



## LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, September 15, 2022

11:30am – 1:00pm

### MINUTES

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**In Attendance:** Jennifer Adams, Joe Berney, Mike Clark, Greg Ervin, Solomon Harris, Shondra Holliday, Stan Pickett, Damien Pitts

**Staff:** Ashley Espinoza, Tiffany Cink, Anne Nestell, Stephanie Lovell

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Action Summary	Motion	Seconded	Status
Approved Executive Board Meeting Minutes, May 19, 2022	Shondra Holliday	Joe Berney	Unanimous Approval
Approved Lane Council Meeting Minutes, June 16, 2022	Mike Clark	Joe Berney	Unanimous Approval
Adopted Program Year 2022/2023 Budget Mod #1 as presented	Mike Clark	Greg Ervin	Unanimous Approval

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#### I. CALL TO ORDER

Jennifer Adams 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 May 19, 2022 Executive Board meeting minutes. Joe Berney seconded and the motion was unanimously approved.

Mike Clark made a motion to approve the June 16, 2022 Lane Council meeting minutes. Joe Berney seconded and the motion was unanimously approved.

#### IV. FINANCE MONITORING 2021/2022 (WIOA SUB-RECIPIENTS)

The State of Oregon Higher Education Coordinating Commission issued a revised Monitoring, Corrective Actions, and Sanctions Policy on August 18, 2022. The policy requires Local Workforce Boards to monitor subrecipient contractors providing Workforce Innovation and Opportunity Act (WIOA) Title 1 Programs annually and to provide the reports to the local board including the chief local elected officials. Lane Workforce Partnership completes both Fiscal and Program Monitoring of Subrecipients in compliance with our Finance Policy #6 Audit Resolution System. Historically,

only the consolidated results of the subrecipient monitoring have been provided in our Mid-Year and Year-End Program Performance Reports.

We currently contract with five WIOA Subrecipients:

- Oregon Manufacturing Extension Partnership (OMEP) – One Stop Operator
- Lane County Health and Human Services (HHS) – WIOA Adult and Dislocated Worker
- Lane Education Service District through Connected Lane County (CLC) – WIOA Youth
- Lane County Youth Services (LCYS) – WIOA Youth
- Marcola School District (Marcola) – WIOA Youth

OMEP is our One-Stop Operator and is a federally required part of the WIOA One Stop System. OMEP has been an outstanding partner in our work since 2017. OMEP is also the One-Stop Operator for seven of the nine Local Workforce Boards in Oregon. Audits are always clean.

HHS is our WIOA Adult and Dislocated Worker Service provider operating primarily from the WorkSource Oregon Lane office at 2510 Oakmont Way. Cindy Perry reviewed 50 participant files. The program is managed well, participants are actively being case managed, and required records are accurate and up-to-date.

CLC is one of three WIOA Youth providers during PY 2021 – 2022 and our largest provider. There were no findings or questioned costs in the Lane ESD Audit Report. Anne Nestell reviewed 30 participant files. Best practice observations included that staff have exceeded enrollment goals, CLC developed comprehensive standard operating procedures, and that staff are doing an excellent job with case management.

Neither Lane County Youth Services nor Marcola School District had any areas of significant concern although both were under expended at the time of review.

## V. PROGRAM YEAR 2022/2023 BUDGET MOD 1

Tiffany Cink provided a summary on the Program Year 2022-2023 Budget Modification #1. Lane Workforce Partnership 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. Revenue increased 6% from \$9,545,857 to \$10,134,347. The revenue increase is due to the award of a Regional Good Jobs Challenge Grant from the US Department of Commerce for the Driving Prosperity Program. Lane Workforce Partnership will receive \$886,873 through our partnership with the Southwestern Oregon Workforce Investment Board (SOWIB).

Revenue decreased by (\$256,691) in our WIOA Formula Funds based on the final allocation from the State of Oregon and lower than anticipated carry forward from our sub-recipients.

Total expenses increased 5% from \$6,693,595 to \$7,049,137.

- Reserve for Future Expenditures increased from \$2,747,262 to \$2,978,210.
- Personnel Services represent 14% of annual expenses.
- Materials and Services represent 4% of annual expenses.
- Community Investments represent 82% of total expenses.

The major changes in the budget modification are:

- ITRAC Subscription increase;
- WIOA Adult, Dislocated Worker, Dislocated Worker Emergency and State of Oregon General Funds decreased by \$79,644;
- WIOA Youth and Oregon Youth Employment Program decreased \$82,000. Due to the reduction in WIOA Youth Formula Funds allocated to Lane County from the State of Oregon, LWP made the difficult decision to end our contracts with Marcola School District and Lane County Youth Services effective October 31, 2022. The participants will be transitioned to Connected Lane County.
- Good Jobs – Driving Prosperity: Provide 100 trainees over the next two years in Lane County the opportunity to earn a Commercial Driver’s License and be connected to a network of employers for immediate hire. Project will also fund a Sector Strategist position to coordinate and manage the system in Lane County.
- Prosperity 10,000: Overall investments aligned with timing of the release of the federal ARPA portion of the award.

Mike Clark made a motion to approve adopting the Program Year 2022/2023 Budget Modification #1 as presented. Greg Ervin seconded and the motion was approved unanimously.

## VI. EXECUTIVE DIRECTOR REPORT

Ashley Espinoza provided the Executive Director’s report. Highlights included:

- Connecting on a more regular basis with Jennifer Adams who has been helpful in discussing HR practices such as hybrid employee navigation and common themes in recruitment and retention. Ms. Espinoza appreciated her presence at the National Association of Workforce Boards Conference back in April.
- Thanked Solomon Harris for meeting with Tiffany Cink to discuss the budget and treasurer duties. LWP has adopted the suggestions Mr. Harris had for presenting the budget to the board.
- Stan Pickett has been a crucial board member and an industry champion. Mr. Pickett attended the Constructing a Brighter Future event held at LCC the end of August. Constructing a Brighter Future is a collaboration between Lane ESD, LCC, Lane County schools, Everyone Village, and Square One Village. This project defines the true meaning of partnership as it builds from an existing network of Lane County educators, local transitional housing organizations, community-based organizations, industry and workforce to align and support local housing shortages with the construction of 30 temporary shelters. Lyle Lang with LWP is helping to facilitate the project along with Shareen Vogel and Lee Kounovsky with Lane ESD and John Stapleton with Pivot Architecture.
- Tim Foster with Grant Associates came to our region to learn more about the work going on in Oregon and met with our staff along with Stan Pickett, Deanna Strachan-Wilson (Manager of Workforce Programs with Lane County), and Russ Pierson, Interim Associate Vice President of Career Technical Education and Workforce Development with LCC. We toured the Innovation Hub/Onward Eugene at 942 Olive and Connected Lane County, Spark on 7<sup>th</sup>.
- Ms. Espinoza has been talking with Joe Berney about opportunities for youth after they graduate. Talks focus around work site culture, building out our pipeline, engaging organizations working with these populations, and developing a plan and strategy for activation. Planning a meeting with construction groups in October.

- Working with Damien Pitts around bridging the gap between the youth experience to what's next. How are we supporting and shepherding through the public system? We are getting a group together to start having these discussions.
- Worked with Shondra Holliday around the EDA Grant. Although LWP was not awarded, we partnered with the Southern Oregon Workforce Investment Board (SOWIB) who was awarded funds for the transportation sector. Here in Lane County over the next two years, 100 individuals will have the opportunity to earn a CDL and be connected to a network of employers for immediate hire.
- Onward Eugene has been a really good partnership for us. We have entered into a contract with them to be the business service arm for LWP. Onward's responsibilities include: providing leadership to Lane County's Industry Sector Partnerships; general business support and reporting tasks; connecting the workforce with industry opportunities; growing the entrepreneurial ecosystem; and delivering EUG Launchpad. Onward is currently hiring for a Child Care Sector Strategist. This position is being funded by United Way of Lane County.
- LWP is hosting a WIOA Service Provider Training for both our adult and youth providers next week. The training will focus on fiscal and program contract management.
- The 2022 State of the Workforce Report will be available early December.
- Opportunity Oregon, a new organization in Springfield that supports those in the criminal justice system provided a tour to the LWP Team, ODOT, Lane County Re-entry Task Force, and Willamette Workforce Partnership.
- Prosperity 10K: We received several applications for Customized Training and Industry Wide Training. We will be making awards the end of September.
- Met with Oregon State Legislature – Representative John Lively. He is the Vice-Chair of the Economic Recovery and Prosperity Committee which is now the Economic Development and Small Business Committee. With the legislative session coming up, workforce is still on the docket so Ms. Espinoza and Rep. Lively are going to keep meeting on a regular basis.
- Meet regularly with Jennifer Adams, Julia Steinberg (Higher Education Coordinating Commission), LWP Executive Leadership Team, LWP Staff, Julie Davidson (Oregon Employment Department), Grant Matthews (LCC), John Stapleton (Workforce Champion/Pivot Architecture), Miles Pendleton (NAACP), Onward Eugene Team, and Brittany Quick-Warner (Eugene Chamber).
- Upcoming meetings:
  - September 19<sup>th</sup> starting at 11:00am – St. Vincent de Paul Safe Sleep Site at 410 Garfield and Dusk to Dawn. You are welcome to join. Questions being addressed with these tours are around low-barrier/flexible employment opportunities, wrap-around services, case management, and strength-based resumes.
  - September 20<sup>th</sup> – Duck Rise Council Event. Program through U of O to provide students of color internship opportunities out in the community.
  - September 23<sup>rd</sup> – meeting with Justin Chin, Director of High School Connections at LCC to discuss Lane County's shifting demographics and the K-12 pipeline into careers and post-secondary education.
  - September 29<sup>th</sup> – meeting with BOLI around setting up Pre-apprenticeship and Apprenticeship programs – want to learn the mechanics of it. Will be talking specifically about Behavioral Health although BOLI is open to talking about other sectors. Groups attending the meeting include: Lane County, Emergence, Connected Lane County, and Oregon Employment Department.
  - Involved with strategic planning with the Bethel School District. Ms. Espinoza serves on the Bethel School Board.

- Ms. Espinoza serves on the State Apprenticeship and Training Council and has been supporting BOLI with their Future Ready Oregon funding. Recently approved round one of those grants, currently working on round two and anticipate up to two more rounds of funding to be awarded.
- WORKing Together Conference put on by the nine Oregon Workforce Boards is coming up in November in Bend, Oregon. Great opportunity to meet business leaders, community stakeholders, etc. Ms. Espinoza encourages everyone to attend if available. Early registration closes tomorrow.
- Full board meeting next Thursday – will be a hybrid meeting.
- LWP is hiring for the position of Community Engagement Director. We are starting interviews on September 26<sup>th</sup>.

## VII. OTHER BUSINESS

Joe Berney mentioned that he has endowed scholarships and the first of these scholarships will be awarded this Saturday in honor of Hispanic Heritage Month at the Unity House in Springfield. These scholarships are being granted on the basis of a work and service ethic amongst the most vulnerable in Springfield. All three recipients will be attending college.

## VIII. ADJOURNMENT

Stan Pickett adjourned the meeting.