



**LANE WORKFORCE EXECUTIVE BOARD MEETING**

**Thursday, May 19, 2022**

**11:30am – 1:00pm**

**MINUTES**

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

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<b>Action Summary</b>	<b>Motion</b>	<b>Seconded</b>	<b>Status</b>
Approved Executive Board Meeting Minutes, April 21, 2022	Mike Clark	Greg Ervin	Unanimous Approval
Adopted the Original General Operating Budget for 2022-2023 as presented	Greg Ervin	Mike Clark	Unanimous Approval

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**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 April 21, 2022 Executive Board meeting minutes. Greg Ervin seconded and the motion was unanimously approved.

**IV. EXECUTIVE DIRECTOR REPORT**

Ashley Espinoza reviewed the roles and responsibilities of the workforce council, board and workforce system as a whole.

The Lane Workforce Council (comprised of the County of Lane, and the Cities of Cottage Grove, Eugene, Florence, and Springfield) serves as the Chief Elected Official for Lane County. Some of the responsibilities for this group include:

- Appointing members to the Lane Workforce Board
- Serving as the grant recipient for funds allocated to the local area;
- Approving the Lane Workforce Board budget;
- Participating in the development, approval, and submission of the local strategic plan;

- Participating in the selection of one-stop operators and other service providers;
- Carrying out local program oversight; and
- Participating in the negotiation of local performance measures.

The Lane Workforce Partnership serves as the fiscal and administrative agent for Lane County workforce programs. The purpose of the Corporation is to work in concert with the business community and public agencies to promote job opportunities for unemployed individuals and individuals who need further training to maintain or advance their current job position.

The Lane Workforce Board serves as the designated Local Board for Lane County. The Lane Workforce Board is comprised of business reps (51%), labor and community-based organization reps (20%), higher education and adult education & literacy reps, and vocational rehabilitation, Wagner Peyser, and economic development reps. The role of the board is to be a catalyzer, convener, analyzer, broker, community voice, and capacity builder/investor.

The Oregon workforce system is comprised of the following agencies:

- Oregon Employment Department (OED)
- Higher Education Coordinating Commission (HECC)
- Bureau of Labor and Industries (BOLI)
- Oregon Department of Human Services (DHS)
- Oregon Commission for the Blind (OCB)

Locally, our system performance partners include:

- Lane County Department of Human Services, Self Sufficiency
- Lane Community College
- Oregon Employment Department
- Vocational Rehabilitation Services
- Easterseals
- Connected Lane County (includes Looking Glass and Bethel School District)
- Marcola School District
- Lane County Youth Services

Priority Populations to serve:

- Displaced homemakers
- Low-income individuals and families
- Individuals age 55 and older
- Returning citizens (ex-offenders)
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- English language learners
- Individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm
- Single parents
- Long-term unemployed individuals
- TANF (Temporary Assistance for Needy Families)

- Individuals with disabilities that
- Veterans and Veterans Spouses
- Disabled Veterans
- Indians
- Alaska Native
- Native Hawaiians

Ms. Espinoza reviewed the staff organizational chart and noted that some job titles have been updated along with also adding a new position, Director of Community Engagement.

We are in negotiations with Onward Eugene to lead our sector strategy work. Onward Eugene has already been working with us by providing On-the-Job business services.

## V. PROGRAM YEAR 2022 – 2023 BUDGET

Tiffany Cink provided a summary on the Program Year 2022-2023 Budget. Lane Workforce Partnership annually prepares the original budget for final adoption by the LWP Executive Board in May with a Budget Modification #1 in September or October to finalize revenue allocations and carry-forward.

Revenue increased from the 2021-2022 Modification #1 total of \$6,543,687 by \$3,004,170 to \$9,440,857.

The federal Department of Labor Workforce Innovation and Opportunity Act (WIOA) Program Year 2022/2023 formula allocations for the states were published on May 6<sup>th</sup> with decreases for Oregon in all categories (WIOA Adult, WIOA Youth, WIOA Dislocated Worker). The overall decrease is approximately 5.5%. The State of Oregon Higher Education Coordinating Commission Office of Workforce Investments (OWI) hasn't published their allocations for the local areas. The WIOA funds in this budget are based on estimated carry-over and new allocations which will be finalized with budget modification #1.

Total expenses increased from \$5,451,225 by \$1,242,370 to \$6,693,595.

- Reserve for Future Expenditures increased from \$985,462 by \$1,761,800 to \$2,747,262. The reserve will fund the on-going work in both the HOWTO Grant and the ARPA portion of Prosperity 10,000 in addition to funding the existing WIOA Adult, Youth, and Dislocated Worker programs during July, August, and September of 2023.
- Personnel Services represent 15% of annual expenses.
- Materials and Services are \$286,506, 4% of annual expenses.
- Community Investments represent 81% of total expenses.

Greg Ervin made a motion to approve adopting the Original General Operating Budget for 2022 – 2023 as presented. Mike Clark seconded and the motion was approved unanimously.

## VI. OTHER BUSINESS

Damien Pitts announced that Springfield has approved at least \$2,500 a year to start working with Sister Cities International to create a partnership with a specific city in a foreign country. Currently

Springfield does not have any sister cities – Eugene has four. Mr. Pitts would love to get youth involved in this process.

Ms. Espinoza shared that the Eugene Chamber Celebration of Business event is happening this coming Monday. LWP purchased a table and board members along with staff from Lane County Health and Human Services will be attending.

Micah Elconin, Lane County’s Food and Beverage Strategist is starting the Food Unpacked events again – these are good events to participate in and learn what is happening in the industry and locally. LWP has tickets for these events if you are interested in attending.

## VII. ADJOURNMENT

Jennifer Adams adjourned the meeting.