



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, May 18, 2023

11:30am – 1:00pm

MINUTES

In Attendance: Shondra Holliday, Solomon Harris, Stan Pickett, Heather Buch, Mike Clark, Michelle Webber, Dana Merryday
Absent: Jennifer Adams
Staff: Ashley Espinoza, Tiffany Cink, Cindy Perry, Stephanie Lovell, Lyle Lang

Recommendation	Motion	Seconded	Status
Approve Executive Board Meeting Minutes, April 20, 2023	Michelle Webber	Dana Merryday	Approved
Approve Program Year 2023 – 2024 General Operating Budget	Solomon Harris	Michelle Webber	Approved

I. CALL TO ORDER

Shondra Holliday called the meeting to order.

II. PUBLIC COMMENT

There was no public comment.

III. CONSENT CALENDAR

Michelle Webber made a motion to approve the April 20, 2023, Executive Board meeting minutes. Dana Merryday seconded and the motion was approved.

IV. PROGRAM YEAR 2023 – 2024 GENERAL OPERATING BUDGET

Tiffany Cink provided an overview of the budgeting process at Lane Workforce Partnership, where the original budget is prepared annually for final approval by the LWP Executive Board in May. This is followed by Budget Modification #1 in September/October to finalize revenue allocations and carry-forwards.

Comparing to the 2022 – 2023 Modification #1, there was a revenue decrease of \$2,792,753 (\$10,027,347 to \$7,234,593). Notably, 53% of this reduction can be attributed to the State of Oregon Future Ready Oregon Prosperity 10,000 one-year funding allotment. The State of Oregon General Funds were awarded and made available in May 2022 with an expiration date of June 30, 2023. The Future Ready Oregon Prosperity 10,000 program has continued funding with Federal American Rescue Plan Act (ARPA) with spending allowed until June 30, 2026.

For the Federal Department of Labor Workforce Innovation and Opportunity Act (WIOA) Program Year 2023 – 2024, the formula allocations for Oregon published on April 23rd, 2023, saw a decrease across all categories (WIOA Adult, Dislocated Worker, Youth). This overall decrease exceeded 8%, compared to the previous decrease of 5.5% in 2022 – 2023. These annual reductions in WIOA Formula Funds affect essential programs for Adult, Dislocated Worker, and Youth, prompting LWP to explore diversified funding sources to mitigate formula-induced fluctuations.

Additionally, state general fund programs such as General Fund Work Experience, Industry Engagement, Workforce Strategies, and the Oregon Youth Employment Program (OYEP) are funded through the state biennium budget, with flat funding anticipated for the 2023 – 2025 period.

Total expenses saw a decrease of \$1,169,618, reducing the amount from \$7,049,137 to \$5,879,519. The reserve for Future Expenditures also diminished by \$1,623,136, now standing at \$1,355,074. This reserve will support ongoing endeavors in State General Funds, the HOWTO Grant, and the remaining ARPA portion of Prosperity 10,000. Moreover, it will fund existing WIOA Adult, Dislocated Worker, and Youth programs during the months of July, August, and September 2024.

Personnel Services represent 20% of annual expenses, encompassing nine positions (8.2 FTE) and an annual budget including benefits amounting to \$1,164,503.

Materials and Supplies account for \$335,447, equivalent to 6% of annual expenses. This category encompasses non-personnel costs linked to the office and personnel at 1401 Willamette Street, and expenses tied to the Lane Workforce Partnership Board of Directors.

Community Investments, totaling 74% of overall expenses, are directly allocated to provide workforce services for Lane County residents. The objective is to cultivate a skilled workforce equipped with the knowledge and skills/capabilities required for successful careers.

Regarding the impact of cuts to the WIOA Adult, Dislocated Worker, and Youth programs, Stan Pickett inquired about their repercussions. In response, Ms. Cink noted that evaluating these cuts is challenging, especially in terms of the staff positions funded for these programs. Efforts to mitigate the impact include refraining from funding certain vacant positions. Ashley Espinoza highlighted ongoing discussions with partners to foster collaboration and ensure the continuity of services for the community.

Solomon Harris made a motion to adopt the Original Operating Budget for 2023 – 2024 as presented. Michelle Webber seconded and the motion was approved.

V. HECC/OWI FINAL MONITORING REPORT

Tiffany Cink delivered an overview. Annually, the State of Oregon conducts monitoring, primarily directed at federal compliance. Ms. Cink reported that once again this year, our monitoring yielded positive outcomes, requiring no further actions on this agenda item.

VI. EXECUTIVE DIRECTOR'S REPORT

Ashley Espinoza provided a summary.

- Jennifer Adams, LWP Board Chair, and Ashley Espinoza met with all nine prospective board members vying for the five open positions. These positions consist of four representatives from the business sector and one from a community-based organization. A recommendation resulting from these discussions will be presented to the Lane Workforce Council for their consideration during the meeting scheduled for June 15th, 2023. The newly appointed board members will serve a three-year term beginning July 1, 2023.
- LWP staff remains integral partners/collaborators in both statewide and local initiatives, actively contributing to the enhancement and collaborative development of a more accessible, streamlined, and recognized public workforce system.
- Ms. Espinoza holds a position on the Board of Directors for Connected Lane County, where she presently serves as co-chair of a subcommittee dedicated to refining the profile of a K – 12 graduate. This subcommittee is actively engaged in assessing the extent of students' exposure and identifying areas of deficiency. Inquiries have been directed towards both community and industry partners, encompassing:
 - How can youth demonstrate their aptitude?
 - What mechanisms do employers use to access and provide evaluative input?
 - In instances where gaps or opportunities for additional growth are identified, to what extent are employers willing and capable of assisting an employee or candidate, particularly within a competitive labor landscape?

Ms. Holliday shared an exciting collaboration between Lane County Medical Society, Connected Lane County, and Lane Community College. A comprehensive day of training is scheduled for late June, targeting individuals currently in entry-level roles within medical practices, as well as those wanting to venture into the medical field. The anticipated participants include approximately 30 students from Connected Lane County and 15 to 20 current medical practice employees. Lane Community College will oversee the facilitation of this training session. This initiative originated from discussion Lane County Medical Society was having with their employers regarding the skill gaps identified within their workforce.

Dana Merryday inquired about specifics of the Elevate, Navigate, and Spark programs offered by Connected Lane County. In response, Ms. Espinoza shared that Elevate is a program that empowers youth and educators by creating meaningful connections with industry partners. It has a proven track record of providing opportunities that lead to post-secondary success and high-wage, high-demand jobs. Navigate is a program that offers a variety of support services to youth facing significant barriers to success. LWP supports this program through our WIOA funding. Services include support for education, career goals, financial stability, employment, and more. Spark is a program that brings community, education, and industry together through hands-on learning. Ms. Espinoza emphasized that the preliminary visual aid presented in the packet is just a starting point and more specific information will be added to the visual aid throughout the ongoing process.

- Connected Lane County invites you to join them at Spark at Booth Kelley in Springfield on Friday, June 9th from 4:00pm – 6:00pm for a donor appreciation event.
- Future Ready Oregon Round 2 will be coming out shortly presenting an opportunity to secure funding of up to \$35 million for community-based organizations and workforce

service providers. These funds are earmarked for education and training initiatives in critical sectors of Oregon's economy. The application deadline is June 23 and LWP will be applying.

- The Eugene-Springfield Lane Leaders group has been active this year in the realm of workforce development. One of the initiatives brought forward is the introduction of Oregon Tradeswomen to Lane County. With a proven track record of over 30 years in delivering effective pre-apprenticeship training in the Portland region, Oregon Tradeswomen is expanding to Lane County. This program is scheduled to start in July and conclude in September. Local businesses and organizations are invited to contribute to the program's success by offering their support in various capacities such as guest speakers, field trips, mock interviews, and mentorship. Please share this opportunity across your networks.
- Ms. Espinoza encouraged everyone to engage in the upcoming LWP board training scheduled for May 25th, facilitated by the consulting team from the Center for Workforce Excellence International (CWEI).
- Tomorrow at noon, a groundbreaking ceremony will take place at Lane Community College for the Lane Industry and Trades Education Center (ITEC). All are invited to attend this event.

VII. EXECUTIVE BOARD MEMBER UPDATES

- Shondra Holliday (Lane County Medical Society): Ms. Holliday shared that in addition to the training mentioned earlier, Lane County Medical Society is working with Oregon Medical Education Foundation to bolster the mentorship program.
- Heather Buch (Lane County Board of Commissioners): Ms. Buch stated that the county is currently in the midst of its budgetary process which is anticipated to conclude within the next couple of weeks. This year's budget is notably more constrained compared to previous years, reflecting a readjustment in funding priorities.
- Mike Clark (Councilor, City of Eugene): Mr. Clark stated that the City of Eugene underwent a significant budgetary shift this year by transitioning from annual budgets to biennium budgets. As the new budget cycle commenced, the city was confronted with a budgetary deficit of \$20 million. In response, Eugene managers have formulated a budget proposal aimed at implementing comprehensive reductions across all sectors. Mr. Clark and others on the Eugene Council are taking steps to amend some of the proposed reductions. It is a difficult but interesting process. Additionally, Mr. Clark shared that the Eugene-Springfield Fire Department will begin its apprenticeship program within the upcoming months. Ms. Espinoza indicated that LWP has engaged and established connections with the parties involved.
- Dana Merryday (Councilor, City of Cottage Grove): Mr. Merryday mentioned that Cottage Grove is also currently in the midst of its budget cycle. The city's overall financial status appears satisfactory across numerous areas. However, there is a significant backlog of unfunded improvement projects, requiring a total of \$78 million to bring them up to the

desired standards. The condition of the roads has led to the formation of an ad-hoc committee tasked with exploring various funding options. Considerable portions of the American Rescue Plan Act (ARPA) funds have been utilized to establish programs aimed at assisting the unhoused population. While there is funding allocated in the current budget cycle for these programs, there are no provisions for future cycles unless the State allocates additional financial support. Regarding workforce efforts, Cottage Grove has initiated a practice of hiring high school students for summer internships.

- Michelle Webber (Councilor, City of Springfield): Ms. Weber conveyed her enthusiasm about the arrival of Spark to Springfield, expressing excitement for the collaborative opportunities that lie ahead.
- Solomon Harris (CEI Coatings): Mr. Harris mentioned that his company has collaborated with Connected Lane County to provide opportunities for job shadowing.
- Stan Pickett (Delta Sand & Gravel): Mr. Pickett reported a positive outcome resulting from grant funding provided by LWP. Specifically, the company has successfully trained five new CDL drivers into their workforce who are now actively operating on the road. Additionally, efforts are underway to further enhance the skills of existing employees, with a focus on training in equipment operation and concrete finishing.

VIII. OTHER BUSINESS

Since this marks Stan Pickett's final meeting as an Executive Board Member, Lyle Lang and the LWP team took the opportunity to acknowledge Mr. Pickett. They commended his tremendous contributions in the construction, aggregate, and transportation realms, as well as his steadfast dedication to working with youth. Mr. Pickett has been a true industry champion.

IX. ADJOURNMENT

Shondra Holliday adjourned the meeting.