



**LANE WORKFORCE PARTNERSHIP EXECUTIVE BOARD MEETING**  
**Thursday, October 19<sup>th</sup>, 2023**  
**11:30am – 1:00pm**

**Meeting being held in-person and via Zoom**

**In-Person: 1401 Willamette Street, Eugene (Eugene Chamber Building)**  
**(2<sup>nd</sup> Floor, LWP Conference Room)**

**Zoom Meeting**

<https://us02web.zoom.us/j/8428428857>

**Meeting ID: 842 842 8857**

**AGENDA**

*Mission: To Meet the Workforce Needs of Employers and Individuals  
Through Partnerships and Innovation*

- I. CALL TO ORDER / *Shondra Holliday*
- 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.*
- III. CONSENT CALENDAR
  - *Minutes of the September 21, 2023, Executive Board Meeting / Action* Pages 1 - 5
- IV. PROGRAM YEAR 2023/2024 BUDGET MOD 1 / *Action* Pages 6 - 10  
*Tiffany Cink, Lane Workforce Partnership*
- V. EXECUTIVE DIRECTOR’S REPORT / *Information*  
*Ashley Espinoza, Lane Workforce Partnership*
- VI. EXECUTIVE BOARD MEMBER UPDATES / *Information*
- VII. OTHER BUSINESS
- VIII. ADJOURNMENT

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**LANE WORKFORCE EXECUTIVE BOARD MEETING**  
**Thursday, September 21, 2023**  
**11:30am – 1:00pm**  
**MINUTES**

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

<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

**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.

**PROPOSED BUDGET MODIFICATION #1  
2023-2024**

**RECOMMENDATION**

To adopt the General Operating Budget Modification #1 as presented.

**BACKGROUND**

Lane Workforce Partnership (LWP) annually prepares Modification 1 to the Adopted Operating Budget to record actual carry-over from the previous year and to add additional revenue sources, if necessary. The discussion below and attached details represent an overall increase of \$2,279,521 in additional revenues.

**DISCUSSION**

**REVENUE:**

Revenue increased from \$7,341,593 by \$2,279,521 to \$9,621,114.

Revenue increases include:

- \$399,950 – New Award for Statewide Dislocated Worker Quality Jobs, Equity, Strategy and Training (QUEST) Grant.
- \$446,786 - New Department of Labor Critical Sectors - Hospitality Grant
- \$361,305 – Increase in final award for State of Oregon Youth Employment Program (OYEP)
- \$477,701 – Actual Carry forward and final award amount for Future Ready Oregon federal American Rescue Plan Act (ARPA) funds
- \$500,000 – New Workforce Ready Round 2 Grant (ARPA) in partnership with NAACP
- Small Increases/Decreases based on actual carry forward and final allocations

**EXPENSE:**

Total expenses have increased from \$5,879,519 by \$1,072,408 to \$6,951,927.

The Reserve for Future Expenditures increased from \$1,355,074 to \$2,562,187 with the specific details included on the Revenue and Expense Summary by Fund.

Personnel Services are 17% of annual expenses. The total expense is up \$34,351 due to the addition of a Navigator Strategist position to be hired in January 2024.

Materials and Services are 6% of annual expenses.

Community Investments are the amounts directly attributed to the provision of workforce services to the population of Lane County. LWP has budgeted 77% of total expenses in the pursuit of a trained workforce of individuals with the knowledge and skills needed for career success. The major changes in this Budget Modification are:

- Lane County Health and Human Services (HHS) Adult Services Contract for direct participant services provided through the WorkSource Oregon Lane system increased by \$180,353 to include the additional funds from the QUEST Grant.
- Connected Lane County (CLC) Youth Services Contracts for direct participant services at Spark on 7<sup>th</sup> and Spark at Booth-Kelly increased by \$446,592 to include the final award of OYEP funds.
  - State of Oregon OYEP funds are awarded to Local Boards in two categories: formula & discretionary. For 2023-2025, the statewide total was \$6 Million. Connected Lane County received 16% of the total statewide allocation. By comparison, Lane County received just 8.9% of total WIOA Youth funds.
- Driving Prosperity and P10K ARPA and Navigator reductions reflect a change in reporting. For both HHS and CLC, the total contracts are reported on one line instead of separating them by funding sources.
  - \$143,000 Driving Prosperity is for Direct Employer Customized Training Contracts
  - \$160,000 Navigator is for Direct Community Based Organization Navigators
- Workforce Ready – NAACP - \$475,000 for NAACP Healthcare Workforce Boost Program to develop a FACES for the Future school-to-healthcare career program in Lane County high schools with Health Sciences Career Technical Education(CTE) programs. FACES for the Future is a program of the Public Health Institute.

See attached schedules for line item details.



# Lane Workforce Partnership

1401 Willamette Street, Second Floor  
Eugene, Oregon 97401

## Revenue

Title	2023-2024 Adopted Original	2023-2024 Budget Mod #1	Difference
<b>Workforce Innovation and Opportunity Act (WIOA) Funds</b>			
WIOA Adults	\$ 774,707	\$ 804,369	\$ 29,662
WIOA Youth	\$ 854,608	\$ 819,848	\$ (34,760)
WIOA Dislocated Worker	\$ 731,320	\$ 734,331	\$ 3,010
WIOA RR/Layoff Aversion	\$ 75,000	\$ 90,255	\$ 15,255
WIOA DWG QUEST	\$ -	\$ 399,950	\$ 399,950
Critical Sectors - Hospitality (WIOA DWG)	\$ -	\$ 446,786	\$ 446,786
WIOA Administration	\$ 256,340	\$ 249,249	\$ (7,091)
Subtotal	\$ 2,691,974	\$ 3,544,787	\$ 852,813
<b>Other:</b>			
General Fund Work Experience	\$ 368,808	\$ 384,298	\$ 15,490
Industry Engagement	\$ 168,000	\$ 179,985	\$ 11,985
Workforce Strategies	\$ 160,000	\$ 165,759	\$ 5,759
CTE Revitalization (Lane ESD & Lane County)	\$ 60,000	\$ 62,380	\$ 2,380
Oregon Youth Employment Program	\$ 577,914	\$ 939,219	\$ 361,305
Good Jobs - Driving Prosperity (SOWIB)	\$ 535,809	\$ 585,552	\$ 49,743
Oregon Health Authority - HOWTO Grant	\$ 793,108	\$ 795,453	\$ 2,345
<b>Prosperity 10,000 Future Ready Oregon:</b>			
Federal ARPA	\$ 1,165,320	\$ 1,356,681	\$ 191,361
Federal ARPA - Navigators	\$ 713,660	\$ 1,000,000	\$ 286,340
Workforce Ready - Federal ARPA - NAACP	\$ -	\$ 500,000	\$ 500,000
Subtotal:	\$ 4,542,619	\$ 5,969,327	\$ 1,426,708
<b>Revenue Total:</b>			
	\$ 7,234,593	\$ 9,514,114	\$ 2,279,521
<b>Contingency Reserves:</b>			
Non-Federal Contingency Reserve:	\$ 107,000	\$ 107,000	\$ -
Total All Sources:	\$ 7,341,593	\$ 9,621,114	\$ 2,279,521

# Lane Workforce Partnership

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Eugene, Oregon 97401

## Revenue and Expense Summary by Fund

Title	Revenue	Personnel Expenses	Materials & Supplies	Community Investments	(Net) Reserve for Future Expenditures
<i>(Revenue Less Personnel Less Materials &amp; Supplies Less Community Investments Equals Net Reserve for Future Expenditures)</i>					
<b>Workforce Innovation and Opportunity Act (WIOA) Funds</b>					
WIOA Adults	\$ 804,369	\$ 185,479	\$ 37,019	\$ 490,033	\$ 91,838
WIOA Youth	\$ 819,848	\$ 96,248	\$ 23,754	\$ 559,448	\$ 140,397
WIOA Dislocated Worker	\$ 734,331	\$ 175,497	\$ 35,256	\$ 453,689	\$ 69,889
WIOA RR/Layoff Aversion	\$ 90,255	\$ -	\$ -	\$ 90,255	\$ -
WIOA DWG QUEST	\$ 399,950	\$ 31,526	\$ 7,971	\$ 152,500	\$ 207,953
Critical Sectors - Hospitality (WIOA DWG)	\$ 446,786	\$ 8,145	\$ 2,475	\$ 287,000	\$ 149,166
WIOA Administration	\$ 249,249	\$ 125,631	\$ 83,173	\$ 3,000	\$ 37,445
<b>Subtotal</b>	<b>\$ 3,544,787</b>	<b>\$ 622,526</b>	<b>\$ 189,648</b>	<b>\$ 2,035,926</b>	<b>\$ 696,688</b>
<b>Other:</b>					
General Fund Work Experience	\$ 384,298	\$ 26,810	\$ 6,216	\$ 58,716	\$ 292,555
Industry Engagement	\$ 179,985	\$ 11,195	\$ 1,978	\$ 80,000	\$ 86,812
Workforce Strategies	\$ 165,759	\$ 47,062	\$ 33,550	\$ -	\$ 85,147
CTE Revitalization (Lane ESD & Lane County)	\$ 62,380	\$ 53,022	\$ 9,367	\$ -	\$ (9)
Oregon Youth Employment Program	\$ 939,219	\$ 34,940	\$ 10,616	\$ 845,297	\$ 48,366
Good Jobs - Driving Prosperity (SOWIB)	\$ 585,552	\$ 102,498	\$ 53,103	\$ 429,000	\$ 951
Oregon Health Authority - HOWTO Grant	\$ 795,453	\$ 34,217	\$ 6,193	\$ 697,623	\$ 57,420
<b>Prosperity 10,000 Future Ready Oregon:</b>					
Federal ARPA	\$ 1,356,681	\$ 160,854	\$ 37,304	\$ 584,215	\$ 574,308
Federal ARPA - Navigators	\$ 1,000,000	\$ 105,729	\$ 39,321	\$ 160,000	\$ 694,950
Workforce Ready - Federal ARPA - NAACP	\$ 500,000	\$ -	\$ -	\$ 475,000	\$ 25,000
<b>Subtotal:</b>	<b>\$ 5,969,327</b>	<b>\$ 576,328</b>	<b>\$ 197,649</b>	<b>\$ 3,329,851</b>	<b>\$ 1,865,499</b>
<b>Total:</b>	<b>\$ 9,514,114</b>	<b>\$ 1,198,854</b>	<b>\$ 387,297</b>	<b>\$ 5,365,777</b>	<b>\$ 2,562,187</b>
<b>Contingency Reserves:</b>					
Non-Federal Contingency Reserve:	\$ 107,000				\$ 107,000
<b>Total All Sources:</b>	<b>\$ 9,621,114</b>	<b>\$ 1,198,854</b>	<b>\$ 387,297</b>	<b>\$ 5,365,777</b>	<b>\$ 2,669,187</b>

# Lane Workforce Partnership

1401 Willamette Street, Second Floor

Eugene, Oregon 97401

	2023-2024 Adopted Original	2023-2024 Budget Mod #1	Difference
Line Item			
<b>Personnel Services</b>			
Staff Salaries/Taxes/Fringe-All	\$ 1,164,503	\$ 1,198,854	
TOTAL Personnel FTE = 8.2	1,164,503	1,198,854	34,351
<b>Materials &amp; Supplies</b>			
Subscriptions	600	600	-
Legal Notices	1,000	1,000	-
Taxes, Audits and Legal Services	30,000	30,000	-
Telephone Services	7,920	7,920	-
Purchased Insurance	27,000	26,350	(650)
Real Estate and Parking	35,622	35,622	-
Copier Charges	2,280	2,280	-
Data Warehousing and Storage	3,700	3,700	-
General Office Expenses	20,000	20,000	-
Memberships	20,325	30,325	10,000
Printing	500	500	-
Program Information and Outreach	40,500	53,000	12,500
Postage	1,000	1,000	-
Computer Equipment and Supplies	60,000	60,000	-
Business Meetings and Travel Expenses	25,000	35,000	10,000
Board Expenses	25,000	45,000	20,000
Professional Development - Staff	35,000	35,000	-
Capital Outlays	-	-	-
<b>TOTAL M&amp;S</b>	<b>335,447</b>	<b>387,297</b>	<b>51,850</b>
<b>Community Investments</b>			
One Stop Operations	42,209	42,209	(0)
ITRAC Subscription	37,360	39,000	1,640
Subcontracts - Lane County HHS Adult	1,485,000	1,665,353	180,353
Subcontracts - Connected Lane County Youth	1,125,000	1,571,592	446,592
Subcontracts - Collaborative EDO	250,000	250,000	-
Subcontracts - Driving Prosp Other	250,000	143,000	(107,000)
Subcontracts - HOWTO - Nurturely	680,000	697,623	17,623
Subcontracts -Critical Jobs Hospitality	-	287,000	287,000
Subcontracts - P10K ARPA and Navigator	475,000	160,000	(315,000)
Subcontracts - Workforce Ready - NAACP	-	475,000	475,000
Other Industry Engagement (Sectors)	35,000	35,000	-
<b>TOTAL Direct Program Services:</b>	<b>4,379,569</b>	<b>5,365,777</b>	<b>986,208</b>
<b>Total Current Expenses</b>	<b>5,879,519</b>	<b>6,951,927</b>	<b>1,072,408</b>
Reserved For Future Expenditure:	1,355,074	2,562,187	1,207,113
Non-Federal Contingency Reserve:	107,000	107,000	-
Match to Revenue Total:	<b>7,341,593</b>	<b>9,621,114</b>	<b>2,279,521</b>