



**LANE WORKFORCE EXECUTIVE BOARD MEETING**

**Thursday, September 21, 2023**

**11:30am – 1:00pm**

**MINUTES**

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

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<b>Recommendation</b>	<b>Motion</b>	<b>Seconded</b>	<b>Status</b>
Approve Executive Board Meeting Minutes, May 18, 2023	Heather Buch	Michelle Webber	Approved
Approve Lane Council Meeting Minutes, June 15, 2023	Michelle Webber	Dana Merryday	Approved

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**I. CALL TO ORDER**

Shondra Holliday called the meeting to order.

**II. PUBLIC COMMENT**

There was no public comment.

**III. CONSENT CALENDAR**

Heather Buch made a motion to approve the May 18, 2023, Executive Board meeting minutes. Michelle Webber seconded, and the motion was approved.

Michelle Webber made a motion to approve the June 15, 2023, Lane Council meeting minutes. Dana Merryday seconded, and the motion was approved.

**IV. WIOA SUB-RECIPIENT FINANCE MONITORING**

Tiffany Cink presented an overview of the monitoring completed with Connected Lane County (Youth) and Lane County Health and Human Services (Adult and Dislocated Worker).

This past year marked the first year of Connected Lane County operating as an independent nonprofit entity, distinct from Lane ESD. The WIOA Youth program is being effectively administered, with participants receiving active case management, and program records are maintained and current.

However, the WIOA Adult and Dislocated Worker Program for PY 22/23 unveiled inconsistencies in participant engagement, documentation, and accurate data entry. The presence of multiple funding sources, coupled with the structural configuration of I-Trac's structure, has contributed to challenges in maintaining data accuracy. Additionally, human error has played a role in this scenario.

Due to these identified issues, Lane County Health and Human Services has been placed on a Corrective Action and Performance Improvement Plan for the entirety of PY 23/24.

OMEP serves as our One-Stop Operator, and while they do not directly deliver services, they are classified as a subrecipient and are subject to monitoring as per regulatory requirements. The One-Stop Operator is a federally mandated component of the WIOA One Stop System. OMEP primarily receives federal funding through the Department of Commerce Manufacturing Extension Partnership Program and operates statewide in Oregon. They serve as the One Stop Operator for seven out of the nine Local Workforce Boards in Oregon. We conducted a review of their audit, which revealed no findings or observations, and the schedule of Federal awards was accurately presented.

## **V. LWP LOCAL STRATEGIC PLAN 2024 – 2028**

Cindy Perry outlined the procedure involved in crafting and executing the Local Strategic Plan. As per the requirements of the workforce Innovation and Opportunity Act (WIOA), states and local boards are mandated to develop and refresh their local plans every four years. We are in the process of updating our Local Plan for implementation in PY 2024. Simultaneously, in Lane County, the Workforce Development Board is in the process of formulating a Strategic Plan that will guide the actions of LWP over the four-year period.

LWP will start the process by convening focus groups in various regions across the county, including Eugene, Springfield, Cottage Grove, Florence, and Junction City. Invitations will be extended to board members, local elected officials, businesses, community members, stakeholders, workforce service delivery partners, and economic development partners.

Additionally, a committee from the Workforce Development Board will be convened to actively engage in this undertaking. The finalized Local Plan is slated for submission to the State Workforce and Talent Development Board by March 18, 2024.

## **VI. LWP YEAR-END PERFORMANCE REPORT**

Cindy Perry presented an overview of the Year-End Performance Report, a semi-annual report that provides a detailed analysis of our workforce service delivery system outcomes.

Key Highlights:

1. **Customer Engagement:** Over the past year, there has been a notable increase of 1,568 customers utilizing the services of the WorkSource Center. While there was a decline during the COVID-19 pandemic, we are now seeing an upward trend.
2. **Performance Metrics:** The Youth program continues to perform well in all core performance measures mandated by the law. However, the Adult/Dislocated Worker program faced challenges in achieving Measurable Skill Gain. This issue is linked to the concerns identified during the monitoring process, and corrective measures have been initiated with the contract, as previously mentioned. It is important to note that participants are acquiring the necessary skills, but there are discrepancies in the reporting within I-Trac.

3. Fund Development: The Year-End Report includes a breakdown of the grants we applied for, along with the status of those applications. In the past year, we submitted four grant applications and are currently awaiting decisions on three of them.
4. Impacts of Prosperity 10K: Upon compiling the data, it became evident that the programs have had a substantial and immediate impact. The following initiatives are attributed to this success:
  - Industry Wide Training Projects (projects designed to help businesses in areas where they need some training and growth): Engaging 105 businesses and 188 individuals.
  - Customized Training Programs: Involving 6 businesses and 84 individuals, where businesses play a direct role in training section and implementation to meet their workforce needs.
  - Career and Training Services Program (including On-the-Job Training, Scholarship Training, Career Services, STEP): Engaging 19 businesses and 377 individuals.
  - Overall Impact: Encompassing 130 businesses and 649 individuals across all projects.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

In addition to the communication document provided with the board packet for this meeting, Ashley Espinoza highlighted a few points.

- Communication Document
  - This standalone document accompanies the board packet for meeting preparations. The document offers information about the organization, covering updates on programs, legislative matters, events, business services, and more.
- Oregon Economic Development Association (OEDA) Conference
  - The OEDA Conference is being held October 8 – 10 at the Graduate Hotel in Eugene. The conference includes a tour of the Spark on 7<sup>th</sup> facility.
- WORKing Together Conference
  - The annual WORKing Together Conference, organized by the Oregon Workforce Partnership, will take place November 6 – 8 at the Riverhouse Conference Center in Bend. A special reception for workforce board members is planned for the evening of the 6<sup>th</sup>. “Constructing a Brighter Future” has been chosen as one of the workshop sessions at the conference. Attendance is encouraged, as last year’s conference was a sold-out event.
- Lane Workforce Partnership Monthly Newsletter
  - We’ve launched a monthly newsletter designed to share success stories, valuable insights, and information and resources.

- Connected Lane County Taskforce
  - A taskforce has been created to help define the profile of a graduating student and emerging workforce. The taskforce will focus on questions such as how young individuals can demonstrate mastery in professional, technical, and life skills; how employers can effectively evaluate and provide feedback; and how various stakeholders can collaborate to help individuals bridge skill gaps and realize their potential.
- Customized Training, Lanz Cabinets & Catholic Community Services
  - A video showcasing the impact of this partnership was shared. Through this innovative approach, Lanz Cabinets has achieved an impressive 90% retention rate.

## VIII. EXECUTIVE BOARD MEMBER UPDATES

- Michelle Webber (Councilor, City of Springfield):
  - Returned to session at the beginning of September. Ms. Webber has attended several ribbon cutting ceremonies in Springfield, including Connected Lane County's Spark at Booth-Kelly.
- Dana Merryday (Councilor, City of Cottage Grove):
  - The Council is in the final stages of acquiring a 64-acre parcel, with 20 acres earmarked for industrial use. There is a potential firm that has expressed interest in relocating their operations to Cottage Grove. While details about the company are limited, they appear to be environmentally aware and are expected to bring high-paying jobs to the area. The parcel has a river that runs through it with one side designated for industrial development, complete with railroad access. On the other side, we are working towards establishing a planned community. The city will take the lead in determining the infrastructure, opening opportunities for developers to construct a range of housing options, including affordable, low-cost, single-family, and mixed-use housing.
  - Our long-serving City Manager, Richard Meyers, is set to retire at the end of this month. The search for a new City Manager is underway.
  - There is a recall effort targeting three members of the City Council, led by a group of citizens who hold differing views on the Council's approach to addressing the unhoused.
- Heather Buch (Lane County Board of Commissioners):
  - We're witnessing a continued trend of our talented employees being recruited by the State. Lane County's Emergency Manager recently assumed the role of Deputy Director at the Oregon Emergency Management Department. Consequently, we are currently in the process of seeking a replacement for the Emergency Manager position, and the job description has been officially posted. Please feel free to circulate this opportunity.
  - Just yesterday, we held a dedicated work session centered around public safety funding. There's a significant risk that we may lose some of our specialized programs aimed at assisting individuals in reintegrating into the community, securing employment, and obtaining stable housing. Presently, we are facing a shortfall of \$9.4M for this biennium due to reductions in state allocations. While we are hoping

for corrective measures in the upcoming legislative cycle, there's uncertainty if they will get to it fully in 2024. In the meantime, this situation could potentially have a significant impact on our community, particularly in programs tailored to support women and their reintegration efforts, as well as ensuring seats at Sponsor's. We're engaging in discussions with the administrator and staff in public safety to explore solutions until the state can comprehensively address the systemic issues in the calculation of public safety funding overall.

- Shondra Holliday (Lane County Medical Society):
  - Lane County Medical Society publishes a monthly magazine, with each edition centered around a unique theme. We highlight one of our physician members on the cover, aligning with the month's chosen topic. In the upcoming October issue, we explore the critical issues of youth homelessness. The content is tailored to physicians, ensuring they're equipped with knowledge about valuable resources for their patients.

## **IX. OTHER BUSINESS**

No additional matters were recorded.

## **X. ADJOURNMENT**

Shondra Holliday adjourned the meeting.