



LANE WORKFORCE EXECUTIVE BOARD MEETING
Thursday, September 18, 2025
11:30am – 1:00pm
MINUTES

In Attendance: Heather Buch, Lyndsie Leech, Dana Merryday, Michelle Webber, Billy Dover, Solomon Harris, John Stapleton
Absent: Jeff Graham, Shondra Holliday
Staff: Ashley Espinoza, Tiffany Cink, Cindy Perry, Anne Nestell, Stephanie Lovell

APPROVALS

Recommendation	Motion	Seconded	Status
Approve Executive Board Meeting Minutes (May 15, 2025)	John Stapleton	Michelle Webber	Approved Abstained: Heather Buch
Adopt General Operating Budget Modification #1 for PY 2025 – 2026 as presented.	Lyndsie Leech	Michelle Webber	Approved

I. CALL TO ORDER & INTRODUCTIONS

Chair Solomon Harris called the meeting to order. Introductions were made.

II. PUBLIC COMMENT

No public comments were received.

III. CONSENT CALENDAR

John Stapleton moved to approve the May 15th, 2025, Executive Board meeting minutes. Michelle Webber seconded, and the motion was approved. Heather Buch abstained.

IV. BUDGET MODIFICATION #1

Tiffany Cink reviewed Budget Modification #1 for FY 2025 – 2025, noting it reflects final June 30 expenditures and aligns revenues and expenses for the fiscal year beginning July 1, 2025. She reported a small carryover of \$225,310 and highlighted an overall reduction of \$1.8 million compared to FY 2024 – 2025 due to the conclusion of one-time funds such as Future Ready Oregon which are federal ARPA allocations.

She emphasized the importance of clearly communicating that these reductions were expected and tied to temporary funding cycles. Tiffany also noted the addition of short-term funding that allowed continuation of the Project Assistant position supporting the Team Oregon Build initiative.

On the community investment side, approximately 70% of total revenue was allocated, with adjustments made to provider contracts. Adjustments included:

- Increases for Grant Associates due to carryover funds in direct grants.
- A 10% reduction to Looking Glass's youth contract due to lower federal youth allocations.
- Additional funds for Connected Lane County to support youth transitioning to Looking Glass, ensuring seamless support.
- Adjustments to Collaborative EDO for the Workforce Benefits Navigator Program, as well as to NAACP and Opportunity Oregon based on actual expenditures. The Workforce Benefits Navigator funding originated from Future Ready Oregon and was implemented locally through Bridge Lane in collaboration with partners to deliver community-based navigation services across rural Lane County. These events have been highly successful and have engaged large numbers of participants and strengthened service coordination.

There was discussion around the complexity of layered partnerships, noting that their structure and purpose can vary widely. Some partnerships are mandated, such as those for adult services, youth programs, and one-stop operations. Others are discretionary, pursued because they advance LWP's strategic goals and strengthen competitiveness for funding opportunities. While some partnerships primarily function as fiscal pass-throughs, others involve shared responsibilities or require more direct oversight. LWP staff will continue refining how this information is presented to provide greater transparency around the organization's role and contributions.

Lyndsie Leech made a motion to approve the Program Year 2025/2026 Budget Modification #1. Michelle Webber seconded, and the motion was approved.

V. WIOA SUB-RECEIPIENT MONITORING

Tiffany Cink and Cindy Perry presented results on the required annual monitoring of WIOA sub-recipients. In spring 2025, monitoring was conducted for Lane County Health and Human Services and Connected Lane County. Looking Glass will be included in future monitoring as the new youth provider beginning in FY 2025 – 2026.

For Connected Lane County, program goals were met, and fiscal monitoring identified findings related to internal controls, not mismanagement of funds. Connected Lane County hired a finance professional and improvements with processes and compliance continue to strengthen. Prior issues with timekeeping and payroll documentation have been addressed, resulting in year-over-year improvement.

For Lane County Health and Human Services, fiscal monitoring required corrections to responses provided, but overall, they demonstrated improvements in fund management. On the program side, they expended 92% of their funds.

The One-Stop Operator role was previously held by OMEP. The most recent RFP resulted in a failed procurement. As a result, LWP is serving as the One-Stop Operator for FY 2025 – 2026, having received state approval. LWP is focusing on process improvements, service coordination,

and direct facilitation of leadership meetings. It was noted that LWP may request to continue in this role beyond one year, given the strong progress being made.

Cindy reported that approximately 61 youth were successfully transitioned from Connected Lane County to Looking Glass. Both organizations collaborated closely to ensure seamless services. LWP also provided extensive fiscal and program training to support the transition. The new team's strong emphasis is on moving youth into unsubsidized employment, which is expected to improve outcomes over time. Ashley added that she, along with the CEOs of Looking Glass and Connected Lane County, toured each other's facilities, building stronger collaboration and identifying complementary roles: Looking Glass supporting stabilization and behavioral health needs, and Connected Lane County focusing on technical skills and industry connections.

VI. WORKFORCE SYSTEM YEAR-END REPORT

Cindy Perry presented the redesigned year-end report which is intended to highlight the most important information for the Board and the public in a clear, accessible format. The first section aligns progress with the Board's strategic plan, using a visual dashboard to show completed work and areas still in progress.

The report also includes visual representations of community investments, showing how WIOA and state funds were allocated. Cindy described successes from recent initiatives, including the Oregon Health Authority grant that supported training 45 new doulas in Lane County.

The report further includes a snapshot of industry sector partnerships. Cindy shared that the Healthcare Sector Partnership officially launched at Lane Community College on the same day as the Executive Board meeting, with over 80 participants representing major employers and stakeholders. This marked progress toward the strategic plan goal of expanding industry partnerships and reflects the strong demand for collaborative workforce solutions in the healthcare sector.

Cindy highlighted the need to better support youth who do not meet traditional eligibility requirements for workforce funding but still require guidance in finding employment. Currently, these young people can only access basic services at the WorkSource Center, which is primarily designed for adults. This creates a service gap for motivated youth who may not be low income but still face challenges entering the labor market. We will be doing further exploration of these barriers, including employer practices and systemic challenges, to identify ways to close the gap.

Council members discussed the importance of quantifying the potential number of youth who could benefit, increasing engagement with K-12 partners, and addressing barriers such as transportation and rural access. Cindy said while the issue is complex, it represents a key area for continuous improvement within the workforce system.

Council members suggested the following additions to the report:

- Add a descriptive line clarifying how LWP defines engagements.
- Provide a breakout of the 13,725 individuals served, including a pie chart that illustrates the programs or services contributing to that total. The visual should clarify the jump from the small enrollment figures to the larger systemwide number.
- Add definitions/description of WIOA Adult and Youth programs for clarity
- Separate 'Non-Binary' and 'Not Disclosed' in reporting as non-binary is a gender.

VII. EXECUTIVE DIRECTOR'S REPORT

- Ashley welcomed Commissioner Heather Buch back to the board and expressed appreciation for her leadership in areas such as child care and wildfire recovery.
- Highlighted the launch of the Healthcare Sector Partnership at Lane Community College, co-led by the Lane County Medical Society and Lane Health Council, as an example of growing partnerships that increase community impact.
- September is Workforce Development Appreciation Month and shared that the team is running a social media campaign to spotlight provider staff. In addition, board and staff members will deliver bundt cakes to providers as a gesture of recognition and appreciation.
- Reminded members of the upcoming WORKing Together Conference, scheduled for October 15 – 16 at the Salem Convention Center, with a VIP reception on the evening of October 14. Members should be receiving a calendar invite soon for the reception.
- OWP will be organizing legislative tours of programs and facilities, to build transparency and better inform legislators on how workforce dollars are invested.
- Congratulated local leaders selected for the 20 Under 40 Awards, including Dre Charles (NAACP), Alyssa Dawes (Willamette High School Principal), and Henry Fields (Oregon Employment Department), recognizing their contributions and leadership in the community.

VIII. EXECUTIVE BOARD MEMBER UPDATES

- Commissioner Buch: Reported that the Lane Workforce Council added Tandy Sturgeon to the Lane Workforce Partnership Board of Directors as a required Labor Representative, representing the International Union of Painters and Allied Trades.
- Councilor Dana Merryday: Shared that Cottage Grove recently set a world record for the number of simultaneous gold panners, with more than 370 participants engaged for 30 minutes under the supervision of Guinness World Records officials. The event highlighted the city's historic ties to gold mining and drew significant community interest and participation.
- John Stapleton: There is significant movement in K-12 to acknowledge a culture of work in CTE programs, emphasizing postsecondary and career success. We are partnering with Bethel, 4J, Marcola, and the University of Oregon's College of Education to pilot this process that builds employability skills and provides students with work-relevant experience. The University's data team will evaluate outcomes, with results expected in the spring. These efforts aim to improve youth employment outcomes/opportunities and support student retention through high school completion.

IX. OTHER BUSINESS

No additional matters were recorded.

X. ADJOURNMENT

Chair Solomon Harris adjourned the meeting.