INVEST	INNOVATE	IMPACT
○ Focus on data to prioritize investments. ○ Optimize ROI through resource management. ○ Increase resources for workforce development.	○ Pursue practices & programs that can be scaled up. ○ Develop strategic partnerships. ○ Lead efforts that result in employment and advancement.	○ Mobilize opportunities that support industry sectors. ○ Foster development of career pathways. ○ Educate communities about workforce services available.

AGENDA

CONSORTIUM BOARD

Zoom

Meeting ID: 885 1276 2079

Passcode: 126633

Computer: https://us02web.zoom.us/j/88512762079?pwd=g9qYuV4XR97ptnIrtEuL1ePHE7EQZb.1

June 28, 2024 – 12pm

This meeting has been properly noticed and posted to the Northwest Oregon Works website for public posting in accordance with the Oregon Public Posting Laws.

This Agenda is also available at www.nworegonworks.org.

Those wishing to speak should sign the "Public Comment" sign-in sheet

1. **CALL TO ORDER, CONFIRMATION OF POSTING, and ROLL CALL**

2. **REVIEW and APPROVE AGENDA**
   Inclusion of any emergency items, or deletion of any items

3. **PUBLIC COMMENT SESSION**
   Please clearly state your name and address for the record. Each public comment will be limited to three (3) minutes at the Chair's discretion.

4. **CONSENT CALENDAR**
   - Accept Staff's recommendation to approve the Minutes of the April 11, 2024 Consortium Meeting

5. **DISCUSSION AND POSSIBLE ACTION** –Jason Swain, NOW CCO
   Accept the Staff and Board Treasurer's recommendation to approve the forecasted PY2024-25 Annual Budget (10 minutes)

6. **CHIEF LOCAL ELECTED OFFICIAL REPORT** – Pamela Wev, Commissioner

7. **BOARD MEMBER COMMENTS** – Roundtable

8. **SECOND PUBLIC COMMENT SECTION**
   Please clearly state your name and address for the record. Each public comment will be limited to three (3) minutes at the Chair's discretion.

9. **ADJOURN**

Northwest Oregon Works meetings are open to the public and conform to Oregon Public Meetings Laws. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities, should be made at least 72 hours in advance of the meeting to our to our EO officer, Jason Swain at 541-921-7270 or jasons@nworegonworks.org. TTY is available at 711 or (800) 735-2900.

MINUTES

NORTHWEST OREGON WORKS CONSORTIUM BOARD

June 30th, 2023

Virtual Meeting via Zoom

Present:
Casey Miller, Lincoln County Commissioner; **Pat Malone,** Benton County Commissioner; **Pamela Wev,** Clatsop County Commissioner;

Excused:
Casey Garrett, Columbia County Commissioner; **Doug Olson,** Tillamook County Commissioner;

Staff:
Heather DeSart, Executive Director; **Brittney Lane**, Executive Assistant; **Aylee Rhea**, Program Director; **Jason Swain**, Chief Compliance Officer

1. **CALL TO ORDER, CONFIRMATION OF POSTING, and ROLL CALL**
   Commissioner Pat Malone called the Meeting to order at 3:05pm.
   The rule of Pro Tem was explained since Commissioner Skaar couldn't attend the meeting to hand off the role of CLEO. Heather explained that this gave us a one time opportunity for another commissioner to call the meeting to order so that a new CLEO can be voted for and the meeting can proceed.
   Commissioner Malone asked for confirmation of the public posting of the meeting; Ms. Lane confirmed; Roll Call taken, quorum was made.

2. **REVIEW and APPROVE AGENDA**
   Agenda was approved.
   MOTION: Pamela Wev SECOND: Casey Miller MOTION CARRIED.

3. **PUBLIC COMMENT SESSION**
   No public comment was made.

4. **DISCUSSION AND POSSIBLE ACTION**
   Elect a new Chief Local Elected Official (CLEO)
   Pamela Wev was nominated by Erin Skaar to assume the role of CLEO. Pamela made a short statement about how excited she is to be able to move into the position and be beneficial to our Consortium Board. Heather mentioned that at some point a Vice CLEO will need to be voted on but since it wasn't included in this agenda, the vote would be occurring at the next Consortium Meeting. Once the voting is completed and Pamela is officially CLEO, she takes over officiating the meeting from this point on.
   MOTION: Casey Miller SECOND: Pat Malone MOTION CARRIED.

5. **CONSENT CALENDAR**
   Accept Staff's recommendation to approve the minutes of the October 27, 2023 Consortium Meeting
   MOTION: Pat Malone SECOND: Casey Miller MOTION CARRIED.

6. **DISCUSSION AND POSSIBLE ACTION** –
   Accept Staff's recommendation to reappoint the following (two) NOW Board Members, and appointment of the following (three) NOW Board Members – The terms of these Board Members will be April 15, 2024 – May 1, 2027. Resumes and Nomination Letters for appointments are attached. (10 minutes)
   - Linda Dugan – Rep. of Business – RE-appointment
   - Todd Simmons – Rep. of Business – RE-appointment
   - Than Tussing – Rep. of Business – APPOINTMENT
   - Lisa Avery – Rep. of Higher Education – APPOINTMENT
   - Angeline Chan-Pepper – Rep. of OED – APPOINTMENT

   All Board Members were appointed at the same time under one vote instead of voted individually. Than Tussing and Angeline Chan-Pepper were present to give a short introduction of themselves and their ability to be a benefit to our Board of Directors.
   MOTION: Pat Malone SECOND: Casey Miller MOTION CARRIED.

7. **CHIEF LOCAL ELECTED OFFICIAL REPORT** – Pamela Wev, Commissioner
   No report was made at this time.

8. **BOARD MEMBER COMMENTS** – Roundtable

9. **SECOND PUBLIC COMMENT SECTION**
   No public comment was made.

10. **ADJOURN**
    Meeting was adjourned at 3:17pm.

NOW Annual Budget
Program Year 24-25

Line #		Program Year 24-25 PY23-24 Carry Over	PY24-25 Awarded	ADJ	Total Funding	%	REF	PY23-24 Carry Over/ Awarded	%	PY22-23 Carry Over/ Awarded	%
	Federal Funding										
1	DOL WIOA Youth *(Program)*	46,000	588,581		634,581	9.4%		663,455	13%	630,016	10%
2	DOL WIOA Adult *(Program)*	110,000	490,829		600,829	8.9%		581,738	11%	580,734	9%
3	HHS American Rescue Plan Act *(Program)*	547,320	-		547,320	8.1%		906,500	18%	920,165	15%
4	DOL/HECC Apprenticeship Expansion *(Program)*	525,000	-		525,000	7.8%		111,400	2%	140,540	2%
5	DOL WIOA Dislocated Worker *(Program)*	44,200	337,568		381,768	5.6%		397,572	8%	532,248	8.6%
6	DOL WIOA DWG Quest *(Program)*	-	218,500		218,500	3.2%		-	0%	-	0.0%
7	DOL Reentry Employment *(Program)*	168,000	-		168,000	2.5%		-	0%	-	0.0%
8	DOL WIOA Rapid Response *(Program)*	-	68,000		68,000	1.0%		69,563	1%	-	0.0%
9	DHS Summer Youth Employment *(Program)*	53,000	-		53,000	0.8%		61,223	1%	47,306	0.8%
10	DOL WIOA High Concentration Youth *(Program)*	2,111	9,800		11,911	0.2%		8,380	0%	22,215	0.4%
11	DOL WIOA *(Admin)*	152,029	157,442		309,471	4.6%		303,759	6%	326,405	5%
12	HHS American Rescue Plan Act *(Admin)*	53,760	-		53,760	0.8%		100,500	2%	102,241	2%
13	DOL WIOA DWG Quest *(Admin)*	27,312	-		27,312	0.4%		-	0%	-	0%
14	DOL Reentry Employment *(Admin)*	16,800	-		16,800	0.2%		-	0%	-	0.0%
15	DOL/HECC Apprenticeship Expansion *(Admin)*	8,400	-		8,400	0.1%		3,600	0%	6,000	0%
16	DOL WIOA Wildfire Recovery	-	-		-	0.0%		-	0%	31,439	1%
17	**Total Federal Funding**	1,753,932	1,870,719	-	**3,624,651**	54%	R-1	3,207,689	63%	3,339,309	54%
	State Funding										
18	Future Ready Navigator *(Program)*	786,980			786,980	11.6%		722,000	14%	-	0%
19	HECC Maritime Workforce *(Program)*	743,800			743,800	11.0%		-	0%	-	0%
20	ODE Youth Development Future Ready *(Program)*	235,000			235,000	3.5%		-	0%	-	0%
21	HECC Oregon Youth Employment *(Program)*	202,000			202,000	3.0%		-	0%	-	0%
22	HECC Work Experience *(Program)*	149,000			149,000	2.2%		161,000	3%	87,958	1%
23	ODE Youth Development Reengagement *(Program)*	100,000			100,000	1.5%		-	0%	-	0%
24	HECC Industry Engagement *(Program)*	63,700			63,700	0.9%		122,400	2%	110,376	2%
25	HECC Board Support *(Admin)*	216,840			216,840	3.2%		338,000	7%	231,071	4%
26	Future Ready Navigator *(Admin)*	82,790			82,790	1.2%		-	0%	-	0%
27	HECC Maritime Workforce *(Admin)*	82,000			82,000	1.2%		-	0%	-	0%
28	HECC Unrestricted *(General)*	30,000			30,000	0.4%		18,496	0%	19,945	0%
29	HECC Work Experience *(Admin)*	18,000			18,000	0.3%		18,000	0%	9,226	0%
30	HECC Oregon Youth Employment *(Admin)*	17,900			17,900	0.3%		-	0%	-	0%
31	ODE Youth Development Future Ready *(Admin)*	15,000			15,000	0.2%		-	0%	-	0%
32	ODE Youth Development Reengagement *(Admin)*	8,000			8,000	0.1%		-	0%	-	0%
33	HECC Industry Engagement *(Admin)*	7,078			7,078	0.1%		13,600	0%	13,415	0%
34	OHA Healthy Oregon				-	0.0%		205,500	4%	509,857	8%
35	Future Ready Prosperity 10k				-	0.0%		-	0%	858,797	14%
36	ODE Youth Development				-	0.0%		-	0%	263,083	4%
37	HECC Oregon Youth Employment				-	0.0%		-	0%	368,978	6%
	Total State Funding	2,758,088	-	-	**2,758,088**	41%	R-2	1,598,996	31%	2,472,706	40%
	Local Funding										
38	IHN-COO HealthCare Supplement *(Program)*	334,640			334,640	5.0%		185,500	3.6%	373,534	6%
39	Col-Pac Behavioral Heath *(Program)*	20,000			20,000	0.3%		112,000	2.2%	-	0%
40	Lincoln County Economic *(Program)*	15,000			15,000	0.2%		-	0.0%	-	0%
41	Columbia River PUD *(Program)*	3,200			3,200	0.0%		3,200	0.1%	3,208	0%
42	IHN-COO HealthCare Supplement *(Admin)*	3,500			3,500	0.1%		-	0.0%	7,130	0%
43	Col-Pac Behavioral Heath *(Admin)*	-			-	0.0%		6,200	0.1%	-	0%
44	Oregon Community Foundation	-			-	0%		-	0.0%	23,957	0.4%
45	**Total Local Funding**	376,340	-	-	**376,340**	6%	R-3	306,900	6.0%	407,829	6.6%
46	**Total Funding**	**$ 4,888,360**	**$ 1,870,719**	**$ -**	**$ 6,759,079**	100%		**5,113,585**	100%	**6,219,844**	100%
			Budgeted Expenses	**ADJ**	**Total Expenses**	**%**	**REF**	**Budgeted**	**%**	**Budgeted**	**%**
	Operating Payroll Expenses										
47	Wages		226,978	-	226,978	3.9%		208,341	6%	193,249	4%
48	Employee Health Insurance		25,648	-	25,648	0.4%		25,648	1%	25,382	1%
49	Payroll Taxes		21,483	-	21,483	0.4%		19,720	1%	18,291	0%
50	PTO		15,410	-	15,410	0.3%		11,310	0%	9,849	0%
51	Employee Retirement Plan		6,270	-	6,270	0.1%		5,985	0%	10,116	0%
52	**Total Operating Payroll Expenses**		295,789	-	**295,789**	5.1%	E-1	271,004	8%	256,887	6%
	Operating General Expenses										
53	Travel		35,000		35,000	0.6%		16,000	0%	15,500	0%
54	Audit & Legal Services		33,500		33,500	0.6%		26,000	1%	24,000	1%
55	Memberships		26,000		26,000	0.4%		14,600	0%	14,050	0%
56	Staff Training/Development		26,000		26,000	0.4%		7,000	0.2%	9,000	0%
57	Phone & Internet		25,500		25,500	0.4%		21,500	0.6%	22,900	0.5%
58	Professional Services *(Other)*		20,700		20,700	0.4%		26,100	1%	37,310	1%
59	Processing Fees		17,900		17,900	0.3%		12,250	0.4%	8,060	0.2%
60	Office Lease		13,000		13,000	0.2%		6,350	0%	6,070	0%
61	Insurance		11,000		11,000	0.2%		7,700	0.2%	6,930	0.2%
62	Supplies/Postage/Meetings		9,000		9,000	0.2%		3,500	0.1%	6,000	0.1%
63	Office Equipment/Software		8,100		8,100	0.1%		6,600	0.2%	9,550	0.2%
64	Depreciation		-		-	0.0%		-	0%	-	0%
65	**Total Operating General Expenses**		225,700	-	**225,700**	4%	E-2	147,600	4%	159,370	4%
66	**Total Operating Expenses**		521,489	-	**521,489**	**9%**		418,604	12%	416,257	9%
	Program Payroll Expenses										

67	Wages	551,535		551,535	9.5%		305,917	8.9%	455,079	10.3%
68	Employee Health Insurance	62,314		62,314	1.1%		38,730	1.1%	72,236	1.6%
69	Payroll Taxes	52,203		52,203	0.9%		28,955	0.8%	43,073	1.0%
70	PTO	26,152		26,152	0.5%		7,480	0.2%	16,572	0.4%
71	Employee Retirement Plan	25,236		25,236	0.4%		9,417	0.3%	27,305	0.6%
72	**Total Program Payroll Expenses**	717,441	-	**717,441**	12%	E-1	390,499	11%	614,265	14%
	Program General Expenses									
73	Outreach Program	2,115,066		2,115,066	36.5%	E-7	669,189	20%	798,968	18%
74	Outreach Professional Services	115,000		115,000	2.0%	E-6	44,050	1%	87,422	2%
75	I-Trac Database	49,000		49,000	0.8%	E-5	40,493	1%	33,500	1%
76	WSO Leases	38,022		38,022	0.7%	E-4	32,900	1%	47,040	1%
77	WSO Phone & Internet	17,730		17,730	0.3%	E-3	17,420	1%	19,590	0%
78	**Total Program General Expenses**	2,334,818	-	**2,334,818**	40%		804,052	23%	986,520	22%
	Program Subrecipient Expenses									
79	WIOA *(Equus)/(CSC)*	1,297,000		1,297,000	22.4%		1,254,000	37%	1,543,000	35%
80	WORKEX *(Equus)*	143,000		143,000	2.5%		71,000	2%	81,971	2%
81	FRO AARP *(TBD)*	283,160		283,160	4.9%		405,500	12%	682,000	15%
82	SYEP *(Equus)/(CSC)*	53,000		53,000	0.9%		61,223	0%	47,305	1%
83	WIOA *(OMEP)*	20,000		20,000	0.3%		16,000	0%	25,000	1%
84	WIOA QUEST *(TBD)*	197,000		197,000	3.4%		-	0%	28,276	1%
85	WIOA Reentry *(Equus)*	151,000		151,000	2.6%		-	0%	-	0%
86	WIOA Maritime *(Equus)*	80,000		80,000	1.4%		-	0%	-	0%
87	HCY *(TBD)*	-		-	0.0%		8,380	0%	-	0%
88	**Total Subrecipient Expenses**	2,224,160	-	**2,224,160**	38%	E-8	1,816,103	53%	2,407,552	54%
89	**Total Program Expenses**	5,276,419	-	**5,276,419**	**91%**		3,010,654	88%	4,008,337	91%
90	**TOTAL EXPENSES**	**$ 5,797,908**	**$** -	**$ 5,797,908**			**$3,429,258**		**$4,424,594**	
91	***NET FUNDING & EXPENSES***			**$ 961,171**			**$1,684,327**		**$1,795,250**	