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

Port of Astoria

Zoom

Meeting ID: 882 2006 1380

Passcode: 987303

Computer: https://us02web.zoom.us/j/88220061380?pwd=l2z2EEaaarnxkrng1rU0pwfTaL2akU.1

June 30, 2025 – 11:00-11:30 am

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, 2025 Consortium Meeting

5. **DISCUSSION AND POSSIBLE ACTION** –Jason Swain, NOW CFO/CCO
   Accept the Staff and Board Treasurer's recommendation to approve the forecasted PY2025-26 Annual Budget (10 minutes) Budget Narrative, Budget, Funding Narrative

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
MEETING

April 11, 2025

Zoom

Consortium Present:
Pamela Wev, Clatsop County Commissioner; **Casey Garrett**, Columbia County Commissioner; **Casey Miller**, Lincoln County Commissioner; **Gabe Shepherd,** Benton County Commissioner; **Paul Fournier**, Tillamook County Commissioner

Staff Present:
Heather DeSart, Executive Director; **Brittney Lane**, Executive Assistant; **Aylee Rhea,** Program Director;

1. **CALL TO ORDER, CONFIRMATION OF POSTING, and ROLL CALL**
   Chair Wev called the Meeting to order at 11:05am.
   Chair Wev asked for confirmation of the public posting of the meeting; Ms. Lane confirmed; Roll Call taken, quorum was established.

2. **REVIEW and APPROVE AGENDA**
   Agenda required zero modifications.
   First: Casey Garret **SECOND: Gabe Shepherd** **MOTION CARRIED.**

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

4. **CONSENT CALENDAR**
   - Accept Staff's recommendation to approve the Minutes of the October 25, 2024 Joint Board and Consortium Meeting Minutes.

   MOTION: Casey Garrett **SECOND: Gabe Shepherd** **MOTION CARRIED.**

5. **DISCUSSION and POSSIBLE ACTION: CONSORTIUM BOARD**
   Accept Staff's recommendation to reappoint the following (two) NOW Board Members, and appointment of the following (one) NOW Board Members – The terms of these Board Members will be 04/11/2025 – May 1, 2028. Resumes and Nomination Letters for appointments are attached.
   - Ann Buchele – Title II Representative – RE-appointment
   - Eric Sherman – Rep. of Labor – RE-appointment
   - Chad Fenison – Rep. of Labor – APPOINTMENT

   During this discussion Commissioner Garrett asked if Heather could look further into whether or not NOW could have a non-union associated labor representative. Heather stated that she would talk with HECC and

other organizations to see if it's a possibility or not. He stated he was asking the question because he thinks there is a community of non-unionized construction reps that would be a good fit for the board but was unsure of the rules around board representatives.

MOTION: Casey Garrett **SECOND: Gabe Shepherd** **MOTION CARRIED.**

6. **INFORMATION –** New County Commissioner Introductions
   6..1. Gabe Shepherd – Benton County
   Commissioner Shepherd introduced himself and said that even though he's a brand new Commissioner he's excited to learn about what Local Workforce Development Boards do and how he can help the community and support everyone.
   6..2. Paul Fournier – Tillamook County
   Commissioner Fournier also did an introduction. During his introduction he invited the group on the call to go out on his boat and go crabbing while they are in town for the Board Meeting at the end of the month.

7. **CHIEF LOCAL ELECTED OFFICIAL REPORT** – Pamela Wev, Chair
   Pamela didn't have anything official to report.

8. **EXECUTIVE DIRECTOR'S REPORT** – Heather DeSart, NOW Executive Director
   Heather reported that she was going to start making the rounds to do presentations to each of the County Commissioner Board Meetings about NOW and what the workforce development board does. She also said that she'd like to draft a HB support letter and have all the commissioners sign it. All commissioners agreed to add their signature once it was drafted and sent out via DocuSign. Heather also suggested that at the next Consortium Meeting in June that the Commissioners should vote on a Vice Chair to step in if the situation ever presents itself.
   DURING THIS PART OF THE MEETING, THE COMMISSIONERS DECIDED TO ADD A VOTING ITEM TO THE AGENDA TO VOTE FOR THE CONSORTIUM VICE CHAIR.

9. **DISCUSSION AND POSSIBLE ACTION –**
   Accept staff's recommendation to appoint a Vice Chair for the Consortium Board.
   GABE SHEPHERD WAS NOMINATED BY HIS PEERS.
   FIRST: Paul Fournier **SECOND: Casey Garrett** **MOTION CARRIED.**

10. **CONSORTIUM MEMBER COMMENTS** – Roundtable
    During this time Commissioner Miller asked some policy questions and asked his peers about resources to use if/when he runs into have questions or concerns about how a commissioner's office runs and what everyone's experience has been being in office. Pam Wev had a lot of insight, stating she's been in the office for many, many years and it was a longer discussion about finding mentors and resources.

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

12. **ADJOURN**
    Commissioner Wev adjourned the meeting at 12:15pm.
    The meeting was concluded, and the zoom call was closed and ended.

Northwest Oregon Works

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www.nworegonworks.org

Fiscal Year 2025-2026
Board Meeting June 27th 2025

Treasury Officer
Kirstin Salmi
kirstin@wctmarine.com

Budget Summary

Northwest Oregon Works (NOW) was formed on July 1, 2015, as a 501(c)(3) nonprofit corporation organized in the state of Oregon. The organization services a five-county area in Northwest Oregon including Benton, Clatsop, Columbia, Lincoln, and Tillamook Counties. As a workforce development organization dedicated to assisting employers in recruiting and retaining employees, and helping individuals find employment, NOW budgets on an annual basis to meet these objectives.

Detailed Budget

The narrative of this budget provides specificity and context to revenues and expenditures. As a nonprofit organization, NOW does not budget with proprietary or fiduciary funds such as general, capital, and debt service funding typical in state or local government or municipality accounting. Instead of the use of a fund budget presentation, programs are presented providing discussions for planned objectives and the related forecasted revenue and expenditures for each program. The budget begins with a revenue section and divides funding

between Federal, State and Local projections. This allows board members to determine where the projected funding levels are and enables board members to assist in efforts to raise funding towards categories with lower incoming revenue amounts in correlation with the organization's goals and objectives. Budget revenue is separated between carryover and current year projections. This approach assists board members in understanding that some awarded contracts are multi-year, enabling board discussion to gauge adequate program carryover balances.

The expenditure section of the budget is somewhat unique to Local Boards with three sections or groupings. The first section presents NOW's internal operating costs including wages/benefits for administrative staff. The second section focuses on expenses related to costs NOW incurs for internally administered programs including NOWs program staff wages/benefits and consulting contracts. In addition, this section includes the costs paid directly by NOW for work source centers such as rent and utilities where the bulk of the program activities are functioning. The last sections presents costs associated with subawards to subrecipients. This typically is the majority of NOW's program costs as NOW's inherent purpose is to function as a pass-through entity of funding received under various federal grants.

Detailed support for the revenue and expenditure categories within NOW's proposed budget can be obtained upon request with NOW's Treasurer, Executive Director or CFO.

Budget Variances

NOW's major funding category flows into the organization from Workforce Innovation Opportunity Act (WIOA) federal dollars on behalf of the state of Oregon. These funds are estimated to represent 26 percent of NOW's overall funding for PY25-26. NOW's WIOA allocations decreased in the amount of $124,210 when compared to PY24-25, an eight percent decrease.

NOW is carrying over an estimated $2.6 million in funding from PY24-25. All of these carryover funds are scheduled to be spent during the PY25-26. Additional WIOA holdback funding is expected from Higher Education Coordinating Commission between November and January. Also, the Governor intends to use a portion of the Governor's Reserve for a competitive opportunity supporting workforce needs tied to priority initiatives. The estimated total amount is around $1.5 million.

Overall estimated revenue is projected at $6,659,000, a slight decrease from last years $6,704,000 with overall expenses projected at $5,238,000, a decrease from last year at $5,889,000. However, carryover is projected at $1,421,000 versus last year at $815,000 amount. This is mostly due to the start of NOW's states biennium contracts.

NOW currently has several grant proposals submitted and awaiting awarding results. NOW's grant proposal

process is all internal finding, developing, and submitting grants instead of relying on external professionals.

Cost Percentages

Of total PY25-26 forecasted expenditures, NOWs administrative operating costs is estimated at 10%, internal program costs at 36% and subaward or subrecipient costs at 54%.

The projected PY25-65 programs and initiatives are as follows:

- Industry manufacturing collaboration
- Industry leisure & hospitality
- Industry maritime worker training
- Industry healthcare with an emphasis on behavioral health
- Other various workforce programs such as efforts to assist affected areas with disaster funds, enhance workforce services with outreach, a program to assist with recidivism for incarcerated individuals and workforce initiatives under WIOA Title I.

Detailed support for the revenue and expenditure categories within NOW's proposed budget can be obtained upon request with NOW's Treasurer, Executive Director or CFO.

NOW Annual Budget
Program Year 25-26

Line #		Program Year 25-26				
		PY24-25 Carry Over	PY25-26 Awarded	ADJ	Total Funding	%
	Federal Funding					
1	DOT Workforce Ready Manufacturing	925,000	-	-	925,000	13.9%
2	DOL Workforce Innovative Opportunity Act (Youth)	133,397	615,427	-	748,824	11.2%
3	DOL Workforce Innovative Opportunity Act (Adult)	94,536	503,451	-	597,987	9.0%
4	DOT Future Ready Navigator	587,143			587,143	8.8%
5	HHS American Rescue Plan P10k	424,240	-	-	424,240	6.4%
6	DOL Workforce Innovative Opportunity Act (DW)	46,507	331,331	-	377,838	5.7%
7	DOL Dislocated Worker Disaster Recovery	174,570	-	-	174,570	2.6%
8	DOL Reentry Employment	97,500	-	-	97,500	1.5%
9	DOL Rapid Response	-	69,000	-	69,000	1.0%
10	DOL High Concentration Youth	8,800	-	-	8,800	0.1%
11	**Total Federal Funding**	2,491,693	1,519,209	-	**4,010,902**	60%
	State Funding					
12	HECC Maritime Workforce	-	805,000	-	805,000	12.1%
13	HECC Oregon Youth Employment	-	601,000	-	601,000	9.0%
14	HECC Workforce Strategy Board Support	-	352,000	-	352,000	5.3%
15	HECC Work Experience	-	186,343	-	186,343	2.8%
16	HECC Industry Engagement	-	141,550		141,550	2.1%
17	**Total State Funding**	-	2,085,893	-	**2,085,893**	31%
	Local/Other Funding					
18	IHN-COO HealthCare Supplement	115,000	393,500	-	508,500	7.6%
19	Unrestricted	53,500	-	-	53,500	0.8%
20	**Total Local Funding**	168,500	393,500	-	**562,000**	8%
21	**Total Funding**	**$ 2,660,193**	**$ 3,998,602**	**$ -**	**$ 6,658,795**	100%
			Budgeted Expenses	ADJ	Total Expenses	%
	Operating Payroll Expenses					
22	Wages		249,298	-	249,298	4.8%
23	Employee Health Insurance		35,865	-	35,865	0.7%
24	Payroll Taxes		23,596	-	23,596	0.5%
25	PTO		25,611	-	25,611	0.5%
26	Employee Retirement Plan		14,958	-	14,958	0.3%
27	**Total Operating Payroll Expenses**		349,328	-	**349,328**	6.7%
	Operating General Expenses					
28	Travel		25,500	-	25,500	0.5%
29	Audit & Legal Services		35,500	-	35,500	0.7%
30	Memberships		26,000	-	26,000	0.5%
31	Staff Training/Development		8,000	-	8,000	0.2%
32	Phone & Internet		28,000	-	28,000	0.5%
33	Professional Services *(Other)*		9,500	-	9,500	0.2%
34	Processing Fees		14,850	-	14,850	0.3%
35	Office Lease		1,200	-	1,200	0.0%
36	Insurance		11,000	-	11,000	0.2%
37	Supplies/Postage/Meetings		8,400	-	8,400	0.2%
38	Office Equipment/Software		9,850	-	9,850	0.2%
39	Depreciation		-	-	-	0.0%
40	**Total Operating General Expenses**		177,800	-	**177,800**	3%
41	**Total Operating Expenses**		527,128	-	**527,128**	**10%**

	Program Payroll Expenses				
42	Wages	624,387		624,387	11.9%
43	Employee Health Insurance	82,576		82,576	1.6%
44	Payroll Taxes	58,988		58,988	1.1%
45	PTO	58,712		58,712	1.1%
46	Employee Retirement Plan	27,727		27,727	0.5%
47	**Total Program Payroll Expenses**	852,390	-	**852,390**	16%
	Program General Expenses				
48	Outreach Awards/Services	906,661		906,661	17.3%
49	WSO Leases	43,450		43,450	0.8%
50	I-Trac Database	37,000		37,000	0.7%
51	WSO Phone & Internet	19,232		19,232	0.4%
52	WSO Business Services	10,000		10,000	0.2%
53	Outreach Professional Services	7,000		7,000	0.1%
54	**Total Program General Expenses**	1,023,343	-	**1,023,343**	20%
	Program Subrecipient Expenses				
55	Workforce Innovation Opportunity Act	1,110,000		1,110,000	21.2%
56	Workforce Ready Manufacturing	730,925		730,925	14.0%
57	Future Ready Oregon P10K	356,000		356,000	6.8%
58	Workfoce Navigator Benefits	249,000		249,000	4.8%
59	Quest Dislocated Worker	148,000		148,000	2.8%
60	Reentry Employment Funds	89,500		89,500	1.7%
61	Work Experience	77,800		77,800	1.5%
62	WIOA Maritime	40,000		40,000	0.8%
63	WIOA One Stop Operator	25,000		25,000	0.5%
64	High Concentration Youth	8,800		8,800	0.2%
65	**Total Subrecipient Expenses**	2,835,025	-	**2,835,025**	54%
66	**Total Program Expenses**	4,710,758	-	**4,710,758**	**90%**
67	**TOTAL EXPENSES**	**$ 5,237,887**	**$ -**	**$ 5,237,887**	
68	***NET FUNDING & EXPENSES***		**-**	**$ 1,420,908**	

DEPARTMENT OF LABOR FUNDS (DOL)

WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)

- WIOA ADMIN funds are used for NOW's internal operational costs.

- WIOA ADULT funds are used for OJT's (On-the Job-Training), ITA's (Individual Training Accounts), and Work Experience for adults aged 18 and up.

- WIOA YOUTH funds are used for career exploration, pre-employment training, re-engagement in education, comprehensive guidance and counseling, financial literacy, job search assistance, follow-up services, support services, tutoring, occupations skills training, contextualized education, leadership development, adult mentoring, work experience (summer employment opportunities, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities) for youth aged 16-24 (out-of-school youth) and 16-21 (in-school-youth) with a minimum of 75% of youth participants meeting out-of-school eligibility requirements.

- WIOA DISLOCATED WORKER (DW) funds are used for OJT's (On-the-Job Training), ITA's (Individual Training Accounts), and Work Experience for dislocated workers, aged 18 or older and meeting one of the following criteria:

    - General dislocation
    - Dislocation from facility closure/substantial layoff
    - Self-employed dislocation
    - Displaced homemaker
    - Dislocated separating military service members
    - Spouses of military service members

- WIOA HIGH CONCENTRATION OF YOUTH FUNDS (HCY) funds are used to provide additional assistance to local areas that have high concentrations of eligible youth.

- WIOA RAPID RESPONSE FUNDS (RR) in Oregon provide immediate assistance to workers and employers during layoffs or business closures, helping mitigate the impact on employees. This program offers services such as job search assistance, retraining, and access to unemployment benefits, while supporting businesses in managing workforce transitions effectively.

- WIOA DISLOCATED WORKER GRANT - QUEST FUNDS (DWG) support disaster recovery efforts by providing targeted workforce training and employment services in areas affected by natural disasters. These funds help individuals gain new skills, find employment opportunities, and assist in rebuilding efforts, fostering both economic recovery and community resilience.

- REENTRY EMPLOYMENT FUNDS provide support to individuals transitioning from incarceration back into the community, helping them overcome barriers to employment and reintegration. The program offers job training, education, and support services, promoting successful reentry and reducing recidivism through stable employment and personal development opportunities.

DEPARTMENT OF TREASURY (DOT)

- WORKFORCE NAVIGATOR BENEFITS funds support the creation of workforce "navigators" who help job seekers and businesses access workforce development services. These navigators assist individuals in overcoming barriers to employment by connecting them with training, education, and support resources, while also helping employers find and retain skilled workers.

- PROSPERITY 10K funds provide financial support to communities recovering from the economic impacts of the pandemic. These funds are used to address public health needs, support small businesses, invest in workforce development, and improve infrastructure to promote long-term economic recovery and resilience.

- WORKFORCE READY (Manufacturing) funds provide financial support to expand training programs in manufacturing with a focus on underserved communities. Connecting individuals, particularly those facing barriers, with education and training opportunities increasing access to high-quality apprenticeships.

HIGHER EDUCATION CORRDINATING COMMISSION (HECC)

- BOARD SUPPORT WORKFORCE STRATEGIES (WFS) funds are used to provide financial resources to the grantee to assist with the general costs of running a Local Workforce Development Board (LWDB).

- INDUSTRY ENGAGEMENT (IE) funds support workforce development by fostering partnerships between businesses, education providers, and workforce organizations. These funds aim to address skill gaps and meet the evolving needs of industries by investing in training and upskilling workers to align with employer demand.

- WORK EXPERIENCE (WEX) funds provide individuals with short-term, practical job placements to help them gain hands-on experience and develop essential workplace skills. This program connects participants with employers, giving them the opportunity to build a strong work history and improve their chances of securing long-term employment.

- MARITIME WORKFORCE funds are dedicated to supporting the growth and sustainability of the maritime industry by addressing workforce needs. These funds focus on training and upskilling workers to meet industry demands, promoting career opportunities, and ensuring the long-term viability of Oregon’s maritime sector.

- OREGON YOUTH EMPLOYMENT PROGRAM (OYEP) funds provide young people with meaningful work experience, skills training, and career exploration opportunities. This program focuses on preparing youth for the workforce by connecting them with local employers, fostering job readiness, and supporting long-term career development.

- UNRESTRICTED GENERAL funds are used to cover other NOW internal operating costs without program or timing restrictions.

-

INTERCOMMUNITY HEALTH NETWORK (IHN)

- Focuses on integrating behavioral health services with healthcare to provide comprehensive support for individuals facing mental health and substance use challenges. This program enhances access to coordinated care, connecting people with the resources they need to achieve overall well-being and improve their quality of life.