



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, May 20, 2021

11:30am – 1:00pm

MINUTES

In Attendance: Kristina Payne, Stan Pickett, Celeste Marshall, Shondra Holliday, Joe Berney, Mike Clark, Greg Ervin, Damien Pitts

Absent: Jennifer Adams

Others: Tiffany Cink, Anne Nestell, Cindy Perry, Stephanie Lovell

Action Summary	Motion	Seconded	Status
Approved Executive Board meeting minutes January 21, 2021	Shondra Holliday	Mike Clark	Unanimous Approval
Approved updated LWP By-Laws with the following change in section 4.4 Vote: remove the sentence “However, all Board decisions must be made by the affirmative vote of a majority of the then appointed and serving members of the Board, not simply a majority of the Board members whose presence constitutes a quorum.”	Mike Clark	Shondra Holliday	Unanimous Approval
Approved adopting the Original General Operating Budget for 2021 – 2022 as presented	Joe Berney	Shondra Holliday	Unanimous Approval
Approved recommending to the LWP Board of Directors the award of the Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker Service Provider contract to Lane County Health and Human Services (H&HS) in the amount of \$1,296,271 for the period of July 1, 2021 – June 30, 2022 with the option to extend the contract for four additional one-year periods based on performance and funding availability.	Mike Clark	Shondra Holliday	Unanimous Approval

Action Summary	Motion	Seconded	Status
Approved recommending to the LWP Board of Directors the award of the One-Stop Operator contract to Oregon Manufacturing Extension Partnership (OMEP) in the amount of \$30,000 for the period July 1, 2021 – June 30, 2022 with the option to extend the contract for four additional one-year periods based on performance and funding availability.	Celeste Marshall	Greg Ervin	Unanimous Approval
Approved recommending to the LWP Board of Directors the following Board Officers to a two-year term beginning July 1, 2021: <ul style="list-style-type: none"> • Jennifer Adams, Chair • Celeste Marshall, Chair-Elect • Shondra Holliday, Treasurer • Solomon Harris, Secretary • Stan Pickett, Past-Chair 	Shondra Holliday	Celeste Marshall	Unanimous Approval
Approved a 5% salary increase for Kristina Payne effective July 1, 2021	Shondra Holliday	Celeste Marshall	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

Shondra Holliday made a motion to approve the January 21, 2021 Executive Board meeting minutes. Mike Clark seconded and the motion was unanimously approved.

IV. LANE WORKFORCE PARTNERSHIP BY-LAWS

Lane Workforce Partnership’s By-Laws were originally approved by the Lane Workforce Partnership Board of Directors at the June 25, 2015 board meeting. On February 26, 2020, Lane Workforce Partnership received the final report for the Workforce Innovation and Opportunity Act annual monitoring for Program Year 2018. The report noted that some language in the Lane

Workforce Partnership By-Laws needed to be updated to align with the State of Oregon Workforce Programs Local Board Membership Criteria.

All the changes are necessary and required with the exception of the last sentence under section 4.4 Vote: “However, all Board decisions must be made by the affirmative vote of a majority of the then appointed and serving members of the Board, not simply a majority of the Board members whose presence constitutes a quorum. This sentence contradicts that a quorum shall be defined as: (a) A simple majority (51%) of members, excluding vacancies AND (b) Of those members in attendance, no fewer than 25% are business representatives. It was agreed to have the last sentence in Section 4.4 Vote removed from the LWP By-Laws.

Mike Clark made a motion to approve recommending to the Lane Workforce Partnership Board of Directors the revised Lane Workforce Partnership By-Laws with the last sentence in Section 4.4 Vote being removed. Shondra Holliday seconded and the motion was unanimously approved.

V. PROGRAM YEAR 2021-2022 BUDGET

Tiffany Cink provided a summary on the Program Year 2021-2022 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 decreased from the 2020-2021 Modification #2 total of \$6,044,988 by (\$329,277) to \$5,715,761.

The federal Department of Labor Workforce Innovation and Opportunity Act (WIOA) Program Year 2021/2022 formula allocations for the states were published on April 27th with increases for Oregon in all categories. The overall increase is approximately 2%. 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 allocations and estimated carry-over from 2020/2021. Both WIOA carry-over and allocations will be finalized with budget modification #1.

Total expenses increased from \$5,104,659 by \$167,174 to \$5,271,832.

- Reserve for Future Expenditures decreased from \$940,330 by (\$369,801) to \$570,529.
- Personnel Services represent 18% of annual expenses.
- Materials and Services are \$234,563, 4% of annual expenses.
- Community Investments represent 77% of total expenses.

Joe Berney made a motion to approve adopting the Original General Operating Budget for 2021 – 2022 as presented. Shondra Holliday seconded and the motion was approved unanimously.

VI. WIOA ADULT/DISLOCATED WORKER RFP

A Request for Proposals (RFP) for the WIOA Adult and Dislocated Worker Service Provider was issued on March 1, 2021. Three proposals were received that met the requirements. The proposals were scored by a team of five evaluators (four LWP board members and one outside subject matter expert). The evaluation committee recommended that Lane County Health & Human Services be awarded the WIOA Adult/Dislocated Worker Service Provider contract. They were also the highest scored proposal.

Mike Clark made a motion to approve recommending to the Lane Workforce Partnership Board of Directors the award of the Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker Service Provider contract to Lane County Health and Human Services in the amount of \$1,296,271 for the period of July 1, 2021 – June 30, 2022 with the option to extend the contract for four additional one-year periods based on performance and funding availability. Shondra Holliday seconded and the motion was approved unanimously.

VII. ONE-STOP OPERATOR RFP

In accordance with the Workforce Innovation and Opportunity Act, local workforce areas must competitively select, through open procurement, a One-Stop Operator. One of the primary roles of the One-Stop Operator is to provide guidance to the local workforce service delivery system, evaluate the efficiency of the operations, and provide leadership on continuous process involvement. In Program Year 2017, Oregon Manufacturing Extension Partnership (OMEP) was selected as the Operator through a competitive procurement. The contract awarded under that procurement expires on June 30, 2021. LWP issued a Request for Proposals (RFP) for the One-Stop Operator on March 1, 2021 and proposals were due by April 19, 2021. OMEP was the only respondent under this procurement and the evaluation committee determined their proposal met all requirements. OMEP is the incumbent One-Stop Operator and has performed above expectations since their initial contract award in 2017.

Celeste Marshall made a motion to approve recommending to the Lane Workforce Partnership Board of Directors the award of the One-Stop Operator contract to Oregon Manufacturing Extension Partnership (OMEP) in the amount of \$30,000 for the period of July 1, 2021 – June 30, 2022 with the option to extend the contract for four additional one-year periods based on performance and funding availability. Greg Ervin seconded and the motion was approved unanimously.

VIII. BOARD OFFICER RECOMMENDATION

There was a discussion regarding board officer appointments for the upcoming 2021-2022 Program Year. Current officers are: Stan Pickett, Chair; Jennifer Adams, Chair-Elect; Celeste Marshall, Treasurer; Shondra Holliday, Secretary; Past-Chair currently not filled. Stan Pickett will automatically move into the Past Chair position and Jennifer Adams will automatically move into the Chair position. Celeste Marshall expressed interest in the Chair-Elect position and Shondra Holliday expressed interest in the Treasurer position. The Lane Workforce Partnership Board of Directors were notified on April 6 and April 26 of the open positions. Solomon Harris was the only board member who expressed interest in being considered for the Secretary Board Officer position.

Shondra Holliday made a motion to approve recommending that the Lane Workforce Partnership Board of Directors elect Jennifer Adams, Chair; Celeste Marshall, Chair-Elect; Shondra Holliday,

Treasurer; Solomon Harris, Secretary; and Stan Pickett, Past-Chair, to serve as board officers for a two-year term beginning July 1, 2021. Celeste Marshall seconded and the motion was approved unanimously.

IX. EXECUTIVE DIRECTOR SALARY RECOMMENDATION

Per ORS 192.610, the Executive Board conducted an executive session to discuss matters of personnel.

The Lane Workforce Partnership Board Officers met on March 18, 2021 to review the Executive Director's self-evaluation, the survey results, and to create a recommendation regarding the Executive Director's salary. The overall summary of Kristina Payne's performance as Executive Director was favorable. After discussion, the board officers agreed to recommend to the Executive Board to increase the annual salary for Kristina Payne.

Shondra Holliday made a motion to increase Kristina Payne's annual salary by 5% effective July 1, 2021. Celeste Marshall seconded and the motion was approved unanimously.

X. OTHER BUSINESS

No other business was noted.

XI. ADJOURNMENT

Stan Pickett adjourned the meeting.

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.