



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, January 17, 2019

11:30am – 1:00pm

MINUTES

In Attendance: Stan Pickett, Jennifer Adams, Celeste Marshall, Christine Lundberg, Mike Clark, Angela Peacor, Kristina Payne

Staff: Tiffany Cink, Anne Nestell, Sue Thompson, Stephanie Lovell, Ashley Espinoza

Guests: Sara Hummel, Jones & Roth

<u>Action Summary</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Approved Executive Board meeting minutes, 9/20/18	Mike Clark	Christine Lundberg	Unanimous Approval
Awarded Regional Innovation Training Funds to: <ul style="list-style-type: none">Oregon Manufacturing Extension Partnership (OMEP) \$50,000; Palo Alto Software \$37,800; Trifoia \$562	Christine Lundberg	Jennifer Adams	Unanimous Approval

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 September 20, 2018 Executive Board meeting minutes. Christine Lundberg seconded and the motion was unanimously approved.

IV. 2017 – 2018 ANNUAL FINANCIAL AUDIT PRESENTATION

Sara Hummel from Jones & Roth presented the financial audit to Executive Board members. Per LWP Board by-laws, staff left the meeting during the presentation. Upon staff returning to the meeting, members of the Executive Board shared that the report was extremely positive.

V. REGIONAL INNOVATION TRAINING FUNDS AWARD RECOMMENDATIONS

Sue Thompson provided a summary. This is the sixth round of Regional Innovation Training Funds (RITF) that the board has awarded. The review committee comprised of Sarah Means (Lane County), Angela Peacor (LWP Chair and All Academic, Inc.) and

Sue Thompson (LWP Board Staff) reviewed the three proposals submitted:

- Oregon Manufacturing Extension Partnership (OMEP): OMEP requested \$50,000 on behalf of Rosoboro Forrest Products, Broadway Apothecary, Coach Glass, and Arcimoto to offer “Smart Talent” training to at least 40 employees. The “Smart Talent” curriculum trains management of companies to develop structured on-the-job training programs that effectively acclimates new employees to the company and creates formal salary advancement incentives tied to skill expansion.
- Palo Alto Software: Palo Alto Software requested funding for four different training opportunities. The committee only scored one of the training proposals as the other three did not rise to the level of innovation and business retention within the grant criteria. In the training proposal that was scored, Palo Alto Software was requesting \$37,800 for three senior level managers to obtain Stanford Professional Certificates in “Managing Teams for Innovation and Success”. The skills obtained will allow Palo Alto Software to cultivate an environment of innovation on their teams and communicate efficiently with a larger number of team members. These skills are vital to the accomplishment of Palo Alto’s strategic goals.
- Trifoia: Trifoia requested \$562 for their current software engineer to obtain certification in the full suite of Associate Level AWS Certification. The ability for their current software engineer to obtain this training will reduce their operating costs and expand their service offerings while advancing their software engineer into a client facing developer role.

The review committee felt that all proposals submitted offered value added training components for our local community.

There was discussion around how can we better get the word out that training funds are available in the community. Kristina Payne mentioned that she is going to meet with the Eugene and Springfield Chambers as this is an opportunity for them to bring businesses together and apply - we should be having multiple applications coming through the chambers. We will also review our materials and application process.

Christine Lundberg made a motion to award Regional Innovation Training Funds to OMEP in the amount of \$50,000; Palo Alto Software in the amount of \$37,800; and Trifoia in the amount of \$562. Jennifer Adams seconded and the motion was unanimously approved.

VI. INTERNAL PROCESS FOR ANNUAL EXECUTIVE DIRECTOR PERFORMANCE REVIEW

This document was created so that there would be a formal process in place for the annual executive director performance review. The document is based on meetings that have taken place, input that has been received, and work that Ms. Payne does on other boards. After discussion, it was decided to include an additional step in the process:

- Executive Director will provide a self-evaluation.

VII. LWP-EUGENE AIRPORT SECTOR INITIATIVE

Ashley Espinoza provided a summary. The Eugene Airport is in many ways the “front door” to Eugene, Springfield, and Lane County. Advertising inside the Eugene Airport reaches a captive and receptive audience:

- 1.5 million annual travelers and greeters (more than four-times the population of Lane County);
- 50/50 gender mix;
- 65% are age 35+;
- Mix of urban and rural residents and visitors.

The participating sectors in the marketing campaign are:

- Tech (market Lane County as one of the nation’s top tech communities);
- Food and Beverage (boost awareness and recognition through coordinated branding efforts);
- Wood Products (move from a position of defending to one of defining its contributions to the local economy and our local communities).

Each sector will receive: 20 column posters (poster impressions at TSA, A Gates, B Gates, and Baggage Claim); 7 ceiling banners; and logo representation at baggage claim monitors for the 15 participating companies (5 companies from each sector). The marketing campaign will run through September 2019. Taking advantage of this opportunity gives the Tech, Food and Beverage, and Wood Products sectors the chance to achieve their individual and collective communication objectives in an affordable, appropriate, and high-profile manner.

VIII. STATE OF OREGON’S HIGHER EDUCATION COORDINATING COMMISSIONS OFFICE OF WORKFORCE INVESTMENTS (HECC-OWI) DRAFT MONITORING REVIEW REPORT

Ms. Payne reported that the State monitors us every year. They review our contracts, expenditures, spend time meeting with our providers, etc. We provided the draft letter in the packet as we do not expect the final letter to be any different. The draft report cites no recommendations, observations, or findings. A final, formal letter will be forthcoming.

IX. OTHER BUSINESS

We have a team attending the Next Gen Sector Training Academy in February. There will be teams from across the country attending the academy. Our team is focused around the wood products sector. The following individuals will be participating: Ashley Espinoza (LWP Staff), Lyle Lang (LWP Staff), Courtney Griesel (City of Springfield), Sarah Means (Lane County), Carolyn Hennessey (Seneca Sawmill); Hannah Hegerberg (Oregon Forest & Industries Council), and Heidi Larwick (Connected Lane County). Kristina Payne is serving as faculty at the academy.

X. ADJOURNMENT

Meeting was adjourned at 12:59pm.

Next Executive Board Meeting: February 21, 2019, 11:30am – 1:00pm, Ford Alumni Center

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