



LANE WORKFORCE PARTNERSHIP EXECUTIVE BOARD MEETING

Thursday, April 20, 2023

11:30am – 1:00pm

Meeting being held in-person and via the Zoom platform

In-Person: 1401 Willamette Street, Eugene (2nd Floor, Eugene Chamber Building, LWP Office)

Zoom: <https://us02web.zoom.us/j/87063510468>

AGENDA

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

- I. CALL TO ORDER /*Jennifer Adams*
- 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 March 16, 2023 Executive Board Meeting/ Action* Pages 1-4
- IV. EXECUTIVE DIRECTOR CONTRACT RENEWAL/ *Information* Page 5
Jennifer Adams, Board Chair
- 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, March 16, 2023

11:30am – 1:00pm

MINUTES

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

Action Summary	Motion	Seconded	Status
Approved Executive Board Meeting Minutes: January 19, 2023	Mike Clark	Michelle Webber	Approved

I. CALL TO ORDER AND INTRODUCTIONS

Jennifer Adams called the meeting to order and introductions were made.

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

Mike Clark made a motion to approve the January 19, 2023 Executive Board meeting minutes. Michelle Webber seconded and the motion was approved.

IV. EXECUTIVE DIRECTOR PERFORMANCE CHECK-IN

Jennifer Adams provided a summary from when the Executive Board came together to discuss the results of the Executive Director Performance Review Survey. The survey provided an opportunity for all board members, staff, and external partners to provide feedback. The Executive Board reviewed all the feedback and had additional discussion. Ms. Adams thanked Ms. Espinoza for listening to the feedback and working on ways to help the board become more engaged.

Ms. Adams also reviewed the Executive Director Performance Review process since new members were recently appointed to the Executive Board. Every year, there is an opportunity to provide feedback on the Executive Director through a performance review survey (on-line). The Executive Committee then meets to review the feedback, identify themes and opportunities, and then presents that information to the Executive Director. Depending on the time of the year, there could be a component of compensation as well.

V. LWP CONTRACT TRANSITION

Tiffany Cink provided a summary regarding the business services contract transition. Business Services are a critical function of the Workforce Innovation and Opportunity Act. Businesses are prioritized as a primary customer of the workforce service delivery system.

In fiscal year 2021 – 2022, LWP began a contractual relationship with Onward Eugene primarily to “champion the on-the-job training program by working to expand the number of Lane County Businesses actively participating in the program and employing trainees.” LWP decided to expand the contract with Onward Eugene for fiscal year 2022 – 2023 to include:

- Leadership to Lane County’s Industry Sector Partnerships
- Connecting the Workforce with Industry Opportunities, and
- Business Support and Other Reporting.

In the current fiscal year, 2022 – 2023, with the expanded scope of work, the business services work completed by Onward Eugene has been exemplary with monthly program reports demonstrating their value to LWP and all Lane County businesses.

In Mid-February 2023, Matt Sayre, Managing Director of Onward Eugene, reached out to Ms. Espinoza to discuss changes that the Eugene Chamber of Commerce’s Executive Committee was implementing that would directly affect the operations of Onward Eugene. Mr. Sayre was concerned that the changes were not in the best interest of Onward Eugene as an organization, economic development as a professional practice, and the broader community as a whole. These concerns led to Mr. Sayre resigning from the organization along with both Nicole Desch and Caitlin Vargas.

Mr. Sayre’s conversations with Ms. Espinoza and Ms. Cink included his understanding that the Business Services work being done under contract with LWP was vital to the mission, vision, and goals of LWP.

To that end, Mr. Sayre has established Collaborative Economic Development Oregon (CEDO), an Oregon Public Benefit Corporation, soon to be a tax-exempt 501(c)3 organization dedicated to: *“Lead(ing) inclusive regional economic development initiatives and programs primarily in Lane County through targeted business recruitment, entrepreneurial support, workforce development, business expansion, regional marketing, strategic innovative projects, and the formation of effective public/private partnerships.”* Based on this commitment and the team of subject matter experts (Matt Sayre, Nicole Desch, and Caitlin Vargas), LWP has contracted with Collaborative Economic Development Oregon until June 30, 2023 for the same Business Services that were in the previous Onward Eugene Business Services Contract. The Onward Eugene Business Services Contract has been terminated effective April 7, 2023. Brittany Quick-Warner, President and CEO of the Eugene Chamber was provided a termination letter dated March 8, 2023.

Mike Clark asked if LWP has signed anything specific with regard to the new organization and is there anything in the previous Onward Eugene contract that obligates workforce in any way into the future with this change. Ms. Cink responded that yes, LWP has signed a contract with the new

organization and we have out clauses in all our contracts – 30 day no harm no foul end clauses. Mr. Clark noted that he is very supportive of the work that Matt Sayre, Nicole Desch, and Caitlin Vargas do and is very excited for what they are building. Ms. Espinoza noted that we are very supportive of all parties involved and we do have continued contracts with the Eugene Chamber so we are still working and collaborating with all of them. It is only the Business Services piece of it that will be moving over to the new organization.

Mr. Pickett asked if there are any reporting requirements that will be missed during this transition. Ms. Cink responded that LWP's contract with Collaborative EDO began March 10 so there is an overlap in the contracts with the 30-Day notice so we will not be missing any reporting requirements.

Ms. Adams asked if we know why the Chamber made this decision. Ms. Espinoza responded that LWP is really not part of those discussions. Ms. Adams also asked what structures the new organization has in place to continue to support the business services work. Ms. Cink responded that she has had ongoing conversations with Mr. Sayre – he has all his entity information in place, has engaged with a payroll platform, has finance policies and procedures and insurance in place, etc. Mr. Sayre has taken care of all the structural pieces and they have the infrastructure to continue the business services work.

Mr. Clark asked he if would be correct that a 501(c)3 status would be preferred and if that is preferred under the circumstances for the sake of grant opportunities, etc. versus a 501(c)6 because you don't have the political aspect of it. Ms. Cink replied that Mr. Clark is correct. 501(c)6 is the designation for a membership organization (Eugene Chamber of Commerce has this designation) and their ability to accept tax deductible donations and apply for federal and state grants directly is limited.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Espinoza shared some highlights since the last Executive Board meeting.

- Constructing a Brighter Future: Partnership between Lane ESD, Lane CTE, LCC, and LWP. This program supports youth in applied learning in the construction trades by creating single room transitional shelters for the unhoused. Most of the shelters will be placed at Square One and Everyone's Village sites. There has been quite a bit of press coverage on this program to date. We are in the process of developing a playbook so that as communities reach out wanting to know how to replicate this, we can share the processes with them. There will be an event that is open to the public March 13 – 15 and March 20 – 23 from 1:00 – 3:30pm at LCC where you can see the students in action.
- We have contracted with the Center for Workforce Excellence International for board and staff development and engagement. We will be doing an in-person staff training with CWEI on May 24th followed by a board training on May 25th from 10:00am – 2:30pm. The full board meeting will take place that same day from 3:00pm – 5:00pm.
 - Ensuring the LWP staff and board know and understand the basic elements and principles of operating an effective local workforce system;
 - Ensuring LWP staff and board know the basic elements and principles of building and operating an effective local workforce development board;

- In partnership with LWP, developing the steps the organization can implement to increase the capacity of the organization's staff, board, and local workforce system.
- Ms. Espinoza shared the LWP Organizational Chart. We are a dynamic and powerful team of 8.
- LWP is attending the National Association of Workforce Boards being held in Washington DC, March 25th – 28th. Seven of the nine workforce boards in Oregon are attending. We have one day set aside for Hill visits with Congresswoman Val Hoyle, and Senators Merkley and Wyden.
- Board Recruitment: LWP is currently accepting nominations for board membership in the business category and the community-based organization category. Applications are due by March 31st.

VII. EXECUTIVE BOARD MEMBER UPDATES

Mike Clark mentioned that the Eugene City Council recently received a report at their last meeting (as their part of the multi-jurisdiction process) of looking to extend the MWMC (Metropolitan Wastewater Management Commission) services to Goshen and creating the new piping necessary there. The Eugene City Council didn't take action at the meeting but Mr. Clark thinks they will soon. Everyone on the Eugene City Council was happy to hear about the progress and was in agreement with the plan. At the end of the day, this will create a much more robust, regional industrial capacity in Goshen. Mr. Clark thanked the Board of Commissioners for the work they have been doing to bring Goshen along as a location for industrial growth.

Heather Buch said Lane County has been working to advance economic development in the Goshen unincorporated area for over a decade through land-use actions and wastewater feasibility studies and probably would have pushed on earlier if not for the pandemic and wildfires. It does take Eugene, Springfield, and Lane County to collectively approve the adjustments and allowances for this and we are going through that process now.

VIII. OTHER BUSINESS

No other business was noted.

IX. ADJOURNMENT

Jennifer Adams adjourned the meeting.

EXECUTIVE DIRECTOR CONTRACT EXECUTION

BACKGROUND

In accordance with the Lane Workforce Partnership (LWP) By-Laws and Compensation Policy, the Executive Director of LWP is an employee of the LWP Board. Officers of the LWP Board are charged with oversight of the Executive Director including annual performance evaluations and employment contract negotiations.

- The current contract for Ashley Espinoza will expire on June 30, 2023 and has been in effect since April 21, 2022 with an annual salary of \$118,400.
- The Performance Evaluation presented in February 2023 by Jennifer Adams, LWP Board Chair was informed by a September 2022 Performance Evaluation Survey completed by 38 Respondents including board members and employees of LWP.

DISCUSSION

On April 4, 2023, the officers of the LWP Board: Jennifer Adams, Shondra Holliday, Solomon Harris and Stan Pickett met, via Zoom to discuss the evaluation and next steps. The following details will be included in the contract offered to Ms. Espinoza:

- Three Year Contract Period: July 1, 2023 to June 30, 2026
- Initial Base Salary: \$135,000
- Annual Performance Evaluation with merit increases based on performance and budget
- No change to Duties

Ms. Espinoza accepted the contract as offered:

“Thank you for taking the time earlier this week to review the Executive Director contract offer with me. It is such an honor to know that board leadership acknowledges my unique set of skills and contributions and has faith in my continued growth in this role and my dedication to the organization and our mission.

I appreciate you allowing me to take a couple of days to think through the offer and reflect on the best next steps for me and this opportunity. Just to be honest and transparent with you all, although I'm an emerging leader in this space and new executive director. I'm proud that my experience, skills, and of course, the amazing staff of LWP has helped shepherd us through the waves of change, challenges, and opportunities. We've been able to ascend our presence and show up for our community in ways that I know have made such positive impacts on the people and businesses of Lane County, and beyond.

It is with gratitude and excitement that I accept the offer as presented, and I look forward to our continued work together”.