



**LANE WORKFORCE PARTNERSHIP EXECUTIVE BOARD MEETING**  
**Thursday, April 18<sup>th</sup>, 2024**  
**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 Meeting**  
<https://us02web.zoom.us/j/8428428857>  
**Meeting ID: 842 842 8857**

**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 January 18, 2024, Executive Board Meeting / Action* Pages 1 - 3
- IV. PROFESSIONAL AUDIT AND RELATED FINANCIAL / *Action* Page 4  
SERVICES CONTRACT AWARD RECOMMENDATION 2024-2025  
*Tiffany Cink, Lane Workforce Partnership*
- V. PER ORS 192.610, THE EXECUTIVE BOARD WILL CONDUCT AN EXECUTIVE SESSION TO DISCUSS MATTERS OF PERSONNEL  
*Shondra Holliday, Chair*  
  
**Per LWP Board Bylaws, the Executive Director and all staff will leave the meeting during the Executive Session.**
- VI. 2024 WIOA FINAL MONITORING REPORT / *Information* Pages 5 - 7  
*Tiffany Cink, Lane Workforce Partnership*
- VII. LOCAL STRATEGIC PLAN UPDATE / *Information*  
*Cindy Perry, Lane Workforce Partnership*
- VIII. EXECUTIVE DIRECTOR’S REPORT / *Information*  
*Ashley Espinoza, Lane Workforce Partnership*
- IX. EXECUTIVE BOARD MEMBER UPDATES / *Information*
- X. OTHER BUSINESS
- XI. ADJOURNMENT



**LANE WORKFORCE EXECUTIVE BOARD MEETING**

**Thursday, January 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, Stephanie Lovell  
**Others Present:** Nadia Costa, Kathy Smith

<b>Recommendation</b>	<b>Motion</b>	<b>Seconded</b>	<b>Status</b>
Approve Executive Board Meeting Minutes, October 19, 2023	John Stapleton	Michelle Webber	Approved
Provisionally approve the LWP Local Plan for July 1, 2024 - June 30, 2028	Jeff Graham	Solomon Harris	Approved

**I. CALL TO ORDER**

Shondra Holliday called the meeting to order, and introductions were made.

**II. PUBLIC COMMENT**

There was no public comment.

**III. CONSENT CALENDAR**

John Stapleton made a motion to approve the October 19, 2023, Executive Board meeting minutes. Michelle Webber seconded, and the motion was approved.

**IV. 2022 – 2023 FINANCIAL AUDIT PRESENTATION**

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

Upon regathering, Shondra Holliday highlighted Nadia Costa’s positive assessment, acknowledging LWP’s efforts in ensuring compliance throughout the year. There were no audit findings. The board conveyed their gratitude to the LWP staff.

## **V. LOCAL STRATEGIC PLAN PROCESS UPDATE**

Kathy Smith outlined Lane Workforce Partnership’s strategic planning process, which entailed conducting stakeholder feedback sessions across Lane County to gain insights into workforce challenges. Over 90 participants contributed valuable input, shaping the preliminary strategic goals and objectives.

Key Findings/Major Themes:

- Demographics – supply and demand
- Workforce Participation
- Changing workforce expectations
- Youth Investments
- Social Context
- Implications of AI
- Awareness and accessibility of public workforce system
- Rural considerations

Four provisional strategic goals with associated objectives were presented:

1. Increase awareness and use of the workforce system;
2. Embrace transparency and accountability;
3. Create strategic alignment and innovative collaboration among public and private partners and business;
4. Advance equitable prosperity through an inclusive workforce, overcoming barriers to workforce participation.

Ashley Espinoza noted that we are in the process of finalizing the measurements, which the completed version to be finalized in time for the February 22, 2024, LWP full board meeting.

## **VI. LOCAL WIOA PLAN APPROVAL**

Cindy Perry presented Lane Workforce Partnership’s local plan, aligning it with state priorities in accordance with the US Department of Labor’s requirement for a four-year Plan for Title 1 of the Workforce Innovation and Opportunity Act of 2014. The draft plan is mandated to undergo a 30-day public comment period, with provisional approval by the Workforce Development Board per the State of Oregon’s policy before being posted.

This comprehensive plan encompasses operational and compliance strategies for services delivered collaboratively at WorkSource Oregon Lane locations and through Lane Workforce Partnership youth services providers. It reflects Oregon’s workforce services integration initiative, involving partner agencies and incorporating policy guidance from the LWP Board of Directors, the Governor, and the Oregon Workforce and Talent Development Board.

Jeff Graham made a motion to provisionally approve the Lane Workforce Partnership WIOA Local Plan for July 1, 2024 – June 30, 2028. Solomon Harris seconded, and the motion was approved.

**VII. OTHER BUSINESS**

No additional matters were recorded.

**VIII. ADJOURNMENT**

Shondra Holliday adjourned the meeting.

**PROFESSIONAL AUDIT AND RELATED FINANCIAL SERVICES CONTRACT AWARD  
RECOMMENDATION  
2024-2025**

**RECOMMENDATION**

To award the professional audit and related financial services contract to Jones & Roth for the period July 1, 2024, through 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.

**BACKGROUND**

Lane Workforce Partnership (LWP) is required to annually conduct an Office of Management & Budget (OMB) Title 2 CFR 200 federal compliance audit and to complete the IRS required Form 990. Choosing a provider for these services is completed every five years through LWP’s formal Request for Proposal (RFP) process.

**DISCUSSION**

Jones and Roth, P.C. has been providing audit and financial services to LWP since 2014. In June 2019, they were awarded a second five-year service agreement. The RFP in 2019 was highly competitive with five firms applying. Jones and Roth, P.C. received the highest score of 1,070 out of a possible 1,200 possible points.

For the 2024 RFP cycle, public notice was posted on February 9<sup>th</sup> with proposals due by Monday, March 11<sup>th</sup>. Direct solicitations for responses were sent to five Oregon-based CPA firms including those that perform work for other Oregon Workforce Boards.

Subsequently, LWP received a single response from Jones and Roth, P.C. Their proposal met all of the Mandatory Requirements included in the RFP at a total cost of \$33,850.00.

Over the past 10 years, Jones and Roth, P.C. has provided excellent service including guidance on changing accounting standards, timely completion of all required reporting, and professional updates to the LWP Executive Board.

The following table shows the year-over-year price changes since the 2019 award.

	Cost	Annual \$ Change	Annual % Change
2019-2020 Award/Actual Cost	23,525.00		
2020-2021 Actual Cost	23,995.00	470.00	2%
2021-2022 Actual Cost	24,000.00	5.00	0%
Actual Cost (new GASB Lease Standards)	30,950.00	6,950.00	22%
2023-2024 Actual Cost	29,500.00	(1,450.00)	-4.92%
Proposed 2024-2025	33,850.00	4,350.00	13%



# 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 29, 2024

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

Dear Chair Holliday,

Attached is the final report for monitoring conducted at Lane Workforce Partnership 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* 2024 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 and March 2024.

Reviewers conducted tests of compliance for elements included in the Uniform Administrative Requirements, 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 29, 2024, and attendees included Tiffany Cink, Cindy Perry, Stephanie Lovell, Anne Nestell, Ryan Kounovsky, Jesse Quinn, 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 independent audit for the years ended June 30, 2023 and 2022 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 planned for February 2025.

The draft report was provided on March 15, 2024. LWP staff indicated they would have no response, and requested that the report be finalized.

This is the final report. LWP will have one (1) week from the date of the 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 15, 2024

Response to draft due: none

Final report: March 29, 2024

Final appeal:

Office of Workforce Investments Director decision: