

ADMINISTRATIVE SYSTEMS SECTION

A-1 Please provide a copy of the LWIB's process for appointing members to the board.

PY 2013 response is still applicable. Amy Oakley

Please see attached policy A-04



POLICY #: A-04
Membership Appointment

ISSUED: January 17th, 2013

PURPOSE:

To establish the process and criteria the Workforce Investment Council of Clackamas County uses when reviewing and recommending applicants for openings on the Workforce Investment Council Board.

REFERENCES:

- WIA Section 117
- 20 CFR 661.300 through 661.315
- Oregon Workforce Advisory Committee Policy – State Policy Outlining Criteria for Local Boards and the Procedures the Governor Will Use to Certify Local Boards

POLICY:

In accordance with the Memorandum of Agreement between Workforce Investment Council and Clackamas County, members of the Workforce Investment Council Board are appointed by the Clackamas County Board of Commissioners. Workforce Investment Council uses the Clackamas County Appointed Boards and Commissions process to appoint all Workforce Investment Council Board members.

This process includes the following steps:

1. Public Notice/Press Release issued through Clackamas County and the Workforce Investment Council web site stating number of vacancies
2. Interested individuals submit Clackamas County's Application to Workforce Investment Council ABC (Appointed Boards and Commission) Staff Liaison/Administrative Coordinator, along with letter(s) of nomination
3. Applications are screened for eligibility criteria by the Workforce Investment Council Executive Director. Eligibility Criteria includes:
 - a. Level of individual's responsibility within the company
 - b. Size of business – number of employees to achieve diversity on the board
 - c. Within a targeted industry cluster
 - d. Kinds of jobs within the company
 - e. Location within the County to achieve an urban/rural representation
 - f. Ability to commit time to be involved in Board activities
4. Workforce Investment Council ABC (Appointment to Boards & Commission) Staff Liaison recommends applicants to the Board of County Commissioners.

5. ABC Study Session packet (ABC Worksheet & ABC Matrix) is submitted to the Board of County Commissioners along with ABC Staff Report and re-appointment and appointment letters.
6. Upon approval of re-appointment and appointments, Workforce Investment Council seats members on the Board.

Approved:


Workforce Investment Council Board Chair

1/12/13
Date

A-2 Please provide copies of nomination letters that demonstrate that representatives from business, labor and education are nominated by the appropriate organizations, entities or agencies. (20 CFR 661.315 (e) and WIA Section 117 (b) (2) (A) (ii))

Please see attached.



June 21, 2013

Workforce Investment Council of Clackamas County (WICCO)
365 Warner Milne Road, #202
Oregon City, OR 97045

Attention: Kim Parker, Executive Director

Dear Kim:

On behalf of Oregon Staffing Association, I am recommending the appointment of Tina Irvine to the local Workforce Investment Council.

Tina's work as a Branch Manager of the Milwaukie, Oregon Express Employment Professionals location makes her an impeccable match for workforce development council. On a daily basis Tina is placing qualified applicants into the workforce. She is an incredible leader for her team, and they all respect her decisions and opinions. Tina is a driven, well rounded, and responsible manager. Tina has been involved with developing and implementing programs that promote opportunities for employees and businesses. Her service on the Region 15 Workforce Investment Council will enable her to continue assistance to employers, students and job seekers in our communities

Your support of this recommendation is appreciated.

Sincerely,

Robert Knight

President, Oregon Staffing Association



December 12, 2012

Workforce Investment Council of Clackamas County
365 Warner Milne Road, #202
Oregon City, OR 97045

On behalf of the Clackamas County Business Alliance, I am recommending the appointment of Cheryl Johnson to the Workforce Investment Council.

Cheryl's work as an Employee Relations Consultant with Legacy Health, has given her much insight to the importance of employer/employee relationships and a focus on careers in the health care field. I believe she would be a great addition to the Board of Directors.

Your support of this recommendation is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Kim Parker".

Kim Parker
Executive Director

24 October, 2012

Workforce Investment Council of Clackamas County (WICCO)
365 Warner Milne Road, #202
Oregon City, OR 97045

Attention: Kim Parker – Executive Director

Dear Kim,

On behalf of the Oregon City Rotary Club, I am pleased to recommend Alex Crooks for a board position on the Workforce Investment Council.

Alex has been a member in good standing in our club for the past twelve years. His involvement over the years has included serving as club secretary, member of our foundation board, and financial advisor for the foundation's funds. His outstanding reputation in the club and the county as a business owner and volunteer is a direct reflection of his long-term commitment to our community.

His service on the Region 15 Workforce Investment Council will enable him to assist employers, students, and job seekers in our community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted Thonstad". The signature is fluid and cursive, with a large initial "T" and "H".

Ted Thonstad
Oregon City Rotary President

(503) 785-8421



OREGON
ASSOCIATION OF
NURSERIES

29751
SW Town Center
Loop W

Wilsonville, OR
97070

Phone
503.682.5089

Toll Free
1.800.342.6401

Fax
503.682.5099

Web
www.oan.org

March 15, 2012

Kim Parker, Executive Director
Workforce Investment Council of Clackamas County (WICCO)
365 Warner Milne Road, #202
Oregon City, OR 97045

Dear Kim,

On behalf of the Oregon Association of Nurseries, I am pleased to recommend the appointment of Gary Furr to the local Workforce Investment Council.

Gary has directed and inspired large and small groups of employees and nursery professionals throughout his career. He currently heads one of Oregon's premiere nursery growing businesses, one with an international reputation for innovation, collaboration, and enterprise excellence.

That reputation thrives and continues to excel under Gary's leadership. Recent economic challenges have spurred the company to invest more heavily than ever in its workforce, adopting an aggressive Lean implementation and building a culture of continuous improvement through all levels of the organization in order to heighten its competitive advantage.

Gary has been tapped for many volunteer board positions. Six years he served on the Oregon Department of Agriculture Research Committee, and he was a key member of the Clackamas County SB 1010 Subcommittee. He served on the board of directors of the Oregon Association of Nurseries for four years, on the OAN Executive Committee, and at the helm of our Government Relations Committee.

His extensive industry knowledge and experience, as well as his wisdom and common-sense approach to decision-making, make him a valuable contributor in every position in which he serves.

Gary is among the finest professional members of Oregon's nursery industry and has my highest recommendation. Your support of this recommendation is appreciated.

Sincerely,

Elizabeth Peters
Director of Communications & Publications
Lean Program Director



LABOR COUNCIL

AFL CIO

Serving: Multnomah, Washington, Clackamas & Columbia Counties

1125 SE Madison
Suite 100-D
Portland, OR 97214-3600
(503) 235-9444
Fax (503) 233-8259
nolc@qwestoffice.net

JUDY O'CONNOR
Executive Secretary-Treasurer

January 29, 2009

Stacey Hendricks
Administrative/Human Resource Coordinator
Workforce Investment Council of Clackamas County
365 Warner Milne Road, Suite 202
Oregon City, Oregon 97045

Dear Stacey:

As the Executive Officer of the Northwest Oregon Labor Council, I am submitting the name of Gerald "Jed" Scheuermann, Training Center Coordinator, United Association of Plumbers and Fitters Local 290, to serve as one of the labor appointments to the Workforce Investment Council of Clackamas County.

The mailing address and telephone number for Mr. Scheuermann is:

Gerald "Jed" Scheuermann, Training Center Coordinator
United Association of Plumbers and Fitters Local 290
20210 S.W. Teton Avenue
Tualatin, Oregon 97062
(503) 691-5700

Jeds@UA290.org

503-
Cell 828-7737

DIR 4916

Mr. Scheuermann has many years of experience in the building and construction trades and will be an asset to the Workforce Investment Council of Clackamas County.

Sincerely,

Judy O'Connor
Executive Secretary-Treasurer
Northwest Oregon Labor Council, AFL-CIO

JO/jd
opeiu#11afl-cio

LYNN LEHRBACH
1st Vice President

ROBERT PETROFF
President

2nd Vice President

Stacey
5/20/09
Bob
Ajo
Joni
J



Oregon

John A. Kitzhaber, MD, Governor

Department of Human Services
Children, Adults and Families Division
Field Services Administration
500 Summer Street NE, E-93
Salem, OR 97301
503-945-6116
FAX: 503-373-7492
TTY: 503-945-5896



June 4, 2014

Workforce Investment Council of Clackamas County (WICCO)
365 Warner Milne Road, #202
Oregon City, OR 97045

Attention: Chuck Forster, Executive Director

Dear Chuck,

On behalf of DHS/State of Oregon, I am recommending the appointment of Maurita Johnson to the local Workforce Investment Council.

Maurita's work as the District manager for Child Welfare and Self Sufficiency Program's in Clackamas County makes her an important addition to the council. Her participation on the WIC will assist the council and DHS in our common goals around employment for Oregonians.

Your support of this recommendation is appreciated.

Sincerely,



Jerry Waybrant
Chief Operations Officer
Child Welfare and Self Sufficiency Operations Administration



A-3 Please provide documentation which demonstrates appointment of the board chair from business representatives. (20 CFR 661.320)

Please see attached.

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
June 20, 2013 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Vickie Burns, Labor's Community Service Agency
Jerry Buzzard, Department of Human Services
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Milt Dennison, Clackamas Education Service District
Beverly Doolittle, Canby Area Chamber of Commerce
Brenda Durbin, Social Services
Gary Furr, The Growth Coach
Theresa Haskins, Portland General Electric
Megan Helzerman, Clackamas Education Service District
Julie Hugo, Blount Int.
Howard Klink, Klink Consulting
Pam Meredith, Training and Development Services
Lowell Miles, Miles Fiberglass
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jerry Smith, Jerry Smith & Associates

Members Absent

Ken Bartus, Garron Grounds
Ron Britt
Lisa Brookshier, Pacific Northwest Defense Coalition
Larry Didway, Oregon City School District
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development
Dan Parker, Marks Metals Technology
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Dave Riggins, IITR Truck School
Jed Scheuermann, IAPMO Group
Paul Schlumpberger, Pioneer Pump
Maureen Thompson, Community Solutions for Clackamas County
Joanne Truesdell, Clackamas Community College
Dennis Vaughn, Bob's Red Mill Natural Foods
Frank Wall, Plumbing & Mechanical Contractors Association
Michael Wells, The Cedars Companies

Others Present

Robert Bitter, Clackamas Community College
Jonny Brainard, HOPE Grant Recipient
Bridget Dazey, Workforce Investment Council
Bill Erb, Clackamas Community College
Elena Esquivel, Clackamas Community College
Jan Filgas, Workforce Investment Council
Stacey Hendricks, Workforce Investment Council
Ray Hoyt, Clackamas Community College
Michelle Jeresek, SESP Grant Recipient
Cheri Johnson, Legacy Health
Zack King, OJT Participant
Carrie Kraten, Clackamas Community College
Heather Kristof, HOPE Grant Recipient
Lori Mack, Community Solutions for Clackamas County

Amy Oakley, Workforce Investment Council
Kim Parker, Workforce Investment Council
Jodi Stapleton, Clackamas Community College
Roni Wilhelm, Clackamas Community College

Call to Order & Welcome

Jerry Smith called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. April 18, 2013 Board Meeting Minutes.
2. February 21, 2013 Executive Committee Meeting Minutes – approved by the Executive Committee.
3. Acceptance of Financial Report.
4. ETPL Application - Clackamas Community College's Geographic Information System (GIS) Program – approved by the Business Services Committee.
5. Selective Service Registration Requirements Policy (P-16) – passed by the Executive Committee.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Milt Dennison. Motion passed unanimously.

Introductions

Introductions were made around the room.

Contract Approval

Adult Service Provider Contracts - Extend IRCO Contract and Community Solutions Contract for another year (July 1, 2013 – June 30, 2014) – approved by the Executive Committee.

Youth Service Provider Contract – Extend Clackamas ESD Contract for another year (July 1, 2013 – June 30, 2014) – approved by the Executive Committee.

Adult Service Provider Contract – Contract with Clackamas Community College for adult and dislocated worker services for 2 years with the option to extend annually 3 additional years – recommended by the RFP committee and approved by the Executive Committee.

Motion: Theresa Haskins moved to approve the contract approval as presented, seconded by Pam Meredith. Motion passed unanimously.

Consideration of Officer Slate

The slate of officers presented includes:

Julie Hugo, Chair
Bob Degnan, Vice Chair
Dan Parker, Secretary
Jerry Smith, Treasurer
Frank Wall, Past Chair

Other Executive Committee members for consideration:

Mike Wells Jed Scheuermann Alex Crooks
Howard Klink Lowell Miles Lisa Brookshier
Ken Bartus Theresa Haskins

These members will serve a total of 12 months – terms expire in July 2014.

Motion: Brenda Durbin moved to approve the consideration of officer slate, seconded by Jerry Buzzard. Motion passed unanimously.

Consideration of Annual Budget

Kim Parker reported that WIA funds have decreased however WICCO has received the smallest cut in the state. Because of the carry forward, we are holding contractors harmless at this time. Next year's provider contracts will be affected should WIA funds continue to decrease or stay the same. Deb Zang then reported that because of WICCO's competitive grants, we are in a better position to absorb decreased WIA funding than we would otherwise be. 83% of funding goes out to providers.

Motion: Beverly Doolittle moved to approve the annual budget, seconded by Lowell Miles. Motion approved unanimously.

JV Northwest Presentation

Robert Bitter spoke about a program created for JV Northwest that braids multiple funding including WIA, CASE and investment from the business. As an employer seeking good, qualified employees seeking long term employment opportunity, JV Northwest partnered with CCC to create this program which trains participants while they work for them full time. 19 participants have been through the program and all participants are currently working full time at JV Northwest. Zack King then shared his experience as a participant in the program and the opportunities it has provided him personally.

State Energy Sector Partnership (SESP) Grant Report

Jan Filgas reported that SESP is a statewide project to support the "Greening of Oregon's Workforce." The program term of our grant ran from January 2010 through May 2013. During that time 265 builders, architects, painters and contractors were trained in green building skills. 383 credentials have been earned through this program and certification programs offered within the sectors of Leadership in Energy and Environmental Design (LEED), Sustainable Homes Professional (SHP), and EPA Lead Abatement. 246 participants entered or advanced in employment. The program has outperformed state average in all deliverables. Michelle Jersek shared her experience as a participant in the SESP program and the opportunities it has provided.

Renewable Northwest (ReNW) Grant Report

Jan Filgas reported that the ReNW grant term ran from January 2010 through January 2013. During that time the program provided skilled workers for renewable energy manufacturers and their supply chain manufacturers. The program exceeded all deliverables. It trained 153 participants and placed 137 participants into jobs. It was recognized as one of the 25 top performing ARRA Energy Training Partnership grantees in the nation. Ray Hoyt then spoke about a best practices convention he attended in Chicago. While there he collaborated with other Grant recipients to exchange lessons on best practices.

Healthcare Oregon Pathways Employment (HOPE) Grant Report

Jan Filgas reported that the HOPE grant term ran from July 2010 through June 2013. It covered 11 counties, 6 community colleges and 6 Workforce Investment Boards. We exceeded all deliverables, trained 154 participants, and placed 116 participants into jobs. At grants closure, we are being recognized as the highest performing project in the State. Jodi Stapleton then introduced HOPE Grant recipients Johnny Brainard and Heather Kristof who have both recently completed the Certified Nursing Assistant program at CCC. Both recipients then shared their individual career path story and how the HOPE grant allowed them to get the education needed to pursue entry level jobs in health care.

Statewide Strategic Plan Update/System Innovation

Kim Parker updated us on the three areas of focus: certified work ready communities, sector strategies, and system innovation. The front door to our system is WorkSource Clackamas, our local 'one-stop'. The Board of Directors is responsible for designating the one-stop operator and certifying the one-stop.

WorkSource/One Stop Operator Update

Bridget Dazey reported statistics on WorkSource Clackamas and WorkSource Clackamas Annex to showcase innovation. Data was collected in a recent customer satisfaction survey that was sent to 1,921 participants from WorkSource Clackamas. Overall feedback was very positive. This data will be used to make improvements and continue providing necessary innovation to develop a highly skilled workforce. Board action was then requested to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region's WorkSource One-Stop Center.

Motion: Theresa Haskins moved to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, seconded by Lowell Miles. Motion passed unanimously.

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
June 19, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Brenda Durbin, Social Services
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development Dept.
Theresa Haskins, Portland General Electric
Julie Hugo, Blount Int.
Cheri Johnson, Legacy Health
Maurita Johnson, Department of Human Services
Howard Klink, Klink Consulting
Pam Meredith, Training and Development Services
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metals Technology
Jerry Smith, Jerry Smith & Associates
Maureen Thompson, Community Solutions for Clackamas County
Frank Wall, Plumbing & Mechanical Contractors Association

Members Absent

Ken Bartus, Garron Grounds
Vickie Burns, Labor's Community Service Agency
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Milt Dennison, Clackamas Education Service District
Larry Didway, Oregon City School District
Gary Furr, The Growth Coach
Megan Helzerman, Clackamas Education Service District
Tina Irvine, Express Employment Professionals
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jed Scheuermann, IAPMO Group
Joanne Truesdell, Clackamas Community College
Dennis Vaughn, Bob's Red Mill Natural Foods
Michael Wells, The Cedars Companies

Others Present

Molly Aleshire, C-Tec Youth Services
Jean Bidstrup, Clackamas Community College
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
Scott Glitz, Clackamas Community College
Jim Huckestein, Clackamas Community College
Amy Oakley, Workforce Investment Council
Tomas Riddle, Portland General Electric
Roni Wilhelm, Clackamas Community College
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. April 17, 2014 Board Meeting Minutes.
2. May 12, 2014 Board Meeting Minutes – Special Scheduled Meeting for Executive Director Search.
3. February 20, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
4. May 15, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
5. Acceptance of Financial Report.
6. Acceptance of Annual Budget.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Theresa Haskins. Motion passed unanimously.

Introductions

Introductions were made around the room.

Contract Approval

Adult Service Provider Contracts - Extend Clackamas Community College Contract, Imigrant & Refugee Community Organization Contract, and Community Solutions Contract for another year (July 1, 2014 – June 30, 2015).

Motion: Frank Wall moved to approve the contract as presented, seconded by Howard Klink. Motion passed unanimously.

Consideration of Officer Slate

The slate of officers presented includes:

- ✓ Julie Hugo, Chair
- ✓ Bob Degnan, Vice Chair
- ✓ Dan Parker, Secretary
- ✓ Jerry Smith, Treasurer
- ✓ Frank Wall, Past Chair

Other Executive Committee members for consideration:

Mike Wells	Jed Scheuermann	Alex Crooks
Howard Klink	Lowell Miles	
Ken Bartus	Theresa Haskins	

These members will serve a total of 12 months – terms expire in July 2015.

Motion: Maureen Thompson moved to approve the officer slate as presented, seconded by Theresa Haskins. Motion passed unanimously.

Director Search Update

Julie Hugo updated the board on the Executive Director search. In light of the failed recruitment of the last ED search, the Executive Committee has approved to:

1. Reopen the search for a WICCO Executive Director.
2. Contract with a 3rd party search firm to facilitate the hiring process.

It was determined that going forward the Executive Committee will serve as the search committee. Howard Klink, Julie Hugo, and Deb Zang will serve on a subcommittee to procure a search firm. This subcommittee has already convened and begun this process.

Clackamas Community College Bond Update

Clackamas Community College (CCC) is preparing for its 50th year of service in 2016. CCC has 3 campuses

- Oregon City
- Harmony Community Campus in North Clackamas
- Wilsonville Training Center
- Plus extension sites in surrounding communities.

CCC provides career technical programs, college transfer degrees and basic skills education, along with workforce and business services, job training, and community education classes. CCC served 30,370 students in the 2012-2013 school-year.

In 2013 more than 2,000 participants shared what they most value about CCC:

- Degrees and certificates that lead to careers and family-wage jobs
- Affordable education that leads to a four-year degree

Immediate actions for employers include:

- New one-stop service for employers seeking training and workforce development assistance
- Support for employers and employees impacted by downsizing
- New Career Center services to help students improve their job-readiness skills
- Align degree pathways and training offerings with current and future marketplace demands

Immediate action for students and community members:

- Foundation pledges to raise \$10 million to reduce student financial barriers
- Securing grants to help laid-off and unemployed citizens return to work
- Expanding Green Line Shuttle
- Improving the College's information channels
- Financial aid and scholarship information online
- Tuition freeze for 2014-15
- New services for high school students and freshman
- New Career Center services
- More opportunities for internships and cooperative work-based experience
- New book-lending program

To fulfill the community's vision for education and training at CCC, the Board of Education is developing a \$90 million bond measure for the Nov. 4, 2014 ballot that would modernize facilities and equipment for high demand careers, and build additional classroom and lab space. CCC anticipates that the average property tax rates would be what they have been for the last decade.

The goals of the bond project are to:

- Increase access to affordable education and training for family-wage jobs that are close to home
- Train students in high-demand careers, such as nursing, engineering and manufacturing
- Update and modernize equipment, labs and facilities so students are trained to industry standards

WorkSource One Stop Operator Approval

Amy Evans updated the board on WorkSource as the One Stop Operator for Clackamas County. In Oregon, services are delivered using an integrated service delivery model, meaning job seekers are served by Oregon Employment Department staff and Workforce Investment Act funded staff while accessing services at the One Stop (WorkSource Clackamas). Improving WorkSource Clackamas (WorkSource Clackamas and WorkSource Clackamas Annex) includes:

- IDEO to improve office environment
- New staff leadership team
- Marketing and communications
- Customer satisfaction survey
- Working OED to improve and standardize products and services

Current WorkSource Services include:

- Workshops
- National Career Readiness Certificate
- Individualized job search assistance

- Basic skills training
- iMatchSkills
- Outreach to rural communities
- On the Job Training programs

Board action was then requested to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region’s WorkSource One-Stop Center.

Motion: Jerry Smith moved to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, seconded by Dan Parker. Motion passed unanimously.

Youth Update

Amy Evans updated the board on youth programs including Career Road Trips, Manufacturing Day, and a special Emerging Workforce Committee meeting to be held later this summer or fall on “Endangered: Youth in the Labor Force” which the entire WICCO board is invited to.

Board Member Roundtable Discussion

Private sector WICCO board members were asked to each take a few minutes to share on the state of their business and workforce challenges. Those who shared were Julie Hugo of Blount, International; Lowel Miles of Miles Fiberglass & Composites; Dan Parker of Marks Metal Technologies; Theresa Haskins of Portland General Electric; and Frank Wall who represents Plumbing & Mechanical Contractors Association. All businesses who shared expressed challenges finding skilled workforce.

Executive Director Updates

Chuck Forster updated the board on the current status of Sector Strategy Employee Training Funds and proposed federal workforce legislation. Julie Hugo then thanked Chuck for serving as Interim Executive Director and everyone in attendance wished him well in his retirement.

_____	_____
Amy Oakley	Julie Hugo
Date	Date

Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

After the meeting we determined we did not have a quorum, therefore will have to re-vote on all motions at next meeting.

A-4 Please provide a copy of the board's approved by-laws.

PY 2013 response is still applicable. Amy Oakley

Please see attached.

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
October 21, 2010 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Ken Bartus, Garron Grounds
Ron Britt, Benchmade Knife Company
Lisa Brookshier, Northwest Technologies
Vickie Burns, Labor's Community Service Agency
Jerry Buzzard, Department of Human Services
Milt Dennison, Clackamas Education Service District
Beverly Doolittle, Canby Area Chamber of Commerce
Cindy Hagen, Clackamas County Economic Development
Megan Helzerman, CESD - Clackamas Education Service District
Judy Juhola, Oregon Employment Department
Howard Klink, United Way of the Columbia-Willamette
Pam Meredith, WorkSource/CCC
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metal
Tom Previs, Oregon Employment Department
Dave Riggins, IITR Truck School
Jeff Rose, Canby School District
Jed Scheuermann, Plumbers & Steamfitters Local 290
Theresa Taaffe, Portland General Electric
Maureen Thompson, Community Solutions for Clackamas County
Joanne Truesdell, Clackamas Community College
Jerry Turner, Pioneer Pump, Inc.
Dennis Vaughn, Bob's Red Mill Natural Foods
Frank Wall, PMCA – Plumbing & Mechanical Contractors Association

Members Absent

Commissioner Jim Bernard, Clackamas County Board of Commissioners
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Brenda Durbin, Social Services
Steve Pickle, Teamsters Local 305
Josh Roberts, Willamette View
Jerry Smith, Jerry Smith & Associates
Kris Tuttle, Pacific West Bank
Burton Weast, Clackamas County Business Alliance
Micheal Wells, The Cedars Companies

Others Present

Molly Aleshire, C-TEC Youth Services
Agnes Balassa, Oregon Workforce Partnership
Mary Jo Cartasegna, Clackamas County Board of Commissioners
Will Christensen, Pioneer Pump
Bridget Dazey, Workforce Investment Council of Clackamas County
Jan Filgas, Workforce Investment Council of Clackamas County
Annie Gannon, Workforce Investment Council of Clackamas County
Stacey Hendricks, Workforce Investment Council of Clackamas County
Colton Kinsfather, C-TEC Youth
Commissioner Ann Lininger, Clackamas County Board of Commissioners
Catherine Nopp, Clackamas Community College
Kim Parker, Workforce Investment Council of Clackamas County
Mike Spencer, Spencer and Associates
Deb Zang, Workforce Investment Council of Clackamas County

Call to Order & Welcome

Frank Wall called the meeting to order at 7:30 a.m.

Public Comments

None.

Consent Agenda

- April 15, 2010 and July 15, 2010 Board Meeting Minutes.
- April 8, 2010, May 20, 2010, and June 17, 2010 Executive Committee Meeting Minutes – passed by the Executive Committee.
- Approval of the strategic priorities.
- Final Approval of 2010-2011 Budget – approved by the Executive Committee.
- 6 ETPL Applications – Reviewed and Approved by the Business Services Committee & the Executive Committee.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Jed Scheuermann. Motion passed unanimously.

Introductions

Introductions were made around the room and everyone talked about their first work experience.

Oregon Workforce Partnership Update

Agnes Balassa discussed the OWP's legislative agenda and the four things the Oregon Legislature could do to help get Oregon back to work:

1. Utilize the planning responsibility of Local Workforce Investment Boards to strategically align workforce and education programs at the local level creating maximum benefit for communities.
2. Expand Oregon's successful On-The-Job Training Program to serve more Oregonians.
3. Invest in the Youth Employment Program.
4. Expand Current Worker Training.

By-law Discussion

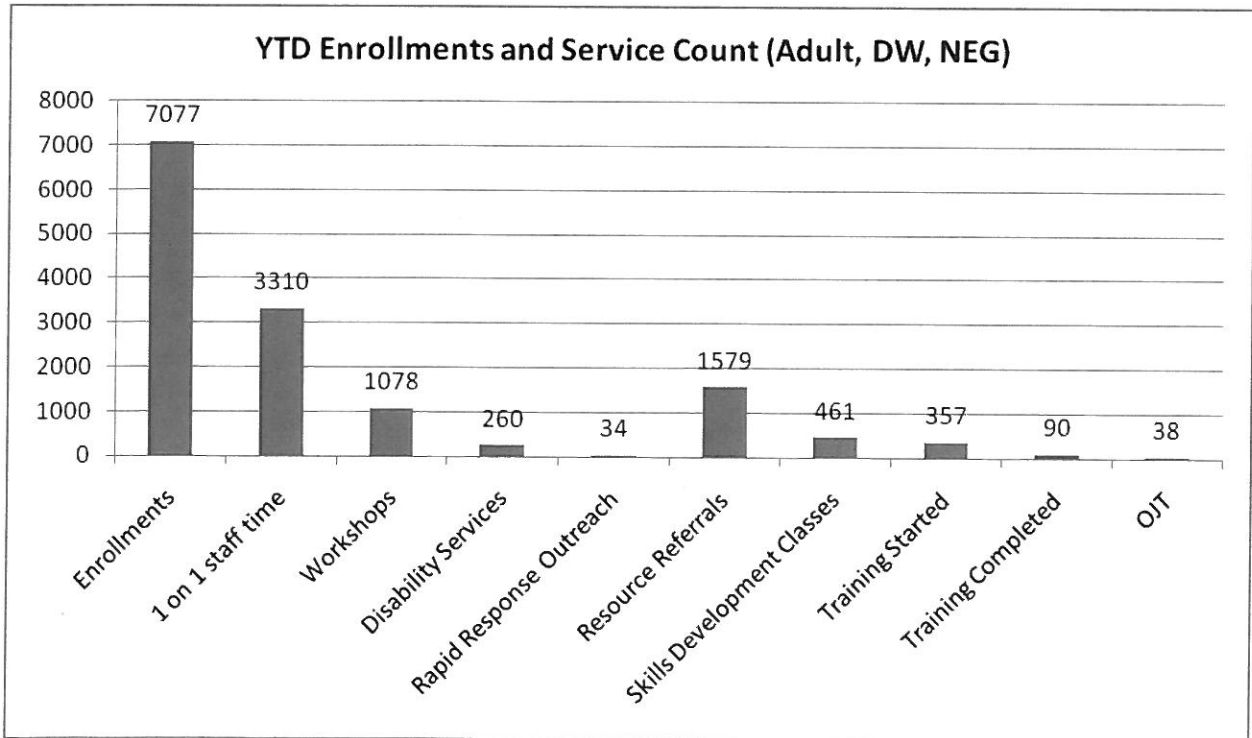
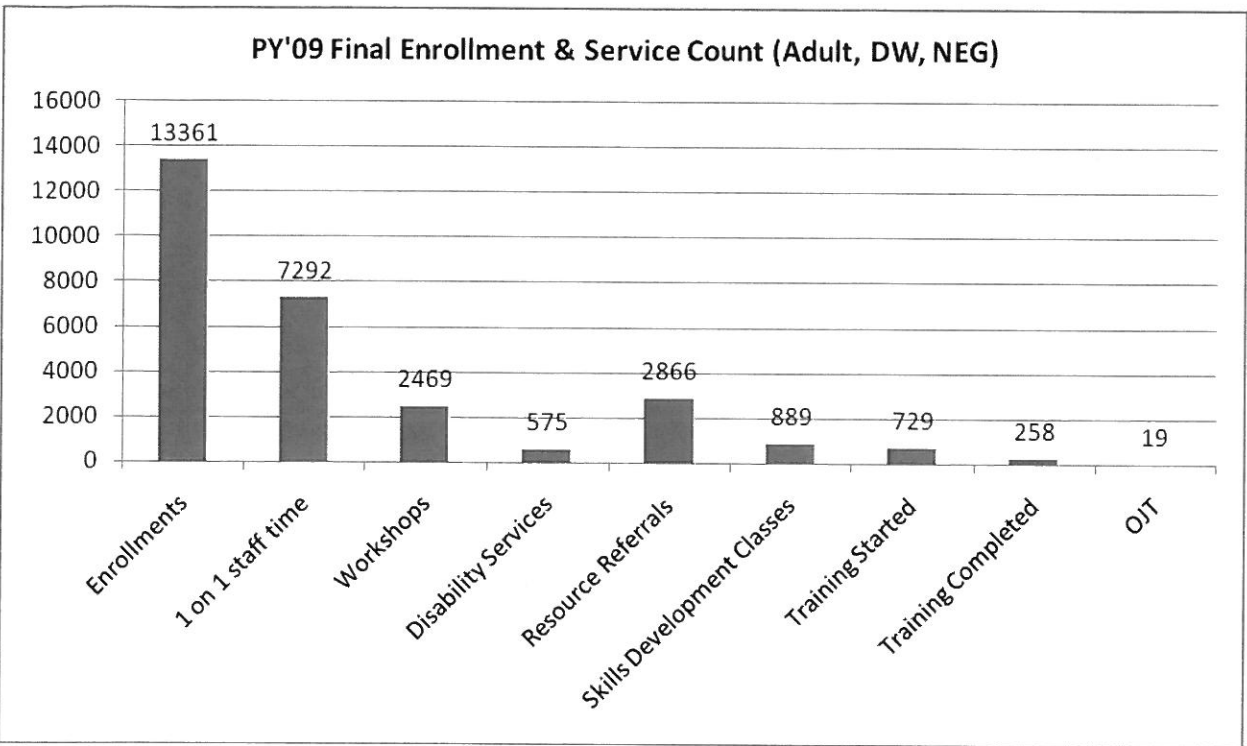
New Language:

If a Director's employment status changes in his/hers elected term, a written notification must be sent to the Board of Directors within 30 days of said change. The Director, under approval of the Board of Directors, has 120 days to qualify for a designated representative as defined in Article IV, Section 2 of the organization's by-laws. Failure to qualify will result in removal from the Workforce Investment Council's Board of Directors.

Motion: Lisa Brookshier moved to approve the by-laws changes with the addition of the new language, 2nd by Theresa Taaffe. Motion passed unanimously.

Dashboard Report

Dave discussed the dashboard report.



Targeted Employment Sectors

1. Advanced Manufacturing – Metals
2. Professional Business Services
3. Wood Manufacturing
4. Wholesale Trade
5. Transportation & Distribution
6. Nurseries & Greenhouses
7. High Tech Manufacturing
8. Healthcare

Presentations

Three presenters discussed their success with our program:

- Colton Kinsfather, C-TEC Youth
- Will Christenson, Pioneer Pump Employee (OJT)
- Mike Spencer, Spencer and Associates (OJT Employer)

Youth Program Update

Stacey discussed the Youth Program.

C-TEC works with out-of-school and in-school youth throughout the year. One way they do this is through a consortium of school districts, which includes: West Linn/Wilsonville, Oregon Trail, Canby, Estacada, Colton, North Clackamas, Oregon City, and Gladstone. C-TEC also serves youth through partnerships with WOAPE, DHS, Housing Authority of Clackamas County, Springwater Transitional Living, and WorkSource Clackamas.

WIA Youth Served PY09:	556
ARRA Work Experience 2009	330
Total Youth Served since July 1, 2010:	406
Summer Youth Program 2010:	68

The Summer Youth Academy (SYA) builds connections between Clackamas County youth and local employers through summer internships. It introduces employers to the emerging workforce as well as improving the employability of young workers through soft-skills and technical skills training. She then showed a video on the Summer Youth Academy created by youth that participated in SYA 2010.

National Career Readiness Certificate

Kim and Annie spoke briefly about the NCRC. They will speak more to the program at the next Board meeting.

“Did You Know?” Video

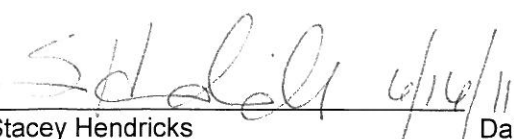
The group watched the “Shift Happens” video.

Financial Update

Deb discussed the financial report with detailed information about the various grants that the Workforce Investment Council is currently administering. Kim discussed the Sources and Uses document, which visually maps out all of the funding streams.

Update on Executive Director Annual Performance Review

Frank stated the Executive Committee formalized the process for the Executive Director’s annual performance review. The committee discussed Kim’s performance and Frank spoke to the staff. She is doing a fantastic job and has really benefitted the Workforce Investment Council in a short amount of time.



 Stacey Hendricks Date



 Frank Wall Date

Meeting adjourned at 9:28 A.M.
Minutes prepared by Stacey Hendricks

WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY, INC.

An Oregon Public Benefit Corporation

BYLAWS

ARTICLE I.

- Section 1:** The name of the organization shall be Workforce Investment Council of Clackamas County, Inc., an Oregon corporation. WICCO, Inc. is an acronym for "Workforce Investment Council of Clackamas County, Inc." All references herein to "the corporation" shall be to WICCO, Inc.
- Section 2:** The corporation was organized under Chapter 65 of the Oregon Revised Statutes, and is approved by Clackamas County Board of County Commissioners, (CCBCC).
- Section 3:** The corporation is established to implement workforce investment programs including the Workforce Investment Act, hereinafter referred to as WIA, to represent Region 15 (Clackamas County) in Oregon's workforce development system, and to act as a public benefit corporation operated in Oregon for educational and charitable purposes and for the promotion of social welfare in accord with sections 501(c)(3) of the Internal Revenue Code of 1954.
- Section 4:** The primary area to be served by the corporation shall be all of Clackamas County, Oregon, and all of Oregon through participation of its board members and representatives in the statewide workforce system.
- Section 5:** The official office location and mailing address shall reside within Clackamas County.

ARTICLE II.

Purpose

The purpose of the corporation shall include representing Region 15 in Oregon's workforce development system, to implement the Workforce Investment Act and other workforce investment programs, and to act as an Oregon public benefit corporation operated for educational and charitable purposes and for the promotion of social welfare in accord with sections 501(c)(3) of the Internal Revenue Code of 1954.

Subject to the foregoing purposes and the requirements of Code Section 501(c)(3), the corporation shall have and may exercise all the rights and powers of a nonprofit corporation under the Oregon Nonprofit Corporation Act.

ARTICLE III.

WICCO, Inc., Membership

The corporation shall have no members or stockholders.

ARTICLE IV.

Board of Directors

- Section 1:** The affairs of the corporation shall be managed by its Board of Directors.
- Section 2:** Fifty-one percent (51%) private-sector representatives shall be appointed by the appropriate governments in accordance with their Intergovernmental Agreement. The membership of the Board shall include:
1. Representatives of business;
 2. Representatives of educational entities;
 3. Labor organizations;
 4. Community-based organizations;
 5. Economic development agencies; and
 6. Each of the One Stop partners; and
 7. May include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- Section 3:** The membership of the Board of Directors of the corporation shall be appointed or removed, at the pleasure of the Clackamas County Board of County Commissioners. Members of the Board of Directors are expected to attend all regularly scheduled meetings and shall not delegate their vote to any other individual. Any member who does not attend at least half of the regularly scheduled meetings during any fiscal year may forfeit the office upon review of the Board of Directors. Any member of the Board of Directors may be suspended or expelled from membership on the Board of Directors upon affirmative vote of two-thirds (2/3) of the membership as a recommendation to the CCBCC. If a Director's employment status changes in his/hers elected term, a written notification must be sent to the Board of Directors within 30 days of said change. The Director, under approval of the Board of Directors, has 120 days to qualify for a designated representative as defined in Article IV, Section 2 of the organization's By Laws. Failure to qualify will result in removal from the Workforce Investment Council's Board of Directors. Nothing in these Bylaws is intended to preclude the possibility of interested members being considered for reappointment after expiration of a term.
- Section 4:** Members of the Board of Directors shall be appointed for a three year term, with a maximum of three terms with the intention that approximately one-third of the members terms expire each year.
- Section 5:** To the extent reasonably possible, the membership of the Board shall conform to the requirements of the federal Workforce Investment Act of 1998, and ORS 285A.458 (as amended) and shall reflect the diversity of the regional workforce.
- Section 6:** The Board of Directors shall have the power to create both standing and ad-hoc committees and task forces, the members and chairs of which shall be appointed by the Chair of the Board. The Committee Chairs shall be private-sector members of the Board and may have a co-chair from the public sector.

A committee required by federal or state policy shall operate under the federal or state requirements that apply to such committees. If no federal or state operational requirements apply to such a committee, the committee shall operate as prescribed by the Board of Directors.

Section 7: If a board member resigns mid-term, a new member will be appointed by the board and approved by the CCBC to fulfill the remainder of the term. A partial term does not count as a term when considering the three term maximum.

ARTICLE V.

Youth Council

Section 1: The Board shall appoint and conduct oversight with respect to the Youth Council (Emerging Workforce Committee). The Board Chair shall appoint one of the members of the youth Council as Council Chair.

Section 2: The Youth Council shall be established as a special committee of the Board and shall include:

1. Members of the Board with special interest or expertise in youth policy;
2. Representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
3. Representatives of local public housing authorities;
4. Parents of eligible youth seeking assistance under the Corporation's programs;
5. Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;
6. Representatives of the Job Corp, as appropriate; and
7. May include other individuals.

Section 3: The Youth Council shall have those duties set forth in the Workforce Investment Act.

ARTICLE VI.

Officers

Section 1: The Board of Directors of the corporation shall elect officers who shall serve for a period of up to one (1) year immediately following their election. The term of office shall coincide with the State program year.

Section 2: Officers of the Board of Directors of the corporation shall consist of a Chair, Vice Chair, Secretary, and Treasurer. The officers shall be representatives of the private sector.. Such other officers as may be deemed necessary by the Board of Directors may be appointed from time to time.

Section 3: The elected officers and the immediate Past Chair of the Board of Directors plus at least five (5) private sector members of the Board shall constitute the Executive Committee of the Board of Directors.

The Board of Directors may delegate to the Executive Committee or to the Chair alone such duties and responsibilities as may be deemed necessary from time to time to carry out the activities of the corporation. The activities and decisions of the Executive Committee shall be regularly reported to the Board of Directors by the Chair, and the minutes of all Executive Committee meetings shall be provided to the Board. Decision making authority of Executive Committee must be given by the full board for each activity, duty, and responsibility identified and shall be reflected in the meeting minutes.

Section 4: The Chair is the Chief Executive Officer of the corporation and shall generally control and supervise all of the business and affairs of the corporation. The duties of the Chair

shall be to preside at all meetings of the corporation, to appoint committees and their chairpersons as needed, and to generally perform all duties incident to the office of Chair.

Section 5: The duties of the Vice Chair shall be to perform the duties of the Chair in the absence of the Chair, and to perform such other duties and responsibilities as are set by the Board of Directors, or the Chair.

Section 6: The duties of the Secretary of the corporation shall be to be responsible for the maintenance of the records of the corporation, including the assurance that minutes of any meeting of the Board of Directors or its committees are prepared and available, to review all minutes of the meetings, and to perform such other duties assigned by the Board of Directors, or the Chair.

Section 7: The duties of the Treasurer shall be established by the Board of Directors, or the Chair, and shall generally include governance of all funds held in the name of and managed by the WICCO, Inc., and reporting monthly to the Board of Directors on the financial status of the corporation and the budget status of programs and services being implemented pursuant to the Local Unified Workforce Plan.

Section 8: Documents to be signed by the corporation are binding when signed by the Chair and any one of the following officers: Vice Chair, Secretary or Treasurer, at the direction of the Board of Directors. The Board of Directors may approve such other signatories as may be necessary.

ARTICLE VII.

Meeting Procedure, Voting Rights, and Quorum

Section 1: Meeting Procedures:

- A. The corporation shall hold regular meetings as necessary, but no less than four (4) per program year, to conduct business at a time and place determined by the Chair.
- B. Notice of all meetings of the corporation shall be given at least seven (7) days previous thereto by communication mailed by first class mail, sent electronically, by facsimile, or delivered personally to each member.
- C. The corporation's committees shall meet at the call of the Chair or the chair of such committee.
- D. Minutes shall be kept of all meetings required by Public Meeting Law and shall be available at the offices of the Corporation for anyone who requests to see them.

Minutes of meetings of the Board of Directors and Executive Committee shall be reviewed and approved at the subsequent meeting of the corporation's Board of Directors or Executive Committee. Minutes of committee meetings shall be approved by the Chair or Acting Chair of the committee and mailed, e-mailed, or faxed to the Board Members and interested persons as appropriate or as may be requested.

- E. Special meetings of the corporation may be called at any time by the Chair or by a petition signed by not less than 25% of the members of the Board of Directors, setting forth therein the reason for calling such meeting.
- F. The public shall be informed of meetings as prescribed by law. Board and/or committee meetings may be closed to the public and declared in executive session in accordance with Oregon's public meetings law when topics involving personnel or other exempt subjects are to be discussed.
- G. Participation in meetings may be by telephone, video conference, or any means of communication by which all participants may simultaneously hear each other, provided the notice of such a meeting shall state that the person may participate in such a fashion and describe how any person may notify the appropriate individual of the person's desire to be included in the meeting. A person participating in such a meeting is deemed to be present in person at such meeting.

Section 2: Voting rights:

- A. The Chair will be entitled to a vote on all issues.
- B. Each member of the Board of Directors may cast one vote on any question.
- C. When an issue presents either an actual or a potential conflict of interest (as defined by Federal or State regulation) for a member of the Board of Directors, said member shall disclose the conflict of interest, and shall abstain from discussions and voting on said issue. Such disclosure and abstention shall be noted in the minutes, and shall be in accordance with ORS 244.120.
- D. If federal or state policy requires a committee or task force, federal or state voting requirements that conflict with the requirements of subsections A to C of this section shall govern committee or task force voting."
- E. Members of the Board of Directors shall act with his/her legal duties of care and loyalty and with the ethical standards and willingness to disclose any wrongful acts in accordance with the whistleblowing policy adopted by the Board of Directors.

Section 3: Quorum:

A motion shall be passed by a majority of Board members voting at a regular or special meeting at which a quorum is present. A quorum shall consist of the majority of the current members of the Board. Board meetings may be held in which one or more or all members participating in the meeting are not present in person, but can communicate by electronic communication. Electronic participation in such meeting shall constitute presence in person at the meeting.

ARTICLE VIII.

Amendments to Bylaws

These Bylaws may be amended or repealed or a new Bylaw may be enacted by an affirmative vote of two-thirds (2/3) of the current membership of the Board of Directors of the Corporation.

The membership shall be provided notice of the meeting at least seven (7) days in advance. The notice shall specify or summarize the changes, amendments or repeals to be made at such meeting.

The executive committee shall make the determination regarding "specify" or "summarize" for purposes of notification.

ARTICLE IX.

General Provisions

- Section 1:** When parliamentary procedures are not covered by these Bylaws, Robert's Rules of Order Revised, shall prevail.
- Section 2:** Meetings of the corporation or any of its committees shall be open to the public. The corporation and its committees shall operate within the applicable State and Federal laws.
- Section 3:** Participation in meetings shall be limited to members of the Board of Directors with the following exceptions:
- A. Regularly scheduled agenda items that call for reports or participation by non-members;
 - B. At the discretion of the Chair, comment or other participation by non-members which is relevant or material to the matter under consideration before the group;
 - C. The attorney or the accountant for the corporation.
- Section 4:** Nothing in these Bylaws shall be construed to take precedence over Federal, State or local laws.
- Section 5:** Reimbursement of members of the Board of Directors or of other persons as approved by the Board of Directors for necessary travel expenses incurred in the performance of their duties shall be as authorized by the Board of Directors and noted in the meeting minutes.
- Section 6:** The Chair of the corporation and staff shall be responsible for preparing and distributing the agenda and minutes of meetings. Items not included in the agenda may be submitted to the corporate staff until 5:00 p.m. on the day before a meeting is scheduled so as to be included in a supplemental agenda packet to be distributed at the meeting.
- Section 7:** The accounting year for the corporation shall be set as July 1 through June 30. This change shall be effective July 1, 2005.

ARTICLE X.

Indemnification

- Section 1:** Indemnification of Directors. Unless otherwise provided in the articles of incorporation, the corporation shall indemnify any individual made a party to a proceeding because the individual is or was a director of the corporation, against liability incurred in the

proceeding, but only if the corporation has authorized the payment in accordance with ORS 65.404 and a determination has been made in accordance with the procedures set forth in ORS 65.404 that the director met the standards of conduct in Sections 1.1-1.2.

1.1 Standard of Conduct. The individual shall demonstrate that:

- (1) The individual conducted himself or herself in good faith; and
- (2) The individual reasonably believed that the individual's conduct was in the best interests of the corporation, or at least not opposed to its best interests; and
- (3) In the case of any criminal proceeding, the individual had no reasonable cause to believe his or her conduct was unlawful.

1.2 No Indemnification Permitted in Certain Circumstances. The corporation shall not indemnify a director under this Section 1:

- (1) In connection with a proceeding by or in the right of the corporation in which the director was adjudged liable to the corporation; or
- (2) In connection with any other proceeding charging improper personal benefit to the director, whether or not involving action in the director's official capacity, in which the director was adjudged liable on the basis that personal benefit was improperly received by the director.

1.3 Mandatory Indemnification. In addition, unless limited by the articles of incorporation, the corporation shall indemnify a director who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which the director was a party because of being a director of the corporation against reasonable expenses incurred by the director in connection with the proceeding.

Section 2: Advance for Expenses of Directors. Unless otherwise provided in the articles of incorporation, the corporation may pay for or reimburse the reasonable expenses incurred by a director who is a party to a proceeding in advance of final disposition of the proceeding, if:

- (1) The director furnishes the corporation a written affirmation of the director's good faith belief that the director has met the standard of conduct described in Section 1;
- (2) The director furnishes the corporation a written undertaking, executed personally or on the director's behalf, to repay the advance if it is ultimately determined that the director did not meet the standard of conduct described in Section 1 (which undertaking must be an unlimited general obligation of the director but need not be secured and may be accepted without reference to financial ability to make repayment); and
- (3) A determination is made that the facts then known to those making the determination would not preclude indemnification under Section 1 or ORS 65.387-65.414.

Section 3: Indemnification of Officers, Agents, and Employees Who Are Not Directors. Unless otherwise provided in the articles of incorporation, the board of directors may indemnify and advance expenses to any officer, employee, or agent of the corporation, who is not

a director of the corporation, to any extent consistent with public policy, as determined by the general or specific action of the board of directors.

Section 4: The Board of Directors have the power to purchase and maintain such fidelity and bond insurance on such officers, directors, staff and on behalf of others to the extent that power to do so has been or may be granted by statute and give other indemnification to the extent not prohibited by statute. Other business and liability insurance as may be deemed prudent may be acquired by the corporation, it being understood that the Oregon Department of Justice has issued an opinion stating that Workforce Investment Boards are, as the case may be, either an agent of the state, an agent of local government, or an instrumentality of local government and within the protections of the Oregon Tort Claims Act. Under that Act, any action taken within the scope of a volunteer board member's duties which results in a tort claim may be taken only against the public body -- not the individual. If the public body is found liable, the amount of damage payable is limited by statute.

ARTICLE XI.

Staff, Agents, Consultant, and Professional Services

Section 1: The corporation may employ staff necessary to carry out the functions and purposes of the corporation. The corporation may appoint an administrator, coordinator, or executive director to be responsible for the selection, general management and supervision of all staff within the confines of the budget as approved by the Board of Directors. That person shall act for the Chair, as delegated, in the day-to-day operation of the corporation.

Section 2: Persons or firms other than officers or directors of the corporation may, from time to time, be engaged or employed to assist the corporation in carrying out its programs and purposes. Any such employment must be by action of the Board of Directors upon terms and conditions, such as appearance at monthly Board meetings to give progress reports, and including payment for services set forth by the Board of Directors.

ARTICLE XII.

Contracts, Loans, Checks, Deposits

Section 1: The Board of Directors may authorize an officer or agent to enter into any contract, or execute or deliver any instrument, except instruments or documents relating to loans, in the name of and in behalf of the corporation. Such authority may be general or limited to specific instances.

Section 2: No loans shall be contracted on behalf of the corporation, and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors and signed by the Chair and Secretary of the corporation. Such authority may be general or limited to specific instances.

Section 3: All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer, the Administrator, Coordinator, or Executive Director of the corporation, or designated agent, and in such a manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4: The corporation is specifically authorized to establish checking and savings accounts necessary to the transaction of corporate business. All funds of the corporation not otherwise employed shall be deposited from time to time in the name of the corporation in such banks, trust companies or other depositories as the Board of Directors may designate.

ARTICLE XIII.

Enactment Agreement

These Bylaws shall become effective immediately upon the approval by a two-thirds (2/3) majority vote of the current members of the Board of Directors voting thereon in accordance with Article VI, Section 3 of these Bylaws.

A-5 How does the local board conduct oversight of the One-Stop system, youth activities, and employment and training activities? (20 CFR 661.305) Please provide copies of reports, and any corrective action plans.

PY 2013 response is still applicable. Jan Filgas

To satisfy requirements for oversight and monitoring of Workforce Investment Act (WIA) Title I funds, the Workforce Investment Council of Clackamas County staff carries out annual on-site monitoring reviews of local service providers. The monitoring system ensures that program policies and outcomes meet the objectives and regulations of WIA, and determines if compliance with WIA requirements has been demonstrated. The annual on-site monitoring reviews whether a local service provider is making acceptable progress in addressing any deficiencies, and ensures compliance with the nondiscrimination and equal opportunity requirements of the WIA. The monitoring review also addresses compliance with the Department of Labor's uniform administrative requirements.

The process is as follows:

- A monitoring guide is issued to contractors. Additionally, a random file review occurs.
- Contractors respond to the monitoring guide and forward responses to the Workforce Investment Council staff.
- Workforce Investment Council staff review and comment on responses. Additionally, file review forms are returned to the contractor, who responds to each comment in writing.
- An initial report is generated by the Workforce Investment Council. Through a combination of discussion and written responses, the initial report becomes a final report. The final report is forwarded to the full Board for review and comment.

Throughout the program year, Program Managers also periodically do participant file checks in I-Trac and, in the case of the youth program and special discretionary grants, hard copy files.

Fiscal reviews include an independent audit of the Workforce Investment Council non-profit fiscal systems and a State of Oregon Community Colleges and Workforce Development audit in compliance with the Workforce Investment Act.

WorkSource Clackamas Partner meetings are scheduled every other month and handle oversight of the One-Stop activities at WorkSource Clackamas. The Emerging Workforce Committee, Region 15's Youth Council, provides ongoing oversight and direction to the youth activities in Region 15 and meets every other month. The Business Services Committee, a sub-committee of the Workforce Investment Council Board, provides direction and oversight to adult and dislocated worker employment and training activities and also meets every other month. Minutes for these meeting are available, and can be provided if needed.

Please see attached monitoring reports.

PROGRAM REVIEW CONDUCTED BY:
Jan Filgas
DATE OF FINAL REPORT:
8/11/14



Workforce Investment Council's Program Quality Assurance Review - Program Year 2013 Final Report for Community Solutions for Clackamas County (CSCC)

The Workforce Investment Council of Clackamas County's Quality Assurance Guide PY 2013 (7/1/13-6/30/14) was utilized and 4 hard copy work experience case files and 10 electronic participant case files (approximately 13% of case load) were examined to conduct the annual program review of subrecipient. The Workforce Investment Council relied on responses and other information to determine if CSCC's program delivery is in compliance with the local, state and federal laws and regulations. The results of this program review were detailed in the initial report and were captured in one or more of four categories: observations, recommendations, findings, and commendations.

- *Commendations: Items or accomplishments worthy of notice.*
- *Observations: The identification of a current item or issue discovered in the course of a review that involves system/procedural problems that need immediate attention, but are not serious and/or material enough to warrant being categorized as a finding. The recommendation would identify whether the subrecipient needs to respond in writing concerning action taken to address the recommendation.*
- *Findings: The identification of an item or issue that is of a significant concern or indicated the violation of a guiding principle or requirement. Prior to identifying a finding, the standard operation procedure is for the Workforce Investment Council to confer with the subrecipient staff on whether the item or issue was an abnormality/exception.*

All observations in the initial report have been satisfactorily addressed in Community Solutions' response received August 11, 2014. There are no other observations, recommendations or findings to address. This is the final report.

PROGRAM REVIEW CONDUCTED BY:
Jan Filgas
DATE OF FINAL REPORT:
7/17/14



Workforce Investment Council's Program Quality Assurance Review - Program Year 2013 Final Report for Immigrant and Refugee Community Organization (IRCO)

The Workforce Investment Council's Quality Assurance Guide PY 2013 (7/1/13-6/30/14) was utilized and 6 electronic participant case files (or 17% of case load) were examined to conduct the annual program review of subrecipient. The Workforce Investment Council relied on responses and other information to determine if IRCO's program delivery is in compliance with the local, state and federal laws and regulations. The results of this program review are detailed in this report and may be captured in one of four categories: observations, recommendations, findings, and commendations.

- **Commendations:** *Items or accomplishments worthy of notice.*
- **Observations:** *The identification of a current item or issue discovered in the course of a review that involves system/procedural problems that need immediate attention, but are not serious and/or material enough to warrant being categorized as a finding. The recommendation would identify whether the subrecipient needs to respond in writing concerning action taken to address the recommendation.*
- **Findings:** *The identification of an item or issue that is of a significant concern or indicated the violation of a guiding principle or requirement. Prior to identifying a finding, the standard operation procedure is for the Workforce Investment Council to confer with the subrecipient staff on whether the item or issue was an abnormality/exception.*

No initial report was necessary. This is the final report and no response from IRCO is necessary.

Quality Assurance Guide Review



Observations:

E-5. Describe the procedures for staff and contractors to report fraud, abuse or other criminal activity related to contract. How are staff and contractors informed of the procedures?

For the second time (this was in your final report last year) it should be noted that the Workforce Investment Council's Incident Reporting Requirements policy is now F-01 and can be found on our website. The policy directs people to contact the Workforce Investment Council's Executive Director, the CCWD Quality Assurance Unit, the DOL Office of Inspector General Hotline and the Regional (Oregon) Office of Inspector General's Hotline about reporting potential or suspected fraud, abuse, or other program related criminal activity.

H-17. Describe how discrimination complaints are, or would be, handled. How does the process compare to a non-EO/ADA WIA complaint? Provide a copy of the EO/ADA complaint process. (29 CFR 37.76)

It should be noted that the Workforce Investment Council's Non-Criminal Grievance and Complaint Process policy is no longer WICCO-070. This policy was revised in January of 2013 and is now A-11 and can be found on our website. IRCO has made this correction to their response.

H-20. How are grievance procedures/policies communicated to program staff?

It should be noted that the Workforce Investment Council's Non-Criminal Grievance and Complaint Process policy is no longer WICCO-070. This policy was revised in January of 2013 and is now A-11 and can be found on our website. IRCO has made this correction to their response.

Participant File Review

17% of IRCO's caseload, or a total of 6 electronic participant files, were reviewed.

Observations:

Occasionally the program enrolled participants who were fluent in English. The Workforce Investment Council prefers that IRCO enroll people who are not fluent in English and have limited English speaking abilities.

Commendations

The electronic case files that were reviewed had well written case notes which reflected the intensive services the case manager provided to Clackamas Works! program participants. The level of job development services was impressive, resulting in high employment and retention rates. Case management activities varied, including helping one struggling self-employed participant to develop a new business and marketing plan to ensure his business' success.

The Clackamas Works! Project should be commended for continuing to deliver high quality case management services to Clackamas County residents.



PROGRAM REVIEW CONDUCTED BY:

Amy Evans

DATE OF FINAL REPORT:

09/05/14



WICCO Program Quality Assurance Review - Program Year 2013 Report for C-TEC, Clackamas Education Service District

WICCO Quality Assurance Guide PY 2013 (7/1/13-6/30/14) and participant files were utilized to conduct the annual program review of subrecipients. WICCO relied on responses and other information that Clackamas Education Service District's C-TEC's program delivery is in compliance with the local, state and federal laws and regulations. The results of this program review are detailed in this report and may be captured in one or more of four categories: observations, recommendations, findings, and commendations.

- *Commendations: Items or accomplishments worthy of notice.*
- *Observations: The identification of a current item or issue discovered in the course of a review that involves system/procedural problems that need immediate attention, but are not serious and/or material enough to warrant being categorized as a finding. The recommendation would identify whether the subrecipient needs to respond in writing concerning action taken to address the recommendation.*
- *Findings: The identification of an item or issue that is of a significant concern or indicated the violation of a guiding principle or requirement. Prior to identifying a finding, the standard operation procedure is for WICCO to confer with the subrecipient staff on whether the item or issue was an abnormality/exception.*

Quality Assurance Guide Review



Commendations:

Nicely done!

C-TEC should be commended for the services it offers to WIA youth throughout Clackamas County, including the variety of trainings offered throughout the year. The collaborations C-TEC has with Clackamas County youth service providers is exceptional and should be considered a best practice for leveraging funds as well as services. C-TEC continues to create new partnerships, which increase the success and effectiveness of this innovative program.

Observations:

It should be noted that Amy Evans became the local EO Officer in December, 2013 (Section H-16 and H-17). Please update EO Officer name and contact information on your internal documents and public notifications to reflect the current EO Officer, Amy Evans.

Findings:

There were no findings identified.

Participant File Review



During the PY 2013, C-TEC served 371 active youth participants, with 549 total youth served. Of C-TEC's total caseload, 4.7% or a total of 26 electronic participant files, were reviewed. 20 active or follow-up youth files were reviewed; 6 full program exited files were reviewed.

Commendations:

Eligibility documentation was excellent. Files were well organized. Most files were complete and contained necessary back-up information to correspond with i-trac files.

Observations:

Throughout the review process, the reviewer was in communication with the C-TEC Program Coordinator. Questions and responses were emailed back and forth, informally.

Relevant communications are included below. Questions are in black; responses to reviewer's questions are green. In some cases, following these initial responses are specific requests in blue for C-TEC to address and provide responses to.

1. "Gave Jordan a gift card for 20 hours of work at the District in the grounds department" – is this how students are "paid" for Smart Internships? **Not generally. This is from the site that I mentioned we had some challenges with, and there were some gift card issues. Their district wasn't comfortable with issuing direct payments to the youth since they weren't an employee. They asked if they could provide gift cards instead, which we all decided was all right (consulted with WICCO.) And we have created standardized forms to be used by partners for incentive agreements and receipt of gift cards, largely due to the adventure with this site.**
2. Ingrid Skuzie-Parkinson – Payment does not reference exploration of other funding **Yes, we'd want a statement in here that would reflect that no other resources are available. I'm guessing this was an oversight, as she demonstrates this practice in most of her other notes. I looked through this Career Advisor's other records and saw that this information is missing from a couple other notes and have emailed her asking her to address this.**
3. Eileen Guerra – How must documentation of Custodial Parent be achieved? Is this self-attestation? Case notes on 6/30/14 and 7/13/14 reference payments for bus passes and stipends, but payments tab does not show these. Why? **Applicants can self-attest to being a Custodial Parent. Part 2 of the question: the stipend wouldn't typically be put into the payments tab since that's a payment that comes from the ESD. However, we would ask the bus ticket payment to be entered and linked to the**

case note. I'm guessing this is just an oversight, as I'm seeing that this Career Advisor has demonstrated a practice of entering and linking the direct payments.



4. Mirina Hoyt – “Youth received \$100 stipend check on 6/30/14 for successfully completing and earned a referral for a SYA Internship with Haggen's”, but this is not documented under payments. Why? The youth received the check via the ESD and SYA program. Historically we haven't had Career Advisors enter these types of payments in itrac. We've had Career Advisors use this section for tracking the support service expense, and we've generally looked at incentives/stipends differently. However, I have seen some Career Advisors plug that information in here. So, you may not see it consistently one way or another. This section is really just a tool for convenient tracking of support services and is not the fiscal record. Some Career Advisors use this to help track their own budgets for support services, when stipends and incentives typically come from our main office budget. I'm not aware that there are any “rules” for how to use this section, and I don't think that all the youth programs even use this section. So, we've used it in a way that felt like it was the most useful for our program. Please develop a means of consistently entering incentive/stipend information moving forward and provide in your response.

5. Matthew Abdulmajid—Not registered for selective service, or at least no evidence in file (referenced in case notes as being done). No IEP or documented evidence of disability. “Next step” on CASA Assessment form not completed. Addressed all of these issues with Molly on 7/23/14 Selective Service verification was present in a different section of the file and identified disability documentation in file. CASAS assessment form is an internal tool and no further steps were needed. Per C-TEC Handbook, page 64, the Selective Service Registrant Verification is in Section 1 of the Youth Participant File. Please respond if this is a consistent practice or not.

6. Alysha Bisby – Exit type not checked on yellow form. Why was she exited? It's not clearly identified, but is inferred that it is because she got a job. (Does this need to be stated clearly? It seems most linked to her getting her driver's license in the case notes). Yellow form is an optional internal form. It's required that an exit type is entered into i-trac and it is. Case note states “moving Alysha to follow-up, she was able to complete GED, EFL gain in MTH (not BSD in RD), and employment at Timberline.” This is the case note that was made at the time that she was exited. Please let me know what types of additional information or clarification you're thinking of. If the yellow form is optional, please explain why and when it is used. Per C-TEC Handbook, page 66, the C-TEC Exit Form is to be updated and included in Section 4 of participant files. Please develop standardization of employing this form moving forward and include in your response.



7. Justin Curtis—Selective Service registration not found in file, but noted as being done in case notes. Did not find CASAS post-assessment records in the file, which case notes indicate him completing (likely b/c Program Mgr has file in her office). Not a true employment goal on the ISP. Selective Service registration was done after he enrolled (was 17 at time of enrollment) and verification is present in section 4. Youth completed CASAS post-assessment on 7/23/14 while WICCO had youth file,(records are at CTEC). Youth indicates “audio recording” as a long term career goal or interest. This information was updated in April 2014 using the new itrac ISP, with a career goal of “Audio and Video Equipment Technician” and signed by the youth. Please advise on how you would like this career goal to look different. Per C-TEC Handbook, page 64, the Selective Service Registrant Verification is in Section 1 of the Youth Participant File. Please respond if this is a consistent practice or not.

If ISP educational or career goals are updated in iTrac, please also note in iTrac “Case Notes” that they were updated so timeline and updated information is readily referenced. Please respond how this request will be implemented moving forward.

8. Ashley Harris—Where is verification of her employment? This youth does not appear to have received any follow-up services after being exited. Please explain. Also, there are not transcripts or evidence of attending Vocation School (Phagan’s Beauty School) in the file. Employment verified via UI record match, no hard verification required in the file (also verified by case manager.) There was a transition in Career Advisors at this site at the end of December 2013, and contracted services ended in June 2014. When CTEC reviewed these files in June, it was discovered that case notes had not been entered, however, the staff was no longer employed by the site to provide further information. Since discovering this situation, CTEC has been attempting to contact the youth. It is agreed that verification of attending Phagans is not in the file, and CTEC staff will work on obtaining this. However, placement confirmation has not been entered into itrac. Please ensure that file is updated regarding educational verification and follow-up services to youth, and include in your response when this was done.

9. Kadee Atkinson—What are the plans to improve her Math skills? Didn’t find documentation of that. It is agreed that there does not appear to be a goal to address this need. It will be addressed immediately. Please ensure that file is updated regarding Math skills improvement plans, and include in your response when this was done.

10. Sadie Cunnington – Career goal is general. Please respond with your explanation and/or remedy to the above concern.

11. Nik Yaws – Why only the Math post-assessment, and not the reading? Why was a gift card provided for only half of the assessment? Reviewer did not find evidence of

“plan to achieve numeracy/literacy gain”; most references had to do with employment and taking the CASAS (no help to specifically improve skills)

Please respond with your explanation and/or remedy to the above concern.



12. Kayla Bolin – Some purchases (i.e. 6/21/10 Purchased book bag to replace Kayla's lost school bag, so she can carry lunch and any supplies on bus to SYA training and 6/2/10 purchased and delivered bus tickets for Kayla to get to SYA boot camp later this month) do not demonstrate exhaustion of other resources. Exit type not checked/identified in file.

Please respond with your explanation and/or remedy to the above concern.

13. The exit type was not checked/identified in several files, including Kayla Bolin, David Kreger, and Diana Kuzmenko.

Please develop and provide in your response a standardization of identifying the type of exit moving forward.

Findings:

There were no findings identified.

Please respond with what C-TEC has done or will do to address the above observations and/or other issues that were discussed at the 9/5/14 case file monitoring review meeting.

This is the initial report. Please respond to this report by October 4, 2014. Upon receipt of your response, the Workforce Investment Council will prepare a final monitoring report.

August 11, 2014

Roni M Wilhelm, Associate Director
Workforce Development Services
Clackamas Community College
19600 S. Molalla Avenue
Oregon City, OR 97045



RE: WIA Program Year 2013 Quality Assurance Review

Dear Roni,

Attached is the Workforce Investment Council of Clackamas County's Quality Assurance Program Review – Program Year 2013 Initial Report. You have until September 19, 2014 to respond in writing to this report. Upon receipt of your response, the Workforce Investment Council will prepare the final monitoring report.

Please let me know if you have questions or need any additional information.

Thank you,

Jan Filgas
Program Manager

PROGRAM REVIEW CONDUCTED BY:
Jan Filgas
DATE OF INITIAL REPORT:
8/11/14



Workforce Investment Council's Program Quality Assurance Review - Program Year 2013 Initial Report for Clackamas Community College (CCC) Workforce Development Department

The Workforce Investment Council of Clackamas County's Quality Assurance Guide PY 2013 (7/1/13-6/30/14) was utilized and 17 hard copy OJT case files and 32 electronic participant case files were examined to conduct the annual program review of subrecipient. The Workforce Investment Council relied on responses and other information to determine if CCC's program delivery is in compliance with the local, state and federal laws and regulations. The results of this program review are detailed in this report and may be captured in one or more of four categories: observations, recommendations, findings, and commendations.

- **Commendations:** *Items or accomplishments worthy of notice.*
- **Observations:** *The identification of a current item or issue discovered in the course of a review that involves system/procedural problems that need immediate attention, but are not serious and/or material enough to warrant being categorized as a finding. The recommendation would identify whether the subrecipient needs to respond in writing concerning action taken to address the recommendation.*
- **Findings:** *The identification of an item or issue that is of a significant concern or indicated the violation of a guiding principle or requirement. Prior to identifying a finding, the standard operation procedure is for the Workforce Investment Council to confer with the subrecipient staff on whether the item or issue was an abnormality/exception.*

Quality Assurance Guide Review



Observations:

- E-5. *Describe the procedures for staff and contractors to report fraud, abuse or other criminal activity related to contract. How are staff and contractors informed of the procedures?*

It should be noted that the Workforce Investment Council's Incident Reporting Requirements policy was revised to F-01 in January 2013 and can be found on our website. The policy directs people to contact the Workforce Investment Council's Executive Director, the CCWD Quality Assurance Unit, the DOL Office of Inspector General Hotline and the Regional (Oregon) Office of Inspector General's Hotline about reporting potential or suspected fraud, abuse, or other program related criminal activity.

- G-1. *What is the procedure for complying with the record retention requirements of your contract?*

Please note that the Workforce Investment Council's records retention policy is no longer WIA-01. In January 2013 it was updated to A-02.

- G-2. *What provisions are in place to protect the confidentiality of participant records?*
Exhibit G-2 is no longer applicable. Please respond with how you ensure electronic and hard copy files and electronic and hard copy participant information is protected.

- H-19. *Provide a copy of your procedure for grievances and complaints.*

Please update the contact person on the back of your Problem Resolution Form to Bridget Dazey.

- H-22. *Describe data collection procedures including deadlines for inputting data after collection and data documentation procedures to insure the integrity of the MIS and data transmitted to the State.*

Please note that the Workforce Investment Council's Data Collection, Transmission, Validation and Reconciliation policy is no longer WIA-02. In January 2013 it was updated to P-02.

- H-26. *How does your program ensure that participants employed in programs and activities funded under WIA meet wage and labor standards at Section 181(a)(1)? (20 CFR 667.272)*

Please note that the Workforce Investment Council's On-the-Job Training policy is no longer WIA-017. In January 2013 it was updated to P-13.

- H-46. *Please describe how you:*

- *Ensure that NCRC participants complete registration in WOMIS.*
- *Have incorporated the NCRC into your service delivery model.*
- *Ensure that participants must be Oregon residents or employed by Oregon*

employers.

Please note that the language in your contract states:

“Participants who receive ITA funding must obtain an NCRC...

Exceptions to the ETPL, the Strategic Occupation List, or obtaining an NCRC must be brought before the Workforce Investment Council of Clackamas County Program Manager for review and consideration prior to funding.”



Participant File Review

The Workforce Investment Council reviewed 15 A/DW electronic participant files from 7/22/14 to 7/30/14. Seventeen additional hard copy and electronic copy OJT participant files were reviewed on 7/31/14.



Observations

Of the 15 WIA A/DW electronic participant case files reviewed, the below themes emerged:

- Case notes were sometimes repetitive and in one case, a statement about TAA not covering transportation was repeated 8 times.
- Sometimes case notes were attached to payments and other times case notes were not attached.
- Information (selective service registration status and education levels primarily) in the registration tab often conflicted with information in the WIA documentation tab or in the case notes.
- Sometimes there was a transition case note in the parent case that had a child record and other times not.
- 20% of the cases had a status of “started” for a training that had an end date one or months prior.
- Two cases that could have had employment confirmations entered did not.
- One case had an open case record in another region but no case coordination with that region had occurred.
- One case had a short term training entry when in fact it was occupational training. That same participant had a training that was prepaid that he was unable to attend. No follow up with the training provider had occurred to attempt to get the payment returned or reimbursed.
- For one case it was unclear if a training that the participant attended and was reimbursed for was prior to or after the participant’s enrollment date.

Of the 17 hard copy OJT participant case files reviewed the below themes emerged:

- All EEO forms had the old EEO officer’s name and contact information on them.
- The BTWO2 files that had been moved over from WIA after BTWO2 had started did not have a signed application on file. A blank application along with an explanation in the case notes would suffice.
- Three case files had incomplete paperwork:
 - One file had an OJT Checklist, Agreement and Training Plan that was not signed prior to the OJT start date.
 - One OJT Agreement was not dated by the employer.
 - One Release of Information form was not signed by the Workforce Advisor.



- One OJT Training Plan had several “skills to be learned” initially rated a 3 by the employer, which would mean those skills met or exceeded the training requirements. In addition, the number of skills on the training plan differed from the number of skills in the IEP.

Of the 17 electronic copy OJT participant case files reviewed, the below themes emerged:

- 59% of the participants had received their NCRCs.
- 35% of the case files that could have had employment confirmations in the outcomes tab did not.
- 29% of the case files had an employment record entered in the registration tab which conflicted with the status of “not employed” at registration.
- There was not a consistent practice of entering a transition case note in the WIA record that had a child record attached.
- Information (primarily selective service registration status) in the registration tab often conflicted with information in the fund registration tab or in the case notes.
 - One BTWO2 match showed the status of employed on the registration tab but there were no details in case notes about the number of hours the participant was working or the wage per hour that the participant was earning to justify that it was an appropriate BTWO2 match.
- Three cases had payments (including one to a Workforce Advisor) that were unclear, not justified or explained.
- One OJT entry differed from the information on the Training Plan.

Findings

Of the 15 WIA A/DW electronic participant case files reviewed, the below themes emerged:

- Only 13% of the files reviewed had NCRCs.

Of the 17 electronic and hard copy OJT participant case files reviewed the below themes emerged:

- 35% of the soft copy files did not have employment data under outcomes.
- 30% of the hard copy files were lacking job descriptions.
- The two OJT hard copy files reviewed that needed OJT Modification Plans did not have modification plans on file.
- The one OJT hard copy file that needed, according to the OJT Checklist, a union concurrence letter on file did not.

Please respond with how CCC has addressed the above issues and other issues that were discussed at the 7/30/14 and 8/6/14 case file monitoring review meetings.

This is the initial report. Please respond to this report by September 19, 2014. Upon receipt of your response, the Workforce Investment Council will prepare a final monitoring report.

A-6 Please provide board meeting minutes that demonstrate deliberation and adoption of the budget. (20 CFR 661.305(a) (4)) (see F-29 which requests a copy of the approved budget) (Addition)

Please see attached August Executive Committee meeting approving the annual budget. Because these minutes have not been approved yet by the full Board, they are in draft form. Amy Oakley

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
June 19, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Brenda Durbin, Social Services
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development Dept.
Theresa Haskins, Portland General Electric
Julie Hugo, Blount Int.
Cheri Johnson, Legacy Health
Maurita Johnson, Department of Human Services
Howard Klink, Klink Consulting
Pam Meredith, Training and Development Services
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metals Technology
Jerry Smith, Jerry Smith & Associates
Maureen Thompson, Community Solutions for Clackamas County
Frank Wall, Plumbing & Mechanical Contractors Association

Members Absent

Ken Bartus, Garron Grounds
Vickie Burns, Labor's Community Service Agency
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Milt Dennison, Clackamas Education Service District
Larry Didway, Oregon City School District
Gary Furr, The Growth Coach
Megan Helzerman, Clackamas Education Service District
Tina Irvine, Express Employment Professionals
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jed Scheuermann, IAPMO Group
Joanne Truesdell, Clackamas Community College
Dennis Vaughn, Bob's Red Mill Natural Foods
Michael Wells, The Cedars Companies

Others Present

Molly Aleshire, C-Tec Youth Services
Jean Bidstrup, Clackamas Community College
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
Scott Glitz, Clackamas Community College
Jim Huckestein, Clackamas Community College
Amy Oakley, Workforce Investment Council
Tomas Riddle, Portland General Electric
Roni Wilhelm, Clackamas Community College
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. April 17, 2014 Board Meeting Minutes.
2. May 12, 2014 Board Meeting Minutes – Special Scheduled Meeting for Executive Director Search.
3. February 20, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
4. May 15, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
5. Acceptance of Financial Report.
6. Acceptance of Annual Budget.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Theresa Haskins. Motion passed unanimously.

Introductions

Introductions were made around the room.

Contract Approval

Adult Service Provider Contracts - Extend Clackamas Community College Contract, Imigrant & Refugee Community Organization Contract, and Community Solutions Contract for another year (July 1, 2014 – June 30, 2015).

Motion: Frank Wall moved to approve the contract as presented, seconded by Howard Klink. Motion passed unanimously.

Consideration of Officer Slate

The slate of officers presented includes:

- ✓ Julie Hugo, Chair
- ✓ Bob Degnan, Vice Chair
- ✓ Dan Parker, Secretary
- ✓ Jerry Smith, Treasurer
- ✓ Frank Wall, Past Chair

Other Executive Committee members for consideration:

Mike Wells	Jed Scheuermann	Alex Crooks
Howard Klink	Lowell Miles	
Ken Bartus	Theresa Haskins	

These members will serve a total of 12 months – terms expire in July 2015.

Motion: Maureen Thompson moved to approve the officer slate as presented, seconded by Theresa Haskins. Motion passed unanimously.

Director Search Update

Julie Hugo updated the board on the Executive Director search. In light of the failed recruitment of the last ED search, the Executive Committee has approved to:

1. Reopen the search for a WICCO Executive Director.
2. Contract with a 3rd party search firm to facilitate the hiring process.

It was determined that going forward the Executive Committee will serve as the search committee. Howard Klink, Julie Hugo, and Deb Zang will serve on a subcommittee to procure a search firm. This subcommittee has already convened and begun this process.

Clackamas Community College Bond Update

Clackamas Community College (CCC) is preparing for its 50th year of service in 2016. CCC has 3 campuses

- Oregon City
- Harmony Community Campus in North Clackamas
- Wilsonville Training Center
- Plus extension sites in surrounding communities.

CCC provides career technical programs, college transfer degrees and basic skills education, along with workforce and business services, job training, and community education classes. CCC served 30,370 students in the 2012-2013 school-year.

In 2013 more than 2,000 participants shared what they most value about CCC:

- Degrees and certificates that lead to careers and family-wage jobs
- Affordable education that leads to a four-year degree

Immediate actions for employers include:

- New one-stop service for employers seeking training and workforce development assistance
- Support for employers and employees impacted by downsizing
- New Career Center services to help students improve their job-readiness skills
- Align degree pathways and training offerings with current and future marketplace demands

Immediate action for students and community members:

- Foundation pledges to raise \$10 million to reduce student financial barriers
- Securing grants to help laid-off and unemployed citizens return to work
- Expanding Green Line Shuttle
- Improving the College's information channels
- Financial aid and scholarship information online
- Tuition freeze for 2014-15
- New services for high school students and freshman
- New Career Center services
- More opportunities for internships and cooperative work-based experience
- New book-lending program

To fulfill the community's vision for education and training at CCC, the Board of Education is developing a \$90 million bond measure for the Nov. 4, 2014 ballot that would modernize facilities and equipment for high demand careers, and build additional classroom and lab space. CCC anticipates that the average property tax rates would be what they have been for the last decade.

The goals of the bond project are to:

- Increase access to affordable education and training for family-wage jobs that are close to home
- Train students in high-demand careers, such as nursing, engineering and manufacturing
- Update and modernize equipment, labs and facilities so students are trained to industry standards

WorkSource One Stop Operator Approval

Amy Evans updated the board on WorkSource as the One Stop Operator for Clackamas County. In Oregon, services are delivered using an integrated service delivery model, meaning job seekers are served by Oregon Employment Department staff and Workforce Investment Act funded staff while accessing services at the One Stop (WorkSource Clackamas). Improving WorkSource Clackamas (WorkSource Clackamas and WorkSource Clackamas Annex) includes:

- IDEO to improve office environment
- New staff leadership team
- Marketing and communications
- Customer satisfaction survey
- Working OED to improve and standardize products and services

Current WorkSource Services include:

- Workshops
- National Career Readiness Certificate
- Individualized job search assistance

- Basic skills training
- iMatchSkills
- Outreach to rural communities
- On the Job Training programs

Board action was then requested to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region’s WorkSource One-Stop Center.

Motion: Jerry Smith moved to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, seconded by Dan Parker. Motion passed unanimously.

Youth Update

Amy Evans updated the board on youth programs including Career Road Trips, Manufacturing Day, and a special Emerging Workforce Committee meeting to be held later this summer or fall on “Endangered: Youth in the Labor Force” which the entire WICCO board is invited to.

Board Member Roundtable Discussion

Private sector WICCO board members were asked to each take a few minutes to share on the state of their business and workforce challenges. Those who shared were Julie Hugo of Blount, International; Lowel Miles of Miles Fiberglass & Composites; Dan Parker of Marks Metal Technologies; Theresa Haskins of Portland General Electric; and Frank Wall who represents Plumbing & Mechanical Contractors Association. All businesses who shared expressed challenges finding skilled workforce.

Executive Director Updates

Chuck Forster updated the board on the current status of Sector Strategy Employee Training Funds and proposed federal workforce legislation. Julie Hugo then thanked Chuck for serving as Interim Executive Director and everyone in attendance wished him well in his retirement.

_____	_____
Amy Oakley	Julie Hugo
Date	Date

Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

After the meeting we determined we did not have a quorum, therefore will have to re-vote on all motions at next meeting.

**Workforce Investment Council of Clackamas County
Executive Committee Meeting
August 6, 2014**



Member Attendees

Ken Bartus, Garron Grounds
Alex Crooks, Crooks & Company Financial Management
Bob Degnan, Package Containers
Theresa Haskins, Portland General Electric
Julie Hugo, Blount, Int.
Howard Klink, Klink Consulting Group
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metal Technologies
Jed Scheuermann, IAPMO
Jerry Smith, Smith & Associates
Frank Wall, Plumbing & Mechanical Contractors Association
Micheal Wells, The Cedars Companies

Members Not in Attendance

N/A

Other Attendees

Molly Aleshire, C-TEC Youth Services
Bridget Dazey, Workforce Investment Council
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Gabby Nunley, Workforce Investment Council
Amy Oakley, Workforce Investment Council
JJ Peters, Clackamas County
Maureen Thompson, Community Solutions
Trent Wilson, Clackamas County Commissioner Martha Schrader's Office

Chair Julie Hugo called the meeting to order at 7:35am.

Public Comments

There were no public comments.

NO QUORUM AT JUNE BOARD MEETING – revote on:

**Contract Approval: Adult Service Provider Contracts
Extend Clackamas Community College Contract (CCC), Immigrant & Refugee
Community Organization Contract (IRCO), and Community Solutions Contract for
another year (July 1, 2014 – June 30, 2015).**

**Motion: Frank Wall moved the Board of Directors approves the adult service provider
contracts – Extend Clackamas Community College Contract (CCC), Immigrant &
Refugee Community Organization Contract (IRCO), and Community Solutions**

Contract for another year (July 1, 2014 – June 30, 2015), 2nd by Theresa Haskins. Motion passed unanimously.

Reaffirm Designation of WorkSource One-Stop:

Board action to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region's WorkSource One-Stop Center.

Motion: Jerry Smith moved the Board of Directors to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, 2nd by Dan Parker. Motion passed unanimously.

Update from WICCO Staff on Current Projects

Amy Evans, WICCO Program Manager gave an update on the WorkSource Customer Satisfaction Survey, monitoring currently underway on youth programs, and the upcoming special Emerging Workforce Committee meeting. Jan Filgas, WICCO Program Manager gave an update on adult and dislocated worker programs, Solutions to Work Grant, and monitoring currently underway. Gabby Nunley, CTE Manufacturing Liaison gave an update on Manufacturing Day and other projects she is working on. Bridget Dazey, WICCO Program Manager gave an update on Sector Strategies, NCRC & CWRC, as well as board recruitment strategies.

On the Job Training (OJT) Policy Approval

Jan Filgas stated the current OJT Policy needs revision and reviewed the proposed revisions with the Executive Committee.

Motion: Theresa Haskins moved to accept the revised WICCO OJT Policy (P-13), 2nd by Alex Crooks. Motion passed unanimously.

CCWD Monitoring Report Out

Frank Wall reported that CCWD monitoring for Program Year 2013 cited one finding for disallowed food cost of approximately \$400.

Recommendation from Executive Session for Filling Executive Director Position

WICCO staff were adjourned. Julie Hugo stated as a matter of follow up from the July 22, 2014 Executive Committee meeting in Executive Session, the following determinations were made:

1. The offer from the County to assist WICCO in the search for Executive Director was rejected because it couldn't produce a candidate until late October early November.
2. The recommendation to hire an outside search firm was rejected when weighing the fiduciary responsibility of the expenditure of significant funds against the fact that we already had a qualified internal candidate.
3. A recommendation was made to promote an internal candidate, Bridget Dazey, as the new WICCO Executive Director. All those in attendance at the Executive Committee meeting in Executive Session were in agreement.

Because the recommendation to promote Bridget was made in Executive Session, Julie affirmed the need to call a public meeting for the Executive Committee and make the motion to approve of the recommendation made by the Executive Committee to promote Bridget Dazey as the Executive Director of Workforce Investment Council of Clackamas County. There was some discussion by those in attendance.

A-7 Please provide samples of public notices and board minutes which demonstrate compliance with public meeting laws and the following meeting requirements (20 CFR 661.307):

- Meetings are held at locations which do not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age or disability (ORS 192.630(3))
- Meetings are held within the geographic boundaries of the local area (ORS 192.630(4))
- Public notice includes planned agenda items (ORS 192.640 (1))
- Emergency meetings are held as a result of an actual emergency as noted in the board minutes (ORS 192.640(3))
- Votes at all board and executive committee meetings are public and recorded (ORS 192.650(c))

Please see attached. Amy Oakley

WICCO BYLAWS - ARTICLE VII.

Meeting Procedure, Voting Rights, and Quorum

Section 1: Meeting Procedures

- A. The corporation shall hold regular meetings as necessary, but no less than four (4) per program year, to conduct business at a time and place determined by the Chair.
- B. Notice of all meetings of the corporation shall be given at least seven (7) days previous thereto by communication mailed by first class mail, sent electronically, by facsimile, or delivered personally to each member.
- C. The corporation's committees shall meet at the call of the Chair or the chair of such committee.
- D. Minutes shall be kept of all meetings required by Public Meeting Law and shall be available at the offices of the Corporation for anyone who requests to see them.

Minutes of meetings of the Board of Directors and Executive Committee shall be reviewed and approved at the subsequent meeting of the corporation's Board of Directors or Executive Committee. Minutes of committee meetings shall be approved by the Chair or

Acting Chair of the committee and mailed, e-mailed, or faxed to the Board Members and interested persons as appropriate or as may be requested.

- E. Special meetings of the corporation may be called at any time by the Chair or by a petition signed by not less than 25% of the members of the Board of Directors, setting forth therein the reason for calling such meeting.
- F. The public shall be informed of meetings as prescribed by law. Board and/or committee meetings may be closed to the public and declared in executive session in accordance with Oregon's public meetings law when topics involving personnel or other exempt subjects are to be discussed.
- G. Participation in meetings may be by telephone, video conference, or any means of communication by which all participants may simultaneously hear each other, provided the notice of such a meeting shall state that the person may participate in such a fashion and describe how any person may notify the appropriate individual of the person's desire to be included in the meeting. A person participating in such a meeting is deemed to be present in person at such meeting.

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
January 16, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Alex Crooks, Crooks & Company Financial Management
Bob Degnan, Package Containers
Larry Didway, Oregon City School District
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development
Megan Helzerman, Clackamas Education Service District
Julie Hugo, Blount Int.
Tina Irvine, Express Employment Professionals
Howard Klink, Klink Consulting
Lowell Miles, Miles Fiberglass
Pam Meredith, Training and Development Services
Dan Parker, Marks Metals Technology
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jerry Smith, Jerry Smith & Associates
Joanne Truesdell, Clackamas Community College
Michael Wells, The Cedars Companies

Members Absent

Ken Bartus, Garron Grounds
Ron Britt
Vickie Burns, Labor's Community Service Agency
Jerry Buzzard, Department of Human Services
Warren Cunningham, Timber Lake Job Corps
Milt Dennison, Clackamas Education Service District
Beverly Doolittle, Canby Area Chamber of Commerce
Brenda Durbin, Social Services
Gary Furr, The Growth Coach
Theresa Haskins, Portland General Electric
Cheri Johnson, Legacy Health
Howard Klink, Klink Consulting
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Jed Scheuermann, IAPMO Group
Paul Schlumpberger, Pioneer Pump
Maureen Thompson, Community Solutions for Clackamas County
Dennis Vaughn, Bob's Red Mill Natural Foods
Frank Wall, Plumbing & Mechanical Contractors Association

Others Present

Bridget Dazey, Workforce Investment Council
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
Ray Hoyt, Clackamas Community College
Tom Previs, Employment Department
Lori Mack, Community Solutions for Clackamas County
Amy Oakley, Workforce Investment Council
Kim Parker, Oregon Employment Department
Graham Slater, Oregon Employment Department
Amy Vander Vliet, Oregon Employment Department
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. October 17, 2013 Board Meeting Minutes.
2. September 19, 2013 Executive Committee Meeting Minutes – approved by the Executive Committee.
3. Acceptance of Financial Reports.

Motion: Alex Crooks moved to approve the consent agenda as presented, seconded by Jerry Smith. Motion passed unanimously.

Introductions

Introductions were made around the room.

Consideration of Policy and Resolutions; Consideration of Revised Budget

Deb Zang reported need to update the following:

F-06 / Procurement of Goods and Services

Motion: Joanne Truesdell moved to approve the consent agenda as presented, seconded by Dan Parker. Motion passed unanimously.

RS-01 / Establishing Signatory Authority and Limitations

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Jerry Smith. Motion passed unanimously.

RS-02 / Power to Execute Contracts

Motion: Tina Irvine moved to approve the consent agenda as presented, seconded by Cindy Hagen. Motion passed unanimously.

Proposed Budget July 2013 – June 2014

Motion: Jerry Smith moved to approve the consent agenda as presented, seconded by Jerry Dan Parker. Motion passed unanimously.

Update on Certified Work Ready Communities (CWRC) Strategic Plan Review and Update

Bridget Dave reviewed Governor Kitzhaber's State Strategic Plan which includes the strategic priorities of

- System Innovation
- Sector Strategies
- Certified Work-Ready Communities (CWRC)

She then updated the board how CWRC have become an economic development tool and area business are being recruited to sign letters of support for the CWRC program stating they will regard applicants for jobs who have the National Career Readiness Certificate (NCRC) in noted esteem. To date in Clackamas County, 2,931 NCRC's have been earned by various types of workers including transitioning, emerging and those who are currently employed. This is 29% of our assigned goal. The benefits to employers who are CWRC certified and job seekers who have obtained their NCRC include but are not limited to the following:

- Hiring – Employers can quickly identify qualified applicants.
- Training – Applicants with an NCRC have a documented level of foundational skills, and are ready to be trained in the specific requirements of a job.
- Advancement – The NCRC reduces hiring and training costs and employee turnover.
- Retention – The NCRC can be incorporated into existing hiring practices.

Update from Oregon Employment Department

Graham Slater, Research Administrator with Oregon Employment Department updated the board on current employment trends, issues surrounding a declining labor force, and issues surrounding the shortage of qualified workers. Oregon's current unemployment rate was at 7.3 percent in November 2013, lowest since September 2008. Nearly 131,000 Oregonians were unemployed in November 2013. Unemployment rates vary considerably around the state, especially in the categories of geographic region (eastern Oregon at higher unemployment rate than Portland Metro) and age group (highest among younger workers). 2013 brought some real job growth with industries adding jobs at a strong pace. Oregon added 37,300 jobs since November 2012. More jobs created in 2013 than in 2011 and 2012 combined. Examples given for industries that had growth in recent years include: health services, professional technical services, leisure and hospitality, manufacturing, and in the past year the construction industry showed growth. However, some industries were still losing jobs. Industries that have not show notable growth since recession include financial services and government jobs. The average worker's wage across industries is less than it was prior to the Great Recession (after adjusting for inflation).

Amy Vander Vliet, Portland Metro Regional Economist with Oregon Employment Department then updated the board with data specific to the Portland Metro tri county area. She stated the jobless rate is slowly declining in this region and jobs are slowly coming back. About 17,000 jobs were lost during the Great Recession and to date 7,000 of those have been added back. All private sector industries are adding jobs, some more than others. Most notable recovery growth includes the industries of trade, transportation, utilities, manufacturing, leisure and hospitality, professional and business services, and education, health services (private).

Graham Slater then spoke on Oregon's labor trends which include issues related to slow population growth, retirements, and low teen participation in workforce. These factors have implications for labor force growth, labor force supply, and demand for products and services. Oregon labor force participation rate has fallen dramatically in the last few years. Retiring older workers and decreasing participation by young people (ages 16-24) are most notable.

Lastly, Graham addressed the importance of understanding businesses' need for workers and businesses' need to find "qualified workers" for the openings they do have. The Oregon Job Vacancy Survey was given in 2012 to gain further knowledge on this claim that there are not enough "qualified workers." Notable "reasons provided for difficult to fill variances" found in this survey include: lack of work experience, lack of qualified candidates, unfavorable work conditions, lack of applicants.

In summary:

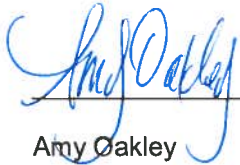
- Slow job growth, especially in certain industries, certain geographic areas
- Labor force participation is declining, particularly worrying in relation to young people (ages 16-24)
- Businesses struggling to find qualified workers for the wages and other working conditions they're willing and able to offer

Executive Director Updates and Acknowledgement of Service

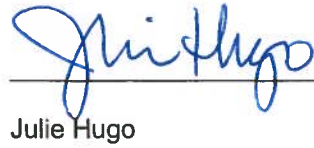
Chuck Forster, Interim Executive Director, stated that on January 3 he and Julie Hugo attended a reception hosted by Governor Kitzhaber for Workforce Boards and Workforce Agency Leaders. At the reception the Governor addressed issues such as the workforce system transformation and redesign. Chuck also stated that he attended an Oregon Workforce Partnership work session with WICCO board members Alex Crooks, Tina Irvine, and Julie Hugo on January 14th. The focus of the work session was the roles and responsibilities of local elected and business representatives within our local workforce boards. Lastly, he mentioned a Youth RFP that is scheduled to open on January 27, 2014.

Commissioner Martha Schrader spoke briefly on the need to showcase the strengths of our county and existing partnerships, especially as they might be adversely affected by Governor Kitzhaber's desire to redesign the state workforce system.

Julie Hugo then presented former Workforce Investment Council Executive Director, Kim Parker, with an Acknowledgement of Service plaque to show gratitude for her work and service to this organization. Kim Parker served as Executive Director for approximately 5 years. She resigned from her position with the Workforce Investment Council to take a job as Director of Business Services with Oregon Employment Department. Board members and those in attendance then gave Kim a round of applause for her strong leadership.

 4-17-14

Amy Oakley Date

 4-17-14

Julie Hugo Date

Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

It wasn't discovered until after the meeting was adjourned that there was not a quorum.

From: Tim Heider, Clackamas County Public Affairs Coordinator, (503) 742-5911

Date: 1/9/2014



Media and Interested Parties

Workforce Investment Council of Clackamas County meets January 16, 2014

The Workforce Investment Council of Clackamas County Board will meet Thursday, January 16, 2014, from 7:30 a.m. to 9:30 a.m. at Clackamas Education Service District, Mt. Hope Conference Room, 13455 SE 97th Avenue, Clackamas, OR 97015.

The proposed agenda includes: Approval of Consent Agenda, Consideration of Policy and Resolutions, Consideration of Revised Budget, Update on Certified Work Ready Communities, Update on Labor Trends from Oregon Employment Department and Executive Updates.

For more information contact Amy Oakley at (503) 657-6644.

*Equal Opportunity Employer / Program
Auxiliary Aids Available Upon Request to Individuals with Disabilities
Oregon Relay 711*

www.wicco.org

From: Tim Heider, Clackamas County Public Affairs Coordinator, (503) 742-5911

Date: 6/12/2014



Media and Interested Parties

Workforce Investment Council of Clackamas County meets June 19, 2014

The Workforce Investment Council of Clackamas County Board will meet Thursday, June 19, 2014, from 7:30 a.m. to 9:30 a.m. at Clackamas Education Service District, Mt. Hope Conference Room, 13455 SE 97th Avenue, Clackamas, OR 97015.

The proposed agenda includes: Approval of Consent Agenda, Contract Approval, Consideration of Officer Slate, Executive Director Search Update, Clackamas Community College Bond Update, WorkSource One Stop Operator Approval, Youth Update, Board Member Roundtable Discussion on workforce challenges, and Executive Updates.

For more information contact Amy Oakley at (503) 657-6644.

*Equal Opportunity Employer / Program
Auxiliary Aids Available Upon Request to Individuals with Disabilities
Oregon Relay 711*

www.wicco.org

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
June 19, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Brenda Durbin, Social Services
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development Dept.
Theresa Haskins, Portland General Electric
Julie Hugo, Blount Int.
Cheri Johnson, Legacy Health
Maurita Johnson, Department of Human Services
Howard Klink, Klink Consulting
Pam Meredith, Training and Development Services
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metals Technology
Jerry Smith, Jerry Smith & Associates
Maureen Thompson, Community Solutions for Clackamas County
Frank Wall, Plumbing & Mechanical Contractors Association

Members Absent

Ken Bartus, Garron Grounds
Vickie Burns, Labor's Community Service Agency
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Milt Dennison, Clackamas Education Service District
Larry Didway, Oregon City School District
Gary Furr, The Growth Coach
Megan Helzerman, Clackamas Education Service District
Tina Irvine, Express Employment Professionals
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jed Scheuermann, IAPMO Group
Joanne Truesdell, Clackamas Community College
Dennis Vaughn, Bob's Red Mill Natural Foods
Michael Wells, The Cedars Companies

Others Present

Molly Aleshire, C-Tec Youth Services
Jean Bidstrup, Clackamas Community College
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
Scott Glitz, Clackamas Community College
Jim Huckestein, Clackamas Community College
Amy Oakley, Workforce Investment Council
Tomas Riddle, Portland General Electric
Roni Wilhelm, Clackamas Community College
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. April 17, 2014 Board Meeting Minutes.
2. May 12, 2014 Board Meeting Minutes – Special Scheduled Meeting for Executive Director Search.
3. February 20, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
4. May 15, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
5. Acceptance of Financial Report.
6. Acceptance of Annual Budget.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Theresa Haskins. Motion passed unanimously.

Introductions

Introductions were made around the room.

Contract Approval

Adult Service Provider Contracts - Extend Clackamas Community College Contract, Imigrant & Refugee Community Organization Contract, and Community Solutions Contract for another year (July 1, 2014 – June 30, 2015).

Motion: Frank Wall moved to approve the contract as presented, seconded by Howard Klink. Motion passed unanimously.

Consideration of Officer Slate

The slate of officers presented includes:

- ✓ Julie Hugo, Chair
- ✓ Bob Degnan, Vice Chair
- ✓ Dan Parker, Secretary
- ✓ Jerry Smith, Treasurer
- ✓ Frank Wall, Past Chair

Other Executive Committee members for consideration:

Mike Wells	Jed Scheuermann	Alex Crooks
Howard Klink	Lowell Miles	
Ken Bartus	Theresa Haskins	

These members will serve a total of 12 months – terms expire in July 2015.

Motion: Maureen Thompson moved to approve the officer slate as presented, seconded by Theresa Haskins. Motion passed unanimously.

Director Search Update

Julie Hugo updated the board on the Executive Director search. In light of the failed recruitment of the last ED search, the Executive Committee has approved to:

1. Reopen the search for a WICCO Executive Director.
2. Contract with a 3rd party search firm to facilitate the hiring process.

It was determined that going forward the Executive Committee will serve as the search committee. Howard Klink, Julie Hugo, and Deb Zang will serve on a subcommittee to procure a search firm. This subcommittee has already convened and begun this process.

Clackamas Community College Bond Update

Clackamas Community College (CCC) is preparing for its 50th year of service in 2016. CCC has 3 campuses

- Oregon City
- Harmony Community Campus in North Clackamas
- Wilsonville Training Center
- Plus extension sites in surrounding communities.

CCC provides career technical programs, college transfer degrees and basic skills education, along with workforce and business services, job training, and community education classes. CCC served 30,370 students in the 2012-2013 school-year.

In 2013 more than 2,000 participants shared what they most value about CCC:

- Degrees and certificates that lead to careers and family-wage jobs
- Affordable education that leads to a four-year degree

Immediate actions for employers include:

- New one-stop service for employers seeking training and workforce development assistance
- Support for employers and employees impacted by downsizing
- New Career Center services to help students improve their job-readiness skills
- Align degree pathways and training offerings with current and future marketplace demands

Immediate action for students and community members:

- Foundation pledges to raise \$10 million to reduce student financial barriers
- Securing grants to help laid-off and unemployed citizens return to work
- Expanding Green Line Shuttle
- Improving the College's information channels
- Financial aid and scholarship information online
- Tuition freeze for 2014-15
- New services for high school students and freshman
- New Career Center services
- More opportunities for internships and cooperative work-based experience
- New book-lending program

To fulfill the community's vision for education and training at CCC, the Board of Education is developing a \$90 million bond measure for the Nov. 4, 2014 ballot that would modernize facilities and equipment for high demand careers, and build additional classroom and lab space. CCC anticipates that the average property tax rates would be what they have been for the last decade.

The goals of the bond project are to:

- Increase access to affordable education and training for family-wage jobs that are close to home
- Train students in high-demand careers, such as nursing, engineering and manufacturing
- Update and modernize equipment, labs and facilities so students are trained to industry standards

WorkSource One Stop Operator Approval

Amy Evans updated the board on WorkSource as the One Stop Operator for Clackamas County. In Oregon, services are delivered using an integrated service delivery model, meaning job seekers are served by Oregon Employment Department staff and Workforce Investment Act funded staff while accessing services at the One Stop (WorkSource Clackamas). Improving WorkSource Clackamas (WorkSource Clackamas and WorkSource Clackamas Annex) includes:

- IDEO to improve office environment
- New staff leadership team
- Marketing and communications
- Customer satisfaction survey
- Working OED to improve and standardize products and services

Current WorkSource Services include:

- Workshops
- National Career Readiness Certificate
- Individualized job search assistance

- Basic skills training
- iMatchSkills
- Outreach to rural communities
- On the Job Training programs

Board action was then requested to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region’s WorkSource One-Stop Center.

Motion: Jerry Smith moved to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, seconded by Dan Parker. Motion passed unanimously.

Youth Update

Amy Evans updated the board on youth programs including Career Road Trips, Manufacturing Day, and a special Emerging Workforce Committee meeting to be held later this summer or fall on “Endangered: Youth in the Labor Force” which the entire WICCO board is invited to.

Board Member Roundtable Discussion

Private sector WICCO board members were asked to each take a few minutes to share on the state of their business and workforce challenges. Those who shared were Julie Hugo of Blount, International; Lowel Miles of Miles Fiberglass & Composites; Dan Parker of Marks Metal Technologies; Theresa Haskins of Portland General Electric; and Frank Wall who represents Plumbing & Mechanical Contractors Association. All businesses who shared expressed challenges finding skilled workforce.

Executive Director Updates

Chuck Forster updated the board on the current status of Sector Strategy Employee Training Funds and proposed federal workforce legislation. Julie Hugo then thanked Chuck for serving as Interim Executive Director and everyone in attendance wished him well in his retirement.

_____	_____
Amy Oakley	Julie Hugo
Date	Date

Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

After the meeting we determined we did not have a quorum, therefore will have to re-vote on all motions at next meeting.

A-8 Retired, because the policy on providing services has been rescinded.

n/a - Amy Oakley

A-9 Who is the One-Stop operator? Please provide a copy of the agreement between the local board and the One-Stop operator which specifies the operator's role. (20 CFR 662.400 (c))

The One-Stop Operator is a consortium of partners in Workforce Region 15. Attached is the list of partners.

Also attached is the latest MOU and signature page.

Attached are the Board and Executive Team minutes reaffirming designation of the One-Stop Operator as the WorkSource Clackamas One-Stop Center.

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
June 19, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Brenda Durbin, Social Services
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development Dept.
Theresa Haskins, Portland General Electric
Julie Hugo, Blount Int.
Cheri Johnson, Legacy Health
Maurita Johnson, Department of Human Services
Howard Klink, Klink Consulting
Pam Meredith, Training and Development Services
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metals Technology
Jerry Smith, Jerry Smith & Associates
Maureen Thompson, Community Solutions for Clackamas County
Frank Wall, Plumbing & Mechanical Contractors Association

Members Absent

Ken Bartus, Garron Grounds
Vickie Burns, Labor's Community Service Agency
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Milt Dennison, Clackamas Education Service District
Larry Didway, Oregon City School District
Gary Furr, The Growth Coach
Megan Helzerman, Clackamas Education Service District
Tina Irvine, Express Employment Professionals
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jed Scheuermann, IAPMO Group
Joanne Truesdell, Clackamas Community College
Dennis Vaughn, Bob's Red Mill Natural Foods
Michael Wells, The Cedars Companies

Others Present

Molly Aleshire, C-Tec Youth Services
Jean Bidstrup, Clackamas Community College
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
Scott Glitz, Clackamas Community College
Jim Huckestein, Clackamas Community College
Amy Oakley, Workforce Investment Council
Tomas Riddle, Portland General Electric
Roni Wilhelm, Clackamas Community College
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. April 17, 2014 Board Meeting Minutes.
2. May 12, 2014 Board Meeting Minutes – Special Scheduled Meeting for Executive Director Search.
3. February 20, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
4. May 15, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
5. Acceptance of Financial Report.
6. Acceptance of Annual Budget.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Theresa Haskins. Motion passed unanimously.

Introductions

Introductions were made around the room.

Contract Approval

Adult Service Provider Contracts - Extend Clackamas Community College Contract, Imigrant & Refugee Community Organization Contract, and Community Solutions Contract for another year (July 1, 2014 – June 30, 2015).

Motion: Frank Wall moved to approve the contract as presented, seconded by Howard Klink. Motion passed unanimously.

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The slate of officers presented includes:

- ✓ Julie Hugo, Chair
- ✓ Bob Degnan, Vice Chair
- ✓ Dan Parker, Secretary
- ✓ Jerry Smith, Treasurer
- ✓ Frank Wall, Past Chair

Other Executive Committee members for consideration:

Mike Wells	Jed Scheuermann	Alex Crooks
Howard Klink	Lowell Miles	
Ken Bartus	Theresa Haskins	

These members will serve a total of 12 months – terms expire in July 2015.

Motion: Maureen Thompson moved to approve the officer slate as presented, seconded by Theresa Haskins. Motion passed unanimously.

Director Search Update

Julie Hugo updated the board on the Executive Director search. In light of the failed recruitment of the last ED search, the Executive Committee has approved to:

1. Reopen the search for a WICCO Executive Director.
2. Contract with a 3rd party search firm to facilitate the hiring process.

It was determined that going forward the Executive Committee will serve as the search committee. Howard Klink, Julie Hugo, and Deb Zang will serve on a subcommittee to procure a search firm. This subcommittee has already convened and begun this process.

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In 2013 more than 2,000 participants shared what they most value about CCC:

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Immediate actions for employers include:

- New one-stop service for employers seeking training and workforce development assistance
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Immediate action for students and community members:

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Amy Evans updated the board on WorkSource as the One Stop Operator for Clackamas County. In Oregon, services are delivered using an integrated service delivery model, meaning job seekers are served by Oregon Employment Department staff and Workforce Investment Act funded staff while accessing services at the One Stop (WorkSource Clackamas). Improving WorkSource Clackamas (WorkSource Clackamas and WorkSource Clackamas Annex) includes:

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Current WorkSource Services include:

- Workshops
- National Career Readiness Certificate
- Individualized job search assistance

- Basic skills training
- iMatchSkills
- Outreach to rural communities
- On the Job Training programs

Board action was then requested to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region’s WorkSource One-Stop Center.

Motion: Jerry Smith moved to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, seconded by Dan Parker. Motion passed unanimously.

Youth Update

Amy Evans updated the board on youth programs including Career Road Trips, Manufacturing Day, and a special Emerging Workforce Committee meeting to be held later this summer or fall on “Endangered: Youth in the Labor Force” which the entire WICCO board is invited to.

Board Member Roundtable Discussion

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Executive Director Updates

Chuck Forster updated the board on the current status of Sector Strategy Employee Training Funds and proposed federal workforce legislation. Julie Hugo then thanked Chuck for serving as Interim Executive Director and everyone in attendance wished him well in his retirement.

Amy Oakley		Julie Hugo		
Date				Date

Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

After the meeting we determined we did not have a quorum, therefore will have to re-vote on all motions at next meeting.

**Workforce Investment Council of Clackamas County
Executive Committee Meeting
August 6, 2014**



Member Attendees

Ken Bartus, Garron Grounds
Alex Crooks, Crooks & Company Financial Management
Bob Degnan, Package Containers
Theresa Haskins, Portland General Electric
Julie Hugo, Blount, Int.
Howard Klink, Klink Consulting Group
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metal Technologies
Jed Scheuermann, IAPMO
Jerry Smith, Smith & Associates
Frank Wall, Plumbing & Mechanical Contractors Association
Micheal Wells, The Cedars Companies

Members Not in Attendance

N/A

Other Attendees

Molly Aleshire, C-TEC Youth Services
Bridget Dazey, Workforce Investment Council
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Gabby Nunley, Workforce Investment Council
Amy Oakley, Workforce Investment Council
JJ Peters, Clackamas County
Maureen Thompson, Community Solutions
Trent Wilson, Clackamas County Commissioner Martha Schrader's Office

Chair Julie Hugo called the meeting to order at 7:35am.

Public Comments

There were no public comments.

NO QUORUM AT JUNE BOARD MEETING – revote on:

**Contract Approval: Adult Service Provider Contracts
Extend Clackamas Community College Contract (CCC), Immigrant & Refugee
Community Organization Contract (IRCO), and Community Solutions Contract for
another year (July 1, 2014 – June 30, 2015).**

**Motion: Frank Wall moved the Board of Directors approves the adult service provider
contracts – Extend Clackamas Community College Contract (CCC), Immigrant &
Refugee Community Organization Contract (IRCO), and Community Solutions**

Contract for another year (July 1, 2014 – June 30, 2015), 2nd by Theresa Haskins. Motion passed unanimously.

Reaffirm Designation of WorkSource One-Stop:

Board action to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region's WorkSource One-Stop Center.

Motion: Jerry Smith moved the Board of Directors to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, 2nd by Dan Parker. Motion passed unanimously.

Update from WICCO Staff on Current Projects

Amy Evans, WICCO Program Manager gave an update on the WorkSource Customer Satisfaction Survey, monitoring currently underway on youth programs, and the upcoming special Emerging Workforce Committee meeting. Jan Filgas, WICCO Program Manager gave an update on adult and dislocated worker programs, Solutions to Work Grant, and monitoring currently underway. Gabby Nunley, CTE Manufacturing Liaison gave an update on Manufacturing Day and other projects she is working on. Bridget Dazey, WICCO Program Manager gave an update on Sector Strategies, NCRC & CWRC, as well as board recruitment strategies.

On the Job Training (OJT) Policy Approval

Jan Filgas stated the current OJT Policy needs revision and reviewed the proposed revisions with the Executive Committee.

Motion: Theresa Haskins moved to accept the revised WICCO OJT Policy (P-13), 2nd by Alex Crooks. Motion passed unanimously.

CCWD Monitoring Report Out


Frank Wall reported that CCWD monitoring for Program Year 2013 cited one finding for disallowed food cost of approximately \$400.

Recommendation from Executive Session for Filling Executive Director Position

WICCO staff were adjourned. Julie Hugo stated as a matter of follow up from the July 22, 2014 Executive Committee meeting in Executive Session, the following determinations were made:


1. The offer from the County to assist WICCO in the search for Executive Director was rejected because it couldn't produce a candidate until late October early November.
2. The recommendation to hire an outside search firm was rejected when weighing the fiduciary responsibility of the expenditure of significant funds against the fact that we already had a qualified internal candidate.
3. A recommendation was made to promote an internal candidate, Bridget Dazey, as the new WICCO Executive Director. All those in attendance at the Executive Committee meeting in Executive Session were in agreement.

Because the recommendation to promote Bridget was made in Executive Session, Julie affirmed the need to call a public meeting for the Executive Committee and make the motion to approve of the recommendation made by the Executive Committee to promote Bridget Dazey as the Executive Director of Workforce Investment Council of Clackamas County. There was some discussion by those in attendance.



(Signature) (Date)

Kim Parker, Executive Director
Workforce Investment Council



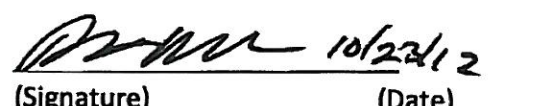
(Signature) (Date)

Kim Freeman, Area Manager
Oregon Employment Department



(Signature) (Date)

Joanne Truesdell, President
Clackamas Community College



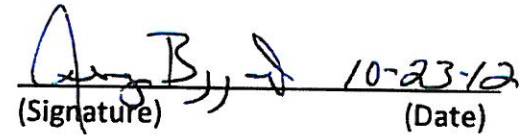
(Signature) (Date)

Patrick Foster, Branch Manager
Office of Vocational Rehabilitation Services




(Signature) (Date)

Fred Keene, Outreach & Admissions Mngr.
Job Corps (DESI)



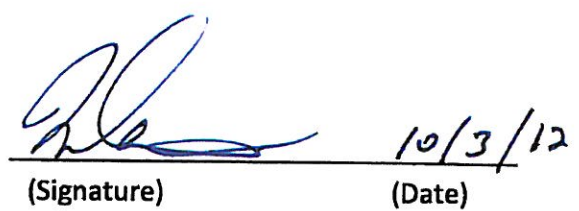
(Signature) (Date)

Jerry Buzzard, District Manager
Oregon Department of Human Services



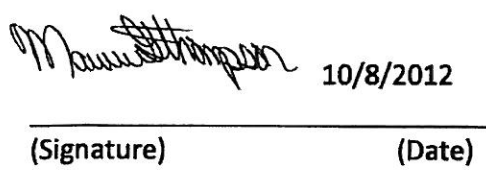
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David Cheveallier, CEO
Easter Seals



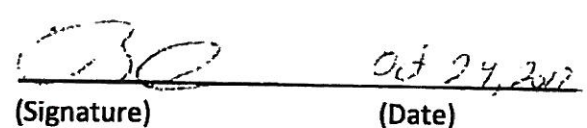
(Signature) (Date)

Milt Dennison, Superintendent
Clackamas ESD
C-TEC (Employment Made Possible)



(Signature) (Date)

Maureen Thompson, Director
Community Solutions for Clackamas County



(Signature) (Date)

Brenda Durbin, Director
Community Block Grant

Blibov 10-25-12
(Signature) (Date)
Victoria Libov, Community Project Manager
IRCO

Bryan Baker 10/9/12
(Signature) (Date)
Bryan Baker, Managing Partner
Express Services, Inc.

Trell Anderson 10/23/12
(Signature) (Date)
Trell Anderson, Executive Director
Housing Authority of Clackamas County

Chris Hoy 10/03/12
(Signature) (Date)
Chris Hoy, Captain of Probation/Parole
Clackamas County Community Corrections

MEMORANDUM OF UNDERSTANDING
between
WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY
CLACKAMAS COUNTY BOARD OF COMMISSIONERS
and CLACKAMAS COUNTY ONE-STOP PARTNERS
Pursuant to the Workforce Investment Act of 1998

OVERVIEW AND PURPOSE

This Memorandum of Understanding which includes the resource sharing plan and agreement is entered into by the workforce development partner organizations and programs, the Workforce Investment Council of Clackamas County (WICCO), and the Clackamas County Board of Commissioners to provide a framework for the delivery of comprehensive workforce development services to the job-seeker and employer communities of Clackamas County. The One-Stop system has been designed to promote collaborative economic and workforce investment strategies reflecting the particular needs of Clackamas County’s local and regional economies and builds upon a framework of service delivery through the comprehensive One-Stop Center and a collaborative network of partner organizations. Region 15 utilizes the Worksource Oregon logo and identity.

This Memorandum of Understanding contains the following sections:

- I. PARTIES TO THE AGREEMENT
- II. ONE-STOP WORKFORCE SYSTEM
- III. REFERRAL PROCESS
- IV. FUNDING
- V. GENERAL TERMS AND CONDITIONS
- VI. ASSURANCES AND CERTIFICATIONS
- VII. SIGNATURE(S)

I. PARTIES TO THE AGREEMENT

Organization	Representation
Clackamas County Board of Commissioners	Chief Local Elected Official
Workforce Investment Council of Clackamas County	Workforce Investment Board
Clackamas Community College	Representing programs authorized under WIA Title IB (Adult and Dislocated Worker) and Title II (Adult Literacy)

Clackamas County Social Services	Representing programs authorized under Housing and Urban Development, Community Services Block Grant (CSBG), and the County Veterans Officer for services to veterans, also Developmental Disability services and services to seniors through the Older Americans Act.
Clackamas Education Service District	Representing programs authorized under the Carl Perkins Act and programs authorized under the WIA, Title IB (Youth).
Oregon Employment Department	Representing programs authorized under the Wagner Peyser Act, programs authorized under State Unemployment Compensation Laws, Trade Adjustment Assistance and NAFTA Transitional Assistance Activities authorized under Chapter 2 of Title II of the Trade Act; Local Veterans Employment Representatives and Disabled Veterans' Outreach Programs
Oregon Department of Human Services: Self Sufficiency	Representing programs authorized under Temporary Assistance to Needy Families, Supplemental Nutrition Assistance Program (SNAP), Medicaid and state funded programs including the Oregon Health Plan.
Oregon Department of Human Services, Office of Vocational Rehabilitation	Representing programs authorized under Title IV of WIA and Title I of the Rehabilitation Act
Job Corps Agent for recruitment and placement, DESI	Representing programs authorized under the WIA, Title IC

Community Solutions for Clackamas County	Representing referrals and delivery for workforce services from Department of Human Services, Clackamas County Mental Health & Office of Vocational Rehabilitation, WIA and Clackamas County Corrections.
Easter Seals Oregon	Representing Title V of the Older Americans Act, Job Search Assistance, Completing Applications and Resumes, Referrals to other appropriate partners or community services, information and referral to supportive services, Interview training, Provide work experience
Express Professionals	Interested party; For-profit staffing service
Housing Authority of Clackamas County	Interested party
Immigrant and Refugee Community Organization (IRCO)	Interested party
Clackamas County Community Corrections	Interested party

II. ONE-STOP WORKFORCE SYSTEM

Workforce development services are provided through a network of partner organizations and service providers. WorkSource Clackamas —the Clackamas County One-Stop Resource Center, a part of Worksource Oregon— is centrally located at 506 High Street, Oregon City, Oregon. The One-Stop partner programs, with leadership from the Workforce Investment Council, have planned and designed a collaborative approach to the provision of a wide-ranging array of services to customers, both within the comprehensive center and, through the use of value-added referrals, by each of the partner agencies and service providers.

The One-Stop Operator Team is comprised of the management or designated staff of the mandatory partner programs and interested parties. At the time of Region 15 MOU

this agreement, the Governance Team includes staff from the following partner programs: Clackamas Community College; Clackamas County Department of Social Services; Oregon Employment Department, Oregon Department of Human Services- Self Sufficiency; Oregon Department of Human Services- Vocational Rehabilitation; Clackamas Education Service District; Job Corps Center (Dynamic Educational Systems, Inc., DESI as their agent); Community Solutions for Clackamas County, Easter Seals Oregon, Clackamas County Community Corrections, Housing Authority of Clackamas County, Immigrant and Refugee Community Organization (IRCO), Express Employment Professionals, and the Workforce Investment Council. The One-Stop Operator Team maintains the MOU and RSA Each team member is its agency's liaison and will be responsible for ensuring the interpretation and implementation of agency policies and procedures are reflected and addressed in the One Stop Resource Center workflow and procedures. In the event that a policy or financial issue needs to be resolved, it will be forwarded in writing to the workforce Investment Council.

III. REFERRAL PROCESS

All customers receiving services either within the One-Stop Center or at any of the partner organizations will have access to the full array of workforce development services within the One-Stop delivery system. The parties have agreed to use "value-added" referrals between the parties and have agreed to follow the processes and procedures for such referrals as adopted by the Workforce Investment Council. Referrals within the Center are based on customer chosen or requested choices. Referrals may also be made to partner agencies for services not available within the Center.

In addition, staff may assist customers to set appointments and may conduct follow-up with either the customer or the partner agency to ensure customer satisfaction.

IV. FUNDING

The parties agree to provide funding for the shared costs of the partnership in accordance with the Resource Sharing Plan (RSP). The RSP is incorporated into this MOU by reference.

V. GENERAL TERMS AND CONDITIONS

The following terms and conditions are agreed to by the parties:

Duration: The MOU shall commence January 1, 2013 and shall remain in effect through December 31, 2017, the MOU may be renewed upon approval of the parties for a period of one additional year and may be amended in accordance with agreed upon procedures, subject to approval by the State.

Disputes: If disputes arise related to the terms of this MOU, the parties agree to abide by the Workforce Investment Council's Mediation/Conflict Resolution Process. Should such process fail to resolve the dispute, the parties agree to follow the process described in OWIB Policy—MOU Impasse Resolution.

Modification: The MOU constitutes the entire agreement between the parties and may be modified, revised, or amended by mutual written consent of all the signatory parties based on legislative and system design changes, the addition of parties to the agreement, governing board direction, or other reasons as agreed to by the parties. The modification will be effective upon the issuance of a written amendment, signed and dated by the parties.

Termination: Any party to this agreement may terminate their participation in this MOU upon 60 calendar days written notice to all other parties to the agreement. In such case, termination by one or more of the parties does not alter the terms or obligations of any other party to the agreement.

Responsibility for Employees

All employees providing services through the One-Stop delivery system remain under the supervision and direction of their respective employing entity. If work-related issues arise at the One-Stop Resource Center, the incident will be reported to the appropriate partner program supervisor for resolution.

Responsibility for Employment and Other Related Benefits and Deductions

Each party, with respect to its officers and employees, shall be exclusively responsible for providing for employment-related benefits and deductions that are required by law, including but not limited to federal and state income tax deductions, workers' compensation coverage, unemployment insurance coverage and contributions to the Public Employees Retirement System, if contributions are required.

No Third Party Beneficiaries

The parties signing this Agreement are the only parties to the Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

Confidentiality and Compliance with the law

Parties to this agreement warrant that it will comply with the provisions of the Workforce Investment Act and other applicable federal and Oregon laws, regulations and administrative rules including, but not limited, to those relating to confidentiality of customer records.

Assignments

If a party to this agreement assigns any or all duties and responsibilities under this MOU to another entity, the assignor shall require the assignee to abide by the terms of the agreement if they are applicable to that assignee's new duties and responsibilities under the assignment.

VI. ASSURANCES AND CERTIFICATIONS

Each signatory to the MOU which is a recipient of federal financial assistance as defined in 29 CFR Sec. 37.4, assures that it will comply with:

1. The state's Methods of Administration approved by the federal Department of Labor (located at www.workforce.state.or.us); and
2. The nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of the Workforce Investment Act (WIA) and 29 CFR Part 37 which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief and against beneficiaries on the basis of either citizenship/status as lawfully admitted immigrants authorized to work in the United State or participation in any WIA Title I financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964 as amended (42 USC Sec. 2000d et seq.), which prohibits discrimination on the bases of race, color and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794), which prohibits discrimination against qualified individuals with disabilities;
 - d. Age Discrimination Act of 1975 as amended (42 USC Sec. 6101 et seq.), which prohibits discrimination on the basis of age; and
 - e. Title IX of the Education Amendments of 1972 as amended (20 USC Sec. 1681 et seq.), which prohibits discrimination on the basis of sex in educational programs.

Responsibility for Funds

Each party is liable for any misuse of funds caused by or resulting from its or its officers', employees' or agents' actions or omissions under or relating to this Agreement. Each party is liable for, and shall indemnify the other parties for, any misuse of funds caused by or resulting from its or its officers', employees' or agents' actions or omissions under or relating to this Agreement.

Responsibility for Torts

Each party shall be responsible only for the tortious acts, omissions or negligence of its own officers, employees or agents. Subject to Article XI, section 7 or 10 of the Oregon Constitution, if the party is the State or a county, it is responsible only to the extent required by the Oregon Tort Claims Act, ORS 30.260 to 30.300. If the party is any other "public body," as defined in ORS

30.260, it is responsible only to the extent required by the Oregon Tort Claims Act.

Responsibility for Comprehensive Liability Insurance and Property Damage Insurance.

Each party to this Agreement shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its and its officers', employees' or agents' tortious acts, omissions or negligence under this Agreement. Any "public body," as defined in ORS 30.260, may satisfy these requirements in any manner allowed by ORS 30.282. Such public body liability and property damage insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. For all other parties, the insurance shall have a combined single limit per occurrence of not less than \$1,000,000. Insurance coverage may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the party to the Workforce Investment Council. In the event of unilateral cancellation or restriction by the insurance company of the insurance policy, the public body or other party shall immediately notify the Workforce Investment Council verbally and in writing.

TABLE I

Preliminary Services—provided by all staff assigned to One-Stop activities (subsequent to initial cross-training and orientation)

Partner Agency	Services
Clackamas Community College (CCC)	<ol style="list-style-type: none"> 1) WIA Core services: <ol style="list-style-type: none"> a) Determination of eligibility and suitability to receive additional services (beyond WIA core); 2) Outreach, intake and orientation to the information and other services available through the WorkSource system; <ol style="list-style-type: none"> a) Referrals to other appropriate partner or community services b) Information on applying for Unemployment Insurance c) Information on Federal Application for Financial Aid and scholarships 3) Initial assessment of skill levels, aptitudes, abilities, and supportive service needs; <ol style="list-style-type: none"> a) information on the Initial Skills Review and access to WIN and CIS 4) Employment statistics information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary for these positions, and information relating to local occupations in demand and the earnings and skill requirements for these occupations. 5) Follow-up services, including counseling regarding the workplace, for participants in WIA activities who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate. 6) Additional services may include; <ol style="list-style-type: none"> a) Career Counseling b) On line college catalog and schedules c) Rapid Response Information d) Employer Services e) Trade Act information
DHS—Vocational Rehabilitation Program (DHS-VR)	<ol style="list-style-type: none"> 1) Make information available to participants about VR eligibility requirements, potential services for eligible individuals, and explain that any potential services must be related to impediments.

TABLE I

Partner Agency	Services
	<ol style="list-style-type: none"> 2) Make appropriate referrals to the VR office associated with the one-stop center. 3) Make VR materials available to participants including: informational brochures and flyer containing information on when and where orientation for services occurs, and directions and/or phone number to OVRS office.
OED	<ol style="list-style-type: none"> 1) Assistance in beginning services listed in II below 2) Pilot for sharing job orders and referrals with partners 3) Rapid Response Lead 4) Referral to employer job openings 5) Intake and orientation to the information and other services available through the WorkSource system; <ol style="list-style-type: none"> a) Referrals to other appropriate partner or community services b) Information on applying for Unemployment Insurance 6) Employment statistics information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary for these positions, and information relating to local occupations in demand and the earnings and skill requirements for these occupations. 7) Initial assessment of skill levels, aptitudes, abilities, and supportive service needs; <ol style="list-style-type: none"> a) information on the Initial Skills Review and access to WIN and CIS 8) Trade Act Information 9) Labor Market information
ESD (Title IB WIA Youth Services)	<ol style="list-style-type: none"> 1) Provide information on services available to youth ages 14-21 through C-TEC Youth Services and its partners. 2) Ensure application and youth program information are readily available at One-stop 3) Provide a link to one-stop services for youth enrolled in WIA youth program 4) Promote the services available through the one-stop to WIA youth program participants 5) Communicate training and job opportunities available through the One-stop that are appropriate for youth
JC (Job Corps (DESI))	<ol style="list-style-type: none"> 1) Educate youth about the Job Corps program, to include information about: eligibility requirements, education and job training opportunities, and follow-up and placement

TABLE I

Partner Agency	Services
	services. 2) Refer interested youth to appropriate Job Corps <i>Outreach and Admissions</i> staff. 3) Register Job Corps students and communicate training and job opportunities available through the One-stop. 4) Provide Job Corps students assistance with job search, employment applications and resumes.
Easter Seals Oregon	1) Provide information on Title V Older Worker Program for job seekers and employers. 2) Provide Title V recruitment, orientation, eligibility determination and assessment.
IRCO	1) IRCO staff assists customers with initial IMatchSkills process and provide one on one orientation delivering information about all available services offered through One Stop Center. 2) IRCO staff makes appropriate referrals to services within the Center upon completion of data collection form.

TABLE II

Services provided by Partner Agency staff at the Clackamas County One-Stop Resource Center in support of each agency's mission and responsibilities:

Partner Agency	Services
Clackamas Community College CCC	<ol style="list-style-type: none"> 1) All listed in I, and 2) Intensive WIA Services <ol style="list-style-type: none"> a) Career Planning b) Individual Employability Plan development c) Individual Counseling d) Comprehensive Assessment : <ol style="list-style-type: none"> (1) (Career, language, literacy, college placement, etc.) 3) Workshops: <ol style="list-style-type: none"> a) Career Counseling and Planning b) Educational planning c) Networking 4) Job Search skills <ol style="list-style-type: none"> a) Resume b) Interviewing skills c) Other Employment Related Skills
DHS—Vocational Rehabilitation Program (DHS-VR)	<ol style="list-style-type: none"> 1) Services for program eligible individuals: <ol style="list-style-type: none"> a) Initial intake b) Vocational Counseling c) Explore disability related employment impediments. d) Career Exploration e) Job Search Assistance f) Employment Follow-Up 2) Assist with partner training on the vocational rehabilitation process. 3) VR staff out stationed at Oregon City One Stop at least twice per month
OED	<ol style="list-style-type: none"> 1) Intake 2) Orientation 3) Initial assessment of skills

TABLE II

Partner Agency	Services
	4) Labor market info..(OLMIS) 5) Career Counseling 6) Job search assistance 7) Job listings/ job referrals 8) Info and referral to supportive services 9) Info on Partner Services 10)Info on financial aid 11)Info on filing UI 12)Resource room – Create resumes, research employers, view job boards, explore internet resources, print and fax
ESD (Title IB WIA Youth Services)	1) Completing youth eligibility screening 2) Referral to youth WIA providers to conduct eligibility and discuss program appropriateness 3) Informing consumer of documentation needed to verify eligibility 4) Educate the consumer about the structure of, activities offered, and services available through the youth program
Job Corps (DESI)	1) Outreach: Educate youth about the Job Corps program and refer interested youth to appropriate Job Corps <i>Outreach and Admissions</i> staff. 2) Register Job Corps students and communicate training and job opportunities available through the One-stop. 3) Provide Job Corps students assistance with job search, employment applications and resumes. 4) Provide all youth with the information needed to make appropriate independent living, training and employment choices, including: <ul style="list-style-type: none"> a) Assistance with use of all the services available at the One-Stop, b) Classes/workshops (coordinated with other service providers to meet the needs at the One-Stop) to include: <ul style="list-style-type: none"> i) Women In Non-Traditional Trades ii) Career Planning

TABLE II

Partner Agency	Services
	<ul style="list-style-type: none"> iii) Job Search iv) Interviewing v) Completing employment applications and resumes vi) Money Management vii) Housing c) One-on-one assistance within all of the topics listed in <i>b.i-vii</i> above.
Easter Seals Oregon	1) Provide assistance with center resources; Job Search Assistance, Completing Applications and Resumes, Referrals to other appropriate partners or community services, information and referral to supportive services, Interview training, Provide work experience
Housing Authority of Clackamas County	1)Referrals for Section 8 and Public Housing Residents to One Stop Resource Center
IRCO	<p>1) IRCO / Clackamas Works! Program in partnership with the Workforce Investment Council representing program authorized under WIA Title 1B (Adult and Dislocated Worker). The program is designed to enhance career development, training and employment services to non- English speakers over 18 years of age residing in Clackamas county. Services:</p> <ul style="list-style-type: none"> a) Eligibility determination and program orientation b) Skill assessment c) Individual employment / career plan d) Supportive services e) Training services f) Individual counseling and career planning g) Employment services and h) Retention services <p>2) Program annual enrollment is 30 participants.</p> <p>3) Majority of program participants have limited English proficiency, program provides intensive case management, supporting and leading participants to economic self-sufficiency.</p>
Express Employment Professionals	<ul style="list-style-type: none"> 1) Advanced workshop series 2) Resume critique (in lab) 3) Support and instruction of social media

TABLE II

Partner Agency	Services
	4) Rural outreach of workshops

TABLE III

Additional services provided through **referral** or at Partner Agency locations:

Partner Agency	Services
CCC	<ol style="list-style-type: none"> 1) promotion and preparation and testing for The National Career Readiness Certification (NCRC) 2) WIA Intensive Services: <ol style="list-style-type: none"> a) Comprehensive and specialized assessments of a customer’s skill levels and service needs, which may include diagnostic testing and the use of other assessment tools b) In-depth evaluation to identify employment barriers and employment goals; c) Development of an individual employment plan to identify appropriate objectives and combination of services for the customer to achieve the employment goals; d) Individualized career planning; e) Service planning for participants seeking intensive and training services f) Short-term prevocational services including development of skills in learning, communications, interviewing punctually, personal maintenance, and professional conduct to prepare individuals for unsubsidized employment or training; g) Targeted programs for basic skills and GED testing, ESL and vocational training, (includes case management.), Life and Career Options Program (LCOP) 3) Supportive services such as childcare, transportation, and work- and training related expenses. 4) Group Networking and Job Search Boot Camp 5) WIA Training Services: <ol style="list-style-type: none"> a) Occupational skills training, including training for nontraditional employment; b) On the Job Training c) Programs that combine workplace training with related instruction, which may include cooperative education programs; d) Training programs operated by the private sector; e) Skills upgrading and retraining; f) Entrepreneurial training; g) Career Pathways; h) Adult education and literacy activities provided in combination with other training

TABLE III

Partner Agency	Services
	<p>services; and</p> <ul style="list-style-type: none"> i) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion or the training; j) Vocational Training Programs in demand occupations; k) Provider of Title II programs including required matching funds.
Clackamas Co. Social Services	<ul style="list-style-type: none"> 1) Core Services: <ul style="list-style-type: none"> a) Eligibility Determination b) Referrals to other appropriate partner or community services c) Intake d) Initial assessment of skill levels, aptitudes, and support services needed e) Job listings/Job referrals f) Job search assistance g) Information on One Stop Partner services h) Information on supportive services i) Information on applying for Unemployment Insurance 2) Intensive services: <ul style="list-style-type: none"> a) Case Management b) Career Planning
DHS—Vocational Rehabilitation Program (DHS-VR)	<ul style="list-style-type: none"> 1) Services provided to eligible individuals at the OVRS site services are individually developed based on disability related impediment to work and a full assessment of client interest, concerns, capacities, aptitudes, priorities, unique strengths and informed choice: <ul style="list-style-type: none"> a) Job club b) Assessments (aptitude & interest) c) Vocational evaluations d) Medical/Psychological evaluations e) Work experience f) Training g) Medical / psychological restoration h) Accommodation identification and implementation

TABLE III

Partner Agency	Services
	<ul style="list-style-type: none"> i) Specialized placement services j) Job coaching services k) Motivational interview
DHS-Self Sufficiency (DHS-SS)	<ul style="list-style-type: none"> 1) Self Sufficiency: <ul style="list-style-type: none"> a) Supplemental Nutrition Assistance Program (SNAP), b) Oregon Health Plan c) Employment Related Day Care d) TANF 2) Child Welfare: <ul style="list-style-type: none"> a) Family based services to support the safety of children in their home b) Child protective services to investigate and intervene in cases of abuse and neglect
OED	<ul style="list-style-type: none"> 1) Vocational guidance 2) Veteran services 3) Farmworker services 4) Rapid response activities 5) Trade Act and NAFTA 6) Worker profiling 7) Referrals to other appropriate partner or community services 8) Job listings/Job referrals 9) Job search assistance 10) Information on One Stop Partner services 11) Information on supportive services 12) Information on applying for Unemployment Insurance
ESD (Title IB WIA Youth Services)	<ul style="list-style-type: none"> 1) The program provides access to the 10 mandated elements of Workforce Investment Act Youth Programs <ul style="list-style-type: none"> a) Tutoring, study skills, and instruction leading to completion of secondary school b) Alternative Education Options c) Paid and Unpaid Work Experience d) Summer Employment

TABLE III

Partner Agency	Services
	e) Occupational Skills Training f) Leadership opportunities g) Supportive Services h) Adult Mentoring i) Comprehensive Guidance and counseling j) Child care resource and referral 2) Follow-up for 12 months after completion of program activities
Job Corps (DESI)	1) Contract with WICS (Women in Community Service) to provide information and resources to current and previous Job Corps students on: a) Mentoring b) Career Counseling c) Housing d) Education e) Child Care f) Transportation g) Parenting h) Legal Services i) Budgeting j) Health Care k) Emergency Services 2) Placement Assistance. 3) All listed in Tables I & II
Easter Seals Oregon	1) Provide referral to other partner agencies
Housing Authority of Clackamas County	1) Resident services provided include referral to community resources and services, IDA and Escrow savings programs, youth development programs, senior community activities and mediation with housing issues.
Clackamas County Community Corrections	1) Provide supervision services to the client population that's placed on formal probation or post prison supervision. <ul style="list-style-type: none"> • Risk and Needs Assessment completed (supervise at the field level medium and high

TABLE III

Partner Agency	Services
	<p>risk offenders). Refer these offenders out depending on their risk and needs assessment for:</p> <ul style="list-style-type: none"> ➤ job search ➤ alcohol and drug treatment (outpatient, detox, inpatient, support services) ➤ mental health services (including housing services) ➤ transitional housing services ➤ domestic violence services ➤ sex offender services ➤ cognitive programming (MRT, Thinking for a Change) • Victim's advocacy (for victim's of clients that we supervise) <ul style="list-style-type: none"> ➤ Women's Empowerment Program ➤ Victim Services Coordinator • Community Service Work Supervision (for formally supervised clients and bench probation clients) <p>*****NOTE: Services available only for active probation and PPS clients of Clackamas County Community Corrections.</p>
IRCO	<ol style="list-style-type: none"> 1) Clackamas Works! Program makes appropriate referrals to other partners and community services for additional services needed. 2) Clackamas Works! Program in collaboration with multiple IRCO programs and services provide full service and assistance to meet customers need.
Express Employment Professionals	<ol style="list-style-type: none"> 1) Employment Options 2) Advanced Job Search by Location 3) Professional Job Placement 4) Full-Service Job Testing & Training Programs

TABLE IV

Additional services provided by the Partner Agencies in support of the One-Stop delivery system:

Partner Agency	Services
CCC	<ol style="list-style-type: none">1) Employer advisory committees for all technical professional programs2) Employer services, including Rapid Response activities3) Customer outreach in conjunction with team partners when seen as appropriate by the One-Stop Operator Committee4) Small Business Development Center5) Customized training and development services6) Technical Assistance7) Staff Training8) Regularly participate in WorkSource Partner meetings and contribute towards successful collaboration at the One-stop
Clackamas Co. Social Services	<ol style="list-style-type: none">1) Presentations/participation in modules or trainings at the one-stop2) Program benefits counseling including social security programs3) Outreach and education in regard to the programs in the community
OED	<ol style="list-style-type: none">1) Room for employer usage for interviewing2) Oregon Employer Council (OEC)3) Employer services, including Rapid Response activities4) Outreach/orientation services when the partners develop the program5) Regularly participate in WorkSource Partner meetings and contribute towards successful collaboration at the one-stop
ESD (Title IB WIA Youth Services)	<ol style="list-style-type: none">1) Provide training to one-stop staff on Youth programs, eligibility requirements, and screening for appropriateness for the program2) Provide feedback to one-stop staff in ways to make one-stop user friendly and accessible to youth3) Consult in the coordination and delivery of youth workforce development activities4) Regularly participate in WorkSource Partner meetings and contribute towards successful collaboration at the one-stop
Job Corps (DESI)	<ol style="list-style-type: none">1) Outreach and admissions.2) GED and high school diploma program.

TABLE IV

Partner Agency	Services
	<ul style="list-style-type: none"> 3) BRIDGES eXcelerate Program for assessment of learning styles and identification and remediation of various physical barriers to learning. 4) Career assessment and exploration using the ASVAB program. 5) Employment training in the following trades: <ul style="list-style-type: none"> a) Automotive (To be added soon. Date will be provided.) b) Business Technologies c) Carpentry d) Culinary Arts e) Electrical f) Facilities Maintenance/Wastewater Treatment g) Medical Assisting h) Painting i) Welding 6) Drivers Education. 7) Residential living, with organized recreational activities. 8) Health Services, including: the services of an on-site RN and regular medical, dental and mental health services. 9) Substance/alcohol abuse counseling. 10) Case Management. 11) Personal and Career Counseling. 12) Mentoring. 13) Career preparation training that includes structured classes in the following subjects: <ul style="list-style-type: none"> a) Information Technology b) Career Planning c) Labor Market Information d) Job Search e) Interviewing f) Preparation of Employment applications, Cover Letters and Resumes g) Employability Skills

TABLE IV

Partner Agency	Services
	h) Use of One-Stop Career Centers, and i) Independent Living Skills. i) Formalized Social Skills training. ii) Clothing allowances. iii) Nominal weekly stipend; plus transition funds to program completers. 14) Placement assistance and up to 24-months follow-up and transition assistance.
IRCO	IRCO / Clackamas Works! Program staff makes sure that customers receive full support in accessing workforce development services within the One Stop delivery system. Referrals, appointments and follow ups with the customer are conducted to ensure customer satisfaction.

WorkSource Clackamas PARTNERS	CONTACT	PHONE	EMAIL
WICCO	Bridget Dazey	503.657.1729	Bridget.dazey@wicco.org
	Jan Filgas	503.657.1730	Jan.filgas@wicco.org
	Amy Evans	503.657.6770	Amy.evans@wicco.org
Oregon Employment Department (OED)	Tom Previs	971.673.6400 x36415	prevista@emp.state.or.us
	Kim Freeman	971.673.6457	kimberly.s.freeman@state.or.us
Clackamas Community College	Carrie Kraten	503-594-3198	ckraten@clackamas.edu
	Roni Wilhelm	CCC 503.594.3450 WSC 971.673.6412	roniw@clackamas.edu
Office of Vocational Rehabilitation Services (DVR)	Patrick Foster	971.673.6135	Patrick.N.Foster@state.or.us
Job Corps (DESI)	Rich Nannini	206.343.4148 x 202	rnannini@nwdesi.org
	Kristopher Norton	971.673.6428	Norton.kristopher@jobcorps.org
Oregon Department of Human Services (DHS)	Maurita Johnson	503.673.7383	Maurita.johnson@state.or.us
	Mary Clark	971.673.7321	Mary.s.clark@state.or.us
	Dave Flock	971.673.7276	Dave.flock@state.or.us
Easter Seals Oregon	Catherine Todd	503.552.9925	ctodd@or.easterseals.com
	Maureen Sunderland	971.673.6448	msunderland@or.easterseals.com
C-TEC (Employment Made Possible)	Megan Helzerman	503.675.4017	mhelzerman@clackesd.k12.or.us
	Molly Aleshire	503.594.3964	mollya@clackamas.edu
Community Solutions for Clackamas County	Maureen Thompson	503.655.8842	MauTho@co.clackamas.or.us
	Lori Mack	503.655.8843	lorimac@co.clackamas.or.us
Community Block Grant (Clackamas Co Social Services)	Brenda Durbin	503.655.8641	brendadur@co.clackamas.or.us
	Erika Silver	503.650.5725	ESilver@co.clackamas.or.us
IRCO	Victoria Libov	503.234.1541	victorial@mail.irco.org
	Josie Majuri	971.271.6467	josiem@mail.irco.org
Housing Authority of Clackamas County	Chuck Robbins	503.650.5666	chuckrob@co.clackamas.or.us
	Elizabeth Miller	503.655.8279	emiller@clackamas.us
Clackamas County Community Corrections	Chris Hoy	503.655.8866	choy@co.clackamas.or.us
	Kelly Kuklenski	503.655.8739	KellyKuk@co.clackamas.or.us

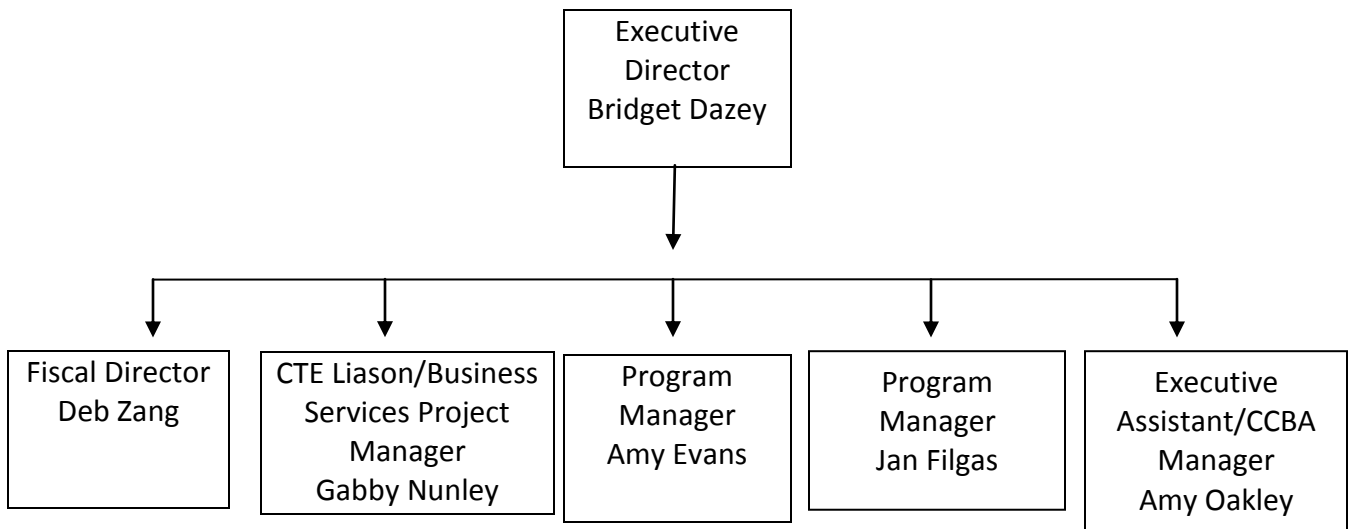
PURPOSE: To create a shared workforce development vision, exchange information, coordinate as needed, resolve issues and agree on next steps. The work of this committee will inform the board of the supply side of workforce development, will shape the Local Unified Plan, and will contribute to the WorkSource Clackamas MOU and RSA.

A-10 Please attach an organizational chart or other relevant documents demonstrating compliance with 20 CFR 661.310 which restricts local board and staff of the local board from being providers of core, intensive and training services, and from being a one-stop operator.

PY 2013 response is still applicable. Amy Oakley

Please see attached policy A-09.

Workforce Investment Council Organizational Chart





POLICY #: A-09
Separation of Governance and Service Provision

ISSUED: January 17th, 2013

PURPOSE:

To establish a policy to assist Workforce Investment Council and Region 15 in separating governance and service delivery to avoid conflicts of interest.

REFERENCES:

- WIA Law (PL 105-220)
- 29 CFR Part 661.310
- Oregon Workforce Investment Board – Policy – Workforce Investment Area Designation

POLICY:

The Workforce Investment Council board and staff recognize that the prohibition of service provision, within the requirements of the WIA, especially of training, applies to local boards and board staff and will assure Region 15 compliance with this directive.

Approved:

Workforce Investment Council Board Chair

Date

A-11 Please provide the board meeting minutes documenting the selection of the One-Stop operator. (20 CFR 662.410)

Please see attached:

August 2014 Executive Committee minutes (not yet approved but showing quorum)
June 2014 Board meeting minutes (no quorum). Amy Oakley

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
June 19, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Brenda Durbin, Social Services
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development Dept.
Theresa Haskins, Portland General Electric
Julie Hugo, Blount Int.
Cheri Johnson, Legacy Health
Maurita Johnson, Department of Human Services
Howard Klink, Klink Consulting
Pam Meredith, Training and Development Services
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metals Technology
Jerry Smith, Jerry Smith & Associates
Maureen Thompson, Community Solutions for Clackamas County
Frank Wall, Plumbing & Mechanical Contractors Association

Members Absent

Ken Bartus, Garron Grounds
Vickie Burns, Labor's Community Service Agency
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Milt Dennison, Clackamas Education Service District
Larry Didway, Oregon City School District
Gary Furr, The Growth Coach
Megan Helzerman, Clackamas Education Service District
Tina Irvine, Express Employment Professionals
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jed Scheuermann, IAPMO Group
Joanne Truesdell, Clackamas Community College
Dennis Vaughn, Bob's Red Mill Natural Foods
Michael Wells, The Cedars Companies

Others Present

Molly Aleshire, C-Tec Youth Services
Jean Bidstrup, Clackamas Community College
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
Scott Glitz, Clackamas Community College
Jim Huckestein, Clackamas Community College
Amy Oakley, Workforce Investment Council
Tomas Riddle, Portland General Electric
Roni Wilhelm, Clackamas Community College
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. April 17, 2014 Board Meeting Minutes.
2. May 12, 2014 Board Meeting Minutes – Special Scheduled Meeting for Executive Director Search.
3. February 20, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
4. May 15, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
5. Acceptance of Financial Report.
6. Acceptance of Annual Budget.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Theresa Haskins. Motion passed unanimously.

Introductions

Introductions were made around the room.

Contract Approval

Adult Service Provider Contracts - Extend Clackamas Community College Contract, Imigrant & Refugee Community Organization Contract, and Community Solutions Contract for another year (July 1, 2014 – June 30, 2015).

Motion: Frank Wall moved to approve the contract as presented, seconded by Howard Klink. Motion passed unanimously.

Consideration of Officer Slate

The slate of officers presented includes:

- ✓ Julie Hugo, Chair
- ✓ Bob Degnan, Vice Chair
- ✓ Dan Parker, Secretary
- ✓ Jerry Smith, Treasurer
- ✓ Frank Wall, Past Chair

Other Executive Committee members for consideration:

Mike Wells	Jed Scheuermann	Alex Crooks
Howard Klink	Lowell Miles	
Ken Bartus	Theresa Haskins	

These members will serve a total of 12 months – terms expire in July 2015.

Motion: Maureen Thompson moved to approve the officer slate as presented, seconded by Theresa Haskins. Motion passed unanimously.

Director Search Update

Julie Hugo updated the board on the Executive Director search. In light of the failed recruitment of the last ED search, the Executive Committee has approved to:

1. Reopen the search for a WICCO Executive Director.
2. Contract with a 3rd party search firm to facilitate the hiring process.

It was determined that going forward the Executive Committee will serve as the search committee. Howard Klink, Julie Hugo, and Deb Zang will serve on a subcommittee to procure a search firm. This subcommittee has already convened and begun this process.

Clackamas Community College Bond Update

Clackamas Community College (CCC) is preparing for its 50th year of service in 2016. CCC has 3 campuses

- Oregon City
- Harmony Community Campus in North Clackamas
- Wilsonville Training Center
- Plus extension sites in surrounding communities.

CCC provides career technical programs, college transfer degrees and basic skills education, along with workforce and business services, job training, and community education classes. CCC served 30,370 students in the 2012-2013 school-year.

In 2013 more than 2,000 participants shared what they most value about CCC:

- Degrees and certificates that lead to careers and family-wage jobs
- Affordable education that leads to a four-year degree

Immediate actions for employers include:

- New one-stop service for employers seeking training and workforce development assistance
- Support for employers and employees impacted by downsizing
- New Career Center services to help students improve their job-readiness skills
- Align degree pathways and training offerings with current and future marketplace demands

Immediate action for students and community members:

- Foundation pledges to raise \$10 million to reduce student financial barriers
- Securing grants to help laid-off and unemployed citizens return to work
- Expanding Green Line Shuttle
- Improving the College's information channels
- Financial aid and scholarship information online
- Tuition freeze for 2014-15
- New services for high school students and freshman
- New Career Center services
- More opportunities for internships and cooperative work-based experience
- New book-lending program

To fulfill the community's vision for education and training at CCC, the Board of Education is developing a \$90 million bond measure for the Nov. 4, 2014 ballot that would modernize facilities and equipment for high demand careers, and build additional classroom and lab space. CCC anticipates that the average property tax rates would be what they have been for the last decade.

The goals of the bond project are to:

- Increase access to affordable education and training for family-wage jobs that are close to home
- Train students in high-demand careers, such as nursing, engineering and manufacturing
- Update and modernize equipment, labs and facilities so students are trained to industry standards

WorkSource One Stop Operator Approval

Amy Evans updated the board on WorkSource as the One Stop Operator for Clackamas County. In Oregon, services are delivered using an integrated service delivery model, meaning job seekers are served by Oregon Employment Department staff and Workforce Investment Act funded staff while accessing services at the One Stop (WorkSource Clackamas). Improving WorkSource Clackamas (WorkSource Clackamas and WorkSource Clackamas Annex) includes:

- IDEO to improve office environment
- New staff leadership team
- Marketing and communications
- Customer satisfaction survey
- Working OED to improve and standardize products and services

Current WorkSource Services include:

- Workshops
- National Career Readiness Certificate
- Individualized job search assistance

- Basic skills training
- iMatchSkills
- Outreach to rural communities
- On the Job Training programs

Board action was then requested to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region’s WorkSource One-Stop Center.

Motion: Jerry Smith moved to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, seconded by Dan Parker. Motion passed unanimously.

Youth Update

Amy Evans updated the board on youth programs including Career Road Trips, Manufacturing Day, and a special Emerging Workforce Committee meeting to be held later this summer or fall on “Endangered: Youth in the Labor Force” which the entire WICCO board is invited to.

Board Member Roundtable Discussion

Private sector WICCO board members were asked to each take a few minutes to share on the state of their business and workforce challenges. Those who shared were Julie Hugo of Blount, International; Lowel Miles of Miles Fiberglass & Composites; Dan Parker of Marks Metal Technologies; Theresa Haskins of Portland General Electric; and Frank Wall who represents Plumbing & Mechanical Contractors Association. All businesses who shared expressed challenges finding skilled workforce.

Executive Director Updates

Chuck Forster updated the board on the current status of Sector Strategy Employee Training Funds and proposed federal workforce legislation. Julie Hugo then thanked Chuck for serving as Interim Executive Director and everyone in attendance wished him well in his retirement.

_____	_____
Amy Oakley	Julie Hugo
Date	Date

Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

After the meeting we determined we did not have a quorum, therefore will have to re-vote on all motions at next meeting.

**Workforce Investment Council of Clackamas County
Executive Committee Meeting
August 6, 2014**



Member Attendees

Ken Bartus, Garron Grounds
Alex Crooks, Crooks & Company Financial Management
Bob Degnan, Package Containers
Theresa Haskins, Portland General Electric
Julie Hugo, Blount, Int.
Howard Klink, Klink Consulting Group
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metal Technologies
Jed Scheuermann, IAPMO
Jerry Smith, Smith & Associates
Frank Wall, Plumbing & Mechanical Contractors Association
Micheal Wells, The Cedars Companies

Members Not in Attendance

N/A

Other Attendees

Molly Aleshire, C-TEC Youth Services
Bridget Dazey, Workforce Investment Council
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Gabby Nunley, Workforce Investment Council
Amy Oakley, Workforce Investment Council
JJ Peters, Clackamas County
Maureen Thompson, Community Solutions
Trent Wilson, Clackamas County Commissioner Martha Schrader's Office

Chair Julie Hugo called the meeting to order at 7:35am.

Public Comments

There were no public comments.

NO QUORUM AT JUNE BOARD MEETING – revote on:

**Contract Approval: Adult Service Provider Contracts
Extend Clackamas Community College Contract (CCC), Immigrant & Refugee
Community Organization Contract (IRCO), and Community Solutions Contract for
another year (July 1, 2014 – June 30, 2015).**

**Motion: Frank Wall moved the Board of Directors approves the adult service provider
contracts – Extend Clackamas Community College Contract (CCC), Immigrant &
Refugee Community Organization Contract (IRCO), and Community Solutions**

Contract for another year (July 1, 2014 – June 30, 2015), 2nd by Theresa Haskins. Motion passed unanimously.

Reaffirm Designation of WorkSource One-Stop:

Board action to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region's WorkSource One-Stop Center.

Motion: Jerry Smith moved the Board of Directors to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, 2nd by Dan Parker. Motion passed unanimously.

Update from WICCO Staff on Current Projects

Amy Evans, WICCO Program Manager gave an update on the WorkSource Customer Satisfaction Survey, monitoring currently underway on youth programs, and the upcoming special Emerging Workforce Committee meeting. Jan Filgas, WICCO Program Manager gave an update on adult and dislocated worker programs, Solutions to Work Grant, and monitoring currently underway. Gabby Nunley, CTE Manufacturing Liaison gave an update on Manufacturing Day and other projects she is working on. Bridget Dazey, WICCO Program Manager gave an update on Sector Strategies, NCRC & CWRC, as well as board recruitment strategies.

On the Job Training (OJT) Policy Approval

Jan Filgas stated the current OJT Policy needs revision and reviewed the proposed revisions with the Executive Committee.

Motion: Theresa Haskins moved to accept the revised WICCO OJT Policy (P-13), 2nd by Alex Crooks. Motion passed unanimously.

CCWD Monitoring Report Out

Frank Wall reported that CCWD monitoring for Program Year 2013 cited one finding for disallowed food cost of approximately \$400.

Recommendation from Executive Session for Filling Executive Director Position

WICCO staff were adjourned. Julie Hugo stated as a matter of follow up from the July 22, 2014 Executive Committee meeting in Executive Session, the following determinations were made:

1. The offer from the County to assist WICCO in the search for Executive Director was rejected because it couldn't produce a candidate until late October early November.
2. The recommendation to hire an outside search firm was rejected when weighing the fiduciary responsibility of the expenditure of significant funds against the fact that we already had a qualified internal candidate.
3. A recommendation was made to promote an internal candidate, Bridget Dazey, as the new WICCO Executive Director. All those in attendance at the Executive Committee meeting in Executive Session were in agreement.

Because the recommendation to promote Bridget was made in Executive Session, Julie affirmed the need to call a public meeting for the Executive Committee and make the motion to approve of the recommendation made by the Executive Committee to promote Bridget Dazey as the Executive Director of Workforce Investment Council of Clackamas County. There was some discussion by those in attendance.

Motion: Jerry Smith moved to approve the recommendation made by Executive Committee in Executive Session to promote Bridget Dazey as the Executive Director of Workforce Investment Council of Clackamas County effective immediately. 2nd by Ken Bartus. Motion passed unanimously.

The WICCO staff was then called back into the room and an announcement was made from the board chair that Bridget Dazey is now the Executive Director for Workforce Investment Council. All in attendance congratulated Bridget and the Executive Committee was thanked for their hard work.

Other Business

Julie Hugo had no other business to discuss.

Amy Oakley Date

Julie Hugo Date

Minutes prepared by Amy Oakley
Meeting adjourned at 8:15 am

A-12 Please provide a copy of the LWIB's current One-Stop certification documentation. (Oregon Workforce Investment Board WorkSource Oregon Definitions and Center Certification Policy 11-01, March 11, 2011) In addition, identify the last date the one stop was certified.

PY 2013 response still applicable. Amy Oakley

Please see attached.

August 2014 Executive Committee minutes (not yet approved but showing quorum)
June 2014 Board meeting minutes (no quorum). Amy Oakley

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
June 19, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Brenda Durbin, Social Services
Kim Freeman, Oregon Employment Department
Cindy Hagen, Clackamas County Business & Economic Development Dept.
Theresa Haskins, Portland General Electric
Julie Hugo, Blount Int.
Cheri Johnson, Legacy Health
Maurita Johnson, Department of Human Services
Howard Klink, Klink Consulting
Pam Meredith, Training and Development Services
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metals Technology
Jerry Smith, Jerry Smith & Associates
Maureen Thompson, Community Solutions for Clackamas County
Frank Wall, Plumbing & Mechanical Contractors Association

Members Absent

Ken Bartus, Garron Grounds
Vickie Burns, Labor's Community Service Agency
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Milt Dennison, Clackamas Education Service District
Larry Didway, Oregon City School District
Gary Furr, The Growth Coach
Megan Helzerman, Clackamas Education Service District
Tina Irvine, Express Employment Professionals
Gary Petersen, Kaiser Permanente
Steve Pickle, Teamsters Local 305
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jed Scheuermann, IAPMO Group
Joanne Truesdell, Clackamas Community College
Dennis Vaughn, Bob's Red Mill Natural Foods
Michael Wells, The Cedars Companies

Others Present

Molly Aleshire, C-Tec Youth Services
Jean Bidstrup, Clackamas Community College
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Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
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Amy Oakley, Workforce Investment Council
Tomas Riddle, Portland General Electric
Roni Wilhelm, Clackamas Community College
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. April 17, 2014 Board Meeting Minutes.
2. May 12, 2014 Board Meeting Minutes – Special Scheduled Meeting for Executive Director Search.
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4. May 15, 2014 Executive Committee Meeting Minutes – passed by the Executive Committee.
5. Acceptance of Financial Report.
6. Acceptance of Annual Budget.

Motion: Lowell Miles moved to approve the consent agenda as presented, seconded by Theresa Haskins. Motion passed unanimously.

Introductions

Introductions were made around the room.

Contract Approval

Adult Service Provider Contracts - Extend Clackamas Community College Contract, Imigrant & Refugee Community Organization Contract, and Community Solutions Contract for another year (July 1, 2014 – June 30, 2015).

Motion: Frank Wall moved to approve the contract as presented, seconded by Howard Klink. Motion passed unanimously.

Consideration of Officer Slate

The slate of officers presented includes:

- ✓ Julie Hugo, Chair
- ✓ Bob Degnan, Vice Chair
- ✓ Dan Parker, Secretary
- ✓ Jerry Smith, Treasurer
- ✓ Frank Wall, Past Chair

Other Executive Committee members for consideration:

Mike Wells	Jed Scheuermann	Alex Crooks
Howard Klink	Lowell Miles	
Ken Bartus	Theresa Haskins	

These members will serve a total of 12 months – terms expire in July 2015.

Motion: Maureen Thompson moved to approve the officer slate as presented, seconded by Theresa Haskins. Motion passed unanimously.

Director Search Update

Julie Hugo updated the board on the Executive Director search. In light of the failed recruitment of the last ED search, the Executive Committee has approved to:

1. Reopen the search for a WICCO Executive Director.
2. Contract with a 3rd party search firm to facilitate the hiring process.

It was determined that going forward the Executive Committee will serve as the search committee. Howard Klink, Julie Hugo, and Deb Zang will serve on a subcommittee to procure a search firm. This subcommittee has already convened and begun this process.

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- Oregon City
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- Plus extension sites in surrounding communities.

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In 2013 more than 2,000 participants shared what they most value about CCC:

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Immediate actions for employers include:

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WorkSource One Stop Operator Approval

Amy Evans updated the board on WorkSource as the One Stop Operator for Clackamas County. In Oregon, services are delivered using an integrated service delivery model, meaning job seekers are served by Oregon Employment Department staff and Workforce Investment Act funded staff while accessing services at the One Stop (WorkSource Clackamas). Improving WorkSource Clackamas (WorkSource Clackamas and WorkSource Clackamas Annex) includes:

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Current WorkSource Services include:

- Workshops
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Board action was then requested to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region’s WorkSource One-Stop Center.

Motion: Jerry Smith moved to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, seconded by Dan Parker. Motion passed unanimously.

Youth Update

Amy Evans updated the board on youth programs including Career Road Trips, Manufacturing Day, and a special Emerging Workforce Committee meeting to be held later this summer or fall on “Endangered: Youth in the Labor Force” which the entire WICCO board is invited to.

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Executive Director Updates

Chuck Forster updated the board on the current status of Sector Strategy Employee Training Funds and proposed federal workforce legislation. Julie Hugo then thanked Chuck for serving as Interim Executive Director and everyone in attendance wished him well in his retirement.

_____	_____
Amy Oakley	Julie Hugo
Date	Date

Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

After the meeting we determined we did not have a quorum, therefore will have to re-vote on all motions at next meeting.

**Workforce Investment Council of Clackamas County
Executive Committee Meeting
August 6, 2014**



Member Attendees

Ken Bartus, Garron Grounds
Alex Crooks, Crooks & Company Financial Management
Bob Degnan, Package Containers
Theresa Haskins, Portland General Electric
Julie Hugo, Blount, Int.
Howard Klink, Klink Consulting Group
Lowell Miles, Miles Fiberglass
Dan Parker, Marks Metal Technologies
Jed Scheuermann, IAPMO
Jerry Smith, Smith & Associates
Frank Wall, Plumbing & Mechanical Contractors Association
Micheal Wells, The Cedars Companies

Members Not in Attendance

N/A

Other Attendees

Molly Aleshire, C-TEC Youth Services
Bridget Dazey, Workforce Investment Council
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Gabby Nunley, Workforce Investment Council
Amy Oakley, Workforce Investment Council
JJ Peters, Clackamas County
Maureen Thompson, Community Solutions
Trent Wilson, Clackamas County Commissioner Martha Schrader's Office

Chair Julie Hugo called the meeting to order at 7:35am.

Public Comments

There were no public comments.

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**Motion: Frank Wall moved the Board of Directors approves the adult service provider
contracts – Extend Clackamas Community College Contract (CCC), Immigrant &
Refugee Community Organization Contract (IRCO), and Community Solutions**

Contract for another year (July 1, 2014 – June 30, 2015), 2nd by Theresa Haskins. Motion passed unanimously.

Reaffirm Designation of WorkSource One-Stop:

Board action to reaffirm the designation of the One-Stop Operator as a consortium comprised of, but not limited to, the principal investors in the region's WorkSource One-Stop Center.

Motion: Jerry Smith moved the Board of Directors to reaffirm designation of the One-Stop Operator as WorkSource Clackamas One-Stop Center, 2nd by Dan Parker. Motion passed unanimously.

Update from WICCO Staff on Current Projects

Amy Evans, WICCO Program Manager gave an update on the WorkSource Customer Satisfaction Survey, monitoring currently underway on youth programs, and the upcoming special Emerging Workforce Committee meeting. Jan Filgas, WICCO Program Manager gave an update on adult and dislocated worker programs, Solutions to Work Grant, and monitoring currently underway. Gabby Nunley, CTE Manufacturing Liaison gave an update on Manufacturing Day and other projects she is working on. Bridget Dazey, WICCO Program Manager gave an update on Sector Strategies, NCRC & CWRC, as well as board recruitment strategies.

On the Job Training (OJT) Policy Approval

Jan Filgas stated the current OJT Policy needs revision and reviewed the proposed revisions with the Executive Committee.

Motion: Theresa Haskins moved to accept the revised WICCO OJT Policy (P-13), 2nd by Alex Crooks. Motion passed unanimously.

CCWD Monitoring Report Out

Frank Wall reported that CCWD monitoring for Program Year 2013 cited one finding for disallowed food cost of approximately \$400.

Recommendation from Executive Session for Filling Executive Director Position

WICCO staff were adjourned. Julie Hugo stated as a matter of follow up from the July 22, 2014 Executive Committee meeting in Executive Session, the following determinations were made:

1. The offer from the County to assist WICCO in the search for Executive Director was rejected because it couldn't produce a candidate until late October early November.
2. The recommendation to hire an outside search firm was rejected when weighing the fiduciary responsibility of the expenditure of significant funds against the fact that we already had a qualified internal candidate.
3. A recommendation was made to promote an internal candidate, Bridget Dazey, as the new WICCO Executive Director. All those in attendance at the Executive Committee meeting in Executive Session were in agreement.

Because the recommendation to promote Bridget was made in Executive Session, Julie affirmed the need to call a public meeting for the Executive Committee and make the motion to approve of the recommendation made by the Executive Committee to promote Bridget Dazey as the Executive Director of Workforce Investment Council of Clackamas County. There was some discussion by those in attendance.

11/6/2013 ACTION PLAN

WHAT	WHO	WHEN
OED customer service surveys will be shared with all partners at every partner meeting	Kim and Tom	Will be done
Update Blue Form with NCRC and revise it to be more customer friendly Update Annex's form to align with new Blue Form Translate into Spanish	Leadership CMRS Lori?? ???	Done In progress In progress
NCRC flier not visible enough yet there is a big NCRC poster already posted. Add picture of NCRC to streaming video on new TV in lobby	Tom Tom	Done Dec
WorkSource Clackamas services flyers and flyers for each workshop for lobby	Subgroup of Leadership	Dec
Clean up notices in lobby and on doors and windows to make Center look more professional and business like; change cell phone notice verbiage to be more customer friendly ("Please silence your phone" or "Courteous cell phone usage requested"); frame posters (EEO, NCRC,etc); Add flat screen TV for lobby that will replace many of the posted notices and have a picture of NCRC button and My WorkSource info streaming. Content will be vetted by CMRS.	OED staff Rose Mark S Tom	Done Dec
Website - We still need to finish reviewing site. Tom will make some changes to workshop calendar pages Set up meeting to review website with Aaron (Maureen's contact at County) Discussion re: who to put in charge of updates to website	Jan, Bridget, Tom, Maureen Tom Jan Leadership	In progress
Unified outreach plan to employers, partners, and job seekers – employer plan is in place, CMRS will address partner outreach plan, CMRS and contract negotiations will address outreach to jobseekers	CMRS WICCO CCC	In progress
Grievance policy and OED customer service surveys – <ul style="list-style-type: none"> • Grievance policy – we need to communicate this to partners • Annual grievance training at Partner Meeting annually 	Bridget	November Partner meeting
5 minute phone wait – Kim and Tom have brought this up before but it's not been addressed – put on final report so it is recorded that this was elevated to higher OED level	OED management	
Computer software outdated (Word is 2003 version) on lobby computers - OED can't fix – put on final report so it is recorded that this was elevated to higher OED level	OED management	
Parking signage	Kim and Tom	Done
Management will encourage staff to wear nametags when interacting with customers	Kim and Tom	Done
Retraining resource room staff – could they be more proactive? (were trained to only help people if people raised their hands) – Train resource room staff.	Kim, Tom, Javier, Maureen Sutherland	Done
IMatchSkills was overwhelming to customer and they didn't know what it was for or why they were doing it –	Kim and Tom	Done

talk to staff		
Someone not at front desk	Kim and Tom	Done
Outreach workshops	WICCO	Done

A-13 Please provide a copy of the written standards of conduct for board members regarding conflict of interest and restriction from voting. (20 CFR 667.200(a)(4))

PY 2013 response still applicable. Amy Oakley

Please see attached policy A-01.

POLICY #: A-01
Code of Conduct, Conflict of Interest Policy

ISSUED: January 17th, 2013

PURPOSE:

To assure the Workforce Investment Council of Clackamas County's staff and Board Members avoid conflicts of interest and adhere to a professional code of conduct in accordance with guidelines established in the referenced regulations listed below.



REFERENCES:

- WIA Sec 117
- Title 20 CFR 667.200
- Title 29 CFR 95.42, 97.36 (b)

POLICY:

A Board member must neither cast a vote on, nor participate in any decision making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his/her immediate family.

No employee, Board member, officer or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved.

No employee, Board member, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Such conflicts would arise when the employee, Board member, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

Workforce Investment Council Board Member Acknowledgement:

I acknowledge that I have read and understand the Workforce Investment Council Board Policy A-01, Code of Conduct, Conflict of Interest Policy.

Print Name

Signature

Date

Approved:


Workforce Investment Council Board Chair

1/12/13
Date

A-14 What criteria have been established by the board to determine the availability of funds and the process by which any priority will be applied? In addition, please indicate whether the Board has determined priority of services is in effect and describe your process for informing staff of this change in service priority. (20 CFR 663.600)

PY 2013 response is still applicable. Jan Filgas

Please see attached policy, P-07.



POLICY #: P-07
Priority of Service Delivery

ISSUED: January 17th, 2013

PURPOSE

Local Workforce Investment Boards must determine whether funds allocated to serve eligible Adults under WIA are limited for the program year. This policy articulates the process for making this determination and how priority of service for WIA Adults is to be applied in the event that regular WIA Adult formula funds are determined to be limited.

REFERENCES

- WIA Section 134(d)(4)(E)
- 20 CFR Part 663.600
- 20 CFR Part 1010
- CCWD WIA Title IB Policy #589-30.7

POLICY

Making the Determination:

At the onset of the program year, the WIA Adult sub recipient will furnish Workforce Investment Council with the approximate cost of providing employment and training services for WIA Adult participants and the number of Adult participants they anticipate serving with WIA Adult formula funds. During the program year, the WIA Adult sub recipient must notify Workforce Investment Council when 85% of WIA Adult formula funds are obligated.

In making the determination that WIA Adult funding is limited, Workforce Investment Council will take into consideration the availability of any other public or private resources available to fund employment and training activities in Workforce Region 15. Workforce Investment Council will also consider the current economic conditions including unemployment statistics, labor market information, and past expenditure trends in WIA Adult employment and training activities.

Priority of Service:

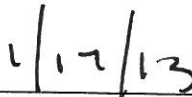
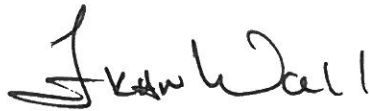
In the event WIA Adult formula funds are determined to be limited, priority to receive intensive and training services is as follows:

1. First priority shall be given to Veterans and/or eligible spouses residing in Clackamas County who are recipients of public assistance or are low income individuals.
2. Second priority shall be given to recipients of public assistance and/or other low-income individuals residing in Clackamas County.
3. Third priority shall be given to veterans and/or eligible spouses residing in Clackamas County.
4. Fourth priority shall be given to Clackamas County residents.

PROCEDURE

1. The WIA Adult sub recipient notifies Workforce Investment Council when 85% of WIA Adult formula funds are obligated in a program year.
2. Depending when in the program year the Adult funds have been obligated, Workforce Investment Council restricts any unobligated expenditures.
3. Workforce Investment Council considers available employment and training funding, current economic conditions, and expenditure trends in employment and training activities to determine whether WIA Adult funds are limited.
4. Workforce Investment Council notifies the WIA Adult sub recipient and the WorkSource Clackamas Leadership team when Adult funds are determined to be limited.
5. The WIA Adult sub recipient prioritizes funds and the WorkSource Clackamas Leadership team notifies staff the area is in "Priority of Service" status.
6. The WIA Adult sub recipient Operations Manager communicates to the Skills Team the status of Adult funds and expenditures.
7. After entering Priority of Service status, Workforce Investment Council may determine Adult funds are adequate for intensive and training services for the remaining program year and rescind Priority of Service status.

Approved:



Workforce Investment Council Board Chair

Date

A-15 Please provide a copy of the board's policy on supportive services which needs to address that recipients' of supportive services:

- Are participating in core, intensive, or training services;
- Are unable to obtain individual resources through other means;
- Demonstrated a need for assistance to enable them to obtain their employment goal;
- Participant record documents justification of needed assistance, lack of availability of other resources, and timeframe that the supportive services are meant to cover.

Review team may test aspects of the local policy/procedures. (20 CFR 663.800 & CCWD Policy 589-30.12, WIA Title 1B Policy Statewide Supportive Services)

PY 2013 response still applicable. Amy Oakley

Please see attached policy P-08.

POLICY #: P-08
Supportive Services

ISSUED: January 17th, 2013

PURPOSE:

Supportive services enable an individual to participate in WIA services and activities in order to transition to self-sufficiency.



REFERENCES:

- WIA Sections 101 (46), 129 (a)(4), 134 (d) and (e), 173, 181 (f)
- 20 CFR Parts 663.800 – 663.840
- CCWD 589-30.12

DEFINITIONS:

Supportive Services: Payments for services such as transportation, child care, books, and supplies necessary to enable an individual to participate in WIA activities.

POLICY:

Supportive services are allowable when they are necessary to enable eligible individuals to participate or remain in WIA Title 1 activities or to aid in obtaining, retaining, or advancing in employment. Supportive services may begin at registration and extend for one year after exit from the program as part of retention activities. Supportive services must be compatible with, and part of, the person's individual employment plan.

Supportive services are not an entitlement and will only be authorized after all other resources have been explored and are exhausted. Supportive services are only provided to individuals who are unable to obtain assistance through other programs which provide such services. WIA sub recipient staff will be familiar with community resources and will share these resources with participants to assist them in becoming self-sufficient.

Staff will explore, contact and/or exhaust all other resources prior to the issuance of WIA funded supportive services. Staff will document supportive services payments in the electronic case file, in addition to hard copy fiscal records, to ensure the reasonableness, allowability and allocability of the expenditure. Documentation must state what, when, for what time period, and why a product or service is required and provided.

Only the participant receiving the payment may sign a receipt of payment document (no spouses, family, etc). "Cash-like payments" (vouchers, gas cards, gift cards, etc.) may only be presented to the participant at the time of signature and may not be distributed via other means (electronic deposits, mail, etc). Checks made out directly to the vendor or participant may be distributed by other means with the endorsement of the check as documentation of receipt.

Supportive services may not be used for drug testing; child support; fines; citations; State or Federal income taxes owed; retribution; bad debts; reinstatement of driver's license if suspended for violation or fines; goods or services that are illegal under any Federal, State, local or municipal law or statute; tobacco products; and/or alcoholic beverages.

Approved:

Frank Wall

1/17/13

Workforce Investment Council's Board Chair

Date

A-16 What criteria has the local board set to determine whether employment leads to self-sufficiency? (20 CFR 663.230)

PY 2013 response still applicable. Amy Oakley

Please see attached policy P-06.



POLICY #: P-06
Self-Sufficiency Attainment Goal

ISSUED: January 17th, 2013

Purpose:

Set the criteria to determine whether an employed worker needs intensive services to obtain or retain employment leading to self-sufficiency and; criteria for determining self-sufficiency levels for employed adults and dislocated workers as directed by the Workforce Investment Act.

References:

- Workforce Investment Act, Sections 101 (24), 134
- 20 CFR Parts 652, 663.220, and 663.230
- Oregon Workforce Investment Board – WorkSource Oregon Self-Sufficiency Policy


Definitions:

Self-sufficiency: Per the Oregon Workforce Investment Board (OWIB) employment itself is not a guarantee of self-sufficiency. Due to the ever-increasing skill requirements of employment at all levels, all Oregonians can benefit from increased skills. Therefore, no Oregonian seeking assistance through WorkSource Oregon shall be considered to be self-sufficient.

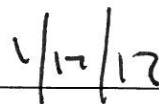
Policy:

Workforce Investment Council accepts the OWIB action and advises their subrecipients to implement the OWIB June 27, 2008 established definition of self-sufficiency.

Approved:



Workforce Investment Council Board Chair



Date

A-17 Please provide a copy of the local board's needs-related payment policy and the established payment level. (20 CFR 663.840)

PY 2013 response still applicable. Amy Oakley

Please see attached policy P-09.



POLICY #: P-09
Needs-Related Payments (NRPs)

ISSUED: January 17th, 2013

PURPOSE

To provide program guidance which ensures compliance for needs-related payments.

REFERENCES

- Workforce Investment Act, Sections 134(e)(2) and (3) and 173
- 20 CFR Parts 663.800; 663.815 through 663.840
- CCWD WIA Policy #589-30.7

DEFINITIONS

Needs-related payments: Needs-related payments provide financial assistance to participants for the purpose of enabling eligible and appropriate individuals to participate in WIA funded training when funds are not otherwise available from any other sources. Sub recipient staff will document the resources that were explored, contacted, and exhausted prior to the issuance of needs-related payments in the participant's electronic case file, in addition to hard copy fiscal records, to ensure the reasonableness, allowability and allocability of the expenditure.

Eligible Adult and Dislocated Workers may be awarded needs related payments prior to the start date of training for the purpose of enabling them to participate in programs of employment and training services that begin within 30 calendar days.

POLICY

The Workforce Investment Council of Clackamas County does not authorize its sub recipients to make needs-related payments to eligible Adults and Dislocated Workers unless Workforce Investment Council determines there are sufficient funds available to ensure a reasonable and equitable application to all individuals. The availability of needs-related payments from National Emergency Grants will be determined by Workforce Investment Council when such applications are made and approved by the Department of Labor.

If/when Workforce Investment Council determines there are sufficient funds available to ensure a reasonable and equitable application to all individuals, Workforce Investment Council will notify sub recipients to make these payments available. Workforce Investment Council will notify sub recipients if/when Workforce Investment Council rescinds that determination.

A-18 If the local workforce investment area is composed of more than one unit of local government, please provide a copy of the agreement amongst local elected officials which specifies the liability of the individual jurisdictions. (20 CFR 667.705(c))

PY 2013 response still applicable. Amy Oakley

Region 15 is a one county service delivery area, as designated by the Governor.

A-19 Please provide meeting dates and a youth council membership list for the current program year and how your membership complies with 20 CFR 661.335. In addition, include for PY14 meetings, each meeting's public notice and each meeting's agenda. (Revised)

A-19 Revised to include for all PY14 youth council meetings, the public notices and agendas

Please see attached Emerging Workforce Committee Membership Roster which includes the organizations the member represents that are required in 20 CFR 661.335.

Emerging Workforce Committee 2013

January 9, 2013

March 13, 2013

June 12, 2013

September 11, 2013

Emerging Workforce Committee 2014

January 8, 2014

March 12, 2014

May 14, 2014

September 17, 2014

November 12, 2014

From: Tim Heider, Strategic Communication, Clackamas County, 503-742-5911

Date: 1/2/14



Media and Interested Parties

Emerging Workforce Committee to meet on January 8, 2014

The Emerging Workforce Committee is a standing committee of the Workforce Investment Council of Clackamas County. The Emerging Workforce Committee will meet Wednesday, January 8 from 3:00-4:30 PM at the Workforce Investment Council of Clackamas County, 365 Warner Milne Road, Suite 202, Oregon City, CA 97045.

The Emerging Workforce Committee is charged with developing strategies to prepare emerging workforce for employment, opportunities in education and work preparedness skills.

The proposed agenda for this meeting includes:

- Approval of Sept 11, 2013 Minutes
- Introduction of New Program Manager
- Round Table
- RFP Review
- Youth Program Updates
- 2013 Road Trips
- Committee Membership and Chair

For more information call Amy Evans at (503) 657-6770.

Equal Opportunity Employer / Program

Auxiliary aids and services are available upon request to individuals with disabilities.

www.wicco.org

From: Tim Heider, Strategic Communication, Clackamas County, 503-742-5911

Date: 3/4/14



Media and Interested Parties

Emerging Workforce Committee to meet on March 11, 2014

The Emerging Workforce Committee is a standing committee of the Workforce Investment Council of Clackamas County. The Emerging Workforce Committee will meet Wednesday, March 11 from 3:00-4:30 PM at the Workforce Investment Council of Clackamas County, 365 Warner Milne Road, Suite 202, Oregon City, CA 97045.

The Emerging Workforce Committee is charged with developing strategies to prepare emerging workforce for employment, opportunities in education and work preparedness skills.

The proposed agenda for this meeting includes:

- Approval of Jan. 8, 2014 Minutes
- Round Table
- Youth Program Updates
- CTE Update
- Road Trips Update
- Committee Membership and Chair

For more information call Amy Evans at (503) 657-6770.

*Equal Opportunity Employer / Program
Auxiliary aids and services are available upon request to individuals with disabilities.*

www.wicco.org

From: Tim Heider, Strategic Communication, Clackamas County, 503-742-5911

Date: 1/2/14



Media and Interested Parties

Emerging Workforce Committee to meet on May 14, 2014

The Emerging Workforce Committee is a standing committee of the Workforce Investment Council of Clackamas County. The Emerging Workforce Committee will meet Wednesday, May 14 from 7:30am - 9:00am at the Workforce Investment Council Offices 365 Warner Milne Road, Suite 202, Oregon City, OR 97045

Please RSVP to Amy Oakley at amy.oakley@wicco.org

The Emerging Workforce Committee is charged with developing strategies to prepare emerging workforce for employment, opportunities in education and work preparedness skills.

The proposed agenda for this meeting includes:

- Approval of March, 2013 Minutes
- Youth Programs Around Oregon
- Strategic Planning
- History of the EWC
- Perspective from around the state
- State Report on Youth
- Next Steps & Timeline
- Youth Program Updates
- CTE Update
- Road Trips
- Round Table

For more information call Amy Evans at (503) 657-6770.

Equal Opportunity Employer / Program
Auxiliary aids and services are available upon request to individuals with disabilities.
www.wicco.org

From: Tim Heider, Strategic Communication, Clackamas County, 503-742-5911

Date: 1/2/14



Media and Interested Parties

Emerging Workforce Committee to meet on September 17, 2014

The Emerging Workforce Committee is a standing committee of the Workforce Investment Council of Clackamas County. The Emerging Workforce Committee will meet Wednesday, Sept. 17 from 7:30am - 9:00am at Clackamas Education Services District, Springwater Conference Room, located at 13455 SE 97th Avenue, Clackamas, OR 97015.

Please RSVP to Amy Oakley at amy.oakley@wicco.org

The Emerging Workforce Committee is charged with developing strategies to prepare emerging workforce for employment, opportunities in education and work preparedness skills.

The proposed agenda for this meeting includes:

- Approval of May 14, 2013 Minutes
- Workforce Investment Council's Role in Youth
- Local Resources for Youth
- Endangered: Youth In the Labor Force
- Stories from Clackamas Youth
- Businesses Engagement & ROI
- Youth Prioritization Activity
- Next Steps

For more information call Amy Evans at (503) 657-6770.

Equal Opportunity Employer / Program
Auxiliary aids and services are available upon request to individuals with disabilities.
www.wicco.org

From: Tim Heider, Strategic Communication, Clackamas County, 503-742-5911

Date: 1/2/14





Emerging Workforce Committee Membership Roster PY13

Committee Chair:

Burns, Vickie
Labor's Community Service Agency
directorlcsa@gmail.com

Committee Members:

Clark, Mary
Department of Human Services
mary.s.clark@state.or.us

Cunningham, Warren
Timber Lake Job Corps
abriney@fs.fed.us

Dennison, Milt
Clackamas Education Service District
mdenniso@clackesd.k12.or.us

Hart, Jemila
Housing Authority of Clackamas County
JemilaHar@co.clackamas.or.us

Hartman, Matthew
Clackamas County Juvenile Department
MHartman@co.clackamas.or.us

Helzerman, Megan
Clackamas Education Service District
mhelzerm@clackesd.k12.or.us

Hugo, Julie
Blount Int.
julie.hugo@blount.com

Previs, Tom
Oregon Employment Department
Tom.A.Previs@state.or.us

Thompson, Maureen
Community Solutions for Clackamas County
MauTho@co.clackamas.or.us

Vaughn, Dennis
Bob's Red Mill Natural Foods, Inc.
DennisV@bobsredmill.com



WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY
EMERGING WORKFORCE COMMITTEE MEETING
Wednesday – January 8, 2013 3:00-4:30 PM
Workforce Investment Council Offices
365 Warner Milne Road, Suite 202, Oregon City, OR 97045
AGENDA

3:00 PM	Call to Order Public Comments Approval of 9/11/13 Minutes	Jan Filgas
3:05 PM	Welcome New Youth Program Manager, Amy Evans and New Interim Executive Director, Chuck Forester	Jan Filgas
3:10 PM	Round Table	
3:20 PM	Youth Program Updates	Molly Aleshire
3:30 PM	Road Trips PY13	Jan Filgas
3:35 PM	Committee Membership and Chair	Amy Evans
3:50 PM	Youth RFP <ul style="list-style-type: none"> • Timeline review • Review of RFP • Evaluation committee 	Jan Filgas
4:30 PM	Meeting Adjourned	

Next Scheduled Meeting Dates:

January 16, 2013	Board Meeting – 7:30am – 9:30am, Clackamas ESD, 13455 SE 97 th Avenue, Clackamas, OR 97015
February 6, 2013	Business Services Committee - 11:45am – 1:00pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
February 20, 2013	Executive Committee Meeting– 7:30am – 9:00am, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
March 12, 2014	Emerging Workforce Committee Meeting – 3:00-4:30pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045



**WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY
EMERGING WORKFORCE COMMITTEE MEETING
Wednesday – March 12, 2014 3:00-4:30 PM
Workforce Investment Council Offices
365 Warner Milne Road, Suite 202, Oregon City, OR 97045**

AGENDA

3:00 PM	Call to Order Public Comments Approval of 1/8/14 Minutes	Chuck Forster
3:05 PM	Round Table	All
3:20 PM	Youth Program Updates	Molly Aleshire
3:35 PM	CTE Update	Megan Helzerman
3:40 PM	Road Trips Update	Amy Evans
3:45 PM	Committee Chair	Amy Evans
4:30 PM	Meeting Adjourned	

Next Scheduled Meeting Dates:

April 3, 2014	Business Services Committee - 11:45am – 1:00pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
April 17, 2014	Board Meeting – 7:30am – 9:30am, Clackamas ESD, Mt. Hope Conference Room, 13455 SE 97 th Avenue, Clackamas, OR 97015
May 7, 2014	Emerging Workforce Committee –3:00pm – 4:30pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
May 15, 2014	Executive Committee Meeting– 7:30am – 9:00am, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045



WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY
EMERGING WORKFORCE COMMITTEE MEETING
Wednesday – May 14, 2014 3:00-4:30 PM
Workforce Investment Council Offices
365 Warner Milne Road, Suite 202, Oregon City, OR 97045

AGENDA

3:00 PM	Call to Order Announcement of Chair	Chuck Forster
3:05 PM	Public Comments Approval of 3/7/14 Minutes	Vickie Burns
3:10 PM	Youth Programs Around Oregon	Molly Aleshire Amy Evans
3:20 PM	Strategic Planning History of the EWC Perspective from around the state State Report on Youth Next Steps & Timeline	Vickie Burns/Megan Helzerman Chuck Forster Amy Evans All
3:45 PM	Youth Program Updates	Molly Aleshire
4:00 PM	CTE Update	Megan Helzerman ?Gabby Nunley
4:10 PM	Road Trips	Amy Evans
4:15 PM	Round Table	All
4:30 PM	Meeting Adjourned	

Next Scheduled Meeting Dates:

May 15, 2014	Executive Committee Meeting – 7:30am – 9:00am, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
June 5, 2014	Business Services Committee Meeting – 11:45am – 1:00pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
June 19, 2014	Board Meeting – 7:30am – 9:30am, Clackamas ESD, Mt. Hope Conference Room, 13455 SE 97 th Avenue, Clackamas, OR 97015
July 9, 2014	Emerging Workforce Committee – 3:00pm – 4:30pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045



**WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY
EMERGING WORKFORCE COMMITTEE MEETING**

**Sept. 17, 2014 7:30-9:00 AM
Clackamas ESD, Springwater Conference Room
13455 SE 97th Ave., Clackamas, OR 97015**

AGENDA

7:30 AM	Call to Order Introductions	Vickie Burns
7:40 AM	Public Comments Approval of 5/14/14 Minutes	Vickie Burns
7:45 AM	Workforce Investment Council's Role in Youth	Amy Evans
7:50 AM	Resources for Businesses and Youth	Molly Aleshire
7:55 AM	Endangered: Youth In the Labor Force	Nick Beleiciks
8:20 AM	Stories from Clackamas Summer Youth Academy	Melissa Fox
8:30 AM	Businesses Engagement & ROI	Colleen Winkler
8:40 AM	Youth Prioritization Activity	All
8:55 AM	Next Steps	Vickie Burns
9:00 AM	Meeting Adjourned	

Next Scheduled Meeting Dates:

October 2, 2014	Business Services Committee – 11:45am – 1:00pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
October 16, 2014	Board Meeting – 7:30am – 9:30am, Clackamas ESD, Mt. Hope Conference Room, 13455 SE 97 th Avenue, Clackamas, OR 97015
November 12, 2014	Emerging Workforce Committee – 3:00pm – 4:30pm, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045
November 20, 2014	Executive Committee - 7:30am – 9:00am, Workforce Investment Council, 365 Warner Milne, Suite 202, Oregon City, OR 97045

A-20 Please provide documentation which confirms that the local board has awarded grants and contracts for youth services on a competitive basis based on the recommendations of the youth council. Please describe your measurable contract goals and means of evaluating service provider's performance. (WIA Section 123; TEGL 33-12; 13-09) (Revised)

Please see attached April 2014 Board minutes referencing the Youth Services RFP and approval of entering into a contract with Clackamas County ESD.

Below is language from the youth contract's scope of work regarding performance. Performance is reviewed and discussed by the Youth Program Manager and the youth program service provider at least every quarter.

5. Performance Outcomes for Program Year 2014

Contractor will continue to serve registered In School Youth (ISY) and Out of School (OSY), with a special priority of services provided to veterans and eligible spouses. The number of active youth to be served, with an additional year of follow up services are:

Total Active Youth = 282

Of these youth, 75% must be enrolled by December 31, 2014. 100% of the youth must be enrolled by February 28, 2015.

At the end of each quarter, the Contractor will meet with the Program Manager to review progress, including the number of youth enrolled at each provider site.

In lieu of the establishment of Workforce Investment Act Title 1B Common Measures performance levels with State of Oregon, WICCO is requiring ESD to be accountable to the following levels of performance for existing regularly-funded WIA in order to provide youth with the knowledge, skills and abilities to get and keep their first job, to advance in a job, and to have the literacy and numeracy skills needed to enter and advance in the workforce. Below are the outcomes that have been established:

Performance Measure	Level
Placement in Employment or Education	72%
Attainment of a Degree or Certificate	73%
Literacy and Numeracy Gains	53%

If performance falls below the negotiated level after the first year, the WICCO will take the following actions with the Contractor:

- When final performance numbers have been issued, report to the WICCO Board which performance measure(s) have been missed/achieved.
- Meet with the Contractor to assess why the performance measure(s) were not met and create a written performance improvement plan.

If performance remains below the negotiated level for a second year in a row, the WICCO will take the following actions with the Contractor:

- When final numbers have been issued, report to the WICCO Board that a performance measure(s) has been missed two years in a row.
- Review historical data and follow the considerations and recommendations of the WICCO Board from the following options:
 - Review historical data and make a determination if course corrections are adequate and grant additional year of the contract under a corrective action plan.
 - Require other appropriate measures designed to improve the performance of the Contractor.
 - Discontinue use of the Contractor due to inability to achieve required performance levels.

**Workforce Investment Council of Clackamas County
Board of Directors Meeting
April 17, 2014 7:30am – 9:30am
Clackamas ESD, Mt. Hope Conference Room**



Members Present

Ken Bartus, Garron Grounds
Vickie Burns, Labor's Community Service Agency
Jerry Buzzard, Department of Human Services
Alex Crooks, Crooks & Company Financial Management
Warren Cunningham, Timber Lake Job Corps
Bob Degnan, Package Containers
Larry Didway, Oregon City School District
Brenda Durbin, Social Services
Megan Helzerman, Clackamas Education Service District
Julie Hugo, Blount Int.
Tina Irvine, Express Employment Professionals
Cheri Johnson, Legacy Health
Pam Meredith, Training and Development Services
Dan Parker, Marks Metals Technology
Gary Petersen, Kaiser Permanente
Commissioner Martha Schrader, Clackamas County Board of Commissioners
Jed Scheuermann, IAPMO Group
Jerry Smith, Jerry Smith & Associates
Dennis Vaughn, Bob's Red Mill Natural Foods
Michael Wells, The Cedars Companies

Members Absent

Ron Britt
Milt Dennison, Clackamas Education Service District
Kim Freeman, Oregon Employment Department
Gary Furr, The Growth Coach
Theresa Haskins, Portland General Electric
Howard Klink, Klink Consulting
Lowell Miles, Miles Fiberglass
Steve Pickle, Teamsters Local 305
Maureen Thompson, Community Solutions for Clackamas County
Joanne Truesdell, Clackamas Community College
Frank Wall, Plumbing & Mechanical Contractors Association

Others Present

Bridget Dazey, Workforce Investment Council
Amy Evans, Workforce Investment Council
Jan Filgas, Workforce Investment Council
Chuck Forster, Workforce Investment Council
Melissa Fox, First Star Legacy
Alicia Hays, Youth Participant
Jim Huckestein, Clackamas Community College
Gabby Nunley, Workforce Investment Council
Amy Oakley, Workforce Investment Council
Brandon Wallace, Youth Participant
Roni Wilhelm, Clackamas Community College
Deb Zang, Workforce Investment Council

Call to Order & Welcome

Julie Hugo called the meeting to order at 7:35 a.m.

Public Comments

There were no public comments.

Consent Agenda

1. January 16, 2014 Board Meeting Minutes.
2. November 21, 2013 Executive Committee Meeting Minutes – passed by the Executive Committee.
3. Acceptance of Financial Report.

Motion: Maureen Thompson moved to approve the consent agenda as presented, seconded by Dan Parker. Motion passed unanimously.

Introductions

Introductions were made around the room.

Director Search Update

Julie Hugo updated the board on the Executive Director search. Job opening deadline is April 21, 2014. The Search Committee will then be reviewing applicants and conducting interviews. A selection is to be made on May 12, 2014.

Sector Strategies

Bridget Dazey reviewed the state's Strategic Priorities:

- System Innovation
- Sector Strategies
- Certified Work-Ready Communities (CWRC)

The Sector Strategies WICCO has chosen to focus on include manufacturing and health care. Advanced manufacturing includes engineering as well as skilled production occupations. WICCO has collaborated with Southwest Washington and WorkSystems Inc. toward common goals in manufacturing such as:

- Manufacturers are concerned about quality and number of young workers entering workforce.
- Available labor does not have skills needed for current and projected jobs.
- Small manufacturers need greater access to continuous improvement.

This collaborative is working to help build a better labor pipeline, improve Career and Technical Education (C-TEC), and help find work ready candidates now.

In healthcare, the collaborative is focusing on the needs of Long Term Care providers. The goals include:

- Hiring skilled workers who will stay
- Mapping long term care career pathways
- Marketing the long term care sector to attract the right talent
- Engaging the next generation of employees (youth)

Approval of Youth Provider

Jan Filgas updated the board on the Request for Proposals for a Youth Provider. Only one proposal was received and the review committee unanimously recommended approving the contract to Clackamas ESD.

Motion: Jerry Smith moved to approve the Youth Committee's RFP evaluation recommendation to contract with Clackamas ESD to provide youth services from July 1, 2014 – June 30, 2016, seconded by Pam Meredith. Motion passed unanimously.

Mid Year Program Performance Review

Jan Filgas provided data on midyear performance at Workforce Investment Council.

Revitalization Grant

Megan Helzerman updated the board on the Manufacturing CTE Revitalization Grant. Employers claim our high school manufacturing programs are not producing students with necessary skills. Prevailing perception is that high school manufacturing programs are extinct. Manufacturing programs for youth either need to be strengthened and modernized or they will be discontinued.

Career and Technical Education (C-TEC) and this CTE Revitalization grant are providing the following benefits:

- Establish a core set of Manufacturing Workplace Competencies and Technical Content
- Establish a metals manufacturing suggested equipment list
- Allowed C-TEC to expand part time manufacturing programs at Sandy, Estacada and Molalla High Schools
- Provided funding for a Manufacturing CTE Liaison position at WICCO (Gabby Nunley)
- Training for high school manufacturing teachers on CPT curriculum

NAWB Report

Julie Hugo reported that she and Bridget Dazey attended the National Association of Workforce Boards Conference in Washington DC in early April. The both agreed the experience was educational and worthwhile. In addition to attending the conference, they were both able to meet with elected officials and staff on Capitol Hill who represent Oregon State.

Youth Training Success

Amy Evans updated the board on WICCO's youth program. Then Melissa Fox, First Star Legacy, a partner in our youth programs spoke. Two youth participants, Alicia and Brandon, then shared with the board their personal experiences as participants in C-Tech youth programs and how their lives have benefited. The board then was given the opportunity to ask the youth follow up questions.

Executive Director Updates

Chuck Forster updated the board on the current status of workforce redesign, legislation, and funding. Commissioner Martha Schrader spoke briefly on her involvement in discussions regarding workforce redesign and legislation.

Amy Oakley	Date	Julie Hugo	Date
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Meeting adjourned at 9:30 A.M.
Minutes prepared by Amy Oakley

A-21 How does the youth council, guide youth policy, develop the youth portion of the youth plan, and oversee youth providers in the local area? (20 CFR 661.340 (d), TEGL 33-12)

PY 2013 response is still applicable. Amy Evans

The youth council, called the Emerging Workforce Committee in Workforce Region 15, is charged with the following responsibilities:

- Approves local enrollment goals for our youth employment and training program
- Develops a local plan for the delivery of youth services, including connections with WorkSource Clackamas
- Reviews RFPs for local youth services
- Participates in reviewing proposals for the delivery of WIA youth services
- Selects programs that contribute to the attainment of local goals and priorities
- Reviews local youth and employment and training policy and suggests revisions or additions to the WIB
- Meets no less than once per quarter to review the performance of the local youth system.

A-22 Describe how program staff ensures that any non-exempt public record is accessible to the public, taking into account the following:

- Anyone wishing to access non-exempt public records is given the opportunity to do so. [ORS 192.430]
- Any fees charged reflect the actual cost for making records available. [ORS 192.440(2)]
- A procedure is in place to assure that only bonafide exempt records are withheld from inspection. [ORS 192.420 & 501-505]

PY 2013 response still applicable. Amy Oakley

Please see attached policy A-03.



POLICY #: A-03
Public Records Requests

ISSUED: January 17th, 2013

PURPOSE:

To assure all requests for public information are handled in a manner that is consistent with and complies with the public records law.

REFERENCES:

- CCWD 589-40.4
- ORS Chapter 192 (192.410 to 192.505)

DEFINITIONS:

Public record: Questions about whether an item qualifies as a public record should be addressed by referring to the public records law or consulting with agency legal counsel.

At cost: The actual cost of materials, staff time, and any travel or other expenses incurred in preparing and providing the records.

POLICY:

Oregon's public records law makes all agency records available for public review, except records that are exempt from disclosure. Public records, except those exempt from disclosure, are to be made available at cost to the public upon request.

Approved:

Frank Wall 1/12/13
Workforce Investment Council Board Chair Date

A-23 How does program staff ensure that WIA participant records are confidential as provided in State law and administrative rules? [ORS 660.300 – 660.339; OAR 589-020-0300 to 589-020-0330]

PY 2013 response is still applicable. Jan Filgas

Per the Workforce Investment Council's contracts with providers, confidentiality is addressed under Section 6 (see below). Also all staff electronically sign I-Trac user agreements to ensure soft copy records are confidential. All hard copy files are stored in locked file cabinets. Soft copy records with participant data that are not in I-Trac are in systems that are password protected and backed up daily. The Workforce Investment Council's contracted providers also ensure their staff adheres to confidentiality standards by having their employees read and sign confidentiality agreements.

6. **Records Control** PL 105-220; 29 CFR Parts 37, 95.53, 97.42; ORS Chap. 192, ORS 660.300-660.339; OAR 151-020-0060 – 151-020-0090; CCWD WIA Policy #589-40.4

(A) *The Contractor shall establish maintain and safeguard all participant files, records, project records, and documents. Contractor shall ensure confidentiality of participant information as provided in State law and administrative rules. Records must be sufficient to justify all payments claimed and paid under this contract. Contractor and any subcontractor will incorporate into their management systems the following procedures for the management of all WIA records.*

1. *Retain all records and documents pertinent to the grants, grant agreements, interagency agreements, contracts or any other award, including financial, statistical, or other pertinent records, and supporting documentation, for a period of at least three (3) years after the original submittal by the State of Oregon Department of Community Colleges and Workforce Development (CCWD) of the final expenditure report (closeout) for that funding period to the federal Department of Labor, the awarding agency;*
2. *Retain all records of non-expendable property for a period of at least three years after final disposition of property;*
3. *Retain indirect cost records such as computations or proposals, cost allocation plans, and supporting documentation for three years from the date the indirect cost rate package is submitted for negotiation. If not submitted for negotiation, the three-year period identified in (1) above shall apply;*
4. *Retain all records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than three years from the close of the applicant program year. Such records must be maintained as whole record system;*
5. *Retain records regarding complaints and action taken on the complaints for a period of not less than three years from the date of resolution of the complaint;*

6. *Retain all records beyond the required three years if any litigation or audit has begun or a claim is instituted involving the grant or agreement covered by the records. The records shall be retained until the litigation, audit, or claim has been resolved or the required three years, whichever period is longer.*

In the event Contractor or subcontractor is unable to keep their records, Contractor shall notify WICCO who will take custody and be responsible for the maintenance and retention of the records.

Disposal

No records addressed in this policy shall be disposed of without instruction from or approval of WICCO. WICCO will provide instructions and timelines for disposing of records. Any records that are confidential in nature, including participant records, must be shredded, or similarly destroyed. Non-confidential records may be recycled. If there is any outstanding litigation or audit claim begun on records prior to termination of retention, the records will be retained until resolution of litigation or audit claim.

- (B) *At any time during normal business hours and as often as WICCO shall deem necessary, the Contractor shall make available for examination all its records relating to all matters covered by this contract. WICCO, the Oregon State Workforce Investment Administration, The U.S. Department of Labor, the Comptroller General of the United States, their duly authorized representatives, or representatives of other governmental funding sources contributing through WICCO to activities under this contract shall have the authority to audit, examine, and make excerpts or transcripts from any books, documents, papers, records, files, forms, or other documents of the Contractor which are necessary to permit tracing of participant activity and funds to a level of expenditure adequate to insure that the funds have not been spent unlawfully, and to determine compliance with all applicable rules and regulations, and the provisions of this contract including the proper allocation of costs to this contract.*
- (C) *The Contractor shall provide to WICCO upon request, sufficient staff time necessary to aid in the performance of contract related (a) project research, (b) project evaluation, (c) project monitoring, and (d) completion of project fiscal review and audits.*

A-24 Which program year records have been destroyed? In addition, please describe how management assures that all records that can be destroyed have in fact been destroyed. (CCWD policy 589-40.4)

WICCO has destroyed records for PY 2007.

Youth service provider ESD destroyed PY 2007 records in January 2014 as reported in WICCO 2013 QA Guide.

Adult & Dislocated worker service provider CCC destroyed PY 2007 records in December 2013. Destruction was reported by email and in WICCO 2013 QA Guide.

Letters will be sent to both providers authorizing destruction of PY 2008 records October 1, 2014. See attached.



October 1, 2014

Roni Wilhelm, Associate Director
Workforce Development Services Department
Clackamas Community College
19600 S. Molalla Avenue
Oregon City, OR 97045

RE: Disposal of Records

Dear Roni,

The Workforce Investment Council of Clackamas County authorizes the disposition of all Program Year 2008 Adult & Dislocated Worker program and fiscal records, in accordance with WICCO Policy A-02, and CCWD WIA Policy 589.40, and the attached schedule.

Thank you,

A handwritten signature in blue ink that reads 'Deb Zang'.

Deb Zang
Fiscal Director



October 1, 2014

Molly Aleshire, Program Coordinator
C-TEC Youth Services
Clackamas Education Service District
13455 SE 97th Avenue
Clackamas, OR 97015

RE: Disposal of Records

Dear Molly,

The Workforce Investment Council of Clackamas County authorizes the disposition of all Program Year 2008 Youth program and fiscal records, in accordance with WICCO Policy A-02, and CCWD WIA Policy 589.40, and the attached schedule.

Thank you,

A handwritten signature in blue ink that reads 'Deb Zang'.

Deb Zang
Fiscal Director

A-25 Please provide a copy of the record retention and public access procedures and describe how your organization complies with CCWD's Document Collection and Storage policy 589-30.11. (CCWD policy 589-40.4)

As stated in A-23, all hard copy files are stored in locked offices in locked file cabinets. Any soft copy records with participant data that are not in I-Trac are in systems that are password protected and backed up daily. Only authorized users have access to this documentation.

Attached is Region 15's record retention policy, A-02. Also note in the attachment for A-23, in the Workforce Investment Council's contracts with service providers, record retention is addressed under Section 6 as well. Amy Oakley



POLICY #: A-02
Record Retention, Maintenance, Disposition, Disclosure and Confidentiality

ISSUED: January 17th, 2013

PURPOSE:

To establish the requirement for Workforce Investment Council and sub recipients to maintain and retain records of all fiscal and program activities funded under the Workforce Investment Act (WIA) of 1998.

REFERENCES:

- WIA Law (PL 105-220)
- 29 CFR Parts 37, 95.53, and 97.42
- CCWD WIA Policy #589-40.4
- ORS Chapter 192 – Public and Private Records; Public Reports and Meetings
- One-Stop Comprehensive Financial Management Technical Assistance Guide
- Chapters 11-14

DEFINITIONS:

Retention Period: The retention period for the records of each funding period starts on the day the grantee or sub grantee submits to the awarding agency its single or last expenditure report for that period.

Final Expenditure Report: Submitted with the annual settlement for the program year in which the final expenditures for the funding period are reported.

POLICY:

Workforce Investment Council and any sub recipient of WIA funds will incorporate into their management systems the following procedures for the management of all WIA records.

1. Retain all records and documents pertinent to the grants, grant agreements, interagency agreements, contracts or any other award, including financial, statistical, or other pertinent records, and supporting documentation, for a period of at least three (3) years after the original submittal by the State of Oregon Department of Community Colleges and Workforce Development (CCWD) of the final expenditure report (closeout) for that funding period to the federal Department of Labor, the awarding agency;
2. Retain all records of non-expendable property for a period of at least three years after final disposition of property;
3. Retain indirect cost records such as computations or proposals, cost allocation plans, and supporting documentation for three years from the date the indirect cost rate package is

submitted for negotiation. If not submitted for negotiation, the three-year period identified in (1) above shall apply;

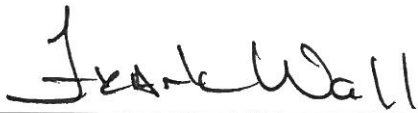
4. Retain all records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than three years from the close of the applicant program year. Such records must be maintained as whole record system;
5. Retain records regarding complaints and action taken on the complaints for a period of not less than three years from the date of resolution of the complaint;
6. Retain all records beyond the required three years if any litigation or audit has begun or a claim is instituted involving the grant or agreement covered by the records. The records shall be retained until the litigation, audit, or claim has been resolved or the required three years, whichever period is longer.

In the event that sub recipients are unable to keep their records, Workforce Investment Council will take custody and be responsible for the maintenance and retention of the records of any fiscal agent or sub recipient.

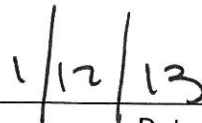
Disposal

No records addressed in this policy shall be disposed of without instruction from or approval of Workforce Investment Council. Workforce Investment Council will provide instructions and timelines for disposing of records. Any records that are confidential in nature, including participant records, must be shredded, or similarly destroyed. Non-confidential records may be recycled. If there is any outstanding litigation or audit claim begun on records prior to termination of retention, the records will be retained until resolution of litigation or audit claim.

Approved:



Workforce Investment Council Board Chair



Date

A-26 Describe how programs ensure:

- Staff and contractors are clearly aware of the requirements to report fraud, abuse or other criminal activity, and that the Department of Labor's hotline number for reporting such actions is available.
- That all suspected incidents of fraud, abuse or other criminal activity are immediately reported by phone to the state office, followed in one workday with a written Incident Report form DLI-156. (20 CFR 667.630)

Attached is the unsigned Policy F-01 - Incident Reporting Requirements. This policy will be signed and go into effect at our October 2014 Board meeting. Amy Oakley



POLICY #: F-01
Incident Reporting Requirements

ISSUED: January 17th, 2013

REVISED: October 16th, 2014

PURPOSE:

To implement U. S. Department of Labor's incident reporting requirements under 20 CFR 667.630 of the Workforce Investment Act (WIA) covering known or suspected incidents of fraud, program abuse or criminal conduct involving WIA programs administered by Workforce Investment Council's regional sub-contractors or contractors.

REFERENCES:

- US Department of Labor Special Distribution Bulletin No. 1-85
- WIA Law (PL 105-220) 184(d)(2)
- 20 CFR Parts 667.630 and 667.720
- TEGL 02-12
- CCWD WIA Policy #589-40.2

DEFINITIONS (as defined by Special Distribution Bulletin No. 1-85):

Employee/Participant Misconduct: Action occurring during outside work hours that reflects negatively on the Department or its mission. Includes, but is not limited to, conflict of interest or the appearance of conflict of interest involving outside employment, business, and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of Federal property; misuse of official informational and such other activities as might adversely affect the confidence of the public in the integrity of the Government as well as serious violations of Federal and State laws.

Fraud: Any alleged deliberate action which is apparently in violation of Federal statutes and regulations. Includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, intentional payments to a contractor without the expectation of receiving service, payments to ghost enrollees, misuse of appropriated funds, and misrepresenting information in official reports.

Gross mismanagement: Actions or situation arising out of management ineptitude or oversight, leading to major violation of processes, regulations or contract/grant provisions which could severely hamper accomplishment of program goals. Includes situations which lead to waste of Government resources and could jeopardize future support for a particular project. This category includes, but is not limited to, unauditible records, unsupported cost, highly inaccurate fiscal reports and/or program reports, payroll discrepancies, payroll deduction not paid to Internal Revenue Service, and the lack of good internal control procedures.

Misapplication of funds: Any alleged use of funds, assets or property not authorized or provided under regulations, grants, or contracts for all ETA-funded programs. Includes, but is not limited to, nepotism, political patronage, use of participants for political activity, ineligible enrollees, conflict of interest, failure to report income from Federal funds, violation of contract/grant procedures, and the use of Federal funds for other than specified purposes.

POLICY:

All incidents of known or suspected criminal activity will be reported through Workforce Investment Council to the State of Oregon Department of Community Colleges and Workforce Development (CCWD), the Regional Administrator of the Employment and Training Administration of the US Department of Labor (DOL) or to the corresponding Regional Office of Inspector General (OIG) for Investigations. Investigation of reported incidents of fraud and abuse are completed by the USDOL/OIG or the State of Oregon as appropriate.

Workforce Investment Council and Subcontractor Responsibilities:

All staff members, subcontractors and staff are to be provided the information in this policy. The Oregon Inspector General's Hotline telephone number for reporting suspected incidents should be prominently posted for staff members and for the public, where applicable.

Promptly report potential or suspected fraud, abuse, or other program related criminal activity directly to the Workforce Investment Council Executive Director, or designee, at 503-657-1729; the CCWD Quality Assurance Unit at (503) 947-2401; the U.S. DOL Office of Inspector General Hotline at (800) 347-3756; and the Regional (Oregon) Office of Inspector General's Hotline at (877) 678-4222. Staff members are encouraged to report suspected incidents of suspected fraud, abuse, and other program related criminal activity to their own agency.

Agencies detecting the presence or appearance of fraud, abuse, or other criminal activity must obtain sufficient information to provide a clear, concise report of each incident. Reports must include a statement of all facts and any known or estimated loss of WIA funds resulting from the incident. Using Form DL 1-156 that is attached to US Department of Labor Special Distribution Bulletin No. 1-85, reports must be made within 24 hours of the detection of the incident. The incident report should not be delayed if all facts are not readily available. Any facts subsequently developed by the agency are to be forwarded in a supplemental incident report.

Whenever the entity reporting the allegation of an incident believes that immediate action to prevent further financial loss or other damage is necessary, or recovery of funds or property may be impeded if immediate action is not taken, the reporting entity has the responsibility to take any action it deems appropriate, including contacting the local law enforcement agency. Any immediate action taken or planned by the reporting entity will be reported to Workforce Investment Council administrative office when the incident report is submitted.

Workforce Investment Council will:

1. Contact CCWD to report the suspected incident. Complete a preliminary analysis with the contractor or subcontractor and/or other parties to determine if there is evidence of fraud, abuse, or other program-related criminal activity.
2. If there is evidence to suspect fraud, abuse or program-related criminal activity, assist the contractor or subcontractor in preparing an incident report which is to be forwarded to CCWD within 24 hours. In cases involving a formal investigation, serve as the local workforce investment area liaison with the investigating entity.
3. Work in collaboration with the contractor or subcontractor and CCWD to facilitate the incident resolution process.
4. If appropriate, contest the CCWD final resolution within one year (365 days) of receipt of the resolution. This appeal may include a request to waive sanctions as provided in Section 184 (d)(3) of the WIA and at 20 CFR 667.720.

Incident resolution will be done through the audit resolution process, or through a process of initial and final determination in accordance with CCWD Policy No. 589-40.2. Debt collection will be conducted in accordance with Workforce Investment Council policy for recovery of improperly expended funds.

Approved:

Workforce Investment Council Board Chair

Date

A-27 Please provide a copy of the procedure for grievances and complaints. (20 CFR 667.600 (a))

PY 2013 response is still applicable. Amy Evans

Please see attached policy, A-11.



POLICY: A-11
TITLE: Non-Criminal Grievance and Complaint Process
ISSUED: January 17th, 2013

PURPOSE:

To communicate the Workforce Investment Council of Clackamas County and its sub recipients and contractors process for:

1. Receiving non-criminal grievances and complaints from participants or interested parties affected by Workforce Region 15's workforce investment system that allege a violation of the Workforce Investment Act (WIA) regulations, grants or other agreements administered under the Act, terms and conditions of employment or discrimination;
2. Providing and managing an opportunity for an informal resolution and a hearing to be completed within 60 days of the filing of the grievance or complaint; and
3. Resolving appeals of Workforce Investment Council's decisions.

Information and complaints alleging criminal fraud, waste, abuse or other criminal activity under WIA are addressed in a separate policy, Workforce Investment Council policy F-01 Incident Reporting Requirements. Nondiscrimination and Equal Opportunity complaints are addressed in Workforce Investment Council policy P-04.

REFERENCES:

- WIA Section 121(b), 181(c) & 188
- 20 CFR 667.600
- 29 CFR Parts 35 & 37
- CCWD WIA Policy 589-40.3

DEFINITIONS:

Grievance or complaint: A written expression by a party against individuals, including staff, participants, or partner organizations alleging a non-criminal violation of the provisions of the WIA, the WIA regulations, grant, or other agreements under the WIA.

Region 15's Workforce Investment System: Includes WIA 1-B service providers, the WorkSource Clackamas (One Stop) Center and/or affiliated sites and its partners.

Sub recipient: An entity, including service providers, to which a WIA sub grant is awarded and who is accountable to Workforce Investment Council for the use of the funds provided.

Complainant: Applicants (program and employment), participants, employees, subcontractors, and other interested parties and members of the public that have complaints and/or grievances of the requirements of WIA in the operation of programs and activities.

Respondent: The person, organization or agency against which a complaint has been filed for the alleged violation of the requirements of WIA.

Hearing Officer: An impartial party who presides at a hearing on a grievance or complaint.

POLICY:

Workforce Investment Council values customer service and customer satisfaction and prefers that dissatisfaction and non-criminal complaints be resolved amicably as close to the point of service delivery as possible. Whenever possible, parties should work together to resolve the problem before a written grievance or complaint is filed with Workforce Investment Council. Should a party file a complaint, sub recipients will work to help resolve the problem and will not penalize the party in any way for filing a complaint.

In order to ensure program integrity, Workforce Investment Council's WIA 1-B sub recipients must develop and maintain procedures to process complaints in an objective and consistent manner. Procedures will include how individuals are informed of their right to file a grievance or complaint and what the informal and formal process is for those individuals who have grievances and complaints.

The right to file a grievance or complaint and the right to be represented by an attorney or other individual of his or her own choice must be made available to applicants (program and employment), participants, employees, one-stop partners, subcontractors, and other interested parties and members of the public. Reasonable efforts must be made to assure that all individuals, including youth and those with limited-English speaking skills, understand these rights. The informal and formal process of how to file a grievance need not be provided routinely to all individuals mentioned above. However, copies must be provided to individuals in a timely manner when an individual expresses a desire to file a complaint or upon request by any individual.

Where a hard copy case file is maintained, a copy of an acknowledgement of receipt of the local grievance and complaint procedures shall be signed by the participant and included in each participant's case file. Where an electronic case file is maintained, staff must make a note indicating that this notification did occur, the date of the notification, and the name of the staff person who provided it.

Process:

All complaints and grievances should initially be reviewed and resolved by the Operations Manager or Coordinator. If resolution is not possible at that level, then complaints and grievances will then be reviewed by the Program Director. If the individual is not happy with the results of this process, they may file a formal written complaint with Workforce Investment

Council's Equal Opportunity (EO) Officer. A log of these written complaints and grievances will be maintained by Workforce Investment Council.

With the exception of discrimination complaints (addressed in Workforce Investment Council policy P-04 Nondiscrimination and Equal Opportunity Requirements and Attachments for Posting), grievances and complaints of alleged non-criminal violations must be filed in writing with the Workforce Investment Council EO Officer and must include:

1. Full Name, mailing address, and telephone number of complainant;
2. Full Name, mailing address, and telephone number of respondent;
3. A clear and concise statement of the facts and dates describing the alleged violation;
4. Provisions of WIA, the WIA regulations, grant, or other agreement believed to have been violated;
5. Grievances or complaints against individuals, including staff or participants, shall indicate how those individuals did not comply with the WIA law, regulation, or contract;
6. Synopsis of the informal resolution efforts; and,
7. Remedy sought by the complainant.

Upon receipt of the written grievance or complaint, the Workforce Investment Council EO Officer will review the grievance or complaint and provide an opportunity for an informal resolution. If Workforce Investment Council cannot resolve the grievance or complaint informally, then a local hearing will be held. If the complainant is dissatisfied with the local hearing decision the complainant may file a request for review with the Department of Community Colleges and Workforce Development (CCWD).

Timeline:

1. Within one-year (365 days) of the alleged non-criminal violation, a written grievance or complaint can be filed in writing with the Workforce Investment Council EO Officer.
2. Within ten (10) days of the receipt of the grievance or complaint, the Workforce Investment Council EO Officer will notify the complainant and respondent and proceed with the informal resolution process.
3. Within 20 days of the receipt of the grievance or complaint, if Workforce Investment Council can't resolve the grievance or complaint informally, the Workforce Investment Council EO Officer will notify the complainant and respondent in writing that a hearing will be conducted. The hearing notice will advise the following:
 - a. The date, time and place of hearing before an impartial Hearing Officer;
 - b. The pertinent sections of the WIA or any other federal regulations involved;
 - c. A statement of the alleged violations. This statement must accurately reflect the content of the grievance or complaint as submitted by the complainant. However, clarifying notes may be added to assure that the grievance or complaint is addressed accurately;

- d. The name, address, and telephone number of the contact person issuing the notice.
4. Within 30 days of the receipt of the grievance or complaint, the hearing will be conducted.
5. Within 60 days of the receipt of the grievance or complaint, the Workforce Investment Council EO Officer shall consider the complaint, informal resolution efforts, and the Hearing Officer's recommendation and issue a written decision to each party.

Timelines may be extended if good cause is shown, and if both the complainant and respondent parties agree in writing to waive the timelines.

The complainant may withdraw a complaint at any time. Such a withdrawal must be in writing.

Hearing:

The local hearing will be conducted in an informal manner with strict rules of evidence not being applicable. The hearing will be recorded electronically.

Both parties will have the right to:

1. Present written and/or testimony under oath and arguments;
2. Call and question witnesses;
3. Request and examine records and documents relevant to the issuers; and
4. Be represented.

Parties may file with the Hearing Officer written arguments in lieu of closing arguments within five (5) days of the close of the hearing.

Following completion of the hearing or submission of written closing arguments, the Hearing Officer will issue a proposed decision to the Workforce Investment Council EO Officer. The Hearing Officer's proposed decision shall contain the following information:

1. The names of the parties involved;
2. A statement of the alleged violation(s) and issues related to the alleged violation;
3. A statement of the facts;
4. The Hearing Officer's proposed decision and the reasons for the decision; and
5. A statement of the proposed corrective action, if any, to be taken.

Workforce Investment Council Decision:

The Workforce Investment Council EO Officer will review the record established by the hearing and may adopt or modify the Hearing Officer's proposed decision as a final decision or direct the Hearing Officer to conduct further proceedings.

The Workforce Investment Council EO Officer will issue a written decision to the concerned parties within 60 days of receipt of the grievance or complaint, unless both the complainant and

respondent parties agree in writing to waive the timelines. The written decision will be sent to both parties by certified mail and will contain the following information:

1. The names of the parties involved;
2. A statement of the alleged violation(s) and issues related to the alleged violation;
3. A statement of facts;
4. The Workforce Investment Council EO Officer's decision and the reasons for the decision;
5. A statement of the corrective action, if any, to be taken; and
6. A notice of the right of either party to file a request for review with CCWD.

CCWD Review:

The complainant or respondent may request a review by CCWD if they are dissatisfied with Workforce Investment Council's decision; if Workforce Investment Council fails to issue a decision within the 60-day time limit (unless the timelines have been waived); or if there has been an incident of restraint, coercion or reprisal as the result of filing the grievance or complaint.

All written requests for review or appeals must include the following:

1. Full Name, mailing address, and telephone number of complainant;
2. Full Name, mailing address, and telephone number of Workforce Investment Council;
3. A statement of the basis of the request or appeal; and
4. Copies of relevant documents, such as the complaint filed at Workforce Investment Council and Workforce Investment Council's decision.

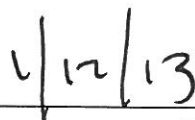
The request for review of the decision must be submitted to the:

CCWD EO Officer
Department of Community Colleges and Workforce Development (CCWD)
255 Capitol St. NE
Salem, OR 97310

Approved:



Workforce Investment Council Board Chair



Date

A-28 Have any written grievances been initiated against service providers or contractors? If so, please provide a summary by citing the nature of the complaint and its resolution or status.

No.

A-29 Please provide a copy of the grievance procedure information made available to registrants. (20 CFR 667.600 (b) (1))

PY 2013 response is still applicable – Amy Evans

Youth services:

Grievance disclosures are provided to youth during the eligibility determination process. See attached.

Adult/DW Services:

Grievance disclosures are managed by the State through the WOMIS registration system and are available to participants as they complete their registration screens. Workforce Region 15 also posts required notices in public areas throughout the Center.

WICCO's goal is to ensure the applicants, participants, employees, One-Stop partners, subcontractors and other interested parties and members of the public know about their right to file a grievance or complain about WIA funded services.

A-30 Retired this element given that CCWD is establishing a new ETPL electronic streamlined system.

N/A

Amy Oakley

A-31 Does the local board require any additional information from local training providers to maintain subsequent eligibility? (20 CFR 663.510 (e) (3))

PY 2013 response is still applicable. Jan Filgas

No.

A-32 What is the grievance procedure for training providers whose application is not approved? (OAR 151-020-0110 item 9e)

PY 2013 response is still applicable. Jan Filgas

Please see attached policy, P-12.



POLICY#: P-12
Eligible Training Provider List Approval Policy

ISSUED: January 17th, 2013

PURPOSE:

To describe the process used by the Workforce Investment Council Business Services Committee to evaluate and approve postsecondary public and private providers of occupational education and training applications for inclusion on the Employment Training Provider List (ETPL) for occupations on the Strategic Occupations List.

REFERENCE:

- 20 CFR Part 663.510(e)(1)

POLICY:

The Workforce Investment Council Business Services Committee will be responsible for certifying training providers and recommend to the full Workforce Investment Council that the training providers be added to the ETPL. Workforce Investment Council will not certify entities as eligible training providers that do not meet the state and local required criteria and who do not provide training for occupations on the Strategic Occupations List. Upon certification and approval of the training providers applications will be submitted to the Department of Community Colleges and Workforce Development (CCWD) for inclusion on the state ETPL.

Workforce Investment Council uses the following criteria to determine initial eligibility of applicants:

1. Training provider must provide training in high demand occupations that are on the Strategic Occupations List unless an exception is granted by the Business Services Committee.
2. Training costs must be comparable to the average cost per training of participants in the occupational area.
3. Credentials or certifications awarded at the completion of the training must be recognized by business, industry, business/worker associations, and public and private training entities.


Workforce Investment Council staff will notify the training provider applicants in writing of the results of the review. Providers not meeting application requirements will also be provided with the appropriate appeals process to Workforce Investment Council.

Applications that are approved will be sent forward to the Department of Community Colleges and Workforce Development (CCWD) for inclusion in the ETPL data base.

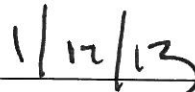
Appeal Process:

1. Training providers will be notified, in writing, of Workforce Investment Council's decision within 10 days of the Board decision. The notification will include the reasons for the denial of the application.
2. The training provider may appeal the Business Services Committee decision, in writing, within 20 days of notification that their application was denied. The request for appeal must include compelling reasons why the applicant met the additional board criteria.
3. Workforce Investment Council will have 30 days, from receipt of the appeal notice to respond.
4. Workforce Investment Council will have the final decision. If the applicant wishes to appeal Workforce Investment Council's decision, they will be encouraged to notify CCWD.

Approved:



Workforce Investment Council Board Chair



Date

A-33 Retired this element due to lack of funding.

N/A

Amy Oakley

A-34 Retired this element due to lack of funding

N/A

Amy Oakley

A-35 Retired this element due to lack of funding

N/A

Amy Oakley

A-36 Retired this element due to lack of funding

N/A

Amy Oakley

A-37 If the local board is currently providing core, intensive, or training services – or transitioned away from direct service provisions in PY2013 – please provide a copy of your Transition Plan. (CCWD WIA Title IB Policy 589-20.6) (New)

Region 15's local board is not providing core, intensive, or training services – or transitioned away from direct service provisions in PY2013.