LANE WORKFORCE PARTNERSHIP EXECUTIVE BOARD MEETING

Thursday, September 17, 2026
11:30am – 1:00pm

Meeting being held in-person and via Zoom

In-Person: Lane Workforce Partnership, 1401 Willamette Street, 2nd Floor, Eugene

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 May 21, 2026, Executive Board Meeting* — Pages 1 - 2
- *Minutes of the May 21, 2026, Lane Workforce Council (Council members only)* — Pages 3 - 4

IV. **WIOA Sub-recipient Monitoring** / *Information* — Pages 5 - 29
Tiffany Cink, Lane Workforce Partnership

V. **WorkSource Lane Accessibility Assessment** / *Information* — Pages 30 - 33
Ryan Kounovsky, Lane Workforce Partnership

VI. **Year-End Performance Report** / *Information* — Pages 34 - 45
Ryan Kounovsky, Lane Workforce Partnership

VII. **EXECUTIVE DIRECTOR'S REPORT** / *Information*
Ashley Espinoza, Lane Workforce Partnership

VIII. **EXECUTIVE BOARD MEMBER UPDATES** / *Information*

IX. **OTHER BUSINESS**

X. **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 PARTNERSHIP

LANE WORKFORCE EXECUTIVE BOARD MEETING
Thursday, May 21, 2026
11:30am – 1:00pm

MINUTES

In Attendance: Billy Dover, Jeff Graham, Solomon Harris, Shondra Holliday, Heather Buch, Lyndsie Leech, Dana Merryday, Kori Rodley, John Stapleton
Staff: Ashley Espinoza, Tiffany Cink, Anne Nestell, Stephanie Lovell

APPROVALS

Recommendation	Motion	Seconded	Status
Approve Executive Board Meeting Minutes (April 16, 2026)	Shondra Holliday	Heather Buch	Approved
Adopt the Original General Operating Budget for Program Year 2026 – 2027 as presented	Billy Dover	John Stapleton	Approved
The Lane Workforce Executive Board recommends that the Lane Workforce Partnership Board of Directors approve the appointment of Laura Luther as Board Secretary for a one-year term, beginning July 1, 2026, and ending June 30, 2027.	Jeff Graham	Shondra Holliday	Approved

I. CALL TO ORDER

Chair Solomon Harris called the meeting to order.

II. PUBLIC COMMENT

No public comments were received.

III. CONSENT CALENDAR

Shondra Holliday moved to approve the April 16, 2026, Executive Board meeting minutes. Heather Buch seconded, and the motion carried unanimously.

IV. BOARD COMPENSATION POLICY

Tiffany Cink reported that following a discussion with Jeff Graham, the proposed change to extend compensation market analyses from every two years to every four years was withdrawn. The policy will continue to require compensation market analyses every two years. No action was taken.

V. PROGRAM YEAR 2026 – 2027 BUDGET

Tiffany Cink presented the proposed FY 2026–27 budget, highlighting a decrease in revenue primarily due to the expiration of one-time Future Ready Oregon funding. The budget includes corresponding reductions in expenditures, personnel costs, travel and professional development expenses, and community investment contracts. Tiffany reported on pending federal grant applications that could provide additional funding for dislocated worker and reentry services, as well as anticipated increases in Workforce Innovation and Opportunity Act (WIOA) funding allocations. Discussion included staffing plans following a pending retirement, strategic priorities, workforce system funding, and potential federal and state workforce policy changes.

Billy Dover moved to adopt the Program Year 2026 – 2027 Budget as presented. John Stapleton seconded, and the motion carried unanimously.

VI. BOARD OFFICER RECOMMENDATION

Billy Dover, current Board Secretary, will step down from the Lane Workforce Partnership Board of Directors effective June 30, 2026. This creates a vacancy in the Secretary position for the term July 1, 2026, through June 30, 2027.

Jeff Graham moved to approve that the Lane Workforce Executive Board recommends that the Lane Workforce Partnership Board of Directors approve the appointment of Laura Luther as Board Secretary for a one-year term, beginning July 1, 2026, and ending June 30, 2027. Shondra Holliday seconded, and the motion carried unanimously.

VII. EXECUTIVE DIRECTOR'S REPORT

Ashley Espinoza provided updates on workforce development activities and partnerships, including the Oregon Employment & Training Association (OETA) Rendezvous, the Continuous Improvement Committee established through Senate Bill 623, ongoing Oregon Employability Skills initiatives in partnership with Team Oregon Build and the Oregon Workforce Talent and Development Board, participation in the Lane Community Health Council grant review process, and attendance at the National Association of Workforce Development Professionals (NAWDP) Conference and Board Meeting.

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.

LANE WORKFORCE PARTNERSHIP

LANE WORKFORCE COUNCIL MEETING
Thursday, May 21st, 2026
11:00am – 11:30am

MINUTES

In Attendance: Heather Buch, Lyndsie Leech, Dana Merryday, Kori Rodley
Staff: Ashley Espinoza, Anne Nestell, Stephanie Lovell

APPROVALS

Recommendation	Motion	Seconded	Status
Reappoint Jeff Graham, Courtney Griesel, Bettina Hannigan, Solomon Harris, Bailey McEuen, Stan Pickett, John Stapleton, and Steve Yamamori to the Lane Workforce Development Board for additional three-year terms each beginning July 1, 2026.	Kori Rodley	Lyndsie Leech	Approved
Appoint Chris Johnson, Kimberly Casey, and Terence Vance to the Lane Workforce Development Board for three-year terms each beginning July 1, 2026.	Kori Rodley	Lyndsie Leech	Approved

I. CALL TO ORDER

Chair Heather Buch called the meeting to order.

II. PUBLIC COMMENT

No public comments were received.

III. REAPPOINTMENT OF LANE WORKFORCE BOARD MEMBERS WITH TERMS EXPIRING

Kori Rodley moved to reappoint Jeff Graham, Courtney Griesel, Bettina Hannigan, Solomon Harris, Bailey McEuen, Stan Pickett, John Stapleton, and Steve Yamamori to the Lane Workforce Development Board for an additional three-year term beginning July 1, 2026. Lyndsie Leech seconded, and the motion carried unanimously.

IV. APPOINTMENT OF NEW LANE WORKFORCE BOARD MEMBER

Kori Rodley moved to appoint Chris Johnson, Kimberly Casey, and Terence Vance to the Lane Workforce Development Board for three-year terms each beginning July 1, 2026. Lyndsie Leech seconded, and the motion carried unanimously.

V. OTHER BUSINESS

Council members discussed the board recruitment and interview process, including potential opportunities for future engagement with prospective board members. Suggestions included informal networking opportunities and the use of introductory materials to help familiarize board members with candidates. No action was taken.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned by Chair Heather Buch.

ANNUAL SUB-RECIPIENT FISCAL AND PROGRAM MONITORING
2025-2026

BACKGROUND
In compliance with the State of Oregon Higher Education Coordinating Commission Monitoring, Corrective Actions, and Sanctions Policy, attached are the required Workforce Innovation and Opportunity Act (WIOA) Subrecipient Monitoring Reports for the July 2025 to June 2026 fiscal year.

DISCUSSION
2025-2026 Subrecipients:

- Connected Lane County (CLC) – WIOA Youth Transition
- Looking Glass Community Services (LG) – WIOA Youth
- Grant Associates, Inc (GA) – WIOA Adult and Dislocated Worker

Of Note: Fiscal Year 2025-2026 was the first year of a five-year procurement cycle and both Looking Glass and Grant Associates are new providers for Lane Workforce Partnership.

The attached pages include the final monitoring reports for each subrecipient.

Connected Lane County (CLC)
CLC served as the WIOA Youth provider through June 30, 2025, and continued providing transition services through September 30, 2025, with two service locations:

- Spark on 7th (22 West 7th Avenue, Eugene)
- Spark at Booth-Kelly (303 S 5th Street, Suite 150, Springfield)

Total WIOA Contract Expenses July 1, 2025-September 30, 2025: $96,557.84

Monitoring: Fiscal and program desk review was completed during April 2026, with the final report issued June 11, 2026.

During July, August and September 2025, CLC Staff provided transition services for all WIOA Youth customers ensuring a smooth transition to the new WIOA Youth provider, Looking Glass.

Connected Lane County continues to provide services on behalf of LWP through the State of Oregon General Fund Oregon Youth Employment Program (OYEP).

Monitoring Summary for fiscal year 2025-2026:

> It is evident that Connected Lane County operates exceptional programs. Staff do an excellent job in supporting youth engagement in work-based learning opportunities. Staff also do a good job in matching youth's goals to their work-based learning and their advancement in furthering their education. LWP appreciates its partnership with Connected Lane County.

<u>Looking Glass Community Services (LG)</u>
Looking Glass provides WIOA Youth Services primarily at their Riverfront School location at 1666 West 12th Avenue in Eugene.

Total Contract Award: $594,000 Final Contract Expenses: $512,259.52

<u>Monitoring:</u> Fiscal and program desk review was completed during April 2026, with the final report issued June 17, 2026.

Participant Enrollment Goals

Category	Projected Carry-In	Actual Carry-In	New Enrollment Goal	Actual New Enrollment March 2026	Total Enrollment	Percent of New Enrollment Goal
Out of School Youth	33	36	69	31	67	45%
In School Youth	8	12	21	13	25	62%
Total Youth Served	41	48	90	44	92	49%
Rural Area Youth Target		13	35	5	18	14%

Note: Of the enrolled youth, Rural Area must average 40% of the total (35 of the project 90 youth).

Fiscal Monitoring:

In the draft monitoring response dated April 30, 2026, LWP noted several concerns including:

- Quarterly Work-Based Learning (WBL) Reports are showing 100% of total costs. Allowable WBL activity expenditures are described in the Contract Project Description.
- LG had provided a federally approved Non-Profit Indirect Rate Agreement dated 9/6/2024 with a provisional rate of 13% through 6/30/2026. With this monitoring, LG provided an agreement dated 7/7/2025 with an updated provisional rate of 11.4%.
- LG answered Question F-16 “For non-client-specific expenses, such as operational costs, supplies, and utilities that support both populations, costs are allocated using a predetermined ratio of 25% In-School Youth and 75% Out-of-School Youth. This allocation reflects the distribution of participants served and ensures expenses are charged consistently and equitably across cost objectives.” The distribution of participants as of March 2026 served/enrolled is 27% ISY and 73% OSY.

During the May 2026 reporting period, Looking Glass amended their processes and updated the reports to reflect the allowable expenses.

Program Monitoring:
A total of 26 participant files were reviewed with the following notes:

Compliance Issue:
- Data validation of source records

Resolution / Action:
- Source documents collected and uploaded to eBridge for eligibility, services, and program outcomes must match the iTrac record.

Compliance Issue:
- Accuracy of the iTrac service record

Resolution / Action:
- Services shall be updated within 72 hours of the activity start and end dates to accurately reflect the current status. (e.g. Work Experience end date and completion status).

Program Improvement Areas:
- **Case Notes**:
    - Include an eligibility determination case note for each customer.
    - Include a WEX progress update case note with each WEX payment case note.
    - Train staff to write case notes that align with the LG answer to Question P-11 of the Monitoring Guide.

<u>Monitoring Summary for fiscal year 2025-2026:</u>
Looking Glass continues to be a trusted partner and we value the collaborative relationship we've built. We appreciate their responsiveness and the ease of working together. At the same time, there are several follow-up items we will be monitoring closely and look forward to resolving in a timely manner to ensure continued success.

The attached final report reflects the corrections made by Looking Glass.

<u>Grant Associates, Inc (GA)</u>

WIOA Adult and Dislocated Worker Service provider operated primarily from the WorkSource Oregon Lane office at 2510 Oakmont Way.

Monitoring:

For the 2025-2026 program year, fiscal and program monitoring was conducted during April 2026, with a final report dated June 23, 2026.

Expenditure Rate

2025-2026 Budget	Total Expenditures	Variance	Percentage Expended
$1,080,946.07	$974,725.24	$106,220.83	90.17%

Fiscal Monitoring:

In the Draft Monitoring Report dated May 8, 2026, there were six observations requiring clarification from Grant Associates. The final report attached details those observations and the resolution.

<u>Performance Outcomes</u>

WIOA Individualized Career Services Enrollments

Category	New Enrollments	Carry-In Enrollments	Total	Total Enrollments as of March	Percent of Goal
WIOA Adult	75	30	105	49	47%
WIOA DW	75	30	105	79	75%
Total	150	60	210	128	61%

Enrollments are inclusive of Training and Support Service Targets*Carry in is updated to reflect final PY 2024 numbers* **Training and Support Services Targets

Category	New Enrollments	Carry-In Enrollments	Total	Total Enrollments as of March	Percent of Goal
DWG QUEST	23	17	40**	40	100%
WorkEX+P10KCDLs	17	3	20	19	95%
P10K Support Services	10	20	30	27	90%
WorkEx OJT	11	3	14	14	100%
Bushnell	47	19	66**	57	86%
Total	108	62	170	157	92%

**Carry in is updated to reflect final PY 2024 numbers*

***Final numbers needed to be served by June 30, 2026, per grant requirements*

Program Monitoring:

Total Number of Files Reviewed: Total of 30 participant files reviewed for those served during the period of July 1, 2025 – March 31, 2026.

Overall Observations:

Monitoring indicates that Grant Associates is implementing WIOA services with a generally strong level of consistency and attention. Core processes are in place, staff are effectively utilizing available tools, and documentation practices are largely aligned with program requirements. Across files, there is clear evidence of thoughtful service delivery, including consistent case note activity, effective use of forms and e-signatures, and strong coordination across funding streams through co-enrollment and co-tracking.

At the same time, monitoring identified several areas where additional consistency and clarification will strengthen overall service delivery and compliance. These findings reflect patterns observed across multiple files reviewed rather than isolated issues. In most cases, required activities are being completed; however, variation in how processes are applied and documented indicates a need for more standardized approaches, clearer guidance, and reinforcement of compliance expectations.

Overall, the system is functioning well, with opportunities to improve alignment and consistency across staff and systems. Key themes include:

- Strong foundational practices in service delivery, documentation tools, and coordination across programs
- Variation in process application, particularly across systems (iTrac and eBridge) and among staff
- Inconsistent documentation detail, especially in case notes, eligibility verification, and payment records
- Opportunities to strengthen compliance guardrails, including data privacy and documentation requirements

Addressing these areas will support Grant Associates in maintaining current strengths while improving consistency, documentation quality, and system alignment across programs.

Best Practice Observations:

There are several strong practices observed that reflect thoughtful implementation of WIOA requirements and a clear commitment to serving participants effectively. These observations highlight areas where staff are operating with consistency, using available tools well, and maintaining solid documentation standards.

Taken together, these practices form a strong foundation to build from as we continue refining processes and aligning expectations across the system. Examples of this include:

- Strong use of forms and e-signatures, creating efficient and consistent documentation workflows
- Co-enrollment and co-tracking of services are being applied effectively, with minimal duplication issues

- Overall quality of receipts and supporting documentation in eBridge is strong and well-organized
- Case note frequency is consistent across staff
- Staff are generally maintaining clear documentation practices for payments and services
- Use of attestation forms (when applied) supports clear documentation in cases where standard receipts are incomplete

<u>Areas of Improvement for PY 26:</u>

Monitoring also identified several areas where additional consistency, clarification, and reinforcement of requirements are needed. While these issues were not observed in all cases, patterns across files indicate opportunities to improve standardization, staff understanding, and compliance safeguards.

To support implementation, areas of improvement are grouped into three categories: Standardization, Clarity, and Guardrails.

The detailed Areas of Improvement are included in the attached final report.

<u>Monitoring Summary for fiscal year 2025-2026:</u>

Grant Associates and the dedicated local staff have demonstrated many improvements in their first year of program delivery. Their management of the WIOA and other programs this past year have created a solid foundation for high-quality service delivery. With the implementation of recommended improvements based on monitoring observations, Grant Associates is well positioned to be a highly successful service provider for Lane Workforce Partnership.

Final Monitoring Report
Connected Lane County
June 11th, 202

CLC Program Service Provider:
Jesse Nelson, Executive Director
Justin Thibedeau, Youth Program Director
Mary Bell, Finance Director
Grace Chollar-Webb, OYEP Program Lead
Grace Rathbun, OYEP Program Assistant

Date(s) of Report:
Date of Draft Report: April 30, 2026 Date of Final Report: June 11, 2026
Program Year 2025 – 2026 Desk Review: April 2026 Transactions Tested: August 2025

Total Participants Included in File Review:
Total Number of Files Reviewed:

- OYEP: Total of 4 participant files reviewed for those served during the period of July 1, 2025 – March 31, 2026.
- WIOA: Total of 4 participant files reviewed for those served during the period of July 1, 2025 – September 30, 2025.

File review included a sample size of not less than 10% of participants enrolled in the following funds:

- OYEP Youth enrolled = 34
- WIOA Youth Carry-over into PY 25/26 = 45

See Attachment A: List of Participant Files Reviewed.

Monitoring Results and Resolutions

Fiscal Improvement Areas:
Monitoring Guide Review:
Compliance/Issue:

- The total OYEP Youth participant services expenditures for August detailed in the general ledger provided show $35,179.23, LWP records of expenditures show

$35,208.20. There is a difference of $27.97 in expenditures reimbursed for the period.

Response Provided/Resolution:

- CLC Response: The difference is the Indirect Amount of $27.97. Indirect Expenses are not tagged to projects at this time and will not post on the GL.

Resolution:

- LWP accepts this explanation.

Financial Policy Review

Compliance/Issue:

- Section A – Administrative Systems:
  - A-2 What is your final paycheck process?
    - CLC to review BOLI guidelines on issuance of final paycheck for best practice.

Response Provided/Resolution:

- CLC Response: CLC to review BOLI with temporary hiring practices for youth employment to assess compliance needs further.

Resolution:

- **LWP strongly recommends Connected Lane County adhere to** ORS 652.110, ORS 652.120, ORS 652.140, ORS 652.150 **including employees under defined period contracts.**

Compliance/Issue:

- Section F – Internal Controls
  - F-1 Debt Collection Policy
    - CLC Stated – LWP Policy is being used while creating their own, this item is outstanding from the prior fiscal year monitoring in 2024-25.

Response Provided/Resolution:

- CLC Response: Due to time constraints and staff capacity, CLC was unable to create a debt collection policy in FY 25-26. CLC will continue to use LWP's policy at this time and commits to a goal of having a debt collection policy drafted for board approval by April 2027.

Resolution:

- LWP will look for this policy in the Program Year 2026/2027 Monitoring Report.

The CAFR including an Independent Auditor's Report was provided electronically on 04/01/2026.

The Financial Statements and Single Audit Information Report including an Independent Auditors Report was prepared by Jones & Roth for the year ended 6/30/2025. The Schedule of Expenditures of Federal Awards is on page 21. The WIOA Youth funds are detailed as "Passed through Lane Workforce Partnership" and the Total Expenditures of $624,193 match LWP records. The COVID-19 Coronavirus State and Local Fiscal Recovery Funds are detailed as "Passed through Lane Workforce Partnership" and the Total Expenditures of $136,065 match LWP records.

One significant deficiency and no material weaknesses were disclosed during the audit of internal control over major federal award programs. The program tested as a major program was "U.S. Department of Labor WIOA Cluster – WIOA Youth Activities", Connected Lane County did not qualify as a low-risk auditee. There was one Audit Finding, "Significant deficiency in internal controls over compliance and immaterial noncompliance", Connected Lane County's June 30, 2024, audit was not completed within the nine months of the fiscal year end as required. The Organization did not comply with the provisions in 2 CFR 200.212. This is considered immaterial non-compliance. This was a repeat finding from June 30, 2024. The organization took action to resolve this item by ensuring timely close of accounting records in accordance with 2 CFR 200 regulations. The FY25 audit for year end June 30, 2025, was completed within seven months of year end. LWP will monitor this with Connected Lane County in future year contracts.

Connected Lane County continues to be a trusted partner, providing impactful services across Lane County communities. In the past year, they have made meaningful improvements to their fiscal policies and procedures, which are now being consistently followed by staff. We are excited to continue working together as an innovative community partner.

Program Improvement Areas:
Monitoring Guide Review:
Compliance/Issue:

- CLC's Record Retention Policy does not include WIOA/OYEP participant records.
- CLC's Incident Reporting Policy was not included in the uploaded documents. Need to review to ensure compliance with LWP Incident Reporting Policy.

Response Provided/Resolution:

- CLC's response:

- CLC will update the record retention policy in FY 27 to ensure it includes program participant records and retention in accordance with LWP agreements and federal regulations.
- Connected Lane County does not have a policy that complies with LWP's policy and TEGL 15-23. We will review that item and develop one for board approval in FY27.

Resolution:

- LWP will look for these policies in the Program Year 2026/2027 Monitoring Report.

Compliance/Issue:

- Participant File Review – **There are no participant records that require items to be corrected for compliance.**

LWP recommends the following:

- LWP encourages CLC to provide all youth enrolled with post work-experience services to support attainment of unsubsidized employment, ensure successful entry or retention in education, or continued career exploration in one of CLCs programs.
- LWP requests that priority for enrollment into the OYEP be given to low-income underrepresented youth.
- LWP request that priority be given to youth who have never worked, who are not working at the time of enrollment, and/or those who have a demonstrated history of being unable to retain employment for at least 90 days.
- Staff need to ensure consistency between the information recorded in iTrac and the documents collected and uploaded to eBridge. There are cases where the actual documents collected do not match the iTrac record.
- Staff should start entering an intake case note and individualizing the information in the wrap up and closeout case notes.

Summary

It is evident that Connected Lane County operates exceptional programs. Staff do an excellent job in supporting youth engagement in work-based learning opportunities. Staff also do a good job in matching youth's goals to their work-based learning and their advancement in furthering their education. LWP appreciates its partnership with Connected Lane County.

Attachment A

Participant Files Reviewed

Name	iTrac ID
OYEP Participants	
B. Aguilar	2753420
K. Collins	2753454
M. Yellowtail	2753446
C. Hedlind	2753464
WIOA Participants	
D. Avalos	2482359
K. Dettmer	2708894
H. Intros	2593526
E. Riedy	2718973

LANE WORKFORCE PARTNERSHIP

Final Monitoring Report
Grant Associates, Inc.
June 23, 2026

Grant Associates Program Service Provider:
Vanessa Preston, CEO
Bridget Wolf, VP
Hillary Zibell, Program Director
Codi Seitz, Accountant

Date(s) of Report:

Date of Draft Report: May 11, 2026 Date of Final Report: June 23, 2026
Program Year: 2025 - 2026 Desk Review: April 2026 Transactions Tested: February 2026

Total Participants Included in File Review:

Total Number of Files Reviewed: Total of 30 participant files reviewed for those served during the period of July 1, 2025 – March 31, 2026.

File review included participants enrolled in the following funds:

- Dislocated Worker Grant – QUEST
- State of Oregon Prosperity 10K
- Workforce Ready Grant - Bushnell
- State of Oregon WorkEx Grant
- WIOA Adult and Dislocated Worker

Performance Outcomes

WIOA Individualized Career Services Enrollments

Category	New Enrollments	Carry-In Enrollments	Total	Total Enrollments as of March	Percent of Goal
WIOA Adult	75	30	105	49	47%
WIOA DW	75	30	105	79	75%
Total	150	60	210	128	61%

**Enrollments are inclusive of Training and Support Service Targets*Carry in is updated to reflect final PY 2024 numbers*

Training and Support Services Targets

Category	New Enrollments	Carry-In Enrollments	Total	Total Enrollments as of March	Percent of Goal
DWG QUEST	23	17	40**	40	100%
WorkEX+P10KCDLs	17	3	20	19	95%
P10K Support Services	10	20	30	27	90%
WorkEx OJT	11	3	14	14	100%
Bushnell	47	19	66**	57	86%
Total	108	62	170	157	92%

**Carry in is updated to reflect final PY 2024 numbers*

***Final numbers needed to be served by June 30, 2026, per grant requirements*

Monitoring Results and Resolutions

Fiscal

Compliance Issues:

A-1: In compliance with LWP's Adult Participant Supportive Services and Training Services Policies, provide a narrative description of how payments are requested, approved, processed and clearly documented in both I-Trac and eBridge. Include a description of the timeline for payment processing ensuring participants and vendors are reimbursed in a timely manner. Documentation for all payments made in February 2026 will be verified and must include written acknowledgement of receipt by the participant for goods received: The answer provided in the second paragraph states, "Corresponding financial transactions are processed through eBridge, which functions as the official accounting system."

Resolution / Action:

The terminology used to describe eBridge is inaccurate. eBridge serves as the electronic data storage and document retention system and should not be referred to as the official accounting system.

Response Provided:

Grant Associates concurs with the observation and acknowledges that the terminology used to describe eBridge should be corrected. The original statement inaccurately referred to eBridge as the official accounting system. This statement has been revised for accuracy.

The corrected language reads: *"Corresponding financial transactions are documented in eBridge."*

Resolution:

LWP accepts this resolution.

Compliance Issues:

A-2: Provide a copy of your Incident Reporting Policy (20 CFR 683.620, TEGL 15-23): The answer provided was "Grant Associates maintains a written Incident Reporting Policy that complies with 20 CFR 683.620 and TEGL 1523. The policy defines reportable incidents, establishes reporting timelines, identifies internal and external notification requirements, and specifies documentation and corrective action procedures. Staff are trained on incident identification and reporting responsibilities to ensure timely communication with Lane Workforce Partnership and other appropriate entities. Grant Associates also completed an Active Shooter training for all team members on August 20, 2025. A copy of the policy is included with this response. (Attachment A)"

Resolution / Action:

The policy must explicitly include requirements for reporting incidents to both Department of Labor and ETA in accordance with Lane Workforce Partnership Incident Reporting Policy dated July 1, 2025, 20 CFR 683.620 and TEGL 15-23

Response Provided:

Grant Associates requires incidents to be reported to both the Department of Labor (DOL) and the Employment and Training Administration (ETA) in accordance with Lane Workforce Partnership Incident Reporting Policy dated July 1, 2025, 20 CFR 683.620, and TEGL 15-23. Incidents of suspected fraud, program abuse, and criminal misconduct must be reported immediately using a strict two-step process: (1) submission to the DOL Office of Inspector General (OIG), and (2) notification to ETA, in full compliance with federal and local requirements.

Resolution:

LWP accepts this resolution.

<u>Compliance Issues:</u>

<u>A-3: Provide a copy of your record retention policy/ procedure and your record destruction procedure, timeline and instructions. (LWP Fiscal Policy #9):</u> The answer provided was "Grant Associates maintains written record retention and destruction procedures consistent with LWP Fiscal Policy #9. All fiscal, programmatic, and participant records are retained for a minimum of six years following submission of final expenditure reports or until the resolution of any audit, litigation, or monitoring action, whichever occurs later. Record destruction is conducted only after eligibility for destruction has been verified. Approved records are destroyed through secure shredding or electronic deletion, and documentation detailing the records destroyed, the date, and the method of destruction is maintained. (Attachment B)"

Resolution / Action:

LWP Finance Policy #9, Records Retention requires subrecipients and pass through entities to retain all records for a period of eight years following the end of the fiscal year.

Response Provided:

Grant Associates acknowledges the requirement outlined in LWP Fiscal Policy #9 and will ensure full compliance. All fiscal, programmatic, and participant records will be retained for a period of no less than eight years following the end of the applicable fiscal year, or longer if required due to audit, litigation, or monitoring activities, whichever occurs later.

Resolution:

LWP accepts this resolution.

<u>Compliance Issues:</u>

F-10 Has there been a significant variance from the contract budget to actual? If yes, please explain: The answer provided was, "Planned-to-actual expenditures are monitored monthly by program and fiscal management. During the review period, no significant variance between the budget and actual expenditures was identified**."**

Resolution / Action:

As of February 2026, 51% of the budget had been expended, while 8 of the 12 contract months (67%) had elapsed, indicating expenditures are below the expected rate. Most notably, as of the March 2026 Invoice, only 55% of Total Direct Customer Costs have been expended with more than $160,000 left to spend in three months. Does Grant Associates have a process for addressing under-expenditure?

Response Provided:

Grant Associates maintains an established process to monitor and address under-expenditures through monthly financial reviews conducted by program and fiscal management. These reviews compare planned versus actual spending to identify variances and ensure alignment with contract timelines and budget expectations.

When under-expenditure trends are identified, Grant Associates implements corrective actions, including accelerated procurement of participant services, enhanced outreach and enrollment efforts, and strategic utilization of supportive and training service funds to meet participant needs. Additionally, if year-to-date variances exceed 5%, a formal financial action plan is developed and executed to address the gap, including revised spending projections and targeted spending strategies to ensure full and timely utilization of funds by the end of the contract period.

Resolution:

LWP accepts this resolution. See Program Action Plan FY26 emailed on June 22nd 2026.

Compliance Issues:

F-13 & 14 Audit findings and resolutions: The answers provided indicate there was corrective action in the Grant Associates audit report. However, the audit report provided for the year ending June 30, 2025, had no findings and no issues of material weakness. Why is there a discrepancy in this reporting?

Response Provided:

Grant Associates confirms that there were no findings and no issues of material weakness identified in the audit report for the year ending June 30, 2025. The previous response indicating corrective action was inaccurate and does not reflect the contents of the submitted audit report. Grant Associates has reviewed its internal reporting processes and will ensure that all future responses accurately align with official audit documentation.

Resolution:

LWP accepts this resolution.

Compliance Issues:

F-15 Cost Allocations: The answer provided indicates that Grant Associates has a federally approved indirect cost rate; however, both the current contract and the audit state that Grant Associates has elected to use the de minimus indirect cost rate allowed in the Uniform Guidance.

Response Provided:

Grant Associates clarifies that, for the 25–26 contract year, the organization applied a federally approved indirect cost rate in accordance with Uniform Guidance, consistent with both the current contract and the audit report. Grant Associates does not have a federally approved indirect cost rate in place for the 26-27 contract year and will utilize the de minimis rate.

Resolution:

LWP accepts this resolution.

Overall Observations:

Monitoring indicates that Grant Associates is implementing WIOA services with a generally strong level of consistency and attention. Core processes are in place, staff are effectively utilizing available tools, and documentation practices are largely aligned with program requirements. Across files, there is clear evidence of thoughtful service delivery, including consistent case note activity, effective use of forms and e-signatures, and strong coordination across funding streams through co-enrollment and co-tracking.

At the same time, monitoring identified several areas where additional consistency and clarification will strengthen overall service delivery and compliance. These findings reflect patterns observed across multiple files reviewed rather than isolated issues. In most cases, required activities are being completed; however, variation in how processes are applied and documented indicates a need for more standardized approaches, clearer guidance, and reinforcement of compliance expectations.

Overall, the system is functioning well, with opportunities to improve alignment and consistency across staff and systems. Key themes include:

- Strong foundational practices in service delivery, documentation tools, and coordination across programs
- Variation in process application, particularly across systems (iTrac and eBridge) and among staff
- Inconsistent documentation detail, especially in case notes, eligibility verification, and payment records
- Opportunities to strengthen compliance guardrails, including data privacy and documentation requirements

Addressing these areas will support Grant Associates in maintaining current strengths while improving consistency, documentation quality, and system alignment across programs.

Best Practice Observations:

There are several strong practices observed that reflect thoughtful implementation of WIOA requirements and a clear commitment to serving participants effectively. These observations highlight areas where staff are operating with consistency, using available tools well, and maintaining solid documentation standards.

Taken together, these practices form a strong foundation to build from as we continue refining processes and aligning expectations across the system. Examples of this include:

- Strong use of forms and e-signatures, creating efficient and consistent documentation workflows
- Co-enrollment and co-tracking of services are being applied effectively, with minimal duplication issues
- Overall quality of receipts and supporting documentation in eBridge is strong and well-organized
- Case note frequency is consistent across staff

- Staff are generally maintaining clear documentation practices for payments and services
- Use of attestation forms (when applied) supports clear documentation in cases where standard receipts are incomplete

<u>Areas of Improvement for PY 26:</u>

Monitoring also identified several areas where additional consistency, clarification, and reinforcement of requirements are needed. While these issues were not observed in all cases, patterns across files indicate opportunities to improve standardization, staff understanding, and compliance safeguards.

To support implementation, areas of improvement are grouped into three categories: Standardization, Clarity, and Guardrails.

1. Standardization

Monitoring showed variation in how processes are applied across staff and systems, particularly between iTrac and eBridge, as well as across funding streams. Monitoring revealed the following issues:

- Receipt documentation practices varied, including:
  - Inconsistent inclusion of customer names on receipts
  - Use of different formats (PDF vs. other file types)
- Receipt dates in iTrac did not always align with reimbursement documentation in eBridge
- Payments were recorded inconsistently (combined in some instances, separated into others across systems)
- Training services were occasionally duplicated due to inconsistent use of the “copy-to” function
- Participant information was not consistently originated in Adult/DW and then replicated across funding streams
- Some records (e.g., Bushnell) included training service entries that should not be present
- Receipt processing workflows in eBridge created challenges for both provider staff and the Grant Associates accounting team

Recommendation: Develop and implement standardized procedures (SOPs) for documentation, payment tracking, and cross-system alignment to ensure consistent application across staff and programs. SOPs should be designed and in-practice by July 1, 2026.

Response Provided:

Grant Associates concurs with this recommendation and is actively collaborating with the Strategic Operations team to develop and implement standardized operating procedures (SOPs) for documentation, payment tracking, and cross-system alignment.

While a significant majority of SOPs will be completed and operational by June 30, 2026, full implementation and refinement across all applicable program areas will be finalized by July 31, 2026 to ensure consistency, staff readiness, and effective adoption.

Resolution:

LWP accepts this resolution. We look forward to seeing the SOPs by July 31st, 2026.

2. Clear Expectations for Documentation and Case Management Practices

Monitoring identified that while required activities were generally completed, expectations for how they should be documented were not always applied consistently.

- Case note frequency was generally sufficient; however, content varied in quality and purpose
- Initial enrollment case notes did not consistently document the rationale for enrollment (“why”)
- Case notes were not consistently included for payments to document purpose and method
- Staff demonstrated inconsistent understanding of acceptable eligibility documentation, including incorrect use of I-9 work authorization documentation for List B and List C combinations
- Attestation forms were not consistently used in situations where standard documentation (e.g., receipts with customer name) was not available
- Follow-up and exit timelines were not consistently understood or applied, including:
    - Differences between post-employment follow-up and standard follow-up
    - Co-enrollment exit sequencing (training vs. Adult/DW exit)
    - 90-day retention expectations and continued enrollment when employment is not retained
- Inconsistent use of system functionality (e.g., “copy-to”) contributed to duplication or incomplete records

Recommendation: LWP will work with Grant Associates to develop and deliver guidance and training to define documentation standards, including case note expectations, eligibility verification, payment documentation, and follow-up/exit procedures. Staff training will occur no later than August 1, 2026.

Response Provided:

Grant Associates concurs with the recommendation and has developed a corrective action plan to address the identified inconsistencies in documentation practices. This plan includes targeted training on case note standards, eligibility verification requirements, payment documentation, and follow-up and exit procedures, as outlined.

In addition to training, Grant Associates will reinforce expectations through updated guidance, supervisory review, and increased quality assurance monitoring to ensure consistent application across all staff and programs. All staff training will be completed no later than August 1, 2026, with ongoing technical assistance provided to support sustained compliance and continuous improvement.

Resolution:

LWP accepts this resolution.

3. Reinforcement of Compliance and Data Protection Requirements

Monitoring identified instances where required compliance boundaries were not consistently followed, particularly related to documentation appropriateness and required eligibility records.

- At least one instance was reported where medical documentation may have been uploaded into eBridge; this type of information is not allowable in any system
- Case notes occasionally included sensitive personal information not necessary for service delivery (e.g., detailed personal living situations)
- Selective Service documentation was not consistently applied, including missing DD-214 documentation when required
- In some cases, additional documentation (e.g., bank statements) was collected or retained when not required

Recommendation: LWP will develop and deliver staff training to reinforce compliance expectations related to data privacy, documentation requirements, and appropriate recordkeeping to ensure adherence to WIOA and related policies. Grant Associates should incorporate these standards into the SOPs developed.

Response Provided:

Grant Associates concurs with the recommendation and has incorporated these requirements into its corrective action plan. In partnership with LWP, Grant Associates will participate in and support the development and delivery of staff training focused on data privacy, appropriate documentation standards, and compliant recordkeeping practices.

Additionally, Grant Associates will integrate these compliance expectations into the standardized operating procedures (SOPs) currently under development to ensure consistent application across all staff and programs. Training will reinforce the prohibition of uploading sensitive or unnecessary information, proper documentation requirements for eligibility, and adherence to WIOA and related policies. Grant Associates will coordinate with LWP to finalize training schedules and ensure timely completion.

Resolution:

LWP accepts this resolution. LWP contracts managers will coordinate with Grant Associates managers to identify times for collaborative training.

PY 25 Records Requiring Corrections:

Recognizing that Grant Associates Inc. is operating in the state of Oregon and is providing services for Lane Workforce Partnership for the first time, it is expected that there is a learning curve in the first year. Several records were flagged during monitoring for incomplete, incorrect, or missing information. These do not necessarily reflect a material defect in process or service quality but are a natural effect of learning a new system. These records have been identified for Grant Associates to fix. The fixes will be monitored for completion by a collaboration of LWP and Grant Associates with all corrections to be completed no later than June 15, 2026.

PY 25 Monitoring Outcomes Summary:

Grant Associates and the dedicated local staff have demonstrated many improvements in their first year of program delivery. Their management of the WIOA and other programs this past year have created a solid foundation for high quality service delivery. With the implementation of recommended improvements based on monitoring observations, Grant Associates is well positioned to be a highly successful service provider for Lane Workforce Partnership.

In addition to correcting the participant records, Grant Associates must submit a written response to the observations listed in the Fiscal Section no later than June 15, 2026.

Response Provided:

Grant Associates appreciates the support, collaboration, and partnership with Lane Workforce Partnership (LWP) throughout its first year of program operations. We value LWP's guidance and technical assistance, which have contributed to building a strong foundation for program delivery.
Grant Associates is committed to continuous improvement and to implementing all recommendations identified in the monitoring process. We will ensure that all participant record corrections are completed. We look forward

to strengthening our partnership with LWP and enhancing service delivery to better serve the community in the coming year.

Attachment A

List of Participant Files Reviewed

Customer ID	Full Name
2331277	Abel, Carrie
2770912	Acireno, Christina
2775715	Adams, Isabella
2797484	Alto, Maddox
2789114	Aripez, Daniel
2787750	Arnold, Kelly
2794632	Backus, Laura
2792709	Baker, Kevin
954326	Beam, Donna
436963	Belanger, John
2783091	Bilyeu, Elicia
2482271	Black, Christopher
2774811	Black, Kevin
1924013	Bleuwater, Margabriel
2786750	Boresek, Christina
2795924	Byrne, Marybeth
2708413	Bywater, Joshua
2787301	Calvin, Paris
2786240	Campbell, Miranda
2792524	Carlin, Jasmine
2787705	Carlson, Madeline
2760447	Cateron, Jon
2665538	Clark, Randy
1524803	Coleman, Jessica
2773171	Cool Neighbors, Timothy
2681770	Coronado, Isaac
219965	Creach, Brian
1511798	Davis, Jedidiah
2177912	Davis, Malakai
2281562	Delong, Wendy

Final Monitoring Report
Looking Glass
Workforce Innovation and Opportunity Act (WIOA) Youth Program
June 17, 2026

<u>LG Youth Program Service Provider:</u>

Chad Westphal, Executive Director
Ben Molin, VP of Education Services
Brittany Means-Luna, VP of Homeless Services
Chelsey Wikman, VP of Finance
Elham Ansari, Assistant VP of Finance
Steve Kalb, Director Looking Glass Riverfront School and Career Center
Hailey Johnston, WIOA Youth Program Manager

<u>Date(s) of Report:</u>

Date of Draft Report: April 30, 2026 Date of Final Report: June 17, 2026

Program Year: 2025 - 2026 Desk Review: April 2026 Transactions Tested: February 2026

<u>Total Participants Included in File Review:</u>

Total Number of Files Reviewed: Total of 26 participant files (16 OSY/10 ISY) reviewed for those served during the period of July 1, 2025 – March 31, 2026. See Attachment A: List of Participant Files Reviewed.

File review included a sample size of not less than 10% of participants enrolled in the following funds:

WIOA Youth enrolled = 44 new enrollments plus 48 carry-in participants for a total of 92.

Performance Outcomes
Participant Enrollment Goals

Category	Projected Carry-In	Actual Carry-In	New Enrollment Goal	Actual New Enrollment March 2026	Total Enrollment	Percent of New Enrollment Goal
Out of School Youth	**33**	**36**	**69**	**31**	**67**	**45%**
In School Youth	**8**	**12**	**21**	**13**	**25**	**62%**
Total Youth Served	**41**	**48**	**90**	**44**	**92**	**49%**
Rural Area Youth Target		**13**	**35**	**5**	**18**	**14%**

Note: Of the enrolled youth, Rural Area must average 40% of the total (35 of the project 90 youth).

Participant Service Metrics

Service Metric	Performance Goal	Actual	Percent of Goal
Financial Literacy	20	53	265%
Work-Based Learning Activities – No less than	30	31	103%

Monitoring Results and Resolutions

Work-Based Learning (WBL) Cost Discrepancy:

Compliance Issues:

- WBL reports show **100% of costs**. Allowable WBL activity expenditures include:
  - Wages/stipends paid for participation in a WBL activity as described above.
  - Staff time working to identify and develop a WBL opportunity, including staff time spent working with employers to identify and develop the WBL.
  - Staff time working with employers to ensure a successful WBL experience, including staff time spent managing the WBL experience.
  - Staff time spent evaluating the WBL experience.
  - Orientation sessions for participants and employers.
  - Classroom training or the required academic education component directly related to the WBL experience.
  - Incentive payments directly tied to the completion of WBL experience.
  - Employability skills/job readiness training to prepare youth for a WBL experience

Resolution / Action:

- LG must reconcile the WBL Quarterly Reports to reflect only allowable activities. Of note, only 31 of 92 participants are enrolled in WBL and neither the Other Staff Costs (Materials, Travel, etc) nor the Indirect are allowable WBL activities.
- Provide corrected WBL report for July 2025 to March 2026 no later than May 29th.

Response Provided:

- **LG requested clarification. Elham Ansari submitted a correct WBL report on May 28, 2026, via email.**

Indirect Cost Rate Update:

Compliance Issues:

- Updated federally approved indirect rate (11.4%) not aligned with prior documentation (13%).

Resolution / Action:

- Ensure allowable indirect cost rate (11.4%) is applied.
- Recalculate and correct the amount billed to date to align with the allowed 11.4% indirect cost rate with the April 2026 reporting due on May 20, 2026.

Response Provided:

- **LG corrected the rate charged with the April 2026 billing cycle as requested by LWP. The updated Cost Report was finalized and sent to Elham Ansari via email on June 1, 2026.**

Financial Reporting Variance:

Compliance Issues:

- Variance of $3,692.16 between Feb 2026 general ledger and cost report paid.
- GL includes depreciation, interest, excess indirect, and missing journal entries.

Resolution / Action:

- Reconcile general ledger to cost report each month. If adjusting journal entries are not made for the differences, include a written explanation with report submitted.

Response Provided:

- **LG provided a corrected GL which detailed out a written explanation of the variance.**

<u>Cost Allocation Methodology:</u>
Compliance Issues:
- For all Staff Costs, including Indirect, LG has invoiced based on the budget of 25% ISY / 75% OSY.
- The answer to question F-16 "For non-client-specific expenses, such as operational costs, supplies, and utilities that support both populations, costs are allocated using a predetermined ratio of 25% In-School Youth and 75% Out-of-School Youth. This allocation reflects the distribution of participants served and ensures expenses are charged consistently and equitably across cost objectives." is appropriate; however, actual enrollment as of March 2026 is **27% ISY / 73% OSY**

Resolution / Action:
- Implement cost allocation as described above using the "distribution of participants served" for each monthly invoice.
- With the April 2026 Cost Report, ensure that both the monthly and the year-to-date totals accurately reflect the allocable allocation between ISY and OSY.

Response Provided:
- **LG corrected the distribution between ISY and OSY on the April Cost Report as recommended by LWP. The updated Cost Report was finalized and sent to Elham Ansari via email on June 1, 2026.**

<u>Procurement Policy – Missing Federal Language:</u>
Compliance Issues:
- Procurement policy lacks reference to 2 CFR § 200.322 (Buy America / Domestic Preference)

Resolution / Action:
- Update procurement policy to include required federal language.
- Ensure compliance with "Buy America" provisions.
- Provide revised policy documentation by June 15, 2026.

Response Provided: LG updated their policy – this is resolved.

<u>Final Paycheck Process Compliance:</u>
Compliance Issues:
- Need to review compliance with BOLI final paycheck requirements.

Resolution / Action:
- Review and align final paycheck procedures with BOLI guidelines.
- Update written policy to include final paycheck procedures.

Response Provided:
- **LG provided a Final Check procedure that aligns with BOLI guidelines of final paycheck**

<u>Program Improvement Areas:</u>
Monitoring Guide Review:
Compliance Issues:
- Looking Glass' Incident Reporting Policy is not compliant with LWP's Incident Reporting Policy. For the WIOA Youth Program, Looking Glass' policy must align and comply with LWP's Policy.
    - **Response Provided: LG updated their policy with required references. This is resolved.**

  The answers to question P-11 is not reflected in the review of the case notes for each of the participant records. LWP recommends that staff are trained to write case notes in alignment with Looking Glass' answer to this question.

- Looking Glass' answer to I-1 does not demonstrate the breadth of partnerships as outlined in the submitted WIOA Youth Proposal in response to LWP's RFP.

Resolution / Action:

- Provide a response to each of the above bullets.

Response Provided:
The answer to I-1 does not demonstrate the breadth of partnerships as outlined in the submitted proposal to the RFP. Corrected response below.

I-1 Describe cross funding/program functional alignment with other funding sources and/or collaborative partnerships.
The Job Training Program collaborates closely with other programs at Riverfront. Youth who want to re-engage with high school have the option to enroll in the on-site alternative school if they meet eligibility requirements, and youth may also enroll in the GED course if earning a GED is their goal. The program collaborates with the Independent Living Program for foster youth to support the development of adulting and life skills alongside workplace readiness and educational goals. In addition, youth are referred to the Looking Glass counseling program and Homeless Youth Services when appropriate. For youth experiencing housing instability or other challenges, these partnerships allow the program to provide holistic support that addresses participants' comprehensive needs. Looking Glass also has working relationships with Trans*Ponder, Lane Education Service District, Department of Youth Services, Homes for Good, Food for Lane County, Connected Lane County, Lane County Housing Authority, Job Corps, Whitebird Clinic, Oregon State Employment Division, Planned Parenthood, Alternative education providers, Lane WorkSource, Property management agencies, Oregon Black Education Foundation, United Way, Hope & Safety Alliance, Umpqua Bank/Wells Fargo/US Bank, HIV Alliance, U of O Testing Center, The Natives Program, St. Vincent de Paul, and Trauma Healing Project.

The answer to question P-11 is not reflected in the review of case notes and staff are to be trained to write case notes as outlines in the proposal response.
Staff have been re-trained.

Files in which eligibility determination and documentation collection needs correction
Corrected

Case Notes and Services Observations
Staff have been re-trained on case notes, will start adding intake case notes with eligibility determination, have corrected WEX end dates, and "complete" statuses, and will write progress reports with payment case notes.

Individual Participant Review
Corrections have been made and sent to Cindy separately in an excel document detailing corrections.

<u>Closing:</u>
Looking Glass continues to be a trusted partner and we value the collaborative relationship we've built. We appreciate their responsiveness and the ease of working together. At the same time, there are several follow-up items we will be monitoring closely and look forward to resolving in a timely manner to ensure continued success.

Attachment A

Participant Files Reviewed

Name	iTrac ID
D. Avalos	2482359
Blackey	2781272
Elliott	2793941
K. O'daol	2789156
K. Powers	2647224
E. Woods	2647016
H. Crum	2766410
E. Dawson	2793613
K. Dettmer	2708894
T. Duckworth	2689416
E. Galligan	2772541
T. Gerken	2795954
G. Gladwell	2776752
H. Intros	2593526
S. Jones	2769659
L. Lucas-Tomas	2776738
H. Moore	2768653
R. Mulvey	2771798
A. Mutch	2778256
E. Riedy	2718973
K. Romero Snider	2774865
M. Schwender	2631887
T. Sevigny	2777420
D. Simmons	2799335
W. Sparks	2722018
M. Tobias	2787343

WORKSOURCE OREGON

One-Stop Center Certification ADA Minimum Standards Accessibility Checklist

WSO Lane – Eugene, OR | **6/30/2026**

Center Location | **Date of Assessment**

APPROACH & ENTRANCE			
Question:	*YES*	*NO*	*Notes:*
Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks & public transportation stops) that does not require the use of stairs?	X		
If parking is provided for the public, are an adequate number of accessible spaces provided?	X		
Of the accessible spaces, is at least one van accessible space?	X		
Are the access aisles marked to discourage parking in them?	X		
Do the access aisles adjoin an accessible route?	X		
Are access spaced identified with a sign that includes the International Symbol for Accessibility?	X		
Are there signs reading “van accessible” at van accessible spaces?	X		
Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrances?	X		
Is the exterior entry route stable, firm and slip-resistant?	X		
If the accessible route crosses a curb, is there a curb ramp?	X		
Is the surface of the ramp stable, firm and slip resistant?	X		
If there are handrails, is the gripping surface continuous and not obstructed along the top or sides?	X		
Is the main entrance accessible?	X		
If the main entrance is not accessible, is there an alternative accessible entrance?			N/A
Do all inaccessible entrances have signs indicating the nearest accessible entrance?	X		

If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility?			N/A
Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist?	X		
Are edges of carpets or mats securely attached to minimizing tripping hazards?	X		

ACCESS TO GOODS AND SERVICES			
Question:	*YES*	*NO*	*Notes:*
Does the accessible entrance provide direct access to the main floor, lobby, and elevator?	X		
Is the route stable, firm and slip-resistant?	X		
Are there elevators or platform lifts to all public stories?	X		
Is there a full-size elevator in the center?	X		
Does the elevator make an audible sound/signal when the doors open or close or as the car stops at floors?	X		
Are the buttons situated low enough on the panel to be accessible?	X		
Do the panel buttons have lifted text?	X		
Are there Braille on controls/buttons?		X	There are only two options with raised numbers
Where there are signs designating permanent rooms or spaces, do they have visible signs?	X		
Is the text on the signs raised?	X		
Is there Braille on the signs?	X		
Are all doors equipped with hardware that is operable with one hand?	X		
Can the doors be opened easily?	X		
Can light switch controls be operated with one hand?	X		
Would an individual in a wheelchair have clear visibility/unobstructed view to staff upon entry to the center?		X	There is a foyer that has a second door to enter where services are
Do staff workspaces provide adequate space for wheelchair access?	X		

TOILET ROOMS			
Question:	*YES*	*NO*	*Notes:*
If toilet rooms are available to the public, is at least one toilet room accessible?	X		
Are their signs at inaccessible toilet rooms that give directions to accessible ones?			N/A
Does the toilet room sign display the International Symbol of Accessibility?	X		
Is the route to the toilet room accessible?	X		
Is the text on the sign raised?	X		
Is there Braille?	X		
Are all doors equipped with hardware that is operable with one hand?	X		
Can the doors be easily opened?	X		
Can light switch controls be operated with one hand?	X		
Is there a clear path to at least one of each type of fixture, e.g., lavatory, hand dryer, soap dispenser, etc.	X		
Can the faucets be operated easily?	X		
Can the flush control of the toilet be easily operated with one hand and minimal pressure?	X		
Does the toilet paper dispenser allow for continuous paper flow?	X		
Are door pulls on both sides of the door operable with one hand?	X		
Is the lock operable with one hand?	X		

ADDITIONAL ACCESS			
Question:	*YES*	*NO*	*Notes:*
If there is a drinking fountain, is it accessible?	X		
Can the control be operated with one hand and minimal pressure?	X		
Do public use telephones have a volume control?	X		
Is the volume control identified by a pictogram of a telephone handset with radiating sound waves?	X		
Do public phones have TTY?	X		In resource area
Is the TTY identified by the International Symbol of TTY?	X		In resource area
Do signs that provide directions to public telephones also provide directions to the TTY?	X		In resource area

Do telephones that do not have a TTY provide directions to the TTY?	X		In resource area
Do fire alarm systems provide both flashing lights and audible signals?	X		In resource area

One-Stop Operator Signature: Ryan Kounovsky **Date: 06/30/2026**

LANE COUNTY WORKFORCE SYSTEM

YEAR-END PERFORMANCE REPORT

July 1, 2025 - June 30, 2026

LANE WORKFORCE PARTNERSHIP

www.laneworkforce.org
info@laneworkforce.org

CONNECTING PEOPLE, BUSINESS, AND OPPORTUNITY

Vision

To meet the workforce needs of employers and individuals through partnerships and innovation.

Mission

Lane County will have a trained workforce and individuals will have the knowledge and skills for career success.

Role

- Catalyzer
- Convener
- Analyzer
- Broker
- Community Voice,
- Capacity Builder
- Investor

Core values

Ashley Espinoza
Executive Director, Lane Workforce Partnership

This year reinforced something we know well: strong workforce systems are built through relationships, shared responsibility, and the ability to adapt while staying focused on what matters.

A significant part of our work this year was transitioning and onboarding new service providers. We approached that responsibility intentionally, setting clear expectations, building strong relationships, and connecting new providers to the broader workforce network, while maintaining valued partnerships with those who previously served in these roles.

I’m grateful to our providers, partners, board members, and team for navigating change with professionalism, collaboration, and a shared commitment to the people and businesses we serve.

As a workforce board, our role is to connect people, partners, resources, and opportunity, and to bridge the places where organizations and systems do not perfectly align. That work allows us to strengthen the workforce system as a whole and create greater impact than any one organization could achieve alone.

We remain focused on value: responsible stewardship of public resources, measurable outcomes for people and employers, and stronger system capacity through coordination, partnership, and leverage.

In any resource environment, our responsibility is the same: make the resources entrusted to us matter.

2024-2028 Strategic Plan Update

Together, our goals and commitments ensure our work responds to community needs while driving measurable impact across Lane County.
Percentages reflect progress toward the 2024 – 2028 Strategic Plan target.

Goal #1: Increase Awareness and Use of the WorkSource System

- 76% — Increase Engagement Platform Followers by 200%
- 90% — Increase Engagement Platform Impressions by 200%
- 100% — Increase Earned Media to 20 Highlights
- 100% — Increase Industry Classroom Engagements by 10% Annually
- 70% — Increase Youth Workforce Participation Rate 16 – 19 Year-Olds to 55%
- 100% — Increase Young Adult Workforce Participation Rate 20 – 24-Year-Olds to 75%

Goal #2: Embrace Transparency & Accountability

- 100% — Two semi-annual performance reports are produced.
- 100% — LWP website dashboard is created

Goal #3: Create Strategic Alignment Among Partners

- 100% — Increase active industry sector partnerships by 2
- 100% — 100% of rural communities will be members of the Workforce Benefits Navigator Consortia

Goal #4: Advance Prosperity Through an Inclusive Workforce

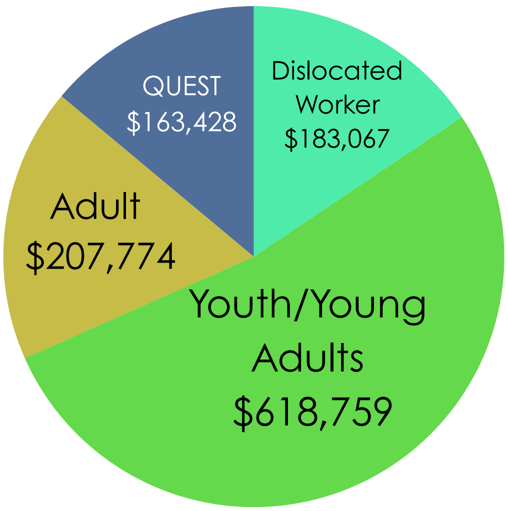
Increase percentage of people of color working in higher wage jobs in Lane County (10.8%)

- 100% — Construction
- 100% — Manufacturing
- 100% — Professional Scientific and Technical Services
- 100% — Utilities

- 100% — Increase the workforce participation rate of those with disabilities to 50%

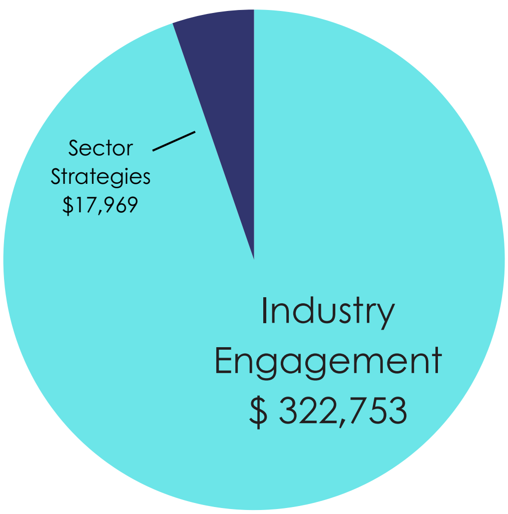
2025-2026 Strategic Investments

Total Program Funds Invested: $3,017,939



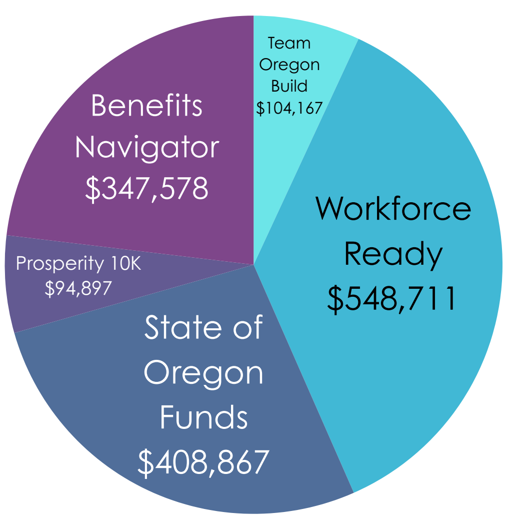
Workforce Innovation and Opportunity Act Funds $1,172,998

Lane Workforce Partnership invests Workforce Innovation and Opportunity Act funds to provide career and training services. These resources support youth, adults, and businesses by aligning job training with employer needs. Grant Associates, Inc. delivers Adult and Dislocated Worker services, and Looking Glass delivers youth services.



Industry Engagement and Sector Strategy Funds $340,722

Lane Workforce Partnership contracts with Collaborative Economic Development Oregon to connect with industry and lead sector strategies. CEDO engages employers and partners to expand access to high-paying jobs, supporting childcare, healthcare, transportation, creative industries, and hospitality. Details on sector initiatives are in a following section.



Other Funded Programs $1,504,219

Special funding sources and grants expand Lane County's workforce opportunities, from reentry support and youth employment to healthcare pathways and industry partnerships. Investments through the state of Oregon in programs like Future Ready Oregon and Benefits Navigators fund training, work experience, support services, and innovative workforce strategies. Individual program details follow in the next section.

Other Funded Projects

Workforce Ready $548,711

State of Oregon Future Ready Oregon Investments

Workforce Ready investments support communities with job training, career pathways, reentry services, and student support. Programs include Prosperity 10,000, and partnerships with NAACP, Opportunity Oregon, and Bushnell University, all expanding equitable access to education, careers, and workforce success.

State of Oregon Funds $408,867

State of Oregon General Fund Investments

State of Oregon funds support WorkEx and the Oregon Youth Employment Program. WorkEx provides CDL training and on-the-job training across industries, while OYEP with Connected Lane County offers internships and skill-building in construction, manufacturing, and technology, engaging youth countywide.

Workforce Benefits Navigator $347,578

American Rescue Plan Act Funding

The Lane County Navigator Consortia, led by Collaborative EDO, launched Bridge Lane to strengthen community connections and expand access to workforce resources. Between 2024 and 2026, the Consortia hosted nine rural community events across Lane County, bringing partners together to share resources. Total Workforce Benefits Navigator funding was $1,000,000.

QUEST (Quality Jobs, Equity, Strategy, and Training) $163,428

National Dislocated Worker Grant

QUEST invested in healthcare career pathways through occupational training, employment assistance, and supportive services. The grant served 60 participants, with 55 entering healthcare training, 30 earning credentials, and 21 obtaining employment. The work also strengthened connections between workforce services, education, and healthcare employers.

Future Ready Oregon - Prosperity 10,000 $94,897

State of Oregon General Fund Investments and ARPA Funding

Prosperity 10,000 was a statewide workforce initiative funded by the State of Oregon and American Rescue Plan Act that concluded in 2026. LWP received $2.85 million to expand training, career pathways, and workforce capacity, supporting CDL and healthcare training, sector strategies, and services for underserved communities. The investment also strengthened partnerships across workforce, education, and industry that will continue beyond the grant.

Sector Strategies

Sector strategies bring businesses, education, workforce, economic development, and community partners together around the needs of key Lane County industries. Employers identify shared workforce challenges and help set priorities, while partners bring the resources and expertise needed to turn those priorities into action. Lane Workforce Partnership and Collaborative Economic Development Oregon support these partnerships by connecting industry needs with training, career pathways, education, and workforce resources that strengthen both businesses and the people who power them.

BIOSCIENCE
Engagements: 29
Workforce: 1,298
Businesses: 163
Total Payroll: $124M

CHILDCARE
Engagements: 3
Workforce: 1,706
Businesses: 117
Total Payroll: $37M

CONSTRUCTION
Engagements: 72
Workforce: 8,174
Businesses: 1,101
Total Payroll: $601M

CREATIVES
Engagements: 9
Workforce: 3,456
Businesses: 576
Total Payroll: $211M

FOOD AND BEVERAGE
Engagements: 11
Workforce: 4,075
Businesses: 164
Total Payroll: $249M

HEALTHCARE
Engagements: 127
Workforce: 24,386
Businesses: 1,143
Total Payroll: $1.92B

HOSPITALITY
Engagements: 72
Workforce: 18,981
Businesses: 1,262
Total Payroll: $514M

TECHNOLOGY
Engagements: 48
Workforce: 3,500
Businesses: 625
Total Payroll: $391M

TRANSPORTATION
Engagements: 58
Workforce: 3,239
Businesses: 183
Total Payroll: $190M

WOOD PRODUCTS
Engagements: 9
Workforce: 6,112
Businesses: 207
Total Payroll: $452M

Industry Engagement

Industry engagement keeps the workforce system connected to the businesses and industries that drive Lane County's economy. Through direct business engagement, classroom connections, career tours, community events, and sector partnerships, employers help shape workforce solutions while opening new pathways for people to explore careers and connect with opportunity.

157 Business Engagements

Across six activated sectors, businesses connected directly with workforce partners to identify needs, strengthen partnerships, and shape workforce solutions.

81 Classroom Engagements

CareerReady Lane connected industry directly with classrooms 81 times this year, nearly tripling last year's 28 engagements.

19 Entrepreneur Convenings

Through quarterly PubTalks, monthly Startup Coffee Meetups, two EmpowerPitch cohorts, and a WSO entrepreneur workshop.

220+ Industry Luncheon Guests

Business and community leaders came together around a shared focus: putting industry leadership at the center of regional success.

Construction: Building Career Awareness

More than 40 employers and partners came together around a shared challenge: helping young people discover careers in the skilled trades. Employer-led events connected students directly with businesses and career opportunities, while a new shared training list is helping align classroom instruction with the skills employers need.

Healthcare: Expanding Career Pathways

More than 40 healthcare, education, workforce, and community leaders came together to tackle shared challenges, including clinical placement capacity and provider retention. The partnership created new opportunities for students to experience healthcare careers firsthand while employers committed to expanding observation and internship opportunities.

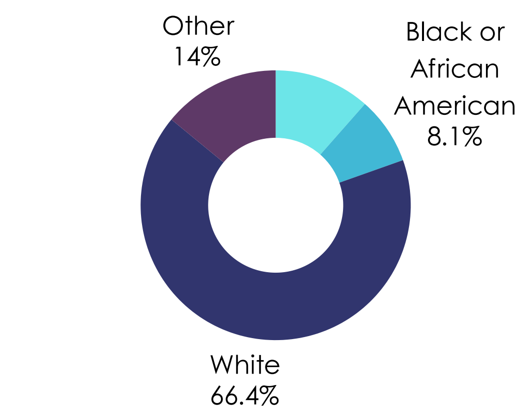
Career Tours: Seeing the Work Up Close

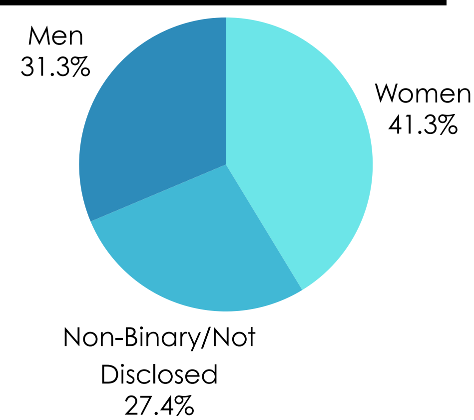
Three career tours brought more than 100 students from local colleges and universities inside healthcare, bioscience, and technology workplaces. Students met directly with employers, explored different career paths, and experienced the work firsthand, helping turn careers they may have only heard about into possibilities they could actually see.

WIOA Adult and Dislocated Worker

WIOA Adult and Dislocated Worker programs help people prepare for, find, and succeed in employment. Services include career guidance, job search support, occupational training, work-based learning, and other resources that help people build skills and move toward their employment goals.

WIOA Adult and DW Measures	Adult			Dislocated Worker		
	Goal	Actual	% Goal	Goal	Actual	% Goal
Employment Rate Q2	80.8%	54.70%	67.7%	76.6%	47.50%	62.0%
Employment Rate Q4	77.7%	46.30%	59.6%	74.5%	55.80%	74.9%
Median Earnings Q2	$9,700	$10,400	107.2%	$9,700	$8,397	86.6%
Credential Attainment Rate	88.2%	62.50%	70.9%	85.0%	87.50%	102.9%
Measurable Skill Gain	51.7%	55.20%	106.8%	39.6%	64.70%	163.4%





Total Enrolled Participants: **201**

Total Investment: **$1,021,855**

Gained Employment: **89**

Average Wage: **$24.88**

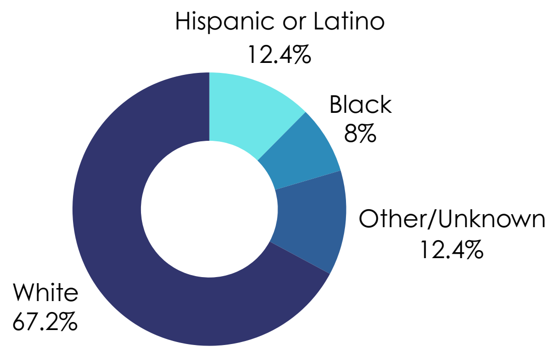
Economic Impact: $4,605,786

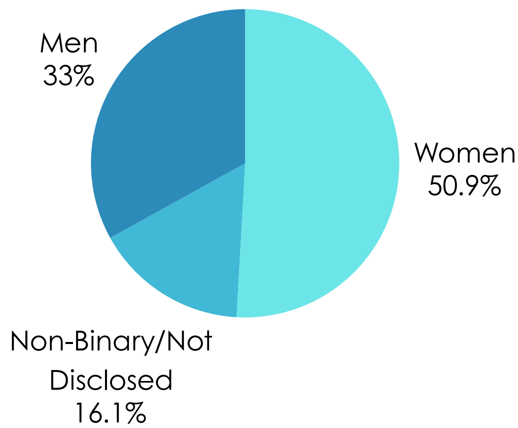
Impact = Employed x Av Wage x Yearly Hours

WIOA Youth

WIOA Youth services help young people build the skills, experience, and connections needed for their next step. Through education, career exploration, training, work experiences, and supportive services, young people can explore career pathways and build a stronger foundation for employment and long-term success.

WIOA Youth Measures	Goal	Actual	Percent of Goal
Employment Rate Q2	70.0%	68.50%	97.9%
Employment Rate Q4	73.0%	59.60%	85.6%
Median Earnings Q2	$5,700	$5,866	102.9%
Credential Attainment Rate	61.9%	63.60%	85.9%
Measurable Skill Gain	41.0%	46.80%	96.6%





Total Enrolled Participants: **118**

Total Investment: **$618,759**

Gained Employment: **35**

Average Wage: **$16.32**

Economic Impact: $1,188,096

Impact = Employed x Av Wage x Yearly Hours

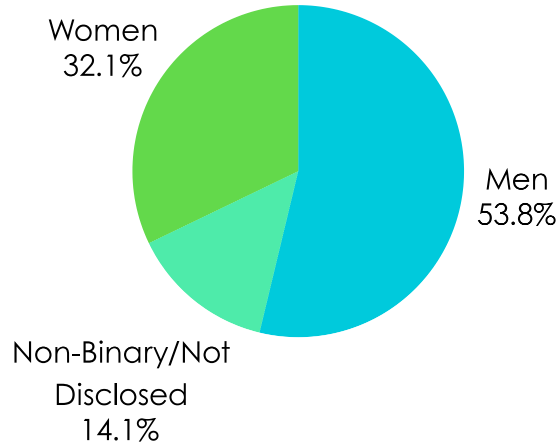
Systemwide Impact

Who Was Served

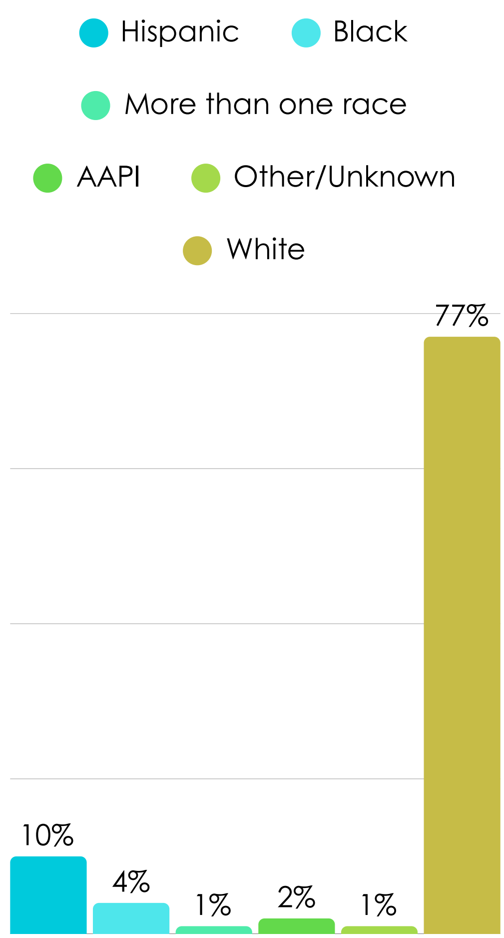
Lane County's workforce system serves thousands of people each year through a network of workforce, education, and community partners. Together, these services reach people with different backgrounds, experiences, and needs across our community.

Total Served

19,907



System performance partners include:
- Department of Human Services
- Lane Community College
- Lane Workforce Partnership
- Oregon Employment Department
- Vocational Rehabilitation Services



Other Demographics	Total
Over 55	3,917
Rural Served	432
Veterans	899
Formerly Incarcerated	1,439
With a disability	4,095
Low-income	7,192

Systemwide Impact

How Customers Were Served

Workforce services are designed to help people overcome barriers, build skills, and connect to employment. Across the system, partners invest in training, supportive services, and employment assistance that help customers take their next step while strengthening Lane County's workforce and economy.

That support looks different for every customer. For some, it means occupational training or work experience. For others, it may mean help addressing barriers that stand between them and employment. Together, these services help turn workforce resources into real opportunities for people.

$419.35M
Economic Value

8,292
Gained Employment Through Workforce Services

$24.14
Average Wages of Program Participants at Exit

Occupational Training

467
In Training

$1.01M
Training Investments

Support Services

2,274
Receiving Support

$1.81M
Support Investments

Impact = Employed x Av Wage x Yearly Hours

LANE WORKFORCE PARTNERSHIP

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LET'S BUILD WHAT'S NEXT

A strong workforce system is built through partnership. Thank you to the businesses, educators, community organizations, workforce professionals, and customers who make this work possible. Together, we are connecting people, resources, and opportunity – and making the resources entrusted to our workforce system matter.