



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

September 7, 2022
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Christina Ghan, Sara Ryan, Caryn Lilley, Carl Moyer, Josh Hall, David Fortney

Staff: Andrew McGough, Patrick Gihring, Marcia Norrgard, Andy Fitch, Jenny Weller

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

Consent Agenda

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

Staff-Management Committee Charter

Andrew McGough explained that a couple of months ago, staff discussed becoming a union. They decided they'd like to address things through a Labor/Management committee instead of establishing a union. McGough reviewed the proposed Staff-Management Committee Charter. Staff are working on how they select representation and how they will identify staff leadership. We'll be looking at personnel policies and practices, wages and benefits, workload and workflow, management oversight processes, performance management, and workplace culture and conditions. We hope to convene the first meeting in October.

McGough explained that we already have a justice, equity, diversity, and inclusion (JEDI) effort underway. We have a JEDI committee, and we want to make sure this work is connected to these conversations and efforts are aligned.

The Board discussed the charter and offered suggestions:

- Get staff to define all their specific selections to avoid a situation where some staff feel alienated.
- Recommend Andrew not sit on the committee so the committee can defer to him in the case of escalation and any appeals.
- Make sure this doesn't conflict with the National Labor Relations Act. Final charter will be reviewed by our attorneys.
- Look at terms and the way people are selected. Good to have terms to get more staff involved.
- Considering having the chair be staff not management for better buy-in.

Beyond Jobs/Workers Lab Pilot

McGough discussed the Beyond Jobs/Workers Lab Pilot. McGough reviewed our previous work with Wingham Rowan from Beyond Jobs. He had been charged by the British Government to develop a system to better manage gig work. At the time, it was a growing sector of the labor market, and more and more people were engaging in it. Rowan was trying to build a structure that was more balanced so workers could understand what a reasonable price was to charge, access jobs based on their schedules and structure in place that would credit them with good work and build a portfolio that was more robust and fairer.

We were working with him, but the pandemic hit, and efforts stalled in our area. In the meantime, Rowan was working in California to Americanize the platform. He started a partnership with the Workers Lab, which evolved out of SEIU, to create an environment where workers can thrive in this gig economy. The Worker's Lab has agreed to fund 5 pilots across the country to consider if that region might be a good place to develop these markets and better organize itinerant work. They've already done a couple pilots in California.

McGough explained that in parallel with this, he had been talking to the City of Portland Mayor's office and other mayors in the area about activities that are available for people experiencing homelessness and the opportunities to help people engage in work? McGough also reached out to some of our other local elected officials.

We are working with the Workers Lab to see if our region is ripe for building out this structure for non-standard work. We are going to start with public sector entities that are supporting non-standard work. The evaluation process should take about 4 months. Our role is around facilitation and convening. The kick-off meeting is on 9/8. This has potential to coordinate human services activities and provide career pathways to connect participants to other opportunities more effectively.

The Board discussed the pilot and are looking forward to the opportunity.

Future Ready Oregon Update

McGough provided an update the Future Ready Oregon (FRO). McGough reviewed the statewide funding. The Prosperity 10,000 funds go to the local workforce development Board across the State. The Workforce Readiness Grants will be about \$95 million in competitive grants across the State. The grant announcement should come out in the next few weeks.

McGough reviewed how the funds we are projected to receive. We are projected to receive about \$10.1 million. We've already received about \$4.6 million from the Prosperity 10,000 General Funds. We anticipated receiving about \$5.5 million from the Prosperity 10,000 Recovery fund.

Public Comment

There were no public comments.

Executive Session

The Board went into an Executive Session to discuss McGough's annual review and salary.

Meeting was adjourned 12:50 p.m.

Worksystems Executive Committee

August 3, 2022
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Christina Ghan, Susheela Jayapal, Caryn Lilley, David Fortney, Sara Ryan

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

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

Consent Agenda

Motion: Susheela Jayapal motioned to approve the consent agenda consisting of the June 2022 minutes. Roy Rogers seconded the motion. Motion was unanimously approved.

Changes in Bylaws

Andrew McGough explained that this is a preliminary overview of some changes in the bylaws that were required because of an enhanced desk review that was conducted by the Department of Labor (DOL). The DOL reviews all the state policies related to workforce development then makes recommendations for changes to the State. As a result, we need to make some changes to our bylaws. We worked with John Chamberlin, the Board's WIOA Attorney, to update the bylaws and have submitted them to the State. We are waiting to hear back from the State and the DOL.

McGough provided a summary of the changes that were made to the bylaws. We hope to present the updated bylaws to the full-Board for approval at the October meeting. The changes mostly pertain to:

- The number of members, appointment of members, terms of office, resignation and termination process
- Provisions around procurement, grants, and contracts
- Budget approval process
- Conflict of interest

The Board discussed the reports and provided feedback.

New Funding – PCEF, Future Ready Round 2

McGough provided an update on the Future Ready Oregon (FRO) Workforce Training and Education Investment Package. McGough explained we initially received about \$4.6 million as part of the general fund component of dollars that were intended to go out to the Local Workforce Development Boards (LWDB) to address immediate impacts of COVID and must be spent by June 30, 2023. These funds have all been contracted to community and education partners.

McGough explained that the second round of funds will be coming soon, and we will receive about \$5.5 million. These are ARPA funds and are available to spend through 12/2025 or 12/2026 depending upon how the State interprets the rules. We have a strategy to reach out to both counties and work with community-based organizations (CBO), education, and other interested parties to find out how they would like to see these funds invested. We want to listen to the community to look for opportunities to fill gaps and be as responsive as possible.

At the same time there are about \$90 million in competitive resources that will be released through FRO. These funds are to be used to address I.T., manufacturing and health care industry needs across the state. There will be opportunities to either pursue these resources or partner with organizations who are interested in pursuing these resources.

McGough announced that we did not get awarded the EDA Good Jobs grant. We applied for this grant in partnership with SW Washington, Clackamas County and about 70 different private and public sector partners. More than 500 applications were submitted nationwide for 31 available grants. The Southern Oregon Workforce Board was the only LWDB in Oregon that was awarded a grant.

Patrick Gihring announced that Worksystems was awarded a City of Portland Clean Energy Fund (PCEF) grant. Gihring explained that in 2018 voters approved a clean energy plan and established a fund that supports projects that reduce carbon emissions and promote energy efficiency. Roughly a quarter of the funds goes to supporting workforce and businesses that are working on these projects. The total funding is projected to be about \$60 million a year. The grant is for \$3.3 million over a 2-year period. We plan to establish a clean energy focus along with our other industries such as construction and advanced manufacturing around clean energy careers. We are working with 8 organizations to provide career coaching and to recruit low-income, people of color who are Portland residents. Another portion of the grant will provide occupational training through the Portland WorkSource centers. In the next award cycle, we plan to expand the program and include more career coaching partners.

Program Performance Update and Next Steps

Tricia Ryan explained that we are continually looking for ways to report outcomes of our programs to our Board, our partners, and the community. We currently report on our website for several of our large grants and initiatives and are looking to expand our efforts. Ryan announced that we were invited to apply for a fellowship that would provide an opportunity to bring a real-life program data performance project to a network of government data professionals from across the county. We would have access to coaching and technical assistance from subject matter experts to help us better report our outcomes. We want to make sure we are reporting the type of information that the Board would like to see.

Ryan announced that we have updated our industry specific and opportunity youth reports. We will release our new State of the Workforce report at the October Board meeting. We are also working in collaboration with partners and agencies on other labor market data reports.

Liza Morehead reviewed samples of pipeline reports which came out of the Quality Jobs planning process. We wanted to look at how do we connect people coming out of our systems with the employers. To know that we need know who is coming through our systems and finding out what sectors they are getting employed in. We decided to break the reports into three sections: who completed training within the last quarter, who is completing training within the next quarter, and how many are finding employment and in what industries. The results are for the entire Columbia Willamette Workforce Collaborative (CWWC).

Morehead provided examples of the reports for each of these sections. In addition to the 3 sections, we also provide some spotlight reports such as who are going into low wages/high wage jobs. We want to be able to provide that needed data to demonstrate that we are helping our priority populations and identify potential issues. The challenge is not all funding sources ask for the same data, so how do we answer the questions and tell the story of how we're successfully serving the populations and industries we want to focus on.

The Board discussed the reports.

Public Comment

There were no public comments.

Executive Session – canceled

Meeting was adjourned 12:37 p.m.

Worksystems Executive Committee
June 1, 2022
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Christina Ghan, Sara Ryan, Caryn Lilley, David Fortney, Carl Moyer, Josh Hall

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Marcia Norrgard, LeeAnn Bronson, Barb Timper, Jenny Weller

Quorum was announced and meeting was called to order at 11:31 a.m.

Welcome and Introductions

The Executive Committee welcomed Josh Hall. Hall is replacing Bob Tackett on the Board.

Consent Agenda

Motion: Travis Stovall motioned to approve the consent agenda consisting of the May 2022 minutes and CBDG Grant. Caryn Lilley seconded the motion. Motion was unanimously approved.

Proposed PY22 Budget

Marcia Norrgard presented the Proposed PY22 budget.

- WIOA funds are about the same as prior years and is about 22% of total revenue at \$8.9 million.
- Federal Funding is about 7% of the budget at \$2.8 million and is about the same as the mid-year revisions
- State of Oregon funding is about \$12.7 million representing about 31% of our total budget. This is an increase of 102%.
- Other non-federal funding is \$15.9 million, representing about 39%. This is an increase of 26% from last program year.
- Coordination and Administration expenses are about \$12.7 million and represent 16% of our budget.
- Community Investments are about \$33.8 million which is an increase of 32% and represent about 84% of our budget.

McGough explained that salaries & benefits are up 33% due to the increase in funding streams and programs and the need for additional to staff to successfully manage them.

The Board discussed the proposed PY22 budget.

Motion: Travis Stovall motioned to accept the proposed PY22 budget. David Fortney seconded the motion. Motion was unanimously approved.

Kelly Haines provided a summary of the project. The grant will be used to connect our public workforce system and registered apprentice programs to expand services in Washington County. This investment will help build a pipeline of diverse and skilled job seekers into registered apprenticeship programs. We

hope to build out the program with our partners to get more women and people of color into trades pathways.

Jill Walters, the Executive Director of Portland Youth Builders (PYB), thanked Bonamici for the opportunity to continue to expand their program into Washington County. Walters explained that PYB works closely with other organizations to serve women and people of color.

Pat Daniels, Executive Director of Constructing Hope, thanked Bonamici for being a champion and fierce leader. These funds will help move her agency into Washington County. It's a great opportunity to expose their clients to jobs in the construction field. These jobs help change the lives of their clients and also help change the culture within the industry.

Joe McFerrin II, Executive Director of Portland OIC (POIC), thanked Bonamici for her support of the work they are doing. McFerrin explained they are new to the pre-apprenticeship field. Because of the support and assistance from Constructing Hope, PYB, Oregon Tradeswomen and Worksystems, they have been able to expand their work into Washington County. This funding helps them maintain wrap-around services for their clients who are generally young and very low income.

Bonamici mentioned that one of the provisions she is advocating for in WIOA is about building better connections between Community Colleges and Local Workforce Boards through industry partnership grants.

Commissioner Jayapal announced the Metro, Multnomah County and the City of Portland have joined together on a Regional Equity Workforce Agreement. This agreement will create a joint project labor agreement with agreed upon goals in terms of women and minority hires, apprenticeships, and mutual investments in the pipeline for upcoming public projects.

Announcements

Andrew McGough announced that Bob Tackett is retiring. The committee and staff thanked Bob for his many years of service on the Board.

Public Comment

There were no public comments.

Meeting was adjourned 12:25 p.m.

Worksystems Executive Committee
May 4, 2022
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Christina Ghan, Susheela Jayapal, Caryn Lilley, David Fortney, Carl Moyer, Bob Tackett, Sara Ryan

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

Guests: Congresswoman Suzanne Bonamici, Pat Daniels – Constructing Hope, Jill Walters – Portland Youth Builders, Joe McFerrin II -Portland OIC

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

Consent Agenda

Motion: Travis Stovall motioned to approve the March 2022 minutes. Bob Tackett seconded the motion. Motion was unanimously approved.

Welcome and Introductions

Board members and guests introduced themselves.

Construction Trades Expansion Workforce Grant Award

Congresswoman Bonamici announced that the Omnibus Appropriations Act passed and included a process to allow members of congress to put forth projects that they determine would be valuable investments to the constituents they represent. The process was very competitive, and they received many requests within her district. She was looking for a project that would increase apprenticeship opportunities and promote equity. She explained that there is a critical need in Oregon to get workers into good paying jobs. It's important we provide access to these opportunities, especially to historically under-served communities. The \$1 million award to Worksystems will help create accessible pathways to careers in the construction trades through apprenticeship and pre-apprenticeship programs.

McGough thanked Congresswoman Bonamici for her efforts and support around workforce issues and WIOA particularly. WIOA supports a lot of infrastructure through the WorkSource Portland Metro system. We use this infrastructure to support community-based organizations (CBOs) that have connections to populations we prioritize for these careers and investments. This grant provides an opportunity to continue to expand services in Washington County to better serve our community.

Kelly Haines provided a summary of the project. The grant will be used to connect our public workforce system and registered apprentice programs to expand services in Washington County. This investment will help build a pipeline of diverse and skilled job seekers into registered apprenticeship programs. We hope to build out the program with our partners to get more women and people of color into trades pathways.

Jill Walters, the Executive Director of Portland Youth Builders (PYB), thanked Bonamici for the opportunity to continue to expand their program into Washington County. Walters explained that PYB works closely with other organizations to serve women and people of color.

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Joe McFerrin II, Executive Director of Portland OIC (POIC), thanked Bonamici for her support of the work they are doing. McFerrin explained they are new to the pre-apprenticeship field. Because of the support and assistance from Constructing Hope, PYB, Oregon Tradeswomen and Worksystems, they have been able to expand their work into Washington County. This funding helps them maintain wrap-around services for their clients who are generally young and very low income.

Bonamici mentioned that one of the provisions she is advocating for in WIOA is about building better connections between Community Colleges and Local Workforce Boards through industry partnership grants.

Commissioner Jayapal announced the Metro, Multnomah County and the City of Portland have joined together on a Regional Equity Workforce Agreement. This agreement will create a joint project labor agreement with agreed upon goals in terms of women and minority hires, apprenticeships, and mutual investments in the pipeline for upcoming public projects.

Announcements

Andrew McGough announced that Bob Tackett is retiring. The committee and staff thanked Bob for his many years of service on the Board.

Public Comment

There were no public comments.

Meeting was adjourned 12:25 p.m.

Worksystems Executive Committee
March 2, 2022
Zoom Meeting

Attendees: James Paulson – Chair, Roy Rogers, Christina Ghan, David Fortney, Carl Moyer, Bob Tackett, Sara Ryan

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Marcia Norrgard, Barb Timper, Andy Fitch, Jenny Weller

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

Introductions

The Executive Committee introduced themselves to Christina Ghan, the new City of Portland representative from the Mayor's Office.

Consent Agenda

Motion: Roy Rogers motioned to approve the February 2022 minutes. Bob Tackett seconded the motion. Motion was unanimously approved.

WEX RFP

Barb Timper reviewed the recommendations from the review panel for the Work Experience (WEX) RFP. Timper explained that we issued a procurement a Work Experience Services RFP for both our youth and adult work experience programming. Timper explained that there are 2 different services. One is the participant coaching role and the other is the worksite development/worksite liaison role.

Andrew McGough pointed out that this information, along with more details, was included in the packet that was sent to the Executive Committee for review.

Timper explained that the recommendations would make a significant change from our current programming. A recommendation is being made to award contacts to a different agency. This would result in a significant loss to current provider.

Timper explained that PCC was the only agency to respond to the youth coaching services procurement in Washington County. The review panel felt that the PCC staffing model would not provide the sufficient support to be able to adequately serve youth, especially when the numbers increase in the summertime. The panel recommended with approach IRCO and ask them to continue to provide coaching services to participants in Washington County. If IRCO declines, we would default to PCC.

In Multnomah County, the panel is recommending we provide funding to the 3 agencies that are currently providing youth coaching services: IRCO, Portland OIC, and New Avenues for Youth.

In Washington and Multnomah Counties, the panel is recommending that PCC is awarded the funds for the Adult Success Coaching.

For the Youth Worksite Development Liaison award, the panel recommended that we approach Portland OIC and ask them to expand their program into Washington County in addition to their current work in Multnomah County. If POIC declines, IRCO would receive the award. The panel felt it would be better to have just one agency provide services in both counties.

The panel recommended we award PCC the Adult Worksite Development/Liaison funds.

The Board discussed the recommendations.

Motion – Roy Rogers motioned to accept the recommendations for the youth and adult success coaching and youth and adult worksite development/worksite liaison services. Carl Moyer seconded the motion. Motion was unanimously approved.

Legislative Update

McGough provided an update on SB 1545 – Future Ready Oregon which is likely to pass. The bill will provide \$198.9 million for workforce development activities across the State. McGough reviewed a breakdown of the funding:

- ✓ \$35 Million (\$15 Million General Fund / \$20 Million ARPA) to Local Workforce Boards to implement Prosperity 10,000
- ✓ \$10 Million in ARPA to Local Workforce Boards to employ benefits navigators/career coaches through WorkSource Oregon or Community-Based organizations
- \$17 Million in General Fund to Community Colleges to build Career Pathways programs
- \$18.9 Million in General Fund to the Bureau of Labor and Industries (BOLI) to expand registered apprenticeship and pre-apprenticeship programs
- ❖ \$10.5 Million (\$3.5 Million General Fund / \$7 Million ARPA) to the Youth Development Division of the Higher Education Coordinating Committee (HECC) for a youth workforce program
- \$10 Million in General Fund to Community Colleges for credit for prior learning
- ❖ \$10 Million in ARPA to support programs in Healthcare, Manufacturing and Technology
- ❖ \$85 Million in ARPA to support a competitive grant program administered by the HECC
- \$1 Million in General Fund to the Workforce Talent Development Board (WTDB) to support statewide industry consortia in Healthcare, Manufacturing and Technology
- \$1.5 Million in General Fund to support evaluation and assessment

Priority Population = Communities of color, women, low-income, rural and frontier, persons with disabilities, incarcerated and formerly incarcerated, members of Oregon’s 9 federally recognized tribes, and people who experience employment discrimination due to advanced age.

Outcomes (Prosperity 10,000):

- 50% Women
- 80% complete the program
- 75% employed @ \$17/hr. or more

Our region will receive a guaranteed \$12.5 million over the next 2 years. In addition, \$35 million will go to the statewide Prosperity 10,000 program. McGough pointed out that Prosperity 10,000 started out as a local initiative that Worksystems helped develop along with Representative Reardon. The initial idea failed, but there is now a lot of support for the statewide initiative.

\$85 million will be administered through HECC to support a competitive grant program. There is concern that due to a lack of definition and how these programs will relate to existing local efforts.

McGough explained that this is one-time money, and we will need to think about how we sustain what works well in these programs. We want to spread the wealth, build new service providers, and generate innovative ideas. We also want to consider how do we ensure that other good programs don’t wind up competing for diminished resources when these funds are no longer available.

The Board discussed the funds and ways to leverage the funds to develop and utilize existing networks.

Haulers Graduation

James Paulson and Patrick Gihring provided information about the recent Driving Diversity Haulers graduation. Paulson was the emcee at the graduation and was pleased with collaboration to meet industry needs with the educational opportunity for participants. Mayor Wheeler was also at the event to announce the kick-off of Portland American Rescue Plan workforce program and give the commencement address.

Gihring announced that the event had great press coverage which is very meaningful since this was the first cohort to graduation using City of Portland ARPA funding. Gihring explained that the participants were City of Portland residents and focused on participants who were low-income, people of color, and/or women. We are also applying to provide this program in Washington county and hope to roll that program out in June.

The Board viewed the KGW newsclip. Jenny Weller informed the Board that the participant who was interviewed was a former SummerWorks participant about 10 years ago and interned at Worksystems.

Announcements

The Board decided to cancel the April Executive Committee.

Public Comment

There was no public comment.

Executive Session

The Board went into an Executive Session.

Meeting was adjourned 12:25 p.m.

Worksystems Executive Committee
February 2, 2022
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Sara Ryan, Seraphie Allen, Caryn 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.

Worksystems Executive Committee

January 5, 2022

Zoom Meeting

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 going on 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 receive 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.