

# Portland Metro Workforce Development Board

## 12-month Meeting Minutes Records

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### Portland Metro Workforce Development Board

Oct 11, 2024

8:00 – 9:30 a.m.

Virtual Meeting

#### **In attendance:**

James Paulson (Chair), Travis Stovall (Vice Chair), Ashton Simpson (Lynn Peterson alt), Bob Gravely, Caryn Lilley, Christopher Olson, David Fortney, Deanna Palm, Elizabeth Mazzara Myers, Hayley Watson, Joe McFerrin II, Josh Hall, Kate Baker, Keith Mays, Lisa Skari, Molly Rogers, Nina Carlson, Pam Hester, Paul Brown, Rolanda Garcia, Roy Rogers, Shea Flaherty Betin, Stephanie Svendsen, Tom Pillar

#### **Staff:**

Andrew McGough, Patrick Gihring, Adriel Person, Tricia Ryan, Kelley Ilic, Andy Fitch, Rachael Brown

#### **Guests:**

Daelynn Moyer, Noel Woods, Adrienne Chaille, Bill Berg, Brannigan Vogt, Kimberly Moua, Kim Larson, Mindful Montessori representative, Sandra Valdivia, Chris Brady, Justina Williamson

#### **Call to Order:**

The meeting was called to order at 8:02 am and a quorum was established at 8:06 am.

#### **Consent Agenda:**

Travis Stovall motioned to accept the consent agenda consisting of the July 2024 minutes. Paul Brown seconded the motion. Motion was unanimously approved.

#### **Election Results and Staffing:**

Andrew announced the unanimous approval of the board election slate, with James Paulson as chair, Travis Stovall as vice-chair, and Paul Brown, Dave Fortney, and Caryn Lilley as private sector representatives. Rachel Brown, the new communications manager, introduced herself. Andrew mentioned recent retirements and staffing changes and thanked the members of the newly formed government relations task force.

#### **Government Relations Task Force Agenda:**

Andrew led a discussion about the upcoming agenda for the task force, emphasizing the need for alignment with large governmental partners and the importance of contributions from all team members. He acknowledged that the agenda was preliminary due to the upcoming elections, which could

significantly impact priorities and actors at various government levels. Andrew highlighted some persistent challenges and opportunities, such as housing affordability, homelessness, mental and behavioral health needs, semiconductor manufacturing expansion, and infrastructure improvements. He stressed the importance of preparing Oregonians for the job opportunities these developments would bring. Andrew also discussed the reauthorization of the Workforce Innovation Opportunity Act, the potential state-level bills, and the partnership with Metro and the city of Portland, emphasizing the importance of wrap-around supports for workforce development.

### **Improving Coordination and Alignment in Work:**

Andrew led a discussion about the need for better coordination and alignment in their work, particularly in relation to funding and legislative events. Roy suggested the idea of a single organization for funding administration, which Andrew agreed was a valuable point. The team also discussed the challenges of working with multiple funding streams and the need for aspirational goals for the future. Andrew proposed taking a leadership position to advocate for changes to improve effectiveness and suggested aligning with other sister organizations to refine their legislative agendas. The team agreed to discuss these ideas further in their next call. Patrick then introduced the topic of Arpa programming, indicating that he would be introducing a series of guests to share their experiences and insights.

### **Economic Impacts and ARPA Program Updates:**

Patrick discussed the economic impacts of the pandemic and the funding provided by the Federal Government to states and municipalities. He highlighted the focus on sectors like restaurants, retailers, and preschools, which were among the most impacted. He introduced two strategies under their ARPA programs: Rapid Recreating and the Paid Work Opportunity Program. Justina Williamson, the workforce development manager, provided an update on the progress of the Portland program, which aimed to support restaurants and retail businesses. The program has placed 255 workers in small businesses across Portland, earning over a million dollars in wages and bonuses, and supported 110 businesses across 13 different industries.

### **Childcare Solutions and Collaboration Strategies:**

Patrick Gihring and Adriel Person discussed the significant work of their team and highlighted the importance of their collaboration with Washington County, Worksystems, Inc., and Portland Community College. Adriel emphasized the need for childcare solutions due to the pandemic's impact on the industry, with a focus on Washington County's growing population of children under six. She also mentioned the ongoing Washington County Childcare Forum and the goal of placing 60 workers in preschools by June 2025. Bill Berg, the business development manager for the city of Beaverton, shared his team's efforts to support childcare businesses and open more childcare slots in the city.

### **Workforce Development in Early Childhood Sector:**

Bill Berg and Kim Larson discussed the importance of workforce development for businesses, particularly in the early childhood sector. Kim highlighted the goal of placing 60 workers by June 2025 and the comprehensive support system in place for career coaching, scholarships, and life supports. The program aims to increase available positions and opportunities within early childhood, benefiting not

only Preschool for All but also Multnomah County and neighboring counties. Roy Rogers asked about the ROI on investment for businesses, to which Bill responded that there have been studies showing a good ROI, but it depends on the business. Nina Carlson asked for clarification on how the program would benefit neighboring counties, to which Kim explained that the program supports educators across counties, and the benefits would be seen in their professional development. Patrick Gihring mentioned a broader workforce development program that includes career coaching and paying for trainings and certifications.

**Public Comment:**

The floor was opened for public comment. There was no public comment.

**Adjournment:**

The meeting adjourned at 9:30 am.

**Action Items:**

- Andrew to refine and finalize the legislative agenda based on feedback received
- Government Relations Taskforce to brainstorm list of 5-6 key organizations to align messaging with on legislative priorities
- Andrew to incorporate bolder, more direct statements about improving funding effectiveness into messaging around the legislative agenda
- Andrew to organize vote for chair of Government Relations Task Force at next meeting
- Worksystems team to continue efforts to place 60 workers in preschools by June 2025
- Bill to send Commissioner Rogers articles on ROI of childcare support for businesses
- Patrick to provide more details on broader workforce development program for early learning occupations at a future meeting
- Andrew to schedule meetings with elected officials post-election to discuss legislative agenda.
- Government Relations Task Force to work on getting partner organizations to join and support the legislative agenda

Meeting minutes respectfully submitted by Leanne Murray.



## Portland Metro Workforce Development Board

July 12, 2024  
8:00 – 9:30 a.m.  
Virtual Meeting

**In attendance:** James Paulson - Chair, Travis Stovall – Vice Chair, Roy Rogers, Anneleah Jaxen, Caryn Lilley, Dave Nielsen, David Fortney, Deanna Palm, Keith Mays, Kelly Baumann, Maurice Rahming, Paul Brown, Pam Hester, Joe McFerrin, Rolanda Garcia, Stephanie Svendsen, Tom Pillar

**Staff:** Andrew McGough, Andy Fitch, Barb Timper, Cynthia Chand-Hopkins, Jenny Weller, Jesse Aronson, Leanne Murray, Patrick Gihring, Tricia Ryan

**Guests:** Daelynn Moyer, Noel Woods

**CALL TO ORDER:** The meeting was called to order at 8:04 am. Quorum was not achieved until 8:53 am.

### Introductions

Andrew introduced Leanne Murray as his new Executive Assistant and announced that Elizabeth Mazarra Myers has joined the board. Elizabeth is the Executive Director for the Westside Economic Alliance.

### Consent Agenda

Roy Rogers motioned to accept the consent agenda consisting of the January 2024 minutes. Travis Stovall seconded the motion. Motion was unanimously approved.

### Strategic Plan and Budget

Andrew presented the final 2024 – 2028 Strategic Plan and detailed the plan’s four goals, as well as the 2024 priorities and the success and progress indicators for each.

The goals are:

1. The regional public workforce system is coordinated to provide integrated services, accessible training funds and resources, and pursues continuous improvement to provide maximum value for employers, job seekers, workers, post-secondary education providers, and community-based partners.
2. All job seekers, with a focus on those who do not have equitable access to the economy, are connected to the training and support necessary to enter quality jobs.
3. All youth, with a focus on those who have not had equitable access to opportunities, gain the skills and experience to succeed in the workforce.
4. Employers can recruit and retain the talent they need to fill quality jobs through the public workforce system.

Andrew elaborated on the plan by presenting revenue details, noting that WSI projects PY revenue to be \$37.6 million coming from 23 funding sources and 60 unique grants. The corresponding expenses are made up of 80% in community investments, 12% in coordination activities, and 8% in administration activities. He went into further detail about sub-categories within each of those expense categories to

illustrate how the funds would be distributed. Andrew also broke down the investments by Goal and listed the providers receiving funds to meet the goals.

Discussion included inquiries about the To Be Determined amounts allocated to each Goal. Specifically for Goal 3, those amounts reflect contracts that are being finalized now, so we can accurately anticipate the revenue and expenses. The amount listed for Goal 4 represents the Future Ready program that runs through June 2026 and is dependent on the Prosperity 10,000 components. The work and contracts are still being developed, so we don't yet know how it will be broken out. Jesse shared that WSI has been awarded a State Maritime Workforce grant that will be allocated soon, as well as the EDA's Build Back Better Challenge grant awarded to the Mass Timber Coalition in Oregon. We received a sub-award, and the contract was executed this week. Preschool for All in Multnomah County is another large investment we've received and haven't programmed all the funds yet. Other proposals and grant applications we're expecting.

Regarding the budget and impact, this WDB would benefit from demonstrating how its support gives community partners additional leverage when they apply for other funds.

### **Government Relations Task Force**

We'll be reaching out to those who volunteered to participate in order to schedule a kick-off meeting in August. The group will explore state, federal, and local issues that we want to pursue. Government relations staff from Washington and Multnomah counties will also participate.

**Public Comment:** The floor was opened for public comment. There was no public comment.

This is the last meeting Jenny Weller will be a part of as she is retiring. Many board members expressed their fondness for Jenny and their appreciation for all the work she has done over the years. There will be a retirement party to honor her and two other Worksystems retirees on Tuesday, August 20. WDB members will receive an invitation soon.

The meeting adjourned at 9:04 am.

Meeting minutes respectfully submitted by Leanne Murray.



## **Portland Metro Workforce Development Board**

April 26, 2024

10:45 a.m. – 12:30 p.m.

PCC Willowcreek WorkSource Center

**In attendance:** James Paulson – Chair, Christina Ghan, Lori Stegmann, Bob Gravely, Dave Nielsen, David Fortney, Deanna Palm, James Posey, Josh Hall,, Lisa Skari, Molly Rogers, Pam Hester, Paul Brown, Stephanie Hurliman

**Staff:** Andrew McGough, Patrick Gihring, Jesse Aronson, Jenny Weller

**Guests:** Courtney Martin – Intel, Diane Vidmantas – Intel, Chair Harrington – Washington County

### **CALL TO ORDER:**

The meeting was called to order at 10:46 a.m. Quorum was not obtained

Pam Hester welcomed the Board and guests to PCC Willowcreek WorkSource Center.

### **Consent Agenda**

Quorum was not obtained. The consent agenda was not approved.

### **Quick Start to Semiconductor Training**

Jesse Aronson – Adult Services Workforce Manager at Worksystems, Pam Hester –Community Workforce Development Program Dean at PCC, and Diane Vidmantas, Director of Business Operations at Intel reviewed the program background program design, and timeline of the Quick Start Semiconductor training program through PCC. They explained that Intel, Worksystems, and City of Hillsboro applied for and received a State of OR Strategic Innovation grant of \$200k to seed fund the program. The City of Hillsboro and Worksystems contributed additional funds to get the program off the ground. Intel purchased the training equipment.

### **Public Comment:**

The floor was opened for public comment. There was no public comment.

### **The meeting adjourned at 12:30 p.m.**

Following the meeting, Chair Harrington welcomed the Semi-conductor Quick Start graduates and handed out completion certificates.

## **Portland Metro Workforce Development Board**

January 12, 2024

8:00 – 9:30 a.m.

Virtual Meeting

**In attendance:** James Paulson - Chair, Travis Stovall – Vice Chair, Roy Rogers, Lori Stegmann, Caryn Lilley, David Fortney, James Posey, Deanna Palm, Keith Mays, Nina Carlson, Paul Brown, Lisa Skari, Pam Hester, Shea Flaherty Betin, Josh Hall, Kate Baker, Biljana Jesic, Joe McFerrin, Kadie Ross, Molly Rogers, Rolanda Garcia

**Staff:** Andrew McGough

**Guests:** Debra Dunn, Nicole Swanson

### **CALL TO ORDER:**

The meeting was called to order at 8:03 a.m. Quorum was announced.

### **Introductions**

Andrew introduced Molly Rogers. Rogers was recently appointed as the new Director of the Department of Housing Services for Washington County.

### **Consent Agenda**

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

### **Workforce Innovation and Opportunity Act (W.I.O.A) Plan**

McGough explained that the focus of the meeting is on the strategic plan. We are also working our our W.I.O.A. plan, which is mostly a compliance document and ties into our strategic plan. The W.I.O.A. is the primary piece of legislation that support resources to deliver federally funded public workforce development services. The W.I.O.A plan is required by the Department of Labor allowing us to receive resources. The plan includes information about how the system is comprised, who is involved, partnerships, and data related to the regional economy and select industries. Locally, we have aligned this work with developing our strategic planning document.

McGough reviewed the chronology. Our next step is to publish the draft of the plan for a 30-day comment period. We will send the link to the document to about 1,200 partners for review and comments. We will respond to questions and incorporate comments into the plan. Following the 30-day comment period, we will send an email to you with a summary of the changes and a link for an electronic vote to approve sending the plan to the State. The State will then review the document and send it to the Department of Labor assuming they do not have significant challenges with our plan.

### **Strategic Plan Update and Focus Group**

Deborah Dunn explained that she will review the Strategic Plan benchmarks that have been completed, share what they have been hearing at the completed focus groups and interviews, and wrap up with the Board focus group. Between February and March, they will provide an analysis to the WSI Leadership team and finalize the strategic plan document. Between April and June, they will adjust and finalize the plan.

Dunn explained that the focus groups consisted of Youth and Adult Service Providers, Community-facing Public Sector Partners, Community-based Service Providers, Employers, and Labor. The Board will participate in the last focus group at today's meeting. At each focus group, a WSI staff person was present and provided a brief presentation reviewing each of the goal statements and the feedback they received on each goal. Each group reviewed the goal statement and asked what is working well, what is challenging, and where are the gaps in supporting/advancing the goal.

McGough kicked off the Board focus group by reviewing our mission statement and values. McGough provided an overview of the regional public workforce system, the services that are provided, a list of our agency and community partners, the youth system, and the targeted industry sectors. McGough and the Board discussed the regional public workforce system.

Dunn reviewed each of the 4 goals and asked for feedback from the Board. The Board discussed each goal and provided feedback on each goal.

Dunn explained the next steps include finishing the Insight Report and working with the WSI leadership team on implementation.

### **Announcements**

Paulson announced that we are pulling together a taskforce to look at legislative opportunities.

Paulson announced that we are looking at having some in-person Board meetings at various locations.

### **Public Comment:**

The floor was opened for public comment. There was no public comment.

**The meeting adjourned at 9:24 a.m.**