

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: July 26, 2022 **Approx. Start Time:** 10:00 AM **Approx. Length:** 10 minutes

Presentation Title: Clackamas Workforce Partnership (CWP) Annual Update and Budget Presentation

Department: County Administration

Presenters: Bridget Dazey, Executive Director of Clackamas Workforce Partnership and Peter Lund, Board Chair

Other Invitees: None

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Accept annual CWP budget presentation and receive update on strategic plan.

EXECUTIVE SUMMARY:

The Clackamas Workforce Partnership (CWP) as outlined in the Partnership Agreement (attached) with Clackamas County, provides an annual budget presentation to the Board of County Commissioners (BCC) for the BCC consideration to approve.

Primary responsibilities of the CWP include:

- Workforce duties as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014, the State of Oregon, and Federal, State and Local agreements, laws and rules;
- Serving as the area workforce fiscal agent and administrative entity;
- Establishing standards and oversight consistent with terms in partner agencies' Memorandum of Understanding;
- Developing and approving a workforce plan to submit to Governor;
- Providing an annual report of activities and audit reports;
- Acting as a fund agent for public and private dollars and purchasing insurance to cover risks;
- Procuring and awarding workforce contracts as authorized by the budget;
- Maintain good standing with Nonprofit Oregon Corporation status; and
- Maintain communication system for grievance feedback and resolutions.

The BCC appoints CWP members, oversees CWP bylaws, assigns an ex-officio member to serve on the CWP Board, reviews the workforce plan prior to submission to Governor, designates the CWP as the fiscal agent, oversees compliance with WIOA, provides one County employee role supporting WIOA grant accounting and administration through service on the CWP audit committee and reviews for approval the CWP budget on an annual basis.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? Expenses are \$6,038,166. No County funding resources are being requested.

Per the Partnership Agreement (Section 3):

D. Designate the fiscal agent and administrative entity of the workforce area;

- (Done – BCC has already designated CWP as the fiscal agent)

G. Provide one employee of County with expertise and experience in WIOA grant accounting and administration to serve on the CWP audit committee; and,

- (This action is already being handled by the County Finance Department)

H. Have annual oversight and agreement of the CWP annual budget.

- (Ongoing activity)

What are the funding sources? State, Federal and Local grants and the WIOA Formula. Complete sources are included in the attached budget memo.

STRATEGIC PLAN ALIGNMENT:

The delivery of the annual budget update by CWP aligns with the BCC Performance Clackamas Plan priorities of *Building Trust through Good Government* through providing a consistent and transparent review of CWP's funding sources and activities and *Growing a Vibrant Economy* by supporting workforce development efforts.

LEGAL/POLICY REQUIREMENTS:

See attached Partnership Agreement

PUBLIC/GOVERNMENTAL PARTICIPATION:

Clackamas Workforce Board of Director meetings are held four times every year. Executive Committee meetings are held five times every year. Each of these meetings are open to the public. The BCC and CWP have close ties with the County's goals and programs.

OPTIONS:

- Option 1: Accept annual CWP budget presentation
- Option 2: Request clarification or additional information on the annual CWP budget presentation
- Option 3: Do not accept annual CWP budget presentation

RECOMMENDATION:

Staff requests option 1, Accept annual CWP budget presentation.

ATTACHMENTS:

1. CWP Annual Update PowerPoint Presentation
2. CWP/BCC Partnership Agreement
3. CWP Budget Memo & Budget for FY 22/23

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____



Clackamas Workforce Partnership

Board of County Commissioners Presentation on the
2022-2023 Budget

13 Functions of a WIOA Board

Definition of a Workforce Board: Through public-private partnerships, we attract funding to help local businesses proactively address a key challenge to their success—a skilled, competitive workforce. As a convener of public-private partnerships, we oversee the public workforce system in Clackamas County. Our work is to help our system work better on behalf of all our customers.

Develop a Local Plan

Regional Research & Labor Market Analysis

Convening, Brokering, Leveraging

Promote Employer Engagement

Career & Pathways Development

Prove & Promising Practices

Technology

Program Oversight

Negotiation of Local Performance

Selection of Operators & Providers

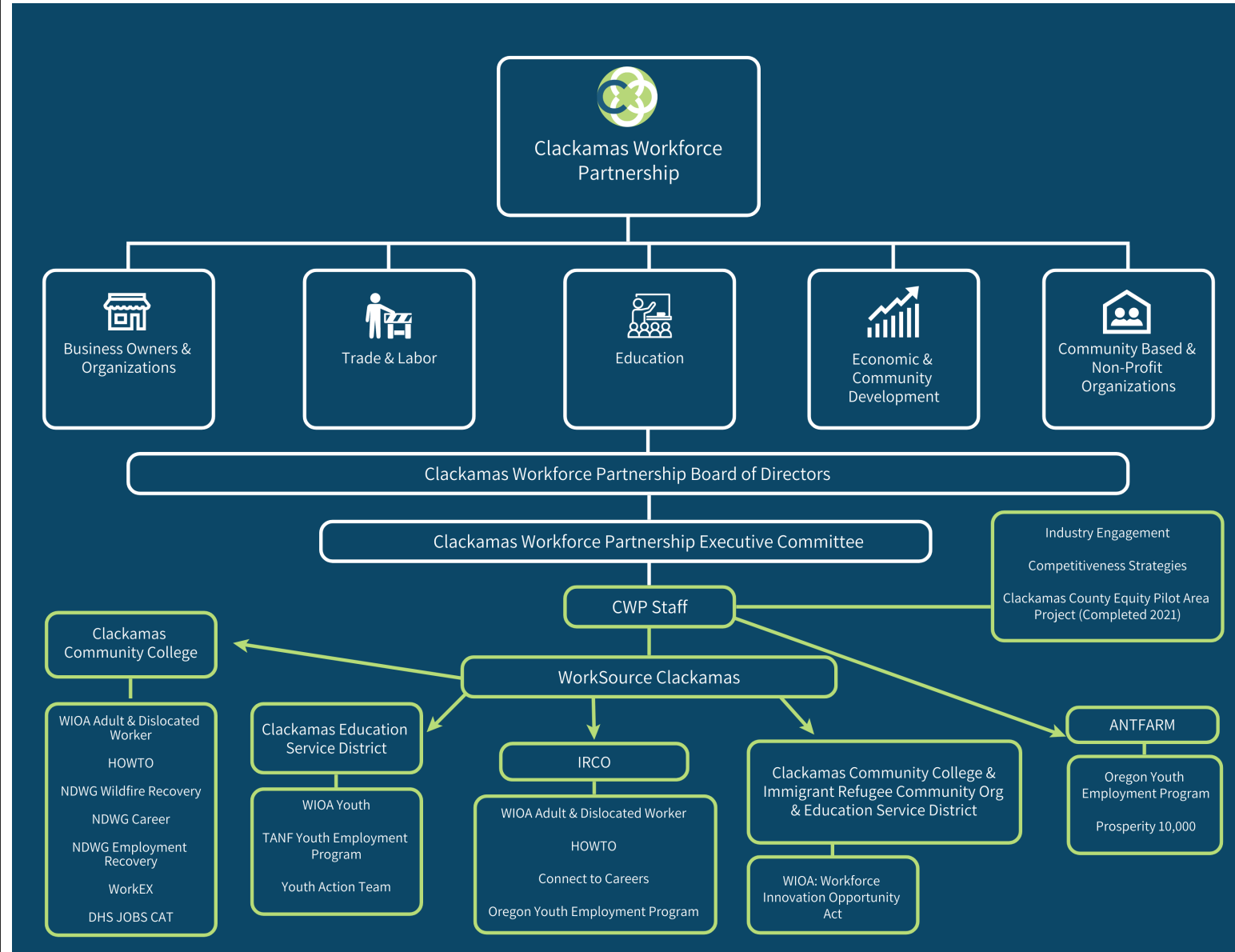
Coordination with Education Providers

Budget & Administration

Accessibility for Individuals with Disabilities

Sources & Uses, Current Funding

- Sector Strategies
- Board of Director & Executive Committee
- Staff
- WorkSource Clackamas
- Infrastructure Agreement (IFA) 2022



Mission, Vision & Values

Mission: Address critical workforce challenges that meet the need of business and strengthens the local economy of Clackamas County.

Vision: Clackamas County thrives with a skilled workforce that creates sustained economic prosperity for existing and new business.

Values:

- **Collaborative** – We convene all stakeholders and are full present in our community
- **Responsive** – We convene all stakeholders and are full present in our community
- **Solutions-Oriented** – We seek out proactive answer and act to solve the challenges people and businesses face
- **Equitable** – We advance access and full inclusion for all

A copy of the entire report can be found on our website
at <https://www.clackamasworkforce.org/reports/>

2021-2024 Strategic Goals

BUSINESS: Align public and industry partners to enhance workforce recruitment, retention and advancement



SYSTEM AWARENESS & ALIGNMENT: Create a workforce ecosystem with public-private partnerships of business, education and community-based organizations that actively invest in systems change



People: Ensure that all people are competitive in the 21st century economy, reach their full potential and meet their employment needs.



Priority Populations

WIOA Mandated & Additional populations identified through board and local engagement

WIOA Mandated:

- Veterans
- People with disabilities
- Benefit recipients
- Low-income
- Adult basic skills-deficient

Additional Populations identified:

- BIPOC Communities (Black, Indigenous, and People of Color)
- Families living in Poverty
- English Language Learners/Limited ENG Proficiency
- Individuals with Background Issues / Justice-Involved
- Long-Term Unemployment
- Youth and Young Adults (16-24)
- Rural Communities
- Women
- LGBTQ+, Trans, and Nonbinary Communities
- People aged 55 or older

Budget & Narrative

Budget for the July 1, 2022 – July 30, 2023, fiscal year.

Budget has been reviewed and approved by the CWP Executive Committee and the full Board of Directors.

Please refer to the **Budget Notes** in your Board Packet for more information

Clackamas Workforce Partnership Budget July 2022 - June 2023

REVENUE PROJECTION:

WIOA Formula: Adult, Dislocated Worker, Youth	\$	2,224,754	36.4%
Prosperity 10,000	\$	1,229,939	20.1%
State Grants	\$	1,431,877	23.4%
DOL Competitive Grants	\$	1,212,000	19.8%
Foundation Grants	\$	16,000	0.3%
TOTAL REVENUE PROJECTION	\$	6,114,570	

PLANNED EXPENSES:

Adult & Dislocated Workers Service Providers	\$	3,457,319	
Youth Service Providers	\$	1,024,179	
One Stop Operator	\$	15,000	
Total Program Services	\$	4,496,498	74.5%
Sector Projects	\$	100,000	1.7%
Personnel	\$	1,116,621	18.5%
Travel & Mileage	\$	31,949	0.5%
Board & Staff Development	\$	28,000	0.5%
Professional Services	\$	139,322	2.3%
Office expenses	\$	58,242	1.0%
Worksource Clackamas Rental & Operating	\$	9,421	0.2%
CWP Space Rental	\$	36,960	0.6%
Memberships & Fees	\$	21,153	0.4%
TOTAL PLANNED EXPENSES	\$	6,038,166	

Clackamas County - Construction Career Pathway Program (C2P2) Update

Current: \$50,000 County Investment

7 participants have received pre-apprenticeship training

Continued funding at the same or higher levels would benefit from:

- Additional financial support to participants
- Increased number of woman and people of color accessing high paying construction careers



Thank You!

**What questions do
you have for us?**

Bridget Dazey, Executive Director
Clackamas Workforce Partnership
bridget.dazey@clackamasworkforce.org

Peter Lund, SOMOS
Peter.lund@somosxr.com

Opportunities Ahead in 2022-2023

Future Ready Oregon Funding

AARP Funds

CC4A (Child Care for All)

The Quality Jobs Initiative (CWWC)

Clean Slate Clackamas

Construction Careers Pathways Project (C2P2)

**Partnership Agreement
Between the
Clackamas Workforce Partnership and the
Clackamas County Board of County Commissioners**

November, 2015

**Partnership Agreement Between
Clackamas Workforce Partnership and the Clackamas County Board of County
Commissioners**

1. Parties

This Agreement is between the Workforce Investment Council of Clackamas County DBA Clackamas Workforce Partnership (CWP) and the Clackamas County Board of County Commissioners (CCBCC), hereinafter collectively referred to as the "parties."

This replaces and supersedes the Memorandum of Agreement dated February 6, 2015.

2. Clackamas Workforce Partnership Responsibilities

CWP shall:

- A. Perform workforce board duties as required by the Workforce Innovation and Opportunity Act of 2014 ("WIOA"), the State of Oregon, Federal and State of Oregon grant agreements, other applicable Federal, State and local laws, rules and agreements and this Partnership Agreement;
- B. Remain a nonprofit Oregon corporation in good standing with Federal tax exempt status;
- C. Serve as the Clackamas workforce area's fiscal agent and administrative entity as designated by the CCBCC;
- D. Develop the annual budget, subject to the approval of CCBCC;
- E. Establish standards for and oversee the Clackamas workforce system, subject to the terms of a Memorandum of Understanding ("MOU") executed with partner agencies;
- F. Develop and approve the Clackamas workforce area's strategic workforce plan for submission to the Governor;
- G. Deliver an annual report on activities during the preceding year;
- H. Purchase insurance; to the extent it is available, to reasonably cover risks and liabilities;
- I. Solicit and accept public and private funds;
- J. Maintain strong linkages with private industry, local governments, and local educational and economic development agencies;
- K. Procure and award workforce area contracts make purchases and enter into leases as authorized by the budget;
- L. Maintain a system to hear and resolve grievances and complaints brought by customers and other interested parties;
- M. Furnish copies of audit reports to the CCBCC;
- N. Comply with all applicable Federal, State and local laws, rules, policies and procedures;

**Partnership Agreement Between
Clackamas Workforce Partnership and the Clackamas County Board of County
Commissioners**

- O. Establish and maintain an audit committee and maintain as a member the county employee described in section 3G. The audit committee shall prepare or supervise the preparation of all financial statements and other official financial information provided to the public; design and implement systems of internal controls to ensure CWP compliance with applicable laws, policies and procedures and appropriate risk management measures; facilitate an annual independent audit process, including engaging an independent certified public accountant and receiving all reports from the accountant; and issue an RFP for audit services every three to five years using federal procurement guidelines.
- P. Have authority to administer job-training/workforce development programs and services not limited to those services authorized by WIOA, and may receive any available funds that are unrelated to WIOA.
- Q. In the event liability for CWP workforce expenditures or operations occurs, the following priorities shall apply:
 - i. First Priority: CWP shall attempt to recover funds from the contractor, agent for third party causing the liability;
 - ii. Second Priority: CWP shall attempt to recover funds from an insurance carrier or bond issuer;
 - iii. Third Priority: CWP shall attempt to obtain a waiver of liability or offset liability against current or future grant revenues;
 - iv. Fourth Priority: CWP shall repay the liability utilizing the contingency fund established for this purpose.
 - v. Final Priority: As a last resort and only to the extent required by the WIOA or other federal or state law, County shall repay any otherwise unpaid liability.
- R. CWP will indemnify and hold the CCBCC members and officers harmless from all liability resulting from their CCBCC service, to the extent allowed by law and permitted by the terms of the grants administered by CWP;
- S. Adopt and amend bylaws, which shall be consistent with this agreement and subject to review and approved by CCBCC; and,
- T. Appoint the Clackamas Workforce Partnership's Board of Directors.

3. CCBCC Responsibilities

CCBCC shall:

- A. Appoint CWP Board members;
- B. Identify one Commissioner to operate as ex-officio on the CWP Board and Executive Committee;

**Partnership Agreement Between
Clackamas Workforce Partnership and the Clackamas County Board of County
Commissioners**

- C. Review and approve the Clackamas workforce area's strategic workforce plan for submission to the governor;
- D. Designate the fiscal agent and administrative entity of the workforce area;
- E. Provide oversight of CWP Bylaws;
- F. Perform oversight and other responsibilities assigned to local elected officials pursuant to WIOA, State of Oregon laws, policies and grant agreements;
- G. Provide one employee of County with expertise and experience in WIOA grant accounting and administration to serve on the CWP audit committee; and,
- H. Have annual oversight and agreement of the CWP annual budget.

4. Dispute Resolution

If a dispute arises among the parties, the CWP Board and the CCBCC shall each select two members to meet and attempt to resolve the dispute. The meeting shall be chaired by a neutral party who may be a hearing officer selected by the Oregon Employment Department. The neutral chair may make a motion and call for a vote if a mutually agreed upon resolution cannot be reached and the neutral chair shall, in the case of a deadlock, cast the deciding vote. The decision shall be binding upon the CWP Board and CCBCC.

5. Rebranding

The CWP and CCBCC may elect to "rebrand" by changing their names. Any such change shall not invalidate this agreement and shall merely serve to substitute the new name for the name contained in this agreement.

6. Duration

This agreement shall take effect when authorized by CWP and CCBCC. Any of the parties may withdraw from this Agreement by giving advance written termination notice to the other parties on or before December 31st. Termination shall be effective at midnight of the following June 30th, the end of the workforce program year. This agreement shall remain in effect until terminated by either party in accordance with this paragraph.

7. Amendment

Any amendment to this agreement must be in writing signed by both parties and must make specific references to this agreement. Upon the request of either party, the parties shall enter into discussions with the other concerning amendment to this agreement.

SIGNATURES

**Partnership Agreement Between
Clackamas Workforce Partnership and the Clackamas County Board of County
Commissioners**

The parties agree to each of the terms of this Agreement by signing below.

	12/17/2015
Clackamas Workforce Partnership Board President	Date
	1-7-16
Clackamas County Board of County Commissioners Chair	Date E.I.



July 12, 2022

To: Clackamas County Board of County Commissioners
RE: Budget for Fiscal Year 2022-2023

Executive Committee

Attached for your review is a budget for the July 1, 2022 – June 30, 2023 fiscal year. This budget has been reviewed and approved by the CWP Executive Committee and full Board of Directors.

Budget Notes

1. Because of Future Ready, this proposed budget is \$700,000 more than the 21-2022 budget, a 13% increase.
2. WIOA funds had increased during the pandemic but the 2023 WIOA funds returned to pre-pandemic levels.
3. Revenue projections include all funding available for multi-year grants.
4. Of total planned expenditures, 77% fund contracted direct service providers and the One Stop Operator.
5. For WIOA funds, all service providers are funded at current year level.

Respectfully submitted,

Bridget Dazey, Executive Director
Peter Lund, Board Chair



**Clackamas Workforce Partnership
Budget July 2022 - June 2023**

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