

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** January 8, 2019 **Approx. Start Time:** 2:30pm **Approx. Length:** 30 min

**Presentation Title:** Clackamas Workforce Partnership (CWP) 2018 Annual Report

**Department:** Economic Development Division of Business & Community Services (BCS)

**Presenters:**

Cindy Moore, Economic Development Coordinator, Clackamas County  
Bridget Dazey, Executive Director, Clackamas Workforce Partnership  
Tina Irvine, Board Chair, Clackamas Workforce Partnership  
David Green, Vice Chair/Incoming Board Chair, Clackamas Workforce Partnership

**Other Invitees:**

2018 Clackamas Workforce Partnership Board Members  
Laura Zentner, Director, Business and Community Services, Clackamas County  
Catherine Grubowski-Johnson, Manager, Economic Development, Business & Community Services, Clackamas County

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

Receipt of the Clackamas Workforce Partnership (CWP) 2018 Annual Report.

**EXECUTIVE SUMMARY:**

In compliance with the Partnership Agreement between the CWP and Clackamas County, CWP is to provide a written report to the BCC annually. This study session goes beyond that requirement to provide an opportunity for the CWP Executive Director and the CWP Board Chair to present the annual written report in person to the BCC and answer any questions about the report.

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

Is this item in your current budget? ☒ YES ☐ NO

What is the cost? \$ See below      What is the funding source?

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)

**STRATEGIC PLAN ALIGNMENT:**

- How does this item align with your Department's Strategic Business Plan goals?
  - Create living wage jobs
- How does this item align with the County's Performance Clackamas goals?
  - Grow a vibrant economy

**LEGAL/POLICY REQUIREMENTS:**

See attached Partnership Agreement

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

Refer to recitals in Partnership Agreement

**OPTIONS:**

1. Accept the Clackamas Workforce Partnership 2018 Annual Report
2. Request clarification or additional information on the 2018 Annual Report

**RECOMMENDATION:**

Staff respectfully requests that the Board of County Commissioners accept the Clackamas Workforce Partnership 2018 Annual Report.

**ATTACHMENTS:**

- Partnership Agreement between Clackamas County and the Clackamas Workforce Partnership
- PowerPoint presentation – CWP 2018 Annual Report

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_

County Administrator Approval \_\_\_\_\_



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

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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:

E.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.

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





**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

# **Annual Report: Clackamas Board of County Commissioners**

**Presenter: Tina Irvine, Board Chair**

**Presenter: David Green, Board Vice Chair**

**Presenter: Bridget Dazey, Executive Director**

**Clackamas Workforce Partnership**

**January 8, 2019**

# Thank you for your time & support

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## Agenda

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- Program Year 2017
- Current State of Business



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

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# Program Year 2017

Workforce Development  
in Clackamas County



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

## **Thirteen Functions of a WIOA Board**

- Develop a Local Plan
- Regional Research & Labor Market Analysis
- Convening, Brokering, Leveraging
- Promote Employer Engagement
- Career & Pathways Development
- Proven & Promising Practices
- Technology
- Program Oversight
- Negotiation of Local Performance Accountability
- Selection of Operators & Providers
- Coordination with Education Providers
- Budget & Administration
- Accessibility for Individuals with Disabilities

# CWP Board of Directors

## Private

- Willamette View – Selene Andreasen
- DW Fritz – Bryse Bishoff
- Blount International – Julie Hugo
- SuperGenius Studios – Peter Lund
- Marks Metal Technology – Dan Parker
- Portland General Electric – Brooke Berglund
- Warn Industries – Kristin Buckner
- Crooks & Company – Alex Crooks
- Express Employment Professionals – Tina Irvine
- Citizens Bank – David Green
- General Sheet Metal – Gordon Harvey
- PNDC (Pending) – Anna Rymill

## Education & Nonprofit

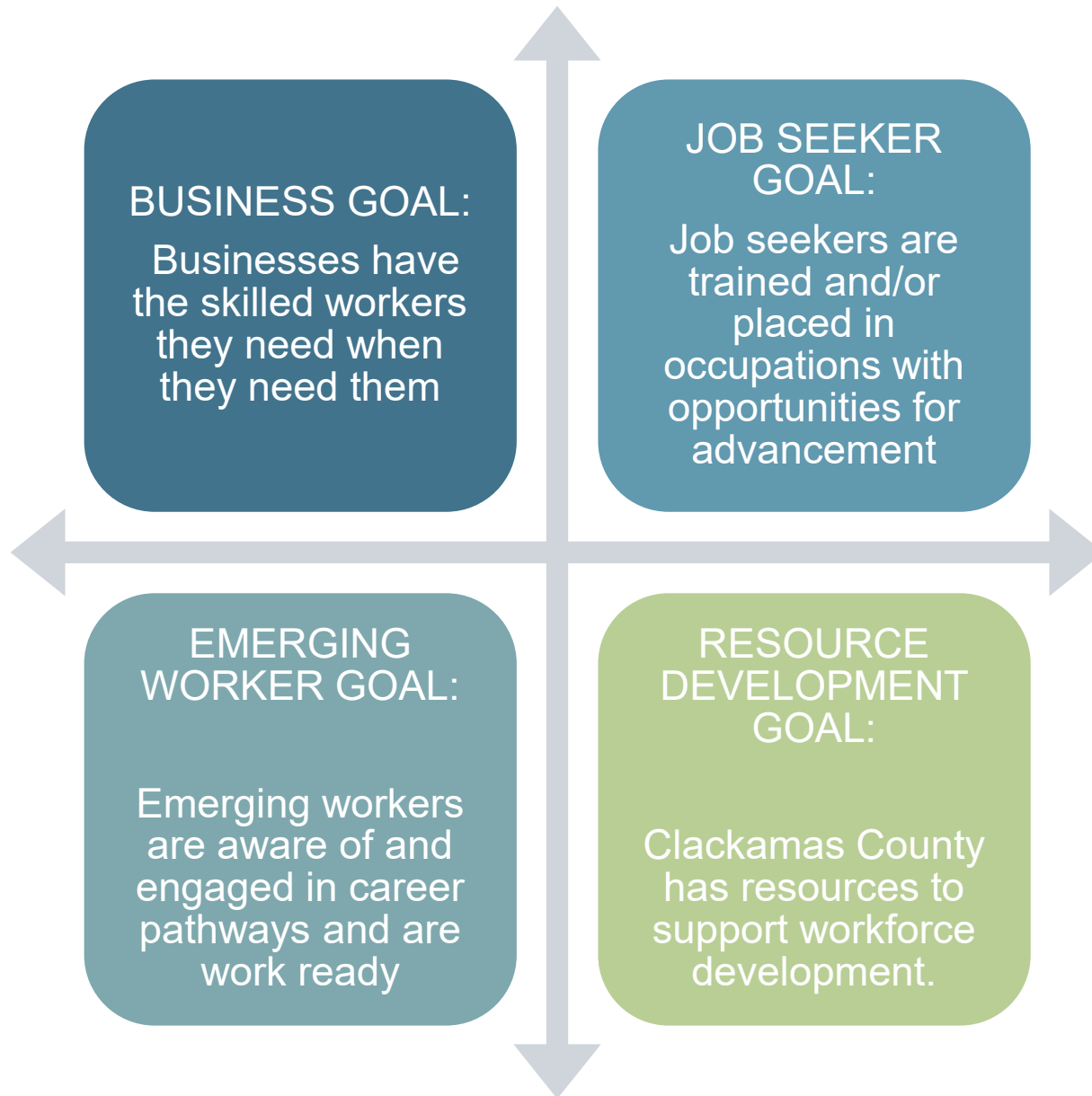
- Oregon City School District – Larry Didway
- Clackamas Community College – David Plotkin
- Todos Juntos – Eric Johnston
- Timber Lake Job Corps – Kurt Davis

## Public

- DHS Self Sufficiency – Jessica Amaya
- DHS Vocational Rehabilitation – Doug Franklin
- Clackamas County Health, Housing & Human Services – Rich Swift
- Clackamas County Business & Economic Development – Cindy Moore
- Oregon Employment Department (Pending) – Stephanie Kalez
- Board of County Commissioners – Commissioner Martha Schrader (ex-officio)

## Labor & Apprenticeship

- Local 16 Sheet Metal Workers – Joe Harris
- Labor's Community Service Agency – Eryn Byram
- NECA-IBEW Electrical Training – Scott Zadow



# facts & figures

2018 CWP  
INVESTMENTS

91%

of CWP funds went  
toward program  
costs

DIRECT TO SERVICE  
PROVIDERS

\$2.9m

directly to programs  
that support adult and  
dislocated workers,  
job seekers, youth  
and business services  
customers

2017 - 2018  
[FY] INVESTMENT

\$3.9m

CWP investest nearly  
\$4m in Clackamas  
County, helps to bring  
jobs to people and  
people to the jobs

# Adult & Dislocated Workers

## CWP SERVES

ADULT AND DISLOCATED WORKERS



**71.3%**

Employment Rate (Q4)  
Adult Workers



3 Month Median Wage

**\$7,463.60**

**72.1%**

Employment Rate (Q4)  
Dislocated Worker



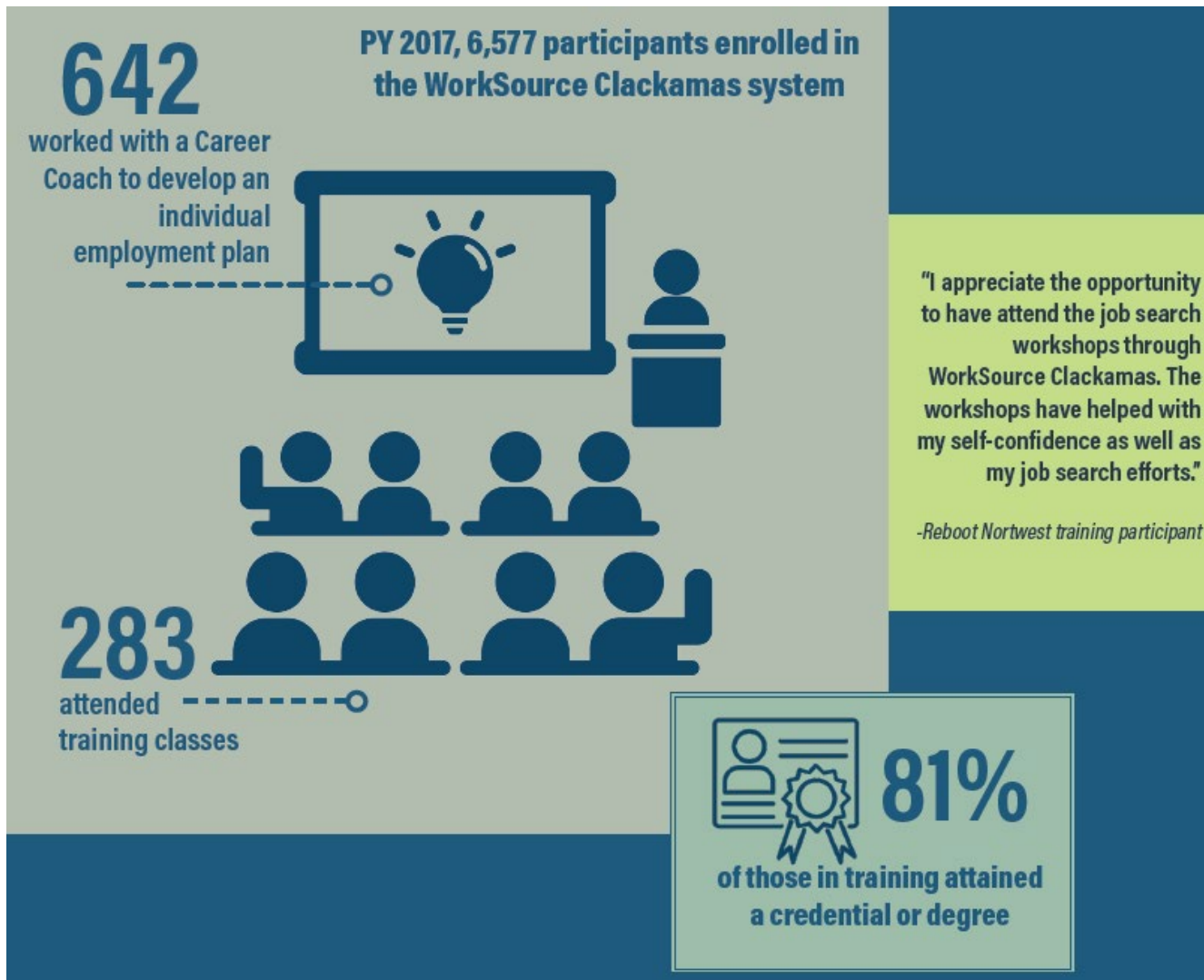
3 Month Median Wage

**\$7,739.70**



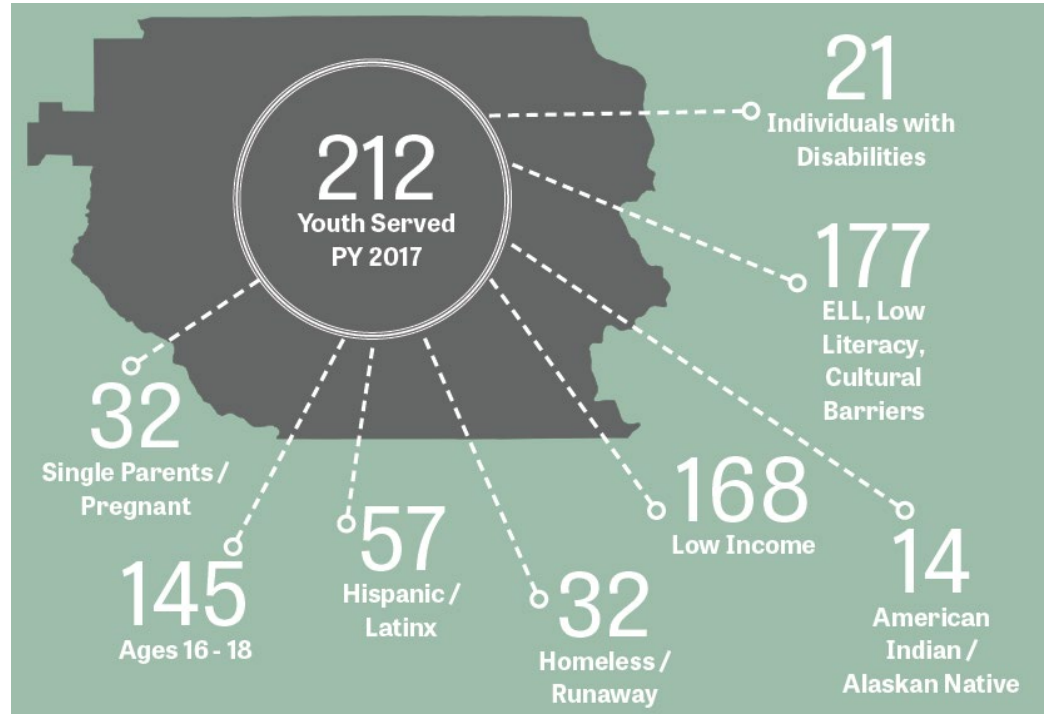


# Adult & Dislocated Workers



# Emerging Worker Profile

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# More Youth Program Outputs



**104**

WIOA Youth  
Participants that  
earned a H.S  
Diploma, GED or  
other credential



**161**

WIOA Youth that  
received one-on-  
one career  
exploration and  
career  
counseling

# Emerging Worker Connections

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**32 CONNECTIONS  
MADE BETWEEN  
YOUTH PROGRAMS /  
K-12 AND  
BUSINESSES**



**STRENGTHEND  
PARTNERSHIP WITH 7  
OUT OF 10 SCHOOL  
DISTRICTS**



**CEDAR RIDGE MIDDLE  
SCHOOL IN SANDY  
PARTICIPATED IN A  
SERVICE TO CAREERS  
CURRICULUM PROJECT**

# Businesses

**249**  
**Businesses**

CWP PY 2017  
Business  
Engagement

- 32 businesses with OJT's worked with 50 participants

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# Current State of Businesses

Our present and our future:  
2018 State of the Workforce Report



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

# 2018 State of the Workforce



## STATE OF THE WORKFORCE REPORT

2018

THE COLUMBIA-WILLAMETTE WORKFORCE COLLABORATIVE  
Working together to support and develop regional talent.



### ABOUT THE COLUMBIA-WILLAMETTE WORKFORCE COLLABORATIVE

The Columbia-Willamette Workforce Collaborative (Collaborative) is a partnership between Clackamas Workforce Partnership, Workforce Southwest Washington and Worksystems: the three Workforce Development Boards covering the Portland-Vancouver Metropolitan Area. The Collaborative delivers a unified approach to serving industry, supporting economic development, and guiding public workforce training investments to better address the needs of our combined labor shed. We know that people are willing to travel throughout the region for the best opportunities and that employers need the most qualified workers regardless of where they live. By working together, we can cultivate our regional talent pool and build the foundation for a strong economy.



### ABOUT THE GEOGRAPHIES

Throughout this report, data is often provided for all nine counties found on the map above. These nine counties, when combined, are referred to as the Portland-Vancouver Metro Area (PVMA). The PVMA is a combination of the seven-county Portland-Vancouver-Hillsboro Metro Statistical Area (MSA) and two additional counties served by the Collaborative—Cowlitz and Wahkiakum counties in Southwest Washington.

Columbia, Yamhill, and Skamania counties are not a part of the Collaborative's geography, however, remain an important part of this report as they are included with the Portland MSA. In instances where data is not available for the nine-county region combined, data instead is provided for the seven-county MSA.



## WorkSource Clackamas

Cross sector partner trainings  
Continuous improvement  
Remodel!



## Clackamas Workforce Partnership

Coordinated Business Services (CCBS)  
Clackamas Youth Network  
State of the Workforce Report



## Sector Strategies

Columbia-Willamette Workforce Collaborative -  
Evolution



## COMING SOON IN 2019!

Solutions Series  
Co-investment Trainings  
Equity Trainings

# NOW AND WHAT'S NEXT



# Join us this month!

- CWP's board meeting will be January 17, 2019 at the ESD Building in Clackamas
- 7:30am – 9:45am.



**Thank you for your time.**



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD