



## LANE WORKFORCE PARTNERSHIP EXECUTIVE BOARD MEETING

Thursday, October 15, 2026

11:30am – 1:00pm

Meeting being held via Zoom

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 / Solomon Harris**
- 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 / Action**
  - *Minutes of the September 17, 2026, Executive Board Meeting* Pages 1 - 3
- IV. **Program Year 2026 – 2027 Budget Modification / Action** Pages 4 - 8  
*Tiffany Cink, Lane Workforce Partnership*
- V. **Executive Director’s Report / Information**  
*Ashley Espinoza, Lane Workforce Partnership*
- VI. **Executive Board Member Updates / Information**
- VII. **Other Business**
- VIII. **Adjournment**

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## LANE WORKFORCE EXECUTIVE BOARD MEETING

Thursday, September 17, 2026

11:30am – 1:00pm

### MINUTES

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**In Attendance:** Heather Buch, Jeff Graham, Solomon Harris, Laura Luther, John Stapleton, Dana Merryday, Kori Rodley

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

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### APPROVALS

| Recommendation                                         | Motion         | Seconded      | Status   |
|--------------------------------------------------------|----------------|---------------|----------|
| Approve Executive Board Meeting Minutes (May 21, 2026) | John Stapleton | Heather Buch  | Approved |
| Approve Lane Council Meeting Minutes (May 21, 2026)    | Kori Rodley    | Dana Merryday | Approved |

#### I. CALL TO ORDER

Chair Solomon Harris called the meeting to order.

#### II. PUBLIC COMMENT

No public comments were received.

#### III. CONSENT CALENDAR

John Stapleton moved to approve the May 21, 2026, Executive Board meeting minutes. Heather Buch seconded, and the motion carried unanimously.

Kori Rodley moved to approve the May 21, 2026, Lane Council meeting minutes. Dana Merryday seconded, and the motion carried unanimously.

#### IV. WIOA SUBRECIPIENT MONITORING

Tiffany Cink provided the results of the annual WIOA subrecipient monitoring for the year ending June 30, 2026. Monitoring included Connected Lane County, Looking Glass Community Services, and Grant Associates and was conducted during April and May, with final reports issued in June.

Because Looking Glass Community Services and Grant Associates were new providers during the program year, the monitoring process included an extensive review of participant files, service delivery, payments, policies, and procedures. Follow-up primarily focused on aligning provider policies and practices with LWP and federal requirements and strengthening processes for collecting and documenting required participant information.

Overall, all three providers were determined to be meeting requirements. No corrective action plans or program improvement plans were required, although LWP will continue to provide ongoing guidance and technical assistance as needed.

## **V. WORKSOURCE LANE ACCESSIBILITY ASSESSMENT**

Ryan Kounovsky reported on the results of the annual WorkSource Lane Accessibility Assessment. As the One-Stop Operator, LWP is responsible for ensuring the WorkSource Lane center and services are accessible to all customers. The annual assessment included a physical review of the center and its accessibility features, as well as available accommodations such as screen readers, language assistance, and accessible materials. Overall, the assessment identified no accessibility concerns.

## **VI. YEAR-END PERFORMANCE REPORT**

Ryan Kounovsky presented the Year-End Performance Report, highlighting progress toward LWP's 2024–2028 Strategic Plan goals, workforce investments, sector strategies and industry engagement, WIOA program performance, and overall workforce system impact. He reported strong progress across several strategic plan measures and reviewed outcomes for the WIOA Youth, Adult, and Dislocated Worker programs.

Ryan also highlighted the broader impact of the workforce system and its partners, including individuals served, employment outcomes, training investments, and support services provided throughout the year. He noted continued improvements in data collection and reporting across the workforce system.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

Ashley Espinoza provided updates on workforce development activities, partnerships, and upcoming initiatives. She shared an update on the Continuous Improvement Committee's statewide assessment of Oregon's public workforce system, including the ongoing review of opportunities to improve coordination and effectiveness across the system. She also discussed LWP's continued focus on strengthening relationships, highlighting Lane Community College's new on-site presence at WorkSource Lane.

Ashley highlighted Workforce Appreciation Month activities, the upcoming WORKing Together Conference, and staff professional development and national workforce engagement.

She also recognized recent partner accomplishments, including funding awarded to Opportunity Oregon and Willamette Family and Hannah Felt's recognition as a 20 Under 40 honoree. Ashley also shared resources available to help board members stay informed about LWP's ongoing work and workforce initiatives.

## **VIII. EXECUTIVE BOARD MEMBER UPDATES**

Executive board members provided updates from their respective organizations. No action was taken.

## **IX. OTHER BUSINESS**

No additional matters were recorded.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned by Chair Solomon Harris.

**PROPOSED BUDGET MODIFICATION #1  
2026-2027**

**RECOMMENDATION**

To adopt the General Operating Budget Modification #1 as presented.

**BACKGROUND**

Lane Workforce Partnership (LWP) annually prepares Modification 1 to the Adopted Operating Budget to record actual carry-over from the previous year and to add additional revenue sources, if necessary. The discussion below and attached details represent an overall increase of \$426,839 in additional revenues.

**DISCUSSION**

**REVENUE:**

Revenue increased from \$3,733,461 by \$426,839 to \$4,160,300.

Note: While revenue increased modestly, total 2026-2027 revenue is down \$1.7 million compared to final 2025-2026 levels primarily due to the conclusion of grant funding.

The change reflects actual 2025-2026 carry-over amounts, increased WIOA Formula funds, additional WIOA Rapid Response funding of \$44,779, and additional \$87,500 in WIOA Gapfill funding.

**EXPENSE:**

Total expenses have increased from \$3,350,871 by \$299,077 to \$3,649,948.

The Reserve for Future Expenditures increased \$127,762 to \$510,352 (details included on the Revenue and Expense Summary by Fund).

Personnel Services are 29% of annual expenses. The \$10,917 increase reflects the increased cost of Health Insurance benefits.

Materials and Services are nearly 8% of annual expenses. Based on the additional WIOA Fund Allocations, we were able to restore \$20,000 in Staff Travel and Professional Development.

Community Investments are the amounts directly attributed to the provision of workforce services to the population of Lane County. LWP has budgeted 63% of total expenses in the pursuit of a trained workforce of individuals with the knowledge and skills needed for career success. The major changes in this Budget Modification are:

- Grant Associates (GA) Adult Services Contract increased \$113,407 for direct participant services provided through the WorkSource Oregon Lane system funded by the additional WIOA Rapid Response and WIOA Gapfill funds.
- Looking Glass (LG) WIOA Youth Services increased \$45,000 for direct customer work experiences funded by the additional WIOA Youth Allocation for 2026-2027.
- Connected Lane County (CLC) Oregon Youth Employment Program (OYEP) Contract increased \$55,376 based on the actual contract remaining on June 30, 2026.
- Workforce Benefits Navigator: Increased \$72,578 and includes amounts for Collaborative Economic Development Oregon (CEDO) and Reveille Foundation for the final year of the Future Ready Oregon Benefits Navigator program.
- Collaborative Economic Development Oregon Professional Services Contract increased \$38,250 for additional Bridge Lane event related costs based on both carryover funds from 2025-2026 and additional funds from the WIOA Gapfill award.

See attached schedules for line- item details.

# Lane Workforce Partnership

1401 Willamette Street, Second Floor  
Eugene, Oregon 97401

## Revenue

| Title                                                               | 2026-2027<br>Original | 2026-2027<br>Proposed Mod #1 | Difference  |
|---------------------------------------------------------------------|-----------------------|------------------------------|-------------|
| <b><u>Workforce Innovation and Opportunity Act (WIOA) Funds</u></b> |                       |                              |             |
| WIOA Adults                                                         | \$ 942,839            | \$ 1,012,969                 | \$ 70,130   |
| WIOA Youth                                                          | \$ 972,291            | \$ 1,093,383                 | \$ 121,092  |
| WIOA Dislocated Worker                                              | \$ 621,138            | \$ 628,683                   | \$ 7,545    |
| WIOA RR/Layoff Aversion                                             | \$ 37,700             | \$ 82,479                    | \$ 44,779   |
| WIOA GapFill SkillBridge                                            | \$ -                  | \$ 87,500                    | \$ 87,500   |
| WIOA Administration                                                 | \$ 289,383            | \$ 297,963                   | \$ 8,580    |
| Subtotal                                                            | \$ 2,863,352          | \$ 3,202,977                 | \$ 339,625  |
| <b><u>Other:</u></b>                                                |                       |                              |             |
| Statewide Apprenticeship Creation                                   | \$ 96,000             | \$ 101,662                   | \$ 5,662    |
| General Fund Work Experience                                        | \$ 232,611            | \$ 220,622                   | \$ (11,989) |
| Industry Engagement                                                 | \$ 93,442             | \$ 109,328                   | \$ 15,886   |
| Competitive Strategies                                              | \$ 88,515             | \$ 101,170                   | \$ 12,655   |
| Team Oregon Build/CTE                                               | \$ -                  | \$ 9,623                     | \$ 9,623    |
| Oregon Youth Employment Program                                     | \$ 359,541            | \$ 414,917                   | \$ 55,376   |
| Subtotal:                                                           | \$ 870,109            | \$ 957,323                   | \$ 87,214   |
| <b>Revenue Total:</b>                                               | \$ 3,733,461          | \$ 4,160,300                 | \$ 426,839  |
| <b><u>Contingency Reserves:</u></b>                                 |                       |                              |             |
| Non-Federal Contingency Reserve:                                    | \$ 107,000            | \$ 107,000                   | \$ -        |
| <b>Total All Sources:</b>                                           | \$ 3,840,461          | \$ 4,267,300                 | \$ 426,839  |

# 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 &amp; Supplies Less Community Investments Equals Net Reserve for Future Expenditures)</i> |              |                    |                      |                       |                                       |
| <b>Workforce Innovation and Opportunity Act (WIOA) Funds</b>                                                                        |              |                    |                      |                       |                                       |
| WIOA Adults                                                                                                                         | \$ 1,012,969 | \$ 278,929         | \$ 45,692            | \$ 543,956            | \$ 144,393                            |
| WIOA Youth                                                                                                                          | \$ 1,093,383 | \$ 288,876         | \$ 50,197            | \$ 583,805            | \$ 170,505                            |
| WIOA Dislocated Worker                                                                                                              | \$ 628,683   | \$ 168,127         | \$ 28,932            | \$ 324,576            | \$ 107,048                            |
| WIOA RRLayoff Aversion                                                                                                              | \$ 82,479    | \$ 5,556           | \$ 2,425             | \$ 74,294             | \$ 204                                |
| WIOA GapFill SkillBridge                                                                                                            | \$ 87,500    | \$ -               | \$ -                 | \$ 87,500             | \$ -                                  |
| WIOA Administration                                                                                                                 | \$ 297,963   | \$ 168,016         | \$ 83,342            | \$ -                  | \$ 46,605                             |
| Subtotal                                                                                                                            | \$ 3,202,977 | \$ 909,504         | \$ 210,587           | \$ 1,614,131          | \$ 468,755                            |
| <b>Other:</b>                                                                                                                       |              |                    |                      |                       |                                       |
| Statewide Apprenticeship Creation                                                                                                   | \$ 101,662   | \$ 22,641          | \$ 5,643             | \$ 32,817             | \$ 40,561                             |
| General Fund Work Experience                                                                                                        | \$ 220,622   | \$ 38,961          | \$ 10,648            | \$ 170,664            | \$ 349                                |
| Industry Engagement                                                                                                                 | \$ 109,328   | \$ 13,551          | \$ 2,050             | \$ 93,250             | \$ 477                                |
| Competitive Strategies                                                                                                              | \$ 101,170   | \$ 37,890          | \$ 38,040            | \$ 25,000             | \$ 241                                |
| Team Oregon Build/CTE                                                                                                               | \$ 9,623     | \$ -               | \$ -                 | \$ 9,623              | \$ 0                                  |
| Oregon Youth Employment Program                                                                                                     | \$ 414,917   | \$ 42,414          | \$ 13,388            | \$ 359,148            | \$ (32)                               |
| Subtotal:                                                                                                                           | \$ 957,323   | \$ 155,455         | \$ 69,769            | \$ 690,502            | \$ 41,597                             |
| Total:                                                                                                                              | \$ 4,160,300 | \$ 1,064,959       | \$ 280,356           | \$ 2,304,633          | \$ 510,352                            |
| <b>Contingency Reserves:</b>                                                                                                        |              |                    |                      |                       |                                       |
| Non-Federal Contingency Reserve:                                                                                                    | \$ 107,000   |                    |                      |                       | \$ 107,000                            |
| Total All Sources:                                                                                                                  | \$ 4,267,300 | \$ 1,064,959       | \$ 280,356           | \$ 2,304,633          | \$ 617,352                            |

29.18%      7.68%      63.14%      100%

# Lane Workforce Partnership

1401 Willamette Street, Second Floor

Eugene, Oregon 97401

| Line Item                                 | 2026-2027 Original | 2026-2027 Proposed Mod #1 | Difference     |
|-------------------------------------------|--------------------|---------------------------|----------------|
| <b>Personnel Services</b>                 |                    |                           |                |
| Staff Salaries/Taxes/Fringe-All           | \$ 1,054,042       | \$ 1,064,959              |                |
| TOTAL Personnel FTE = 6.5                 | 1,054,042          | 1,064,959                 | 10,917         |
| <b>Materials &amp; Supplies</b>           |                    |                           |                |
| Subscriptions                             | 1,164              | 1,164                     | -              |
| Legal Notices                             | 250                | 250                       | -              |
| Taxes, Audits and Legal Services          | 38,000             | 38,000                    | -              |
| Telephone Services                        | 6,600              | 6,600                     | -              |
| Purchased Insurance                       | 26,458             | 26,458                    | -              |
| Real Estate and Parking                   | 38,094             | 38,094                    | -              |
| Copier Charges                            | 1,920              | 1,920                     | -              |
| Data Warehousing and Storage              | 3,700              | 3,700                     | -              |
| General Office Expenses                   | 20,000             | 20,000                    | -              |
| Memberships                               | 21,192             | 18,192                    | (3,000)        |
| Printing                                  | -                  | -                         | -              |
| Program Information and Outreach          | 11,000             | 11,000                    | -              |
| Postage                                   | 500                | 500                       | -              |
| Computer Equipment and Supplies           | 46,477             | 46,477                    | -              |
| Business Meetings                         | 9,000              | 13,000                    | 4,000          |
| Board Expenses                            | 10,000             | 10,000                    | -              |
| Staff Travel and Professional Dev         | 25,000             | 45,000                    | 20,000         |
| Capital Outlays                           | -                  | -                         | -              |
| TOTAL M&S                                 | 259,356            | 280,356                   | 21,000         |
| <b>Community Investments</b>              |                    |                           |                |
| One Stop Operations                       | 19,664             | 15,428                    | (4,236)        |
| ITRAC Subscription                        | 35,000             | 35,000                    | -              |
| Subcontracts - Grant Associates Adult     | 813,993            | 927,400                   | 113,407        |
| Subcontracts - Looking Glass WIOA Youth   | 500,000            | 545,000                   | 45,000         |
| Subcontracts - CLC OYEP                   | 297,500            | 352,615                   | 55,115         |
| Subcontracts - CEDO - Ind Eng/Bridge Lane | 320,000            | 358,250                   | 38,250         |
| Subcontracts - Lane ESD - SW App Creation | 32,817             | 32,817                    | -              |
| Other Industry Engagement (Sectors)       | 18,500             | 28,500                    | 10,000         |
| Team Oregon Build Materials               | -                  | 9,623                     | 9,623          |
| TOTAL Direct Program Services:            | 2,037,474          | 2,304,633                 | 267,159        |
| <b>Total Current Expenses</b>             | <b>3,350,871</b>   | <b>3,649,948</b>          | <b>299,077</b> |
| Reserved For Future Expenditure:          | 382,590            | 510,352                   | 127,762        |
| Non-Federal Contingency Reserve:          | 107,000            | 107,000                   | -              |
| Match to Revenue Total:                   | <b>3,840,461</b>   | <b>4,267,300</b>          | <b>426,839</b> |