

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** October 20, 2020 **Approx Start Time:** 3:30pm **Approx Length:** 30 mins

**Presentation Title:** Clackamas Workforce Partnership (CWP) – Budget Presentation

**Department:** Business and Community Services (BCS)

**Presenters:** Cindy Moore, BCS, Economic Development Division  
Bridget Dazey, Executive Director, Clackamas Workforce Partnership  
David Green, Citizens Bank / Chairman of the Board (CWP)

**Other Invitees:** Laura Zentner, Director, BCS  
Sarah Eckman, Deputy Director, BCS  
Christa Wolfe, Finance

### **WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

No action is required. This presentation is for Board members information.

### **EXECUTIVE SUMMARY:**

The Clackamas Workforce Partnership as outlined in the Partnership Agreement (see attached) with Clackamas County, provides an annual budget presentation to the Board of County Commissioners. For a number of years CWP has operated independently of the County but is still considered a program with close ties to County goals and programs, some of which have applied for and utilized the funding streams to create job re-training and other community-benefiting enhancement projects.

### **FINANCIAL IMPLICATIONS (current year and ongoing):**

**Is this item in your current budget?**       YES       NO

#### **What is the cost?**

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?** Sources and uses of funds for the Clackamas Workforce Partnership are included in the presentation.

**STRATEGIC PLAN ALIGNMENT:**

- **How does this item align with your Department’s Strategic Business Plan goals?**  
The important work of the Clackamas Workforce Partnership paired with the training programs delivered by their partners aligns with the below referenced BCS Performance Clackamas Strategic Plan goal. Workforce development programs delivered across the County will allow the opportunity for employers to have a higher likelihood of finding an adequately-trained workforce and for job seekers to be ready for employment opportunities and/or advancements.

**Goal:** By 2024, 80% of employers within targeted clusters surveyed will report that an adequately-trained workforce is available to fill their family wage jobs.

- **How does this item align with the County’s Performance Clackamas goals?**  
The delivery of this budget update by the Clackamas Workforce Partnership aligns with the Board’s strategic priority of *Building Public Trust through Good Government* by providing a transparent review of CWP’s funding sources, as well the goal to *Grow a Vibrant Economy*, by supporting workforce development efforts as offered by CWP.

**LEGAL/POLICY REQUIREMENTS:**

See attached Partnership Agreement.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

Clackamas County and the Clackamas Workforce Partnership have close ties with the County’s goals and programs.

**OPTIONS:**

Staff respectfully requests that the Board of County Commissioners accept the Clackamas Workforce Partnership 2020/21 budget report.

**RECOMMENDATION:**

Staff respectfully requests that the Board of County Commissioners accept the Clackamas Workforce Partnership 2020/21 budget report.

**ATTACHMENTS:**

- CWP Budget Memo
- CWP Budget FY 20/21
- PowerPoint presentation – CWP 2020/2021 Budget
- CWP Sources and Uses
- Partnership Agreement between Clackamas County and the Clackamas Workforce Partnership

**SUBMITTED BY:**

Division Director/Head Approval Sarah Eckman  
Department Director/Head Approval P.P. Sarah Eckman for Laura Zentner  
County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments,  
please contact Cindy Moore, BCS, Economic Development Division, [cmoore@clackamas.us](mailto:cmoore@clackamas.us)



October 20, 2020

To: Clackamas County Board of County Commissioners  
RE: Budget for Fiscal Year 2020-21

Attached for your review is a budget for the July 1, 2020 – June 30, 2021 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 increased 3.2% from the prior year.
2. 72% 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 increased \$357,622 for all funds, a 12% increase from the prior year budget.
4. WIOA formula expenditures make up 50% of the budget.
5. CWP has \$336,576 in awarded funds designated for future periods, including future years of multi-year state grants, and \$91,145 WIOA carry forward funds.
6. The CWP board passed the budget in June 2020 with an expectation of a mid-year revision due to the uncertainty of the changing COVID crisis situation. At the time, \$81,776 of "Other" revenue was unknown. CWP successfully applied for and received a federal Payroll Protection Program forgivable loan of \$133,000 to cover this shortfall. CWP is also coordinating the county funded Clackamas Community Prosperity Collaboratives for additional revenue of \$73,741. One budgeted federal interagency agreement in the amount of \$40,000 has been cancelled.

Respectfully submitted

Bridget Dazey, Executive Director  
David Green, Board Chair



**Clackamas Workforce Partnership  
Budget July 2020 - June 2021**

| <b>REVENUE PROJECTION:</b>                    |                     |              |
|---|---------------------|--------------|
| WIOA Formula: Adult, Dislocated Worker, Youth | \$ 1,700,766        | 50%          |
| State Grants                                  | \$ 832,261          | 24%          |
| DOL Disaster/Employment COVID Grants          | \$ 554,625          | 16%          |
| DOL Competitive Grants                        | \$ 188,640          | 5%           |
| Other   | \$ 81,776           | 2%           |
| Foundation/ Local Grants                      | \$ 34,800           | 1%           |
| Federal Interagency Agreement                 | \$ 40,000           | 1%           |
| <b>TOTAL REVENUE PROJECTION</b>               | <b>\$ 3,432,868</b> |              |
| <b>PLANNED EXPENSES:</b>                      |                     |              |
| Adult & Dislocated Workers Service Providers  | \$ 1,913,868        |              |
| Youth Service Providers                       | \$ 541,280          |              |
| One Stop Operator                             | \$ 15,000           |              |
| <b>TOTAL PROGRAM SERVICES</b>                 | <b>\$ 2,470,148</b> | <b>72.0%</b> |
| Personnel                                     | \$ 757,941          | 22.1%        |
| Travel & Mileage                              | \$ 4,050            | 0.1%         |
| Board & Staff Development                     | \$ 1,500            | 0.0%         |
| Professional Services                         | \$ 87,006           | 2.5%         |
| Sector Projects                               | \$ 9,220            | 0.3%         |
| Office expenses                               | \$ 36,108           | 1.1%         |
| Worksource Clackamas Rental & Operating       | \$ 9,421            | 0.3%         |
| CWP Space Rental                              | \$ 41,496           | 1.2%         |
| Memberships & Fees                            | \$ 15,978           | 0.5%         |
| <b>TOTAL PLANNED EXPENSES</b>                 | <b>\$ 3,432,868</b> |              |



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

# Budget Report: Clackamas Board of County Commissioners

Presenter: David Green, Board Chair  
Presenter: Bridget Dazey, Executive Director  
Clackamas Workforce Partnership  
October 20, 2020

# Thank you for your time & support

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## Agenda

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- Program Year 2020 Budget Projections
- Funding Resources
- Current Opportunities
- Strategic Plan Modifications (COVID-19)
- Questions and Comments



Clackamas  
Workforce  
Partnership  
WORKFORCE DEVELOPMENT BOARD

THANK YOU!

Environmental Scan being conducted by Coalitions of Communities of Color

Solution's Series Sponsorship

Building the Prosperity Collaboratives

Setting up the Emergency Operations Center

Performance Clackamas Goal (by 2024):

- 80% of employers within targeted clusters surveyed will report that an adequately trained workforce is available to fill their family wage jobs.
- 80% of businesses that pay family wage jobs seeking to locate or expand in Clackamas County will find serviceable commercial or industrial properties which meet their particular business needs.
- 75% of participants in the Community Prosperity pilots have experienced improvement in financial stability

# About Clackamas Workforce Partnership

## Our Mission:

- 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.

## Our Vision:

- Clackamas County thrives with a skilled workforce that creates sustained economic prosperity for existing and new businesses.

## Equity:

- Clackamas Workforce Partnership is committed to building an effective workforce system which values diversity and fosters inclusion, and where every individual in Clackamas County has access to the resources, skills, and opportunities to reach their goals. We recognize that the resources and opportunities necessary to access living-wage jobs have not been evenly distributed in our region, which contributes to the cycle of poverty and injustice.



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# Sources and Uses & CWP Budget

## Funding Streams



Clackamas  
Workforce  
Partnership  
WORKFORCE DEVELOPMENT BOARD



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

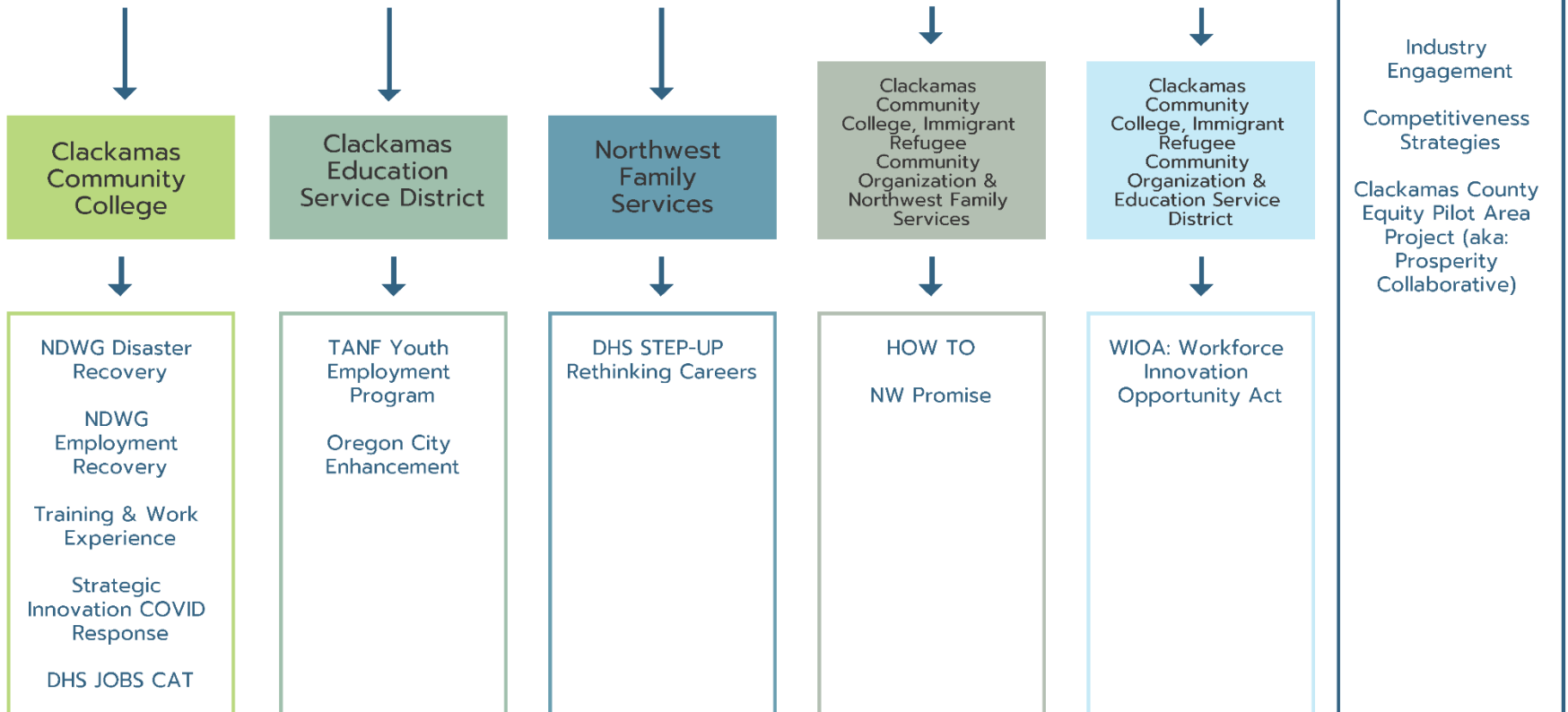
## Sources & Uses 2020

INSERT A QUICK INFORMATIONAL PARAGRAPH HERE

Visit [clackamasworkforce.org](http://clackamasworkforce.org) for more information

# Clackamas Workforce Partnership

Contract Service Providers through **WorkSource Clackamas**



# Budget and Narrative

## Budget Notes

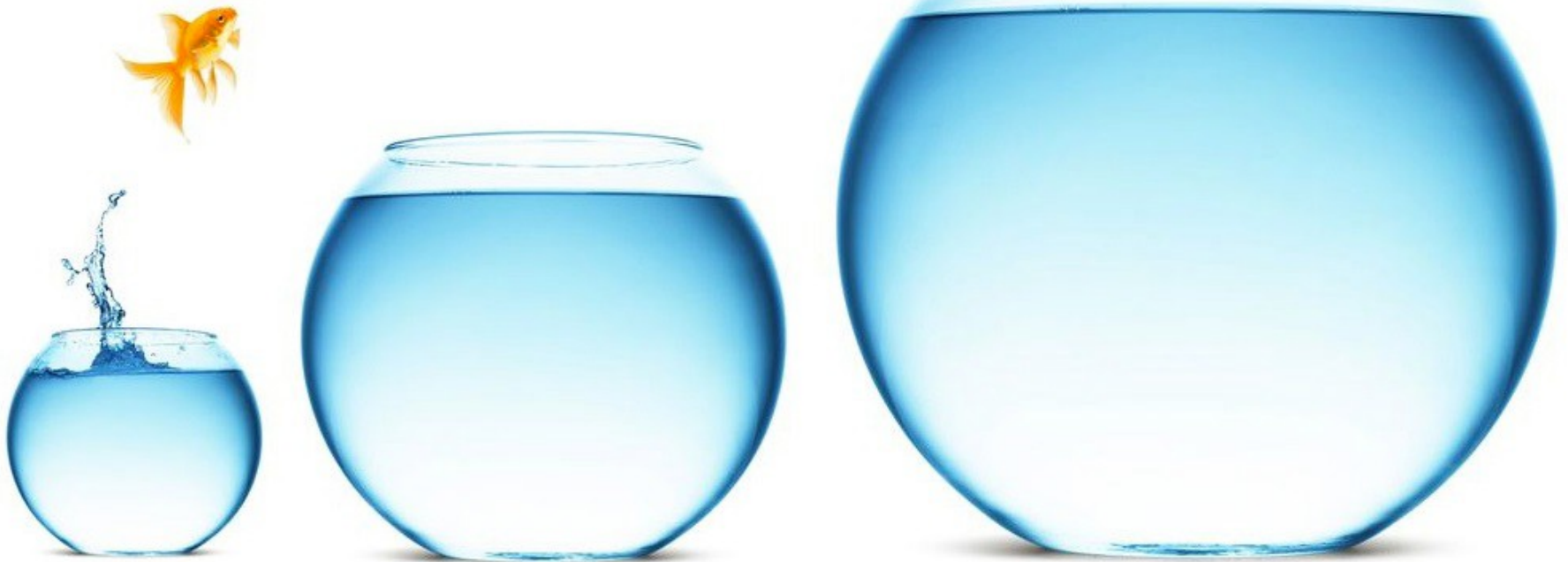
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### Clackamas Workforce Partnership Budget July 2020 - June 2021

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# Opportunities Ahead



# CWP Future Opportunities

- National Dislocated Worker – Fire Disaster Grant
- Continuation of Community Prosperity Collaboratives
- Build Childcare Solutions
- Advanced Recovery Planning
- Expand WorkSource Satellite Sites
- Systems Transformation
- And so much more!

# Upcoming Information

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## Strategic Plan Update

[Link to Current 2020-2024 Plan](#)

## 2019-2020 PY Annual Report



Clackamas  
Workforce  
Partnership  
WORKFORCE DEVELOPMENT BOARD

Thank you for your time.



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD



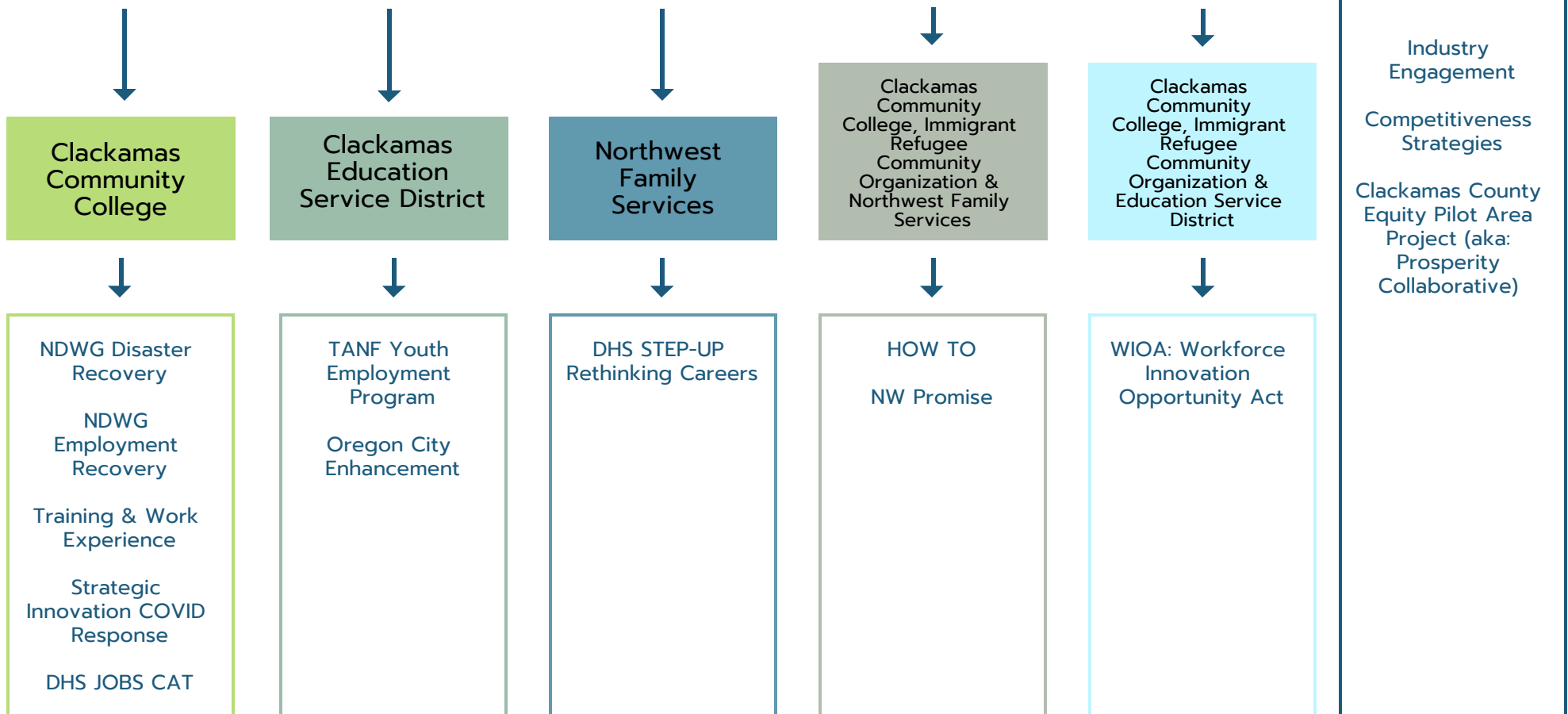
**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

# Sources & Uses 2020

Visit [clackamasworkforce.org](http://clackamasworkforce.org) for more information

## Clackamas Workforce Partnership

Contract Service Providers through **WorkSource Clackamas**





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**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:

01/07/2016

AGENDA ITEM NUMBER:

13.1.

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 31<sup>st</sup>. Termination shall be effective at midnight of the following June 30<sup>th</sup>, 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.

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