# MINUTES

## NORTHWEST OREGON WORKS
## BOARD OF DIRECTORS
## MEETING

June 27, 2025

Port of Astoria, Astoria OR and ZOOM

**Present**:
**Board:**
**Tony Erickson**, Oregon AERO, Chair; **Todd Simmons**, Tillamook Peoples' Utility District; **Angeline Chan-Pepper**, Oregon Employment Dept.; **Eric Sherman**, IBEW Local 932; **Kirstin Salmi**, WCT Marine; **John Hawkins**, Service Employees International Union; **Mario Calderon**, Local 737; **Carrie Norris,** Samaritan Health Service; **Greg Morill,** Bergson Construction Inc.; **Gabe Gurule**, Corvallis Fire Department; **Heather Taksdal,** Zwald Transport Inc.; **Paul Davis**, JBT Lektro; **Terre Cooper,** Tillamook County Economic Development; **Whitey Forsman**, Pacific Oyster;

**Excused: Lauren Smith**, DHS, Vocational Rehabilitation; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Ann Buchele**, Linn-Benton Community College; **Linda Dugan**, Linda Dugan Insurance; **Lisa Avery,** Linn-Benton Community College; **Than Tussing**, Fast Lube and Oil;

**Consortium Guests:**
**Pamela Wev,** Benton County Commissioner; **Casey Garrett**, Columbia County Commissioner;

**Staff**:
**Heather DeSart,** Executive Director; **Jason Swain**, NOW CCO; **Katrina Sturgeon**, Workforce Benefit Navigator; **Emily Richter**, Accounting Technician; **Aylee Rhea,** Program Director; **Kortnie Williams**, Behavioral Health Program Manager; **Ferdinand Richter**, Youth Program Data Manager

1. **CALL TO ORDER, CONFIRMATION OF POSTING, and ROLL CALL**
   *Chairman Erickson called the Meeting to order at 10:06am.*
   Chairman Erickson asked for confirmation of the public posting of the meeting; Ms. Richter confirmed; Roll Call taken, quorum was established.

2. **REVIEW and APPROVE AGENDA**
   *Heather DeSart announced a change in the Agenda. Kevin Leahy will be presenting with Jarrod Hogue for the Clatsop Community College update to give an update on CEDR and the Clatsop SBDC*
   **MOTION: Greg Morrrill SECOND: Eric Sherman MOTION CARRIED.**

3. **PUBLIC COMMENT SESSION**
   No public comments were made.

4. **CONSENT CALENDAR**
    - Accept Staff's recommendation to approve the Minutes of the April 25, 2025, Board Meeting.
    - Accept Staff's recommendation to approve the new and revised to the following policies:
        - A03 Incident Reporting and Attachments I & II (REVISION),
        - F01 Procurement Policy (REVISION),
        - F07 Equipment Management (REVISION),
        - F08 Cost Allocation Plan and Attachment A (REVISION),
        - P03 Equal Opportunity and Non-Discrimination (REVISION)
        - P10 Self-Employment Training (REVISION)
        - P13 Incumbent Worker (REVISION)
        - P16 Records Retention (REVISION)
        - P22 WIOA Title 1 Adult, Dislocated Workers, and Youth Follow-Up Services (REVISION)
        - P24 Measurable Skills Gain (NEW)
        - P25 Personally Identifiable Information (NEW)

    **MOTION: Angeline Chan-Pepper SECOND: John Hawkins MOTION CARRIED.**

5. **DISCUSSION and POSSIBLE ACTION** – Jason Swain, NOW CFO/CCO and Kirstin Salmi, NOW Treasurer
   Review and approve PY25-26 forecasted annual budget.
   Ms. Salmi presented the forecasted annual budget. Discussion around current administration budget changes and how that could affect NOW. Mr. Swain announced that NOW had procured for WIOA service providers and One-Stop-Operator. The board officers had conducted and completed the evaluations and awarded Equus Workforce Solutions as NOWs WIOA service provider and One-Stop-Operator.

   **MOTION: Carrie Norris SECOND: Eric Sherman MOTION CARRIED.**

6. **INFORMATION** – Matt McGrath, Port of Astoria Deputy Director
   Port update and funding updates with potential impacts to the community.

7. **INFORMATION –** Aylee Rhea, NOW Program Director
   NOW subrecipient monitoring reports and website update
   Presented a summary on monitoring subrecipients and that there were no findings or recommendations present. After, she shared the current state of the new website.

8. **INFORMATION** – Jarrod Hogue, Clatsop Community College President
   Clatsop Community College updates along with CEDR, Clatsop works, and Clatsop SBDC updates.

9. **INFORMATION** – Katrina Sturgeon, NOW Workforce Benefits Navigator, Paula Bartheld, El Centro, and Ricardo Contreras, ANDARES
   Workforce Benefits Navigator updates and current programs El Centro and ANDARES are offering the Hispanic communities in NOW's local area.

10. **INFORMATION** – Rebecca Donley, Oregon Hospitality Foundation
    White paper update presentation

11. **INFORMATION** – Shaun Barrick, Oregon Employment Department

Oregon Employment Department Economic update without presentation. Overall, unemployment has increased slightly in the region from last year.

12. **BOARD CHAIR REPORT** – Tony Erickson, Chair
    Chair Erickson asked Mrs. Sturgeon for an update on Tongue Point Job Corps. She announced that for now they were able to continue their work.

13. **EXECUTIVE DIRECTOR'S REPORT** – Heather DeSart, NOW Executive Director
    Ms. DeSart thanked Ms. Richter and Ms. Rhea for putting together the board meeting while Ms. Lane was on leave. Announced that the WORKing Together conference was taking place in Salem in October and invited board members to attend.

14. **BOARD MEMBER COMMENTS** – Roundtable
    No board member comments

15. **SECOND PUBLIC COMMENT SECTION**
    No public comments.

16. **ADJOURN**
    Meeting adjourned at 12:08