



Workforce Development Board Policy

Organization Policy

Topic: WIOA Priority of Service

Date: July 1, 2021

New

Revised

Page 1 of 1

Regional Policy

In line with requirements of the Workforce Innovation and Opportunity Act (WIOA) and the Jobs for Veterans Act, the Portland Metro Workforce Development Board stipulates that priority for WIOA Individualized Career Services and Training Services be provided to eligible participants in the following order:

1. Veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding (see 2.).
2. Individuals who are not veterans or eligible spouses and who meet one of the statutory priorities for WIOA Adult formula funding:
 - Recipients of public assistance
 - Low income
 - Basic skills deficient
3. Veterans and eligible spouses who are not included in WIOA's priority groups.
4. Priority populations established by the Governor and/or the Portland Metro Workforce Development Board.
5. Non-covered persons outside the groups given priority under WIOA.

At this time there are no additional priority populations established by the Governor or by the Portland Metro Workforce Development Board. If additional priority populations are added, this policy will be revised.

References

- WIOA Public Law 113-128
- 20 CFR Part 652.100; 680.600-610; 680.650; 683.230
- Training and Employment Guidance Letter WIOA No. 07-20, Priority of Service
- Training and Employment Guidance Letter WIOA No. 10-09, Priority of Service Veterans
- Oregon Revised Statute 660.324

Worksystems Executive Committee

December 1, 2021

Zoom Meeting

Attendees: James Paulson – Chair, Travis Stovall, Roy Rogers, Seraphie Allen, Sara Ryan, Carl Moyer, Caryn Lilley, David Fortney, Bob Tackett

Staff: Andrew McGough, Tricia Ryan, Patrick Gihring, Jenny Weller, Marcia Norrgard, Janice Frater

Quorum was announced and meeting was called to order at 11:34 a.m.

Consent Agenda

Motion: Carl Moyer motioned to approve the consent agenda consisting of the November 2021 minutes and WIOA Priority of Service Policy. Caryn Lilley seconded the motion. Motion was unanimously approved.

Program and Fiscal Monitoring

Andrew McGough explained that Worksystems does a lot of program and fiscal monitoring. Worksystems manages program design, oversight, and funding through subrecipient service contracts with community-based and education contractors. Fiscal monitoring is managed by our Fiscal staff and focuses on the financial aspects of the contracts. Program staff conduct monitoring activities to ensure programmatic requirements and outcomes are being met.

Janice Frater, Compliance Manager, explained that to ensure funder and contract requirements are being met, Worksystems staff provide a robust assortment of both formal and informal training and monitoring throughout the year. Frater and Marcia Norrgard, CFO, provided an overview of Worksystems program and fiscal monitoring report that was included in the Board packet.

Frater reviewed the program monitoring process. She explained that due to pandemic restrictions, the Senior Program Managers (SPMs) oversee monthly, quarterly, and yearly monitoring reviews. New contractors undergo an administrative evaluation to determine their capacity to manage the types of funding Worksystems oversees. If needed, staff provide advice and technical assistance to bring contractor capacity up to the level needed to effectively manage the funds. In addition, at the start of each new program year, Worksystems staff meets with contractor staff to provide yearly training which are complimented by additional year-around training opportunities. When issues of concern arise, we provide capacity building and technical assistance to our contractors. If issues or problems continue, we move to corrective action.

Norrgard explained that Fiscal staff oversee the fiscal monitoring elements, in accordance with provisions of 2 CFR 200, which include:

- Perform risk assessment
- Ensure compliance with fiscal terms and conditions of contract
- Ensure accurate financial reporting
- Issue report on monitoring results.

The Board inquired about ransom ware and cyber-security insurance requirements. Norrgard explained that Worksystems requires sub-recipients to have a certain level of insurance coverage. However, cyber-security insurance is not a requirement. This is outside our monitoring scope and organizations have their own governance responsibilities to make sure their data is safe.

Norrgard explained that most of our sub-recipients are required to have a yearly audit due to their level of Federal funding. As part of our Fiscal monitoring, we look at their audit and note any findings, observations, or management level notes. We make sure they are addressed if they pertain to the work we do with them.

Frater reviewed the aspects of program monitoring which include contract manager oversight, desk review, documentation of performance results and field visits to review and document site-based work.

Frater and Norrgard reviewed the PY 19 and PY 20 monitoring results. Frater explained that only one Corrective Action Plan was written. By mutual agreement, the contract was terminated, and participants were transferred to a different provider.

The Board asked about the challenges smaller organizations face in being able to become sub-recipients. Norrgard explained that smaller organizations generally don't have the accounting systems in place they need to segregate Federal funds and the ability to track their time for the grants they are working on. They need to be able to track leverage properly. Our Fiscal team spends a significant amount of time in training, offering guidance and explaining funding requirements. On the Program side, there is on-going training assistance for career coaches and program staff.

State Workforce Request

McGough provided an update on the State Workforce Request. We have been working on the request with Senator Reardon and Senators Dembrow and Frederick. In addition, several community partners, labor organizations, and businesses have signed on with their support. This is a \$50 million request for ARPA resources with a focus on:

- Shoring up the existing public workforce system and community partners to increase local service capacity to respond to COVID-related workforce and local business needs.
- Investing in earn and learn opportunities help low-income workers meet their basic needs by providing paid internships, paid community service work, stipends, and other income support in conjunction with occupational training needs and placement into middle-income career opportunities.
- Providing wrap-around support to enable low-income people to re-engage in the workforce.

McGough announced that, at the same time, the Governor has committed to trying to pursue a very high-level workforce request. Her request has several of the same elements, but the request is in the \$200 million range. Our legislators are working very closely with the Governor's office and the Racial Justice Council and others to try to align these requests so there is a single request or to make sure the requests are complementary. A draft bill has been submitted. Negotiations are going on now. McGough explained we are continuing to look for more partners to sign on to the request.

McGough explained that we submitted comments to the rules proposed to implement HB2092 - Youth Employment Funding. Our comments were well received. HECC now working on a response and we hope to hear back within the next couple of weeks.

Announcements

McGough announced that we are working on a comprehensive re-do of our work experience program. We are looking to offer a broader continuum of workforce development services through work experience. We hope to issue an RFP in December to identify providers to ramp-up our ability to deliver work experiences across Multnomah and Washington Counties. There will likely be multiple organizations. We'd like to open it up to more organizations and intend to cast a wide net.

McGough announced have a couple job openings for Senior Project Managers, a Project Coordinator, and an SQL Developer. The job openings are posted on our website.

Public Comment

Commissioner Rogers explained that the Finance Workgroup met and have decided to hire a consultant to provide a deeper dive into how we look at compensation within the organization and how we are setting ourselves up as we look to the future.

Meeting was adjourned 12:24 p.m.