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

BOARD OF DIRECTORS

Newport Campus

Oregon Coast Community College

Address: 400 SE College Way, Newport, OR 97366

Zoom

Computer: https://us02web.zoom.us/j/85487374678?pwd=FnnaPqb3JFC4OY6GqalddW12fIB2Rf.1

April 24, 2026 - 10:00am – Noon

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

A quorum of the Local Elected Officials Consortium Board may be in attendance. No actions or decisions will be taken and will be reflected in the minutes of this meeting.

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 January 23, 2026 Board Meeting Minutes.

5. **DISCUSSION and POSSIBLE ACTION**
   Nominate & Elect Board Officers (accept nominations and appoint with a majority vote)
   - Treasurer

6. **INFORMATION** – Jason Swain, CFO, Northwest Oregon Works
   HECC Monitoring report for Northwest Oregon Works and response

7. **INFORMATION** – Marshall Roache, President, Oregon Coast Community College
   OCCC update (20 minutes)

8. **INFORMATION –** Paul Schuytema, Executive Director, Economic Development Alliance of Lincoln County
   Economic Update (15 minutes)

9. **INFORMATION** – Breanna Henderson, Owner, Sea-Bre's Premium Seafood
   Maritime Award Recipient (20 minutes)

10. **INFORMATION** – Shaun Barrick and Brittany Hjelte, Oregon Employment Department
    Lincoln County and Regional Update (20 minutes)

11. **BOARD CHAIR REPORT** – Tony Erickson, Chair

12. **EXECUTIVE DIRECTOR REPORT** – Jason Swain, CFO, Northwest Oregon Works

13. **BOARD MEMBER COMMENTS** – Roundtable

14. **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.

15. **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 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
BOARD OF DIRECTORS
MEETING

January 23, 2026

Benton County Kalapuya Building

Present:
Board:
Tony Erickson, Oregon AERO, Chair; **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; **Ann Buchele**, Linn-Benton Community College; **Linda Dugan**, Linda Dugan Insurance; **Lisa Avery,** Linn-Benton Community College; **Carrie Norris,** Samaritan Health Service; **Than Tussing**, Fast Lube and Oil; **Heather Taksdal,** Zwald Transport Inc.; **Lauren Smith**, DHS, Vocational Rehabilitation; **Paul Davis**, JBT Lektro; **Terre Cooper,** Tillamook County Economic Development; **Whitey Forsman**, Pacific Oyster;

Excused: Greg Morill, Bergson Construction Inc.; **Gabe Gurule**, Corvallis Fire Department; **Zach Poole**, Pig' n Pancake, Vice Chair/Secretary; **Todd Simmons**, Tillamook Peoples' Utility District;

Consortium Guests:
Pamela Wev, Clatsop County Commissioner; **Casey Miller,** Lincoln County Commissioner

Staff:
Heather DeSart, Executive Director; **Jason Swain**, NOW CCO; **Katrina Sturgeon**, Workforce and Community Development Manager; **Logan Garner**, Youth Programs Manager; **Brittney Lane**, Office Manager; **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 10:03am.
   Chairman Erickson asked for confirmation of the public posting of the meeting; Ms. Lane confirmed; Roll Call taken, quorum was established.

2. **REVIEW and APPROVE AGENDA**
   No changes were made to the agenda.
   MOTION: Lisa Avery **SECOND: Paul Davis** **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 24, 2025 Joint Board and Consortium Meeting Minutes.
   FIRST: Paul Davis **SECOND: Eric Sherman** **MOTION CARRIED.**

5. **INFORMATION** – Lisa Avery, President, Linn-Benton Community College
   LBCC Update

6. **INFORMATION** – Christopher Jacobs, Economic Development Manager
   Economic Update

7. **INFORMATION** – Shaun Barrick, Oregon Employment Department
   Benton County Update

8. **INFORMATION** – Rick Reid, WCT Marine & Construction
   Information and updates

9. **BOARD CHAIR REPORT** – Tony Erickson, Chair
   Tony talked about a movie called Paradise Records and suggested that everyone take the opportunity to watch it. The film was recorded in St. Helens, Oregon and was highly recommended to watch.

10. **EXECUTIVE DIRECTOR'S REPORT** – Heather DeSart, NOW Executive Director
    Heather stated that the Consortium will be appointing two new board members: Corey Habiger and Remi Augustine. There were also comments made about Aylee Rhea stepping down as Program Director and stepping into a different role. NOW is also going to be working with Oregon Coast Community College for an apprenticeship grant. There's a CVI assessment that the NOW Staff have taken and that the staff would like the Board Members to also take the CVI. More details to come soon. The last statement that Heather made was a thank you and farewell to Diana Nish, who has worked for Equus for a long time and has been an incredible partner and inspiration to our community and team.

11. **BOARD MEMBER COMMENTS** – Roundtable
    Commissioner Gabe Shepherd made an announcement that he and Commissioner Garrett are working on some legislation together and that they are excited to announce its progress in the near future.

12. **SECOND PUBLIC COMMENT SECTION**
    Paul Vogel announced that Columbia Economic Team is being dissolved and that they are trying to redirect all their programs and fundings. He wanted to express appreciation for the board and its involvement in their programs and that even though they are unsure of next steps, he is hopeful everything will work out great.

13. **ADJOURN**
    The meeting was adjourned at 11:36 am.

Oregon
Tina Kotek, Governor

Higher Education Coordinating Commission
Office of Workforce Investments
3225 25th Street SE
Salem, Oregon 97302
www.oregon.gov/HigherEd

January 7, 2026

Tony Erickson, Board Chair
Northwest Oregon Works
PO Box 140
Lincoln City, OR 97376-0140

Dear Chair Erickson,

Attached is Northwest Oregon Works' final monitoring report for Workforce Innovation and Opportunity Act Title I programs.

Please extend our thanks to staff for their work compiling materials for our review, and for their assistance.

If you or your staff have questions, please contact me at 971-345-1136.

Sincerely,

Julia Pontoni

Julia Pontoni, Director
Office of Workforce Investments
Higher Education Coordinating Commission

C: Pamela Wev, Commissioner

FINAL 2025 Monitoring Report
Northwest Oregon Works

Oregon's Higher Education Coordinating Commission - Office of Workforce Investments (HECC-OWI) conducted its annual monitoring review of Northwest Oregon Works (NOW) in July 2025.

The review included tests of compliance for elements included in the Guidance for Federal Financial Assistance, Title I of the Workforce Innovation and Opportunity Act (WIOA) and final regulations, HECC-OWI policies, NOW policies, and the nondiscrimination, disability, and equal opportunity requirements in WIOA.

The entrance conversation took place on July 29, 2025, and attendees included Aylee Rhea, Jason Swain, Rachel Soto, and Theresa Fitzgerald.

This report cites the results of our tests of compliance and review of policies and processes, and may include observations or findings, defined as:

· *Observations: In the course of the review, the monitoring team discovered areas that raised some measure of concern. Such concerns may be easily alleviated, and the monitoring team made every effort to discuss solutions with the appropriate staff to minimize concern.*

· *Findings: Findings are items or issues that are of significant concern or that indicate the violation of a guiding principle, regulation or rule. The monitoring team requested additional information to determine whether the issue discovered was an abnormality of the review process or a valid violation.*

<u>This final report cites six findings.</u>

Reviewers relied on documentation and materials provided by NOW catalogued in the monitoring review guide, quarterly fiscal reports provided to HECC-OWI, participant records, program performance details

gathered via the local participant tracking system, and State Management Information System reports.

NOW's independent audit for the years ended June 30, 2024 and 2023 was provided, and is included in the monitoring workpapers. A report from the auditor dated January 6, 2025 includes three observations.

HECC-OWI monitors conducted compliance tests for cash management, and reviewed policies and procedures, expenditure rates, quarterly financial reporting, cost allocation plan, contracts and procurement, separation of duties, payroll, and subrecipient monitoring. NOW's fiscal system of expenditure authorization and record keeping is sufficient and provides reasonable accounting control over assets, liabilities, revenues, and expenditures in connection with those funds.

Finding #1 - A finding is cited for demonstration of distribution of subrecipient monitoring reports, demonstration of recordkeeping, and demonstrated compliance with requirements in:

- NOW's Policy P06 Monitoring
- Federal requirements at 683.400(d)
- Federal requirements at 200.329
- Northwest Oregon Works Bylaws (revision approved January 28, 2022; signatures February and March 2022)
- OWI's Monitoring, Corrective Actions and Sanctions policy

Finding #2 - A finding is cited for information made available on NOW's website, the practice of making available to the public information referenced in meeting agendas and meeting packets, the timeliness of meeting minutes made available to the public, and demonstration of compliance with Oregon Revised Statutes 192.610 – 705 public meeting requirements.

Finding #3 - A finding is cited for practices associated with local board member nominations and appointments in compliance with:

- Northwest Oregon Works Bylaws (revision approved January 28, 2022; signatures February and March 2022)
- Federal requirements at 679.320(g)
- NOW's policy B01 Nomination and Appointment Process for Membership on Northwest Oregon Works Board of Directors (effective date 4/22/2022)
- NOW's policy B04 Rotation Order (effective date 3/31/2017)

Finding #4 - A finding is cited for policy development, policy revisions, and public opportunity to comment on policies in compliance with:

- NOW's policy A05 Policy Development (approved board revision 6/2022)
- Northwest Oregon Works Bylaws (revision approved January 28, 2022; signatures February and March 2022)

Finding #5 - A finding is cited on the availability of information on NOW's website and demonstrated compliance with federal sunshine provisions required at 679.39.

Finding #6 - A finding is cited for demonstration of compliance with Equal Opportunity requirements in WIOA Section 188 and Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, Part 38.

The next annual monitoring of NOW is planned for December 2026.

An informal resolution process, with documented demonstrations of compliance and recordkeeping, will be utilized to resolve the findings identified in this report. OWI staff will provide the informal resolution process for each finding under separate cover, with requirements and timeframes established. Once all findings have been resolved, OWI will issue a memo to NOW's board, consortium, and Executive Director indicating that the findings have been resolved. All documentation relating to the informal resolution process and resolution of these findings will be included in OWI's monitoring work papers. OWI's

monitoring of NOW for December 2026 will confirm that mechanisms are in place and are operable, to ensure that findings and instances of noncompliance will not be repeated.

This is the final report. NOW will have one (1) week from the date of the final report to prepare and submit a written appeal to any findings. The appeal must be submitted to the Office of Workforce Investments director, who will issue a final decision within 30 days.

Draft report: November 20, 2025
Response to draft due: December 22, 2025
Final report: January 7, 2026
Final appeal:
Office of Workforce Investments Director decision: