



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, May 19, 2016
11:30am – 1:00pm

MINUTES

In Attendance: Angela Peacor, George Poling, Jennifer Adams, Joe Henry, Pete Sorenson, Paul Wynkoop, Sheri Moore, Stan Pickett, Todd Edman

Absent: Mike Fleck,

Staff: Kristina Payne, Tiffany Cink, Anne Nestell, Lyle Lang

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Executive Board Meeting Minutes 4/21/16	Sheri Moore	Paul Wynkoop	Unanimous Approval
Renewal of WIOA Youth Contracts	Stan Pickett	Joe Henry	Unanimous Approval
Adult and Dislocated Worker Program Provider contract awarded to Lane County Health and Human Services	Paul Wynkoop <i>(Pete Sorenson abstained from voting as he is a Lane County Commissioner)</i>	Stan Pickett	Unanimous Approval
Approval of PY 2016-17 Budget	Joe Henry	George Poling	Unanimous Approval

I. CALL TO ORDER

Todd Edman called the meeting to order at 11:37am

- 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

Sheri Moore made a motion to approve the April 21, 2016 Executive Board meeting minutes. Paul Wynkoop seconded and the motion was unanimously approved.

IV. PROGRAM YEAR 2016-2017 BUDGET

Tiffany Cink thanked Stan Pickett for all his help. Ms. Cink then provided a summary of the details for the Program Year 2016 – 2017 budget. The revenue is based on the assumption of flat funding in our WIA/WIOA formula grants because we did not initially have good numbers to work from. Since then, we have received draft numbers from the State and it looks like we will take an overall reduction in the three funding streams. The reduction is based on the formula and how things are calculated. Due to our carry

over, Ms. Cink doesn't feel we should reflect the revenue adjustments at this point but wait until we do the Mod 1 budget in October. We are hoping we will hear shortly about the grants we have applied for as well. In addition, we should be receiving money from the county for Regional Innovation Training Funds. We have lots of things in the works!

Overall decrease on the revenue side is \$1.2M. These decreases come from WIA/WIOA flat funding and reduced carry over expectations as well as second year funding for Back to Work Oregon, Sector Strategies, and Local Workforce Boards. Question was asked about Rethinking Job Search funding. Rethinking Job Search is an increase in this budget. When we did the Mod 1 back in October of 2015, we didn't actually have a contract – we budgeted based on estimates. We have since received a contract. These funds end in September of 2018.

On the expense side, staff wages and benefits increased by \$58,000. The total of our staff expenses is 21% of our annual budgeted expenditures. The increase is due to rising benefit costs as well as pay increases for staff. Overall, it is an 8% increase from our 2015 – 2016 budget. Our materials and supplies expenses decreased \$73,000 – primarily due to our relocation from the Valley River building to the Eugene Chamber and the rent being substantially less expensive. The decreases in our community investments are due to reduced funding. Community Investments ended up being 73% of our total overall budget. The One-Stop Operations line reduction is primarily based on the rent at WorkSource Lane. With the re-design and having a smaller footprint, OED was able to re-negotiate that space and rent is now less expensive.

Stan Pickett noted that because we have one, two, and three year dollars, our funding does not follow the normal revenue track. We are keeping our expenses in line with previous years. Mr. Pickett feels comfortable with the budget numbers presented.

It was decided to review both the Adult and Dislocated Worker Program Provider Contract and the WIOA Youth Contracts before taking action on the Program Year 2016 – 2017 budget.

V. ADULT RFP

Ms. Payne reported that this is the first time our adult contract has been out for bid (as part of the transition, we agreed not to go out for bid for two years.) We received one proposal which came from our current provider. We did have conversations with other potential providers (Goodwill, etc.) but they felt like it was too much for them to take on. The cost of changing providers would have been an important consideration for us as well. As shown by the performance report, HHS is performing very well. Their proposal was well written and thorough. In addition, they are also looking at ways to supplement funding and are in the process of applying for additional funds through the SNAP 50/50 project. The money would be used to enhance services to those living in poverty and do not have stable housing.

Angela Peacor asked in light of going through the whole process with the state in separating out duties and trying to create more checks and balances, should we be concerned long term that we only received one proposal. Ms. Payne noted that the separation is more about how the board functions and not about how the programs operate. By separating the boards from being a service provider, it enables the board to focus more on sector work, entrepreneurial work, etc. Because this work is so unique and there are so many requirements mandated, it's understandable why there were not more proposals submitted. Tiffany Cink and Sue Thompson connected with Mark Nealy (State of Oregon) to find out exactly what was needed to have in our files for documentation regarding receiving only one proposal. Mr. Nealy provided us with a list of steps for documentation including providing a cost analysis, etc.

We still have not received the federal requirements under WIOA for performance calculations which presents liability issues. Come July 1, Ms. Payne and her peers will ask for a letter from the state that

indicates when these calculations will be in-line with WIOA. Ms. Payne will report back to the board on when we can expect to have that in alignment.

Sheri Moore asked about the fairly low numbers reported for the youth. Ms. Payne said that the need is so great in our community. Every chance we get, we are having conversations around the need for additional resources to serve youth in our community. Mr. Edman noted that in November there will be a ballot measure (Proposition 65) that is specifically earmarked for funding CTE programs with state funds.

Paul Wynkoop made a motion that the Adult and Dislocated Worker Program Provider contract be awarded to Lane County Health and Human Services for a period of one year with an option for renewal based on service delivery and performance for a total of 5 years. Stan Pickett seconded and the motion was unanimously passed. Pete Sorenson abstained from voting as there is a conflict of interest due to him serving as a Lane County Commissioner.

VI. RENEWAL OF WIOA YOUTH CONTRACTS

Lyle Lang provided a summary of this program. We are in a different timeframe as far as the youth contracts go. The youth contracts went out for bid a year ago. At that time we had a number of youth contractors submit proposals. We wanted to include as many as we could in order to serve as many youth as possible in Lane County. We went with seven providers last year. Of the seven, two of them were new (Springfield and Marcola) and 5 were incumbents. All the contractors were in a period of transitioning from WIO to WIOA. In addition, an emphasis was placed on serving out of school youth – primarily those youth who are disengaged. Overall, Mr. Lang said that the providers are making good progress. Yes there have been challenges along the way but progress is being made and they are making the transitions needed for the WIOA program. Since the youth programs are renewed annually, we are now coming up to the end of their first year. We would like to renew these providers for a second year.

Paul Wynkoop asked how the providers are transitioning to dealing with youth out of school. Mr. Lang responded that many of our past providers were school districts so that is a challenge. Some of them have moved their services out of the high school. For example, in Cottage Grove, they moved the services from the high school to the alternative school. In Springfield, they are doing a lot of outreach. The provider has been getting out of the school and meeting them offsite.

Stan Pickett made a motion to approve renewal funding for the seven youth contractors for Program Year 2016 - 2017: 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. Joe Henry seconded and the motion was unanimously passed.

Ms. Payne noted that during this next program year, there will be a priority on how we want to approach local businesses and let them know about the opportunities available to invest in youth programs.

VII. EXECUTIVE SESSION TO DISCUSS MATTERS OF PERSONNEL

Mr. Edman expressed interest in modifying the Executive Director's contract to be a three year contract instead of a year to year contract. Mr. Edman will review with our attorney the terms around changing or modifying the contract including how one would exit the contract, etc. We will need to make sure those terms make sense for a three year contract. In terms of compensation, we would continue to follow our compensation policy where compensation is dependent on funding.

Per ORS 192.610, the board went into Executive Session and the Executive Director and LWP staff left the meeting. Upon the Executive Director and staff returning to the meeting, Mr. Edman said that there was

good conversation around how to do the right type of formal performance review for the Executive Director position in such a way that it can be used annually going forward. Mr. Edman said that the Executive Board needs to formalize some individual pieces and because of that, there will not be action taken at this time. It was noted that the Executive Board will reconvene in June to approve the Executive Director compensation package.

The Executive Board decided that they can move forward with adopting the general budget at this time without any issues. Any decisions relating to the Executive Director's compensation will not substantially affect the budget.

Upon approval of the Adult and Dislocated Worker Program Provider Contract and the WIOA Youth Contracts, Joe Henry made a motion to approve the Program Year 2016 – 2017 General Operating Budget as presented. George Poling seconded and the motion was unanimously approved.

VIII. NEXT EXECUTIVE BOARD MEETING

Ms. Payne suggests that the next Executive Board meeting be held in August. There will not be any operations held up if there was not a July meeting. It was agreed that the next meeting will be August 18, 2016.

IX. OTHER BUSINESS

Ms. Payne shared the Alaska and Alaska-Horizon June 2016 magazines that include advertorials on Lane County. The advertorials hit on all our business highlights – wine, beer, agriculture, technology, and advanced wood products. Lane County is also being featured in United Airlines Hemispheres dossier. There should be quite a bit of attention on our region as a result of the publicity. This is in alignment with the place making conversations that came out of the tech sector meetings as well as the food and beverage industry meetings.

In addition, we are being recognized nationally by the Department of Labor – Employment and Training Administration for our sector work and for our OJT program. We are hoping this recognition and attention helps with securing grants.

Paul Wynkoop announced that he is retiring from PacificSource at the end of this year. Ms. Payne thanked him for his board service and support especially during her first year as Executive Director. Everyone wished Paul well.

X. ADJOURNMENT

The meeting was adjourned at 1:22 p.m.

Next Executive Board Meeting, August 18, 2016, 11:30 a.m. – 1:00 p.m.

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.