



LANE WORKFORCE PARTNERSHIP BOARD MEETING

Thursday, May 22, 2025

3:00pm – 5:00pm

In-Person: WorkSource Lane (2510 Oakmont Way, Eugene)

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

AGENDA

- | | | |
|-------|---|---------------------------|
| I. | CALL TO ORDER / <i>Shondra Holliday</i> | 3:00pm |
| II. | PUBLIC COMMENT – <i>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.</i> | |
| III. | CONSENT CALENDAR / <i>Action</i> | 3:05pm |
| | • <i>Minutes of the February 27th, 2025, Board Meeting</i> | Pages 1 - 8 |
| IV. | U of O INSTITUTE FOR POLICY, RESEARCH AND ENGAGEMENT PRESENTATION / <i>Information</i> | 3:10pm – 3:40pm |
| | Unlocking Potential: Career Pathways for Lane County’s Workforce
<i>Wren Ganey, Jasper Riogest, and Agustin Olivares Lucero</i> | |
| V. | BOARD OFFICER RECOMMENDATION / <i>Action</i> | 3:40pm – 3:45pm
Page 9 |
| VI. | REQUEST FOR PROPOSALS PROCUREMENTS/ <i>Information</i> | 3:45pm – 3:55pm |
| | <i>Cindy Perry and Ryan Kounovsky, Lane Workforce Partnership</i> | |
| VII. | PROGRAM YEAR 2025 – 2026 BUDGET / <i>Information</i> | 3:55pm – 4:05pm |
| | <i>Tiffany Cink, Lane Workforce Partnership</i>
Pages 10 - 12 | |
| VIII. | BOARD “BUDDIES” PROGRAM / <i>Discussion</i> | 4:05pm – 4:15pm |
| | <i>Ashley Espinoza, Lane Workforce Partnership</i>
Pages 13 - 19 | |
| IX. | CHAIR’S REPORT / <i>Information</i> | 4:15pm – 4:20pm |
| | <i>Shondra Holliday</i> | Pages 20 - 22 |
| | • Summary of LWP Board/Executive Board/Lane Council Action Items / <i>Information</i>
Minutes for Full Board, Executive Board, and Lane Council meetings are available here) | |
| X. | EXECUTIVE DIRECTOR’S REPORT / <i>Information</i> | 4:20pm – 4:35pm |
| | <i>Ashley Espinoza, Lane Workforce Partnership</i> | |
| XI. | BOARD COMMITTEE UPDATES / <i>Information</i> | 4:35pm – 4:40pm |
| | • Julie Davidson, Chair, Workforce Services Operations Committee
• John Stapleton, Chair, Community Engagement Committee | |

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|-------|---|-----------------|
| XII. | BOARD MEMBER UPDATES / <i>Information</i> | 4:40pm – 4:55pm |
| XIII. | OTHER BUSINESS | 4:55pm |
| XIV. | ADJOURNMENT | 5:00pm |

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LANE WORKFORCE BOARD MEETING

Thursday, February 27, 2025

3:00PM – 5:00PM

MINUTES

In Attendance: Julie Davidson, Jeff Graham, Courtney Griesel, Solomon Harris, David Heavirland, Phil Hohnstein, Shondra Holliday, Heidi Larwick, Laura Luther, Grant Matthews, Chelsea Miller, Stan Pickett, Matt Sayre, Charlene Vermilyea, Steve Yamamori

Absent: Jennifer Adams, Monica Bielski Boris, Billy Dover, Bettina Hannigan, Lynn McDonald, Bailey McEuen, Jeff McGillivray, John Stapleton

Board Staff: Ashley Espinoza, Anne Nestell, Tiffany Cink, Cindy Perry

Others: Holly Mar-Conte

APPROVALS

Recommendation	Motion	Seconded	Status
Approve Full Board Meeting Minutes (December 11, 2024)	Solomon Harris	Dave Heavirland	Approved

I. CALL TO ORDER and INTRODUCTIONS

Shondra Holliday called the meeting to order.

II. PUBLIC COMMENT

No public comments were received.

III. CONSENT CALENDAR

Solomon Harris moved to approve the December 11th, 2024, Board Meeting Minutes. Dave Heavirland seconded, and the motion was approved.

IV. PRESENTATION: STATE OF CHILD CARE

Presenter: Holly Mar-Conte, Child Care Sector Strategist, Onward Eugene

Overview: Holly Mar-Conte provided an overview of child care in Oregon, particularly in Lane County, covering the child care system's structure, key partners, and existing challenges.

Oregon's Child Care Structure

The Department of Early Learning and Care is a state agency that oversees child care in the state. Within that there is:

- Child Care Licensing Division
- Child Care Resource and Referral Agencies
- Early Learning Hubs
- Employment Related Daycare

State and Regional Partners

- Find Child Care Oregon
- Oregon Center for Career Development at Portland State University
- The Research Institute at Western Oregon University
- Early Learning System Initiative at Oregon State University

Different Types of Child Care:

- Registered Family Child Care, Licensed: typically, in-home child care and can serve up to 10 children.
- Certified Family Child Care, Licensed: they might hire a staff person, and they can serve up to 16 children.
- Certified Child Care Center, Licensed: typically, commercial buildings with multiple classrooms, serving infants, toddlers, and preschool aged children.
- Preschool Recorded Program, Unlicensed: programs that run half day or serve a lesser number of children, for example Montessori type programs.
- School-Age Recorded Program, Unlicensed: typically, after school programs, summer school, YMCA type programs.
- License Exempt Child Care, Unlicensed: typically caring for 3 or fewer children in their home – often referred to as family/friend/neighbor care.

Challenges Facing Child Care in Lane County:

Compensation Crisis:

- The average wage in the child care sector is \$30,392 per year.
- Many child care workers lack access to health, vision, and dental insurance, paid time off, and retirement savings.
- Workers often struggle to afford care for their own children.

Affordability Crisis:

- The annual cost of child care is approximately \$18,816, which is higher than in-state tuition at the University of Oregon for one year.
- Families earning between \$62,401 and \$268,799 do not qualify for subsidies but still struggle to afford care.
- The federal government has said that for child care to be affordable, the cost should be about 7% of a household's total income. For one child to meet that 7% marker, that household income would have to be \$268,800.

Access Crisis:

- There is a significant waitlist for Employment-Related Day Care assistance.
- Over 400 families in Lane County qualify for subsidies but are unable to access care due to facility limitations.
- Many child care programs report open slots, yet barriers exist in filling them due to workforce shortages.

Workforce Crisis:

- Hiring and retention challenges persist due to low wages and demanding job requirements.
- Education, training, and accreditation costs remain a barrier to entry for potential child care providers.
- Workforce shortages impact the sustainability of child care businesses.

Current Landscape in Lane County:

- Lane County remains a child care desert, with only 16 slots available for every 100 children in need.
- An estimated 500 to 2,500 additional child care slots are needed to meet demand.
- Care is expensive: Locally, the average monthly cost of full-time child care is \$886 per child.
- Many child care programs struggle to provide culturally, linguistically, and developmentally appropriate services.

Promising Strategies and Solutions:**1. Recruitment and Retention Programs:**

- Community outreach, career pathway support, professional development, and coaching for child care providers.
- Business development support for new and existing child care operators.

2. Early Child Care Business Accelerator:

- Winter 2023 Cohort: 14 graduates created 11 new businesses and 100 new child care slots.
- Spring and Fall 2024 Cohorts anticipated to create an additional 200+ slots.

3. Affordable Housing and Child Care Partnerships:

- Developments such as Ollie Court and Elm Park integrate early learning centers into affordable housing projects.

4. Compensation and Benefits Initiatives:

- Developing a recommended wage scale to align early childhood educators' salaries with kindergarten teachers.
- Exploring strategies to provide comprehensive health insurance for child care workers.

5. **Early Childhood Education Registered Apprenticeship:**

- A structured program offering paid training and mentorship, leading to increased wages tied to skill development.
- Includes a youth-focused early childhood education opportunity.

6. **Employer-Supported Child Care Initiatives:**

- Development of an Employer Child Care Navigator and Oregon Employer's Child Care Toolkit.
- "Best Place for Working Parents" initiative to recognize family-friendly workplaces in Lane County.

V. **LWP MID-YEAR PERFORMANCE REPORT**

Cindy Perry 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

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

VI. CHAIR’S REPORT

Shondra Holliday noted that action item summaries from the LWP Board, Executive Board, and Lane Council meetings are on page 17 of the board packet. Nominations for the Board Secretary position are open – members interested should contact Anne Nestell.

VII. 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 2nd Annual Community Collaborative & Industry Luncheon.
 - Recognized Phil Hohnstein for his 12 years of service on the Lane Workforce Partnership Board of Directors, thanking him for his service and commitment.

VIII. BOARD COMMITTEE UPDATES

- Julie Davidson, Workforce Services Operations Committee: Reported that evaluation committees for the three RFPs (Adult/Dislocated Worker, Youth, One-Stop Operator) have been filled, with meetings starting in March.

IX. BOARD MEMBER UPDATES

- Grant Matthews (Lane Community College)
 - Two new programs, the Respiratory Therapy Program and the Bachelor of Science in Nursing Program, have been approved by the state and are in the final phases of development, set to launch in Fall 2025.
- Phil Hohnstein (Hillside Heights)
 - Hillside Heights continues to grow as a healthcare center, with increasing patient acuity.
 - Achieved the lowest turnover rate within the company over the past two years, while increasing staff from 62 in 2023 to 117 in 2024.
 - Serving as a clinical training site for the company, Bushnell University, and Lane Community College.
 - Developing multiple pilot programs to be implemented company-wide; last year, Phil was awarded Administrator of the Year for these initiatives.
 - The Director of Nursing for Hillside Heights and Phil serve on the LCC Nursing Advisory Board, working to increase RN student exposure to community-based care.
- Charlene Vermilyea (Emergence Addiction & Behavioral Therapies)
 - Emergence will visit the Oregon State Penitentiary next Friday with Nancy Pance (Opportunity Oregon).
 - Approximately 75% of Emergence's staff have personal experience with incarceration or the justice system. The organization takes pride in its efforts to recruit from this population.
- Chelsea Miller (Vocational Rehabilitation)
 - The Oregon Statewide Transition Conference takes place next week, focusing on improving transition services for youth with disabilities and helping them move into employment and independent living.
 - Program Update: Although not yet official, Vocational Rehabilitation is preparing for a shift into Order of Selection, meaning services will be prioritized for individuals with the most significant disability-related employment barriers due to budget constraints.
 - The Eugene and Springfield offices will merge into a single location at 10 Shelton McMurphy Blvd. in June.

- Jeff Graham (Danone/So Delicious)
 - No updates to report.
- Steve Yamamori (Reveille Foundation)
 - Appreciates the sponsorship for the Trauma-Informed Train the Trainer Workshop.
 - Hired 10 new W-2 employees in February.
 - Opened a job center in the new office, located across the street from Reveille's housing facility.
- Stan Pickett (Delta Sand and Gravel)
 - Hosting a Sand and Gravel Tour for high school students on Tuesday, April 8th.
- Courtney Griesel (Sierra Pacific Industries)
 - Currently in the midst of student tours, averaging two per week.
 - Hosted 700 students at the Logging Conference.
 - Broke ground on a new 210,000 square foot sawmill facility, a significant investment in the region. To support the project, a fabrication shop and division was built a year ago, bringing on approximately 15 new employees.
- Julie Davidson (Oregon Employment Department)
 - The Workforce Operations Modernization RFP went live yesterday, marking a major step toward workforce system technology upgrades, with implementation expected in 18 months.
 - The nine Oregon workforce boards and Oregon Employment Department area managers are meeting monthly to standardize best practices and ensure alignment of support and resources across the state.
- Laura Luther (Lane County)
 - The Mobile Crisis Unit is now operating 24/7 and expanding into rural areas.
 - Currently, five open Medical Assistant positions remain, down from 17, showing progress in staffing.
 - Excited about the CleanLane Resource Recovery Facility, a state-of-the-art waste processing center set to be the largest of its kind in the country, scheduled to open in 2026.
- Matt Sayre (Collaborative EDO):
 - Expressed appreciation for:
 - Sierra Pacific Industries for hosting students and teachers.
 - Delta, Wildish, Knife River, and Riverbend Materials for hosting the upcoming Sand and Gravel Day on April 8th.
 - Lane Community College for its role in a recent company recruitment meeting attended by Dr. Bulger, which focused on workforce development, apprenticeships, and talent pipelines.
 - Heidi Larwick for her 10+ years with Connected Lane County, which has positively impacted thousands of youth.
 - A celebration for Heidi will take place tomorrow at Connected Lane County/Spark Booth-Kelly from 4:30pm – 6:00pm.

- Heidi Larwick (Connected Lane County)
 - The Health Excelerator is currently underway. All participants passed their CNA1 practical exam and are now beginning clinicals. The Excelerator program has nearly 100% job placement in healthcare, tech, and manufacturing. Participants are 18 – 24 years old who did not have a successful educational experience.
 - Internships for rising high school junior and seniors: Received 224 applications for 50 available slots. Employers interested in hosting interns should reach out – students complete approximately 175 hours of work, with Connected Lane County covering all wages.
 - Upcoming Manufacturing Technology Excelerator (May start date): Provides 120 hours of paid training in OSHA safety, CAD basics, CNC operation, and welding. Applications are opening soon.
- Solomon Harris (CEI Coatings, Inc.)
 - Meeting with Ashley, Ryan Kounovsky, John Stapleton, and Commissioner Loveall to discuss expanding the Constructing a Brighter Future program beyond housing. More partners will be brought in as this continues to unfold.
- Shondra Holliday (Lane County Medical Society)
 - Transitioned from Executive Director to Foundation Director at the Lane County Medical Society, now focusing on physician wellness and suicide prevention.

X. OTHER BUSINESS

No other business was noted.

XI. ADJOURNMENT

Shondra Holliday adjourned the meeting.

Lane Workforce Partnership Board Officer Recommendation

Background

As stated in Article V, of the Lane Workforce Partnership By-Laws:

“The Corporation shall have a Chair, Chair-Elect, Secretary, Treasurer, Executive Director, and Past-Chair, all of whom shall be elected by a majority vote of the LWB except for the Executive Director who shall be separately selected and appointed by the Board of the Corporation.”

Discussion

At the May 15, 2025, Executive Board meeting, discussion and action were taken regarding board officer appointments for the 2025-2026 Program Year. Current board officers are:

- Chair: Shondra Holliday
- Chair-Elect: Solomon Harris
- Treasurer: John Stapleton
- Secretary: Jeff Graham
- Past-Chair: Jennifer Adams

Per standard succession:

- Shondra Holliday automatically moves into the Past-Chair position.
- Solomon Harris automatically moves in the Chair position.

Additional Officer Interest:

- Chair-Elect: John Stapleton has expressed interest.
- Treasurer: Jeff Graham has expressed interest.
- Secretary: Despite two notifications to the Board (February 12, 2025, and March 10, 2025), no other Board members expressed interest. Jeff Graham is willing to serve in a dual role as Treasurer and Secretary.

The Executive Board unanimously approved recommending the following officer slate for a two-year term beginning July 1, 2025:

- Chair: Solomon Harris
- Chair-Elect: John Stapleton
- Treasurer and Secretary: Jeff Graham
- Past Chair: Shondra Holliday

Updated Information: On May 19, 2025, Billy Dover came forward to express interest in serving as Secretary. This new interest will be considered as part of the final Board vote on officer appointments.

Recommendation

The Lane Workforce Partnership Board of Directors elect Solomon Harris, Chair; John Stapleton, Chair-Elect; Jeff Graham, Treasurer, Billy Dover, Secretary; and Shondra Holliday, Past-Chair to serve as board officers for a two-year term beginning July 1, 2025.

Lane Workforce Partnership

1401 Willamette Street, Second Floor
Eugene, Oregon 97401

Revenue

Title	2024-2025 Adopted Budget Mod #2	2025-2026 Propoosed Original Budget	Difference
<u>Workforce Innovation and Opportunity Act (WIOA) Funds</u>			
WIOA Adults	\$ 860,682	\$ 834,494	\$ (26,188)
WIOA Youth	\$ 1,062,302	\$ 962,052	\$ (100,250)
WIOA Dislocated Worker	\$ 640,628	\$ 589,109	\$ (51,519)
WIOA RR/Layoff Aversion	\$ 89,248	\$ 40,301	\$ (48,947)
WIOA DWG QUEST	\$ 399,950	\$ 199,998	\$ (199,953)
Critical Sectors - Hospitality (WIOA DWG)	\$ 352,763	\$ -	\$ (352,763)
WIOA Administration	\$ 263,907	\$ 263,322	\$ (585)
Subtotal	\$ 3,669,479	\$ 2,889,275	\$ (780,204)
<u>Other:</u>			
General Fund Work Experience	\$ 358,173	\$ 384,298	\$ 26,125
Industry Engagement	\$ 103,880	\$ 174,985	\$ 71,105
Competitive Strategies	\$ 94,862	\$ 168,855	\$ 73,993
Constructing a Brighter Future/Team Oregon Build	\$ 219,955	\$ 10,580	\$ (209,375)
Oregon Youth Employment Program	\$ 326,208	\$ 750,000	\$ 423,792
Good Jobs - Driving Prosperity (SOWIB)	\$ 16,660	\$ -	\$ (16,660)
Oregon Health Authoity - HOWTO Grant	\$ 418,899	\$ -	\$ (418,899)
<u>Future Ready Oregon - Prosperity 10,000 and Workforce Ready</u>			
Workforce Ready - Federal ARPA - Bushnell	\$ 284,852	\$ 200,860	\$ (83,992)
Federal ARPA	\$ 774,770	\$ 194,609	\$ (580,161)
Federal ARPA - Navigators	\$ 764,694	\$ 448,005	\$ (316,689)
Workforce Ready - Federal ARPA - NAACP	\$ 318,671	\$ 160,000	\$ (158,671)
Oregon Workforce Partnership - Re-entry	\$ 109,165	\$ 57,800	\$ (51,365)
Subtotal:	\$ 3,790,790	\$ 2,549,992	\$ (1,240,798)
Revenue Total:	\$ 7,460,269	\$ 5,439,267	\$ (2,021,002)
<u>Contingency Reserves:</u>			
Non-Federal Contingency Reserve:	\$ 107,000	\$ 107,000	\$ -
Total All Sources:	\$ 7,567,269	\$ 5,546,267	\$ (2,021,002)

Lane Workforce Partnership

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Eugene, Oregon 97401

Revenue and Expense Summary by Fund

Title	Revenue	Personnel Expenses	Materials & Supplies	Community Investments	(Net) Reserve for Future Expenditures
<i>(Revenue Less Personnel Less Materials & Supplies Less Community Investments Equals Net Reserve for Future Expenditures)</i>					
Workforce Innovation and Opportunity Act (WIOA) Funds					
WIOA Adults	\$ 834,494	\$ 196,488	\$ 36,293	\$ 470,812	\$ 130,902
WIOA Youth	\$ 962,052	\$ 110,156	\$ 25,763	\$ 671,538	\$ 154,594
WIOA Dislocated Worker	\$ 589,109	\$ 191,764	\$ 35,552	\$ 272,351	\$ 89,441
WIOA RRLayoff Aversion	\$ 40,301	\$ -	\$ -	\$ 40,301	\$ 0
WIOA DWG QUEST	\$ 199,998	\$ 37,946	\$ 9,896	\$ 152,165	\$ (9)
Critical Sectors - Hospitality (WIOA DWG)	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Administration	\$ 263,322	\$ 144,711	\$ 72,805	\$ -	\$ 45,806
Subtotal:	\$ 2,889,275	\$ 681,065	\$ 180,309	\$ 1,607,168	\$ 420,733
Other:					
General Fund Work Experience	\$ 384,298	\$ 26,358	\$ 7,021	\$ 153,719	\$ 197,199
Industry Engagement	\$ 174,985	\$ 12,083	\$ 1,894	\$ 73,500	\$ 87,508
Competitive Strategies	\$ 168,855	\$ 34,841	\$ 34,417	\$ 15,000	\$ 84,597
Constructing a Brighter Future/Team Oregon Build	\$ 10,580	\$ 15,414	\$ 2,416	\$ -	\$ (7,249)
Oregon Youth Employment Program	\$ 750,000	\$ 60,075	\$ 15,195	\$ 598,500	\$ 76,230
Good Jobs - Driving Prosperity (SOWIB)	\$ -	\$ -	\$ -	\$ -	\$ -
Oregon Health Authority - HOWTO Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Future Ready Oregon - Prosperity 10,000 and Workforce Ready					
Workforce Ready - Federal ARPA - Bushnell	\$ 200,860	\$ 33,636	\$ 10,279	\$ 156,547	\$ 398
Federal ARPA	\$ 194,609	\$ 88,686	\$ 20,929	\$ 80,500	\$ 4,494
Federal ARPA - Navigators	\$ 448,005	\$ 142,207	\$ 30,184	\$ 275,000	\$ 615
Workforce Ready - Federal ARPA - NAACP	\$ 160,000	\$ -	\$ -	\$ 160,000	\$ -
Oregon Workforce Partnership - Re-entry	\$ 57,800	\$ 17,829	\$ 3,295	\$ 36,295	\$ 381
Subtotal:	\$ 2,549,992	\$ 431,128	\$ 125,629	\$ 1,549,061	\$ 444,173
Total:	\$ 5,439,267	\$ 1,112,194	\$ 305,938	\$ 3,156,229	\$ 864,906
Contingency Reserves:					
Non-Federal Contingency Reserve:	\$ 107,000				\$ 107,000
Total All Sources:	\$ 5,546,267	\$ 1,112,194	\$ 305,938	\$ 3,156,229	\$ 971,906

24.3%

6.7%

69.0%

100%

Lane Workforce Partnership

1401 Willamette Street, Second Floor

Eugene, Oregon 97401

Line Item	2024-2025 Proposed Budget Mod #2	2025-2026 Proposed Original Budget	Difference
Personnel Services			
Staff Salaries/Taxes/Fringe-All	\$ 1,125,448	\$ 1,112,194	
TOTAL Personnel FTE = 7.25	1,125,448	1,112,194	(13,254)
Materials & Supplies			
Subscriptions	2,800	2,800	-
Legal Notices	500	500	-
Taxes, Audits and Legal Services	34,350	35,500	1,150
Telephone Services	8,520	8,520	-
Purchased Insurance	26,546	28,024	1,478
Real Estate and Parking	36,636	37,374	738
Copier Charges	1,920	1,920	-
Data Warehousing and Storage	3,700	3,700	-
General Office Expenses	30,000	25,000	(5,000)
Memberships	25,600	25,600	-
Printing	500	500	-
Program Information and Outreach	23,500	21,000	(2,500)
Postage	500	500	-
Computer Equipment and Supplies	60,000	50,000	(10,000)
Business Meetings	10,000	10,000	-
Board Expenses	20,000	15,000	(5,000)
Staff Travel and Professional Dev	50,000	40,000	(10,000)
Capital Outlays	-	-	-
TOTAL M&S	335,072	305,938	(29,134)
Community Investments			
One Stop Operations	42,420	12,420	(30,000)
ITRAC Subscription	37,000	40,500	3,500
Subcontracts - Grant Associates Adult	1,475,949	1,028,514	(447,435)
Subcontracts - WIOA Youth	719,191	660,000	(59,191)
Subcontracts - CLC OYEP Youth	279,115	595,000	315,885
Subcontracts - Collaborative EDO	382,558	315,000	(67,558)
Subcontracts - P10K ARPA Navigator	243,379	275,000	31,621
Subcontracts - HOWTO - Nurturely	374,469	-	(374,469)
Subcontracts -OHF Critical Jobs Hospitality	195,308	-	(195,308)
Subcontracts - Workforce Ready - NAACP	298,126	160,000	(138,126)
Subcontracts - OWP Reentry - Opportunity Oregon	96,186	36,295	(59,891)
Other Industry Engagement (Sectors)	243,500	33,500	(210,000)
TOTAL Direct Program Services:	4,387,201	3,156,229	(1,230,972)
Total Current Expenses	5,847,721	4,574,361	(1,273,360)
Reserved For Future Expenditure:	1,434,547	864,906	(569,641)
Non-Federal Contingency Reserve:	107,000	107,000	-
Match to Revenue Total:	7,389,269	5,546,267	(1,843,002)

LWP Board Buddy Partnership Program Guide

This guide provides an overview of the Board Buddy Partnership Program, designed to cultivate stronger relationships between board members and staff. By pairing individuals strategically and facilitating structured interactions, the program aims to improve meeting efficiency, enhance interpersonal connections, and increase overall board effectiveness. Below, you'll find details on the program structure, pairing assignments, meeting guidelines, discussion topics, and expected outcomes.

Program Overview & Purpose

The Board Buddy Mentorship Program creates a support system for board members by pairing them with dedicated staff members. This intentional relationship -building effort focuses on developing stronger connections between individuals who will work closely together on various projects and initiatives.

The program emphasizes regular engagement through pre-meeting consultations, creating opportunities for mentorship, clarification, and preparation. By establishing these partnerships, we create channels for informal guidance and support that extend beyond formal meeting structures.

This approach not only strengthens individual relationships but also enhances the collective functioning of the board by ensuring all members feel supported, informed, and confident in their roles.

Meeting Structure & Guidelines

Timing

Buddies should meet for 30 -45 minutes before each quarterly meeting, allowing sufficient time for discussion without overwhelming schedules.

Format

Meetings can be conducted virtually or in-person, providing flexibility to accommodate various schedules and locations.

Preparation

Staff buddies should review upcoming meeting materials in advance and identify areas where board members might benefit from additional context or clarification.

These pre-meeting consultations create a dedicated space for questions and discussion outside of the formal meeting environment. The casual nature of these interactions encourages open dialogue and relationship building while ensuring board members enter meetings feeling prepared and confident.

Discussion Topics

Board Buddy meetings should focus on preparing members for upcoming board meetings while strengthening their understanding of organizational processes. These conversations create space for clarification and support outside of formal meeting environments.



Meeting Focus & Objectives

Review the upcoming meeting's goals and key topics to ensure clarity on desired outcomes.



Complex Agenda Items

Clarify any challenging or technical items that might benefit from additional explanation.



Past Meeting Outcomes

Connect upcoming discussions to previous decisions and ongoing initiatives.



Board Related Concerns

Address any questions or concerns in a comfortable, one-on-one environment.

Buddy Responsibilities



Provide Informal Guidance	Address Questions	Build Confidence	Strengthen Relationships
Offer insights based on experience and organizational knowledge	Ensure no lingering concerns before meetings	Help members feel prepared and supported	Foster trust and open communication

Staff buddies serve as navigators, helping board members understand not just what decisions are being made, but the context and reasoning behind them. This relationship extends beyond mere information sharing, creating a supportive partnership that enhances board member effectiveness and satisfaction.

The success of this program relies on staff buddies taking an active, consistent approach to their mentorship role, making themselves available for questions and proactively reaching out before meetings.

Expected Outcomes



This program creates a virtuous cycle where better-prepared board members contribute more effectively to discussions, leading to more informed decisions and increased satisfaction with board service. By addressing common barriers to board effectiveness —lack of information, hesitation to ask questions in group settings, and feeling disconnected —the buddy system ultimately strengthens overall governance.

Board Staff Pairing Directory

Tiffany/ Stephanie's Buddies	Cindy's Buddies	Ryan's Buddies
<ul style="list-style-type: none">Jennifer AdamsJeff GrahamStan PickettShelley Tinkham	<ul style="list-style-type: none">Julie DavidsonBettina HanniganDavid HeavirlandLaura LutherChelsea Miller	<ul style="list-style-type: none">Monica Bielski BorisBilly DoverCourtney GrieselLynn McDonaldJeffrey McGillivrayCharlene Vermilyea
Jesse's Buddies		Ashley/Anne's Buddies
<ul style="list-style-type: none">Phil HohnsteinBailey McEuenMatt SayreSteve Yamamori		<ul style="list-style-type: none">Solomon HarrisShondra HollidayJohn Stapleton

Assigned staff will reach out to their buddies ahead of quarterly meetings to schedule their pre -meeting consultation.

LANE WORKFORCE BOARD, EXECUTIVE BOARD and COUNCIL
ACTION ITEM SUMMARY
PROGRAM YEAR 2024/2025 (JULY 2024 – JUNE 2025)

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
<u>September 19, 2024, Executive Board Meeting</u>			
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
<u>September 26, 2024, Full Board Meeting</u>			
Approve Full Board Meeting Minutes, May 23, 2024	Solomon Harris	Bettina Hannigan	Approved
<u>October 17, 2024, Executive Board Meeting</u>			
Approve Executive Board Meeting Minutes, September 19, 2024	David Loveall	John Stapleton	Approved
Approve PY 2024-2025 Budget Mod #1	David Loveall	Jeff Graham	Approved
<u>November 21, 2024, Executive Board Meeting</u>			
Approve Executive Board Meeting Minutes, October 17, 2024	David Loveall	Dana Merryday	Approved
Approve proposed RFP Frameworks for procuring WIOA Adult/Dislocated Worker, Youth, and One-Stop Operator Services for Program Years 2025 – 2030.	David Loveall	Michelle Webber	Approved
<u>December 11, 2024, Full Board Meeting</u>			
Approve Full Board Meeting Minutes, September 26, 2024	Courtney Griesel	Heidi Larwick	Approved
<u>February 20, 2025, Executive Board Meeting</u>			
Approve Executive Board Meeting Minutes, November 21, 2024	Solomon Harris	David Loveall	Approved
Adopt General Operating PY 24/25 Budget Modification #2	Jeff Graham	David Loveall	Approved

LANE WORKFORCE BOARD, EXECUTIVE BOARD and COUNCIL
ACTION ITEM SUMMARY
PROGRAM YEAR 2024/2025 (JULY 2024 – JUNE 2025)

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
<u>February 27, 2025, Full Board Meeting</u>			
Approve Full Board Meeting Minutes, December 11, 2024	Solomon Harris	Dave Heavirland	Approved
<u>April 17, 2025, Executive Board Meeting</u>			
Approve Executive Board Meeting Minutes, February 20, 2025	David Loveall	Michelle Webber	Approved
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.	David Loveall	Michelle Webber	Approved
That the Executive Board of the Lane Workforce Development Board approve the award of the Workforce Innovation and Opportunity Act Adult/Dislocated Worker 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.	Michelle Webber	Dana Merryday	Approved Abstained: David Loveall
That the Executive Board direct LWP staff to extend the WIOA Youth Evaluation period to include: site visits and oral interviews. A final provider recommendation will be presented to the Executive Board at the May 15, 2025 meeting.	David Loveall	Michelle Webber	Approved

LANE WORKFORCE BOARD, EXECUTIVE BOARD and COUNCIL
ACTION ITEM SUMMARY
PROGRAM YEAR 2024/2025 (JULY 2024 – JUNE 2025)

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
<u>May 15, 2025, Lane Council Meeting</u>			
Reappoint Laura Luther and Chelsea Miller to the Lane Workforce Development Board for an additional three-year term beginning July 1, 2025.	Lyndsie Leech	Michelle Webber	Approved Abstained: David Loveall
Appoint Shelley Tinkham to the Lane Workforce Development Board for a three-year term beginning May 22, 2025.	Lyndsie Leech	Michelle Webber	Approved
<u>May 15, 2025, Executive Board Meeting</u>			
Approve Executive Board Meeting Minutes, April 17, 2025	David Loveall	John Stapleton	Approved
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.	David Loveall	Lyndsie Leech	Approved
Adopt the Original General Operating Budget for PY 2025 – 2026 as presented.	Lyndsie Leech	David Loveall	Approved
The Lane Workforce Executive Board recommends 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, 2025.	Lyndsie Leech	David Loveall	Approved