

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.

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.

Worksystems Executive Committee

May 5, 2021

Zoom Meeting

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 24<sup>th</sup> – 26<sup>th</sup> 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 CDBG 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 CDBG funds from the Washington County.

*Motion: Roy Rogers motioned to approve applying for the CDBG 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 9<sup>th</sup> 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 64<sup>th</sup> 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.

Worksystems Executive Committee  
February 3, 2021  
Zoom Meeting

Attendees: James Paulson, Travis Stovall, Roy Rogers, Sara Ryan, Bob Tackett, Caryn Lilley, Pam Treece, David Fortney  
Staff: Andrew McGough, Tricia Ryan, Marcia Norrgard, Patrick Gihring, Jenny Weller  
Guests: Kris Oliveira, Katie Sheffeld – Kern & Thompson CPAs  
Quorum was announced and meeting was called to order at 11:30 a.m.

**Consent Agenda.**

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

**Community Development Block Grants (CDBG)**

Andrew McGough explained that Worksystems is approved to apply for \$50,000 CDBG funds from Washington County and \$10,000 in CDBG funds from the City of Beaverton. These funds will be used to fund an Economic Opportunity Program Career Coach in Washington County. We need approval from the Board in order to use and accept CDBG funds from the Washington County.

*Motion: Travis Stovall motioned to approve applying for the CDBG funds. Caryn Lilley seconded the motion. Motion was unanimously approved.*

**Audit Review**

Kris Olivera reviewed the audit documents prepared by Kern & Thompson CPAs. She announced that they are issuing an unmodified clean opinion on compliance for our major programs and Federal awards and that there are no findings. Olivera explained that new accounting standards have been implemented and impacted our footnotes concerning “conditional vs. restricted vs non-restricted” funds. Deferred revenue is now called refundable advances.

Olivera provided a recap of last year. Overall, assets were up \$97,000, however, Federal, State and Local grants were down about \$5 million. This was due to SummerWorks funding being down and a couple grants that ended.

Patrick Gihring informed the Board that Worksystems is currently scoping a large DOL Re-entry grant. McGough anticipates DOL will start to release more competitive grants. State and Local resources will continue to be increasingly important.

The Board discussed the reports.

*Motion: Travis Stovall motioned acceptance of the Audit Review. Bob Tackett seconded the motion. Motion was unanimously approved.*

**Budget Revisions**

Marcia Norrgard provided an overview of the mid-year budget revisions. She announced that we have an additional \$3.5 million in grants. We also now have firm numbers for the other grants, so those numbers have been adjusted. Overall, our revenue projections are up 13%. Community investments are up 11% and expenses are up 9%. We are very focused on getting the additional funds out into the field.

*Motion: Travis Stovall motioned to accept the revised budget. Pam Treece seconded the motion. Motion was unanimously approved.*

## **Government Relations Taskforce Recommendation**

McGough reminded the Board that the Government Relations Taskforce has been reconvened. Jane Leo is chairing the taskforce. Additional Board members are also on the taskforce. The taskforce has requested approval of Board support for SB 623.

The focus of the taskforce has been on SB 623 which was introduced by Lew Frederick and Jeff Reardon. SB 623 is intended to position the workforce system to meet the needs of individuals impacted by the COVID pandemic. This includes the BIPOC community, women, lower income and lower skilled individuals. SB 63 would require a 45-day review of workforce services to ensure services and resources are provided and provides resources to do regional assessments and provide recommendations.

The Board discussed the importance of the bill and their support.

*Motion: Roy Rogers motioned to approve the request of support for SB 623. Travis Stovall seconded the motion. Motion was unanimously approved.*

## **Public Comment**

There was no public comment.

Meeting was adjourned 12:42 p.m.

Worksystems Executive Committee  
December 2, 2020  
Zoom Meeting

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

Quorum was announced and meeting was called to order at 11:30 a.m.

**Consent Agenda.**

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

**Government Relations and State Legislative Session**

Andrew McGough reviewed a draft of the revised Government Relations Taskforce charter. The taskforce will review it at their upcoming meeting. At that meeting, Equity Partners will do a presentation of the COVID Recovery and Workforce Training and Modernization Act. The act enhances the authority for local boards to evaluate State programs and how they are provided at the local level. In addition, it enhances the connectivity between regional circumstances, economy and partnerships and State-level goals and objectives. The bill will allow us to ramp up our capacity to do evaluations and assessment and give us some authority to make recommendations on changes to improve WorkSource services and alignment.

We are also tracking a youth employment package. The package is about making investments in young people, especially youth of color, who have been impacted by the pandemic to ensure they have access to employment opportunities.

It's important our taskforce is organized and ready to make sure State investments are complimentary to the services and programs we support (SummerWorks, for example). It was pointed out that the pandemic has not just created low employment for youth but has also had other broad impacts such as increased violence.

McGough is meeting with Representative Reardon to re-look at the Prosperity 1000 bill that he has championed in previous sessions. The bill was originally designed to provide State resources to better serve the low-income residents of East Multnomah County. We will probably recommend making this a statewide package.

**Grant Update**

McGough explained that we had applied for a \$7 million Economic Development Administration (EDA) grant along with Greater Portland Inc., Clackamas Workforce Partnership and SW Washington Workforce Development Council. We wanted to ensure that workforce development was part of the local economy strategy. Unfortunately, we did not get the grant.

McGough announced that the same partners also submitted a grant application to the Department of Labor (DOL) that is paid for by H1B Visas. This grant could help build career pathways for jobs generally supported by H1B Visas. It will help some of our focus populations have access to these jobs.

Patrick Gihring explained that we received \$1.5 million in CARES Act funding for housing support. Most of those impacted have also lost their jobs and are unable to pay rent. We have broad partnerships focused on that population allowing us to rapidly get the resources out to the community.

Gihring announced that we received \$150,000 funding from the state for a grant that will be used to fund housing costs. The funds are to be implemented with SNAP 50/50 funding for a total of \$225,000. The funds are for food stamp recipients. The grant is intended to link re-employment services with housing services. We are well positioned since we have been working on this overlap for a few years.

Gihring discussed the \$1 million JP Morgan Advancing Cities grant that provides a link between childcare to workforce. With matching funds, we will have \$1.5 million for this effort. The Chase Foundation wants to do a combined press release with us and some of our partners. We are looking at announcing it at the January Workforce Development Board meeting.

We have other grant applications out and we will provide updates on the status of those applications.

### **Audit Update**

Marcia Norrgard explained that the annual audit was done remotely this year. They are wrapping up a few items. So far, there has been nothing of concern identified by the auditors. The audit should be done by January and presented to the committee at the February meeting.

### **Comprehensive Economic Development Strategy (CEDS) Update**

Tricia Ryan provided an update on the CEDS work that is being coordinated by Greater Portland Inc in partnership with Metro. Ryan explained that a CEDS needs to be in place in order to get EDA funding. The plan is used at a regional level as a planning tool.

Worksystems has been heavily engaged in the development of the strategy. For the first time, we were able to get local non-traded sectors into the plan. Non-traded sectors provide goods and services consumed locally and are not exported outside of the region. Examples include Construction and Health Care. Some of these occupations are critical in addressing and increasing economic mobility for BIPOC communities for equitable growth and outcomes. These are high wage and good benefit occupations. They will be calling them “opportunity industries” instead of non-traded sectors. Ryan explained that we have training resources for these industries – Technology, Manufacturing, Health Care and Construction. This will help open-up conversations on a regional level.

### **Other**

The committee agreed to cancel the 1/6/2021 Executive Committee meeting due to the Workforce Development Board meeting on 1/8/2021.

McGough announced that he met with the mayor’s office. Sonia Schmanski will be joining the Board representing the City of Portland.

### **Public Comment**

There was no public comment.

Meeting was adjourned 12:28 p.m.

Worksystems Executive Committee  
November 4, 2020  
Zoom Meeting

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

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

### **Welcome and Introduction of New Member**

Andrew McGough introduced our new Executive Committee member, David Fortney. Fortney was elected to the committee at the October Workforce Development Board meeting. He replaces Carl Moyer. Fortney is the Workforce Development Planner/Manager at PGE.

McGough announced the Cupid Alexander has accepted a new position and will no longer represent the City of Portland. McGough has reached out to get a new alternate for Mayor Wheeler.

### **Consent Agenda.**

*Motion: Travis Stovall motioned to approve the September 2020 minutes. Caryn Lilley seconded the motion. Motion was unanimously approved.*

### **2021-2025 Plan Update**

McGough explained that the Workforce Development Board is responsible for producing a regional workforce plan. We were working on the plan prior to the pandemic. Due to the pandemic, the State has extended the dealing to March 2021.

McGough announced that the goals and strategies are still relevant. Our plan needs to align with the regional economic recovery plan. McGough explained that a lot of work has already been done over the last several months. We will need to look at the economic impact COVID has had on the workforce and the retooling of skills needed due to the downturn. We need to acknowledge that some jobs may not exist in 5 years due to a variety of reasons such as Robotics.

We will put together a team to focus response on the regional level and to ensure it's in sync with the Columbia Willamette Workforce Collaborative. We need to have a draft of the plan ready by mid-February for public comment. We'll get input from the Board, partners and groups that we frequently work with.

It was recommended that we open a dialogue with the Westside Economic Alliance members to get their input.

### **Government Affairs Committee**

McGough reminded the Board that last year we set up a Government Affairs Taskforce chaired by Jane Leo. The purpose of the taskforce was to develop ways to coordinate our work around the Federal delegation, State legislators and local elected officials. McGough would like to reconvene the taskforce and explore some of the opportunities that may be in the next session.

The Board agreed that we should reconvene the taskforce. We need to have something to move forward such as feedback from employers. We could use this to help influence our conversations with legislators. McGough mentioned that a couple policy packages that will be proposed at the next session.

Oregon Workforce Partnership (OWP) has been working with a couple legislators around concerns with the Oregon Employment Department (OED) and concerns about unemployment insurance response. Looking at ways to reorganize some of the non-unemployment insurance services that they provide:

- a. To get them to focus on fixing the unemployment insurance challenges and
- b. Potential response to COVID downturn to make sure regions and local services have more of a say in how services are delivered when we head into economic recovery

It would be helpful to have a taskforce to generate some ideas. It could be helpful for the taskforce to make the rounds with legislators, get their input and inform the new legislators of the work of the Portland Metro Workforce Development Board (WDB). It was also recommended that we meet with other organizations such as Westside Economic Alliance.

McGough will update the charter and will reach out to the Board to find members for the taskforce. He will reach out to Jane Leo to see if she would be willing to chair the taskforce again.

### **Oregon Health Authority Grant (OHA)**

Patrick Gihring informed the committee that staff have been working for several years to link workforce development and housing. The need has excelled under the COVID economic crisis. Food service and retail workers have been hit the hardest and many risk being evicted. Many of these jobs will not be coming back and we need to help re-career these workers. We have a strong system alignment and relationships in place to help them re-career while they have housing.

Gihring reported that Worksystems receive another \$500,000 from OHA to support this effort. We've already received \$1 million for the effort. We can leverage these funds with a 50% Snap match. The funds are available through December 2020. The funds allow us the flexibility to pay for rent in arrears and can be used to compliment other restricted funding. We can also pay for income replacement. These funds are being distributed through WorkSource Portland Metro and our partners.

The committee commented on the need to partner with municipalities to bring all parties together to encourage a comprehensive and cohesive system.

### **Public Comment**

There was no public comment.

Meeting was adjourned 12:28 p.m.

Worksystems Executive Committee  
September 2, 2020  
Zoom Meeting

Attendees: James Paulson, Travis Stovall, Roy Rogers, Sara Ryan, Cupid Alexander, Bob Tackett, Caryn Lilley  
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: Roy Rogers motioned to approve the Consent Agent consisting of the August 2020 minutes and Schedule of Insurance. Bob Tackett seconded the motion. Motion was unanimously approved.*

**PPP Loan Update**

Marcia Norrgard informed the Board that Worksystems received PPP funding on August 6, 2020 in the amount of \$783,257. Once we have used up the full amount we will apply for forgiveness of the PPP loan. We do not anticipate any roadblocks in having full forgiveness of the loan.

**Update on Grants**

Patrick Gihring provided an update on the JP Morgan Chase grant and the CARES Housing funding.

JP Morgan Chase has recommended funding to their Board. We applied for a Thriving Cities grant based on a pilot we did to link childcare for low income households and occupational training for middle income jobs. We were very successful with the program. We believe we will have a \$1 million award soon.

We received \$144,000 from the City of Portland Office of Community and Civic Life for housing support for people who are re-entering from incarceration. The support is for 3 months and does not cover rent in arrears. This will provide for staff support to work with participants and landlords that take people with criminal records. We will incorporate this with our SNAP 50/50 grant to increase funding to about \$250,000. We are going after more funds to add more support in both counties. The on-going strategy is connecting housing services with workforce development.

**Update on SummerWorks**

McGough provided a SummerWorks update. He explained that the program is supported by a variety of funders including the City of Portland, Multnomah County and Washington County. We also have about 50 partner organizations that help connect youth to these opportunities. Our budget is down about \$1 million from last year. The need is greater than the number we can serve. We had 731 applicants; however, we will only be able to serve 430 youth with a mix of paid work and other learn & earn opportunities. We are continuing to evolve the program to a year-round model offering a broader array of activities and experiences.

**Board Elections in October**

McGough announced that we have Board elections in October. He will reach out to current Executive Committee private sector members to see if they want to continue on the Executive Board. He will also reach out to the Workforce Development Board (WDB) private sector members to see if anyone is interested in running for a seat. The voting will take place electronically and the results will be announced at the October WDB meeting

**Public Comment**

There was no public comment.

Meeting was adjourned 12:28 p.m.