



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, April 20, 2023

11:30am – 1:00pm

MINUTES

In Attendance: Jennifer Adams, Stan Pickett, Shondra Holliday, Solomon Harris, Heather Buch, Mike Clark, Michelle Webber, Dana Merryday
Staff: Ashley Espinoza, Tiffany Cink, Anne Nestell, Stephanie Lovell

Action Summary	Motion	Seconded	Status
Approved Executive Board Meeting Minutes: March 16, 2023	Heather Buch	Michelle Webber	Approved

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

Heather Buch made a motion to approve the March 16, 2023 Executive Board meeting minutes. Michelle Webber seconded and the motion was approved.

IV. EXECUTIVE DIRECTOR CONTRACT RENEWAL

Jennifer Adams provided a summary. Ms. Espinoza’s current contract will expire on June 30, 2023 and has been in effect since April 21, 2022.

The Board Officers met in early April to discuss Ms. Espinoza’s performance evaluation survey results and next steps. A new contract was offered to Ms. Espinoza and she accepted. The new contract is for a three-year period, July 1, 2023 – June 30, 2026 and includes an increase in the base salary.

Ms. Adams noted that the board has an opportunity on an annual basis to go through the performance review process and she encourages members to have regular conversations with Ms. Espinoza so that the board can help support her and the organization on a regular basis.

V. EXECUTIVE DIRECTOR'S REPORT

Ms. Espinoza thanked everyone for their support. She feels proud to be in this position and is excited for the work ahead. Before sharing highlights, Ms. Espinoza laid out what LWP is trying to accomplish. There are several buckets that our work influences and touches in a lot of ways. Our mission is to meet the workforce needs of individuals and employers through partnership and innovation. LWP leads with the purest meaning of innovation and partnership and we are focused on creating opportunities for the people of Lane County. When we say workforce development for individuals, we are saying human development and meeting people where they are. For industry, it is saying how do we best support businesses that have chosen Lane County to be their home.

Highlights since the last Executive Board meeting:

- LWP submitted our RISE grant application yesterday. This is a grant opportunity through the Department of Agriculture to support the community of Oakridge.
- Constructing a Brighter Future: Members involved with Constructing a Brighter Future have been speaking at conferences sharing how the collaborations and partnerships were formed in order to get this project off the ground. Shareen Vogel with Lane ESD and Lyle Lang with LWP have been champions of this work.
- We have contracted with the Center for Workforce Excellence International for board and staff development and engagement. We will be doing an in-person staff training with CWEI on May 24th followed by a board training on May 25th from 10:00am – 2:30pm. The full board meeting will take place that same day from 3:00pm – 5:00pm. Ms. Espinoza encourages all to attend the board training and meeting if possible. There will also be a No Host Happy Hour Event on Wednesday, May 24th from 4:00pm – 6:30pm where you have the opportunity to meet the team from CWEI. Please RSVP through the calendar invite you received.
- Board Recruitment: We have three openings for business representation and one opening for a community-based organization representation. We received nine applications and Ms. Espinoza and Ms. Adams are in the process of interviewing prospective board member candidates. LWP also created a document (LWP Board Roles) that explains the functions and composition of each of the board governance groups (LWP Full Board, LWP Executive Board, and the Lane Workforce Council). For the individuals that do not get selected for board membership, we are hoping to engage these individuals through board task teams/committee assignments.
- LWP attended the National Association of Workforce Boards in Washington DC last month. In addition to conference sessions, we were able to meet with staff from Senators Merkley and Wyden's office as well as Congresswoman Val Hoyle.
- The LWP Team is attending the National Association of Workforce Development Professionals next month in New Orleans. LWP will be presenting with CWEI on "High Performance Boards are No Accident".
- The State is looking for Grant Reviewers for the Youth Development Oregon Grants. Having Lane County representation on the review panel would be great. An email was sent out yesterday so if you are interested, please refer to that email. Ms. Adams noted that she sat on the CTE Review Committee previously and it was a great experience. She encourages members to participate if they have the time and capacity as it is a great way to learn what is going on across the state.
- Next week Ms. Espinoza and Heidi Larwick (Connected Lane County) are presenting to the Oregon Community Foundation Southern Willamette Valley Leadership Council. People are really interested in workforce development and how philanthropy fits into the mix. Often times

our funding is restrictive so it would be great if we can figure out more flexible funding to align with our goals and provide support where we can.

Dana Merryday mentioned that his wife is going through the process of becoming a certified ombudsman and is concentrating on elder care. In the two facilities she advocates for, they cannot get or retain help because the wages are not competitive and this leads to very high turnover. Mr. Merryday stressed the great need for caregivers across the state. Ms. Espinoza said that we are trying to figure out as a system how we all work together to meet our collective goals and implement strategies to address these challenges.

VI. EXECUTIVE BOARD MEMBER UPDATES

Heather Buch shared that Jude Anderson has been hired as the Community Economic Development Manager for Lane County. If you haven't had a chance to reach out to him yet, feel free to do so. Mr. Anderson comes to Lane County from Texas and has a great background in economic development. The County is excited to have him.

VII. OTHER BUSINESS

No other business was noted.

VIII. ADJOURNMENT

Jennifer Adams adjourned the meeting.