



**LANE WORKFORCE BOARD MEETING**  
**Thursday, February 22, 2018**  
**3:00pm – 5:00pm**

**MINUTES**

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**In Attendance:** Jennifer Adams, Michael Caven, Sabrina Cunliffe, Julie Davidson, Noreen Dunnells, Todd Edman, Jacob Fox, Justin Freeman, Bob Halligan, Katie Jeremiah, Sarah Means, Stan Pickett, Tony Scurto, Margaret Theisen

**Absent:** Travis Brooke, Phillip Hohnstein, Shondra Holliday, Lena Kostopulos, Jeffrey McGillivray, Celeste Marshall, Grant Matthews, Angela Peacor

**Staff:** Kristina Payne, Tiffany Cink, Anne Nestell, Sue Thompson, Lyle Lang, Jessica McCormick, Adrienne D’Addabbo

**Others:** Cindy Perry, Karen Edmonds, Jason Mak, Shalee Hodgson

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<b>Action Summary:</b>	<b>Motion</b>	<b>Seconded</b>	<b>Status</b>
Board Meeting Minutes 9/28/17	Jacob Fox	Noreen Dunnells	Unanimous Approval

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I. CALL TO ORDER

Stan Pickett called the meeting to order.

II. PUBLIC COMMENT

There was no public comment.

III. CONSENT CALENDAR

Jacob Fox made a motion to approve the September 28, 2017 Board Meeting Minutes. Noreen Dunnells seconded and the motion was unanimously approved.

IV. PRESENTATION: FOOD FOR LANE COUNTY WAREHOUSE TRAINING

Karen Edmonds from Food for Lane County presented to the board on how funding received from the Regional Innovation Training Fund is providing warehouse training. Food for Lane County was awarded \$30,000 to train 12 individuals over the next year 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. Upon completion of the course, the individuals will obtain a Food Handler’s Permit, Forklift Certification, and a Lane Community College noncredit certificate in Food Warehousing Training.

V. CHAIR'S REPORT/*Stan Pickett*

Mr. Pickett reviewed Executive Board action items and minutes from the October 19, 2017 meeting as well as the joint meeting between the LWP Executive Board and the Poverty and Homelessness Executive Board. As a result of the joint meeting, we are looking to pilot a workforce program with the Oasis housing program in Springfield. Once the Department of Housing and Community Services develops the application, we are ready to submit. The idea is to replicate this program based on the successful pilot.

Question was asked about the Infrastructure and Cost Sharing Agreement and that whole process. Kristina Payne responded that the Infrastructure and Cost Sharing Agreement was developed in collaboration with our partners. We developed a structure where we know we can back up the data. The state was having difficulty understanding it so we had our attorney review the documents. Our attorney then wrote a letter to the Higher Education Coordinating Commission (HECC) stating that we are in compliance with the federal law. Following that letter, we heard back from the HECC that they would like more information. Tiffany Cink responded with the information requested and we have heard nothing back. Ms. Payne noted that if the Department of Labor were to show up, we believe we have a document that is compliant with the federal law to put in front of them.

VI. SCHOOL TO CAREER TASK TEAM UPDATE/*Lyle Lang*

The next School to Career Task Team is scheduled to meet March 8<sup>th</sup>. The focus of this task team is to create awareness for young people about workforce opportunities and create connections between industry and education. The board packet for today contains detailed information on current school to career efforts.

VII. EXECUTIVE DIRECTOR'S UPDATE/*Kristina Payne*

- Lane County Sector Strategy Team Updates

We have launched into the Advanced Wood Products sector and subcommittees have formed around the identified action items. Detailed information about all our sector work is provided in your board packet.

- Talent Match

Talent Match is happening next Wednesday, February 28<sup>th</sup> and is focusing on the tech sector (in addition to tech specific positions, there are also positions in sales, customer service, accounting, etc.). We did this about a year ago with the tech industry and it really showcased that there is a growing tech industry here. Due to feedback from last year, the process is a little different this year. Instead of WorkSource Lane providing the screening, this year the participating local tech companies will be reviewing the resume submissions and emailing the applicants directly with an invitation to the event. We are working on being able to replicate Talent Match with other industries.

- LWP Mid-Year Performance Report

We do a mid-year and year-end report so as you review the mid-year report, keep in mind that it is only half way through the year. All the work that we do is focused around our goals and strategies which are outlined on page 31 of your board packet.

## VIII. EQUITY LENS BOARD TRAINING

Jessica McCormick stated that the Equity and Inclusion Task Team developed an equity lens that was approved by the board and from there, an implementation team was formed. Their task was to develop steps to implement the equity lens. The first step of the implementation process is to have the board trained on how to utilize the lens as a board member of Lane Workforce Partnership. The next step will be training the staff at WorkSource Lane. Ms. McCormick introduced Jason Mak, Diversity and Inclusion Manager with the Oregon Department of Human Services. Mr. Mak has been doing this work for over 20 years and has worked in all aspects of government.

Mr. Mak explained that equity is the notion that everyone has the opportunity to obtain quality, living wage employment (or be placed in employment-related training) regardless of their national origin, race, gender, sexual orientation, disability, first language, or other distinguishing characteristic. Different approaches to delivery of workforce services may be necessary in order for each customer to achieve success in training or employment.

An equity lens is a practical tool that will help ensure that policies, programs, decisions, or proposed actions in the workforce system will result in equitable outcomes for job seekers. An equity lens is not meant to be a road block to effectively deliver workforce services but rather a mechanism to identify and remove systemic barriers for under-represented populations as it relates to workforce-related services.

Mr. Mak led the board through several examples utilizing the equity lens below:

- **Who is affected?:** Who are the groups affected by this policy, metric, program, decision, or proposed action? How will each group be affected? Is any group negatively affected in a disproportionate way?
- **Are they at the table?:** How have you actively involved stakeholders who are also members of the communities affected by the policy, metric, program, decision, or proposed action?
- **What are the barriers?:** What are the societal or organizational barriers that prevent a population from being successful?
- **What are population-specific strategies?** To address any inequities, do we have solutions that are tailored to work for the disproportionately affected groups? Have we used the “Platinum Rule”?
- **Are there unintended consequences?** Does this policy, program, decision, or proposed action ignore or worsen existing disparities or product other unintended consequences?

- **How do we measure success in a population-specific way?** Describe how data about the policy, metric, program, decision, or proposed action, and its impact (positive or negative) on equitable access and outcomes, will be monitored and evaluated.

The board thanked Mr. Mak for leading them through this and Ms. Payne noted that since this is new to us in how we move forward and implement the lens, we might need to consult with Mr. Mak from time to time. The board also requested a copy of his presentation which was subsequently emailed out to all board members.

IX. OTHER BUSINESS

No other business was noted.

X. ADJOURNMENT

Stan Pickett adjourned the meeting.

**Next Lane Workforce Board Meeting, May 24, 2018, 3:00pm – 5:00pm  
Lane Workforce Partnership, 1401 Willamette Street, Eugene  
(Sony Conference Room)**

*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.*