



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, November 18, 2021

11:30am – 1:00pm

MINUTES

In Attendance: Stan Pickett, Jennifer Adams, Celeste Marshall, Shondra Holliday, Solomon Harris, Joe Berney, Mike Clark, Damien Pitts

Absent: Greg Ervin

Staff: Kristina Payne, Tiffany Cink, Anne Nestell, Stephanie Lovell

Action Summary	Motion	Seconded	Status
Appoint Ashley Espinoza as Interim Executive Director with full authority of the Executive Director position beginning January 1, 2022.	Mike Clark	Celeste Marshall	Unanimous Approval
Provide Kristina Payne the Authority to negotiate a salary and contract on behalf of the board for Ms. Espinoza for the position of Interim Executive Director.	Shondra Holliday	Damien Pitts	Unanimous Approval
Provide Tiffany Cink, LWP Director of Finance, the authority to negotiate a contract with Ms. Payne for mentoring Ms. Espinoza January 1 – June 30, 2022 with the board having the opportunity to review said contract after it has been negotiated.	Mike Clark	Joe Berney	Unanimous Approval

I. CALL TO ORDER

Jennifer Adams 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

Mike Clark made a motion to approve the May 20, 2021 Executive Board meeting minutes. Solomon Harris seconded and the motion was unanimously approved.

Joe Berney made a motion to approve the September 10, 2021 Lane Council meeting minutes. Damien Pitts seconded and the motion was unanimously approved.

IV. EXECUTIVE DIRECTOR TRANSITION

As the result of a positive life change, Kristina Payne will be stepping down as the Executive Director of Lane Workforce Partnership as of December 31, 2021. Ms. Payne is recommending that Ashely Espinoza be appointed as the Interim Executive Director in order to maintain continuity, and to tap into Ms. Espinoza's talents and skills. In addition, the board would contract with Ms. Payne to mentor Ms. Espinoza January 1, 2022 – June 30, 2022.

There was considerable discussion around whether a search should be conducted for the next Executive Director. Joe Berney believes that a search would empower whomever is selected to know that they have gone through that process and that they have the full support and backing of the board.

Ms. Payne mentioned that when the City of Eugene was hiring for the current City Manager position, they chose not to conduct a search because the Interim City Manager, Sarah Medary, was the most qualified individual for the position. If you already have the most qualified applicant and they are already doing the job, and it is held in public meetings, you can make the decision to appoint the Interim Executive Director as the next Executive Director. Ms. Payne said that you can go through a full search which is very costly if you are not being genuine about the search. If you genuinely want to see other candidates held up to Ms. Espinoza, you can but in this particular situation and in all the conversations Ms. Payne has had with individuals in the community regarding the transition, people are very pleased that they are going to continue working with Ms. Espinoza. Commissioner Berney said his opinion is that we look at the cost and we do a search well before May.

Shondra Holliday asked given the work that Ms. Espinoza already does with sector strategy, is there a plan in place to help with the workload so that Ms. Espinoza is not having to do the work of two positions. Ms. Payne said that we want to set Ms. Espinoza up for success so we are planning to contract with Onward Eugene to take on much of the convening role that she has been doing in the sector work. The reason to contract this work rather than hire someone for the position is that should Ms. Espinoza go back to the Sector Strategy Director position, we wouldn't have brought someone in and then have to let them go. We already have a contract in place with Onward Eugene for the entrepreneurial training so taking on this additional role should not be a big lift for them.

Stan Pickett asked if it is likely that qualified candidates would be directors from other regions or states. Ms. Payne responded that since this work is so specific, it seems like they would be the only candidates that would come forward but there could be local candidates who are Executive Directors of non-profits in the region as well. Mr. Pickett believes that if we are going to conduct a search, then that search should start now so that a candidate can be finalized by May. Mike Clark mentioned his involvement with hiring of the current Eugene City Manager. He said the process the city followed was to have Sarah Medary fill the interim role for a full six months before the City Council discussed whether or not to open up a search. It worked really well to let Ms.

Medary do the work in that position as if she was the City Manager for that six-month period. Knowing that the process worked well for the City of Eugene, Councilor Clark is inclined to follow that same process for this position and have Ms. Espinoza serve as Interim Executive Director until May and then at that point discuss whether or not a search is needed.

Commissioner Berney mentioned another option which is to name Ms. Espinoza Interim Executive Director for a year with mentoring provided by Ms. Payne for half of that period and then for the remaining time, the board would have the opportunity to work with Ms. Espinoza without the mentorship from Ms. Payne. Then as a board the decision can be made if a search needs to be conducted or if we have our person. Commissioner Berney noted that if we choose to do a search, it doesn't have to be on a national level – we can fine tune it so that it is regional in scope. Jennifer Adams noted her concern with the extended timeframe of a year. She believes that if Ms. Espinoza's capabilities and performance can't be determined within six months, then that is the answer in needing to conduct a search for someone at that point in time.

Ms. Payne pointed out that the board can revisit the timeline at any point between now and May and should a search need to be conducted, the board can initiate that process.

Mike Clark made a motion to appoint Ashley Espinoza as Interim Executive Director with full authority of the Executive Director position beginning January 1, 2022. Celeste Marshall seconded and the motion was unanimously approved.

Shondra Holliday made a motion to provide Kristina Payne with the authority to negotiate a salary and contract on behalf of the board for Ms. Espinoza for the position of Interim Executive Director. Damien Pitts seconded and the motion was unanimously approved.

Mike Clark made a motion to provide Tiffany Cink, LWP Director of Finance, the authority to negotiate a contract with Ms. Payne for mentoring Ms. Espinoza January 1, 2022 – June 30, 2022 with the board having the opportunity to review said contract after it has been negotiated. Joe Berney seconded and the motion was unanimously approved.

V. STATE OF OREGON'S HIGHER EDUCATION COORDINATING COMMISSIONS
OFFICE OF WORKFORCE INVESTMENTS (HECC-OWI) FINAL MONITORING REVIEW
REPORT

Oregon's Higher Education Coordinating Commission, Office of Workforce Investments (HECC-OWI) conducted its annual monitoring review of Lane Workforce Partnership at the beginning of October. The final report cites no observations and no findings.

VI. OTHER BUSINESS

The board expressed their deep appreciation and respect for all that Ms. Payne has done for the organization and for Lane County.

VII. ADJOURNMENT

Jennifer Adams adjourned the meeting.

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.