



LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, September 19th, 2024

11:30am – 1:00pm

MINUTES

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

Recommendation	Motion	Seconded	Status
Approve Executive Board Meeting Minutes, May 16, 2024	Dana Merryday	Michelle Webber	Approved
Approve Lane Council Meeting Minutes, May 16, 2024	Michelle Webber	Dana Merryday	Approved

I. CALL TO ORDER

Shondra Holliday called the meeting to order.

II. PUBLIC COMMENT

No public comments were received.

III. CONSENT CALENDAR

Dana Merryday made a motion to approve the May 16, 2024, Executive Board meeting minutes. Michelle Webber seconded, and the motion was approved.

Michelle Webber made a motion to approve the May 16, 2024, Lane Council meeting minutes. Dana Merryday seconded, and the motion was approved.

IV. WIOA SUB-RECIPIENT FINANCE MONITORING

Overview: Tiffany Cink provided an overview of the annual sub-recipient fiscal and program monitoring for the 2023 – 2024 Program Year. As a pass-through entity for federal funds, LWP is required to monitor its sub-recipients and present the monitoring reports to this body. The sub-recipients for the 2023 - 2024 program year were:

1. Connected Lane County (CLC) – WIOA Youth
2. Lane County Health and Human Services (H&HS) – WIOA Adult and Dislocated Worker
3. Oregon Manufacturing Extension Partnership (OMEP) – One Stop Operator

Details:

- Connected Lane County (CLC):
 - Provided services at two locations: Eugene and Springfield.
 - CLC has successfully met contractual enrollment goals for PY 2023 – 2024.
 - They continue to provide essential services to the youth and young adults in Lane County, excelling in helping them transition to adulthood.
 - All required policies and procedures are in place.

- Lane County Health and Human Services (H&HS):
 - Operates primarily from the WorkSource Oregon Lane office in Eugene.
 - During PY 2023 – 2024, H&HS was under a Corrective Action/Program Improvement Plan.
 - Significant improvements were observed in case management and documentation, with all elements in I-Trac being used properly according to LWP policies and guidelines.
 - H&HS utilized 97% of their contract budget, showing substantial improvement in budgeting, payment controls, receipts, and record-keeping in eBridge.

- Oregon Manufacturing Extension Partnership (OMEP):
 - Federally mandated part of the WIOA One Stop System, partnering with LWP since 2017.
 - Primarily funded through the Department of Commerce Manufacturing Extension Partnership Program.
 - Operates as the One Stop Operator for several of Oregon's nine Local Workforce Boards.
 - OMEP's audit, completed by Kern Thompson for the period ending June 30, 2023, showed no findings or observations, and the Schedule of Federal Awards was accurately presented.

Discussion: David Loveall inquired whether unspent funds carry over to the next year or if they are forfeited. Ms. Cink clarified that while funds do carry forward, LWP does not roll these funds over to the contractors as contracts conclude at the end of each program year. LWP reallocates the funds into the overall budget, and allocations are determined annually. LWP operates on a two-year revenue cycle. The only exception to this practice is if a grant reaches its end date, in which case funds cannot be transferred.

All sub-recipients have been effectively monitored, and significant improvements have been noted where required. The program and fiscal monitoring processes are functioning as intended to ensure compliance and effective use of federal funds.

V. LWP YEAR-END PERFORMANCE REPORT

Cindy Perry presented the final LWP Year-End Performance Report for the 2020 – 2024 Local Strategic Plan. With the new 2024 – 2028 strategic plan taking effect on July 1, future performance reports will be restructured to align with the updated strategic objectives.

Key Highlights:

- **Customer Engagement:**
 - From July 1, 2023, to June 30, 2024, 6,123 customers utilized services at the WorkSource center, representing an increase of 77 customers compared to the previous year. These individuals sought basic services such as job search assistance, workshops, and training services.

- **WIOA Performance Outcomes:** Performance at or above 80% of goals is considered particularly good.
 - **Youth/Young Adult Performance:**
 - Connected Lane County exceeded 90% of the goal in three of the five performance categories and achieved 80% in the remaining two categories, demonstrating exceptional performance.

 - **Adult Performance:**
 - Lane County Health and Human Services (H&HS) surpassed 96% of the goal in three categories and exceeded 76% in the remaining two. Notably, the Measurable Skill Gain metric improved from 50% to 76.7%, reflecting significant progress.

 - **Dislocated Worker Performance:**
 - H&HS achieved over 96% in three categories and above 71% in the other two categories. Efforts continue to improve the Credential Attainment Rate and Measurable Skill Gain performance.

- **Fund Development:**
 - An update was provided on the status of various grant proposals submitted by LWP. LWP is particularly excited about receiving the Department of Labor Critical Sector Job Quality grant, which will support the Oregon Coast Hospitality Industry Sector Partnership.

- **Youth Services at Connected Lane County:**
 - **Participating Youth:**
 - 263 youth/young adults served in the WIOA program.
 - 110 high school students participated in industry tours.
 - 697 youth engaged in the Career Expo.

 - **Employment-Related Services:**
 - 39 youth completed job shadows.
 - 32 youth participated in internships.
 - 11 youth enrolled in paid work experiences.
 - 60 youth enrolled in the Oregon Youth Employment Program (OYEP).

- **WIOA Adult Services at WorkSource Lane (HHS):**
 - **Career Services:**
 - 203 customers received Basic Career Services (career guidance, resume assistance, NCRC testing, etc.).
 - 149 customers received Individualized Career Services (career exploration/navigation, individual employment planning, etc.).
 - **Training Services:**
 - 41 individuals participated in On-the-Job Training.
 - 70 individuals enrolled in the Driving Prosperity CDL Training program.
- **Industry Sector Partnerships:**
 - Leadership for each sector partnership is provided by Collaborative EDO (CEDO) for each of the industry sector partnerships.
 - Since 2015, the program has grown from a single partnership in the Tech sector to 10 sector partnerships, now including Bioscience, Healthcare, and Leisure & Hospitality.

VI. EXECUTIVE DIRECTOR'S REPORT

Highlights from Ms. Espinoza's Report:

- **Year-At-A-Glance Report:** This comprehensive report summarizes LWP's accomplishments, strategic initiatives, and financial investments. It serves as a valuable resource, providing detailed insights into the scope and impact of LWP's work.
- **Oregon Workforce Partnership Retreat:** During the recent retreat, the nine local workforce board directors focused on raising awareness. As a result, OWP will be launching a podcast series, hosted by Ashley. The episodes will be 20 minutes or less, and three have already been recorded and will be released soon.
- **Upcoming Working Together Conference:** Scheduled for October 22–23, 2024, at the Riverhouse in Bend. Registration is still open. This conference offers a valuable platform for Oregon businesses, educators, public agency leaders, community-based organizations, elected officials, and workforce professionals to explore best practices, emerging workforce trends, and innovative solutions at local, state, and national levels.
- **Train the Trainer Partnership with Lane County:** This partnership will provide trauma-informed training for up to 20 participants, expected to begin in January. Lane County will have 10 participants, and LWP will include 10 participants from its contractors (Connected Lane County, Lane County Health & Human Services, Collaborative EDO).
- **Lane Community College Partnership:** A retreat was held with the Lane Community College President and department deans, along with the LWP team, to discuss work plans, budget, and future goals. Starting in January, monthly meetings will be held to improve communication and strengthen this partnership.
- **Oregon Coast Visitor's Association Conference:** LWP, in collaboration with CEDO, will be presenting at the 2024 People's Coast Summit, taking place on October 8–9 in Florence.
- **Upcoming Request for Proposals:** LWP will align the release schedule for Requests for Proposals (RFPs) for Youth/Young Adult, Adult & Dislocated Worker, and One-Stop Operator contracts. The RFPs will be issued in the spring. LWP will seek board members to participate in proposal evaluation committees.

VII. EXECUTIVE BOARD MEMBER UPDATES

- Michelle Webber:
 - Reported a very successful block party in downtown Springfield with approximately 11,000 attendees.
 - Attended a ribbon-cutting ceremony this morning for the reopening of the remodeled Springfield Library.
 - Shared news about Springfield acquiring additional properties in the downtown area and excited for future development discussions.

- John Stapleton:
 - Provided an update on the school-to-youth work program, currently considering the next round of state funding. Various agencies are determining responsibility for managing the funding, with everyone in agreement on its importance. The program, primarily focused on construction pathways, has made a significant impact, especially in fire-affected areas. There are plans to expand the program to include forestry and agriculture.

- Lyndsie Leech:
 - Noted the city's progress with the accelerated MUPTE (Multi-Unit Property Tax Exemption) Program, highlighting its potential benefits.
 - Shared the success of Well Mama's grand opening for their new office space.
 - Mentioned that there are exciting opportunities for downtown development, including ongoing efforts to increase housing options.

- Jeff Graham:
 - Shared that the company's marketing team reported being the market leader in plant-based ice cream sandwiches and bars, and second in pints.
 - Mentioned ongoing union negotiations, with mediation set to begin next month.
 - There are opportunities internally for Mr. Graham to engage the local leadership team in understanding the value of workforce boards and partnerships.

- David Loveall:
 - Recently returned from a month-long mission trip to Africa, where he participated in building churches and houses and providing education.
 - As a developer, he is exploring the concept of an "Edutainment" amusement park in North Springfield, potentially bringing 800 jobs to the area. The park would be themed around the region's timber industry, wildlife, and local culture. A \$125,000 feasibility study is being considered.

- Dana Merryday
 - Recent recall of three Cottage Grove City Councilors, resulting in a loss of institutional knowledge.
 - Six of the seven City Council seats will be up for election, with Councilor Merryday's seat being the only one unaffected.
 - Highlighted the challenge of revitalizing a stagnant downtown with many vacant buildings, some for over 10 years. A vacancy program is being considered to encourage property owners to lease their buildings.
 - Announced the passage of a low-income rental housing property tax exemption.

- Discussed two potential road measures: a \$0.06 gas tax and a \$0.50 per thousand bond measure to raise capital for road improvements.
 - Announced his candidacy for Mayor of Cottage Grove.
 - Shared details about the next Bridge Lane event on October 30th, from 3:00 pm – 6:00 pm at the Cottage Grove Armory. The event will connect service providers, community-based organizations, educational and training resources, and employers with community members who may not otherwise have access to these resources.
- Solomon Harris: No additional updates.

VIII. OTHER BUSINESS

No additional matters were recorded.

IX. ADJOURNMENT

Solomon Harris adjourned the meeting.