



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, November 17, 2016
11:30am – 1:00pm

MINUTES

In Attendance: Todd Edman, Angela Peacor, Stan Pickett, Jennifer Adams, George Poling, Sheri Moore, Mike Fleck

Absent: Pete Sorenson

Staff: Kristina Payne, Tiffany Cink, Anne Nestell

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Approve General Operating Budget Modification I as approved by the Chief Elected Officials	Stan Pickett	Jennifer Adams	Unanimous Approval
Executive Board Meeting Minutes, August 18, 2016	George Poling	Sheri Moore	Unanimous Approval

I. CALL TO ORDER

Todd Edman 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. BUDGET MODIFICIATION 1

Tiffany Cink provided the budget modification review. We do budget modification this time of year every year because when we do our initial budget, we do not know what the actual carry over numbers will be for money that is in its second or third year or the lifespan of the funding. We also take this opportunity to add in new money received this year. The packet provides detailed information about new money we have received.

The biggest piece of our money comes from WIOA funding. This money comes from the Department of Labor by formula to the state. The Governor of Oregon receives the money and then it is distributed by formula to the local boards. When the money comes to us as a local board, it comes with a two year lifespan. If we receive money on July 1, 2016, we have until June 30, 2018 to fully spend it. This is where the carry over piece comes into play for us. In the first year of the WIOA dollars, we are by law, required to either spend or obligate (official formal contract) at least

80% of the dollars. We hold onto 20% of those dollars to get us through July, August, and September because that is typically how long it takes to get us our money for the new year.

This year received three new pots of money for our budget modification: Layoff Aversion SHINE Program, WIAO Transition Dollars (co-location dollars), and LEAP-2.

We received \$250,000 for the Layoff Aversion SHINE Program and have in contract \$125,000. We will receive the other \$125,000 when the new money is provided by the state – believe they are waiting for the October 1st allocations. We received formal letters/notification of our awards which serve as contracts for us. We provide these letters to our auditors to show that we actually received the monies. SHINE stands for Sustainability Hub of Interchange Negotiation Experts. This program came about due to the need of helping companies pivot their businesses in order to remain competitive in their market. The state holds back money for Rapid Response Funds to deal with these situations but they have not identified who would actually do the work with the companies. Sue Thompson negotiated with the state on these funds and we have put a pilot program together. If the program is successful, this will then be the model that is used statewide. RAIN will be operating the SHINE program as they have the credibility to do this work.

We received two \$50,000 grants and one \$15,000 grant funded for WIOA Transition/Co-Location Dollars. These monies are for working with our partners to get the WorkSource Center and Board collaborating with all the required partners not that we don't already do that but now there is money available for that purpose. The \$15,000 is specifically for training – not just for staff at the board level but also for provider staff.

The last pot of new money we received is the LEAP-2 grant (Linking Employment Activity Pre-release). This is a joint two year grant from the Department of Justice and the Department of Labor providing career services to 180 incarcerated individuals pre-release. The money was awarded October 1, 2016 and is the funding is good until September 30, 2018. This program is a first for Lane County. The idea is to create sustainability beyond the two year funding period.

Expenses: The increase in total expenditures is \$800,000. The increase for personnel in this budget modification is for the addition of a Business and Communications Intern. The bulk of the increases in materials and services are in those line items for professional development for staff and board expenditures. Community Investments is the biggest piece where everything increased:

- Recognizing the carry forward from our contractors and service providers
- Increasing the adult dislocated worker contract at WorkSource Lane by \$334,000 which is the balance of two of the programs that are ending
- \$85,000 in youth money
- \$100,000 for the RAIN/SHINE Layoff Aversion Program
- LEAP-2: \$156,000 in this budget modification – the rest of the \$500,000 is sitting in our reserves because we will spend it over the next year and a half.
- Regional Entrepreneurial Training Fund: Recognized money that the county and the two cities contributed and we moved some money from our sector strategies into that because we are putting a bigger piece into the Entrepreneurial Training Fund. The Sector Strategies is rolling into the Entrepreneurial Fund.
- Increased our reserve for the future.

Stan Pickett made a motion to approve the Chief Elected Officials motion to approve the General Operating Budget Modification 1 as presented. Jennifer Adams seconded and the motion was unanimously approved. Joe Henry and Pete Sorenson submitted their consent to approve the General Operating Budget Modification 1 to Todd Edman via email.

IV. CONSENT CALENDAR

George Poling made a motion to approve the August 18, 2016 Executive Board meeting minutes. Sheri Moore seconded and the motion was unanimously approved.

V. TREASURER'S REPORT

Stan Pickett provided a summary. We went through the first quarter spending 25% of our expenses – we are right on budget expense wise. The good news on the expenditure side for the fiscal year ending June 30, 2016, is that personnel services were under budget by approximately \$4,000 and material services were under by approximately \$42,000. The \$42,000 is comprised of savings on moving expenses, legal fees (did not have any last year), and spending less in program outreach. We are being fiscally responsible – expenses are not out of line. Ms. Cink and the Executive Board thanked Mr. Pickett for all the work he has done.

VI. NEDCO

There are two new required services that must be provided to youth under WIOA: 1) financial literacy; 2) entrepreneurial skills training. During the summer we met with NEDCO and talked about their entrepreneurial training programs. After conversations with the WIOA Youth Contractors, it was determined to give value added financial literacy and entrepreneurial skills training services to all program providers. WIOA Youth Program Year 2015 – 2016 carry over funds will be used to purchase these services from NEDCO to meet the needs of the youth program providers. NEDCO will be monitored just like our youth contractors. The contract runs November 1, 2016 – June 30, 2017. At the end of the contract, Lane Workforce Partnership, along with input from the youth program providers, will evaluate the need for continued service and/or needed adjustments.

VII. ONE-STOP CENTER INFRASTRUCTURE FUNDING AGREEMENT

This is a heads up. The law specifically calls out the Chief Elected Officials as being party to this agreement because it deals with funding. The Oregon Workforce Investment Board (OWIB) will develop criteria for the certification of Comprehensive One-Stop Centers, in consultation with chief elected officials and Local Workforce Boards.

Next steps: We will be starting with the Memorandum of Understanding which will identify all the services provided along with who is responsible for providing them and where these services will be provided. Following those two pieces, we will get into the funding agreements and identify how these services are going to be funded. One of the conversations on the table locally has to do with the Springfield Department of Human Services office. This office has been specifically for TANF (Temporary Assistance for Needy Families) recipients – no one else can come in and receive services there. We are talking about how we could blend funds and make that space more flexible – possibly

become a one-stop center for service delivery. Ms. Payne believes that through our work, we are going to be able to expand our delivery of services locally. There will be more information to come as we go through these processes.

VIII. OTHER BUSINESS

- Board Task Teams: The concept is to take our goals and break them apart to determine what task teams could be formed around the goals. The task teams are charged with going and doing the work facilitated by staff members. Same model that we use for the sector strategy work. Board members are open to this approach. The following task teams were identified: Lane County Sector Strategy Team; School to Career Task Team; and Equity and Inclusion Task Team. Outside community members will also be brought in to participate on the task teams.
- Sector event: The sector event was successful with over 100 people attending. The event provided an opportunity for those in the community to see the impacts that the sector strategy team has been having. The presenters, Heidi Larwick, Connected Lane County, Kari Westlund, Travel Lane County, Matt Sayre, Technology Association of Oregon, and Lynne Fessenden, Willamette Farm and Food Coalition all did a great job.
- Talent Match Tech: Talent Match came out of the work of the Sector Strategy Team. A team of government officials, planners from Eugene, Springfield, and Lane County, Lane Workforce Partnership, WorkSource Lane, and the Technology Association of Oregon all came together for this event. Event took place on October 19 at the Downtown Athletic Club and we are already seeing positive impacts coming out of that event. Matt Sayre led the work for this event. 18 companies with 50 job openings participated (most of whom had never done a tradeshow in Eugene). There were 181 job seekers. The staff at WorkSource Lane screened applicants prior to them coming and they also reached out to every Veritas employee who had been laid off. We have received feedback from both the businesses and job seekers. Anyone who has ever been to a job fair before said this was the best one they had ever been to. The businesses really appreciated the quality candidates. There will be more talent match events to come: Talent Match Food and Beverage; Talent Match Timber; Talent Match Manufacturing, etc.

IX. ADJOURNMENT

Meeting was adjourned at 1:00pm.

Next Executive Board Meeting: December 15th 2016, 11:30am – 1:00pm
Executive Board Room, Ford Alumni Center, 1720 East 13th Avenue, Eugene, OR, 97403

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