



**LANE WORKFORCE EXECUTIVE BOARD MEETING**

**Thursday, June 21, 2018**

**11:30am – 1:00pm**

**MINUTES**

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**In Attendance:** Kristina Payne, Angela Peacor, Stan Pickett, Todd Edman, Celeste Marshall, Mike Clark, Christine Lundberg, Pete Sorenson, Garland Burback

**Absent:** Jennifer Adams, Jesse Dolin

**Staff:** Tiffany Cink; Anne Nestell; Sue Thompson

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<u>Action Summary</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Approved Executive Board Meeting Minutes, April 19, 2018	Mike Clark	Garland Burback	Unanimous Approval
Approved LWP Salary Structure and amended LWP Compensation Policy	Mike Clark	Garland Burback	Unanimous Approval
Approved Executive Director's PY 2017-2018 Salary Increase	Mike Clark	Garland Burback	Unanimous Approval
Approved Executive Director's PY 2018-2019 Salary Increase	Mike Clark	Garland Burback	Unanimous Approval
Approved PY 2018-2019 Budget	Christine Lundberg	Mike Clark	Unanimous Approval

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I. CALL TO ORDER

Angela Peacor called the meeting to order.

II. PUBLIC COMMENT – *In accordance with Lane Workforce Partnership's Public Comment Policy: Speakers will be taken in the order in which they sign up and will be limited to three minutes per public comment.*

There was no public comment.

III. CONSENT CALENDAR

Mike Clark made a motion to approve the April 19, 2018 Executive Board Meeting Minutes. Garland Burback seconded and the motion was unanimously approved.

#### IV. LWP SALARY STRUCTURE

Tiffany Cink provided the background. The salary structure for LWP that was approved in 2016 was developed using a combination of the MBL Group Non-Profit Salary and Benefits Survey and the current pay of LWP employees. In addition, LWP management relied on input and recommendations provided by Barrett Business Services Inc. (BBSI), our HR and Payroll services provider. The MBL Group updated their survey in 2017. After reviewing the 2017 MBL Salary Survey, the current pay of LWP employees and requesting input from BBSI, it is being recommended that that LWP Salary Structure be updated.

After discussion it was decided that the Lane Workforce Partnership Compensation Policy approved by the Executive Board on March 17, 2015 needed to be amended. The change relates specifically to #7 which states that “On an annual basis, the Executive Board will review and approve, as appropriate, recommended changes to position range movement as recommended by management and as determined through a market analysis process.” The Executive Board believes that #12 of the Compensation Policy (The Executive Director should ensure that salary ranges are updated at least annually, that all individual jobs are market priced at least once every two years, and that pay equity adjustments are administered in a fair and equitable manner.” sufficiently addresses compensation.

Mike Clark made a motion to approve the updated salary structure for Lane Workforce Partnership as presented effective July 1, 2018 and to amend the current Lane Workforce Partnership Compensation Policy by removing #7 from the Compensation Policy. Garland Burback seconded and the motion was unanimously approved.

#### V. EXECUTIVE DIRECTOR SALARY

Per ORS 192.610, the Executive Board conducted an executive session to discuss matters of personnel and per LWP Board By-Laws, the Executive Director and all staff left the meeting during the Executive Session.

Following the Executive Session, Ms. Peacor called the regular meeting back to order.

Mike Clark made a motion that upon review of Kristina Payne’s PY 2017-2018 salary increase, we found the increase reflected an appropriate merit increase. Our failure was in the documentation not in the actions taken. Garland Burback seconded and the motion was unanimously approved.

Mike Clark made a motion that based on the information we have regarding Kristina Payne’s performance for the past year, she receive a 3% merit increase to be effective July 1, 2018. Garland Burback seconded and the motion was unanimously approved.

It was decided that a more formal and comprehensive evaluation process for the Executive Director position should be developed and ready to implement at this time next year. Staff were directed to convene a sub-set of the Executive Board to develop an evaluation tool and bring back to the Executive Board for approval.

## VI. PROGRAM YEAR 2018-2019 BUDGET

Tiffany Cink provided an overview. Overall revenue is down due to reductions in both federal and state funded programs. The only one of our funding sources that we increased money in is the Tech Apprenticeship Grant. That increase is due to the fact that the Employment Department is going to funnel the direct payments for customer services through us rather than making those payments themselves.

Personnel Services represent 23% of annual expenses. There is an increase of \$191,228 due to the new Sector Strategy Director position and benefit and salary increases for current staff. Materials and Services represent 5% of annual expenses and Community Investments make up the balance at 72% of annual expenses. Most all categories have decreases due to the decrease in revenue.

Christine Lundberg made a motion to approve the General Operating Budget as presented. Mike Clark seconded and the motion was unanimously approved.

## VII. LOCAL BOARD ASSESSMENT

Ms. Payne was pleased when the Governor's staff came and met with individuals here. It was a comprehensive and diverse list of individuals. Ms. Payne said she feels really good about the work we are doing in Lane County. Ms. Peacor noted that as a board member, she is very proud of the work that is being accomplished.

## VIII. LOCAL PLAN REVIEW

In accordance with the law, the Chief Local Elected Officials reviewed the current local plan. Ms. Payne noted that the Oregon Workforce Investment Board and the Oregon Talent Development Board recently merged to create the Oregon Workforce and Talent Development Board. This newly created board will enter into a strategic planning process and develop a new strategic plan for the State. We will then be asked to create a local plan that will tie into the State plan. Timing looks to be around January 2019.

## IX. TREASURER'S REPORT

The report was included in the packet as information.

## X. OTHER BUSINESS

No other business was noted.

## XI. ADJOURNMENT

Meeting adjourned at 1:00pm.

**Next Executive Board Meeting: September 20, 2018, 11:30am – 1:00pm, Ford Alumni Center**

*Lane Workforce Partnership is an equal opportunity employer. With 48 hours of notice, auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost. Requests can be made directly to LWP or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900.*