



## LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, January 18, 2018

11:30am – 1:00pm

### MINUTES

---

**In Attendance:** Kristina Payne; Angela Peacor; Stan Pickett; Jennifer Adams; Celeste Marshall; Garland Burback; Jesse Dolin

**Absent:** Todd Edman; Christine Lundberg; Pete Sorenson; Mike Clark

**Staff:** Tiffany Cink; Anne Nestell; Sue Thompson; Adrienne D’Addabbo

**Guests:** Sara Hummel, Jones & Roth

---

<u>Action Summary</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Approved Executive Board meeting minutes, October 19, 2017; LWP Executive Board and the Poverty and Homelessness Executive Board joint meeting minutes, October 19, 2017; and Council meeting minutes, June 15, 2017	Garland Burback	Jesse Dolin	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

Garland Burback made a motion to approve the June 15, 2017 Council meeting minutes, the October 19, 2017 Executive Board meeting minutes, and the October 19, 2017 Joint Meeting Minutes between the LWP Executive Board and the Poverty and Homelessness Executive Board. Jesse Dolin seconded and the motion was unanimously approved.

#### IV. 2016 – 2017 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 with no irregularities.

## V. INFRASTRUCTURE FUNDING AGREEMENT UPDATE

Kristina Payne provided an update regarding the Infrastructure Agreement discussed at our last meeting. The state sent our Infrastructure and Cost Sharing Agreement to the Department of Justice who responded that it would be best for the Technical Team to talk directly with us regarding any concerns they might have with the agreement. Ms. Payne and Tiffany Cink participated in a conference call with members from the Technical Team on December 12<sup>th</sup> and it was determined that all that needed to be done was additional wordsmithing. Ms. Cink updated the document with additional language and it was sent back to the Technical Team for review. We are still waiting for a response from the Technical Team.

## VI. SECTOR STRATEGY TEAM UPDATES

Ms. Payne announced that the Advanced Wood Products Sector has been officially launched. Workgroups have been formed around the identified four key focus areas:

- Advocacy and Regulation (Chair: Commissioner Sid Leiken, Lane County)
- Industry Appreciation and Promotion (Chair: Kari Westlund, Travel Lane County).
- Technical Assistance (Chair: Mary Craighead, Oregon Manufacturing Extension Partnership)
- Workforce Development (Chair: Tony Scurto, Lane ESD)

We will be working to find the “Matt Sayre/Micah Elconin” person for the Advanced Wood Products industry. Summaries of the Tech, Food and Beverage, and Construction-Aggregate sectors are included in the packet for today’s meeting.

Ms. Payne provided an update on the Focus on Florence initiative. For the next meeting, we are hoping to arrange a tour of Siuslaw High School which will include Superintendent Andy Grzeskowiak and Counselor Steve Moser, as well as other high school staff and then also tour the Florence Lane Community College Campus. We want to look at what is being offered at both locations and what could possibly be cross-pollinated between the two campuses, etc.

## VII. OWP 2017 – 2018 STRATEGIC PLAN AND ACTION PLAN

The Oregon Workforce Partnership (OWP) is comprised of Executive Directors from Oregon’s nine Local Workforce Development Boards.

OWP recently completed a planning session and Ms. Payne wanted to share what the group is working on as some of the work OWP does at the state level can impact us locally. OWP is continuing to get to the next level where the organization is really being seen as the collective intelligence on workforce - whether that be advocacy, how we collaborate with partners, etc. Information detailing OWP’s 2017/2018 goals and strategies are included in your packet. OWP is planning a large conference in the fall of 2018 to bring that level of expertise throughout the state.

VIII. OTHER BUSINESS

No other business was noted.

IX. ADJOURNMENT

Meeting was adjourned at 12:44pm.

**Next Executive Board Meeting: April 19, 2018, 11:30am – 1:00pm, Ford Alumni Center**

*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.*