.5 M, representing about 35% of our total budget.
- Total revenue is $27 M, up $1.3 from PY19.
- Community investments are 82% of expenses.
- Worksystems coordination and administration is 18% of expense.

Assumptions:

- Used current revenue rates on grants and projected that out to get an estimate of how much funding remains in the grant.
- On the expense side, we annualized expenses and based expense projections on those spend rates.

The budget is based on what we know we have in-hand. We anticipate that additional resources will continue to flow into the workforce system over the course of the year. We submitted a $5 M grant application to DOL. We are a finalist in a JP Morgan grant. We feel these are solid but did not include them in the budget.

Patrick Gihring discussed the budget considerations and framework we put in place to maintain the system. He explained we were conservative with the budget.

Gihring explained that we don’t want to lose program capacity and need to be able to deploy new funds rapidly. Rather than issuing an annualized budget using funds currently in hand, we are issuing contracts for Q1 only, which extend the current budgets to maintain capacity and preparedness and could be followed by stimulus budget increases later in the year. Our existing partnerships and service delivery systems are best positioned to implement additional public investments rapidly and effectively to support economic recovery.
Gihring explained that a budget proposal has been submitted to the City of Portland that maintains level funding levels for EOP, Navigator and NextGen has been submitted to Portland City Council for a vote. For these programs we’ll issue Q1 contracts backed with other resources until the presumed funding comes through. We’ve also received $2 million in new grants and Federal funding.

The Board discussed the proposed budget.

*Motion: Pam Treece motioned to approve the proposed PY20 Budget. Roy Rogers seconded the motion. Motion was unanimously approved.*

**COVID Response Update**

Andrew McGough provided an update on Works systems COVID response efforts. We are looking closely at re-opening discussions so we can be prepared at the organizational level and at the One-Stop locations. The One-Stops are a complicated environment due to all the co-located providers/partners.

We are monitoring all available resources. We have started conversations with the Oregon Health Authority (OHA) on a couple of initiatives. We think we can offer value at the county level around contact tracing. We are having preliminary conversations with County staff since we do have resources to train people and use the system to connect a diverse people to work with harder to reach communities. However, the demand may be finite. Having a connection to our system makes sure there is a way to transition people into other kinds of work once the demand is reduced.

The phone lines are going well in Multnomah and Washington Counties.

Kay Erickson, OED, resigned. David Gerstenfeld has been appointed as the interim director. Will probably see more communication efforts around UI and PUA. There are massive technological issues that may not be solvable in the short term.

**Public Comment**

There was no public comment

Meeting was adjourned 12:25 p.m.
Worksystems Executive Committee
May 6, 2020
Virtual Meeting

Attendees: James Paulson, Travis Stovall, Roy Rogers, Cupid Alexander, Susheela Jayapel, Bob Tackett, Caryn Lilley, Sara Ryan, Caryn Lilley, Pam Treece, Carl Moyer
Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller

Quorum was announced and meeting was called to order at 11:35

Consent Agenda Motion

Motion: Susheela Jayapel motioned to approve the April 2020 Minutes. Roy Rogers seconded the motion. Motion was unanimously approved.

PY 2020-2021 Initial Budget

Andrew McGough provided some perspective on how we approached the initial proposed budget. We anticipate that additional resources will continue to flow into the workforce system over the course of the year. For example, Congresswoman Bonamici has proposed at $15 Billion request to support the public workforce system and community colleges. There is a lot of support in D.C. for this bill and we anticipate there will be money coming into the system whether this bill passes or not. We’ve already received about $1.5 million from the State.

The challenge is that it’s unlikely the funds will be available when we typically estimate the annual budget (June). Funds will probably trickle in through the second and third quarters (October – April). As a result, we decided to approach this budget anticipating receiving additional funds down the line. If we were to approach the upcoming budget with the resources we have on hand, we would need to do significant cuts to the system. We don’t want to undermine the system capacity, so we will support the system in anticipation of having more resources later in the year. This assures the system will be ready to deliver as new resources arrive.

Marcia Norrgard reviewed the PY 2020-2021 initial budget. Federal WIOA funding is up about 20% for Adult and Youth and there is a slight decrease for Dislocated Worker funding. We project no carry-in for Adult or Dislocated Working and about $400,000 for Youth carry-in. We have $1.5 million new funds in the Dislocated Worker Grant Disaster Recovery. Health Careers NW (HCNW) funding was renewed for another year. We are projecting we get the DOL Youth Apprenticeship grant ($5 million). Overall, we are projecting a 13% decrease in Federal funding.

In State Funding, we have a large increase in our SNAP grant and anticipate a large SNAP 50/50 carry-in. Overall, we are projecting a 51% increase in State funds.

We are not sure about Prosper Portland funding but feel the estimate is reasonable. We received additional funding from Washington County. We anticipate less funding from Multnomah County.

Overall, we project a 2% decrease in revenue from PY 19. Community investments will be down about 3%, but remain above 80%. Worksystems Admin and Coordination costs remain fairly level.

The Board discussed the budget projection. McGough explained that if funding decreases, we will need to pivot plans. Norrgard will present the PY 2020-2021 budget at the June meeting for Board approval.
COVID Response Update

McGough reviewed provided an update on what we our doing and our three phase recommendations for reopening and recovery using an outline from EcoNW.

The 3 phases are:
- Shutdown - March – June 2020
- Reopening – June 2020 – December 2021
- Recovery – January 2022

We know that:
- There will be massive unemployment with more than 362,000 unemployment (UI) claims in 5 weeks.
- Every industry has been hit hard with leisure/hospitality, travel/tourism, retail and healthcare being hit particularly hard.
- Impacting people differently. Specifically, women, people of color, young people and people without diplomas are disproportionately losing jobs.

We anticipate:
- Many job losses will be permanent and 10%+ unemployment may be the new normal. It will likely be higher for certain communities.
- There will be a need for more than just UI. New skills will be required – “on-line” is here to stay.
- The need for subsidized work/earn and learn activities will increase. Paying people to work is better than paying them not to work and subsidized work is a proven strategy to help with recovery.
- The need for data will be critical. We need to figure out ways to better understand what will happen next as opposed to what has happened in the past. Need to be able to tell the stories for communities impacted the most.
- Resources will be scarce.

As we prepare to reopen and recover, we will:
- Work with State and Regional partners to revised WorkSource Oregon Standards and to recommend changes to the State Workforce Plan.
- Develop recommendations to broaden the scope of SummerWorks/Youth work experience to include all subsidized work.
- Expand on-line service and training capacity.
- Advocate for Federal, State and local investments for workforce development. Continue to apply for available funding
- Engage in the development of the Comprehensive Regional Economic Development Strategy (CEDS) to align regional workforce and economic development resources and activities.

The Board commended Worksystems for the work they are doing and appreciate how nimble staff have been at meeting the changes and providing assistance. Community partnerships will continue to be absolutely essential. Some changes we have had to make are changes we wanted to make anyway. It was agreed that we need the Board to help provide a broader advocacy program and not just Worksystems staff.

Public Comment
There was no public comment

Meeting was adjourned 12:38 p.m.
Attendees: James Paulson, Travis Stovall, Roy Rogers, Bob Tackett, Caryn Lilley, Sara Ryan, Caryn Lilley, Pam Treece, Carl Moyer
Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller

Quorum was announced and meeting was called to order at 11:35

Consent Agenda Motion

Motion: Travis Stovall motioned to approve the March 2020 Minutes. Roy Rogers seconded the motion. Motion was unanimously approved.

April WDB Meeting

The committee discussed the April Workforce Development Board meeting. It was agreed the meeting should be cancelled. Andrew McGough will put together an Executive Director report outlining what we have done and list of resources available to send to the Board. We may need to look at having a virtual meeting in July.

The Executive Committee will need to continue to meet to review and approve the budget in May or June.

COVID Response Update

McGough announced that, so far, we’ve received 32 applications for the Community Based Organizations (CBO) layoff aversion funds. The RFP closes on Friday and funds will be distributed next week. McGough feels the money will be over-subscribed allowing us the opportunity to go back to the State to demonstrate the need for more resources.

Pam Treece announced that she is working on a stimulus seed money for Washington County people. She will need to know who is receiving the layoff aversion funds in Washington County. McGough will send a report out to the Board letting them know which CBO’s received funds.

McGough announced that Worksystems has participated with the State on 2 National Emergency Grants intended for mass layoffs. The first application was for $25 million and the second application was for $12 million. Those are ambitious requests for Oregon. McGough feels they will be overwhelmed with applications and will revert to a formula distribution. McGough anticipates Oregon will get about $5 - $6 million. Worksystems should get about 30% - 33% of those funds.

McGough reviewed Worksystems COVID-19 Economic Crisis Response and Recovery Framework. We recognized we were going to need to re-orient the organization and look at what we can do to better position ourselves to be a better asset and resource to the community. We need to responsive to the crisis of the moment, but then we need to make sure we’re organizing work and preparing our response as the economy recovers.

We looked at the draft 2020-2024 strategic to make what we heard from the Board and community were reflective in how we make decisions about resource deployment. Our community-based partnerships are really important to maintain. We want to make sure we are building on our assets and resources and can deploy them as quickly as possible based on what we are hearing from the community.

We came up with 4 guiding principles for our framework:

- Prioritize support to the most vulnerable, applying a racial equity lens
- Prioritize support to community-based partners
Leverage and build on existing networks and assets
Engage, listen and act quickly

McGough reviewed the 5 buckets of work for our response and recovery work:

- Community Outreach, Engagement & Advocacy
- Transition to Virtual Service Provision
- Support Vital Community Assets
- Resource Development & Rapid Deployment
- Recovery

We have developed an implementation template to make sure we are fully organized around these strategies.

The committee discussed the framework and the plans and strategies behind the framework. They wanted to make sure we have redundancies in place to make sure we have back-ups due to illness. The want to make sure we are ready to respond to recovery efforts. We need to think outside the box to meeting demands and the need for rapid deployment. We need to make sure we have systems in place allowing people to move through an array of online services.

**Regional Workforce Board Taskforce**

McGough explained that he has spoken to his counterparts in SW Washington and Clackamas County about putting together are Regional COVID-19 and Workforce Recovery Taskforce of the Workforce Boards. The focus would be on promoting regional coordination in responding to the COVID-19 crisis and economic fallout. The taskforce would focus on inter-agency coordination as a mechanism to make sure we are aligning resources, service strategies and best practices. Working with our public sectors partners who serve on this boards to be mutually supportive and to ensuring we are being as efficient as possible.

The membership of the taskforce would consist of agency leaders from each Board. The taskforce would be chaired by a Collaborative Board member from the private sector.

**Public Comment**

There was no public comment

Meeting was adjourned 12:40 p.m.
Worksystems Executive Committee
March 4, 2020
1618 SW 1st Ave., Suite 450
Portland, OR

Attendees: James Paulson, Travis Stovall, Cupid Alexander, Roy Rogers, Bob Tackett, Caryn Lilley, Sara Ryan
Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller
Guest: Kira Higgs – Straight Talk Strategies

Quorum was announced and meeting was called to order at 11:45

Consent Agenda Motion

Motion: Travis Stovall motioned to approve the February 2020 Minutes. Caryn Lilley seconded the motion. Motion was unanimously approved.

SummerWorks Update & Recommendation

Andrew explained that the SummerWorks Engagement Taskforce has been meeting to move their work forward. They have been working with the goal of aligning work with Opportunity Youth, the County and City, and other potential investments across the region. We will be discussing recommendations they developed for the Board to review and approve.

Kira Higgs discussed the value SummerWorks brings to the region. She met with community partners and focus groups to get their input. Asked them:

- Are we serving the right people and what can we do better?
- Where can we make immediate improvements and what additional work can we do this Fall?

It was agreed that things need to change but we can’t make all the changes this summer.

Higgs reviewed the highlights from the meetings with community partners and focus groups:

- Partners are excited to move beyond just a summer program
- Application being redone
- Barriers to entry are being addressed
- Pilot this summer so more community coaches are involved with the youth

Barb Timper reviewed some of the specific changes and the revised Youth Goals for the 2020-2024 local plan. The strategies haven’t changed much but the language of the goal is clearer about the target populations we want to serve.

The Goals fall into 3 categories:
- Remove operational barriers
- Meet youth needs
- Regional system development

The immediate changes include:
- Simplifying the application process– less time spent in preparatory activities. Youth will get paid for preparatory activities
- Pilot for multiple coaching agencies
- Reduction in hours with flexibility for more/less hours
- Year-round funding with most of the funds spent on Summer program
- Slot allocation to targeted agencies– allows us to assign coaches to agencies
- Continue wage progression
- Implement Work Groups
- Connect Youth to long-term success strategies

Reviewed beyond Summer 2020
- Continue refinement of technology tools
- Program operator procurement
- Regional workforce efforts
- Community of practice

Timper reviewed the cost comparison Summer 2019 vs Summer 2020. With the changes the cost about $500 more for each youth.

Timper said the Taskforce appreciated the thoroughness of the discussions. They were able to get it all out there and figure out a way to move forward. They wanted to build a year-round program for youth when they are ready for the program instead of just the summer. They agreed that we need more private sector support. This program is a partnership. We’ve positioned ourselves as a partnership for continuous improvement of the program.

Next steps:
- Have a broader conversation what were their goals coming in, now what are your goals going out. More of a conversation instead of a checkbox.
- Look at integration between this and various trade school.
- There are some pre-apprenticeship programs. Working on direct entry into Pre-apprenticeship and apprenticeship programs.
- Create a continuum relationship to connect youth with CTE exposures.
- Anchor this internship as one activity in a career path and work with a career coaches for 1 to 1 ½ years to guide the youth on their career path.

Motion: Roy Rogers moved to approve the recommendations, Travis Stovall seconded motion. The motion was unanimously approved.

Strategic Plan Update

McGough explained that the youth goal is part of our broader strategic plan initiative. We have been connecting with organizations to get feedback on goals and initiatives.

The goal is to have draft plan ready by 3/27/2020 for 30-day comment period. We have had acceptance to broad goals. We are looking at strategies. We will Incorporate feedback and submit to State the end of May and then to Feds in June.

Greater Portland Inc. and Metro are working broader economic development strategy. Our workforce plan will be tied into their strategies.

Other

The April Workforce Development Board meeting will be at convention center in conjunction with Opportunity Youth job fair. We hope to have some activities for Board to participate in.

Andrew announced that we received our monitoring report from State and there were no findings.

The State came out with legislative budget. Our $4.1 million ask was not included in their final budget but we laid some good groundwork. We need to start thinking about 2021. McGough spoke with new policy advisor to the governor to provide information.
James Paulson requested an executive session be included on the April agenda.

**Public Comment**

Meeting was adjourned 12:40p.m.
Quorum was announced and meeting was called to order at 11:45.

**Consent Agenda Motion**

*Motion: Pam Treece motioned to approve the December 2019 Minutes. Travis Stovall seconded the motion. Motion was unanimously approved.*

**Audit Presentation**

Katie Sheffield reported that Kern & Thompson Auditors gave Worksystems a clean opinion on the audit, with no material findings and no findings on compliance with our Federal grant requirements.

Sheffield explained that due to ASU 2016-14, net assets and transactions are now reported in two separate categories -- with donor restrictions and without donor restrictions. Net assets names are changed to “with restrictions and without donor restrictions” As a result, we have more funding that now has to be recognized the year we received it, not the year we spend it. If there is a condition on the grant, it will be posted to deferred revenue. As we diversify our funding, we have more funds that must be booked the year we receive the funds. The Board and staff discussed the implications of this new rule.

Sheffield reviewed the audit governance letter, financial statements and expenditure reports produced by Kern & Thompson Auditors.

James Paulson thanked the staff for doing good work and their diligence to get an audit of this quality.

**Fiscal Update**

Marica Norrgard provided a follow-up to questions asked at the December Executive Committee meeting.

The question was raised about insurance coverage for Directors and Officers. Norrgard explained that individual directors are protected under our coverage. Their employer is not covered under our policy and would need their own insurance coverage. For example, Washington County is not covered under our policy but our directors/officers are covered under our policy.

Norrgard reviewed our coverage for loss due to theft or fraud. We have $1.5 M for employee theft and $1.5 M for computer fraud. The coverages are separate and do not overlap.

Another question was asked about need to carry higher limits on our insurance. Norrgard spoke to our broker and they felt our coverage was sufficient. Our Broker could come talk to board if they desired.

Norrgard announced that the transportation excise tax has been repealed at the Federal level. We are filing amended returns to get a refund. We believe the State will also be following that lead.
Norrgard stated that the line of credit has been paid off.

Community Opportunity and Enhancement Program

Patrick Gihring provided an update our long-standing efforts with the City of Portland concerning the Community Opportunities and Enhancements Program (COEP). The goal of COEP is to increase equity and diversity in contracting opportunities for underrepresented communities and women in the construction industry.

Portland City Council recently approved the COEP which will result in 1% of City of Portland construction costs being collected to increase participation of underrepresented communities and women in public contracting. Gihring reported that Worksystems and many of our providers testified in front of City County supporting the Program.

Prosper Portland will contract with us to do workforce development for $1.4 through June 2021. We will do a SNAP 50/50 match which will add an estimated $400,000

Diversity and Equity Initiative (DEI)

Tricia Ryan provided an update on our DEI initiative. She reported that Worksystems has created an Equity Team (E-Team) with staff from all departments and all grade levels.

Ryan reported that Phase 1 is internal only. Phase 2 will have a much broader scope. We will work with our CWWC partners for a phase 2 and will look at the regional WorkSource system.

Strategic Plan Update

Andrew McGough provided an update on the Strategic Plan. We continue to move forward.

Most of the work so far has been on Youth side. We’ve had several community sessions and taskforce meetings. We will have some recommendations on changes for SummerWorks for continuous improvement and a broader youth workforce development system. Some of the recommendations include simplifying the application process, increasing the number of providers with population expertise and providing year-round experiences. Our goal is to prepare students better for the opportunities – possibly less students but with a better experience for the student and employer.

Public Comment

Pam Treece thanked Andrew for coming to Westside Economic Alliance legislative reception.

Cupid Alexander thanked Andrew and for the work they are doing in identifying the gaps and helping to build career paths to get out of poverty.

James Paulson reported that he joined Worksystems, Oregon Tradeswomen and Senator Frederick on a tour of the new Rockwood Rising Facility.

Meeting was adjourned 1:02 p.m.
Worksystems Executive Committee
December 4, 2019
1618 SW 1st Ave., Suite 450
Portland, OR

Attendees: James Paulson, Travis Stovall, Cupid Alexander, Caryn Lilley, Bob Tackett, Pam Treece, Roy Rogers
Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Janice Frater, Patrick Gihring, Jenny Weller

Quorum was announced and meeting was called to order at 11:45.

Consent Agenda Motion

Motion: Roy Rogers motioned to approve the consent agenda consisting of the November 2019 Minutes. Travis Stovall seconded the motion. Motion was unanimously approved.

Motion: Travis Stovall motioned to approve the insurance schedule. Roy Rogers Seconded. Motion was approved.
   • Requested further clarification as to coverage for elected officials and private business reps, and several additional questions that Marcia will research and provide information back to the Board.

Mid-Year Budget Review

Marcia Norrgard reviewed the original proposed PY19 budget and the proposed revised budget.

Norrgard explained some of the budget variances:

   • Some of our grants don’t align with our Program Year (July 1 – June 30)
   • We are projecting less formula funding in PY20
   • The carry-in balance was finalized once the books were closed
   • We received less State youth resources than projected.
   • State of Oregon funding was increased by $91,000
      o Apprenticeship funding added
   • Non-Federal funding
      o Increase in Prosper Portland funding due to the COEP grant
      o Increase in DCJ grant and Apprenticeship grant – Multnomah County
      o Washington County grant - $500,000 – projected to spend out $250,000 this PY
   • Total revenue is an increase of $224,000
   • Expenses are up $174,000
      o Salaries and benefits – extended 2 limited term duration staff (LTD) to June 30
      o Added funding for temp staff
      o Increase travel and technology & communications based on prior actuals

The Board discussed the budget revisions

Motion: Travis Stovall moved to approve the revised budget. Pam Treece seconded the motion. Motion was unanimously passed.
Program Monitoring

Janice Frater provided an overview of our monitoring process. Frater explained the Worksystems manages program design, oversight and funding thorough subrecipient service contracts with community partner contractors. We have policies in place to ensure that funder and contract requirements are being met.

- Worksystems staff provide both formal and informal training and monitoring over the course of the program year.
- At the start of each program year, Worksystems staff meet with the fiscal and program contractor staff to train to new contract elements including the Statement of Work and budget rules.
- We provide capacity building assistance to help providers become successful.
- Contract liaisons are our first line of oversite. They are provided updated guidelines each program year to ensure requirements are outlined and followed.
- Worksystems staff conduct monitoring activities to ensure all contractual requirements are being met.
- In addition to desk reviews and ongoing engagement with contractors, once a year, Worksystems does a field review of each site using a comprehensive checklist of items that need to be reviewed.
- If a sub-recipient is not doing something correctly, we start by providing technical assistance to help the organization meet contract requirements. If we continue to see issues after technical assistance, we initiate a corrective action plan. Information is brought to the board if a corrective action plan is issued.

Strategic Planning update

Andrew McGough provided an update on our strategic planning. The State has finally sent out guidelines and instructions on completing the local plan.

McGough explained that the SummerWorks Engagement Taskforce has had a second planning meeting around the youth program. They have set up 3 community sessions and have sent out surveys to youth & parents, providers and other stakeholders to gather feedback about the program and help us make the program better.

They are also working on the Adult side of the systems and taking advantage of existing community and stakeholder meetings to provide and get input around the local plan.

Other

McGough provided a copy of the statewide short session ask handout for additional workforce funding. McGough and a few Board members are meeting with Senator Frederick to, hopefully, get this support for the request.

McGough announced the there was an article in the Oregonian today about how over 1/3rd of the Multnomah County population are struggling with poverty. The Oregonian used the self-sufficiency standard as the measure to determine these new numbers. We have been funding this study and using these numbers over the last 10 years.

Public Comment

There was no public comment.

Meeting was adjourned 1:00 p.m.
Worksystems Executive Committee  
November 6, 2019  
1618 SW 1st Ave., Suite 450  
Portland, OR

Attendees: James Paulson - Chair, Travis Stovall – Vice Chair, Roy Rogers, Caryn Lilley, Pam Treece, Sara Ryan

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

Quorum was announced and meeting was called to order at 11:44.

**Consent Agenda Motion**

_Motion: Roy Rogers motioned to approve the consent agenda consisting of the September 2019 Minutes. Travis Stovall seconded the motion. Motion was unanimously approved._

**2020 Strategic Plan**

James Paulson informed the committee that we had a meeting last week to look at SummerWorks strategic planning. Staff from Multnomah County and the City or Portland attended along with a couple Board members. We want to look at the program from a higher level to see what is working and not working and next steps to make the program better. It was agreed that we need to look at changing the dynamic and get more people work ready and more industry engagement. Instead of looking at how many youth we enroll. We might want to spend more effort and time to get people work ready.

Andrew McGough informed the Board that Kira Higgs, Straight Talk Strategy, is helping to facilitate SummerWorks and Youth Engagement goals and strategies. She is interviewing 10 Youth organizations who are involved in SummerWorks and connected to other City or County programs. We want to make sure programs are aligned and we create a continuum of experiences, especially for young people with many barriers. We will also have some listening and engagement sessions to make sure we’re hearing from as many folks as possible.

Portland Community College is scheduling listening sessions as they kick-off their strategic planning work. We might try to piggyback on that or do something similar. We will be training staff to conduct input sessions as part of their meetings with other organizations and stakeholders.

We have not received the final instructions from the State, but we believe we will have to do essentially the same process as we did last planning cycle.

**Program Performance Updates**

Tricia Ryan reviewed the enhancements we are making to present our data and reporting system, our new research analysis and labor market reports, along with other recent collateral.

At our Portland Metro Workforce Development Board meeting, we were asked what data we have, how do we report it, etc.? As a result, we added a new “Our Results” section to our website. We have included outcomes for Adult Job Seekers, Youth, and Grants and Initiatives.

The information, which is updated quarterly, is similar to the quarterly board report we use to provide demographics, highlights, outcomes, etc. We have also broken out information by WorkSource Centers. This information includes services provided, job seeker profile, and engagement rate – people who have moved onto
other service beyond “welcome”. This information provides our Board, partners and the public an idea of the work we are doing and the outcomes.

Ryan announced that the State has recognized our Self Sufficiency model as a best practice. They might pay for next report. This report is used by many agencies as a resource.

New industry sector posters have been designed and will be posted at each of the WorkSource centers. They are intended to provide labor market snapshots.

Ryan reviewed a draft of new collateral which addresses social challenges through workforce development. The report talks about target populations and specific grants that these populations are benefiting from and making an impact on the social issues in the Metro area.

Ryan reminded the Board that we have a regional Research and Analysis committee. The committee currently has 47 members who look at putting together data. This committee could be a resource for elected officials to pose questions and get data for analysis.

**Budget Review**

Marcia Norrgard announced that we had auditors on sight about 3 weeks ago. They commented that we are one of the most organized of their clients. This year they targeted WIOA and NW Promise grants to make sure we are doing all the technical things that are required.

Norrgard explained that with some grants we get the funds up front and spend it out a specific programs. We have changed the way we book the revenue and now record the income the year they are received. This will be a change on how we review our financials.

We have net income this year of over $500,000 mostly from the SNAP grant. These resources are reinvested back into the community. As we deploy it to the field it will be booked as an expense, but the revenue will have been recorded on prior financials.

**Other**

Andrew announced that the Washington County Commissioners board allocated $500,000 to Worksystems for pre-apprenticeship and other youth development services.

McGough and Commissioner Rogers are meeting with Clean Water Services. They are having a hard time finding workers to do environmental work. Employees are only required to have a High School diploma for a job that pays about $20/hr.

McGough announced that the Government Relations taskforce is meeting with Beaverton Mayors and staff on Friday.

We are putting together a letter to Governor Brown for a Short Session request to get $4.1 million back from last year.

**Public Comment**

There was no public comment.
Meeting was adjourned at 12:59 p.m.
Worksystems Executive Committee
September 4, 2019
1618 SW 1st Ave., Suite 450
Portland, OR

Attendees: James Paulson - Chair, Travis Stovall – Vice Chair, Roy Rogers, Sara Ryan, Bob Tackett - via phone, Cupid Alexander

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

Quorum was announced and meeting was called to order at 11:47.

Consent Agenda Motion

Motion: Roy Rogers motioned to approve the consent agenda consisting of the June 2019 Minutes. Travis Stovall seconded the motion. Motion was unanimously approved.

Welcome – Announcements

James Paulson informed the Executive Committee that the Finance Committee continues to monitor the Worksystems line of credit which is used for SummerWorks payroll. The line of credit was set up to provide funds for payroll since we need to pay participants before we receive funds from partners/agencies.

2020 Strategic Plan

Andrew McGough distributed a draft of the 2020-2024 Workforce Development planning timeline, roles and schedule.

McGough reviewed the initial results of the Worksystems Workforce Development Plan survey. The survey was sent out to over 550 people. We got about a 24% response rate for the survey. The top respondents were from the private sector and community-based organizations.

- People are mainly familiar with WSI
- They feel our work is relevant
- 76% respondents felt the goals were about right
- Challenges were all over the map with funding being #1 and funding requirements being #2 and relationships with business #3
- Sectors were well represented

We have not had time to go through comments to look for common themes. We will go over those at the full Board meeting.

Next step is to roll this into a presentation at the October WDB meeting along with a facilitated conversation around the plan, goals and next steps.

“Ask” for Short Session

McGough discussed the work being done by the Government Relations taskforce. McGough and members of the taskforce have been meeting with local elected officials.
McGough, Chair Paulson, Sara Ryan and Patrick Gihring are meeting with House Speaker Tina Kotek tomorrow about the Omnibus Workforce funds. There is support to go back to legislature to see if we can get the $4.1 million put back into the budget. Portland Business Alliance wants to use this as one of their top priorities for the short session.

The Oregon Workforce Partnership is hiring a government relations person to represent WDB’s in Salem.

The Executive Committee discussed the need to give elected officials easy data points for our region. They also discussed drilling down to elected official districts.

**Engagement Opportunities**

McGough reviewed upcoming engagement opportunities.

Jenny Weller will resend the IQ Tour invitation.

**Other**

Paulson spoke at the recent BankWork$ graduation ceremony. The graduation was very meaningful to the participants and their families.

**Public Comment**

There was no public comment.

Meeting was adjourned at 12:43 p.m.