



LANE WORKFORCE EXECUTIVE BOARD MEETING

**Thursday, May 18, 2017
11:30am – 1:15pm**

MINUTES

In Attendance: Kristina Payne, Todd Edman, Angela Peacor, Stan Pickett, Chris Pryor, Sheri Moore (Proxy for Christine Lundberg), Garland Burback, Jesse Dolin, Pete Sorenson
Absent: Jennifer Adams
Staff: Tiffany Cink, Anne Nestell, Sue Thompson, Adrienne D’Addabbo

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Approved Executive Board, Meeting Minutes, April 20, 2017	Garland Burback	Stan Pickett	Unanimous Approval
Adopted Program Year 2017-2018 Operating Budget	Sheri Moore	Chris Pryor	Unanimous Approval
Awarded Oregon Manufacturing Extension Partnership \$55,150 in Regional Innovation Training Funds	Chris Pryor	Jesse Dolin	Unanimous Approval
Awarded Food for Lane County \$30,000 in Regional Innovation Training Funds	Chris Pryor	Jesse Dolin	Unanimous Approval
Recommended that the LWP Board of Directors elect the following individuals as Board Officers for Program Year 2017-2018: Chair: Angela Peacor Chair-Elect: Stan Pickett Past Chair: Todd Edman Treasurer: Jennifer Adams Secretary: Celeste Marshall	Garland Burback	Jesse Dolin	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. CONSENT CALENDAR

Garland Burback made a motion to approve the April 20, 2017 Executive Board meeting minutes. Stan Pickett seconded and the motion was unanimously approved.

IV. PROGRAM YEAR 2017 – 2018 BUDGET

Tiffany Cink provided an overview. In terms of revenue, we will adjust the federal WIOA funds based on actual allocations from the state and final carryover with a Budget Modification in September/October 2017.

On the expense side, our reserves took the biggest hit. Once federal funds are finalized and the state general fund budget is determined, we expect this amount to increase. Personnel Services represent 21% of annual expenses and include the seven positions located at the Willamette Street office. The increase of \$43,257 represents a 5% increase.

Materials and Services represent 6% of annual expenses. This includes non-personnel service costs associated with the office/personnel at Willamette Street as well as costs associated with the Lane Workforce Partnership Board of Directors. The only real change was purchasing additional insurance. Materials and Services overall decreased by \$21,181.

Community Investments account for the largest part of our budget. Community Investments are the amounts directly attributed to the provision of workforce services to the population of Lane County. Lane Workforce Partnership has budgeted 73% of total expenses in the pursuit of a trained workforce with the knowledge and skills needed for career success. Overall, the majority of the Community Investments categories decreased with the exception of LEAP and Tech Apprenticeship funding. LEAP funding increased due to PY 2017 – 2018 being for a full year versus 6 months of funding last year. We received funding from the State for part of our Tech Apprenticeship grant – we expect to see a written contract soon.

Overall, a \$1.3M cut looks like a bleak picture but we are able to flat fund our local positions as well as keep materials and services in line.

Question was asked if we look out 2 – 3 years, what does the trend look like. Ms. Cink believes we will probably see flat funding for WIOA over the next 3 – 5 years.

Sheri Moore asked about fiscal help that we have been providing to other board – specifically Incite up in Salem. Ms. Payne said that the current contract ends June 30. It is possible that they might require additional support once a new Executive Director and Finance Director have been hired.

Sheri Moore made a motion to adopt the General Operating Budget for Program Year 2017 – 2018 as presented. Chris Pryor seconded and the motion was unanimously approved.

V. REGIONAL INNOVATION TRAINING FUNDS AWARD RECOMMENDATIONS

Angela Peacor provided a summary. The Regional Innovation Training Funds is a collaboration between Lane Workforce Partnership and Lane County Economic Development. The review committee comprised of Sarah Means (Lane County), Angela Peacor (LWP Chair-Elect and Oregon Community Credit Union), and Sue Thompson (LWP Board Staff) reviewed and scored the three proposals submitted.

Oregon Manufacturing Extension Partnership (OMEP) has developed a Food Safety Modernization cohort training program to assist small businesses in meeting Food Safety Modernization Act (FSMA) compliance. This is a train the trainer type program. The participants will receive certification in Preventive Controls Qualified Individual (PCQI) along with Good Manufacturing Practices (GMP) and Hazard Analysis and Critical Control Points (HACCP) training. The request and need for this training has been discussed several times in Food and Beverage Sector conversations. OMEP originally requested \$75,000 but after discussions concerning allowable costs, they are able to perform the training for \$55,150.

Food for Lane County has developed a Food Warehouse training program and is requesting funds to start the first cohort of trainees through the 12 week program. The program will train individuals in the areas of safe food handling; warehouse equipment; temperature control; safety skills; inventory; handling of food orders; inventory record keeping; and work readiness skills. Completers of the course will obtain a Food Handler's Permit, Forklift Certification, and a Lane Community College noncredit certificate in Food Warehouse Training. As we read through the proposal, it seemed like they have a really good program put together that can provide individuals with entry level skills and get them ready and able to work in this field. Food for Lane County asked for \$30,000 and we are recommending that they be fully funded.

The last proposal came from the Technology Association of Oregon (TAO). They are proposing to contract with Epicodus to train 17 – 29 year olds in basic coding practices. It was not clear to the review committee if the coding platforms taught by Epicodus meet the needs of the local tech companies in our area. There are also questions as to whether some of this training will be covered through the Tech Apprenticeship grant. It was noted that the Tech Apprenticeship grant is going to have to bring in a coding school. We haven't received a clear answer if that school will cover the basic coding training that TAO was proposing. TAO is welcome to apply at a later date when specifics have been worked out.

Chris Pryor made a motion to award Regional Innovation Training Funds to Oregon Manufacturing Extension Partnership in the amount of \$55,150 and Food for Lane County in the amount of \$30,000. Jesse Dolin seconded and the motion was unanimously approved.

VI. BOARD OFFICER RECOMMENDATION

Todd Edman explained that there are some set board officer rotations. As current Chair, Mr. Edman would move to Past Chair and the current Chair-Elect, Angela Peacor would move to Chair. That leaves the positions of Chair-Elect, Treasurer, and Secretary open. Stan Pickett expressed interest in the Chair-Elect position, Jennifer Adams expressed interest in the Treasurer position, and Celeste Marshall expressed interest in the Secretary position.

Garland Burback made a motion to recommend to the Lane Workforce Partnership Board of Directors that the following individuals be elected to serve as Board Officers for Program Year 2017 – 2018:

- Chair: Angela Peacor
- Chair-Elect: Stan Pickett
- Past Chair: Todd Edman
- Treasurer: Jennifer Adams
- Secretary: Celeste Marshall

Jesse Dolin seconded and the motion was unanimously approved.

VII. OTHER BUSINESS

Mr. Edman congratulated Jessie Dolin on winning the Launch Stage competition of the Willamette Angels Conference on May 9th. Mr. Dolin is the founder of Stoney River Sinkers (lead-free, non-toxic fishing weights made with natural stone) and is participating in the RAIN Coastal Pre-Accelerator. Stone sinkers have advantages over traditional lead sinkers, including improved suspension with less drag and more feel, slower retrieves with fewer snags, casting weight that doesn't sink the bobber, etc. Mr. Dolin along with his cohort peers will be presenting at the RAIN Coastal Demo Day on June 21 at the Florence Events Center.

Mr. Edman provided an update on the Elevate Lane County program and how Google's grant is helping to support the program. Elevate Lane County has identified four program goals:

- Create learning opportunities for students in the field.
- Build educator capacity through summer externships.
- Construct a robust local technology portal to match profiles.
- Convene a regional advisory board to inform curriculum.

With Google's support, 18 teachers from eight school districts across Lane County will receive new training this summer. These teachers will be prepared to teach Computer Science 160 (CS 16): Orientation to Computer Science. This course includes curriculum focused on computer fundamentals, game development, and mobile software development. As a result of the new teacher training, several high schools will begin to offer CS160 courses to students in the 2017-2018 school year. Teachers will continue to meet with LCC computer science faculty during the year to work on the alignment of their curriculum, and to design and deliver CS160 at their high school. Expanding these education courses will provide a pathway to dual-credit opportunities at Lane Community College and the University of Oregon, as well as high paying careers in the tech industry.

Ms. Payne provided an update on the Food and Beverage Sector. An RFP was put out and four proposals were submitted. Of those four, two are being invited to come in for an interview next week. We should soon have the "Matt Sayre" of food and beverage.

As a reminder, we are actively recruiting for business members on the Lane Workforce Partnership Board of Directors. If you think of someone who is a leader in an industry and would want to step up and be a leader in the community, please have them submit an application.

Ms. Payne reminded Council members that they will be meeting next month (June 15 from 11:00am – Noon). There will be several action items including approving a One-Stop Operator, WorkSource Lane Memorandum of Understanding and Infrastructure Cost Sharing Agreement, and Board Member appointments.

Ms. Payne is bringing Lindsey Woolsey back to meet with the Lane County Sector Strategy Team June 6th and June 7th. Ms. Woolsey is a national expert in the field of industry sectors and helped us originally launch our sector work. We are separating the Team into 3 groups (government; education; business/economic development) for the first day and then everyone will come together on the second day to debrief and plan next steps.

Mr. Sorenson asked about the relationship between Lane Workforce Partnership and helping individuals get trained for jobs in the future as it relates to the influx of money from the Knight family for the U of O. Mr. Sorenson's understanding is that they are talking about 1,700 jobs. He would like to know who is providing the training, when will the training start, and what is our role. Ms. Payne noted that there have been conversations with many different individuals. In the past, the University has come to us with some of their recruitment needs - the trailing spouse program is a good example. Many times though, the University tends to insulate itself and work within its own confines. Mr. Edman said that it would be good for us to reach out and connect with staff from the University of Oregon to really understand what their upcoming needs will be. Chris Pryor said this fits into the larger conversation about how we are going to accommodate an additional 40,000 people over the next 20 years – where are they going to work, live, etc. Over the last two years, the number of people that have moved to town have fit into the 40,000 projection. These 1,700 jobs at the U of O are immediate but they are going to be part of a huge influx of folks. You can't have the conversation about workforce without having the conversation around housing as well. It was suggested having a future meeting (open dialogue) between the LWP Executive Board, City staff, and community members regarding workforce and housing issues. Ms. Payne will reach out to Stephanie Jennings and Jacob Fox.

VIII. ADJOURNMENT

Meeting was 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.