



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
June 7, 2023
Zoom Meeting

Attendees: Travis Stovall – Vice Chair, Carmen Rubio, Christina Ghan, Caryn Lilley, Paul Brown, Josh Hall

Staff: Andrew McGough, Patrick Gihring, Tricia Ryan, Andy Fitch, LeeAnn Bronson, Jenny Weller

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

Consent Agenda

Motion: Paul Brown motioned to approve the consent agenda consisting of the May 2023 minutes. Caryn Lilley seconded the motion. Motion was unanimously approved. Josh Brown abstained.

Proposed PY23 Budget

Andrew McGough explained that our program year (PY) runs from July 1st – June 30th. McGough explained that the proposed budget is an estimate based on current information and circumstances which are both subject to change. For example, we have more than \$13 million in pending grant proposals, but the numbers won't be certain until later in the fall. As a result, there will be adjustments to the budget. Those adjustments will be presented to the Board around December.

LeeAnn Bronson reviewed highlights of the proposed budget.

- We are increasing our revenue and expenses by 3% and can retain a rate of 80% in community investments.
- We had an 18% decrease in W.I.O.A Federal funding for adult and youth services and a 1% decrease for rapid response services. However, because of increased carry-in and adjusting for the reserve, we are estimating we'll use 1% more of W.I.O.A. funds.
- We have a larger carry-in of reserved dollars for rapid response services and youth services.
- Spending of Federal funds for the Prosperity 10K/Future Ready is going to ramp up this year. During the current PY, we've been spending state funding.
- Overall, competitive Federal funding is up 31% for PY23.
- State funding is down 52% due to grants expiring.
- Other non-Federal funding is up 16%.
- Overall revenue is up 3%.
- Community investments are about \$27.2 million and represent 80% of our expenses.
- Coordination and Administration expenses are up 7%.

The Board discussed the budget

Motion: Josh Hall motioned to approve the proposed PY23 budget. Caryn Lilley seconded the motion. Motion was unanimously approved.

Monitoring Letter

McGough announced that each year the State does a comprehensive review of all the resources related to W.I.O.A. and other state resources. This year's monitoring letter essentially says that there were no findings, no observations, and no concerns. In addition, Worksystems' fiscal system of expenditure authorization and recording keeping is sufficient and provides reasonable accounting control over assets, liabilities, revenues, and expenditures.

Announcements:

The Workforce Development Board meeting is on July 14th.

Public Comment:

There was no public comment.

The meeting was adjourned 12:17 p.m.

May 3, 2023
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Sara Ryan, Christina Ghan, David Fortney, Paul Brown

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

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

Future Ready Oregon

Andrew McGough provided an update on the Future Ready Oregon grant. The grant aims to provide rapid assistance to those most impacted by COVID-19. The grant will provide career coaching, job placement, wraparound support services, and stipends for training. The grant should result in 680 enrollments with 62% of participants being people of color and an average wage of \$22.38 per hour.

McGough discussed the progress of the Future Ready program and the need for a shared definition of Oregon's workforce systems. McGough discussed the goal of aligning resources and reducing silos among the five state agencies to improve outcomes for job seekers and employers.

WorkSource Oregon Definition

McGough reviewed the Governance Assessment of WorkSource Oregon. McGough explained that WorkSource Oregon is not well defined or understood by stakeholders and customers. This is contributing to a lack of accountability and ability to effectively focus on continuous improvement.

McGough announced that Paul Brown is now part of the Continuous Improvement Committee (CIC). Part of the job of the CIC committee is to conduct an annual assessment of the public workforce system. There have been two assessments and the last one was a governance assessment. McGough reviewed the steps outlined in the assessment:

- Step One: Using the mapping of WorkSource Oregon in the Governance assessment as a guide, establish a clear definition of the WorkSource Oregon system.
- Step Two: Educate and engage the Governor, Legislators, and Agency Directors on the definition of the system who the system serves and the impact its programs have on customers (Job Seekers and Employers).

The Board discussed ways to improve government services and looked to other states, such as Texas, for inspiration. They also considered potential obstacles and the challenges of improving state agencies' services and resources. They talked about the need to demonstrate the positive outcomes achieved by other states and present the findings to the governor to gain support for change. They also identified the need for advocacy to maintain funding after the ARPA dollars expire in 2026.

McGough reviewed the next steps:

- CIC approve WorkSource Oregon definition and send to the Workforce Talent Development Board (WTDB)

- WTDB approve definition.
- WTDB and Oregon Workforce Partnership (OWP) leadership meet with the Governor.

Consent Agenda

Motion: Roy Rogers motioned to approve the consent agenda consisting of the March 2023 minutes. Travis Stovall seconded the motion. Motion was unanimously approved.

Announcements/Misc.

James Paulson expressed concern about the tolling project and advocated for higher income thresholds for tolling subsidies.

Roy Rogers requested we look at a hybrid mix of virtual and in-person meetings for better interactions and idea exchange. Paulson explained that we've been working on that but want to make sure we don't just get together for the sake of getting together. We want to make sure there is value to in-person engagement.

Public Comment

There were no public comments.

The meeting was adjourned 12:13 p.m.

March 1, 2023
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Sara Ryan, Caryn Lilley, Josh Hall, David Fortney, Paul Brown

Staff: Andrew McGough, Patrick Gihring, Tricia Ryan, Andy Fitch, LeeAnn Bronson, Jenny Weller

Guests: Kris Sheffield and Katie Oliveira – Kerns & Thompson

Quorum was announced and meeting was called to order at 11:3e a.m.

Consent Agenda

Motion: Caryn Lilley motioned to approve the consent agenda consisting of the February 2023 minutes. Josh Hall seconded the motion. Motion was unanimously approved.

Audit Review

Andrew McGough introduced Kris Sheffield and Katie Oliveira from Kerns & Thompson. Oliveira and Sheffield provided a review of the PY2022 Audit. Oliveira explained that they audited 4 programs this year: WIOA Cluster, Emergency Solutions Grant Program, Emergency Rental Assistance Program and the Coronavirus State and Local Fiscal Recovery Funds.

Oliveira announced that there were no reportable findings. One minor item was included in the management letter. As a result, they issued an unmodified clean opinion for WSI's financial statements.

Oliveira and Sheffield reviewed the financial statements and the differences between PY21 and PY22. Oliveira reviewed the footnotes. The Board discussed the financial statements.

Oliveira reviewed the Governance letter issued by Kerns and Thompson. The letter discusses the financial statements and how they felt the audit process went. The letter reports that it was a clean audit process with no major issues. There was one minor compliance issue on the Federal Funds and one of the procurements done by Worksystems. The procurement did not have an up-to-date Sam.Gov check.

Andy Fitch reported that, per the Boards request, one set of credit card transactions was reviewed by the auditors.

The Board discussed the reports and congratulated staff on another great audit.

Motion: Travis Stovall motioned to accept the audit reports. Caryn Lilley seconded the motion. The motion was unanimously approved.

Budget Update

Andy Fitch and LeeAnn Bronson reviewed the mid-year budget update. Fitch explained that a slight change has been made in the presentation of the budget. The change is in the "Reserved for Future Years" line. It helps show how much of our receivables we expect to carry-over into the next year.

Fitch explained that total Federal funding is projected to be down about \$1 million due to some carry-over into next the next PY.

The State of Oregon funding is down about \$4 million from our original projection. We have yet to receive a ARPA contract agreement for this PY. As a result, the funds have been reclassified into the future years line.

The total non-Federal funding is down about \$800,000 from the original projection. Many of the decreases were funds that were reclassified to the future funds line.

Fitch announced that our Community Investments are about 80%.

The Board discussed the budget.

Moton: Travis Stovall motioned to accept the revised budget. Roy Rogers seconded the motion. Motioned was unanimously approved.

Announcements/Misc.

Roy Rogers discussed how alternative forms of training and certification needs to be part of the workforce solution.

Roy Rogers discussed the need to discuss promoting the efforts and performance of the workforce board, particularly Worksystems.

Public Comment

There were no public comments.

Meeting was adjourned 12:52 p.m.

Worksystems Executive Committee
December 7, 2022
Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Christina Ghan, Sara Ryan, Caryn Lilley, Josh Hall, David Fortney, Paul Brown

Staff: Andrew McGough, Patrick Gihring, Andy Fitch, Janice Frater, Jenny Weller

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

Consent Agenda

Motion: Paul Brown motioned to approve the consent agenda consisting of the November 2022 minutes. Caryn Lilley seconded the motion. Motion was unanimously approved.

Monitoring Review

Janice Frater (Compliance Manager) and Andy Fitch (CFO) reviewed the Worksystems Subrecipient Monitoring Report. Frater explained that Worksystems manages program design, oversight, and funding through subrecipient service contracts with community partner contractors. To ensure that funder and contract requirements – including program implementation and performance outcomes, participant eligibility, and spending on allowable activities are being met, Worksystems staff provides a robust assortment of both formal and information training and monitoring over the course of the program year. If needed, Worksystems staff also provide capacity building and technical assistance to contractors.

Fitch provided an overview of the Fiscal monitoring elements which include risk assessments, ensuring compliance with fiscal terms and conditions of subrecipient contracts, ensuring accurate financial reporting, and issuing reports on monitoring results. Fitch explained that throughout the year, his staff also provides on-going training to the contractors to help them overcome potential problems.

Fitch announced that results have improved this year, with fewer findings and observations than in past years. To date, no subrecipients have been placed under corrective actions. This is attributed in part to the technical assistance provided by the fiscal team on an on-going basis.

Frater explained that there are several aspects of program monitoring which include contract manager oversight, desk review documentation of performance results, and a field visit to review and document site-based work. Staff oversee subrecipient agreements year-round. The desk reviews and field visits are done annually. A Program Monitoring Workbook is used to document all elements of the monitoring review and is available for review during funder monitoring and audits of Worksystems.

Frater reviewed the PY21 process and results. Frater announced that we did not have any corrective action and did not write any technical assistance plans to our PY21 subrecipients. We are now in the process of planning for PY22 monitoring. Frater and Fitch explained that the Fiscal and Program teams meet each year to look at the process and make any needed adjustments to the process.

Tricia Ryan explained that capacity building is one of our core values. The funds we manage and pass through are very complex which can be a limiting factor and barrier for organizations that may not currently have the capacity to be successful in managing the complex funding. Our team spends a lot of time helping organizations comply with all the funding rules and requirements.

By-law's revision

Andrew McGough reviewed the changes that the Board recommended to the by-laws. The Board wanted the by-laws to reflect our Governing Board's commitment to appoint members that are reflective of the broader community and our goals and objectives to provide services to under-served populations. McGough reviewed the change in the language concerning the Executive Committee serving as the Worksystems Board of Directors.

McGough explained that the decision ultimately rests with the Governing Board. If they approve, we will present the changes to the Workforce Development Board at the January meeting.

Board Survey Results

Jenny Weller reviewed the results of the recent survey to the Board concerning in-person vs. virtual Board meetings. The responses indicate that a majority would like the annual meeting to be in-person. For the other meetings, the results were split between meeting in-person and a hybrid option. However, the comments indicated that those who supported the hybrid option would prefer virtual meetings.

The Board discussed the difficulties of running a hybrid option. They felt having the annual meeting in-person was a good option. They felt that there needs to be a compelling reason to meet in-person instead of virtually and suggested we look at ways to create more space and interaction in the virtual meetings? The Board suggested we create more opportunities for hands-on learning and field trips. McGough and staff will look at ways to create opportunities for Board interaction and learning opportunities.

Announcements/Misc.

The Board decided to cancel the January 4, 2023, Executive Committee meeting.

Weller announced that NAWB Forum early bird registration ends 12/15. She will send out another email with information. McGough is submitting a presentation proposal around Senate Bill 623.

Public Comment

There were no public comments.

Meeting was adjourned 12:20 p.m.

Worksystems Executive Committee
November 2, 2022
Zoom Meeting

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

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

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

Consent Agenda

Motion: Travis Stovall motioned to approve the consent agenda consisting of the October 2022 minutes and Schedule of Insurance. Caryn Lilley seconded the motion. Motion was unanimously approved.

Metro Board Membership

Andrew McGough reviewed the member make-up of the Portland Metro Workforce Development Board (WDB) and Private Sector Representation requirements. He explained that at least 51% of the WDB must be private sector representations. The Governing Board can choose to add more public sector members.

McGough explained that based on the 2020 Census data the make of the private sector representatives for each jurisdiction is:

2020 Census Data

LOCAL BUSINESS REP				
<u>Governments</u>	<u>Population</u>	<u>Ratio</u>	<u># Reps</u>	<u>Vacancies</u>
Multnomah	174266	12%	2	0
City of Portland	641162	45%	8	2
Washington	600811	42%	7	1
Total	1416239	100	17	

Commissioner Jayapal discussed adding a representative from Portland Metro to the WDB. Metro is increasingly involved in regional economic and workforce development. This would mean we'd need to add at least 1 more public sector representative to the WDB. It was agreed that it should be a Metro Elected Official to elevate the issues within the staff. McGough explained that we Worksystems already does a lot of work with Metro. Adding them to the WDB would add a higher level of connectivity.

The Board discussed the possibility of also including the Metro representative on the Executive Committee. McGough explained that this would require changed the By-Laws and Consortium Agreement to change the composition of the Board. It was agreed that, at this point in time, we would not add Metro to the Executive Committee.

McGough will draft up a letter to Chair Peterson for the Governing Board to approve and schedule a meeting with Metro.

The Board discussed adding more Private Sector Representatives. McGough will look at options and will come back with a couple scenarios.

NAWB Forum

McGough explained that the 2023 NAWB Forum is in-person this year. The event is happening in March. It's a good opportunity for members to learn about workforce development efforts in other states. Jenny Weller will send more information.

Oregon Workforce Partnership is working on setting up a dinner for the Oregon Workforce Boards and hill visits. McGough will work on proposals for presentations.

Weller will send out information about other opportunities as it becomes available.

Public Comment

There were no public comments.

Executive Session

The Committee went into an Executive Session to discuss an HR issue.

Meeting was adjourned 12:24 p.m.

Worksystems Executive Committee

October 5, 2022

Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall – Vice Chair, Roy Rogers, Christina Ghan, Susheela Jayapal, Sara Ryan, Caryn Lilley, 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 September 2022 minutes and Schedule of Insurance. David Fortney seconded the motion. Motion was unanimously approved.

Staff-Management Committee Charter Update

Tricia Ryan provided an update on the Staff/Management Committee. The proposed committee would be a forum for staff and management to discuss working conditions, employment issues and other staff concerns. Ryan explained that we received a legal opinion that such a committee would be in violation of the National Labor Relations Act (NLRA).

Ryan reminded the Board that a concern at the last meeting (thanks, Josh) that the committee could be considered an employer dominated organization. The Board requested that the committee proposal be reviewed by our attorney. Our attorneys reviewed the charter and informed us that the proposed committee is considered unlawful and in violation of the NLRA. Ryan reviewed the attorney's findings and why the proposed committee is considered unlawful.

Ryan explained that Worksystems remains committed to formerly soliciting feedback from staff in a manner that is compliant with the law. Our attorney is looking at other formal and legal ways to solicit feedback from staff.

The Board discussed the information and requested an Executive Session at the next meeting for a more in-depth discussion.

Executive Committee Vacancy and Elections

Andrew McGough announced that Carl Moyer had to resign from the Board due to family issues. As a result, we have a vacancy on the Executive Committee. McGough has reached out to the private sector Board members about the vacancy. In addition, our bi-annual election of the Executive Committee will be held at the annual meeting of the Workforce Development Board in October. The question was raised about postponing the election. McGough explained that our By-laws state that the election shall be held bi-annually at the annual meeting which is the first Board meeting on or after September 1.

We will send out the slate prior to the meeting to allow Board members time to vote. We will announce the results of the vote at the October Board meeting.

October Workforce Development Board (WDB) Meeting

McGough reviewed the agenda for the Annual WDB meeting.

The Board discussed exploring the possibility of returning to in-person WDB meetings in 2023. There was a concern about a rise in COVID during the winter months and the environmental impact due to more people driving their vehicles. A suggestion was made about surveying the WDB. Staff will send a survey before the end of the year.

Public Comment

There were no public comments.

Meeting was adjourned 12:11 p.m.

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.