



## LANE WORKFORCE PARTNERSHIP EXECUTIVE BOARD MEETING

Thursday, April 17, 2025

11:30am – 1:00pm

Meeting being held in-person and via Zoom

**In-Person:** 1401 Willamette Street, Eugene (Eugene Chamber Building)  
(2<sup>nd</sup> Floor, LWP Conference Room)

**Zoom:** <https://us02web.zoom.us/j/8428428857>

**Meeting ID:** 842 8428 857

### AGENDA

*Mission: To Meet the Workforce Needs of Employers and Individuals  
Through Partnerships and Innovation*

- I. CALL TO ORDER / *Shondra Holliday*
- II. PUBLIC COMMENT – *In accordance with Lane Workforce Partnership’s Public Comment Policy: Speakers will be taken in the order in which they sign up and will be limited to three minutes per public comment.*
- III. CONSENT CALENDAR
  - *Minutes of the February 20<sup>th</sup>, 2025, Executive Board Meeting / Action* Pages 1 - 4
- IV. HECC FINAL MONITORING REPORT / *Information* Pages 5 - 7  
*Tiffany Cink, Lane Workforce Partnership*
- V. RFP PROCUREMENTS / *Action* Pages 8 – 14  
*Ashley Espinoza and Tiffany Cink, Lane Workforce Partnership*
  - One-Stop Operator Pages 8 - 9
  - Adult/Dislocated Worker Program Page 10 - 11
  - Youth Program Pages 12 - 14
- VI. EXECUTIVE DIRECTOR’S REPORT / *Information*  
*Ashley Espinoza, Lane Workforce Partnership*
- VII. EXECUTIVE BOARD MEMBER UPDATES / *Information*
- VIII. OTHER BUSINESS
- IX. ADJOURNMENT

*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.*



## **LANE WORKFORCE EXECUTIVE BOARD MEETING**

**Thursday, February 20<sup>th</sup>, 2025**

**11:30am – 1:00pm**

### **MINUTES**

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**In Attendance:** Jennifer Adams, Jeff Graham, Solomon Harris, Shondra Holliday, Lyndsie Leech, David Loveall, Dana Merryday, John Stapleton, Michelle Webber

**Staff:** Ashley Espinoza, Tiffany Cink, Cindy Perry, Ryan Kounovsky, Anne Nestell, Stephanie Loveall

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### **APPROVALS**

<b>Recommendation</b>	<b>Motion</b>	<b>Seconded</b>	<b>Status</b>
Approve Executive Board Meeting Minutes (November 21, 2024)	Solomon Harris	David Loveall	Approved
Adopt General Operating PY 2024-2025 Budget Modification #2	Jeff Graham	David Loveall	Approved

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#### **I. CALL TO ORDER**

Shondra Holliday called the meeting to order.

#### **II. PUBLIC COMMENT**

No public comments were received.

#### **III. CONSENT CALENDAR**

Solomon Harris moved to approve the November 21<sup>st</sup>, 2024, Executive Board meeting minutes. David Loveall seconded, and the motion was approved.

#### **IV. 2023 – 2024 FINANCIAL AUDIT PRESENTATION**

Nadia Costa from Jones & Roth presented the financial audit to Executive Board members. Per LWP By-Laws, LWP staff exited the meeting during the presentation.

Upon reconvening, the Executive Board expressed their appreciation for the LWP staff's efforts in achieving a clean audit.

## V. BUDGET MODIFICATION #2

**Overview:** Tiffany Cink reviewed Budget Modification #2 for Program Year 2024/2025, reflecting \$543,292 in additional revenue.

*Revenue:* Increased from \$6,916,977 to \$7,460,269.

- \$44,779: Workforce Innovation and Opportunity Act (WIOA) Rapid Response
- \$35,000: Constructing a Brighter Future/Team Oregon Build
- \$284,852: Future Ready Oregon Workforce Ready (Bushnell University)
- \$178,661: Future Ready Oregon P10K (American Rescue Plan Act)
- Most new funds allocated to reserves for future expenditures.

*Expenses:* Increased from \$5,953,667 to \$6,025,721.

- **Reserve for Future Expenditures:** Increased from \$963,310 to \$1,434,547.
- **Personnel Services:** Increased by \$24,545 to fund the CBF/TOB Project Assistant position through June 30, 2025.
- **Community Investments:** Increased by \$47,500 (75.8% of total expenses).
  - **I-Trac Subscription:** Decreased by \$2,000 (contract correction with Worksystems, Inc.).
  - **Lane County HHS Adult Services Contract:** Increased by \$49,500 (direct customer costs in Bushnell Workforce Ready Grant Program).

Jeff Graham moved to approve the Program Year 2024/2025 Budget Modification #2. David Loveall seconded, and the motion was approved.

## VI. LWP MID-YEAR PERFORMANCE REPORT

Ryan Kounovsky presented key highlights from the PY25 Mid-Year Performance Report (July – December 2024).

### **Key Goals & Progress:**

- Strengthened partnerships between industries and classrooms.
- Expanded outreach, growing engagement across platforms.
- Focused on increasing workforce participation for youth, people of color, and individuals with disabilities.

### **Investments in Workforce Programs:**

- Doula Training – \$277K
- Peer Support Specialist Training – \$5K
- NAACP Student Healthcare Program – \$188K
- Returning Citizens Program – \$41K
- Continued partnerships in construction, healthcare, technology, transportation, and biosciences.

**Workforce Performance Highlights:**

- **Job Placement & Earnings (WIOA Programs)**
  - Adults & Dislocated Workers
    - 84%+ secured employment within 6 months.
    - Average wages around \$8,400 – \$9,700 per quarter
  - Youth Workforce Programs
    - 82% employment rate after training
    - Average wages of \$5,562 per quarter
  - Total Economic Impact: \$2.5M (Adults), \$486K (Youth)

**Demographics Served:**

- 18,271 total participants, including:
  - 10,634 low-income individuals
  - 1,119 people with disabilities
  - 679 rural workers
  - 932 veterans

Ryan emphasized the ongoing commitment to building a stronger, more inclusive workforce aligned with regional economic needs.

**VII. CURRENT STATE OF FEDERAL DOLLARS**

Ryan Kounovsky reported that there have been no direct indications of funding cuts to Adult and Dislocated Worker programs. However, ongoing monitoring continues to ensure that any potential changes are addressed proactively.

- Encouraging developments regarding WIOA reauthorization suggest potential progress.
- The nomination of Lori Chavez-DeRemer as Secretary of Labor reflects federal support for workforce programs.
- Concerns exist over potential reductions to the Work Opportunity Tax Credit (WOTC), impacting employer hiring incentives.
- Workforce boards are actively engaging legislators to advocate for stable funding.

Overall, while no immediate funding cuts have been announced, continued vigilance is necessary to protect and sustain workforce programs that are critical to economic development and community well-being.

## VIII. EXECUTIVE DIRECTOR'S REPORT

Ashley Espinoza provided an update on key initiatives and accomplishments since the last board meeting.

- **Trauma-Informed Care: Train the Trainer Program:**
  - Hosted by LWP and Lane County in partnership with Trauma Informed Oregon (February 18 – 21, 2025).
  - Equipped 20 participants with trauma-informed care best practices.
- **Higher Education and Workforce Partnerships:**
  - Serving on the University of Oregon's President's Diversity Advisory Community Council (PDACC) from January 2025 – August 2027.
  - Monthly strategy meetings with Lane Community College to align workforce development efforts.
- **Re-Entry Workforce Programs:**
  - 27 participants enrolled since April 2024; six secured employment.
  - Lane County's 50% entered-employment rate exceeds the state average of 28%.
- **Awards and Recognition:**
  - LWP Recognized as an Impact Investor by Springfield Chamber of Commerce.
  - Team Oregon Build named Workforce Program of the Year by the National Association of Workforce Development Professionals (NAWDP).
  - Additional Recognitions:
    - Connected Lane County – Employer of the Year (Springfield Chamber)
    - Matt Sayre – Outstanding Economic Enhancement Award (Lane Council of Governments)
    - John Stapleton – Oregon Workforce Champion (Oregon Workforce Partnership)
    - Shareen Vogel – Oregon Career and Technical Education Administrator of the Year
- **Upcoming Events & Board Recognition:** Encouraged members to attend the 2<sup>nd</sup> Annual Community Collaborative & Industry Luncheon.

## IX. OTHER BUSINESS

No additional matters were recorded.

## X. ADJOURNMENT

Shondra Holliday adjourned the meeting.



# Oregon

Tina Kotek, Governor

Higher Education Coordinating Commission

Office of Workforce Investments

3225 25th Street SE

Salem, Oregon 97302

[www.oregon.gov/HigherEd](http://www.oregon.gov/HigherEd)

March 19, 2025

Shondra Holliday, Board Chair  
Lane Workforce Partnership  
1401 Willamette Street #2  
Eugene, OR 97401

Dear Chair Holliday,

Attached is Lane Workforce Partnership's final monitoring report for Workforce Innovation and Opportunity Act Title I programs.

Please extend our thanks to staff for their work compiling materials for our review, and for their assistance.

If you or your staff have questions, please contact me at 971-345-1136.

Sincerely,

Julia Steinberger, Director  
Office of Workforce Investments  
Higher Education Coordinating Commission

C: David Loveall, Commissioner

## FINAL 2025 Monitoring Report Lane Workforce Partnership

Oregon's Higher Education Coordinating Commission - Office of Workforce Investments (HECC-OWI) conducted its annual monitoring review of Lane Workforce Partnership (LWP) in February 2025.

The review included tests of compliance for elements included in the Guidance for Federal Financial Assistance, Title I of the Workforce Innovation and Opportunity Act (WIOA) and final regulations, HECC-OWI policies, LWP policies, and the nondiscrimination, disability, and equal opportunity requirements in WIOA.

The entrance conversation took place on February 19, 2025, and attendees included Tiffany Cink, Cindy Perry, Anne Nestell, Ashley Espinoza, Stephanie Lovell, Luke McCullough, Ryan Kounovsky, Jesse Quinn, Rachel Soto, and Theresa Fitzgerald.

This report cites the results of our tests of compliance and review of policies and processes, and may include observations or findings, defined as:

- *Observations: In the course of the review, the monitoring team discovered areas that raised some measure of concern. Such concerns may be easily alleviated, and the monitoring team made every effort to discuss solutions with the appropriate staff to minimize concern.*
- *Findings: Findings are items or issues that are of significant concern or that indicate the violation of a guiding principle, regulation or rule. The monitoring team requested additional information to determine whether the issue discovered was an abnormality of the review process or a valid violation.*

This final report cites no findings, and no observations.

Reviewers relied on documentation and materials provided by LWP

catalogued in the monitoring review guide, quarterly fiscal reports provided to HECC-OWI, participant records, program performance details gathered via the local participant tracking system, and State Management Information System reports.

LWP's Annual Financial Report for the Years Ended 6/30/2024 and 2023 was provided, and is included in the monitoring workpapers. Audit reports have consistently cited no internal control deficiencies, questioned costs, or other issues.

Review and compliance tests were conducted for cash management, policies and procedures, expenditure rates, quarterly financial reporting, cost allocation plan, contracts and procurement, separation of duties, payroll, and subrecipient monitoring. LWP's fiscal system of expenditure authorization and record keeping is sufficient and provides reasonable accounting control over assets, liabilities, revenues, and expenditures in connection with those funds.

The next annual monitoring of LWP is set for February 2026.

This is the final report. LWP will have one (1) week from the date of this final report to prepare and submit a written appeal to any findings. The appeal will be submitted to the Office of Workforce Investments director, who will make the final decision.

Draft report: March 6, 2025

Response to draft due: declined

Final report: March 19, 2025

Final appeal:

Office of Workforce Investments Director decision:



## **Lane WIOA One-Stop Operator PY 2025 Procurement Recommendation**

### **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) requires Local Workforce Development Boards select a One-Stop Operator through a competitive process at least once every four years (WIOA sec. 121(d)(2)(A)). The functions of the One-Stop Operator vary across the nation from an entity responsible for managing facilities and coordinating services to those with more complex oversight of the local workforce service delivery system.

In Lane County, Oregon Manufacturing Extension Partnership (OMEP) has been the selected One-Stop Operator since 2017. The current One-Stop Operator Contract with OMEP is at the end of its four-year procurement cycle and expires on June 30, 2025.

A Request for Proposals (RFP) for the WIOA One-Stop Operator was issued on January 17, 2025. Proposals were due February 28, 2025. There were three proposals received, of which two of them did not meet minimum requirements. They were:

- Oregon Manufacturing Extension Partnership (did not meet minimum requirements)
- Collaborative Economic Development Oregon (did not meet minimum requirements)
- EQUUS Workforce Services

Staff determined that the errors and omissions in the proposals submitted may have been due to the respondent's lack of understanding the submittal requirements and chose to extend the due date of the One-Stop Operator Procurement for one week to allow each respondent to review the instructions and to resubmit their proposals with required formatting and documentation. However, even with the extended period of time, the same two respondents were not able to meet minimum requirements and the third respondent's budget was dependent upon their receipt of the WIOA Adult and Youth awards. Therefore, no sufficient responses were received resulting in a failed procurement for the WIOA One-Stop Operator.

### **DISCUSSION/OPTION:**

In instances of a failed procurement process, Local Workforce Development Boards may serve as the One-Stop Operator with the approval of the Chief Elected Official (CEO) and the Governor. Staff are recommending that the Executive Board view this failed procurement as an opportunity for Lane Workforce Partnership to conduct the functions of the One-Stop Operator for a period of one year. This will provide time for staff to put systems and processes in place that are designed to align the workforce service delivery programs and partners in Lane County.

WorkSource Lane is the cornerstone of the public workforce development system which houses multiple organizations through integrated service delivery. In order to meet the demands of businesses and produce highly valued employment talent in Lane County, coordination among several key employment, education, and training programs is crucial. The focus of the One-Stop Operator is to provide coordination and oversight of the workforce development services through the One-Stop Delivery system in Lane County.

The mission of Oregon’s WorkSource Centers is to effectively respond to workforce challenges through high-quality services to individuals and businesses, resulting in job attainment, retention, and advancement.

Through no fault of any one organization, nor the current One-Stop Operator, Lane’s Workforce Services is experiencing gaps in service alignment amongst partners, connections between business needs and education providers, supporting job seekers in gaining employment in high quality jobs, and supporting local education providers in listing their programs on the Eligible Training Provider List.

By assuming the responsibilities of the One-Stop Operator, Lane Workforce Partnership Staff will spend the next year engaged in the following list of activities as well as exploring continuous improvement of the workforce system:

- Complete an inventory of the current workforce services and partners in Lane County. Develop a recommendation for system improvement, alignment, and better coordination of services.
- Conduct an audit of Lane WorkSource Center’s compliance with the WSO Operational Standards and include an action plan to improve any areas of non-compliance.
- Convene all education and training providers in Lane County to provide an in-service on the Eligible Training Provider List, how to establish initial eligibility, and requirements for continued eligibility.
- Establish a system supporting Lane County education and training providers, connecting training to current industry trends, and facilitating communication between educators and industry sector partners.
- Complete a WSO assessment framework for continuous process improvement. Introduce the framework to the Local Leadership Team and lead the implementation with a quarterly report on strengths, weaknesses, gaps, and opportunities for improvement.
- Set the agenda and facilitate the Local Leadership Team meetings along with ensuring engagement of all WIOA mandated partner programs.

## **RECOMMENDATION**

That the Executive Board recommend and seek approval of the Local Chief Elected Official (CEO) and the Governor of Oregon to Sole Source the One-Stop Operator contract to Lane Workforce Development Board/Lane Workforce Partnership for a period of one year beginning on July 1, 2025 – June 30, 2026.

**Lane WIOA Adult/Dislocated Worker Service Provider PY 2025  
Procurement Recommendation**

**BACKGROUND**

Lane Workforce Partnership (LWP) is responsible for providing Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) services in Lane County through a contracted service provider at WorkSource Centers. At the direction of the Workforce Development Board (WDB), LWP conducts a procurement process for WIOA Adult/DW and Youth services every five years.

The current procurement cycle for WIOA Adult/DW services is in its fourth year and is being closed one year early in order to align with the WIOA Youth procurement cycle, which is in its fifth and final year.

A Request for Proposals (RFP) for the WIOA Adult and DW Service Provider was issued on January 17, 2025, with proposals due February 28, 2025. The total amount of funding available for Program Year 2025/2026 is \$835,000.

**WIOA Adult Service Provider Expected Services**

The WIOA Adult and Dislocated Worker Provider is expected to execute and manage each of the of the following services:

1. Recruitment into services and programs
2. Participant eligibility determination for WIOA Adult and Dislocated Worker Programs and other grant funded programs, including application of Priority of Service and serving identified targeted populations
3. Enrollment into Oregon customer management systems (iTrac)
4. Co-enrollment into multiple programs
5. Career coaching and advising for job seekers
6. Support during training activities
7. Providing support services during enrollment to overcome barriers to employment
8. Providing skills and abilities assessments, including but not limited to essential employability skills and the National Career Readiness Certificate (NCRC).
9. Connecting customers to community resources
10. Developing job and career goals that are responsive to the customer's needs and interests and connecting those goals to program services and activities.
11. Development of Individual Service/Employment Plans
12. Customer portfolio development
13. Active and timely case management
14. Providing follow-up services for a period of not less than 12 months after entered employment
15. Documentation and database management including potential modernization or system changes
16. Workshop development and facilitation
17. Facilitating and understanding the use of e-learning platforms
18. Knowledge of local labor market information for job search and employment support

- 19. Rapid Response activities before or during local layoffs
- 20. Business services, working with industry and employers directly
- 21. Knowledge of local sector strategies

### **Proposal Overview**

Four proposals were received that met minimum requirements.

The evaluation committee, comprised of five reviewers (four WDB members and one outside Subject Matter Expert), entered into in-depth discussion of the merits, strengths, and weaknesses of each proposal received.

<b>Proposer</b>	<b>Score (out of 100)</b>
<b>Grant Associates</b>	<b>89.6</b>
Lane County Health & Human Services	83.0
Career Team, LLC	76.0
EQUUS Workforce Services	76.0

### **RECOMMENDATION:**

That the Executive Board of the Lane Workforce Development Board (WDB) approve the award of the Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker (DW) Services Provider contract to Grant Associates in the amount of \$835,000 for the period of July 1, 2025 – June 30, 2026, with the option to extend the contract for four additional one-year periods based on performance and funding availability.

## **Lane WIOA Youth Service Provider PY 2025 Procurement Discussion Item**

### **BACKGROUND**

Lane Workforce Partnership (LWP) is responsible for the delivery of Workforce Innovation and Opportunity Act (WIOA) Youth services in Lane County through a contracted service provider. At the direction of the Workforce Development Board (WDB), LWP conducts a procurement process every five years for both WIOA Adult/Dislocated Worker (DW) and Youth services.

Historically, there had been multiple youth service providers in Lane County. However, due to budget constraints and a desire from the Workforce Development Board to enhance coordination of services, the most recent five-year cycle (ending June 30, 2025) has operated with a single youth provider, Connected Lane County, serving the entire region.

A Request for Proposals (RFP) for the WIOA Youth Service Provider was issued on January 17, 2025, with proposals due February 28, 2025. The total amount of funding available for Program Year 2025/2026 is \$660,000.

### **WIOA Youth Service Provider Expected Services**

At a minimum, the following 14 WIOA Program Elements must be made available to eligible Out-of-School Youth (OSY) and In-School Youth (ISY) participants, either through direct service provision or referral to partner organizations. The Program Provider(s) is responsible for quality of referrals and tracking all elements provided.

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individual with disabilities) or for a recognized post-secondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience. 20% of Respondent's total budget will be reserved for paid work-based trainings which may include:
  - Work Experience
  - Summer employment opportunities
4. Occupational skill training, which includes priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer centered activities encouraging responsibility, and other positive social and civic behaviors.
7. Supportive services to enable the youth/young adult to be successful in the program.
8. Adult mentoring for duration of at least twelve (12) months after the completion of participation.

- a. Adult mentoring is crucial for youth development, offering guidance, support, and role modeling that helps young people navigate challenges and seize opportunities.
9. Follow-up services, for at least twelve (12) months after the completion of participation.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth/young adult.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information and in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration service; and
14. Activities that help youth/young adults prepare for and transition to post-secondary education and training.

## Proposal Overview

Four proposals were received that met minimum requirements:

The evaluation committee, comprised of five reviewers, entered into in-depth discussion of the merits, strengths, and weaknesses of each proposal received.

Proposer	Score (out of 100)
Looking Glass	96.6
Connected Lane County	91.0
Grant Solutions	80.7
EQUUS Workforce Services	69.2

## Top Scoring Proposals:

Looking Glass and Connected Lane County received the highest scores. Looking Glass operates a strong education-based program and Connected Lane County operates a strong Career Connected Learning program. Both organizations are based in Lane County.

Even with one proposer scoring higher than the others, Lane Workforce Partnership staff are recommending to the Executive Board that additional evaluation steps be taken before awarding the contract to ensure the selected provider aligns with the current goals and service delivery strategies of Lane Workforce Partnership. This recommendation is predicated on the following questions:

- 1) Does Looking Glass, who operates a very strong education-based program for youth, have the ability to operationalize services for the broad WIOA 16 – 24-year-old Out-of-School Youth population?
- 2) How will Looking Glass ensure accessibility for rural and underserved youth populations?
- 3) How will Looking Glass compete for qualified staff in the current labor market based on the proposed wages in the Staffing Plan Budget?

- 4) Comparisons of program design for specific and unique needs of the WIOA youth populations.
  - a. Looking Glass operates a high-quality school-based program
  - b. Connected Lane County has built a nationally recognized career connected learning program

LWP staff recognize that these considerations warrant further review prior to making a final decision as to the award of a youth services contract.

#### **RECOMMENDATION:**

That the Executive Board direct LWP staff to extend the WIOA Youth Evaluation period to include:

- 5) **Site Visits:** Tours of both Looking Glass and Connected Lane County's primary service locations.
- 6) **Oral Interviews:** Conducted during site visits, with questions for both organizations.
- 7) **Scoring:** Oral interview scores will be combined with written proposal scores to inform the final recommendation.
- 8) **Final Recommendation:** A final provider recommendation will be presented to the Executive Board at the May 15, 2025 meeting.