



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, September 19, 2019

11:30am – 1:00pm

MINUTES

In Attendance: Kristina Payne, Stan Pickett, Jennifer Adams, Celeste Marshall, Shondra Holliday, Christine Lundberg, Jake Boone, Mike Clark

Absent: Joe Berney

Staff: Tiffany Cink, Anne Nestell, Sue Thompson, Stephanie Lovell

Guests: Lori Bumgardner

Action Summary	Motion	Seconded	Status
Approve Executive Board Meeting Minutes, May 16, 2019	Jake Boone	Mike Clark	Unanimous Approval
Adopt the General Operating Budget as presented	Jake Boone	Mike Clark	Unanimous Approval
Approve LWP becoming a Pre-Approved Grant Relationship Fiscal Sponsor of ShiftBias	Jake Boone	Mike Clark	Unanimous Approval

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

Jake Boone made a motion to approve the May 16, 2019 Executive Board meeting minutes. Mike Clark seconded and the motion was unanimously approved.

IV. PY 2019/2020 BUDGET Mod 1

Tiffany Cink provided a summary. Total revenue increased from \$4,511,553 to \$4,647,298, an increase of 3% or \$135,745. Total expenses decreased from \$4,146,976 to \$4,004,148, a decrease of 3% or (\$141,932). The reserve for future expenditures increased from \$257,577 to \$536,150, an increase of \$278,573.

Personnel Services represent 24% of annual expenses and Materials and Services represent 6% of annual expenses. The remaining 70% is for Community Investments which are the amounts directly attributed to the provision of workforce services in Lane County.

Jake Boone made a motion to adopt the General Operating Budget as presented. Mike Clark seconded and the motion was unanimously approved.

V. FISCAL SPONSOR AGREEMENT

Tiffany Cink provided a summary. Wendy Morgan and Margaret Hubbell, co-founders of VR Training Solutions Inc. doing business as ShiftBias approached Lane Workforce Partnership about being a Fiscal Sponsor for ShiftBias.

Lane Workforce Partnership and ShiftBias are both in the business of student success. As a Fiscal Sponsor for ShiftBias, Lane Workforce Partnership will provide non-profit entity status for ShiftBias for the purpose of soliciting and receiving gifts, grants, contributions, and other revenues (collectively, “donations”) and distributing such funds to ShiftBias in support of their program. In exchange for this, Lane Workforce Partnership will receive 10% of the gross amount of the non-profit gifts, grants, and contributions received by ShiftBias annually. Lane Workforce Partnership will track and distribute the funds separately from all other funds received and distributed by Lane Workforce Partnership.

It was noted that because Lane Workforce Partnership is a 501(c)(3) and we are the local Workforce Board, we can offer this same service of being a Fiscal Sponsor to other organizations in the community. Executive Board members are supportive of entering into more of these types of partnerships in the future.

Jake Boone made a motion that Lane Workforce Partnership become a Pre-Approved Grant Relationship Fiscal Sponsor of ShiftBias. Mike Clark seconded and the motion was unanimously approved.

VI. OTHER BUSINESS

- Upcoming Conferences

WORKing Together Conference: Kristina Payne thanked everyone for helping to spread the word about the 2019 WORKing Together Conference – have approximately 300 people registered for the event from all over the state.

We are hosting the Next Gen Partnership Advanced Training Convening at the end of October. This event will bring approximately 250 people from all over the country to Eugene. There will be a team from Lane County focusing on the wood products industry. The Next Gen work is all about collaboration and partnership.

Kristina Payne, Courtney Griesel, and Sarah Means are presenting at the International Economic Development Council (IEDC) conference the middle of October in Indianapolis, IN. The focus is on collaborative partnerships.

Tech Tours: Tech Tours are back and happening October 3rd.

VII. ADJOURNMENT

Meeting adjourned at 1:20pm

At the conclusion of the Executive Board meeting, Lane Workforce Partnership Council members Christine Lundberg, Jake Boone, and Mike Clark met to review and approve the May 16, 2019 Council minutes. Council member Jake Boone made a motion to approve the May 16, 2019 Lane Workforce Council meeting minutes. Mike Clark seconded and the motion was unanimously approved.

Lane Workforce Partnership is an equal opportunity employer. With 48 hours of notice, auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost. Requests can be made directly to LWP or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900.