



**LANE WORKFORCE EXECUTIVE BOARD MEETING**

**Thursday, September 20, 2018**

**11:30am – 1:00pm**

**MINUTES**

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

**Staff:** Tiffany Cink; Anne Nestell; Ashley Espinoza

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<u>Action Summary</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Approved Executive Board and Council Meeting Minutes, June 21, 2018	Mike Clark	Garland Burback	Unanimous Approval
Approved PY 2018-2019 Budget Modification 1	Mike Clark	Garland Burback	Unanimous Approval
Approved Infrastructure and Additional Shared Cost Funding Agreement	Mike Clark	Garland Burback	Unanimous Approval

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I. CALL TO ORDER

Stan Pickett 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 June 21, 2018 Executive Board Meeting Minutes and the Council Meeting Minutes. Garland Burback seconded and the motion was unanimously approved.

#### IV. BUDGET MODIFICATION 1 (PY 2018 – 2019)

Tiffany Cink provided the background. Lane Workforce Partnership annually prepares Modification 1 to the Adopted Operating Budget to record actual carry-over from the previous year and to add additional revenue sources, if necessary. Revenue increased by a total of \$321,412 to a new level of \$5,331,591. Total expenses increased by \$96,322 to a new level of \$4,657,970. Personnel Services represent 22% of annual expenses and Materials and Services are 6% of annual expenses. Ms. Cink noted that Program Information and Outreach is increasing by \$19,000 for sponsorship and investments in Lane County Sector Strategy Team Initiatives including Connected Lane County, Construction and Manufacturing Career Day Sponsorships, Register Guard Innovation and Talent Sponsorship, TAO Sponsorship, Lane County Sector Strategy Team collaboration, etc. Community Investments increased by \$95,949 to a new total of \$3,378,769 and are the amounts directly attributed to the provision of workforce services to the population of Lane County. Lane Workforce Partnership has budgeted 72% of total expenses in the pursuit of a trained workforce of individuals with the knowledge and skills needed for career success. The Reserve for Future Expenditure increased \$225,090 and includes 20% of 2018-2019 WIOA funds in order to provide for WIOA services during July, August, and September of 2019. The Reserve also reflects funds awarded through Tech Apprenticeship program for expenses beyond June 30, 2019.

Kristina Payne noted that for awards coming through the State, there has been an incredible delay in receiving contracts - although the expectation is that we will have started and/or possibly completed some of the work before receiving contracts and funding. This has been an on-going issue. Ms. Payne has looped Commissioner Sorenson in on some emails and she has also met with Nancy Nathanson. Commissioner Sorenson noted that the elected officials serving on the Council and the Executive Board are here to help in any way. Ms. Payne said she would utilize the role of the elected officials on these issues more effectively going forward.

Ms. Payne also brought forward another funding issue that is happening right now. There are additional funds that the Higher Education Coordinating Commission is sitting on – these are funds that were to go to local workforce boards. The HECC did not put them out in contract and decided instead to put out in RFP. Since criteria had not been developed, it was changed from an RFP to a grant. There is not enough money for all nine boards. Ms. Payne has linked in the County’s legal counsel. We are waiting to see the outcome before taking further action.

Mike Clark made a motion to approve the General Operating Budget Modification 1 as presented. Garland Burback seconded and the motion was unanimously approved.

#### V. INFRASTRUCTURE AND ADDITIONAL SHARED COST FUNDING AGREEMENT

WIOA details requirements for Local Workforce Development Boards to act as the convener of IFA negotiations shaping how local one-stop infrastructure is funded by required partners. The WorkSource Lane IFA details how Lane County partners are sharing lease costs at the WorkSource Lane One Stop Center. The IFA also includes an Action Plan specifying next steps for the development of an IFA Budget that will include Non Co-Located Workforce Partners. The WorkSource Lane IFA was developed in coordination with local leadership from Lane Workforce Partnership, Oregon Employment Department, Oregon Department of Human Services Self Sufficiency Program and Oregon Department of Human Services Office of Vocational Rehabilitation. Additional co-located

partners are Easter Seals Oregon representing WIOA Title V (Older Americans Act) and Dynamic Education Systems, Inc. representing WIOA Title 1 Job Corps.

Angela Peacor noted the amount of work that LWP staff have put behind getting the agreement together is extraordinary and she thanked the staff.

Mike Clark made a motion to approve the WorkSource Lane Infrastructure and Additional Shared Cost Funding Agreement as presented. Garland Burback seconded and the motion was unanimously approved.

## VI. TREASURER'S REPORT

There is no action needed with the Treasurer's Report – provided just for information. Ms. Cink said this report is in essence the June 30, 2018 final financial statements. The auditors will present the final report to the Executive Board at the January 17, 2019 meeting.

Christine Lundberg asked about staffing around Sector Strategies. Ms. Payne responded that Sector Strategies funding comes from the State. We are required by Federal Law to do Sector Strategy work. We could utilize more of our formula dollars should we have to but that means less funds going into the WorkSource Center and less funds going directly towards training. The only position that we have is the Sector Strategy Director (Ashley Espinoza). For the tech sector, Lane Workforce Partnership invested in the creation of a local chapter of the Technology Association of Oregon (TAO) and brought Matt Sayre on board to represent the Southern Willamette Valley in sustaining and moving the work forward. Lane Workforce Partnership helps to sponsor TAO events that are related to talent development, training, and attracting individuals to jobs. Funding for the Food and Beverage Sector Strategist position is coming from community partners: LWP - \$20,000 a year (for two years); Lane County - \$20,000 (for two years); Eugene Chamber - \$5,000 a year (for two years); Lane Community College - \$10,000 a year (for two years); and EWEB - \$5,000 a year (for two years). The Food and Beverage Sector Strategist has to develop a sustainability plan beyond the two years with industry coming to the table. If industry is not investing, then we will not be investing. With the wood products industry, Sarah Means with Lane County and Courtney Griesel with the City of Springfield have really led the work and are in conversations with the industry associations (Oregon Forest Resources Institute and Oregon Forest and Industries Council).

Commissioner Sorenson mentioned that it might be good to have Jacob Fox present at a board meeting on the work that Homes for Good is doing. The Homes for Good financial picture for 2019 looks to be very exciting - the outlook for substantial construction of affordable housing will be very strong.

## VII. OTHER BUSINESS

Ms. Payne noted that Todd Edman, Past Chair of LWP has resigned from the board because of other obligations. He is still very much committed and engaged in the work that we do.

Ms. Payne also reiterated wanting to respect Executive Board member's time and that we will not call you to a meeting unless there is something of substance.

The 2018 State of the Workforce Report is out and a copy was provided for you at the meeting today. The data in this report guides the decisions we make. The report is also available on our website.

The Governor was just here meeting with the wood products industry from across the state. There is clearly a disconnect in people's minds around workforce - workforce does not exist in a vacuum.

Celeste Marshall mentioned that Tech Tours are happening tonight and you are all invited. All the tech companies downtown open their doors for this event. There's an after party at Level-Up that IDX is hosting.

Garland Burback mentioned that he is grateful and very impressed with all the work that Lane Workforce Partnership does.

## VIII. ADJOURNMENT

Meeting adjourned at 1:00pm.

*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.*