



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, April 18, 2024

11:30am – 1:00pm

MINUTES

In Attendance: Jennifer Adams, Jeff Graham, Solomon Harris, Shondra Holliday, Lyndsie Leech, David Loveall, John Stapleton, Michelle Webber
Absent: Dana Merryday
Staff: Ashley Espinoza, Tiffany Cink, Cindy Perry, Anne Nestell

Recommendation	Motion	Seconded	Status
Approve Executive Board Meeting Minutes, January 18, 2024	Michelle Webber	David Loveall	Approved
Award the processional audit and related financial services contract to Jones & Roth for the period July 1, 2024 – June 30, 2025, in the amount of \$33,850 with the option of renewing the contract for up to four additional years based on satisfactory performance.	David Loveall	Michelle Webber	Approved
Implement a seven percent increase in Ashley Espinoza’s annual salary, effective July 1, 2024.	David Loveall	Michelle Webber	Approved

I. CALL TO ORDER

Shondra Holliday called the meeting to order.

II. PUBLIC COMMENT

There was no public comment.

III. CONSENT CALENDAR

Michelle Webber made a motion to approve the January 18, 2024, Executive Board meeting minutes. David Loveall seconded, and the motion was approved.

IV. PROFESSIONAL AUDIT AND RELATED FINANCIAL SERVICES CONTRACT AWARD RECOMMENDATION

Tiffany Cink outlined the background details. In June 2019, Jones & Roth, P.C. was awarded a five-year contract to deliver these services for LWP. For the 2024 RFP cycle, public notification was issued February 9th, with proposals due by March 11th. Additionally, direct solicitations for responses were sent to five Oregon-based CPA firms, including those that perform work for other Oregon Workforce Boards.

LWP received a single response from Jones and Roth, P.C., whose proposal met all the mandatory requirements included in the RFP.

David Loveall made a motion to award the professional audit and related financial services contract to Jones & Roth for the period July 1, 2024 – June 30, 2025, in the amount of \$33,850 with the option of renewing the contract for up to four additional years based on satisfactory performance. Michelle Webber seconded, and the motion was unanimously approved.

V. EXECUTIVE DIRECTOR SALARY

Pursuant to ORS 192.610, the Executive Board convened an executive session to discuss matters of personnel. Consistent with LWP Board By-Laws, the Executive Director and all staff left the meeting during this session.

Following the Executive Session, Ms. Holliday called the Executive Board meeting back to order and LWP staff rejoined the meeting. David Loveall made a motion to implement a seven percent increase in Ashley Espinoza's annual salary, effective July 1, 2024. Councilor Webber seconded, and the motion was unanimously approved. The Executive Board thanked Ms. Espinoza for her wonderful service.

VI. 2024 WIOA FINAL MONITORING REPORT

Tiffany Cink provided a summary. Each year, the State of Oregon's Higher Education Coordinating Commission/Office of Workforce Investments conducts monitoring, primarily focused on federal compliance. Ms. Cink conveyed that our monitoring results were positive, requiring no actions on this agenda item.

VII. LOCAL STRATEGIC PLAN UPDATE

Cindy Perry delivered the update. LWP submitted our 2024 – 2028 plan to the Workforce Talent & Development Board in advance of the deadline. We are very happy with how the plan turned out. We are now waiting for the state to complete their review. LWP Staff have a meeting scheduled with our consultant, Kathy Smith, to begin operationalizing the strategies slated for implementation starting July 1, 2024.

VIII. EXECUTIVE DIRECTOR'S REPORT

Ms. Espinoza provided an overview of recent activities and engagements.

- On February 22, LWP had the privilege of hosting Acting U.S. Department of Labor Secretary Julie Su and Congresswoman Val Hoyle in Lane County. The visit included a tour and a roundtable discussion at Connected Lane County's Spark at Booth-Kelley and UA 290 College of Mechanical Systems and Technology. Topics of discussion included the

Infrastructure Investment and Jobs Act, CHIPS and Science Act, WIOA Reauthorization. As a follow-up, Labor Secretary Su requested recommendations for the Youth and Adult/Dislocated Worker Programs. Connected Lane County provided recommendations regarding the Youth Program while LWP developed a recommendation paper regarding the Adult/Dislocated Worker Program and WIOA procedural and administrative operations.

- Ms. Espinoza participated in the Good Jobs Summit held on March 22 – 23 in Washington, D.C. This gathering provided an opportunity for all 32 Good Jobs Challenge grantees to meet, share innovative strategies, and explore evidence-based approaches to enhancing, expanding, and maintaining sector partnerships that support regional workforce training systems. Ms. Espinoza also contributed to a panel during one of the breakout sessions, focusing on establishing a robust and sustainable foundation with employers.
- Shondra Holliday, Solomon Harris, Matt Sayre, and Ms. Espinoza attended the National Association of Workforce Boards Annual Forum from March 23 – 26 in Washington, D.C. In addition to participating in the Forum, the group engaged in meetings with staff from the offices of Senators Merkley and Wyden, as well as Congresswoman Val Hoyle.
- Inaugural Community Collaborative & Industry Luncheon
 - Noted the event which took place on April 10, 2024. Walter Simmons served as the keynote speaker. Mr. Simmons and his team were the ones we contracted with last year for our Board Member training.
- Strategic Plan
 - Highlighted progress on operational bridges, measurable outcomes, and the comprehensive nature of the strategic plan. Mentioned the role of newly added board committees (Workforce Service Operations Committee and Community Engagement Committee) in feeding into the plan's development.
 - Navigator Consortia: Discussed the initiative behind the navigator funding and the formation of the Navigator Consortia led by Collaborative EDO, aimed at addressing the needs of marginalized communities and rural areas by improving resource access and service delivery.
 - Mentioned ongoing modernization efforts within the Oregon Employment Department and an upcoming training session on Workforce Oregon Standards.
 - Noted the upcoming joint retreat in June with Lane Community College Leadership Staff to review strategic plans and better understand our common customer.
- Career Highlight Night: Successful event happened last night at PK Park in conjunction with the Eugene Emeralds.
 - Unique partnerships
 - 20 Employers
 - 150+ people
 - Jobs = Employment – Revenue

David Loveall mentioned that it might be advantageous to connect with the Drifters Baseball Team to do something similar with them.

IX. EXECUTIVE BOARD MEMBER UPDATES

- Lyndsie Leech: Met today with union partners regarding their pre-apprenticeship program and interest in connecting with organizations to engage graduating youth. Lyndsie Leech will connect with John Stapleton for more conversations.
- Michelle Webber: Attended the Springfield State of the City Address last night, describing it as a positive and enjoyable event.

- David Loveall: Noted Springfield's current transformative phase, emphasizing increased downtown development opportunities and heightened interest levels. Highlighted upcoming demand for construction workers due to ongoing and upcoming projects.
- Jennifer Adams: No additional updates.
- John Stapleton: No additional updates.
- Solomon Harris: Highlighted attendance at the NAWB Conference in Washington, D.C.
- Jeff Graham: No additional updates.
- Shondra Holliday: Expressed enthusiasm for the Oregon Talent Concierge Program, aimed at connecting trailing partners/spouses with opportunities across various sectors. Currently involved in advocacy efforts to eliminate non-compete clauses in contracts, starting with healthcare and potentially expanding to other industries. Mentioned that Lane County Medical Society has developed a listing of Eugene Primary Care Clinics on their [website](#), providing contact information and accepted insurance details, which will be periodically updated.

X. OTHER BUSINESS

No additional matters were recorded.

XI. ADJOURNMENT

Shondra Holliday adjourned the meeting.