



**LANE WORKFORCE BOARD MEETING**

**Thursday, September 28, 2017**

**3:00pm – 5:00pm**

**MINUTES**

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**In Attendance:** Travis Brooke, Sabrina Cunliffe, Julie Davidson, Noreen Dunnells, Todd Edman, Jacob Fox, Justin Freeman, Phillip Hohnstein, Shondra Holliday, Katie Jeremiah, Lena Kostopulos, Grant Matthews, Sarah Means, Angela Peacor, Stan Pickett, Tony Scurto

**Absent:** Jennifer Adams, Michael Caven, Dennis Dover, Bob Halligan, Jeffrey McGillivray, Celeste Marshall, Margaret Theisen

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

**Others:** Cindy Perry, Allison Weatherly, Mary Craighead

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<b>Action Summary:</b>	<b>Motion</b>	<b>Seconded</b>	<b>Status</b>
Board Meeting Minutes 5/25/17	Todd Edman	Stan Pickett	Unanimous Approval
Approved use of the Equity Lens for Lane County’s Workforce System	Noreen Dunnells	Justin Freeman	Unanimous Approval

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I. CALL TO ORDER

Angela Peacor called the meeting to order.

II. PUBLIC COMMENT

There was no public comment.

III. CONSENT CALENDAR

Todd Edman made a motion to approve the May 25, 2017 Board Meeting Minutes. Stan Pickett seconded and the motion was unanimously approved.

#### IV. EQUITY AND INCLUSION TASK TEAM UPDATE AND PROPOSED EQUITY LENS

Sabrina Cunliffe provided a summary. For a variety of economic, social, and cultural reasons, under-represented populations have difficulty accessing education and training opportunities to prepare them for self-sustaining jobs, and navigating the processes involved in finding and securing employment. The Equity and Inclusion Task Team was formed in response to this and has been meeting since December 2016.

The Task Team has implemented several strategies towards achieving the goal to expand the use of services and increase job placements for under-represented populations. Accomplishments include:

- Developing and implementing an outreach plan for training scholarship opportunities through the Workforce Innovation and Opportunity Act.
- Creating an informational flyer for community partners to use when promoting scholarship opportunities.

The Task Team has chosen to recommend the creation and adoption of an equity lens for Lane County's Workforce system. The equity lens is a practical tool that will help ensure that policies, programs, decisions, or proposed actions in Lane County's workforce system result in equitable outcomes for all job seekers. The Task Team envisions that the Equity Lens will be utilized by the LWP Executive Board, LWP Board of Directors, LWP Board Staff, and staff at WorkSource Lane including partner organizations.

##### Lane County Workforce System Equity Lens

1. **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?
2. **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?
3. **What are the barriers?** What are the societal or organizational barriers that prevent a population from being successful?
4. **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"?
5. **Are there unintended consequences?** Does this policy, program, decision, or proposed action ignore or worsen existing disparities or produce other unintended consequences?
6. **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 Task Team has created a smaller implementation team to develop a plan for utilization of the Equity Lens. The implementation team has identified an Equity and Inclusion expert to assist with the initial launch and training. Kick-off training will begin in November. The intent of the training is to assist the Board, management team, and staff in implementing the Equity Lens consistently into their work. Ongoing guidance and training is necessary to ensure successful implementation.

Noreen Dunnells made a motion to approve the use of the Equity Lens for Lane County's Workforce System. Justin Freeman seconded and the motion was unanimously approved.

## V. PRESENTATION: TECHNOLOGY APPRENTICESHIP GRANT

Allison Weatherly, Events Coordinator and Program Manager with the Technology Association of Oregon, Southern Willamette Valley came and presented.

Lane Workforce Partnership has been working with the Technology Association of Oregon to create a Registered Apprenticeship program in technology for Lane County. Apprenti (developed by the Washington Technology Association) is the only federally recognized Registered Apprenticeship program in the United States. Washington and Oregon (specifically Lane County) are the only two states in the county that has funding for this program and are able to move forward. The Apprenti model places a priority on placing women, veterans, and minorities in apprenticeships within the field of technology. The individuals do not have to have prior experience. Funded by a federal grant through the Oregon Employment Department, Lane Workforce Partnership and the Technology Association of Oregon will place 40 tech apprentices in Lane County over a three-year period (goal is 10 placed in the first year). There are several things that that will take place as the program is rolled out. One of the main pieces will be identifying hiring partners – those organizations that are in need of an apprenticeship. Ms. Weatherly is looking for help to identify the right businesses/organizations. Positions include system administrators, web developers, software developers, cloud support specialists, etc. Hiring partners will have a unique opportunity to help shape the curriculum to make sure they have what they need. Please think about your own organization and what your IT department might need and if this program would be a benefit to your organization. The businesses/organizations taking part will be highly showcased (news, newspapers, social media etc.) on what they are doing to diversify their workforce. We need to identify the organizations and positions and then find the right candidates so that they are ready for the position once the Apprenti training ends (training lasts approximately 4 – 6 months).

Question was asked about the funding for Apprenti and what is covered. Ms. Weatherly responded that it covers the training for the individual as well as some of the costs of getting the Apprenti portal in place – the portal is specific to Lane County for finding the candidates. Candidates will need to go on-line and take a 2 – 3 hour assessment to measure their skills and make sure they have the aptitude for this line of work. The candidates are then ranked. We can use the portal to identify who ranks the highest, how many of them are women, veterans, under-represented populations, etc. We are working with training partners and while some of the training might be remote, there will also be in-person class time. Candidates will be sourced through community partners. We are really looking for candidates who are dedicated to learning more in technology.

Question was asked if these are paid apprenticeships. Ms. Weatherly responded that the training beforehand is not paid. Once the individual starts the apprenticeship at the business/organization, the hiring partner will pay the individual at 60% of the going rate for that position. After 6 months, the individual will receive a 10% raise and after a full year at that company, they could be offered a full-time job or they could part ways. During that first year, the individual will be considered an employee of the hiring partner. There are options available for the hiring partner to work with Apprenti to handle the HR part of the process.

## VI. PRESENTATION: FOOD SAFETY MODERNIZATION ACT (FSMA) COMPLIANCE

Mary Craighead, Manufacturing Consultant with Oregon Manufacturing Extension Partnership (OMEP) came and presented.

The Food Safety Modernization Act (FSMA) is a big update on FDA regulations that ensures that food is raised and prepared safely and origins are traceable. This is considered to be the first major approved legislation to address food safety since 1938.

Changes include:

- FDA will mandate science-based preventative controls
- Mandatory FDA inspections at a frequency determined by risk category
- FDA is developing quick tracking systems to identify an outbreak and develop a rapid response

What it all means:

- Biennial registration with the FDA
- Performing hazard analyses and additional record keeping verification requirements for firms' preventive controls
- Importers must create verification programs for supply chain
- Facilities must prepare for more frequent FDA inspections
- FDA has greater authority to review a company records in situations where the FDA has a reasonable belief that a particular article of food is adulterated and presents a serious health risk

Companies with revenues greater than \$1 million are required to comply by September 2017. Smaller companies follow with compliance in September 2018. FSMA requires specific training of employees and implementation of new food safety requirements.

With grant assistance from LWP and the City of Eugene, OMEP has developed a training and implementation program targeted at small food and beverage processors in Oregon to help them reach compliance. The program is called Safe Food Cohort. A group of 3 – 5 companies lead by 2 OMEP facilitators meets twice a month for 3 hours at company locations. OMEP guides them through 12 modules, provides documentation templates, and teaches them an implementation method that is sustainable after OMEP leaves. Currently, 3 of the 12 modules have been completed since July – it is anticipated that all 12 modules will be completed early January 2018. Of the companies currently in the cohort, two of the four companies now have a PCQI trained individual and 2 new positions have been created at Euphoria and Wildtime Foods. Based on demand and feedback from companies, OMEP expanded its service offering to meet the needs to companies not starting from ground zero.

If companies are not compliant, two things can happen. The most likely and fastest is that there will be a disruption either upstream or downstream in the supply chain – most likely on the customer facing side of things. However, if the FDA comes in and decides to perform an audit and there was a recall issue or something to that effect, that is probably enough to put small companies out of business.

Next steps include:

- Continue working with Euphoria Chocolate, NuNaturals, Wildtime Foods, and Hummingbird Wholesale
- Start work with Camas Country Mill (estimated October start date)
- Recruit companies for next Cohort

OMEP is targeting 3 – 7 companies for the next Lane County Cohort starting in January 2018 and finishing in July 2018. If you know of a company that might be interested, please have them contact Mary Craighead.

## VII. CHAIR'S REPORT/*Angela Peacor*

- Joint meeting between LWP Executive Board and the Poverty and Homelessness Executive Board, October 19<sup>th</sup>, 2017

This stems back to discussions that we have had about housing in our community and the anticipation that there will be an influx of need. As we were having discussions about how this impacts our work, we recognized that we needed to expand the conversations to include other groups/organizations. We are going to start an open conversation with the Poverty and Homelessness Executive Board. Noreen Dunnells mentioned that Mayor Vinis will be holding a summit in January 2018 focused on the missing middle housing crisis. The summit is being held at the University of Oregon. Ms. Dunnells will share updates as more information becomes available.

- Focus on Florence Leadership Team

We have been working closely with Jesse Dolin, Economic Development Catalyst for Florence along with the rest of the members on the Florence Leadership Team to understand what the needs are in Florence and how we as a Board can help. We have a meeting scheduled in October to discuss next steps.

- Food and Beverage Coordinator hired

Micah Elconin has been hired as the Food and Beverage Sector Coordinator. The press release announcing Mr. Elconin is included in your packet.

- Wood Products Sector

We are making strides with the wood products sector. That sector strategy will launch in November with an industry convening. Lane County will be leading the wood products sector with LWP and City of Springfield actively participating and supporting the work.

## VIII. SCHOOL TO CAREER TASK TEAM UPDATE

Stan Pickett provided the update. The group has met 4 times over the last year and has accomplished a lot of work. The task team identified four objectives to prepare youth for future employment:

1. Use technology to introduce youth to various jobs
2. Increase paid and unpaid work experience opportunities
3. Increase awareness of workforce opportunities
4. Create connections between industry and education

There were approximately 18 events where industry was connected with high school youth over the last year. The work that Elevate Lane County is doing really addresses our first two objectives. Elevate Lane County operates under the umbrella of Connected Lane County with an overall goal of developing a comprehensive/coordinated model for connecting students to careers in high wage, high demand positions within our community.

The Elevate Lane County platform will become operational in November 2017. The LWP School to Career Task Team will meet again in early 2018 for a closer review and provide industry feedback as well as to discuss impacts of related school to career projects for the 2017 – 2018 school year.

## IX. EXECUTIVE DIRECTOR'S UPDATE/Kristina Payne

- LWP Year-End Performance Report

The year-end report was included in your packet for review. Everything that you have heard about today is based on our strategic plan. You will see the goals and strategies repeated throughout the report. We have really focused on partnering with others to move work forward. Ms. Payne expressed her appreciation to the Board for all the work that they are doing. Ms. Peacor noted two things she saw in this report that are very complimentary to the LWP team. First, she saw an overabundance of tactical solutions that are being applied to address the strategic goals. Secondly, this report really tells a story. Everyone in this room has come together to make huge strides in helping the community.

- Talent Match

Ms. Payne along with Todd Edman serve on the Advisory Board for the Technology Association of Oregon, Southern Willamette Valley. After talking with industry leaders and because the unemployment rate is so low, they are not eager to do a talent match right now. They are looking to market around the Apprenti opportunities, other apprenticeship opportunities, and job openings. Mr. Edman noted that there is also a declining need for an event like Talent Match as there are a number of applicants for the jobs that are open.

## X. OTHER BUSINESS

No other business was noted.

XI. ADJOURNMENT

Angela Peacor adjourned the meeting.

**Next Lane Workforce Board Meeting, February 22, 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.*