

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 01/07/20 **Approx Start Time:** 11:00 AM **Approx Length:** 30 min

Presentation Title: Clackamas Workforce Partnership (CWP) 2019 Annual Report

Department: Business and Community Services (BCS)

Presenters: Cindy Moore, Economic Development Coordinator, BCS Economic Development
 Bridget Dazey, Executive Director, CWP
 David Green, Board Chair, CWP

Other Invitees: Laura Zentner, Director, Business and Community Services
 Sarah Eckman, Deputy Director, Business and Community Services

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

N/A – The purpose of this Policy Session is to receive the Clackamas Workforce Partnership 2019 Annual Report.

EXECUTIVE SUMMARY:

Oregon is part of the workforce development system that is funded by the Workforce Innovation and Opportunity Act of 2014 (WIOA). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Clackamas County is one of the nine Local Workforce Areas which have been designated in Oregon to support locally-driven decisions and programs. The Clackamas Workforce Partnership (CWP) board has been identified by the BCC as the Clackamas Workforce Area's fiscal agent and administrative entity. CWP is a nonprofit organization which serves as an advocate for workforce development within Clackamas County and the State of Oregon. The CWP mission is to address critical workforce, educational, and training challenges, and develop a skilled workforce that meets the needs of businesses and strengthens the local economy of Clackamas County.

In 2016, the County entered into a Partnership Agreement with CWP which outlines the roles and responsibilities of each party. As part of this agreement, the CWP is responsible for delivering an annual report on CWP activities to the BCC. During this Policy Session, the CWP Executive Director and the CWP Board Chair will present the CWP Annual Report to the BCC, and answer any questions Commissioners may have.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? The County does not provide any ongoing, direct financial support to CWP.

Per the 2016 Partnership Agreement, the County is responsible for certain activities which may involve staff or BCC resources. The full list of County responsibilities are included in the attached Partnership Agreement; some specific responsibilities include:

- Identify one Commissioner to operate as ex-officio on the CWP Board and Executive Committee (Section 3.B)
- Perform oversight and other responsibilities assigned to local elected officials pursuant to WIOA, State of Oregon laws, policies and grant agreements (Section 3.F)
- Provide one employee of County with expertise and experience in WIOA grant accounting and administration to serve on the CWP audit committee (Section 3.G)

What are the funding sources? CWP is primarily funded by WIOA funds and grant revenue. Please see the attached CWP Budget Summary.

STRATEGIC PLAN ALIGNMENT:

- **How does this item align with your Department's Strategic Business Plan goals?**
 - Workforce development supports the BCS Economic Development Line of Business goal of encouraging job creation in Clackamas County.
- **How does this item align with the County's Performance Clackamas goals?**
 - Workforce development supports the Board's strategic priority of *Growing a vibrant economy*.

LEGAL/POLICY REQUIREMENTS:

Oregon is part of the workforce development system that is funded by the Workforce Innovation and Opportunity Act of 2014 (WIOA). Clackamas County is one of the nine Local Workforce Areas which have been designated in Oregon to support locally-driven decisions and programs. The Clackamas Workforce Partnership (CWP) board has been identified by the BCC as the Clackamas Workforce Area's fiscal agent and administrative entity.

In 2016, the County entered into a Partnership Agreement with Clackamas Workforce Partnership which outlines the roles and responsibilities of each party.

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

N/A – Informational update from Clackamas Workforce Partnership.

RECOMMENDATION:

N/A

ATTACHMENTS:

- CWP Budget Memo
- CWP Budget Summary – FY 19/20
- Partnership Agreement between the Clackamas Workforce Partnership and the Clackamas County Board of County Commissioners
- PowerPoint presentation – CWP 2019 Annual Report

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

A handwritten signature in black ink, appearing to read "Lane Jentzen", is written over the three horizontal lines of the approval section.

For information on this issue or copies of attachments,
please contact Cindy Moore, BCS Economic Development @ 503-742-4328.



Jan 7, 2020

To: Clackamas County Board of County Commissioners
RE: Budget for Fiscal Year 2019-20

Attached for your review is a budget for the July 1, 2019 – June 30, 2020 fiscal year. This budget has been reviewed and approved by the CWP Executive Committee and full Board of Directors.

Budget Notes

1. New WIOA allocations decreased 11% from the prior year. This includes a cut of 12.9% for Adult, 8.3% for Dislocated Worker and 12.5% for Youth funds.
2. Nearly 69% of total planned expenditures goes directly into the community through contracts with direct service providers and the one-stop operator.
3. Overall the budget is reduced \$593,026 for all funds, a 16% reduction from the prior year budget.
4. WIOA formula expenditures make up 62% of the budget.
5. CWP has \$797,329 in awarded funds designated for future periods, including future years of multi-year DOL and state grants, and \$61,616 WIOA carry forward funds.

Respectfully submitted

Bridget Dazey, Executive Director
David Green, Board Chair



**Clackamas Workforce Partnership
Budget July 2019 - June 2020**

REVENUE PROJECTION:		
WIOA Formula: Adult, Dislocated Worker, Youth	\$ 1,894,995	62%
State Grants	\$ 615,834	20%
DOL Competitive Grants	\$ 461,444	15%
Additional Assistance Grant	\$ 40,720	1%
Foundation Grants	\$ 24,251	1%
Federal Interagency Agreement	\$ 38,000	1%
TOTAL REVENUE PROJECTION	\$ 3,075,244	
PLANNED EXPENSES:		
Adult & Dislocated Workers Service Providers	\$ 1,568,411	
Youth Service Providers	\$ 534,966	
One Stop Operator	\$ 15,000	
TOTAL PROGRAM SERVICES	\$ 2,118,377	68.9%
Personnel	\$ 743,656	24.2%
Travel & Mileage	\$ 7,689	0.3%
Board & Staff Development	\$ 1,500	0.0%
Professional Services	\$ 92,255	3.0%
Sector Projects	\$ 12,220	0.4%
Office expenses	\$ 33,043	1.1%
Worksource Clackamas Rental & Operating	\$ 9,210	0.3%
CWP Space Rental	\$ 41,496	1.3%
Memberships & Fees	\$ 15,798	0.5%
TOTAL PLANNED EXPENSES	\$ 3,075,244	

68

RECORDING MEMO

New Agreement/Contract X
Amendment/Change Order Original Number
Policy, Reports

ORIGINATING COUNTY
DEPARTMENT:

BCS – Economic Development

PURCHASING FOR:

OTHER PARTY TO
CONTRACT/AGREEMENT:

Clackamas Workforce Partnership

BOARD AGENDA DATE:
AGENDA ITEM NUMBER:

01/07/2016

12.1.

PURPOSE:

Approval of an agreement Between Clackamas County and Clackamas
Workforce Partnership

Please return to Lisa Meurs in BCS after recording.

Clackamas County Official Records
Sherry Hall, County Clerk
Commissioners' Journals
Agreements & Contracts

2016-0099

01/13/2016 4:17:09 PM

**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.

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