



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, May 15th, 2025

11:30am – 12:45pm

MINUTES

In Attendance: John Stapleton, Shondra Holliday, Lyndsie Leech, David Loveall, Dana Merryday, Michelle Webber

Absent: Jennifer Adams, Jeff Graham, Solomon Harris

Staff: Ashley Espinoza, Tiffany Cink, Cindy Perry, Anne Nestell, Stephanie Lovell

Others: Adriana Santiago, David Ross, Cheryl Zwillinger, Marielle Hart, Desiree Marquez-Pacheco

APPROVALS

Recommendation	Motion	Seconded	Status
Approve Executive Board Meeting Minutes (April 17 th , 2025)	David Loveall	John Stapleton	Approved
Award the WIOA Youth Programs Contract to Looking Glass for a period of one year beginning July 1, 2025, with the option to extend the contract for four additional one-year periods, based on performance and the availability of funds.	David Loveall	Lyndsie Leech	Approved
Adopt the Original General Operating Budget for PY 2025 – 2026 as presented.	Lyndsie Leech	David Loveall	Approved
That the Lane Workforce Partnership Board of Directors elect the following slate of officers for a two-year term beginning July 1, 2025: Solomon Harris, Chair; John Stapleton, Chair-Elect; Jeff Graham, Treasurer and Secretary; and Shondra Holliday, Past-Chair.	David Loveall	Michelle Webber	Approved
Increase Ashley Espinoza’s annual salary by six percent effective July 1 st , 2025	Lyndsie Leech	David Loveall	Approved

I. CALL TO ORDER

Shondra Holliday called the meeting to order.

II. PUBLIC COMMENT

No public comments were received.

III. CONSENT CALENDAR

David Loveall moved to approve the April 17th, 2025, Executive Board meeting minutes. John Stapleton seconded, and the motion was approved.

IV. YOUTH RFP PROCUREMENT

Cindy Perry provided an overview of the Youth Services RFP process.

An RFP for the next cycle was issued on January 17, 2025, with \$660,000 available for Program Year 2025–2026. Proposals were due February 28, 2025. At the April 17, 2025, Executive Board meeting, the Board approved an extension of the evaluation period to include site tours and oral interviews with the two top-scoring proposers: Connected Lane County and Looking Glass.

Tours and interviews were held April 28, 2025. Final average scores were:

- Looking Glass: 86.83
- Connected Lane County: 84.5

David Loveall moved that the Lane Workforce Partnership Executive Board award the WIOA Youth Programs Contract to Looking Glass for a period of one year beginning July 1, 2025, with the option to extend the contract for four additional one-year periods, based on performance and the availability of funds. Lyndsie Leech seconded, and the motion was approved.

V. PROGRAM YEAR 2025 – 2026 BUDGET

Tiffany Cink presented the proposed 2025 – 2026 Budget:

- Revenue decreased by approximately \$2 million, due to expiring programs and a 10% reduction in state WIOA funding.
- This is the final year of the Future Ready Oregon-Prosperity 10,000, Workforce Navigator, and Workforce Ready grants, with about \$1 million remaining.
- Total expenditures decreased by about \$1.2 million.
- Reserve for Future Expenditures is projected at \$864,906, roughly 20% for WIOA funds, which aligns with organizational goals.
- Personnel Services: 24.3% of annual expenses; Materials & Supplies: 6.7%
- Community Investments: Currently 69%, expected to increase with fall budget modifications.

Lyndsie Leech moved to adopt the General Operating Budget for Program Year 2025 – 2026 as presented. David Loveall seconded, and the motion was approved.

VI. BOARD OFFICER RECOMMENDATION

Shondra Holliday noted that per the standard succession plan, she will move into the Past Chair role, and Solomon Harris will assume the role of Chair. John Stapleton has expressed interest in serving as Chair-Elect, and Jeff Graham is interested in serving as Treasurer. No volunteers came forward for the Secretary position. Jeff has agreed to serve in a dual role as both Treasurer and Secretary if needed.

David Loveall moved that the Lane Workforce Executive Board recommend that the Lane Workforce Partnership Board of Directors elect the following slate of officers for a two-year term beginning July 1, 2025: Solomon Harris, Chair, John Stapleton, Chair-Elect, Jeff Graham, Treasurer and Secretary, and Shondra Holliday, Past-Chair. Michelle Webber seconded, and the motion was approved.

VII. EXECUTIVE DIRECTOR ANNUAL EVALUATION

Per ORS 192.610, the Executive Board conducted an executive session to discuss matters of personnel and per LWP Board By-Laws, the Executive Director and all staff left the meeting during the Executive Session.

Following the Executive Session, Ms. Holliday called the regular meeting back to order.

Lyndsie Leech moved that Ashley Espinoza's annual salary be increased by six percent effective July 1st, 2025. David Loveall seconded, and the motion was approved.

The Executive Board thanked Ms. Espinoza for her work.

VIII. EXECUTIVE DIRECTOR'S REPORT

Ashley Espinoza shared recent highlights, noting both the challenges and the valuable partnerships being built. She emphasized the team's strength in strategic development and collaboration, which is positioning LWP for future funding diversification and collective impact.

Key updates included:

- **U.S. Council of Mayors:** Ashley was appointed to the U.S. Conference of Mayors Workforce Council and attended a meeting in Charlotte, NC. During that visit, Ashley toured a cutting-edge healthcare training facility showcasing simulation and assistive technology for student learning and accessibility. Ashley highlighted a successful partnership in Charlotte between a former workforce director and the City, which expanded youth employment opportunities across departments – underscoring the importance of cross-sector leadership.
- **NAWDP:** The LWP Team (minus fiscal) attended the National Association of Workforce Development Professionals Conference in Virginia Beach, where *Team Oregon Build* was named National Program of the Year. Ashley was elected to the Board of Directors for Region 6, and her term begins July 1st.
- **Oregon Employment and Training Association Conference (OETA):** LWP presented on successful collaboration under the Critical Sectors Grant. Ashley noted that Lane County continues to be recognized statewide for its strong partnerships. Nancy Pance and Opportunity Oregon received the Workforce Champion award, further highlighting regional contributions.
- **Provider Changes:** Ashley acknowledged the complex nature of transitions particularly around the WIOA Adult/DW and Youth contracts. She emphasized LWP's commitment to transparency and continued partnership whenever possible. Ashley also shared her enthusiasm for LWP's new role as One-Stop Operator following a failed procurement process. This new role provides a valuable opportunity to take inventory of the entire public workforce system and implement system-wide quality standards that LWP has long championed.
- **Strategic Goals:** Ashley reiterated LWP's strategic goals and highlighted the importance of aligning participant flow and service delivery with these goals.

John Stapleton emphasized the importance of viewing the workforce system as an interconnected set of components, like gears in a machine, rather than isolated silos. He highlighted that many clients entering workforce services lack foundational job skills, which limits the effectiveness of case management. The goal is to align partner systems, such as K-12 education, to ensure participants enter the workforce system with basic job readiness, reducing the need for late-stage interventions. John stressed that effective workforce training must begin early, especially for youth, and be integrated into existing learning environments rather than delayed until after graduation. Investing in early, align training is more effective and less costly than trying to retroactively prepare individuals through short-term programs.

- **Trauma-Informed Care:** As part of the local plan, LWP prioritized ensuring that service providers are trained in trauma-informed practices. A recent "train-the-trainer" program has produced 20 local trainers. The *Trauma Healing Project*—a respected local organization—will provide ongoing quarterly professional development and peer support for these trainers. Ashley emphasized that trauma-informed work is not one-time training but requires sustained support. These ongoing sessions will also offer insight into provider experiences and help LWP better understand workforce system effectiveness from a human-centered perspective.
- **State of the Workforce Roadshow:** Ashley and Henry Fields, Workforce Analyst for the Oregon Employment Department, are conducting a regional “road show” to present the State of the Workforce report and raise awareness about the role and impact of the Workforce Board. Presentations have been scheduled with a wide variety of partners, including a future visit to the Lane County Human Resources Association in January 2026. These outreach efforts aim to strengthen connections and visibility across the region.

IX. EXECUTIVE BOARD MEMBER UPDATES

- **Lyndsie Leech:** Shared an update on the City of Eugene’s ongoing budget challenges. The City is preparing three budget proposals based on different revenue scenarios. The process has been contentious and uncertain, with three more budget meetings scheduled before final approval. A public hearing is set for June 23.
- **Dana Merryday:** Dana Merryday reported that the City of Cottage Grove is also experiencing budget challenges, with the second budget hearing scheduled for tonight. While not as severe as some neighboring jurisdictions, the city has already eliminated positions and is holding vacancies unfilled due to rising costs and limited revenue from fixed property tax income. Additionally, several previously awarded grants have been retracted. Dana also noted that downtown construction is creating strain on local businesses, though efforts are being made to maintain access. He commended Wildish Construction for effectively keeping businesses accessible throughout the project.
- **John Stapleton:** Provided an update on the evolution of the *Construction Pathway* program, which began as a local effort to support wildfire recovery in the McKenzie Valley. That program has since grown into *Team Oregon Build*, a statewide initiative currently active in approximately 100 high schools with over 6,000 students. Team Oregon Build has expanded into three regional teams (coastal, high desert, and eastern Oregon) and is developing regional training sites. Locally, the *Everyone Village* project in partnership with the City of Eugene is transforming into a site for both permanent housing and hands-on construction training. Students will gain experience in licensed trades like electrical, plumbing, and sheet metal, with direct pathways into ITEC and other apprenticeship programs. John noted that this model is particularly beneficial for rural school districts that lack training capacity. The regional site offers equitable access and acts as a “training site factory” for scalable skill development. The approach will next expand to manufacturing and health occupations. He thanked Lane Workforce Partnership staff for their flexibility and partnership in helping the program scale successfully and fill critical gaps for partnering agencies.
- **Michelle Webber:** Shared that the City of Springfield has completed its budget committee process. The budget will now move forward to the City Council for discussion and approval.
- **David Loveall:** Estelle Bakery, a new gluten-free bakery has opened and is fantastic – encouraged people to try it out. David reminded the group that today is National Law Enforcement Officers Memorial Day. Encouraged people to take a moment to reach out to police officers/sheriffs they know and express appreciation for their service and sacrifice. David also shared encouraging news regarding timber revenue, noting that \$4.1 million in

additional funds were announced earlier today. He will be meeting with BLM tomorrow to discuss the forest management programs. He expressed optimism about the potential to revitalize local building material production.

- **Shondra Holliday:** Lane County Medical Society is partnering with Serenity Lane to financially support physicians in need of substance use treatment through Serenity Lane's Professionals Program. The partnership will help cover intake costs for physicians who have lost employment and health coverage, aiming to support recovery, licensure reinstatement, and eventual return to practice—an outcome that benefits the broader community. Shondra also shared that her current focus on the foundation side of the organization involves fundraising and resource development to sustain wellness initiatives, including exploring non-governmental funding sources.

X. OTHER BUSINESS

No additional matters were recorded.

XI. ADJOURNMENT

Shondra Holliday adjourned the meeting.