



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, May 21, 2020

11:30am – 1:00pm

MINUTES

In Attendance: Kristina Payne, Stan Pickett, Jennifer Adams, Shondra Holliday, Joe Berney, Christine Lundberg, Jake Boone

Absent: Mike Clark, Celeste Marshall

Staff: Tiffany Cink, Anne Nestell, Cindy Perry, Lyle Lang, Ashley Espinoza, Stephanie Lovell

Guests: Kathy Smith

Action Summary	Motion	Seconded	Status
Approved Executive Board Meeting Minutes, April 15, 2020	Shondra Holliday	Joe Berney	Unanimous Approval
Adopted the PY 2020/2021 General Operating Budget as presented	Jake Boone	Jennifer Adams	Unanimous Approval
Approved WIOA Youth/Young Adult Services Contracts for July 1, 2020 – June 30, 2021 with option to extend the contracts for four additional one-year periods based on performance and funding availability to:	Jake Boone	Joe Berney	Unanimous Approval
<ul style="list-style-type: none"> • Lane ESD: \$692,368 • Marcola School District \$ 45,111 • Lane County Youth Services \$ 37,521 			
TOTAL			\$775,000

I. CALL TO ORDER

Stan Pickett 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 April 15, 2020 Executive Board Meeting Minutes. Joe Berney seconded and the motion was unanimously approved.

IV. PROGRAM YEAR 2020 - 2021 BUDGET

Tiffany Cink provided an overview. LWP annually prepares the budget for final adoption by the LWP Executive Board.

Revenue: Revenue decreased from the 2019-2020 Modification 1 \$4,540,298 to \$4,506,918. The federal Department of Labor WIOA formula allocations for the states were published on April 24th with increases for Oregon in Adult and Youth funds and a decrease in Dislocated Worker. The State of Oregon Higher Education Coordinating Commission hasn't published allocations for the local areas. The WIOA funds in this budget are based on estimated allocations and estimated carry-over from 2019-2020. Both WIOA carry-over and allocations will be finalized with budget modification #1.

For the state general fund programs, they are in the second year and funding is based on estimated carry-forward and new funding provided for Virtual Reality Healthcare Training.

Expenses: Total expenses increased from \$4,004,148 to \$4,150,235. The Reserve for Future Expenditures decreased from \$536,150 to \$356,683. We expect both the final allocations and carry-over of federal and state funds to increase this amount.

Personnel Services represent 23% of annual expenses and include eight positions (7.48 FTE) with annual budgeted costs including benefits of \$947,043. The decrease is \$29,972 from the modified budget of \$977,015 for 2019-2020.

Materials and Services are \$233,023 representing 6% of annual expenses. The amounts include those non-personnel service costs associated with the office and personnel at 1401 Willamette Street and the costs associated with the Lane Workforce Partnership Board of Directors.

Community Investments are the amounts directly attributed to the provision of workforce services to the population of Lane County. LWP has budgeted 71% of total expenses in the pursuit of a trained workforce of individuals with the knowledge and skills needed for career success.

Jake Boone made a motion to approve the General Operating Budget as presented. Jennifer Adams seconded and the motion was unanimously approved.

V. WIOA YOUTH/YOUNG ADULT RFP

Lane Workforce Partnership released the Request for Proposals for WIOA Youth/Young Adult Programs to be funded through the Workforce Innovation & Opportunity Act (WIOA). This is a five-year procurement for service provider contracts to begin July 1, 2020. The first year of program services are scheduled for the time period July 1, 2020 – June 30, 2021 with the option to extend the contracts for four additional one-year periods based on performance and funding availability. A total of four proposals were received:

- Lane Education Services District (in partnership with Eugene 4J, Bethel School District, Looking Glass, South Lane School District, and additional community partners)
- Lane County Youth Services

- Marcola School District
- Springfield School District

A Proposal Review Committee comprised of three LWP Board Members and the LWP Director of Workforce Investments, met to review, discuss and give final scores for the four submitted proposals. The committee’s contract recommendation included the following highest scoring respondents: Lane Education Services District; Marcola School District; and Lane County Youth Services. Based on the top three scoring proposals, the committee approved moving their recommendations to the LWP Executive Board for review and approval.

It was noted that Springfield School District’s proposal had a narrow scope of work and they would only serve the Springfield geographic region. Lane Education Services District has expressed that they are open and willing to expand and scale the program so that it can become county-wide.

Jake Boone made a motion to approve the recommendation of the Youth/Young Adult Program Proposal Review Committee to award Program Year 2020 – 2021 WIOA Youth/Young Adult Services Contracts for the period of July 1, 2020 – June 30, 2021 with the option to extend the contract for four additional one-year periods based on performance and funding availability to:

- Lane Educational Services District: \$692, 368
 - Marcola School District: \$ 45,111
 - Lane County Youth Services: \$ 37,521
- \$775,000**

Joe Berney seconded and the motion was unanimously approved.

VI. LWP RESPONSE TO COVID-19

Kristina Payne reported on Lane Workforce Partnership’s response to COVID-19. Items of note included:

- Distributed \$244k to 67 businesses with a total workforce of 411 employees;
- Provided COVID-19 resources and information for Spanish speaking business owners;
- Partnering with SHIFT to provide VR training to help health care workers stay safe in a COVID-19 environment;
- Partnered with the State to secure two National Dislocated Worker Grants that will bring workforce resources to our region;
- Engaged in policy discussions at the federal and state level to advocate for resources and other assistance;
- Continued delivery of services to our adult and youth/young adult participants;
- Continued to provide Rapid Response Services;
- Applied for a \$1.2 million Federal Youth Apprenticeship grant;
- Continued to be actively engaged with community partners;
- Established a resource page on LWP website for COVID-19 related information.

VII. LOCAL STRATEGIC PLAN

Ms. Payne provided an update on the Local Strategic Plan. We were just about ready to post for the 30-day public comment period when everything shut down due to COVID-19. The state provided an extension so that boards could review their plans in light of COVID-19. Ms. Payne has since reviewed the plan and feels that it allows for flexibility should events like this happen in the future. She explained that we were thoughtful about an ever-changing environment when we developed the plan and everything identified in the plan still resonates:

- Prepare workers for self-sufficiency employment in a new and changing economy.
- Connect individuals to education, skill-building and employment opportunities in occupations most impacted.
- Prepare our youth for future employment.
- Catalyze the community around diversity, equity, and inclusion (DEI) to expand workforce leadership and participation opportunities for all.
- Align strategic partnerships to expand our collective capacity to address systemic workforce challenges.

Ms. Payne is comfortable going ahead and putting the plan out for 30-day public comment. It is possible that the federal government will go to the state with specific things that need to be addressed and the state will in turn, ask questions of the local boards – there has not been a timeframe provided for this.

This document will become a template for staff and provides guidance and parameters around the work we will be doing moving forward.

VIII. OTHER BUSINESS

No other business was noted.

IX. ADJOURNMENT

Meeting adjourned at 1:00pm.

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