



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, February 17, 2022

11:30am – 1:00pm

MINUTES

In Attendance: Jennifer Adams, Stan Pickett, Celeste Marshall, Shondra Holliday, Joe Berney, Mike Clark, Damien Pitts
Absent: Solomon Harris, Damien Pitts
Guest: Doug Riggs
Staff: Ashley Espinoza, Tiffany Cink, Anne Nestell, Stephanie Lovell

| Action Summary | Motion | Seconded | Status |
|--|------------------|-----------------|--------------------|
| Approved Executive Board Meeting Minutes January 20, 2022 | Shondra Holliday | Greg Ervin | Unanimous Approval |
| Adopted the General Operating Budget Modification #1 PY 2021/2022 as presented | Joe Berney | Greg Ervin | 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

Shondra Holliday made a motion to approve the January 20, 2022 Executive Board meeting minutes. Greg Ervin seconded and the motion was unanimously approved.

IV. LEGISLATIVE UPDATES

Doug Riggs from Equity Action Partners attended the meeting to provide an update on workforce legislation happening during the short session. Equity Action Partners is a public affairs firm specializing in community engagement, policy and legislative analysis, government relations and strategic communications in the public sector and social justice sector.

In collaboration with Representative Jeff Reardon, Equity Action Partners started this legislative session working with the nine workforce board Executive Directors from around the state to develop a legislative concept. From these meetings, they arrived at a legislative concept (Prosperity 10,000) that would provide funding to local workforce investment boards to enhance and expand work that is being done at the local level.

Around the same time, the Governor and the Racial Justice Council's Workforce Subcommittee were also in the process of developing a large funding proposal focused on workforce (Future Ready Oregon). It was recognized that in a short session there is a limited amount of time and bandwidth available so there became a desire to streamline the concepts into one bill. After much conversation, Future Ready Oregon (Senate Bill 1545) was amended to include the workforce boards piece of legislation (House Bill 4104). They are now one piece of legislation moving forward together. The workforce boards concept differed from Future Oregon Ready in that the funds will be fast-tracked to the field. With Future Ready Oregon, the timeline ranged from 6 months to 12 – 18 months and would have involved creating Requests for Proposals or adding another layer of bureaucracy. The workforce boards are providing a known quantity – successful programs, existing partnerships, and dollars that can be effective immediately.

Senate Bill 1545 passed out of the Senate Labor and Business Committee this week and next week will go to the Subcommittee on Education, Ways and Means Committee. From there it will head to the Full Ways and Means Committee and then to the senate and house floors. The bill is expected to pass through and will then go the Governor for signature.

There will be approximately \$200 million dollars allocated to roughly 12 different programs. Workforce boards will receive their funding (based on the WIOA formula) within 60 days.

V. PY 2021/2022 BUDGET MODIFICATION 1

Tiffany Cink provided a summary. Lane Workforce Partnership annually prepares Modification 1 to the Adopted Operating Budget to record actual carry-over from the previous year and to add additional revenue sources, if necessary.

Total revenue increased by \$720,926 (12%) from \$5,822,761 to \$6,543,687. The overall increase is due to additional WIOA DWG Fire Restoration and Recovery Funds, additional WIOA Dislocated Worker Funds, increased State General Fund Investments including the Oregon Youth Employment Program and additional investments from community partners for Sector Strategy projects.

Total expenses increased by \$200,271 (4%) from \$5,271,832 to \$5,451,225.

The Reserve for Future Expenditures increased from \$443,929 to \$985,462:

- \$514,872 for WIOA for July – September 2022;
- \$243,366 for Oregon Youth Employment Program for July 2022 – June 2023;
- \$227,224 for State of Oregon General Fund investments for July 2022 – June 2023.

Personnel Services represent 17% of annual expenses and Materials and Services represent 5% of annual expenses. The remaining 78% is for Community Investments which are the amounts directly attributed to the provision of workforce services in Lane County.

Joe Berney made a motion to adopt the General Operating PY 2021/2022 Budget Modification #1 as presented. Greg Ervin seconded and the motion was unanimously approved.

VI. EXECUTIVE DIRECTOR TRANSITION

Jennifer Adams provided a summary of where we currently are with the transition. A summary document was provided in the board packet based on comments from the board regarding 1) how to learn more about Ms. Espinoza and have her learn more about us as board members and 2) what

it would mean to open up the position for a competitive process if that is the direction the board decides to go.

Ms. Adams encouraged board members to meet one on one with Ms. Espinoza. These meetings provide a good opportunity to learn more about Ms. Espinoza and her work in the community and for this board and what she continues to do from a planning perspective.

In terms of an evaluation for the board and staff to complete on Ms. Espinoza during March/April, Ms. Adams suggested a different approach so that the board can receive information sooner. Instead of the traditional performance review process, Ms. Adams is recommending having Ms. Espinoza provide monthly updates on her actions and performance in support of the strategic plan. Ms. Adams feels this process provides the board with an understanding of what Ms. Espinoza is working on and allows for feedback and/or coaching depending on what is learned through the updates. This is a more modern approach to performance management versus a one time review halfway through the interim process.

Ms. Adams noted that Kristina Payne, as a mentor to Ms. Espinoza will also be providing a report at the end of the interim contract.

Joe Berney said that he feels the board should give Ms. Espinoza a one-year contract with the Interim title removed to allow her time to grow into the position and gain experience and not have this process be so rushed.

There was interest from board members in removing the Interim title from Ms. Espinoza's position. Ms. Adams asked Ms. Cink what operationally would need to happen for this request. Ms. Cink responded that Ms. Adams would re-negotiate a contract with Ms. Espinoza. Ms. Espinoza mentioned that since there are a few members missing from the meeting today, she feels it would be best to have a meeting where everyone is able to attend and discuss this further.

Greg Ervin said that if the procedures/mechanisms are in place for making sure that whomever is serving in this role is satisfying expectations, then he sees no reason to have a temporary title.

After discussion, it was decided that the Executive Director Transition will be an action item at the March 2022 Executive Board meeting with a detailed explanation as to why the board is recommending removing Interim from the title and putting a one-year contract in place.

VII. OTHER BUSINESS

No other business was noted.

VIII. ADJOURNMENT

Jennifer Adams adjourned the meeting.