

INVEST	INNOVATE	IMPACT
<ul style="list-style-type: none"> ○ Focus on data to prioritize investments. ○ Optimize ROI through resource management. ○ Increase resources for workforce development. 	<ul style="list-style-type: none"> ○ Pursue practices & programs that can be scaled up. ○ Develop strategic partnerships. ○ Lead efforts that result in employment and advancement. 	<ul style="list-style-type: none"> ○ Mobilize opportunities that support industry sectors. ○ Foster development of career pathways. ○ Educate communities about workforce services available.



AGENDA
JOINT MEETING
BOARD OF DIRECTORS
&
CONSORTIUM BOARD

In Person
John Gumm Building and Civic Center
251 St. Helens Street
St. Helens, OR. 97051

Zoom
Meeting ID: 816 7780 7696
Passcode: 293162
Computer:

<https://us02web.zoom.us/j/81677807696?pwd=RIvYwODScMacumCDqeMAWp42CY39aA.1>

October 25, 2024 – 10:00am and 12:00pm

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**
 - a. NOW Board
 - b. Consortium Board

- 2. REVIEW and APPROVE AGENDA**
 Inclusion of any emergency items, or deletion of any items
 - a. NOW Board
 - b. Consortium Board

- 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. DISCUSSION and POSSIBLE ACTION: CONSORTIUM BOARD

Accept Staff's recommendation to RE-appoint the following (five) NOW Board Members – The terms of these Board Members will be October 31, 2025 – November 1, 2028. (10 minutes)

- a. Greg Morrill – Business Representative – Bergerson Construction
- b. Heather Taksdal – Business Representative – Zwald Transportation
- c. Terre Cooper – Economic Development Representative
- d. John Hawkins – Labor Representative

5. CONSENT CALENDAR

• **NOW BOARD –**

- Accept Staff's recommendation to approve the Minutes of the June 27, 2025 Board meeting.
- Accept Staff's recommendation to approve adjustments made to policy A02 Grievance Process Policy.
- Accept Staff's recommendation to approve adjustments made to policy P03 Equal Opportunity Non Discrimination Policy.

• **CONSORTIUM BOARD –**

- Accept Staff's recommendation to approve the Minutes of the June 30, 2025 Consortium Meeting.

6. DISCUSSION and POSSIBLE ACTION: NOW BOARD THEN CONSORTIUM BOARD – Jason Swain, NOW CFO

Accept the Staff's recommendation to approve the finalized Annual Budget (10 minutes)

- a. NOW Board
- b. Consortium Board

7. INFORMATION – Vero Reeves, Internship Coordinator, PCC Oregon Manufacturing and Innovation Center
OMIC Updates (15 minutes)

8. INFORMATION – Paul Vogel, Executive Director, Columbia Economic Team (15 minutes)

9. INFORMATION – Shaun Barrick, Economist, OED
Oregon Employment Department Economic Update (25 minutes)

10. INFORMATION – Diana Nish, Equus
Equus Updates (15 minutes)

11. BOARD CHAIR REPORT – Tony Erickson, Chair

12. CHIEF LOCAL ELECTED OFFICIAL REPORT – Commissioner Wev

13. EXECUTIVE DIRECTOR REPORT – Heather DeSart, NOW Executive Director

14. BOARD ROUNDTABLE – Board Member Comments

15. 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.

16. ADJOURN

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 Morrill

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

	POLICY A02: GRIEVANCE PROCESS
	Effective Date:10/24/2025

PURPOSE

This policy establishes the procedures for participants and other interested parties to file grievances and complaints related to potential violations of Title I of the Workforce Innovation and Opportunity Act (WIOA).

This policy does not apply to complaints of discrimination under the nondiscrimination and equal opportunity provisions of WIOA. Procedures for discrimination complaints are outlined in NOW Northwest Oregon Works Policy-205: Equal Opportunity and Nondiscrimination.

POLICY

Northwest Oregon Works (NOW) and its service providers shall ensure that all participants and other interested parties are provided with information on these WIOA Title I grievance and complaint procedures. Reasonable efforts must be made to ensure that this information will be understood by affected participants and other individuals, including youth, and those who are limited-English speaking individuals. Those efforts must comply with the requirements at 29 CFR Part 38.9 regarding language assistance.

Participants and other interested parties affected by the local workforce development system may file a grievance or complaint alleging violation of WIOA Title I requirements by contacting Northwest Oregon Works’ EEO Officer at:

Katrina Sturgeon
 Equal Opportunity Officer
 Northwest Oregon Works
 Phone: 541-921-4420
 Email: katrina@nworegonworks.org www.nworegonworks.org

The complaint must be in writing and must include the name and contact information of the complainant, the name of the person or organization the complaint is against, a statement of the allegation and date of occurrence, the provision of WIOA Title I that is believed to have been violated, and the satisfaction being sought.

Northwest Oregon Works will acknowledge receipt of the written complaint, and that acknowledgement will include assurance that the complaint will be resolved and a decision rendered within 60 days. Individuals involved in employment and training activities or employees alleging displacement or labor standards violations in those circumstances may submit a grievance or complaint utilizing this process, or to other binding arbitration procedures if a collective bargaining agreement is

involved. NOW staff will assist in confirming those circumstances and provide appropriate assistance and oversight.

Northwest Oregon Works will utilize a structured, informal process to investigate the allegation by interviewing parties and gathering information. These processes will lead to a resolution and written decision provided to the complainant within 60 days of receipt of the complaint.

In the event that no decision is reached within 60 days, or either party is dissatisfied with the decision, a written appeal may be filed with the Higher Education Coordinating Commission Office of Workforce Investments, 3225 25th Street SE, Salem OR 97302. The written appeal must be submitted via physical letter as provided in HECC-OWI's Grievance Procedure Policy.

If OWI does not provide a decision within 60 days, or if either party is dissatisfied with the decision, an appeal may be submitted to the Secretary, US Department of Labor, 200 Constitution Avenue NW, Washington DC 20210, Attention ASET. A copy of the appeal must be simultaneously provided to the ETA Regional Administrator, and the opposing party.

REFERENCES

Code of Federal Regulations 20 CFR 683.600 and 683.610

WIOA Sec. 181 (c)

29 CFR Part 38.9

Higher Education Coordinating Commission Office of Workforce Investments Grievance Procedure Policy

	POLICY P03: EQUAL OPPORTUNITY AND NON-DISCRIMINATION
	Effective Date: 10/24/2025
	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED

PURPOSE

This policy provides implementation requirements and procedures to ensure compliance with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA) Title I for the Northwest Oregon Works (NOW) local area.

POLICY

Section 188 of WIOA prohibits discrimination against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the WIOA, on the basis of the individual’s citizenship status or participation in any WIOA Title I-financially assisted program or activity.

NOW has designated an Equal Opportunity Officer to coordinate the organization’s obligations, and the officer’s name and contact information is included in the *Equal Opportunity is the Law Notice* (Attachment A). The Equal Opportunity Officer also serves as the liaison with the Civil Rights Commission.

Service providers in NOW’s local area must provide the *Equal Opportunity is the Law Notice* to WIOA Title I participants during enrollment processes. The Notice must also be included in the participant’s file, as required at 29 CFR Part 38.6(a)(4).

Service providers are also required to ensure that *Equal Opportunity is the Law Posters* are posted prominently, in reasonable numbers and places, in available and conspicuous physical locations, as required at 29 CFR Part 38.36(a)(1). Service providers are to contact NOW to request additional posters if needed.

NOW will ensure that any brochures, handouts, and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, will indicate that the WIOA Title I-financially assisted program or activity in question is an “equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

Mechanisms are established in NOW operations and WIOA Title I programs and activities that ensure equal opportunity data is collected and maintained for applicants, registrants, eligible applicants and registrants, employees, and applicants for employment. Records denoting race/ethnicity, sex, age, and where known, disability status, limited English proficiency, and preferred language are to be maintained and stored in ways that ensure confidentiality. These records will be maintained for at least three years from the close of the applicable program year. Records related to discrimination complaints are to be retained no less than three years from the date of final action related to resolution of the complaint.

Subrecipient monitoring and oversight activities for WIOA Title I programs and service in the NOW area are conducted by NOW staff. Those activities include processes to ensure that nondiscrimination and equal opportunity obligations are being satisfied, and that reviews of policies are conducted to ensure that they are nondiscriminatory.

NOW's Workforce & Community Development Manager serves as the Equal Opportunity Officer and has established a discrimination complaint process provided at Attachment B. The discrimination complaint process provides for investigation and resolution of written complaints that any person or the person's representative believes they have been or are being discriminated against or has been or is being retaliated against. The complaint process ensures confidentiality for all individuals involved.

REFERENCES

- WIOA Section 188
- 29 CFR Part 38.9
- Code of Federal Regulations 29 CFR Part 38

Attachments

- **Attachment A** – Equal Opportunity is the Law Notice
- **Attachment B** – Discrimination Complaint Processing Procedures

Attachment A

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; and against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the WIOA, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access to, any WIOA Title I—financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. Upon request and at no cost, appropriate auxiliary aids and services will be provided to qualified individuals with disabilities. Language assistance is also available for individuals with limited English proficiency at no cost.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I—financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

Katrina Sturgeon

Equal Opportunity Officer
Northwest Oregon Works
Phone: 541-921-4420
Email: katrina@nworegonworks.org
www.nworegonworks.org

OR

Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210 or electronically as directed on
the CRC website at www.dol.gov/crc

Filing with Civil Rights Center:

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

A proud partner of the American Job Center network.

Northwest Oregon Works is an equal opportunity employer/program and is funded through the U.S. Department of Labor, and the Oregon Higher Education Coordinating Commission. WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance is available to individuals with limited English proficiency at no cost.

Attachment B
Northwest Oregon Works (NOW)
Procedure for processing discrimination complaints

Any person who believes that he or she or any specific class of individuals has been or is subjected to discrimination prohibited by the nondiscrimination and equal opportunity provisions of the WIOA Title I may file a written complaint. Any person who believes that he or she or any specific class of individuals has been or is being retaliated against for filing a complaint, participating in the investigation, or furnishing information relating to, or assists in, an investigation, may file a complaint.

Discrimination complaints may be filed with NORTHWEST OREGON WORKS (NOW)'s Equal Opportunity Officer or the Civil Rights Center Director.

NORTHWEST OREGON WORKS (NOW)'s Equal Opportunity Officer can be reached at
Katrina Gasser-Sturgeon, *Workforce & Community Development Manager*
Northwest Oregon Works
cell 541-921-4420
katrina@nworegonworks.org

Complaints filed with the Director should be sent to The Director, Civil Rights Center (CRC), US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 20210, or electronically as directed on the CRC website at www.dol.gov/crc.

If complaints are filed with NORTHWEST OREGON WORKS (NOW), the complainant must wait either until NORTHWEST OREGON WORKS (NOW) issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center. If NORTHWEST OREGON WORKS (NOW) does not issue a written Notice of Final Action within 90 days of the day on which the complaint is filed, the complainant may file a complaint with CRC before receiving that Notice. However, the complainant must file the CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which the complainant filed the complaint with NORTHWEST OREGON WORKS (NOW)). If NORTHWEST OREGON WORKS (NOW) does issue a written Notice of Final Action, but the claimant is dissatisfied with the decision or resolution, the claimant may file a complaint with CRC. The claimant must file the CRC complaint within 30 days of the date on which the Notice of Final Action was received.

Generally, discrimination complaints must be filed within 180 days of the alleged discrimination or retaliation. The Director may extend the filing time for good cause.

Discrimination complaints must be filed in writing, either electronically or in hard copy, and must contain the following information:

- The complainant's name, mailing address, and if available, email address (or another means of contacting the complainant).
- The identify of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
- A description of the complainant's allegations. This description must include enough detail to allow NORTHWEST OREGON WORKS (NOW) or the Director, as applicable, to decide whether:
 - The CRC or NORTHWEST OREGON WORKS (NOW), as applicable, has jurisdiction over the complaint;
 - The complaint was filed in time; and

- The complaint has apparent merit: in other words, whether the complainant’s allegations, if true, would indicate noncompliance with any of the discrimination and equal opportunity provisions of WIOA or 29 CFR Part 38.
- The written or electronic signature of the complainant or the written or electronic signature of the claimant’s representative.

Both the complainant and the respondent have the right to be represented by an attorney or another individual of their choice.

When NORTHWEST OREGON WORKS (NOW) receives a discrimination complaint, it will issue a written Notice of Final Action within 90 days of the date on which the discrimination complaint was filed.

When a discrimination complaint is received, NORTHWEST OREGON WORKS (NOW) will issue an initial, written notice to the claimant which contains the following elements:

- An acknowledgement that NORTHWEST OREGON WORKS (NOW) has received the complaint
- Notice that the complainant has the right to be represented in the complaint process;
- Notice of and a copy of the Equal Opportunity is the Law Notice (38.35); and
- Notice that the complainant has the right to request and receive, at no cost, auxiliary aids and services, language assistance services, and that this notice will be translated into the non-English languages as required in 38.4(h), and (i), 38.34, and 38.36.
- A written statement and information listing the issues raised in the complaint, and for each issue, a statement whether or not NORTHWEST OREGON WORKS (NOW) will accept the issue for investigation or reject the issue, and the reason for each rejection.
- Establishment of a period for fact-finding or investigation of the circumstances underlying the complaint, and confirmation that alternative dispute resolution (ADR) opportunities are available.
- Establishment of a time period during which NORTHWEST OREGON WORKS (NOW) attempts to resolve the complaint.
- Confirmation that NORTHWEST OREGON WORKS (NOW) will issue a written Notice of Final Action to the complainant within 90 days of the date on which the complaint was filed.

Resolution may be initiated utilizing alternative dispute resolution (ADR) at any time after the complainant has filed a written discrimination complaint with NORTHWEST OREGON WORKS Director, but before a Notice of Final Action has been issued. The complainant has the choice whether to use ADR, or the structured, informal resolution process employed by NORTHWEST OREGON WORKS (NOW). A party to the agreement reached under ADR may notify the Director, Civil Rights Center in the event the agreement is breached. In such circumstances, the non-breaching party may notify the Director, Civil Rights Center within 30 days of the date on which the non-breaching party learns of the alleged breach. The Director, Civil Rights Center must evaluate circumstances to determine whether the agreement has been breached. If the Director, Civil Rights Center determines that the agreement has been breached, the complaint will be reinstated and processed in accordance with NORTHWEST OREGON WORKS (NOW)’s procedures. If the parties do not reach agreement under ADR, the complainant may file a complaint with the Director, Civil Rights Center.

If NORTHWEST OREGON WORKS (NOW) determines that it does not have jurisdiction over a discrimination complaint, it will notify the claimant within five business days of making such a determination. The Notice of Lack of Jurisdiction will include a statement of the reasons for the determination and notice that the complainant has a right to file a complaint with the Civil Rights Center within 30 days of the date on which the complainant receives the Notice of Lack of Jurisdiction.

Once NORTHWEST OREGON WORKS (NOW) completes the fact-finding and information gathering related to the discrimination complaint, a written Notice of Final Action will be issued to the complainant. This Notice of Final Action

will be issued within 90 days of the date on which the discrimination complaint was filed. The Notice of Final Action will include:

- For each issue raised in the discrimination complaint, a statement of either:
 - NORTHWEST OREGON WORKS (NOW)'s decision on the issue and an explanation of the reasons underlying the decision; or
 - A description of the way the parties resolved the issue; and
- Notice that the complainant has a right to file a complaint with the Civil Rights Center within 30 days of the date on which the Notice of Final Action is received if the complainant is dissatisfied with NORTHWEST OREGON WORKS (NOW)'s final action on the discrimination complaint.

If NORTHWEST OREGON WORKS (NOW) issues the Notice of Final Action before the 90-day period ends, but the complainant is dissatisfied with NORTHWEST OREGON WORKS (NOW)'s decision on the complaint, the complainant or the complainant's representative may file a complaint with the Director, Civil Rights Center, within 30 days after the date on which the complainant receives the Notice of Final Action.

If NORTHWEST OREGON WORKS (NOW) fails to issue the Notice of Final Action by the end of 90 days from the date on which the complainant filed the complaint, the complainant or the complainant's representative may file a complaint with the Director, Civil Rights Center, within 30 days of the expiration of the 90-day period. In other words, the complaint must be filed with the Director, Civil Rights Center, within 120 days of the date on which the complaint was filed with NORTHWEST OREGON WORKS (NOW).

MINUTES

NORTHWEST OREGON WORKS CONSORTIUM BOARD MEETING

June 30, 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; **Emily Richter**, Accounting Technician; **Jason Swain**, CFO/CCO;

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

Chair Wev called the Meeting to order at 11:04am.

Chair Wev asked for confirmation of the public posting of the meeting; Ms. Richter confirmed; Roll Call taken, quorum was established.

2. REVIEW and APPROVE AGENDA

Agenda required zero modifications.

MOTION: Gabe Shepherd

SECOND: Casey Garrett

MOTION CARRIED.

3. PUBLIC COMMENT SESSION

No public comment was made.

4. CONSENT CALENDAR

- Accept Staff's recommendation to approve the Minutes of the April 11, 2025 Consortium Meeting

MOTION: Casey Garrett

SECOND: Gabe Shepherd

MOTION CARRIED.

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

Mr. Swain presented the budget and answered questions around funding and carry-over amounts.

MOTION: Paul Fournier

SECOND: Casey Garrett

MOTION CARRIED.

6. CHIEF LOCAL ELECTED OFFICIAL REPORT – Pamela Wev, Chair

Commissioner Wev thanked the Commissioners for taking the time to quickly meet before July 1 so NOW would stay in compliance with having their forecasted budget approved before the new program year.

7. EXECUTIVE DIRECTOR'S REPORT – Heather DeSart, NOW Executive Director

Ms. DeSart thanked the Commissioners as well and let the Consortium know that the WORKing Together conference was coming up in October and being held in Salem. Ms. Richter provided the registration link in the Zoom chat.

8. CONSORTIUM MEMBER COMMENTS – Roundtable

9. SECOND PUBLIC COMMENT SECTION

No public comment was made.

10. ADJOURN

Commissioner Wev adjourned the meeting at 11:33 Am.

The meeting was concluded, and the zoom call was closed and ended.

NOW Annual Budget
Program Year 25-26

<u>Line #</u>		Progr	
		<u>PY24-25</u> <u>Carry Over</u>	<u>PY25-26</u> <u>Awarded</u>
<u>Federal Funding</u>			
1	DOT Workforce Ready Manufacturing	925,000	-
2	DOL Workforce Innovative Opportunity Act (Youth)	133,397	615,427
3	DOL Workforce Innovative Opportunity Act (Adult)	94,536	503,451
4	DOT Future Ready Navigator	587,143	
5	DOL Workforce Innovative Opportunity Act (DW)	46,507	331,331
6	HHS American Rescue Plan P10k	424,240	-
7	DOL/HECC Apprenticeship Expansion	-	400,000
8	DOL Dislocated Worker Disaster Recovery	174,570	-
9	DOL Reentry Employment	97,500	-
10	DOL Rapid Response	-	69,000
11	DOL High Concentration Youth	8,800	-
12	Total Federal Funding	2,491,693	1,919,209
<u>State Funding</u>			
13	HECC Maritime Workforce	-	805,000
14	HECC Oregon Youth Employment	-	601,000
15	HECC Workforce Strategy Board Support	-	352,000
16	ODE Youth Reengagement Opportunity	-	-
17	HECC Work Experience	-	186,343
18	HECC Industry Engagement	-	141,550
19	ODE Youth Development Reengagement	-	-
20	Total State Funding	-	2,085,893
<u>Local/Other Funding</u>			
21	IHN HealthCare Supplement	115,000	393,500
22	Unrestricted	53,500	-
23	Total Local Funding	168,500	393,500
24	Total Funding	\$2,660,193	\$ 4,398,602
			<u>Budgeted</u>
			<u>Expenses</u>
<u>Operating Payroll Expenses</u>			
25	Wages		249,298
26	Employee Health Insurance		35,865

27	Payroll Taxes	23,596
28	PTO	25,611
29	Employee Retirement Plan	14,958
30	Total Operating Payroll Expenses	349,328
<u>Operating General Expenses</u>		
31	Travel	25,500
32	Audit & Legal Services	35,500
33	Memberships	26,000
34	Staff Training/Development	8,000
35	Phone & Internet	28,000
36	Professional Services (<i>Other</i>)	9,500
37	Processing Fees	14,850
38	Office Lease	1,200
39	Insurance	11,000
40	Supplies/Postage/Meetings	8,400
41	Office Equipment/Software	9,850
42	Depreciation	-
43	Total Operating General Expenses	177,800
44	Total Operating Expenses	527,128
<u>Program Payroll Expenses</u>		
45	Wages	624,387
46	Employee Health Insurance	82,576
47	Payroll Taxes	58,988
48	PTO	58,712
49	Employee Retirement Plan	27,727
50	Total Program Payroll Expenses	852,390
<u>Program General Expenses</u>		
51	Outreach Awards/Services	906,661
52	WSO Leases	43,450
53	I-Trac Database	37,000
54	WSO Phone & Internet	19,232
55	WSO Business Services	10,000
56	Outreach Professional Services	7,000
57	Total Program General Expenses	1,023,343
<u>Program Subrecipient Expenses</u>		
58	Workforce Innovation Opportunity Act	1,110,000
59	Workforce Ready Manufacturing	730,925
60	Future Ready Oregon P10K	356,000
61	Workfoce Navigator Benefits	249,000
62	Quest Dislocated Worker	148,000

63	Reentry Employment Funds	89,500
64	Work Experience	77,800
65	WIOA Maritime	40,000
66	WIOA One Stop Operator	25,000
67	High Concentration Youth	8,800
68	Total Subrecipient Expenses	2,835,025
69	Total Program Expenses	4,710,758
70	TOTAL EXPENSES	\$ 5,237,886
71	NET FUNDING & EXPENSES	

am Year 25-26		
<u>ADJ</u>	<u>Total Funding</u>	<u>%</u>
(5,502)	919,498	12.3%
(1,425)	747,399	10.0%
(2,522)	595,465	8.0%
(15,585)	571,558	7.7%
112,541	490,379	6.6%
17,066	441,306	5.9%
-	400,000	5.4%
(18,564)	156,006	2.1%
(1,469)	96,031	1.3%
-	69,000	0.9%
18	8,818	0.1%
84,558	4,495,460	60%

70,852	875,852	11.8%
(974)	600,026	8.1%
24,296	376,296	5.1%
300,000	300,000	4.0%
12,637	198,980	2.7%
9,640	151,190	2.0%
100,000	100,000	1.3%
516,451	2,602,344	35%

(213,811)	294,689	4.0%
230	53,730	0.7%
(213,811)	348,419	5%
\$ 387,198	\$ 7,446,223	100%

<u>ADJ</u>	<u>Total Expenses</u>	<u>%</u>
(51,762)	197,536	3.5%
(8,901)	26,964	0.5%

(4,899)	18,697	0.3%
(7,151)	18,460	0.3%
(3,106)	11,852	0.2%
(75,819)	273,509	4.9%

-	25,500	0.5%
-	35,500	0.6%
-	26,000	0.5%
-	8,000	0.1%
-	28,000	0.5%
-	9,500	0.2%
-	14,850	0.3%
-	1,200	0.0%
-	11,000	0.2%
-	8,400	0.2%
-	9,850	0.2%
-	-	0.0%
-	177,800	3%

(75,819)	451,309	8%
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(54,168)	570,219	10.2%
(8,901)	73,675	1.3%
(5,127)	53,861	1.0%
(8,157)	50,555	0.9%
(3,250)	24,477	0.4%
(79,603)	772,787	14%

458,258	1,364,919	24.4%
(151)	43,299	0.8%
-	37,000	0.7%
(84)	19,148	0.3%
-	10,000	0.2%
-	7,000	0.1%
458,023	1,481,366	27%

50,000	1,160,000	20.8%
(5,136)	725,789	13.0%
-	356,000	6.4%
-	249,000	4.5%
-	148,000	2.6%

238	89,738	1.6%
3,741	81,541	1.5%
-	40,000	0.7%
-	25,000	0.4%
18	8,818	0.2%
48,861	2,883,886	52%

427,281	5,138,039	92%
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\$ 351,462	\$ 5,589,348	
	\$ 1,856,875	

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:
 - o General dislocation
 - o Dislocation from facility closure/substantial layoff
 - o Self-employed dislocation
 - o Displaced homemaker
 - o Dislocated separating military service members
 - o 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 CORR DINATING 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.

OREGON DEPARTMENT OF EDUCATION (ODE)

- YOUTH DEVELOPMENT OPPORTUNITY funds support youth in continuing education/career journeys providing wraparound support for basic and educational needs with a focus on incentives for GED test completions, tuition costs for transitioning students from GED or high school education.
- YOUTH DEVELOPMENT REENGAGEMENT funds provide financial support to individuals seeking to transition into new careers or industries, particularly in high-demand fields. This grant helps cover the cost of education, training, and certifications, empowering individuals to gain the skills needed for sustainable, long-term employment.

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.