

**EAST COUNTY ONE STOP BOARD MEETING**  
**FRIDAY, NOVEMBER 8, 2002**  
**8:15 AM to 10:30 AM – Vocational Rehabilitation**

**Meeting notes:**

Attending: Co-Chairs Gwen Nothwang (MHCC) and Catherine Zimmerman – Resource Connectors Ltd., Karen Burger-Kimber – at-large member, David Dragavon – MC Aging And Disability Services, Marin Peterson – Portland Habilitation Center, Kelli Walker – Workforce Connections, Ruthanne Cox Crouthers – IAM CARES, Jesse Kappel – Vocational Rehabilitation, Charlotte Dorsey – ECOS Webmaster, Karen Cusick – Gresham Employment Department, JoAnn Espinosa – Springdale Job Corps, Sherry Luru – Youth Employment Initiative, Claudia King – Human Solutions, Chris Bekemeier – FamilyWorks, Joan Pasco – ECOS Project Manager

**Introductions and Program updates:**

**Springdale Job Corps:** Their electrical program is up and running; JoAnne is participating in the development of statewide Industry Council for Job Corps.

**Gresham Employment Department:** They stay very busy with lots of over time as claims have not declined significantly. Working on a new initiative for an I-Match Skills tool for employers and job seekers to match skills sets with transferable skills and their application to jobs. They may also eventually have the capacity for UI claims to be processed on line – this will be piloted before ready for the public to use. The ED confidentiality form is being completed to enable their client data to be shared with One Stop Partners – in East County this would be with STS and Workforce Connections.

**Workforce Connections:** They have changed their orientation process – rather than a two-hour training, it is now a one hour overview to give participants an idea of what is available to them and allow them to choose more appropriate career option workshops and job search assistance. The orientations are offered Mondays at 9 AM and Thursdays at 2 PM. Their numbers for both DWP and One Stop are high with good placements. Visits at the one stop are expected to top 15,000 this year as opposed to 3800 in 1999-2000. The One Stop Resource Center that was located in the 9<sup>th</sup> and Kelley DHS office in Gresham has been moved to the OHDC office at 185<sup>th</sup> and Pine (behind the Fred Meyer in Rockwood) and should be open for business around December 1, 2002. WSI funding formula for one stop resource centers needs to take into consideration the differences in the demographics of the populations being served. As an example, Washington County's Capital Center has double the numbers of east county, but only 10% with limited English, and a high percentage of high-tech and well skilled persons. East County works with over 50% limited English Speakers and persons needing a great deal more assistance with job search activities.

**Portland Habilitation Center:** The PPS contract is keeping them very busy. They are no longer accepting anyone that does not have a documented disability (with a few exceptions related to specific skills needed in janitorial jobs). ECOS partners are encouraged to continue to refer disabled persons to PHC. There is a waiting list for training, but should be back to normal by mid December. Their group orientations are held each Monday and Wednesday at 2:30 – If you are sending people please call in advance and ask for Heather – 503.261.1266.

**Youth Employment Initiative:** In addition to many programs for high school aged persons, YEI provides pre-employment and job search services to 16 to 21 year olds. Recent success: a Mall 205 employer hired 7 bi-lingual youth and is working with them as their employer, mentor and offering incentives for them to stay in school. These were first time jobs for the students, all are 16 years old. Sherry is working out of both Eastwind Center and FamilyWorks offices.

**FamilyWorks:** They continue to enjoy and benefit from the staff that has been out-stationed by Human Solutions and Youth Employment Initiative. We will have an in depth overview of the FamilyWorks portfolio of services and programs at the December 13<sup>th</sup> ECOS Board meeting. Chris shared information and flyers about their youth group work, Girls Circle, Parents with ADD Children, and Youth Investment Group. They have four college level interns working with the program this fall.

**IAM CARES:** The Dept. of Education Partners with Industry Grant application with ECOS did not get funded. The Oregon award for this grant went to Worksystems, inc. They are in need of program funds from some other source in order to continue the level of work they do to support disabled persons and are considering a few fee-for-service options. IAM CARES serves over 50% non-native English speakers.

**Human Solutions:** Jean DeMaster is on board as the new Director and everyone is extremely pleased. She has a special interest in job search and job development activities for the families served by HSI. Claudia will invite her to an ECOS Board meeting in the near future. They are providing energy assistance through funds from PP&L, PGE, and an agreement with Portland Water and Sewer; and are working with Rockwood Water to obtain similar assistance for persons unable to pay their utility bills. The LEAP program begins December 5<sup>th</sup>. Persons who have received a five-day warning of utility shut off, should contact HSI for assistance. Once this notice has been received, there are funds to help. They have received some extra funding for rent assistance. A new case manager has been hired and is out-stationed at both FamilyWorks and Eastwind Center. Their goal is “any door is the right door” to find energy assistance resources. They have a position open for a bi-lingual family counselor (Spanish). Ads for the position have been posted in the Oregonian.

[www.eastcounty1stop.org](http://www.eastcounty1stop.org): Charlotte, our Webmaster reminded the group that she can post items of interest to all – for easy access – on the ECOS web page. She will start a “best practices” section to showcase good ideas and programs that are working especially well. There is a non-profit job link on the [www.1stop.org](http://www.1stop.org) page. She also added a resource page for those seeking help and supplies during the holidays.

**Vocational Rehabilitation:** the integration efforts continue - still hoping that the Rockwood co-location will occur. Placements are up this month, in spite of the economy and they are finding greater variety in the jobs available. The Ticket To Work project is getting sporadic requests, but VR seems to be where most users of this system need to interface.

**Resource Connectors:** Multnomah County has received a grant for respite care to help provide back up support for persons that independently employ in home care givers. Catherine will be talking with the county about how the EC Health Care Forum/ECOS or RCL could help with the roll out of the program.

**Partner of the month: Multnomah County Office of Aging and Disability**

David Dragavon reported on the East County Employment Initiative that is administered through their agency. He also briefed the group on services available to counsel people on their rights with social security and Medicaid benefits. Job placements have been good with the exception of September, and last April set a record – in spite of the sluggish economy. The number one barrier for most of their clients is understanding how the system works and what is available to them. The implications and reality of state budget cuts continue to contribute to agency and staff anxiety. Emergency funds for housing and other services are expected to be cut; the impact on clients of these services will be huge. Due to the proposed changes in service priority, over 12,000 persons that are currently served may no longer qualify for the services. The ECOS network continues to be a great source for hard-to-find resources for clients with special needs.

**Old Business:**

Catherine and Gwen reported on the October 4<sup>th</sup> Celebration of Success. Over 40 persons attended and they thanked JoAnn Espinosa and Springdale for hosting the event. Special thanks were extended to the Culinary Arts students for the brunch that was served. They have received good feedback from attendees who felt it was an inspiring morning.

**Grant activity report:**

Future Funding Task Force – a meeting is needed – Joan will schedule a meeting before the next board meeting.

The Dept. of Justice Mentoring grant cosponsored with Morrison Center and the Dept. of Education, Partners with Industry grants were not funded. We will continue to seek opportunities to procure funding for these two projects. Jesse and Ruthanne are working with the State VRD offices to try to secure funds through the 3-year federal grant that is administered at the state level.

Verizon report – Bi-Lingual Job Coach Institute - \$10,000 has been received again this year to support the Institute. The funds will be awarded at a breakfast meeting on November 21<sup>st</sup>.

CCWD grant applications: ECOS is working with the DuBois Spa and Salon on a Cosmetology training proposal. The project summary was distributed and the **ECOS Board unanimously approved moving forward** with this application. The East County Health Care Industry Forum may have a second application to forward in the fall round of funding. The RN Instructor training that ECOS was initially going to submit will be tabled until the spring because the project will not be ready in time for this round. The **ECOS Board gave tentative approval to move forward** with a grant application to develop in home caregiver training. If we proceed with the application, Joan will email the project summary to the board for an email vote of approval prior to submittal of the application. These grants are due on November 22<sup>nd</sup>.

Robert Wood Johnson and NW Health Foundations are being looked at as possible grant sources for other health care industry initiatives and projects.

## **New Business:**

**Selection of officers for 2003-2005:** The ECOS Board governs itself with co-chairs that serve two-year terms. Each January one co-chair is selected. Historically, the board has chosen to have one chair from a private/non-profit organization and one from a public sector organization. The two-year term currently filled by Catherine Zimmerman, a private sector partner, expires in January 2003. Gwen Nothwang's term continues until January 2004. **Marin Peterson accepted the nomination to serve as the ECOS co-chair from the private sector. Motion/second, unanimously approved.**

The board discussed and approved the following process for ECOS to assist with partner application for grants:

### **East County One Stop Career System -Grant Proposal Process**

The East County One Stop Career System is seeking innovative and creative projects that will attract new workforce and human resources into our collective community. ECOS will work with you to develop proposals, format them to meet funder specifications, and apply for funding under the collaborative umbrella of the ECOS 501 c3.

All partners are encouraged to be active in the pursuit of funding sources that will support and enhance economic, community and workforce services. Grant applicants may wish to engage ECOS support and resources in any or all of the following options:

1. General endorsement and support: ECOS issues a letter of support for the project, but no further action is taken or expected from ECOS
2. Endorsement and Participation: ECOS not only endorses the project, but also has an active role in the project management, administration, coordination and/or implementation of the project. An example may be for a project that requires coordination of activity among several workforce partners, or a joint economic development and workforce development grant.
3. Use of ECOS 501 C3: Making application under the ECOS 501 c3 non-profit structure in order to qualify for foundations or others requiring this status as a condition of application. In this case, ECOS will be the direct applicant for funds but the only ECOS role is as fiscal agent and grant monitor. All funds except indirect costs to administer the grant will pass through to the partner(s) delivering service and implementing the deliverables of the grant funded project(s).

Applications for funding sources that require submission by ECOS must be pre-approved by the ECOS Board. The process to do this follows:

Step One: Future Funding Committee discussion on proposal and recommendation to use the ECOS 501 c3 to make application for funding

Step Two: Applicants submit a brief project description of the project to the Finance/management team, the degree of ECOS involvement in the project to be funded is agreed upon in advance; the indirect charge from ECOS to the applicant is determined in advance.

Project Description: - one to three page summary

- How it is innovative and creative: (Is anyone else doing this? Are there any best practices to support it?)
- Who this will project serve: (demographics and geographic area)
- Project outcomes and how they will be measured: (evaluation plan)
- How project will be sustained post funding
- A budget with budget narrative

Step Three: Full board approval of the project application prior to submitting grant – at this time a memorandum of agreement will be developed to clarify expectations and roles for partners and ECOS.

Step Four: Should the application be successful, a grant oversight team will be developed to assist with project monitoring and record keeping which is consistent with the process currently in place for the grants ECOS has been awarded over the past few years.

### **Current project reports**

**Rockwood International Marketplace** – Joan reported that the planning team has held an initial meeting with a second meeting scheduled for Monday, November 18<sup>th</sup> – 4 to 6 PM in the Springwater Trail room at Gresham City Hall. The Regional Investment Board has been informed by the state that the funding they administer will be cut by 10.5%. All projects are currently on hold pending the decision as to how this cut will be made. The RIB meets on November 18<sup>th</sup> to make the decision whether this will be an across the board cut, or not.

**East County Health Care Industry Forum:** Catherine Zimmerman reported on the two and a half year progress of projects administered through the forum, the CNA Capacity Grant and the RN Instructor pilot program. New funds will be needed as the funds supporting these activities sunset in January. Project ideas and match with potential funders are welcome and being explored. She would like to seek funding to help MHCC's nurse re-entry program with marketing and outreach. In addition to the RN Instructor training, the in home care giver curriculum development and the Nurse Re-entry training at MHCC, the group is seeking funds to support a bridge program to mentor CNA students from graduation through state certification testing and the first six months on the job. They would also like to implement a career orientation process that introduces potential students to the reality of the workplace prior to their entering training. Many do not recognize that this is work they do not like until after the training and initial employment.

This weakens the health care industry's ability to keep persons that have been through the CNA training.

**Ex-Offender Re-entry Project** – Marin reported on the progress/process of the re-entry task force that is engaged in efforts to create a more meaningful way to employ persons that have been incarcerated. The group is developing a project modeled after the Pioneer and Delancy Street projects (Seattle and San Francisco) These projects develop the enterprise that then hires from this population. Both projects are private not-for-profits. They are both economically successful and able to sustain the project without public sector funds.

**Bi-Lingual Job Coach Institute** - Joan reported that the 2003 Institute will kick-off with a retreat at Menucha on March 28-29<sup>th</sup>. The 2003 Institute Application is on-line at:

[www.bi-lingualjobcoaches.org](http://www.bi-lingualjobcoaches.org). Limited scholarships are available. Interested persons should apply soon as the course is limited to 20 persons.

EC Youth Consortium – Joan reported on behalf of this team in the absence of Phil Dean or Zeke Smith. The City of Gresham supported summer youth employment activities that included supported employment with the city doing graffiti removal and community development assistance. The young people worked on a photo inventory for Rockwood that is being used by the city economic and development department. They also worked closely with the police department. Additional youth activities are planned for next summer.

**Rockwood Weed and Seed** –Karen Cusick reported that the federal funding has been received and the recruitment process for a full time coordinator is underway.

**Monthly Reports:**

Worksystems Inc. – Joan will contact wsi board member Sue Mazzio regarding a meeting with ECOS leadership and the wsi president, Bob Visdos. wsi will be contacted for support letters for the OCCWD grant application (s) being submitted by ECOS.

**Finance Committee** – the meeting notes from the October 17<sup>th</sup> meeting were included in the board packet. The board approved the following invoice for payment:

\$290 – Color My Web – web page services

**Rockwood Integrated services office/process** – The planning team for the integrated service location is hosting a joint staff training on Tuesday, November 12<sup>th</sup>.

Next ECOS Board meeting: December 13 – FamilyWorks hosting, 12630 SE Stark, Plaza 205, Building J. 8:15 to 10:30 AM.