



LANE WORKFORCE EXECUTIVE BOARD MEETING

**Thursday, October 19, 2017
11:30am – 12:30pm**

MINUTES

In Attendance: Kristina Payne, Angela Peacor, Stan Pickett, Jennifer Adams, Celeste Marshall, Pete Sorenson, Christine Lundberg, Mike Clarke, Jesse Dolin

Absent: Todd Edman, Garland Burback

Staff: Tiffany Cink, Anne Nestell, Sue Thompson

Others: Pat Farr, Adrienne D’Addabbo, Richard Guske, Thomas Price

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Approved Executive Board Meeting Minutes, May 18, 2017	Mike Clark	Jesse Dolin	Unanimous Approval
Adopted Program Year 2017-2018 Operating Budget Modification 1	Christine Lundberg	Mike Clark	Unanimous Approval
Transfer of funds between WIOA Adult and Dislocated Worker Grants 2017 – 2018	Jesse Dolin	Mike Clark	Unanimous Approval
Looking Glass to receive the unspent WIOA Youth services money from the Springfield School District contract for PY 2017	Christine Lundberg	Mike Clark	Unanimous Approval

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 May 18, 2017 Executive Board meeting minutes. Jesse Dolin seconded and the motion was unanimously approved.

IV. PROGRAM YEAR 2017 – 2018 OPERATING BUDGET MODIFICATION 1

Tiffany Cink provided an overview. Revenue increased by a total of \$1,759,156 to a new level of \$6,258,573. Increases include final WIOA 2017-2018 formula allocations, actual carry-over, and funding from the State of Oregon Workforce General Fund.

WIOA funds increased overall by \$806,922 including \$308,929 in additional 2018-2018 formula allocation and \$497,992 in actual carry-over. The State of Oregon Workforce General Funds allocation is \$655,269 for Lane County. The 2017-2019 breakdown was finalized by the Higher Education Coordinating Commission Office of Workforce Investments (HECC) on September 1, 2017. All Local Workforce Boards were provided with descriptions and amounts for the biennium. These funds were previously called Back-to-Work Oregon, Sector Strategies, and Local Workforce Board Support. The new identifiers are Work Experiences, Industry Engagement, and Competitiveness Strategies. Other fund increases of \$296,965 include actual carry over for Linking to Employment Activities Pre-Release (LEAP) and Rethinking Job Search programs; an additional award from DHS for Summer Youth programs; and local partner support (Lane County, City of Eugene, Lane Community College, Eugene Chamber of Commerce, and Eugene Water and Electric Board) for Sector Strategy work.

With the increased revenue, total expenses increased by \$1,149,238 to a new level of \$5,131,097. There was no change to the Personnel Services category from the original budget. The biggest line item change in Materials and Services was that we added more money to the Program Information and Outreach area. This will allow us to do more industry engagement work at the local board level. The biggest changes in expenses were in the Community Investments category. We awarded the One-Stop Operator contract to OMEP and increased the One-Stop Operations funding line by an additional \$5,000. The Adult Services Program increased with the majority of the funding for an annual sub-contract with the Lane County Department of Health and Human Services for the provision of WIOA Adult, WIOA Dislocated Worker and HECC Work Experience programs at the WorkSource Lane Comprehensive One Stop in Eugene. The total also includes funding to meet the new requirements of the HECC Work Experience program (formerly Back to Work Oregon).

The Reserve for Future Expenditure increased by \$609,918 and includes 20% of estimated 2017-2018 WIOA funds in order to provide for future services. The Reserve also reflects funds awarded through the Rethinking Job Search, LEAP, and Tech Apprenticeship programs for expenses beyond June 30, 2018.

Christine Lundberg made a motion to adopt the General Operating Budget Modification 1 as presented. Mike Clark seconded and the motion was unanimously approved.

V. TRANSFER OF FUNDS BETWEEN WIOA ADULT AND DISLOCATED WORKER GRANTS 2017-2018

Ms. Cink provided an overview. Under WIOA regulations, local boards are allowed to transfer up to 100% of funds allocated between the WIOA Adult and Dislocated Worker Grants. In accordance with the State of Oregon Office of Workforce Investment Policy #589-20.5, the local board must provide approval prior to any transfer of funds.

During the preparation of budget modification #1 for 2017, staff determined that a transfer of funds between the WIOA Adult and WIOA Dislocated Worker Grants would be useful. As the unemployment rate in Lane County has dropped, the demand for workforce services provided to Dislocated Workers has also declined. The transfer of funds to WIOA Adult provides LWP the flexibility to serve both unemployed Dislocated Workers and under-employed Adults. The transfer will also support our investments in both sectors and entrepreneurship training.

We have made our request to the State and they are awaiting the approval from the meeting today to officially do the paperwork to make the transfer.

Question was asked if this is a one-time transfer or can we make other transfers at a later date if we feel funds need to be re-allocated. Ms. Cink responded that we can make future transfers if needed.

Jesse Dolin made a motion to approve the transfer of \$150,000 from FY 2017 WIOA Dislocated Worker to WIOA Adult. Mike Clark seconded and the motion was unanimously approved.

VI. WIOA YOUTH PROGRAM SERVICES IN SPRINGFIELD

Sue Thompson provided an overview. The LWP Board awarded WIOA Youth contracts to seven local providers: Bethel School District, Lane County – Youth Services; Looking Glass Community Services; Marcola School District; Pleasant Hill School District; South Lane School District; and Springfield School District. These contracts are monitored annually and renewal for a subsequent year is dependent upon legislative developments that will impact program design/funding availability and the contractor's ability to provide proposed services, meet contract compliance requirements, and achieve performance outcomes.

In observations made during Program Year 2016 WIOA Youth Monitoring, Springfield School District did not meet contract compliance and was placed on a Program Improvement Plan. This plan was written for the period July 1, 2017 - September 30, 2017 and required Springfield School District to meet contracted enrollment numbers and obligate the required percentage of their budget for work experience. On September 20, 2017, LWP staff reviewed these contract requirements and found that the school district did not meet the obligations of the Program Improvement Plan. Per the plan, the contract termination process was started. Springfield School District ceased enrolling new youth and the active and pending WIOA youth cases were transferred to the Looking Glass Community Services caseload.

Christine Lundberg asked if the program will remain at Springfield High School or will the youth have to go to Looking Glass in Eugene for services. Ms. Thompson responded that Looking Glass has staff at NEDCO and Springfield High School – they just haven't decided yet where they are going to land. Youth can be seen at school, home, or at the office locations. Ms. Lundberg wants to know what is different about Springfield since there are similar contracts with other school districts. Ms. Thompson responded that she thinks it was harder for Springfield because it was their first year and they had significant staff turnover. They could never get momentum behind the program. Ms. Lundberg is going to talk with Sue Rieke-Smith (Springfield Superintendent) to make sure the continuum of education to workforce training to career is in place for Springfield youth. She understands that the most viable option might very well be through Looking Glass but wants to make sure all the connections are being made the way we want to see the youth moving through the system. Ms. Thompson noted that one of the elements of the WIOA Youth Program is drop-out retrieval. One of the things Looking Glass has set-up is when they meet with youth that are out of school but have not received their high school diploma or GED, they work with them to get them back into high school. Having youth complete their education is a top priority. Looking Glass has already started to make these connections with Springfield High School.

Pete Sorenson asked about a database that is available to real estate professionals across the county that provides information on the quality of education of middle schools and high schools within certain school zones. The reason he is bringing this up is that in the context of services to youth, could this database be useful in trying to target services to school districts within the county or sub-divisions within school districts to more carefully target those who are more at risk. Celeste Marshall responded that there is a program called greatschools that IDX integrates with their real estate data. This program is widely used. Mr. Sorenson asked if it has been used within the workforce system to figure out where youth services should be targeted. Kristina Payne doesn't believe it has been used for this purpose. Ms. Payne believes the data is available and is probably part of our formula funding allocation. She believes that we could raise the awareness of the data. Mr. Sorenson said he is not arguing for it but rather pointing out that if it is used by real estate professionals in response to the type of things buyers ask or sellers want to know, the data could be used by government to figure out how to best target the resources. Ms. Lundberg asked if we could find out more about the program. Ms. Peacor said she will make note of this as this would be good to look at moving forward.

Ms. Peacor asked Ms. Thompson whether there are specialized services for out-of-school youth. Ms. Thompson responded that WIOA has 14 elements that have to be offered to any youth that has been signed up and made eligible for the program. Ms. Peacor believes we are all on the same page about wanting to help out school districts but the request before us is dealing with a very specific need and specialized pot of money.

Mike Clark asked Ms. Lundberg if she has any concerns with the recommendation. Ms. Lundberg said her only concern is that she wants to make sure we are not creating another layer. Ms. Payne noted that there will be opportunity to review Looking Glass and see if they are the best fit for Springfield youth.

Christine Lundberg made a motion to approve Looking Glass Community Services receiving the unspent money from the Springfield School District contract for the Program Year 2017 in order to offer seamless WIOA Youth services in Springfield. These dollars will be

dedicated to serving WIOA youth in the Springfield Community. Contract review and renewals will be completed in Program Year 2017 for this and all WIOA Youth Providers. Mike Clark seconded and the motion was unanimously approved.

VII. INFRASTRUCTURE AND COST SHARING AGREEMENT

Ms. Payne reviewed the current status of our MOU and Cost Sharing Agreement. The Technical Team has reviewed the MOU documents submitted and they consider this year's MOU process complete and all documents approved.

In terms of the Cost Sharing Agreement, we received notification from the Technical Team that what we submitted did not meet any of the cost sharing minimum requirements that they had established after the fact. We did not enter into cost sharing negotiations lightly with our partners. We believe we have developed a methodology that can be used as a platform to continue to expand service delivery in our region and meets the requirements of the law.

Brian Thompson, LWP Board Attorney, reviewed all the materials and concluded that our methodology is in compliance with the law. Ms. Payne responded to the email regarding the deficiencies and included the response from Mr. Thompson. There has been no further communication.

Ms. Peacor said that Mr. Thompson's response is very clear about what the law says and how LWP is in compliance. Ms. Payne will keep everyone apprised of any new developments.

VIII. OTHER BUSINESS

No other business was noted.

IX. ADJOURNMENT

Meeting was adjourned at 12:30PM.

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