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 on 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.

The City is working closely with Prosper Portland and Worksystems to deliver the technical assistance and workforce training programs. Prosper Portland will launch a Request for Proposal (RFP) to select service providers who can deliver business technical assistance to local underrepresented construction firms. The target date for RFP is 3/2/2020.

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.
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
  - Apprenticeship funding added
- Non-Federal funding
  - Increase in Prosper Portland funding due to the COEP grant
  - Increase in DCJ grant and Apprenticeship grant – Multnomah County
  - 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
  - Salaries and benefits – extended 2 limited term duration staff (LTD) to June 30
  - Added funding for temp staff
  - 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 oversee. 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.
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 12:59p.m.
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 12:43p.m.
Worksystems Executive Committee
June 5, 2019
1618 SW 1st Ave., Suite 450
Portland, OR

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Andrea Valderrama, Carl Moyer, Bob Tackett, Caryn Lilley, Pam Treece

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

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

Consent Agenda Motion

Motion: Pam Treece motioned to approve the consent agenda consisting of the March 2019 Minutes and the updated Code of Conduct. Caryn seconded the motion. Motion was unanimously approved.

Welcome

James Paulson thanked Roy Rogers for setting up the tour of the Hillsboro Sheriff’s office and Jail.

Budget

Andrew McGough explained that we are still working on the PY19 budget, so we are using this time to brief the board on the draft budget. He explained that we knew we would be getting some cuts but just received the final numbers from the State a few days ago.

McGough explained that Federal Resources have steadily declined over the years. In 2000 the State received over $60M. This year it’s $28M. These funds serve as the foundation of our budget. We have become more aggressive in diversifying our funding streams. However, over the past couple of years there have been no major Federal competitive grants and we don’t see any on the horizon.

The other challenge is that the Federal grants are large grants from $5 M to $12. We won’t see those large grants at the State and Local levels. However, it’s just as challenging to manage a large grant as it is to manage a small grant.

We have been able to have more carry-over as a result of large Federal grants. As the Federal grants have diminished, we have had to use the carry over. As a result, there will be less carry-over moving forward.

Some of our programs, such as SNAP 50/50, are growing but not fast enough to replace the reduction in Federal funding. Unfortunately, budget resources consider the number of people who are unemployed, but it doesn’t take into account the number of people who are under-employed or completely out of the labor market. It also doesn’t consider the skills-gap for jobs that are open.

McGough explained that we communicate the budget numbers with the providers prior to negotiating contracts. Our challenge is we don’t have enough resources to maintain the way we are organized. Continuity in funding levels is important to effectively provide and manage services.
Roy Rogers requested a 2-3-year trend/projection. We will schedule a meeting to have the Finance sub-committee take a deeper dive.

The Executive Committee discussed the need for messaging to provide a reflective piece of what trends have been to provide a more complete story.

- Make sure we include the 2020 Strategic planning in our messaging.
- What are the impacts on providers and clients? Important for decision makers to understand the impact on service delivery. Numbers come after we have the vision.
- Would like to hear from providers to hear what the impact the cuts will have on service delivery.
- Need early key messages going to legislative champions.
- Need to have conversations at the Local, State and Federal levels.

**2020 Local Plan**

In 2020 we are required to update our local plan. This will be an opportunity for us to engage with the community to see what kind of changes they’d like to see and what type of changes they are likely to see. The Committee requested we add the 2020 Strategic planning on each agenda.

**Public Comment**

There was no public comment.

**Executive Session**

The Board went into Executive Session to discuss employment contract at 12:45 p.m.

Meeting was adjourned at 1:00p.m.
Worksystems Executive Committee
May 10, 2019
Hillsboro Sheriff’s Office
215 SW Adams Ave.,
Hillsboro, OR

Attendees: James Paulson – Chair, Roy Rogers, Carl Moyer, Bob Tackett, Pam Treece
Executive Session Only Via Conference Call: Travis Stovall – Vice Chair, Caryn Lilley

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Jenny Weller
Guest: Holly Whittleton

Executive Session was held from 11:00 – 11:30 a.m.

The Executive Committee will hold an executive session to review communication with legal counsel with regard to potential litigation. The executive session is being held pursuant to ORS 162.660(2)(h). This session is closed to the public.

Meeting Notes:

Sherriff Koch and his staff provided an overview of the Sheriff’s office and Hillsboro Jail. One of their goals is to make education available to inmates. As a result of a re-entry (LEAP) grant that Worksystems received 3 years ago, they were able to partner with Worksystems to provide inmates a career coach to help bridge the gap between the inside and outside. The program resulted in a 50% reduction in recidivism. The Oregon Employment Department continues to provide a staff person to help inmates register with WorkSource Oregon, take the NCRC tests and help them navigate the system so they know what options and/or opportunities are available to them.

The group was then taken on a tour of the facility.

Meeting was adjourned at 12:47 p.m.