



LANE WORKFORCE BOARD MEETING

Thursday, May 27, 2021

3:00PM – 5:00PM

MINUTES

In Attendance: Travis Brooke, Sabrina Cunliffe, Kristina Keeney (Proxy for Julie Davidson), Noreen Dunnells, Fiona Gledhill, Bettina Hannigan, Solomon Harris, David Heavirland, Phillip Hohnstein, Kianna Cabuco (Proxy for Shondra Holliday), Katie Jeremiah, Scott Littlejohn, Joshua McClaughry, Bailey McEuen, Jeffrey McGillivray, Celeste Marshall, Grant Matthews, Sarah Means, Debra Miller, Stephen Parac, Stan Pickett (also served as proxy for Shaun Hyland), Tony Scurto, Margaret Theisen, Laura Vinson

Absent: Jennifer Adams

Board Staff: Kristina Payne, Tiffany Cink, Anne Nestell, Cindy Perry, Lyle Lang, Ashley Espinoza, Stephanie Lovell

Others: Josh Hall, Rachel Soto, Deanna Strachan-Wilson

| Action Summary | Motion | Seconded | Status |
|---|------------------|------------------|--------------------|
| Approved Full Board meeting minutes February 25, 2021 | Margaret Theisen | Celeste Marshall | 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.” | Margaret Theisen | Solomon Harris | Unanimous Approval |
| Approved the following as Board Officers for 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 | Tony Scurto | Grant Matthews | Unanimous |

| Action Summary | Motion | Seconded | Status |
|--|------------------|---------------------|--------------------|
| Approved awarding 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. | Margaret Theisen | Bettina Hannigan | Unanimous Approval |
| Approved awarding 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. | Margaret Theisen | Jeffrey McGillivray | Unanimous Approval |

I. CALL TO ORDER

Stan Pickett called the meeting to order.

II. PUBLIC COMMENT

There was no public comment.

III. CONSENT CALENDAR

Margaret Theisen made a motion to approve the February 25, 2021 Board Meeting Minutes. Celeste Marshall seconded and the motion was unanimously approved.

IV. PRESENTATION: ALICE REPORT (Asset Limited, Income Constrained, Employed)

Noreen Dunnells presented on data reported in the 2018 ALICE report.

United Way has four priority outcomes which is the foundation for the ALICE Report:

- Healthy, Stable Families
 - 1 in 5 children in Lane County lives in poverty. Children who live in poverty are less likely to enter Kindergarten ready to learn.
- Kindergarten Readiness
 - On average, Lane County incoming kindergarteners can identify 14 of 26 letters.

- Elementary Success
 - 1 in 2 Lane County third graders are not reading at grade level. Third grade reading is directly linked to high school graduation rates.
- Youth Knowledge and Skills
 - Less than 3 of 4 Lane County high school students graduate on time.

Who is ALICE:

- Asset Limited, Income Constrained, Employed;
- Above the federal poverty level but below household survival budget;
- Low-wage jobs: cashiers, health care workers, security guards, laborers, office administration;
- No savings:
 - For emergencies;
 - For investing in the future – education, homeownership, retirement.

45% of Lane County households are considered at or below the ALICE threshold. Behind housing, the second most costly item for a family household budget is childcare. In some cases, childcare is more costly than housing.

Over time, three trends are emerging:

- Cost of living for ALICE households increasing;
- Worker vulnerability – while wages stagnate;
- Number of ALICE households increasing (Oregon State data):
 - Poverty ranged from 16% (2012) to 12% (2018);
 - ALICE in 2007: 19%;
 - ALICE in 2018: 32%

ALICE and Poverty-Level Households:

- Poverty ranged from a high of 235,727 (2012) to a low of 198,306 (2018);
- ALICE increased from 277,436 in 2007 to 517,671 in 2018 (87% increase);
- 16% of households on the cusp of ALICE Threshold in 2018.

What are some actions that businesses can take to help ALICE families?

- Instead of unemployment, companies could offer job sharing, flex hours, and/or rotations;
- Many jobs will need new safety measures and cleaning protocols;
- Free back-up care for dependents could help make it possible for essential workers to go to their jobs;
- Provide access to the internet and technology for workers and students who currently do not have service.

Next Steps: How to Help ALICE:

- Reduce costs by investing in infrastructure (housing, transportation, health care)
- Improve income opportunities (short and long term)
- COVID-19 Pandemic Resources

V. 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.

Margaret Theisen made a motion to approve the revised Lane Workforce Partnership By-Laws with the last sentence in Section 4.4 Vote being removed. Solomon Harris seconded and the motion was unanimously approved.

VI. BOARD OFFICER RECOMMENDATION

Current officers are: Stan Pickett, Chair; Jennifer Adams, Chair-Elect; Celeste Marshall, Treasurer; Shondra Holliday, Secretary; Past-Chair currently not filled. Beginning July 1, 2021, 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.

Tony Scurto made a motion to approve electing 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. Grant Matthews seconded and the motion was approved unanimously.

VII. 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.

Margaret Theisen made a motion to approve awarding 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. Bettina Hannigan seconded and the motion was approved unanimously.

VIII. 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.

Margaret Theisen made a motion to approve awarding 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. Jeff McGillivray seconded and the motion was approved unanimously.

IX. CONTRACT MONITORING REPORTS

- Lane County Health & Human Services (LCHHS) Adult/Dislocated Worker Contract

Cindy Perry provided a summary of the contract monitoring that was completed on April 23, 2021. The monitoring revealed areas of concern which necessitate placing the contractor on corrective action.

- WIOA Adult & DW On-The-Job-Training (OJT): Programmatic concerns include lack of active case management, late progress reports, late invoice processing, and inaccurate case noting. Fiscal concerns included potential disallowed costs including missing eligibility documentation, inaccurate wage reimbursement calculations, and payment of wage reimbursement prior to eligibility determination and enrollment.
- Dislocated Worker Grants: monitoring trends indicate a need for staff training in completion of eligibility determination, collecting and filing eligibility documents, and active case management.

The contractor (LCHHS) has been provided the full report with all the details. LWP staff is working with them to resolve the monitoring findings with the goal to bring LCHHS into full compliance by June 30, 2021.

It was noted that LCHHS is managing the scholarship program well. Participants are being actively managed, records are accurate and up-to-date, skill gains and credentials are being captured and recorded as well as proof of completion documents collected and filed.

- WIOA Youth/Young Adult Contracts

The WIOA Youth/Young Adult Program has three contract providers: Connected Lane County, Lane County Youth Services, and Marcola School District. Monitoring included numbers served, expenditures, and case management and record retention in I-Trac and e-bridge. All three providers are on par with where they should be at this point in the year with numbers served. Expenditures are down due to COVID related issues as well as this is also the first year of the contract for Connected Lane County and it takes some time to get everything up and running. We have full confidence in Connected Lane County as well as Lane County Youth Services and Marcola School District. We are excited for the second year of the contract with all of the providers.

X. 2020 – 2024 STRATEGIC PLAN, GOAL 4 UPDATE

Ashley Espinoza presented on Diversity, Equity, and Inclusion (DEI) and how it relates to the 2020 – 2024 Local Strategic Plan. Goal #4 in the local strategic plan is centered around DEI.

Goal #4: Catalyze the community around diversity, equity, and inclusion (DEI) to expand workforce leadership and participation opportunities for all.

- Be a catalyst for systemic change that raises DEI to the level of sector strategy.
- Convene an advisory board as a model of DEI leadership.
 - Research and evaluate DEI “state of workforce.”
 - Gather and disseminate learning.
- Invest in workforce board training to understand unconscious bias and to lead by example.
- Embed DEI in all LWP policies.

Challenges:

- Economic inefficiencies
- Labor force shortage and under-utilization
- Recruitment & Retention
- Occupational segregation
 - Implicit bias and unconscious bias
 - Microaggression
 - Marginality
 - Oppression
 - Stereotype Threat

In 2018, if every racial and ethnic group in Lane County earned at least the same amount per worker as the average, it would add up to \$211 million more in wages to circulate in our economy. That is as much paid out in all private sector jobs in natural resources and mining, educational services, arts, entertainment and recreation – equivalent to more than 6,300 jobs.

Diversity within Diversity:

- Race/Ethnicity
- Gender Expression
- Intellectual and Physical Abilities

- Class/Income
- Geographical location
- And more...

What we mean when we say DEI:

- Diversity: Who
- Equity: How
- Inclusion: What

Partners we have in this work:

- LWP Board of Directors
- Lane County Sector Strategy Team
- Sector Leads
- Lane County Community Collaborative
- Elevate Industry Advisory Committee
- Latino a/x Lane County Leaders Workgroup
- Lane County Poverty and Homelessness Board, Employment Committee

Investments/Initiatives:

- Lane County Latino a/x Leadership Workgroup
 - Community building; within this group, our own Latino a/x community, and more broadly;
 - Creating a sense of belonging;
 - Jobs and the economy;
 - Social capital;
 - Education (Birth and Beyond);
 - Leadership and Professional Development across the entire spectrum;
 - Financial literacy and wealth building;
 - Leadership support.
- Shift Bias, Understanding Belonging Lane County Leadership Cohort
 - Leaders from across Lane County participated in the cohort (21 total);
 - Disrupting Bias through the power of empathy;
 - Discovery of Personal Values;
 - Immersive virtual reality experience.
- TAO & LWP Cultural Intelligence Training
 - Cross Sector recruitment;
 - Set it up to be a Peer-to-Peer Cohort model - currently have 15 people participating;
 - Geared towards HR Professionals and those making hiring decisions;
 - All participants do a Cultural Intelligence screening;
 - Drive, Action, Knowledge, Strategy;
 - Gain cultural awareness;
 - Applicable action plan at the end of the 6 weeks.

Questions to be asking yourself as a board member as we move forward in this work include:

- What role and next steps are you committed in taking to reach the collective goal?
- How ready are you and/or the organization/business in re-imagining what could be?

The LWP website has lots of great information related to DEI as well as all our work and we encourage you to spend some time on the site.

XI. CHAIR'S REPORT

Mr. Pickett reviewed Executive Board action items (Program Year to Date) and Executive Board meeting minutes from January 21, 2021.

XII. EXECUTIVE DIRECTOR'S REPORT

- Legislative Updates
 - SB623: This is the bill that the workforce boards championed in an effort to provide stronger oversight on the workforce system as a whole in Oregon thereby ensuring that all populations are being served within the workforce system. This is done in partnership with the State Board and the Governor's Office. It passed unanimously on the Senate side and then went to the House Committee on Economic Development where it also passed and now it is going to the floor of the House. It was supposed to go mid-day today and we haven't received an update yet. We anticipate it will pass.
 - There is also a youth employment bill that appears to be going to the house floor as well as other bills related to workforce services.

Ms. Payne thanked board members for writing letters of support as the bills moved through the process.

We are looking at planning a board retreat in late summer to re-engage everyone back into the work. More details to follow.

XIII. OTHER BUSINESS

No other business was noted.

XIV. ADJOURNMENT

Mr. 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.