

Community Colleges and Workforce Development

Workforce Investment Act Title I-B

Monitoring Review Guide

Program Year 2014

(July 1, 2014 – June 30, 2015)

Please list changes in key staff.

Administrative Systems: NEW: Kristina Payne, Executive Director; RETIRED: Lonnie Bivins; Chuck Forster
Fiscal Systems: NEW: Tiffany Cink, Administrative Services Manager RESIGNED: David Macey
Program Systems: NEW: Sue Thompson, Workforce Investment Manager PROMOTED: Kristina Payne RESIGNED: Robin Scott, Sr. Program Coordinator; John Lake, Sr. Systems Administrator

Please list any requests for training/technical assistance:

Administrative Systems:
Youth Programs: Periodic statewide meetings/trainings to connect the Oregon Youth Program Coordinators
Fiscal Systems:
Program Systems:
Integration Systems:
Quality:

ADMINISTRATIVE SYSTEMS SECTION

A-1 Please provide a copy of the LWIB's process for appointing members to the board.

**PY 2013 response is still applicable. Per Sue Thompson
See Attachment A-1**

A-2 Please provide copies of nomination letters that demonstrate that representatives from business, labor and education are nominated by the appropriate organizations, entities or agencies. (20 CFR 661.315 (e) and WIA Section 117 (b) (2) (A) (ii))

See Attachment A-2

A-3 Please provide documentation which demonstrates appointment of the board chair from business representatives. (20 CFR 661.320)

See Attachment A-3

A-4 Please provide a copy of the board's approved by-laws.

See Attachment A-4

A-5 How does the local board conduct oversight of the One-Stop system, youth activities, and employment and training activities? (20 CFR 661.305) Please provide copies of reports, and any corrective action plans.

Oversight of the One-Stop system is conducted by the board's System Innovation Committee. The Committee regularly reviews performance of the one-stop system.

Oversight of youth activities is provided by the board's Youth Council. The Council regularly reviews performance on all youth contracts and receives contractor monitoring reports. Additionally, staff performs file reviews and reports back to the Youth Council.

See Attachment A-5

A-6 Please provide board meeting minutes that demonstrate deliberation and adoption of the budget. (20 CFR 661.305(a) (4)) (see F-29 which requests a copy of the approved budget) (Addition)

See Attachment A-6

A-7 Please provide samples of public notices and board minutes which demonstrate compliance with public meeting laws and the following meeting requirements (20 CFR 661.307):

- Meetings are held at locations which do not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age or disability (ORS 192.630(3))
- Meetings are held within the geographic boundaries of the local area (ORS 192.630(4))

- Public notice includes planned agenda items (ORS 192.640 (1))
- Emergency meetings are held as a result of an actual emergency as noted in the board minutes (ORS 192.640(3))
- Votes at all board and executive committee meetings are public and recorded (ORS 192.650(c))

See Attachment A-7

Please note regarding “emergency meetings are held as a result of an actual emergency and noted in the board minutes,” the response is N/A as we have not had emergency meetings.

A-8 Retired, because the policy on providing services has been rescinded.

A-9 Who is the One-Stop operator? Please provide a copy of the agreement between the local board and the One-Stop operator which specifies the operator’s role. (20 CFR 662.400 (c))

PY 2013 response is still applicable. Per Sue Thompson

See Attachment A-9

The Lane Workforce Partnership board of directors is the local workforce investment board. The board provides direction and oversight to the one-stop system. It is not the one-stop operator. The one-stop operator is the WorkSource Lane Consortium. The Consortium is comprised of representatives from the Department of Human Services, Employment Department, Lane Community College, Lane Workforce Partnership and Office of Vocational Rehabilitation.

The Executive Director of the Lane Workforce Partnership is the sole employee of the board. Through an administrative agreement with Lane County, the remaining employees are employees of the Workforce Partnership Department. The Department is charged with implementing policy and resource allocation decisions of the board of directors.

A-10 Please attach an organizational chart or other relevant documents demonstrating compliance with 20 CFR 661.310 which restricts local board and staff of the local board from being providers of core, intensive and training services, and from being a one-stop operator.

See Attachment A-10

The Lane Workforce Partnership board of directors is the local workforce investment board. The board provides direction and oversight to the one-stop system. It is not the one-stop operator or the program provider. The one-stop operator is the WorkSource Lane Consortium. The Consortium is comprised of representatives from the Employment Department, Lane Community College, Department of Human Services, Division of Vocational Rehabilitation Services and the Lane Workforce Partnership. The adult program provider is Lane County Health & Human Services Department as

a sub-contractor to the board.

On July 1, 2014, all direct customer services were transitioned to Lane County Health & Human Services and are provided through the one-stop system staffed by the program provider.

A-11 Please provide the board meeting minutes documenting the selection of the One-Stop operator. (20 CFR 662.410)

PY 2013 Response is still applicable. Per Kathy Dyer

See Attachment A-11

A-12 Please provide a copy of the LWIB's current One-Stop certification documentation. (Oregon Workforce Investment Board WorkSource Oregon Definitions and Center Certification Policy 11-01, March 11, 2011) In addition, identify the last date the one stop was certified.

The board was in the process of appointing a committee to recertify the one-stops when the Workforce Innovation & Opportunity Act was signed. The board will proceed with certification of the one-stops as soon as the new regulations have been issued. The centers were last certified by the board in August 2012. No major changes in service delivery have occurred since that time – thus the decision to re-certify the centers under the new law.

See Attachment A-12

A-13 Please provide a copy of the written standards of conduct for board members regarding conflict of interest and restriction from voting. (20 CFR 667.200(a)(4))

PY 2013 response is still applicable. Per Sue Thompson

See Attachment A-13

A-14 What criteria have been established by the board to determine the availability of funds and the process by which any priority will be applied? In addition, please indicate whether the Board has determined priority of services is in effect and describe your process for informing staff of this change in service priority. (20 CFR 663.600)

PY2013 response is still applicable – Per Sue Thompson

See Attachment A-14

A-15 Please provide a copy of the board's policy on supportive services which needs to address that recipients' of supportive services:

- Are participating in core, intensive, or training services;
- Are unable to obtain individual resources through other means;
- Demonstrated a need for assistance to enable them to obtain their employment goal;
- Participant record documents justification of needed assistance, lack of availability of

other resources, and timeframe that the supportive services are meant to cover.

Review team may test aspects of the local policy/procedures. (20 CFR 663.800 & CCWD Policy 589-30.12, WIA Title 1B Policy Statewide Supportive Services)

PY2013 response is still applicable – Per Sue Thompson and Lyle Lang

See Attachment A-15-1 and A-15-2

A-16 What criteria has the local board set to determine whether employment leads to self-sufficiency? (20 CFR 663.230)

PY2013 response is still applicable – Per Sue Thompson

See Attachment A-16

A-17 Please provide a copy of the local board's needs-related payment policy and the established payment level. (20 CFR 663.840)

PY2013 response is still applicable – Per Sue Thompson

N/A We do not provide need-related payments

A-18 If the local workforce investment area is composed of more than one unit of local government, please provide a copy of the agreement amongst local elected officials which specifies the liability of the individual jurisdictions. (20 CFR 667.705(c))

PY 2013 response is still applicable. Per Kathy Dyer

See Attachment A-18

A-19 Please provide meeting dates and a youth council membership list for the current program year and how your membership complies with 20 CFR 661.335. In addition, include for PY14 meetings, each meeting's public notice and each meeting's agenda. (Revised)

The meeting dates for 2014 were: September 25th, November 20 and January 22, 2015.

Membership of the Youth Council meets 20CFR661.335 requirements.

See Attachment A-19

A-20 Please provide documentation which confirms that the local board has awarded grants and contracts for youth services on a competitive basis based on the recommendations of the youth council. Please describe your measurable contract goals and means of evaluating service provider's performance. (WIA Section 123; TEGL 33-12; 13-09) (Revised)

LWP last posted RFPs for the Youth Program services in 2012 and will be going out for RFP in February 2015.

See Attachment A-20 -1

Measurable contract goals are reported on Youth Program Performance Reports. These reports cover numbers served, number of youth placed in employment or education, number of youth that have attained a degree or certificate and number of literacy/numeracy gains.

See Attachment A-20-2

The information in these data reports and monitoring results are used in making recommendations to the Youth Council on continuing youth services.

- A-21 How does the youth council, guide youth policy, develop the youth portion of the youth plan, and oversee youth providers in the local area? (20 CFR 661.340 (d), TEGE 33-12)

PY 2013 Response is still applicable. Per Lyle Lang

The Youth Council establishes program goals including those identified in the local 2013-15 Workforce Strategic Plan.

The Youth Council regularly reviews performance on all youth contracts and receives reports on contractor issues, contract improvement plans, file reviews and other areas monitored by the Lane Workforce Partnership staff. Additionally, staff sets up several presentations every year involving youth participants, business representatives connected to youth programs and contractor staff. The presentations provide the Youth Council with updated information on program developments and youth issues. Staff also follows through on requests for specific information by members of the Youth Council.

- A-22 Describe how program staff ensures that any non-exempt public record is accessible to the public, taking into account the following:

Anyone wishing to access non-exempt public records is given the opportunity to do so. [ORS 192.430]

PY 2013 response is still applicable. Per Sue Thompson

Requests are referred to the Administrative Offices for evaluation and determination of release.

Any fees charged reflect the actual cost for making records available. [ORS 192.440(2)]

PY 2013 response is still applicable. Per Sue Thompson

Only actual costs are charged for the cost of release.

A procedure is in place to assure that only bonafide exempt records are withheld from inspection. [ORS 192.420 & 501-505]

PY 2013 response is still applicable. Per Sue Thompson

Each release is evaluated on its own merits and a determination made in consultation with the Board's Attorney regarding release.

A-23 How does program staff ensure that WIA participant records are confidential as provided in State law and administrative rules? [ORS 660.300 – 660.339; OAR 589-020-0300 to 589-020-0330]

Adult (PY2013 response is still applicable – Per Sue Thompson):

All Adult/DLW program records that are not gathered and maintained in the State approved I-Trac system, are scanned into eBridge, our web based, password protected data warehouse. Backup documentation that is not yet scanned is kept in locked file cabinets.

Youth :

Youth participant records are maintained in locked cabinets of the youth contractors. When youth are exited and complete follow up services from the program, their files are turned in to the Lane Workforce Partnership Youth Staff. Files for the most recent program year are stored in a locked file storage area in the LWP administrative office. Files from prior program years are moved to a locked storage location that is separate from the administrative office.

A-24 Which program year records have been destroyed? In addition, please describe how management assures that all records that can be destroyed have in fact been destroyed. (CCWD policy 589-40.4)

Through PY 2007

Annually, offsite archived storage is confidentially shredded by International Paper.

A-25 Please provide a copy of the record retention and public access procedures and describe how your organization complies with CCWD's Document Collection and Storage policy 589-30.11. (CCWD policy 589-40.4)

PY 2013 response is still applicable. Per Sue Thompson

LWP uses CCWD's "Record Retention Schedule for Federal Funds" and OAR 166 generally.

See Attachment A-25

A-26 Describe how programs ensure:

- Staff and contractors are clearly aware of the requirements to report fraud, abuse or other criminal activity, and that the Department of Labor's hotline number for reporting such actions is available.
- That all suspected incidents of fraud, abuse or other criminal activity are immediately reported by phone to the state office, followed in one workday with a written Incident Report form DLI-156. (20 CFR 667.630)

**PY2013 response is still applicable – Per Sue Thompson and Lyle Lang
See Attachment A-26**

Lane Workforce Partnership staff understands the responsibility for reporting fraud, abuse or other criminal activity and have access to the appropriate phone number for reporting these activities. Procedures and contact numbers are documented in the Lane Workforce Partnership policy for reporting incidents of abuse and fraud, revised and approved by the board in 2001.

This information is made available to contractors when necessary. Their agencies and districts also have procedures in place for reporting fraud, abuse and criminal activities.

As new staff are hired, the Fraud and Abuse policies are reviewed and annually all staff are reminded of the guidelines.

A-27 Please provide a copy of the procedure for grievances and complaints. (20 CFR 667.600 (a))

**PY 2013 response is still applicable. Per Sue Thompson
See Attachment A-27**

A-28 Have any written grievances been initiated against service providers or contractors? If so, please provide a summary by citing the nature of the complaint and its resolution or status.

No written grievances have been initiated against WorkSource Oregon staff or youth contractors.

N/A

A-29 Please provide a copy of the grievance procedure information made available to registrants. (20 CFR 667.600 (b) (1))

**PY2013 response is still applicable – Per Sue Thompson and Lyle Lang
See Attachments A-27 and A-29**

A-30 Retired this element given that CCWD is establishing a new ETPL electronic streamlined system.

A-31 Does the local board require any additional information from local training providers to maintain subsequent eligibility? (20 CFR 663.510 (e) (3))

**PY 2013 Response is still applicable. Per Sue Thompson
No**

A-32 What is the grievance procedure for training providers whose application is not approved? (OAR 151-020-0110 item 9e)

PY2013 response is still applicable – Sue Thompson

See Attachment A-27

The grievance procedure is under the non-criminal complaint section of the Lane Workforce Partnership grievance procedure.

A-33 Retired this element due to lack of funding.

A-34 Retired this element due to lack of funding

A-35 Retired this element due to lack of funding

A-36 Retired this element due to lack of funding

A-37 If the local board is currently providing core, intensive, or training services – or transitioned away from direct service provisions in PY2013 – please provide a copy of your Transition Plan. (CCWD WIA Title IB Policy 589-20.6) (New)

LWP is currently on target for the timelines set out in the transition plan.

See Attachment A-37

FISCAL SYSTEMS SECTION

F-1 Please provide a copy of the monitoring process used to satisfy requirements for monitoring each project, program, subaward, function or activity supported. (20 CFR 667.410) and (CCWD Policy 589-40.6) (Revised)

Please highlight sections which test that:

- expenditures have been charged to the proper cost categories within cost limitations;
- there is compliance with the provisions of the applicable contract, local policies, the WIA, final regulations, and other applicable federal and state laws.

See Attachment F-1 Youth Monitoring Guide

Program Coordinators monitor the sub-awards. The Accounting staff will visit Lane County Health & Human services for initial fiscal monitoring during the Spring of 2015 – guide is currently under development.

Accounting staff will also complete desk review of fiscal transactions for each WIA Youth sub-contractor as on-site visits were completed for Program Year 2013-2014.

F-2 Please provide copies of monitoring reports which demonstrate a standardized review methodology including documentation of findings, needs for corrective action and due dates for completion of corrective actions.

- While on-site, the review team will test aspects of the audit resolution control log. Please ensure that the control log, or the instrument used to track monitoring findings, is made available to the review team.

See Attachment F-2-1 Youth Monitoring Reports

See Attachment F-2-2 Youth Monitoring Reports

F-3 Please provide a copy of the most recent audit report and management letter.

See Attachment F-3-1 Annual Audit 13-14

See Attachment F-3-2 Management Letter 13-14

F-4 Please describe or attach the resolution or plan for resolution to any internal control deficiencies, questioned costs or issues in your last management letter and audit report.

None Reported – See Attachments F-3-1; F-3-2

F-5 Retired because the attestational engagement requirement went away.

F-6 Please attach your detailed cost allocation plan and highlight any changes made within the past year.

Review staff will test the cost allocation methodology while on-site by studying labor distribution records, personal services expenditures, and expense payments (such as rent,

utility, telephone, equipment, facility maintenance, and contract payments).

PY 2013 response is still applicable. Per Tiffany Cink

See Attachment F-6 (LWP Fiscal Policy 5). There are no changes to this system.

F-7 Please describe debt collection activities pursued this year.

PY 2013 response is still applicable. Per Tiffany Cink

****No debt collection this year****

F-8 Please attach a copy of your debt collection procedure or process.

PY 2013 response is still applicable. Per Tiffany Cink

See Attachment F-8. (LWP Fiscal Policy 4) There are no changes to this system.

F-9 Do the programs generate any program income?

Yes. Sources of Program Income are: interest earnings and for office space offset from the Oregon Employment Department.

F-10 How is program income tracked and reported to ensure that the income is added to the funds committed and is used prior to drawing additional federal funds? (20 CFR 667.200(a)(5))

Program Income is allocated to applicable funds and WIA fund expenses are reduced each time the “PY13 Estimates” or “PY 14 Estimates” spreadsheet is completed.

F-11 Please describe your cash forecasting system that assures that federal (WIA) cash on hand does not exceed the organization’s immediate cash needs.

During the on-site visit, review team members will review source documents and general ledger expenditures reports to substantiate cash draw downs.

The following steps are taken weekly to assure that cash on hand does not exceed Lane Workforce Partnership’s immediate cash needs:

- 1. Cash report “Cash Detail” is printed from Sage / Abila accounting system and verified.**
- 2. Revenue & Expense report is printed and actual expenses are entered on spreadsheet “PY13 Estimates” or “PY 14 Estimates”**
- 3. Estimated expenses are added to the “PY13 Estimates” or “PY 14 Estimates” spreadsheet (payroll, contracts, other accounts payable).**
- 4. Amount needed is compared to actual cash to verify no excess cash on hand.**

- F-12 Please provide a copy of your organization's certificate of insurance* or evidence of self-insurance for the following:
- Professional liability resulting from errors, omissions or negligent acts of its officers, employees or agents.
 - Motor vehicle insurance *
 - Property insurance *
 - Workers' Compensation Insurance
 - Bonding coverage for every officer, director, agent, or employee authorized to receive or deposit WIA funds or to issue financial documents, checks or other instruments of payment of program costs.

* These policies must list CCWD as an additional insured.

See Attachment F-12 Insurance Cert and WC

- F-13 Please describe how your organization ensures contractors/subcontractors have evidence of certificate of insurance or self-insurance for the following:
- Professional liability resulting from errors, omissions or negligent acts of its officers, employees or agents.
 - Motor vehicle insurance
 - Property insurance
 - Workers' Compensation Insurance
 - Bonding coverage for every officer, director, agent, or employee authorized to receive or deposit WIA funds or to issue financial documents, checks or other instruments of payment of program costs.

Lane Workforce Partnership obtains Certificates of Insurance prior to the execution of contracts. Copies of the Certificate of Insurance are filed with the contract.

- F-14 Describe how injuries of registered individuals not covered by Workers' Compensation Insurance will be handled if individuals suffer injuries while involved in WIA allowable activities. (Note: WIA does not require insurance coverage for this type of risk.)

In accordance with WIA, Lane Workforce Partnership doesn't provide any supplemental insurance coverage for this type of risk.

- F-15 What non-federal funds would be used if disallowed costs had to be repaid to the federal government?

PY 2013 response is still applicable. Per Tiffany Cink

Lane Workforce Partnership has a Contingency Fund made up of non-federal money which exceeds \$100,000.

F-16 Please provide a copy of the procurement policy. (CCWD Policy 589-10.11)

PY 2013 response is still applicable. Per Tiffany Cink

See Attachment F-16. (LWP Fiscal Policy #6) There are no changes to this system.

F-17 Please provide a copy of the most recent Request for Proposal and contract boilerplate language, a list of current contracts (including external auditor’s contract) with expiration dates and identify the non-discrimination provision. (Revised)

Section #10 identifies the non-discrimination provision

See Attachment F-17-1 HHS Adult Contract

See Attachment F-17-2 Youth Contract Boilerplate

F-18 Please complete/submit the attached WIA funded non expendable inventory/equipment list (in an Excel spreadsheet format) for items whose purchase price was \$5,000 or more. (Revised)

See Attachment F-18 Non-expendable Property List – Excel

F-19 Please provide a copy of your inventory policy used by management for all equipment purchased using WIA funds. (CCWD Policy 589-10.12)

PY 2013 response is still applicable. Per Tiffany Cink

See Attachment F-19

F-20 When was the last inventory conducted?

PY 2013 response is still applicable. Per Tiffany Cink

Inventory is conducted annually for the A-133 Single Audit.

F-21 Please complete the separation of duties worksheet (follows).

F- 22 Identify by location WIA office space / # of WIA staff in space in use at the end of last year’s program year vs. office space / staff occupancy currently in use. (Revised)

	06/30/14		Current	
	Square Footage	FTEs	Square Footage	FTEs
WorkSource Lane	3,588	7	3,588 (contract HHS)	9
Valley River Drive	3,420	5	3,420	5

- F-23 Identify generic types of mechanisms used to provide employees and participants with remuneration and accompanying policies, procedures and/or written descriptions of unwritten practices, e.g. gift cards, gas cards, bus passes, bus tickets, incentive payments, cash, etc. (CCWD Policy 589-30.12, WIA Title 1B Policy Statewide Supportive Services)

PY 2013 response is still applicable. Per Tiffany Cink

There are no unwritten practices allowed for providing support services or incentives. Checks are written from the LWP Primary Checking account and LWP Petty Cash fund.

See Attachment F-23 (Lane County Administrative Procedures Manual Travel Policy for employee travel.)

- F-24 Identify staff responsible for completing Recipient Share (10j – 10n and 11). Additional Expenditure Data Required portions of US DOL 9130 reports including descriptions of entries made in these section.

CCWD Staff, LWP not responsible for 9130 reporting

- F-25 During current program year did your organization purchase property/equipment with a per unit acquisition cost of \$5,000 or more? If yes, provide description of purchase and whether you requested and received CCWD prior approval for the purchase? (CCWD Equipment Policy 589-10.12)

No

- F-26 Has your physical location and phone number changed since last year's monitoring visit? If yes, please provide the new address and phone number.

Direct Line Phone Numbers:

Kristina Payne (541)285-6001

Tiffany Cink (541) 222-9660

Sue Thompson (541)255-8116

Lyle Lang (541)225-7122

Kathy Dyer (541) 285-1584

LWP Main Phone # and Address didn't change: (541)682-3800 and 1500 Valley River Drive, Suite 150, Eugene, OR 97401

F-27 Using the worksheet provided, please list purchases (including contracts for services) made during the current program year and last program year (if the products/services were to be delivered in current program year) that exceed \$25,000.

- Please code purchases with the following notations: 1 = competitive proposal; 2 = non-competitive proposal; 3 = competitive sealed bid.

**PROCUREMENT
(\$25,000+ for PY 2014)**

Description of Purchase or Service	Vendor Name	Date/Type* Of Procurement
WIA Youth Activities	7/1/13-6/30/14 and 7/1/14-6/30/15 Bethel School District Looking Glass Youth and Family Services South Lane School District Pleasant Hill School District McKenzie School District Lane County Department of Youth Services	1 (all)
WIA Adult Activities	7/1/14-6/30/15 – Lane County Health & Human Service	2
Audit Services	7/1/13-6/30/14 Jones & Roth, PC	1

*1 = Competitive Proposal; 2 = Non-competitive Proposal; 3 = Competitive Sealed Bid

SEPARATION OF DUTIES

Function	Employee Name	Employee Title
1. Accounts for undelivered checks	Tiffany Cink	Accountant/Adm Svcs Manager
2. Approves:		
a) Invoice & vouchers for payment	Supervisors	See List
b) Journal entries	David Macey/Tiffany Cink, Chuck Forster/Kristina Payne (approval)	Accountant, Finance Manager/Adm Services Manager, Executive Director
c) Personnel actions	Chuck Forster/Kristina Payne	Executive Director
d) Participant registration	Lyle Lang – Youth; WOMIS - Adult	Program Coordinator
e) Participant intake forms	Lyle Lang – Youth; WOMIS - Adult	Program Coordinator
f) Participant termination forms	Lyle Lang – Youth; WOMIS - Adult	Program Coordinator
g) Petty cash replenishment	Tiffany Cink and/or David Macey	Accountant, Finance Manager
h) Petty cash vouchers	Supervisors	See List
i) Purchase Orders	Supervisors	See List
j) Vendor invoice payment	Tiffany Cink	Accountant/Adm Svcs Manager
k) Bank reconciliations	David Macey/Tiffany Cink, Chuck Forster/Kristina Payne (approval)	Finance Manager/Adm Services Manager, Executive Director
l) Approve cash draw request	David Macey/Chuck Forster/Kristina Payne/Sue Thompson	Finance Manager, Executive Director, Sr. Management Analyst
3. Certifies payrolls for:		
a) Accuracy	Tiffany Cink and David Macey	Accountant, Finance Manager
b) Authenticity of payee	Lane County Finance	
c) Correct wage rate	Lane County Finance	
4. Certifies attendance reports for staff	Supervisors	See List
5. Certifies attendance reports for registrants	N/A	
6. Collects time and attendance reports	Tiffany Cink	Accountant

Function	Employee Name	Employee Title
7. Custodian of:		
a) Blank checks	Tiffany Cink and David Macey	Accountant, Finance Manager
b) Equipment inventory records	David Macey	Finance Manager
c) Mechanical check signer	N/A	
d) Petty cash fund	Tiffany Cink	Accountant
e) Supplies inventory	Kathy Dyer	Secretary 2
f) Undelivered checks	Tiffany Cink	Accountant
8. Delivers payroll checks to:		
a) Participants for wages	N/A	
b) Staff for salaries	Tiffany Cink or David Macey	Accountant, Finance Manager
9. Makes deposits in bank accounts:		
a) Cash	Tiffany Cink /David Macey/Kathy Dyer	Accountant/Finance Manager/Secretary 2
b) Checks	Tiffany Cink /David Macey/Kathy Dyer	Accountant/Finance Manager/Secretary 2
10. Opens:		
a) Bank statements	David Macey/Tiffany Cink	Finance Manager
b) Mail	Kathy Dyer	Secretary 2
11. Posts leave earned and taken to cumulative leave records	Lane County Finance	
12. Prepares:		
a) Initial payroll authorization for participants	N/A	
b) Initial payroll authorization for staff	Tiffany Cink/Kathy Dyer	Accountant/Secretary 2
c) Monthly trial balances	David Macey/Tiffany Cink	Finance Manager
d) Personnel actions	Supervisors	See List
e) Bank reconciliations	David Macey/Tiffany Cink	Finance Manager
f) Cash draw requests	Tiffany Cink	Accountant
13. Receives cash on-site	Kathy Dyer	Secretary 2
14. Records receipts in books of account (label, e.g. cash receipt journal, etc.)	Tiffany Cink	Accountant
15. Records disbursements in books of account (label, e.g. cash disbursement journal, etc.)	Tiffany Cink	Accountant

Function	Employee Name	Employee Title
16. Reviews time and attendance reports in payroll section.	Tiffany Cink/Kathy Dyer/Lane County Finance	Accountant/Secretary 2
17. Signs:		
a) Checks b) Receiving documents	Supervisors (except Fin. Mgr, emergency only) All Staff	See List See List
18. Prepares contracts	Supervisors, Program Coordinators or Finance Manager	See List
19. Approves contracts	Chuck Forster/Kristina Payne	Executive Director
20. Prepares contract modifications	Supervisors, Program Coordinators or Finance Manager	See List
21. Approves contract modifications	Chuck Forster/Kristina Payne	Executive Director
22. Data processing:		
a) Fiscal data input	Tiffany Cink	Accountant
b) Participant data input	Youth Sub-contractors; Adult/WOMIS –Adult Prog Provider	
c) Fiscal data output	Tiffany Cink and David Macey	Accountant, Finance Manager
d) Participant data output	Youth Sub-contractors; Adult/WOMIS –Adult Prog Provider	
e) Programming fiscal programs	Consultant	
f) Programming participant programs	I-Trac Support Team	
g) Access to terminals for:		
i) Fiscal applications	Tiffany Cink or David Macey	Accountant, Finance Manager
ii) Participant applications	Youth Sub-contractors; Adult/WOMIS –Adult Prog	

Function	Employee Name	Employee Title
	Provider	
iii) Other (e.g. word processing, etc.)	All Staff	See List

Supervisors: Chuck Forster – Executive Director (retired 11/26/13); Kristina Payne – Executive Director and Program Supervisor; David Macey – Professional / Technical Supervisor resigned 2/3/14; Lonnie Bivins – Administrative Support Supervisor retired 3/20/14; Zora Eileen Marcroft-George – Program Supervisor transferred to Lane County HHS 7/1/14; Tiffany Cink – Professional/Technical Supervisor effective 3/31/14; Sue Thompson Sr. Management Analyst effective 8/1/14.

Program Coordinators: Lyle Lang – WIA Youth; Robin Scott transferred to Lane County HHS 9/5/14.

F-28 Please complete the Staff Turnover/Layoff Table (follows). In the event of an Executive Director Termination please complete the Director Termination Review Program (follows).

F-29 Please attach a copy of your PY2013 Board Approved Budget for WIA Title 1B Formula Funds.

See Attachment F-29 PY13 Budget Mod1

F-30 Please submit your entity’s latest organizational chart with names and job titles for each position. (New)

See Attachment F-30

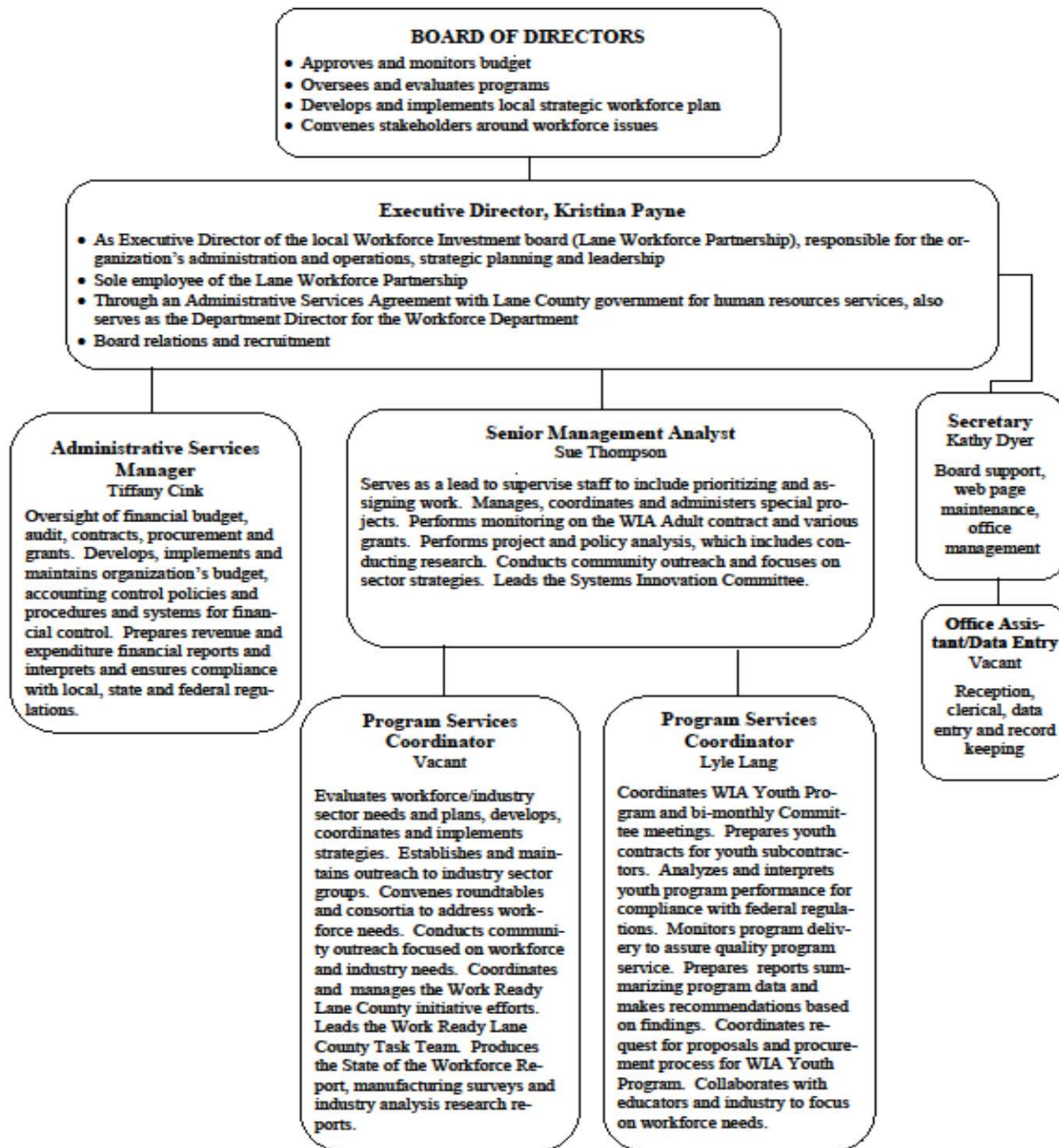
F-31 Please submit your entity’s current personnel policies. (New)

All personnel policies are written and maintained by Lane County and the applicable AFSCME Union Contract. All can be found on the web at lanecounty.org on the Jobs/Human Resources page.

STAFF TURN OVER/LAYOFF TABLE

Position	Staff Name	Vacancy Date	Position	Staff Name	Hire Date
Administrative Support Supervisor	Lonnie Bivins	3-20-14			
Executive Director	Chuck Forster	11-30-13	Executive Director	Kristina Payne	1-22-14
Professional Technical Supervisor	David Macey	2-3-14	Professional Technical Supervisor	Tiffany Cink	3-31-14
Sr. Program Services Coordinator	Robin Scott	9-5-14	Vacant		
Sr. System Administrator	Lake, John	3-3-14			
New position			Sr. Management Analyst	Sue Thompson	8-1-14
Position	Staff Name	Layoff Date	Position Assigned Responsibilities	Staff Name	Date of Assigned Resp.
Employment Specialist 2	Benson, Scott; Dasho, Liz; Delmore, Lynn; Kirkland, Leah; Lewis, Janet; Steiner, Cheryl	7/1/14 transfer to Lane County HHS	Contract with Lane County HHS to provide services at WSL		
Program Supervisor	Marcroft-George, Zora				

Please attach for current program year an organizational chart of staff names and positions/functions.



**CCWD
LWIA Monitoring
Change of Director/Upper Management Audit**

Program Year: _____

Region: _____

Procedures	Completed by/Date	W/P Ref.
Change of Director Audit Procedures:	12/6/13	
1. Verify final gross pay amount paid to director through final work date. Make sure office has final signed time sheet.	Tiffany Cink	
2. Verify final payment of unused PTO time, if any. If other types of severance payments are made to director, verify that they are appropriate as stated in director's employment contract.	12/6/13 Tiffany Cink	
3. Verify payment of any final travel expense claims outstanding. Verify that there are no travel advances outstanding.	12/6/13 TCink	
4. If applicable, verify that agency provided credit card has been returned and cancelled.	12/6/13 TCink	
5. Verify whether director received reimbursement for cell phone use or internet and fax line charges? N/A	n/a	
6. If applicable, verify that agency provided cell phone has been returned.	11/26/13 John Lake	
7. Verify that agency provided computer has been returned.	11/26/13 John Lake	
8. Verify turnover of any other agency provided assets (i.e. gas card, other assets).	12/6/13 TCink	
9. Verify that director did or did not sign any contracts after his or her last day of official work. This date should agree with final date on director's timesheet.	12/6/13 TCink	
10. Review subsequent payrolls to determine director didn't receive further payroll checks after date of termination.	6/30/14 TCink	
11. Re-compute final payroll including unused Personal Time Off (PTO). Trace amounts to be paid to their personnel policy and verify final timesheet to gross payroll. Verify that outstanding payroll advances, if any, have been paid back.	12/6/13 TCink	
12. Request a list of contracts entered into and signed by director during the prior three months. Review them for reasonableness.	12/6/13 Tiffany Cink	
13. Fiscal staff needs to meet with the bank and cancel director's authority to sign checks. If there is a signature stamp/plate with the director's name on it, region staff should document that it was destroyed in his or her presence.	See below for Sig. Cards – no signature stamp 2/4/14 and	

<p>14. A new signature card should be filled out. If an interim director is appointed, the board president should be signing the checks until the new, permanent director is hired.</p> <p>15. The IT person should terminate the director's access to LWIB systems.</p> <p>G:\audit information\Change of Director of Agency Audit.docx</p>	<p>8/7/14 New Signature Cards</p> <p>11/26/13 John Lake</p>	
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PROGRAM SYSTEMS SECTION

P-1 Please provide a list of your ten required program elements, the availability of these elements in your local communities and the methods you or your contractors use to provide the opportunity of all 10 elements to each youth. Please include a list of non-WIA funded programs that deliver any of the WIA ten required program elements and which elements they provide. (20 CFR 664.410; TEGL 09-00;05-12; 33.12) In addition, please explain how staff or contractor staff coordinate case management with the listed entities that are providing any of the ten required program elements. Note: TEGL 33.12 states on page 7, “ETA recognizes that with declining resources it can be difficult to fund all WIA Youth program elements. However...rather, the WIA Youth program is intended to act as an intermediary, partnering with various publicly and privately funded organizations to ensure that all 10 youth program elements are available to all youth participants.” (Revised)

Lane Workforce Partnership issues a formal Request for Proposal (RFP) to all potential bidders every three years. The RFP contains the required program design elements specified in the Workforce Investment Act (WIA) as well as additional program components approved by the Lane Workforce Partnership Board.

All WIA enrolled youth are assessed for these ten services and implemented by all youth providers or in coordination with non WIA funded programs. All youth contracts include language that states the ten mandated services are to be provided to all youth on an individualized basis.

The program design also includes the following objectives, which were approved by the Lane Workforce Partnership board during the last competitive process in 2012 and are required to be an integral part of WIA youth programs:

- **Provide youth with an array of comprehensive and effective services, including positive community involvement opportunities.**
- **Establish education completion, work readiness development, literacy improvement and development of higher math skills based on employer standards as priority for all youth participants.**
- **Provide youth with skills in financial literacy.**
- **Develop strong connections linking youth and business.**
- **Connect youth with occupational training through summer programs, internships, customized training at employer worksites and career pathways.**
- **Focus on credential completion beyond high school.**
- **Increase services to older out of school youth.**
- **Provide guidance and counseling, support services, incentives for achievements, adult mentors and follow-up for youths’ long-term success.**
- **Be respectful of youths’ varied learning styles when designing effective program strategies.**

- **Target services to youth from diverse populations and youth residing in rural Lane County.**
- **Wherever possible, integrate WIA youth programs with other youth services as part of a community-wide continuum of services.**
- **Develop connections between youth and WorkSource Lane (WSL).**

Non- WIA funded programs that deliver some of the ten program elements are:

- **Access to Student Assistance Programs in Reach of Everyone (ASPIRE) – post secondary guidance and counseling.**
- **Art, Academics, Careers and Technology (ACT) –after school tutoring.**
- **Youth Transition Program (YTP)– transition services for youth with disabilities.**
- **Accelerated Career Counseling and Employment Support Services (ACCESS) – transition services to youth with disabilities.**
- **Independent Living Program – foster care youth.**

P-2 Please demonstrate how achievements of performance measures that do not use wage records are documented:

Lane Workforce Partnership requires its youth contractors to maintain hard-copy documentation of all youth performance outcomes that are successfully achieved. Supplemental documentation through case notes in I-Trac is also used as additional verification of all achieved performance outcomes.

- Youth – Placement in Employment or Education outcome in first quarter after exit quarter

Youth contractors document placement in higher education or employment through supplemental documentation via case notes. Youth contractors are also required to provide all performance related information to Lane Workforce Partnership staff, who track overall performance by recording placement in employment or education into I-Trac.

- Youth – Attainment of a Degree or Certificate outcome by end of third quarter after exit quarter

Youth contractors are required to place official records, such as a letter verifying the certificate/degree was awarded and the date of award and/or copies of actual certificates/diplomas, in the youth’s file. Degree and certificate attainment information is recorded in I-Trac by LWP staff. Youth contractors also document the achievement of these and other outcomes through regular case notes.

- Youth – Literacy & Numeracy Gain outcomes

Lane Workforce Partnership requires this outcome to be documented through hard-copy pre and post-tests, using CASAS (Comprehensive Adult Student Assessment System). Youth contractors are also required to document the post-test, date of post-test and achievement of the outcome through appropriate case notes and under assessment in I-Trac system.

In addition, please provide a list of degrees/certificates that are tied to the above performance measure and the number earned so far in PY14 for each one listed.
(Revised)

A high school diploma, GED, and CNA certification are the degree/certificates that are currently tied to performance outcomes. To date, seven youth have achieved their diploma or GED. A majority of our youth contractors are high school providers and their degree/certificate attainment is accomplished at the end of the program year.

- P-3 Does the program utilize the 5% window? If yes, describe the system used to monitor the percentage of non-income eligible youth enrolled in the youth program, and provide a hard copy the prior program year's report which demonstrates that no more than 5% of the youth enrolled during that year were non-income eligible. (20 CFR 664.220)

Contract language allows youth contractors to register up to 5% of new registrants who are over the income guidelines in a program year. Youth contractors are required to contact Lane Workforce Partnership staff for prior approval to register an over-income youth in their WIA program. Lane Workforce Partnership staff checks the number of new registrants to make certain an over-income youth can be registered. Lane Workforce Partnership staff maintains records of all over-income youth through CCWD reports and requests from I-Trac.

See Attachment P-3

- P-4 Does the local board identify serious barriers to employment for youth for 5% waiver for over income youth? (20 CFR 664.220 (h)) If so, please provide a copy. (Revised)

The local board does not identify serious barriers to employment for its 5% waiver for over income youth.

- P-5 How are youth assessed to determine basic skill levels and categories of eligibility? What assessment tool is used? How are these results documented in the individual service strategy (ISS) if CASAS is used, please provide a list of certified staff members. (20 CFR 664.205; TEGL 33-12) (Revised)

Lane Workforce Partnership requires its youth contractors to implement a comprehensive assessment of all youth to measure their basic skills (reading, math) at program entry. The assessment instrument used is CASAS (Comprehensive Assessment System for Adult Students).

All CASAS test results are entered into I-Trac where they are included in the participant's Individual Service Plan (ISP) under short term goals.

All youth providers are certified in the implementation of the CASAS assessment system through online workshops provided by CASAS. As new staff are hired by the individual contractor, those individuals are also required to become CASAS-certified. Lane Workforce Partnership staff is also certified in CASAS in order to provide appropriate oversight and technical assistance.

Youth providers who are certified to implement the CASAS system are:

- **Bethel School District: Naz Zydycrn**
- **Department of Youth Services: Becca English-Ross; Shellye Reynoso**
- **Looking Glass: Hollis Thompson**
- **McKenzie School District: Jackie Anderson**
- **Pleasant Hill School District: Kathy Duval**
- **South Lane School District: Laurel Henry, Heather Mahoney**

P-6 How does the objective assessment provided to each youth participant meet the requirements at Section 129 and include a review of the academic and occupational skill levels and service needs of each youth? (20 CFR 664.405; TEGl 33-12; 5-12) (Addition)

Youth contract language, for all providers, specifies areas of assessment that need to be completed as the basis for the youth's Individual Services Plan (ISP). Those areas are identified in the Workforce Investment Act (WIA) and include: need for specific services from the ten mandated services list; basic skills/literacy; employability/work readiness; career interests; current academic levels; credits towards graduation (if youth is in school or has a goal of returning to school); computer literacy; developmental needs; prior work history, if appropriate; support service needs; and level of occupational skills. For those youth who qualify under the Common Measures' Literacy-Numeracy Performance Outcome, the CASAS assessment system is the required assessment tool.

As a method of guaranteeing that in-school youth will also receive the same opportunity for literacy improvement as out-of-school youth, the Lane Workforce Partnership has created an internal performance requirement for contractors serving this population. In-school youth will continue to be pre-and post-tested in CASAS and have appropriate literacy goals as part of their plans. This requirement was approved by the Youth Council in 2008 and meets one of the Lane Workforce Partnership Board's organizational goals for its youth programs.

See Attachment P-6

Additionally, contractors are asked specific questions in the Lane Workforce Partnership's Request for Proposal (RFP) about objective assessment for the above areas. Lane Workforce Partnership staff provides ongoing technical assistance in the area of assessment and plan development and, if necessary, stipulates what assessment tools or strategies will be utilized.

All youth contractors are required through specific contract language to follow the policies set by the Lane Workforce Partnership regarding skill

attainment in literacy, occupational skill development and work readiness. Ongoing monitoring occurs as a formal evaluation of the level of assessment and how it pertains to youth plans.

- P-7 Does the program have a supportive services policy or incentive and stipends standards specific to youth? If yes, please provide a copy. In addition please include current incentive and/or stipend standards being used by your organization and/or contractors. (20 CFR 664.440 and Section 129 (c)(2)(G)) (Revised)

PY 2013 response is still applicable – Per Lyle Lang

For support services, youth contractors follow the Lane Workforce Partnership’s Youth Support Services Policy. Support services are documented in the youth I-Trac records.

See Attachment A-15-2: Lane Workforce Partnership Youth Support Service Policy.

Use of incentives is covered through Lane Workforce Partnership guidelines. Lane Workforce Partnership staff regularly monitors how incentives are provided to participants. In order for a youth to receive an incentive, an incentives agreement is developed, in I-Trac, with goals for the youth to achieve. Youth contractors receive extensive training in this area to be in compliance.

See Attachment P-7: Lane Workforce Partnership Incentive Guidelines.

Youth contractors are not allowed to use WIA funds for stipends. If a youth contractor provides stipends, the funds used must be non-WIA, which is also documented in case notes.

- P-8 Please provide copies of youth eligibility policies.

PY2013 response is still applicable – Lyle Lang

See Attachment P-8: Lane Workforce Partnership Eligibility Policy.

- P-9 Retired this element because it is redundant and overlaps element A-15 and P-6.

- P-10 How is the need for intensive services documented in participant files? (20 CFR 663.160)

PY2013 response is still applicable – Sue Thompson

All activities are documented in participant’s on-line record by career advisor staff. Participants must complete core level services (registration, WIN assessment) and then they can access intensive services. Staff discuss the type of services the individual is seeking prior to determining if the person is in need of intensive services to assist in job search and/or training.

P-11 Does each service office prominently display current EO notices and the EO Officer's name and contact information? (29 CFR 37.26)

PY2013 response is still applicable – Per Sue Thompson

Yes

P-12 Is program information available in languages other than English? Please provide samples.

PY2013 response is still applicable – Per Sue Thompson

Yes. Our one-stop, WorkSource Lane, provides documents in Spanish.

See Attachment P-12 for sample documents.

P-13 How are staff able to effectively communicate with persons with disabilities? Is program information available in alternative formats? Please provide samples. (29 CFR 37.9)

PY2013 response is still applicable – Per Sue Thompson

The WorkSource Lane office has a disability navigator available 20 hours a week in partnership with the Lane Independent Living Alliance. In addition, the staff have been trained to use a number of accommodation tools such as a magnification screen, a two-way type system, an amplifier for hearing impaired individuals, and JAWS screen reading software.

P-14 Please provide samples of brochures and media communication which demonstrates that applicable EO language (EO employer/program, auxiliary aids/services available), TDD/TTY, and other required information is included. (29 CFR 37.34)

See Attachments P-14

P-15 Please provide a copy of the EO/ADA complaint process. (29 CFR 37.76)

See Attachment P-15

P-16 Which staff person maintains the EO/ADA complaint log? (29 CFR 37.37)

Sue Thompson

See Attachment P-16

P-17 Please provide copies of the written procedures for internal staff and contractors that provide guidance on timely data entry procedures, and deadlines for inputting data after collection.

PY2013 response is still applicable – Per Sue Thompson

For the adult program, all data is inputted into the system by the customer and the system has been programmed to only accept data that has been

attested to by the customer and/or staff person. For the provision of intensive and/or training services, all of the required data collection elements are programmed into I-Trac and stored in eBridge. Staff are not allowed to enter a person into a service without collecting the required documentation. Written procedures for document collection are provided in the WSI I-Trac data entry guide.

Per Lyle Lang: (revised)

For the youth program, when eligibility is completed, youth contractor staff will register the participant in specific classroom and work-related activities in I-Trac. The activities will also be identified on the Individual Service Plan (ISP). In addition, the annual learning goals will be identified with an active date that is the same as the youth's registration date. Lane Workforce Partnership staff will continue to monitor on a monthly basis all registration and activity data for accuracy and tracking of individuals. If a participant does not receive a service within a 90 day period, the participant will be auto exited in I-Trac.

See Attachment P-21

- P-18 Retired this element because internal reports are now handled by I-Trac staff.
- P-19 Retired this element because reconciliation of data and reports are now handled by I-Trac staff.
- P-20 Please provide information that demonstrates safeguards for data such as:
- Written procedures for data security

Lane Workforce Partnership follows the data security requirements and specifications from the following primary sources:

- 1) The Lane County computer usage and internet access policy as stated in the Administrative Procedures Manual, Chapter 1, Section 22.**
 - 2) The Lane Workforce Partnership department policy on Computer, Internet and email usage by Lane County employees.**
 - 3) The Workforce Investment Act.**
 - 4) Oregon DHS/AFS Jobs Administration computer use policies and asset tracking system requirements.**
 - 5) The State of Oregon Workforce Investment Act Policy and Procedures Manual.**
 - 6) The State of Oregon JOBS policy manual as it pertains to computer usage.**
 - 7) Lane Workforce Partnership Identity Theft Prevention and Notification Plan (our adaptation of ORS 646A.600 to 646A.628).**
- Frequent back-up of data base (how often)

Lane Workforce Partnership backs up data from our file servers every

weeknight to a pool of removable backup discs using Symantec Backup Exec and Symantec System Recovery. This includes a backup of our MIP accounting system.

Lane Workforce Partnership MIS Youth and Adult participant database is on the approved statewide data system I-Trac (hosted by Worksystems, Inc. in Portland). We are including Worksystems' Data Safeguard policy with this response. Lane Workforce Partnership keeps our servers in locked rooms. Additionally, a complete external disc drive is stored in a safe-deposit box at Umpqua Bank.

- Storage of back-up data off site that maintains confidentiality as well as data security.

Removable disc drives are stored off site in a safe-deposit box are in a secure environment at a financial institution and are only accessible by specific authorized Lane Workforce Partnership staff members.

- Business continuity plan in case of fire, acts of God, etc.

A removable disc drive from our backup pool of tapes is stored in an offsite safe-deposit box at Umpqua Bank. The removable disc contains full backups and disc recovery images of all of our servers. We also have a cd-rom in the safe deposit box that contains the Symantec System Recovery application, which we could use for emergency disaster recovery. The backup drive stored offsite would allow us to recover our data to a new server in the event of a catastrophic loss or "act of God" that damaged or destroyed our server room and existing hardware.

See Attachment P-20

- P-21 Please provide copies of processes used to ensure that participants who have not received any partner services (WIA or non-WIA services) for 90 days and are not scheduled for future services (except for follow-up services) are terminated from WIA as of the last date of receipt of services (TEGL 33-12; 17-05).

PY2013 response is still applicable – Per Sue Thompson

Adult: This process is controlled by CCWD. We do not have control over automated 90-day customer exits at the local level.

PY 2013 response is still applicable – Per Lyle Lang

Youth: Lane Workforce Partnership staff conducts regular I-Trac monitoring of contractor case notes to confirm services are being regularly provided. Ongoing training in this area is also provided to all contractor staff to ensure compliance. In January 2013, I-Trac began implementation of an auto exit for all youth who have not received a service for 90 days.

See Attachment P-21 (Youth Program 90-Day Service Rule Policy).

- P-22 How do program providers ensure that participants employed in programs and activities funded under the Act meet wage and labor standards at Section 181(a)(1)? (20 CFR 667.272)

Adults (PY2013 response is still applicable – Per Sue Thompson): We do not employ adults with WIA funds.

Youth (PY2013 response is still applicable-Per Lyle Lang): Youth participants on work experience and internships supported through WIA funds are paid the current minimum wage for each hour worked.

Stipends are not allowed under WIA regulations and contract requirements. If stipends are provided, they must be funded through non-WIA resources.

P-23 How do program providers ensure that WIA funds are not spent on:

- the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce investment system. (Section 181(b)(1) and 20 CFR 667.264 (a)(1))

PY2013 response is still applicable – Per Sue Thompson

We do not pay wages of adult participants.

P-24 How do program providers ensure that participants in programs or activities do not:

- displace any currently employed employee (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits). (Section 181(b)(2)(A) and 20 CFR 667.270(a))
- cause impairment of existing contracts for services and existing collective bargaining agreements, unless the employer and the labor organization concur in writing? (Section 181(b)(2)(B) and 20 CFR 667.270(b))

For OJT's, the employer signs agreement which attests to the following:

See Attachment P-24

PY2013 response is still applicable – Per Lyle Lang

Lane Workforce Partnership youth contract language prohibits the displacement or partial displacement of currently employed individuals through placement of youth on paid work experience or internships. Additionally, youth contractors are required to follow all state and federal regulations, including School-to-Work requirements, when placing youth on community-based worksites. Lane Workforce Partnership staff monitor placements to ensure no violations occur.

P-25 How do program providers ensure that a participant in a specified activity shall not be employed in a job if:

- any other employee or individual is on layoff from the same or substantially equivalent job;
- the employer has terminated the employment of any regular employee or otherwise reduced the workforce with the intention of filling the vacancy with the participant;
- the job is created in a promotional line that infringes upon the promotional opportunities of currently employed individuals. (Section 181(b)(3) and 20 CFR

667.270 (c))

**PY2013 response is still applicable – Per Sue Thompson and Lyle Lang
See Attachment P-24 (OJT agreement)**

Lane Workforce Partnership youth contract language prohibits placing youth in work experience or internship positions as replacement employees for laid-off individuals. Youth are not allowed to be placed on worksites as replacement employees or to work in positions that prevent promotional opportunities for regular employees. Additionally, youth contractors are required to follow all state and federal regulations, including School-to-Work requirements, when placing youth on community-based worksites.

Lane Workforce Partnership staff monitor placements regularly to ensure no violations of these requirements occur.

P-26 Describe how programs ensure:

- that the health and safety standards and working conditions provided to participants are comparable to those provided to other employees. (Section 181(b)(4) and 20 CFR 667.274 (a))
- that to the extent that workers' compensation law applies, workers' compensation is provided to participants on the same basis as other individuals in similar employment. (Section 181(b)(4) and 20 CFR 667.274 (b))

PY2013 response is still applicable – Per Sue Thompson and Lyle Lang

See OJT agreement Attachment P-24

Youth providers receive extensive training in this area to ensure that worksites maintain health and safety standards and provide working conditions comparable to those provided to other employees. In addition, Lane Workforce Partnership has language in its youth contracts mandating this requirement. For community-based work experience and internships, the Lane Workforce Partnership requires its youth providers have written agreements with community worksites. The agreements include the requirement for maintaining health and safety standards and appropriate working conditions.

For workers' compensation, youth providers are required to provide this coverage to all youth placed on work experience and internships. Providers charge the cost for workers compensation to their WIA contract budgets. No youth can be placed in the community without appropriate workers' compensation coverage.

P-27 How do program providers ensure that WIA funds are not used:

- to encourage or induce to relocate a business or part of a business if such relocation would result in a loss of employment at the original location. (Section 181(d)(1) and 20 CFR 667.268)
- to provide specified services to an employer who has relocated, for at least 120 days

after the employer begins operation at the new location, when the relocation resulted in the loss of employment of any employee at the original location. (Section 181(d)(2) and 20 CFR 667.268)

- for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, and similar activities that are not directly related to training for eligible individuals under Title IB. (Section 181(e) and 20 CFR 667.262(a))

PY2013 response is still applicable – Per Sue Thompson

We do not use WIA funds for business relocation or any of the above bulleted activities.

- P-28 Do program providers use WIA funds for participant drug testing? If yes, are these funds charged to WIA statewide activities administration? (Section 181(f))

PY2013 response is still applicable – Per Sue Thompson and Lyle Lang

No

- P-29 How do program providers ensure that participants are not employed in the construction, operation or maintenance of any religious facility? (Section 188(a)(3) and 20 CFR 667.266)

PY2013 response is still applicable – Per Sue Thompson and Lyle Lang

See OJT agreement Attachment P-24

Language in youth contracts prohibits participants being placed on subsidized work experience or internship positions in the construction, operation or maintenance of any religious facility. Youth contractors also receive extensive training in this area and are required to call for clarification if there is a question about the worksite. Lane Workforce Partnership staff also monitors this area in case notes and I-Trac data by reviewing worksite information and checking with youth providers for clarification.

- P-30 How do program providers ensure that funds provided under the Act are used only for activities that are in addition to those that would otherwise be available in the local area in the absence of such funds? (Section 195 (2))

PY2013 response is still applicable – Per Sue Thompson and Lyle Lang

We only pay for training and support services for adults who are participating in training (childcare, mileage, internet for class) and all training scholarship applicants must apply for financial aid prior to applying for WIA training and support funds. Each participant must complete a budget (which includes information on outside resources) when requesting WIA funds.

Youth providers receive extensive training and technical assistance in

spending their WIA funds appropriately. The guidelines they operate under include the stipulation that WIA funds cannot be used to duplicate a service or program element already provided for through another non-WIA source of funding. Providers are also required to consult with Lane Workforce Partnership staff for guidance to make certain they understand the parameters of this requirement. For services that are high in cost, providers are encouraged to look for a non-WIA source to provide the service or share the costs with other resources, allocating an appropriate percentage to WIA funds and to non-WIA funds.

P-31 How do programs ensure that no person or organization charges an individual a fee for placement in or referral to a workforce investment activity? (Section 195 (5))

PY2013 response is still applicable – Per Sue Thompson

All staff have received training that this is not an allowable activity. All staff are supervised by managers who are aware that this is not an allowable activity. In addition, all Lane County employees are informed that they must complete a collateral employment request prior to pursuing any type of employment outside of his/her current position. This request ensures that a review is made by the immediate supervisor and department director to ensure that the employment is not in direct conflict with the mission of the department.

P-32 How do program providers ensure that funds are not used for public service employment? (Section 195 (10) and 20 CFR 667.264 (2))

PY2013 response is still applicable – Per Sue Thompson

We do not pay wages of adult participants

P-33 How do program providers ensure that individuals referred to training are:

PY2013 response is still applicable – Per Sue Thompson

- assessed as being in need of training services in order to obtain or retain employment and as having the skills and qualifications needed to successfully complete the selected training program? (20 CFR 663.310 (b))

For the adult program we have an extensive scholarship application which gathers the following information.

See Attachment P-33

All scholarship applicants must complete core registration and WIN assessment as well as attend a Career & Training Exploration Class. In addition, the scholarship application requires applicants to respond to several essay questions in the development of their training plan which

requires them to explain their training need. See attached Scholarship Application:

See Attachment P-33

- selecting a program of training that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate? (20 CFR 663.310 (c))

Applicants are required to provide research information on their area of study and its relationship to employment in the area as part of completing the scholarship application:

See Attachment P-33

- unable to obtain grant assistance from other sources to pay the costs of such training including Pell grants or required WIA assistance in addition to other sources of grant assistance? (20 CFR 663.310 (d))

All applicants are required to apply for Pell/Financial aid as part of completing the WIA scholarship.

P-34 Describe how programs coordinate with Higher Education financial aid programs, including Pell grants and waiver requests when appropriate, so that WIA funds supplement other sources of training grants. (20 CFR 663.320)

PY2013 response is still applicable – Per Sue Thompson

Copies of award letters including amounts are provided to the local Financial Aid offices. In addition, check registers of payments are also forwarded to these offices.

P-35 Do programs provide On-The-Job-Training? (20 CFR 663.700) If no, please provide information on why OJTs were not provided. If yes, please provide information for P-36 through P-39. Review team may test aspects of the local OJT policy/procedures. In addition, please provide a table that captures the number of WIA formula funded number of OJT completed for current program year, number of OJTs in contract but not completed and remaining planned OJT for remainder of the year. Furthermore, please provide the total dollars for each category. Finally, for each of the above categories, provide the number of OJT contracts that included existing eligible employed workers with their current employer. (Revised)

Yes. As per I-Trac OJTs that were completed in this program year see the following table:

Completed OJTs	In Contract OJTs	Planned OJTs	Incumbent Worker OJTs
35	17	0	0
\$12,2500.00	\$59,500	0	0

P-36 How do programs ensure that the following OJT conditions are met?

Lane Workforce Partnership is in the process of updating the manual to reflect our current processes.

See attached OJT Development Manual –Attachment P-36

- Participant wages are at the same rate, including periodic increases, as similarly situated employees or trainees, and not less than the highest of the Federal or State minimum hourly wage. (20 CFR 667.272 (a))

Employer attestation – See OJT agreement Attachment P-24

Reimbursement to the employer is for no more than 50% of the participant's regular wages paid over the period of the contract. (20 CFR 663.700 (a))

See OJT agreement, Attachment P-24

- OJT contracts are not written with an employer who has exhibited a pattern of failing to provide continued long-term employment for participants trained in previous OJTs. (20 CFR 663.700 (b))

The program provider keeps an updated OJT employer file with notations of any issues. We had a retention period of 90 days for employers to receive full reimbursement under the agreement. LWP moved away from retention as a payment point for all OJT's that started July 1, 2014 or later.

- OJT contracts are written for eligible employed workers only when the training relates to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by local policy, and when it is determined that the worker is not earning a self-sufficient wage in their current employment. (20 CFR 663.705 (c))

See Attachment P-36, page 5

P-37 Describe how programs determine the length of the OJT contract and self-sufficient wage for eligible employed workers. (20 CFR 663.700 (c) and 663.705)

PY2013 response is still applicable – Per Sue Thompson

The length of the training is established by the employer during the development of the training plan. Staff research the types of skills required by the job utilizing ONET data, however, only the employer has a true sense of how much time it will take to train an individual on a new type of technology and/or skill sets. For certain skills, baseline data can be gathered through testing of the individual. For skills like Microsoft Office, keyboarding, etc...we can pre and post-test utilizing Prove-It.

Self-sufficient wages for the individual are determined using the Prosperity Planner.

P-38 Describe the process for the development of job descriptions for OJTs (task analysis, etc.)

PY2013 response is still applicable – Per Sue Thompson

ONET is utilized to develop the job description and task analysis. Employer input is also used and compared to what is listed in iMatchSkills.

P-39 Describe the process for conducting periodic on-site reviews of OJT agreements to ensure that training is being provided and that reimbursements are justified. (20 CFR 664.460 (d))

PY2013 response is still applicable – Per Sue Thompson

Initial site visit occurs upon OJT site set up. On-site visit with the employer and OJT employee occurs at signing of plan. A mid-point written evaluation is requested from the employer and the OJT employee and when feasible, a mid-point review visit occurs. Prior to the ending of the OJT contract, a telephone conversation with the employer to discuss any revisions to contract occurs. At the end of the OJT contract, a final visit with the employer and OJT employee occurs.

P-40 Describe what type of plan (individual employment plan, Individual Service Strategy, etc.) is developed for participants that are solely supported by WIA Title 1B funds and for participants that have multiple funding support e.g. DHS, TAA, etc. (WIA Section 129 (a)(4); 129(c)(1)(B) and 134 (d)(3)(C); 20 CFR 663.200; 663.240; and 663.245.)

PY2013 response is still applicable – Sue Thompson and Lyle Lang

Adult: All adult participants, whether solely supported by WIA Title 1B or through other funding sources develop training and support service plans considering all available resources.

See scholarship application Attachment P- 33

See Support Service Policy Attachment A-15 -1

Youth: All Lane Workforce Partnership youth participants, supported by WIA Title 1B Youth Funds and those through shared funding are required to have an Individual Services Plan as described in youth contracts. The plan is based on assessment of these program areas and is required to be reviewed and updated with the youth. As youth needs develop and change, while in the program, the expectation is for youth contractors to conduct an ongoing evaluation process and adjust the Individual Service Plans as needed.

Areas requiring a comprehensive assessment as the basis of the plan are:

- **Current academic levels**
- **Computer skill levels**
- **Occupational skill levels**
- **Prior work experience**
- **Employability**

- **Career interests and aptitudes (including nontraditional employment areas)**
- **Supportive service needs**
- **Developmental needs**

Plans will specify which of the ten mandated services will be provided and will identify future employment goals, location of postsecondary training and literacy goals. As youth needs develop while in the program, the expectation is for youth contractors to conduct an ongoing evaluation process and adjust the plans as needed.

- P-41 Retired this element; see A-15 which incorporates compliance elements of CCWD’s new policy 589-30.12 on Statewide Supportive Services.
- P-42 Retired this element because the monitoring team will be on site conducting a review of the region’s Back to Work Oregon program which will include testing aspects of the local policy/procedures and delivery systems for this program
- P-43 Retired this element because the functions for this activity went to the Oregon Employment Department.)
- P-44 Please describe the processes (with attach applicable policies/procedures) utilized to assure compliance with CCWD’s On-the-Job Training Contract Reimbursement Documentation Policy 589-10.19

The process is described and all documents used to verify the areas bulleted below are referenced in the OJT Development Manual.

See attached OJT Development Manual –Attachment P-36

Approved contract exists between the LWIA and employer.

- Costs submitted for reimbursement were incurred during contract period.
- Gross amount paid the participant include check stubs or payroll records that support the payments.
- Reimbursement is no more than 50% of the participants wage rate multiplied by the numbers of hours worked excluding overtime pay, if applicable 20 CFR 663.700 (b).
- Maximum contract amount for reimbursement has not been exceeded.

- P-45 Please describe the policies, training for case managers/contractors to deliver effective 12 months of follow-up for youth which includes (a) regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training. In addition, please identify year to date number of youth that have and/or are being actively followed up on a regular basis for PY14. (WIASRD #349) (Revised)

a.) If youth are employed while receiving follow-up services, they will often request advice on how to handle issues at work. If they request, WIA Youth case managers will contact employers to help solve problems on the job. Case managers will work more closely with employers and youth engaged in follow-up services, to help address problems and recognize growth.

b.) When youth engaged in follow-up services need assistance with further career and education development, they can meet with WIA Youth case managers to search for better jobs, update resumes, and receive academic and career guidance. They are also referred to outside resources, such as the Goodwill Prosperity Center, WorkSource Lane, LWP/WIA adult program, disability services, DHS assistance, Vocational Rehabilitation Services, and training workshops. They receive assistance with post-secondary education enrollment, tutoring for placement tests and other assessments, FAFSA and scholarship applications, and appeal letters. Youth, in follow-up, who are looking for further development are encouraged to use the Career Information Systems (CIS) career exploration tool, take the National Career Readiness Certificate exam, and obtain credentials such as an Oregon Food Handler Card and Oregon Liquor Control Commission certification. Youth are invited to attend all career fairs, school career assemblies, company tours, and volunteer opportunities.

c.) Monthly work readiness workshops are offered by some of the youth contractors. All youth in follow-up are invited to attend. Youth are also invited to take part in field trips, career assemblies, and volunteer opportunities.

d.) WIA Youth Case Managers encourage youth to identify an adult co-worker to serve as a mentor. Some youth in follow-up already meet with a mentor on a regular basis, such as an Independent Living Program worker or DHS mentor.

e.) In order to track the progress of youth in follow-up services, youth contractors have designed a spreadsheet which lists all possible contact information, including emergency phone numbers, mailing addresses, email addresses, their status at the time of last contact, and the date of last contact or attempt to contact. When youth are contacted, they are asked about their employment or education status and offered assistance with any issues if needed.

To date, 51 youth have or are receiving follow-up services.

P-46 Please describe how your program defines in your youth application the sixth barrier for youth eligibility i.e. an individual who requires additional assistance to complete an educational program or secure and hold employment. Please provide an example of how individualized goals for this barrier are documented in an ISS. (TEGL 33-12)

The Lane Workforce Partnership's youth eligibility policy is the verification document for needs assistance to complete an educational or employment program that is completed prior to registration.

See Attachment P-8 (Lane Workforce Partnership's Eligibility Policy) and Attachment P-46

INTEGRATION SYSTEMS SECTION

I-1 Describe OED & WIA Title 1B partners shared management, policy, and operational frame work.

See Attachment I-1, Section 1, Integration Services Procedures Manual

With WIOA transitioning in the next year and the new state approved one-stop standards, we have not re-written the Integrated Service Procedure Manual. We will be working on this as soon as the new regulations have been released.

I-2 Describe cross funding/program functional assignment with in the WSO One-Stop.

PY2013 response is still applicable – Per Sue Thompson

See Attachment I-2, Section 2, Integration Services Procedures Manual

I-3 Describe the job getting products and services available through integration in the WSO One-Stop(s).

PY2013 response is still applicable – Per Sue Thompson

See Attachment I-3, Section 3, Integration Services Procedures Manual

I-4 Describe shared goals, objectives, and performance achievements since the beginning of this program year.

See Attachment I-4

I-5 Describe means of gathering regular and consistent customer satisfaction feedback on services delivered through the WSO One-Stop.

PY2013 response is still applicable – Per Sue Thompson

Customer satisfaction is gathered several different ways such as, on-line Survey Monkey, success story submissions, paper surveys, customer letters, and direct customer to staff feedback.

I-6 Describe how the customer satisfaction feedback is utilized to inform program improvements.

PY2013 response is still applicable – Per Sue Thompson

Customer feedback is very important. We look at feedback to see if any patterns emerge, whether negative or positive. If an issue is identified where a change can be made, we respond with a change.

I-7 Describe how your staff are explaining and/or selling the NCRC program services, soft skill certification, and employer letter of support during the local conversation. (Revised)

Worksource Lane has integrated NCRC into all of the services that Worksource Lane offers. When a business has a job listing NCRC is discussed with the business and a letter of support is requested from the company. NCRC is advertised and discussed with customers in the Welcome Process, staff wear “Ask me about an NCRC” buttons at the center. A NCRC is requested before a customer is considered for a training scholarship, OJT opportunity, or the Lane County STARR Program, (Skilled, Targeted and Referral-Ready) which is a designation that the customer has completed benchmarks that state they are job ready. Lane Workforce Board has a System’s Innovation Committee, along with the full board that has tracked the implementation of NCRC in Lane County. The board has actively promoted the NCRC to businesses in Lane County along with signing letters of support from all the business members of the board.

See Attachment I-7

PY2013 response is still applicable – Per Sue Thompson

All front-line staff attended “Next Step” conversation training. The ISR is promoted in conjunction with the NCRC. The ISR is promoted to individuals who are pursuing training, or struggling in their job search. The results are used by staff in recommending next steps, such as pursuing an NCRC, higher education or remediation.

QUALITY SYSTEMS SECTION

Q-1 Given the continued decline in WIA Title 1B funding describe how your organization has attempted to maintain services with fewer resources.

LWP and Worksource Lane continue to partner with local and national agencies to continue to offer services in Lane County.

Youth: PY 2013 Response is still applicable. Per Lyle Lang

For contracted youth programs, staff encourages youth contractors to develop partnerships with other agencies and share costs accordingly. Several WIA staff are funded through other funding sources (e.g., funds from the Youth Transition Program, Juvenile Justice, etc.), allowing them to dually enroll youth under both programs or enhance their recruitment efforts through their work with non-WIA youth. The Lane Workforce Partnership has also streamlined its paid internship program in response to reduced funds for internships. Placements are still being developed, but the reimbursement of youth wages is being held to no more than 20 hours per week and a maximum of 3 months. Contractors are also encouraged to

lengthen the internship by paying youth their wages with funds from their contract budgets once the Lane Workforce Partnership reimbursement has ended.

Q-2 What other funding sources have become available to maintain and/or increase services to your client base?

Lane County Community & Economic Development, AARP, Bank of America, DHS.

Youth: PY 2013 Response is still applicable. Per Lyle Lang

WIA funded youth contractors have leveraged resources with the following:

- **Lane County School Districts**
- **United Way of Lane County**
- **Department of Human Services Lane ESD**
- **Youth Transition Program.**
- **US Forest Service Perkins CTE**

Q-3 During this program year what other new entities have you been able to partner with to maintain and/or increase services to your client base?

LWP and WorkSource Lane have partnered with Lane Co Economic Development to assist with business services in Lane County; AARP to serve over 50 year old adults that looking for careers in the financial services arena; Bank of America's Charitable Foundation to assist with serving workers that lost their jobs due to the fire at Swanson Mill; and DHS to serve TANF involved youth with summer work experiences. LWP continues to partner with other agencies to offer workforce services in Lane County.
Youth:

Lane Workforce Partnership partners with the Pre-Apprenticeship Construction Program which is coordinated by the Lane ESD. This program affords youth the opportunity to learn skills in the trades.

LWP has also partnered with Lane Educational Services District and City Club of Eugene to form a Future Workforce task team. This team coordinates a number of services focusing on connecting youth to industry.

Q-4 What strategies has your organization instituted to minimize reduction in staff, e.g. reduced staff hours, reduction in pay &/or benefits, etc.?

LWP has reduced staff through attrition at the board level, Lane County Department of Health and Human Services (DHHS) has been contracted to provide Adult Program services. They have been able to maintain staffing levels this year, including filling two positions that were vacate when the contract was moved to DHHS.

Q-5 If you organization has considered starting fee for service efforts, what types of services have been considered? Worksource Lane and LWP has not started a fee for service activities.

N/A

Q-6 In this environment of declining resources what types of training would be helpful to your staff to enhance their ability to deal with these challenging times?

Cohort training opportunities and group case management.

Youth: PY 2013 Response is still applicable. Per Lyle Lang

It would be beneficial to schedule periodic statewide meetings/trainings with the Oregon Youth Program Coordinators to share best practices, resources, comparison of program services, etc.

Q-7 In general what has been working well for your organization in delivering work force services to Oregonians in your area of the State?

The opportunity to broaden the OJT program in Lane County through state and federal funding. Partnering with other workforce agencies in Lane County has helped to broaden services to Lane County.

Youth: PY 2013 Response is still applicable. Per Lyle Lang

Work experience and internships continue to be positive workforce services for WIA youth. These often have ended in permanent employment.

Q-8 Please describe how your organization reminds staff and informs/ trains new employees of their responsibilities concerning:

a) Confidentiality compliance within WIA and Wagner-Peyser programs

All new employees go through a new employee orientation that includes Lane Co. Confidentiality policy and LWP confidentiality policy, all new employees go through OED confidentiality training. Annually staff review all policies and procedures.

b) Conflict of Interest Avoidance within WIA and Wagner-Peyser programs

Included in policies

c) Maintaining the Public Trust in the delivery of WIA and Wagner-Peyser programs

Ongoing trainings and conversations about the quality of service and agency image of LWP and Worksource Lane.

Q-9 Please describe any successes and/or challenges you and /or your partners have experienced with a, b, or c, above resulting from the implementation of Integrated Service

Delivery.

Lane Worksource has offered integrated services for many years, the evolution of the Worksource System is always a learning curve to achieve quality service delivery.

Q-10 Retired because I-Trac is up and running and responds to issues as needed.

Q-11 Please describe your organization's electronic data management protocol (beyond I-Trac) and what policies/procedures have been instituted concerning:

Client files are scanned into E-Bridge. E-Bridge provides us with a system for paperless files on all of our clients. Records are password protected. All staff sign a confidentially agreement regarding the safeguarding of client confidential information.

See Attachment Q-11

a) Creating electronic client records

For Financial client payment documents: Data warehousing is provided by E-Bridge, Inc. located in Tampa, Florida. Financial documents are scanned and uploaded as .tif files weekly for storage.

b) Individual staff accessing and distributing electronic client data, documents, case notes, etc.

For Financial client payment documents: The E-Bridge, Inc. software program requires individual user login and provides reports detailing user access. Users and file cabinet information for Lane Workforce Partnership is currently maintained by Finance staff. Additionally, the Executive Director and Information Systems contractor have access rights to maintain these functions.

c) Safe guarding electronic client information

For Financial client payment documents: E-Bridge, Inc. provides data warehousing at two locations and monthly CD's are mailed to LWP. The monthly CD's are stored in the safe in Finance. Also, see P-20 for LWP data security information

Q-12 Retired because the information needed has been revised and is contained in Q-15 & Q-16.

Q-13 Please provide a copy of local area policies and procedures for case file maintenance (TEGL 33-12; 28-11)

For the adult program, all data is inputted into the system by the customer and the system has been programmed to only accept data that has been

attested to by the customer and/or staff person. For the provision of intensive and/or training services, all of the required data collection elements are programmed into I-Trac and stored in eBridge. Staff are not allowed to enter a person into a service without collecting the required documentation. Written procedures for document collection are provided in the WSI I-Trac data entry guide.

Per Lyle Lang: (revised)

For the youth program, when eligibility is completed, youth contractor staff will register the participant in specific classroom and work-related activities in I-Trac. The activities will also be identified on the Individual Service Plan (ISP). In addition, the annual learning goals will be identified with an active date that is the same as the youth's registration date. Lane Workforce Partnership staff will continue to monitor on a monthly basis all registration and activity data for accuracy and tracking of individuals. If a participant does not receive a service within a 90 day period, the participant will be auto exited in I-Trac.

See Attachment P-21

See Attachment Q-13

- Q-14 Please describe how your organization has been using Workforce3one Youth Connections Community of Practice, the TEN 46-11 attachment, tools and resources listed in TEGl 33-12.

PY 2013 Response is still applicable. Per Lyle Lang

WIA Youth Case Managers use Workforce 3One for training purposes related to case management and follow-up services. An example is their recent webinar, Ensuring a Successful Transition: Providing Effective Follow-Up Services for Youth in WIA Programs.

All elements of the TEN 46-11 are represented in the WIA Youth Program through the oversight of Lane Workforce Partnership. We have built all elements in to the design of our program in some way. WIA staff establish annual goals and strive to reach those goals throughout the year. Those goals include the areas of recruitment, reaching performance outcomes, establishing connections with partner programs, and providing all of the 10 mandatory elements of service.

- Q-15 Please provide the names/contact info of your staff responsible for the program applications (new & updates) to the state Eligible Training Provider List (ETPL) e.g. primary and back up. (New)

Sue Thompson is the local contact for ETPL applications and assurances that the local board is made aware of applications. 541-255-8116, 1500 Valley River Drive, Suite 150, Eugene, OR 97401

Q-16 Please identify what type of training e.g. group, local, etc. they would like to have on the ETPL electronic system rollout. (New)

LWP has not had any training on how to use the electronic ETPL system. Last contact with CCWD was that the system was not up and running.

Q-17 Please provide a definition(s) for mentoring that is used by your entity and/or contractors. Note: TEGl 33.12 states on page 8, "Mentoring should be a structured activity provided by someone other than a case manager and should be available to all participants." (New)

Youth contractors follow the TEGl definition of mentoring very closely. Our mentoring is designed to help youth succeed in their educational pursuit and make plans for future vocational/academic aspirations.

Two examples of mentoring, which are built in to program design is the ASPIRE program. Students meets with an ASPIRE mentor, who is a volunteer, at least once a month to discuss post-secondary options whether it be work, college, or vocational training. Also, some of the contractors utilize Junior Achievement for financial literacy training.

LANE WORKFORCE PARTNERSHIP BOARD OF DIRECTORS RECRUITMENT AND APPOINTMENT PROCESS

BACKGROUND

The Workforce Investment Act of 1998 establishes board composition and nomination requirements for membership on local workforce investment boards, i.e. the Lane Workforce Partnership Board of Directors.

Membership of the local board [Section 117(b)]: The Governor, in consultation with the state board, establishes the criteria that will be used by the chief elected officials in the local workforce areas for the appointment of members to the local boards. Unless a state chooses to use an alternative entity, the local board must include, at a minimum, members from the following six groups:

- A majority of members who are representatives of business in the local workforce area who: (1) are owners of businesses, chief executives, or operating officers of business and other business executives or employers with optimum policymaking or hiring authority; and (2) represent businesses with employment opportunities that reflect the employment opportunities of the local area; and (3) are appointed from among individuals nominated by local business trade associations. All three requirements must be satisfied.
- Representatives of local educational entities, including representatives of local education agencies, local school boards, entities providing adult education and literacy activities, and post-secondary educational institutions (including representatives of community colleges, where such entities exist). These representatives from the local education entities must be selected from individuals nominated by regional or local education agencies, institutions, and organizations.
- Representatives of labor organizations and who are nominated by local labor federations or, if in the local area there are no employees represented by such organizations, then nominated by their representatives of employees.
- Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present).
- Representatives of economic development agencies, including private sector economic development entities.
- Representatives of each of the one-stop partners.

Section 117 allows the chief elected official to include other individuals or representatives that he or she determines to be appropriate. The Act further specifies that nonbusiness members on the

board must be individuals with optimum policymaking authority within the organization.

There is no prescribed minimum or maximum number for the local board as long as the membership reflects each of the elements within the six mandated categories. The local board must elect a chairperson from among the business representatives.

Recruitment and Appointment of Business Membership

Business membership on the board is intended to reflect a cross section of Lane County's economy, as well as an equitable distribution of membership between Lane County, and the Cities of Eugene and Springfield. (Note: a majority of the board is from the business sector).

Recruitment to fill vacancies occurs in a variety of ways. Current business members are asked to recommend nominees; local chamber of commerce organizations; business organizations, e.g. the Northwest Human Resource Management Association; trade associations; and from time to time notices are placed in local newspapers.

Nominees are asked to complete a board membership application form. Completed applications are reviewed by the Executive Committee of the Workforce Partnership Board of Directors. The Executive Director and a member of the Executive Committee meets with the prospective member to discuss the organization, board functions and expectations. Next, the nominee's application is forwarded to an appropriate general purpose business organization for their review and approval. This action is followed by submission of the application to the appropriate local government for action. In the case of Lane County, a Board Order is submitted by Workforce Partnership staff for approval by the Lane County Board of Commissioners. The Cities of Eugene and Springfield staff process the applications for action by their city councils.

Other Appointments

Nominations for labor representatives are made by the Lane County Labor Council or other trade organizations. Lane Education Service District nominates a school superintendent to represent K-12. Higher education nominees are made by the President of the institution. Nominations are forwarded to the Executive Committee for review. All remaining positions on the board are filled by nominations from the director of the representing organization. These nominees also complete a board member application form that is submitted to the Workforce Partnership for review by the Executive Committee of the Board of Directors. All non-business appointments are approved by the Lane County Board of Commissioners through Lane County's Board Order process.



101 South A Street • PO Box 156 • Springfield OR 97477 • [p] 541 746 1051 • [f] 541 726 4727
www.springfieldchamber.org

LWP
MAR 28 2014

March 27, 2014

Lonnie Bivins
LANE WORKFORCE PARTNERSHIP

We are pleased to nominate Debra Miller to serve on the Lane Workforce Partnership board of directors beginning April 1, 2014 for a three-year term.

We value the work of the PARTNERSHIP in our region and wish Ms. Miller all the best as she takes her place on the board of directors.

Best regards,

A handwritten signature in black ink, appearing to be "Dan Egan", written in a cursive style.

Dan Egan
President/CEO
Springfield Area Chamber of Commerce

Kathy Dyer

From: Beth Tassan <BethTassan@eugenechamber.com>
Sent: Thursday, July 24, 2014 11:38 AM
To: Kathy Dyer
Subject: RE: LWP Board Nominations

Indeed they did Kathy, thanks for checking. If you need anything else, please let me know.

Beth Tassan
Administrative Assistant
Mon. - Fri. (8:30 am - 2:30 pm)
Phone: (541) 242-2356
Fax: (541) 484-4942



From: Kathy Dyer [<mailto:KathyD@laneworkforce.org>]
Sent: Thursday, July 24, 2014 11:36 AM
To: Beth Tassan
Subject: LWP Board Nominations

Hi Beth,

Just checking to see if the nominations for Jennifer Adams and Stan Pickett went through.

Thank you,

Kathy

Kathy Dyer
Lane Workforce Partnership
541-285-1584

Mike Carmickle
President
(541) 726-1131
Fax: (541) 726-8767

LANE, COOS, CURRY, DOUGLAS
BUILDING  **TRADES**
UNION **YES**

Patrick Smith
Sec.-Treasurer
(541) 747-1884
LWP

APR 27 2012

Date: April 27th, 2012

Attention: Mr. Chuck Forster- Executive Director: Lane Workforce Partnership

Re: Request for labor appointment to the Advisory Board

The Lane, Coos, Curry, Douglas Building Trades Council would like to request that Business Representative Dennis Dover representing local # 16 sheet metal workers be appointed to the board.

Respectfully,



Patrick Smith- Secretary/ Treasurer
L.C.C.D.B.T.C.

 Lane
Community CollegeSM
Office of the President

DeWolf

LWP

MAY 28 2013

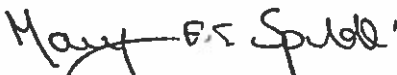
May 21, 2013

Chuck Forster
Executive Director
Lane Workforce Partnership
1500 Valley River Drive
Eugene, Oregon 97401

Dear Chuck,

I would like to nominate Dawn DeWolf, Executive Dean of Academic and Student Affairs Career Technical, to replace Sonya Christian on the Lane Workforce Partnership board of directors. Dawn will be representing higher education on the board.

Sincerely,


Mary Spilde
President

Kathy Dyer

From: Chuck Forster
Sent: Monday, November 25, 2013 9:42 AM
To: label@hacsa.us
Cc: Kathy Dyer; Lonnie Bivins
Subject: RE: HACSA Participation on Lane Workforce Partnership Board

Hi Larry:

I am so sorry to hear about Dorothy. I truly appreciated what little time we had to work together.

Regarding a HACSA member on the board, Jacob sounds like an excellent choice. I'll ask Lonnie Bivins or Kathy to connect with you on what we'll need to move his appointment along.

And on a personal note, I am retiring at the end of the week. I'm continuing on a limited basis until the new person is chosen by the board in mid to late December.

Thanks,

Chuck

From: Kathy Dyer
Sent: Monday, November 25, 2013 9:19 AM
To: Lonnie Bivins; Chuck Forster
Subject: FW: HACSA Participation on Lane Workforce Partnership Board

From: Larry Abel [<mailto:Label@HACSA.us>]
Sent: Friday, November 22, 2013 4:57 PM
To: Kathy Dyer
Subject: HACSA Participation on Lane Workforce Partnership Board

Hi Kathy,

As you know, Mira Gattis was filling in for Dorothy Cummings. Sadly, Dorothy passed away Wednesday night after a long battle with cancer.

Mira went to your last Board meeting and thinks that it is important for HACSA to have a member. However, she thinks it should be someone else, an administrator type. I would like it to be Jacob Fox, our new Deputy Director. Jacob has only been here for 10 weeks, but has extensive experience in the things that we do.

Please let me know if this will work for you. If it does, I'll have Jacob contact you directly. Thanks.

Larry Abel
HACSA Executive Director

682 2527

.LANE WORKFORCE PARTRSHIP,
AN OREGON NON-PROFIT CORPORATION

BY-LAWS

ARTICLE I

Name and Corporate Status

- 1.1 This Corporation shall be known as Lane Workforce Partnership (hereinafter referred to as "Corporation") and/or any assumed business name(s) that the Board of Directors may at anytime adopt.
- 1.2 As provided by its Articles of Incorporation, this Corporation shall be a public benefit Corporation, as defined by Oregon law, without members.

ARTICLE II

Purpose and Jurisdiction

The purpose of this Corporation is to work in concert with the business community and public agencies to promote job oppourtunties for unemployed individuals and individuals who need further training to maintain or advance their current job position , who meet the eligibility criteria for such assistance as set forth in the Federal Workforce Investment Act of 1998 (hereinafter in these By-Laws, the WIA) and its implementing federal and state regulations . Specifically, this Corporation, is charged with planning, oversight and administrative responsibility for local job-training programs, including but not limited to those funded under WIA, the federal job training program that is the successor to the Federal Job Training Partnership Act (JTPA). The authority for this Corporation is based on the JTPA, WIA, its Articles of Incorporation, these By-Laws, the Amended Intergovernmental Agreement by and between Lane County and the Cities of Eugene and Springfield, (hereinafter in these By-Laws, the Amended IGA Agreement), and the Amended Agreement -between the Corporation, Lane County and the Cities of Eugene and Springfield (hereinafter in these ByLaws, the Amended PIC/LEO Agreement).

ARTICLE ID

Board of Directors

- 3.1 The Corporation shall be governed by a Board of Directors whose membership shall at all times consist of not less than NINE (9) nor more than fifty-five (55) members, with the then current Board at any time to determine the number of Board members, within these minimum and maximum limits, all within the requirements of WIA, who should be appointed at any particular time to so serve.
- 3.2 Board members shall have the qualifications for membership as shall be consistent with the requirements of WIA as supplemented by any qualifications for board membership established by the governor of the State of Oregon after consultation with applicable local elected officials. The composition and makeup of the Board shall comply with federal and state regulations and directives under WIA. One elected official from the City of Springfield, one elected official from the city of Eugene, and an elected official or the County Administrator from Lane County. The Lane County Board of County Commissioners shall determine for itself whether a County Commissioner or a County Administrator shall serve.

4.8.6 Committee Quorum and Voting:

4.8.6.1 Youth Council. In order to have a quorum, the Youth Council Committee must have in attendance both a majority of all Youth Council Committee members and a majority of all Board members who are members of the Youth Council Committee. Once a quorum of the Youth Council Committee is present, the action of a majority of those committee members in attendance, so long as such majority also includes a majority of the Board member committee members, who are not excused from participating in the action due to a conflict of interest, when voting, constitutes committee action. Each Youth Council Committee member has one vote.

4.8.6.2 All Other Committees. A simple majority of the appointed members of all other Board committees, whether standing or ad hoc, shall constitute a quorum for business purposes. Once a quorum of any such other committees is present, the vote of a majority of those members in attendance, who are not excused from participating due to a conflict of interest, shall constitute committee action. Each committee member has one vote.

4.8.7 Any Board member who is not a regular committee member, of any standing or ad hoc committee, may attend any committee meeting as a non-voting observer. There shall be no voting by proxy at any committee meeting, whether standing or ad hoc.

AARTICLE V Corporation Officers

5.1 Officers: The Corporation shall have a President, President-Elect, Secretary, Treasurer, Executive Director, and Past-President, all of whom shall be elected by a majority vote of the Board except for the Executive Director who shall be separately selected and appointed by the Board.

5.1.1. President. The President shall always be one of the private business representative members of the Board. The President shall also serve as Chairperson of the Board, shall preside at Board meetings, serve as the chief spokesperson and signatory for the Board and have such other specific responsibilities as may be from time to time given to the President by the Board.

5.1.2. President. The President-Elect shall fulfill the functions of the President in the President's absence and perform such other functions as shall be assigned to them by the Board. The President-Elect shall automatically become President, without further vote, in the event the President is unable or unwilling, for any reason, to continue his or her elected term of service to its conclusion. The President-Elect shall also become the President when the term of service of the President, that the President-Elect is elected to succeed, ends.

5.1.3. Secretary. The Secretary shall be responsible for the preparation of the minutes of all Board meetings, shall sign such minutes once they have been approved by the Board and shall authenticate records of the Corporation.



**Lane Workforce Partnership
BOARD OF DIRECTORS MEETING**

**Thursday, June 26, 2014
3:00 to 5:00 p.m.
WORKSOURCE LANE
2510 Oakmont Way
(Any questions: call Kathy at 541-682-7228)**

AGENDA

MISSION

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

GOALS

- **To build a pipeline of higher skilled workers to meet employers' demand**
- **To promote workforce system innovation and service delivery integration**
- **To invest, oversee, and promote a workforce system that meets the needs of employers and job seekers to advance economic development**
- **To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness**
- **Increase federal and non-federal resources for board initiatives**

- I. CALL TO ORDER/*Bob Halligan*
- II. INTRODUCTIONS
- III. PUBLIC COMMENT
- IV. CONSENT CALENDAR
 - *Minutes of the April 24, 2014 Board Meeting/Action* **PAGES 1-4**
- V. 2014-15 OPERATIONS AND TRANSITION PLAN/*Action* **PAGES 5-9**
- VI. TREASURER'S REPORT/*Jerry Stiltner*
 - *2014-15 General Operating Budget/Action* **PAGES 10-15**
- VII. YOUTH COUNCIL COMMITTEE/*Jon Kubu*
 - *Youth Contract Awards 2014-15/Action* **PAGE 16**
- VIII. BOARD BY-LAWS/*Action* **PAGES 17-26**

IX.	ELECTION OF BOARD OFFICERS 2014/ <i>Action</i>	PAGE 27
X.	STAFF REPORT	
	<ul style="list-style-type: none"> • Robin Scott <ul style="list-style-type: none"> - <i>State of the Workforce Report 2014</i> - <i>Work Ready Communities</i> - <i>NCRC Certificate Presentation at Springfield High School</i> - <i>AARP Foundation Financial Industry Sector Grant</i> 	PAGE 28
XI.	PRESIDENT’S REPORT/ <i>Bob Halligan</i>	
	<ul style="list-style-type: none"> • <i>Workforce Innovation Opportunity Act - H.R. 803</i> • <i>Oregon Workforce Investment Board Update</i> • <i>Executive Committee Meeting Minutes /Information</i> <ul style="list-style-type: none"> - <i>April 15, 2014</i> - <i>May 20, 2014</i> 	PAGES 29-35 PAGES 36-42
XII.	EXECUTIVE DIRECTOR’S REPORT/ <i>Kristina Payne</i>	
	<ul style="list-style-type: none"> • <i>Transition Plan Letter to CCWD/Update</i> • <i>System Innovation Committee – July 24th Meeting</i> • <i>Board Committee Structure Update</i> • <i>Sand and Gravel Tour</i> • <i>Springfield High School Vocational Center On-the-Job Training Opportunity Update</i> • <i>Staff Recognition</i> 	PAGES 43-48 PAGE 49
XIII.	OTHER BUSINESS	
XIV.	NEXT MEETING	
	The next full board meeting is scheduled for Thursday, August 28, 2014, 3:00 – 5:00 p.m.	
XV.	ADJOURNMENT	

PRIMARY ROLE OF THE BOARD

CONVENER – Bringing together business, labor, education, and economic development to focus on workforce issues and promote strategic alignment.

WORKFORCE ANALYST – Developing, disseminating and assisting with the analysis of current labor market and economic information and trends in industry sectors.

BROKER – Bringing together community stakeholders to solve common problems; aligning systems and strategies; forging new relationships between business and education.

COMMUNITY VOICE – Articulating the issues for the needs of a skilled workforce. Demonstrating and speaking to the effectiveness of training programs.

CAPACITY BUILDER/INVESTOR – Enhancing the region’s ability to meet the workforce needs of local employers through the utilization of federal and state funds.

LANE WORKFORCE PARTNERSHIP

Thursday, June 26, 2014

3:00 to 5:00 p.m.

MINUTES

PRESENT

Travis Brooke
Debi Creager
Julie Davidson, Proxy for Jim Pfarrer
Dennis Dover
Noreen Dunnells
Todd Edman
Randy Fisher, Proxy Tony Scurto
Jacob Fox
Colin Gibson
Rocky Hadley
Bob Halligan
Phil Hohnstein
Shondra Holliday
Lena Kostopulos
Robert Pate, Proxy for Jon Kubu
Sheri Moore
Bonnie Payne
Angela Peacor
John Radich
Faye Stewart
Jerry Stiltner
Larry Sullivan

REPRESENTING

Business
Business
Oregon Employment Department
Labor
Community-based Organization
Business
Education
Housing Authority
Business
Vocation Rehabilitation Services
Business
Business
Business
Business
Business
Elected Official
Experience Works
Business
Department of Human Services
Lane County Commissioner
Business
Education

OTHERS

Vern Arne
Carlee Stiltner
Brian Thompson

REPRESENTING

Laurel Hill Center
Personnel Source
Board Attorney

STAFF

Tiffany Cink, Kathy Dyer, Zora Marcroft-George, Kristina Payne, Robin Scott

I. CALL TO ORDER

Bob Halligan called the meeting to order at 3:05 p.m.

II. INTRODUCTIONS

Introductions were made.

III. PUBLIC COMMENT

There was no public comment.

Bob Halligan explained that the Finance Committee will be folded into the Executive Committee. An Audit Committee will be created, which will be a sub-committee of the Executive Committee. The Executive Director and Lane Workforce Partnership employees would leave the meeting while an audit was being presented.

Brian Thompson clarified that the Audit Committee is an outgrowth of the Sarbanes Oxley Act. The Act does not apply to a non-profit organization, however it is a common practice. The separation allows an auditor to speak freely to the board if a problem was found.

The Audit Committee requires a financial expert be part of the Committee. A financial expert would be someone with an accounting degree, underlying experience or experience in an audit of their own company.

Jerry Stiltner motioned to adopt the changes to sections 4.8.2 and 4.8.3 of the Lane Workforce Partnership By-Laws. Todd Edman seconded and the motion was unanimously carried.

IX. ELECTION OF BOARD OFFICERS 2014

Bob Halligan announced the nominations for board officers for 2014-15. The Nominating Committee recommended the following candidates for the 2014-15 board officers:

President	Paul Wynkoop	Secretary	Angela Peacor
President-Elect	Todd Edman	Treasurer	Jerry Stiltner

The President-Elect automatically becomes President for the following year.

Noreen Dunnells motioned to approve the 2014-15 board officers as presented. John Radich seconded and the motion was unanimously carried.

X. STAFF REPORT

Robin Scott reported on the State of the Workforce Report. This year's report will be the fifth edition. The plan is to have board member input and quotes in the Sector Section and the Policy and Planning Recommendations Section. Board members will be invited to participate in a focus group to gather input and reflection on current trends. The Register-Guard will be featuring the Report in the *blue chip* publication.

Lane Workforce Partnership is now 56% of the way toward the goal of making Lane County a Work Ready Community. Twelve local high schools are involved in the testing for the National Career Readiness Certificate (NCRC). Lane Community College plans to begin testing at the Cottage Grove location.

Thirty-seven Springfield High School youth recently earned their NCRC. Springfield High School Administrators presented the students with their certificates and rewarded them with a pizza party.

Randy Fisher commented on how the NCRC has helped high school youth meet their essential skills graduation requirements. Robin Scott added that over 100 students were able to graduate this year from taking their NCRC assessments.

Ms. Scott reported on the AARP Foundation Financial Industry Sector Grant. Orientation sessions have been held and 17 applicants have been approved to begin the first training class on July 15th. There will be five sessions of 15-20 participants over the next year.

XI. PRESIDENT'S REPORT

Bob Halligan reported on the Workforce Innovation and Opportunity Act, H.R. 803. The Workforce Investment Act has been under a continuing resolution since expiring in 2003. Recently, there was a bipartisan, bicameral Bill submitted and both Houses agreed. The Bill has passed the Senate and will go to the House after the July 4th recess.

**LANE WORKFORCE PARTNERSHIP,
AN OREGON NON-PROFIT CORPORATION**

BY-LAWS

ARTICLE I

Name and Corporate Status

- 1.1 This Corporation shall be known as **Lane Workforce Partnership** (hereinafter referred to as “Corporation”) and/or any assumed business name(s) that the Board of Directors may at anytime adopt.
- 1.2 As provided by its Articles of Incorporation, this Corporation shall be a public benefit Corporation, as defined by Oregon law, without members.

ARTICLE II

Purpose and Jurisdiction

The purpose of this Corporation is to work in concert with the business community and public agencies to promote job opportunities for unemployed individuals and individuals who need further training to maintain or advance their current job position, who meet the eligibility criteria for such assistance as set forth in the Federal Workforce Investment Act of 1998 (hereinafter in these By-Laws, the WIA) and its implementing federal and state regulations. Specifically, this Corporation, is charged with planning, oversight and administrative responsibility for local job-training programs, including but not limited to those funded under WIA, the federal job training program that is the successor to the Federal Job Training Partnership Act (JTPA). The authority for this Corporation is based on the JTPA, WIA, its Articles of Incorporation, these By-Laws, the Amended Intergovernmental Agreement by and between Lane County and the Cities of Eugene and Springfield, (hereinafter in these By-Laws, the Amended IGA Agreement), and the Amended Agreement between the Corporation, Lane County and the Cities of Eugene and Springfield (hereinafter in these ByLaws, the Amended PIC/LEO Agreement).

ARTICLE III

Board of Directors

- 3.1 The Corporation shall be governed by a Board of Directors whose membership shall at all times consist of not less than NINE (9) nor more than fifty-five (55) members, with the then current Board at any time to determine the number of Board members, within these minimum and maximum limits, all within the requirements of WIA, who should be appointed at any particular time to so serve.
- 3.2 Board members shall have the qualifications for membership as shall be consistent with the requirements of WIA as supplemented by any qualifications for board membership established by the governor of the State of Oregon after consultation with applicable local elected officials. The composition and makeup of the Board shall comply with federal and state regulations and directives under WIA. One elected official from the City of Springfield, one elected official from the city of Eugene, and an elected official or the County Administrator from Lane County. The Lane County Board of County Commissioners shall determine for itself whether a County Commissioner or a County Administrator shall serve.

- 3.3 Appointment of Board Members. The Lane County Board of Commissioners, the City Council of the City of Eugene and the City Council of the City of Springfield shall each appoint one Board member in accordance with Section 3.2. All other Board members shall be appointed by the Lane County Board of Commissioners, the City Council of the City of Eugene, and the City Council of the City of Springfield, in accordance with the appointment procedures for such positions adopted by those public bodies and consistent with the qualification and membership requirements set by WIA and its implementing regulations. Appointments shall be made for staggered three year terms. Any vacancy occurring during the terms shall be filled by the initial appointing authority.
- 3.4 Attendance. Members have the responsibility of contacting the President or Executive Director if they are unable to attend a meeting. If a Board member fails, for any reason, to attend in person at least fifty percent (50%) of the Board meetings in any calendar year during that Board member's term of office, such Board member shall be considered to have resigned from the Board; and the appointing authority for that Board member's position shall be asked to appoint, and shall appoint, a replacement Board member.
- 3.5 Proxy. A written proxy may be given to the President to be read at the time of voting; or another person, other than a current Board member, may be sent with a letter of designation, signed by the absent Board member, stating that the person designated has a proxy to act for and in the absence of the absent Board member. Notwithstanding the foregoing, proxies may not attend or vote in Executive Sessions of the Board.
- 3.6 Director Conflicts of Interest.
- 3.6.1. A conflict of interest transaction is a transaction with the Corporation in which a Director of the Corporation has a direct or indirect interest. Except as set forth in Article 3.7.3, below, a conflict of interest transaction including any contract or transaction between the Corporation and any other individual, business, or entity in which a Director of this Corporation is interested in, or is a Director, officer or employee of, shall not be voidable or the basis for imposing liability on the Director if the transaction:
- 3.6.1.1 is fair to this Corporation at the time it was entered into; AND
 - 3.6.1.2 was approved in advance by a vote of the of Directors of the Corporation where the material facts of the transaction and the Director's interest were disclosed or known to the Board of Directors; AND or
 - 3.6.1.3 the transaction was approved by the Attorney General of the State of Oregon or a Circuit Court of the State of Oregon in an action in which the Attorney General is joined as a party; AND
 - 3.6.1.4 Does not violate any provision of WIA, nor the State and Federal regulations thereunder; AND

3.6.1.5 Does not violate any of the provisions of the Internal Revenue Code (or Treasury regulations) regarding prohibited transactions governing tax-exempt nonprofit corporations.

3.6.1.6 For purpose of the vote required to approve a conflict of interest transaction, any such conflict of interest transaction is authorized, approved, or ratified if it receives the affirmative vote of a majority of the Directors on the Board of Directors who have no direct or indirect interest in the transaction.

3.6.2 For conflict of interest purposes, a Director of the Corporation has an indirect interest in a transaction if:

3.6.2.1 Another entity in which the Director has a material interest or in which the Director is a general partner is a party to the transaction; or

3.6.2.2 Another entity in which the Director is a director, officer or trustee is a party to the transaction.

3.6.3. The Corporation shall not make or guaranty a loan to or for any Director.

3.7 General Standards for Director Conduct.

3.7.1. A Director shall discharge his or her duties as a Director, including the Director's duties as a member of any committee:

3.7.1.1 in good faith;

3.7.1.2 with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and

3.7.1.3 in a manner the Director reasonably believes to be in the best interest of the Corporation.

3.7.2 In discharging the duties of a Director, a Director is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by:

3.7.2.1 one or more officers or employees of the Corporation whom the Director reasonably believes to be reliable and competent in the matters presented;

3.7.2.2 legal counsel, public accountants, or other persons as to matters the Director reasonably believes are within the person's professional or expert competence;

3.7.2.3 a committee of the Board of which the Director is not a member, as to matters within its jurisdiction, if the Director reasonably believes the committee merits confidence.

3.7.3 A Director is not acting in good faith if the Director has knowledge concerning the matter in

question that makes reliance otherwise permitted by Article 3.8.2, above, unwarranted.

3.7.4 A Director shall not be deemed to be a trustee with respect to the Corporation or with respect to any property held or administered by the Corporation, including without limit, property that may be subject to restrictions imposed by the donor or transferor of such property-

3.7.5 The civil liability of Directors of the Corporation for the performance or nonperformance of his or her duties shall be as set forth in WIA, Oregon law and the Articles of Incorporation.

ARTICLE IV Board Meetings and Voting; Board Committees

4.1 Public Meeting. All meetings of the Board or its committees are public meetings and shall be open to the public and held in conformance with the Oregon Open Meetings Law, and shall be conducted in accordance with Roberts Rules of Order, as far as is reasonable and practical.

4.2 Time and Place. The Board shall meet at such times and places as may be designated by the President, provided that at least one Board meeting shall be held in each calendar quarter.

4.3 Who May Call A Meeting. The President, the Executive Director, or a majority of the Board by written request to the President, may call a meeting of the Board.

4.4 Vote. Each member of the Board shall have one (1) vote. Decisions shall be made at meetings where there is a quorum. A quorum shall consist of a majority of the Board. However, all Board decisions must be made by the affirmative vote of a majority of the then appointed and serving members of the Board, not simply a majority of the Board members whose presence constitutes a quorum.

4.5 Annual Meeting. Unless designated otherwise in the call of a meeting, the Board meeting for the month of June shall be considered to be the annual meeting of the Board. All other Board meetings shall be considered special meetings. All Board meetings shall be preceded by at least five (5) days written notice to each Director of the date, time, and place of the meeting; but unless required otherwise by the provisions of WIA or the Oregon Nonprofit Corporations Act, the notice of any meeting need not describe the purposes for which the meeting is to be held.

4.6 Local Plan. For purposes of approving the Lane County Workforce Investment Area Plan (the Plan) as required by WIA, the Lane County Board of Commissioners, and the City Councils of the City of Eugene and the City of Springfield may designate one elected official from their local government to serve as the official signatory on the Plan.

4.7 Minutes. Minutes shall be taken of all Board meetings and shall be available to the public in the administrative offices of the Board. A copy of the minutes shall be provided to the Board in a timely manner and shall be approved by the Board before they become official minutes of the Corporation.

4.8 Board Committees: The Corporation's Board of Directors may have both standing and ad hoc committees organized and functioning as follows:

4.8.1 Establishment. Except for the Youth Council, and any other committees required by law standing committees shall be proposed by the President and established by a majority vote of all current Board members. Ad hoc committees may be established as deemed necessary by the President. Except as otherwise required by law, the President shall appoint both the members of, and the Chairs of, both standing and ad hoc committees. All committees, whether standing or ad hoc, except for the Youth Council Committee, shall consist of two or more Board members.

4.8.2 The Executive Committee. The Board of Directors may have an Executive Committee. The Committee shall be composed of: (a) all of the Officers of the Corporation; (b) all of the Chairpersons of the committees of the Board that are then in existence; (c) each of the persons representing the Member Governments who are appointed and serving as Directors under section 3.2 of these Bylaws; and (d) the Executive Director of the Corporation. One member of the Executive committee shall be a person who qualifies as a “Financial Expert” as that term is defined by the Securities and Exchange Commission for the purposes of serving on an Audit Committee of a publicly traded company.

4.8.3 The Audit Committee. The Audit Committee shall be a subcommittee of the Executive Committee. The Treasurer shall be the Chair of the committee. The members of the Audit Committee shall be all of the members of the Executive Committee, except for the Executive Director and any other LWP employee who may be a member of the Executive Committee.

4.8.4 The Youth Committee. The Youth Council Committee shall be a committee of the Board. The membership and operations thereof shall comply with WIA, and the regulations there under. The members and the of the Youth Council Committee shall be appointed by a majority of the Board except that if any member of the Youth Council Committee resigns or otherwise ceases to so serve, the President may appoint a successor for the remaining term of that Youth Council Committee member.

4.8.4.1 The Youth Council Committee shall be responsible for:

4.8.4.1.1 Coordinating youth activities in the Lane County Workforce Investment Area, to the extent of Board involvement with such youth activities;

4.8.4.1.2 Developing portions of the Plan that are related to eligible youth, to the extent delegated any portion of this function by the President;

4.8.4.1.3 Recommending eligible youth service providers in accordance with WIA, subject to approval by the Board;

4.8.4.1.4 Conducting oversight with respect to eligible providers of youth activities in the Lane County Workforce Investment Area but subject to approval by the Board; and

4.8.4.1.5 Carrying out such other duties as may be from time to time be delegated to it by the President in relation to youth activities (for example, establishing linkages with educational agencies and other youth entities).

4.8.5 All committee chairs shall serve for one year unless longer service is necessary before the President appoints, or reappoints, the applicable committee chair.

4.8.6 Committee Quorum and Voting:

4.8.6.1 Youth Council. In order to have a quorum, the Youth Council Committee must have in attendance both a majority of all Youth Council Committee members and a majority of all Board members who are members of the Youth Council Committee. Once a quorum of the Youth Council Committee is present, the action of a majority of those committee members in attendance, so long as such majority also includes a majority of the Board member committee members, who are not excused from participating in the action due to a conflict of interest, when voting, constitutes committee action. Each Youth Council Committee member has one vote.

4.8.6.2 All Other Committees. A simple majority of the appointed members of all other Board committees, whether standing or ad hoc, shall constitute a quorum for business purposes. Once a quorum of any such other committees is present, the vote of a majority of those members in attendance, who are not excused from participating due to a conflict of interest, shall constitute committee action. Each committee member has one vote.

4.8.7 Any Board member who is not a regular committee member, of any standing or ad hoc committee, may attend any committee meeting as a non-voting observer. There shall be no voting by proxy at any committee meeting, whether standing or ad hoc.

ARTICLE V Corporation Officers

5.1 Officers: The Corporation shall have a President, President-Elect, Secretary, Treasurer, Executive Director, and Past-President, all of whom shall be elected by a majority vote of the Board except for the Executive Director who shall be separately selected and appointed by the Board.

5.1.1. President. The President shall always be one of the private business representative members of the Board. The President shall also serve as Chairperson of the Board, shall preside at Board meetings, serve as the chief spokesperson and signatory for the Board and have such other specific responsibilities as may be from time to time given to the President by the Board.

5.1.2. President-Elect. The President-Elect shall fulfill the functions of the President in the President's absence and perform such other functions as shall be assigned to them by the Board. The President-Elect shall automatically become President, without further vote, in the event the President is unable or unwilling, for any reason, to continue his or her elected term of service to its conclusion. The President-Elect shall also become the President when the term of service of the President, that the President-Elect is elected to succeed, ends.

5.1.3. Secretary. The Secretary shall be responsible for the preparation of the minutes of all Board meetings, shall sign such minutes once they have been approved by the Board and shall authenticate records of the Corporation.

5.1.4. Treasurer. The Treasurer shall perform such functions as shall be assigned to the Treasurer by

the Board. The offices of Secretary and Treasurer may be combined in one individual.

5.1.5. Executive Director. The Executive Director is an Officer of the Corporation and shall not be a member of the Board. The Executive Director shall supervise the day to day operations of the Corporation, make recommendations to the Board on all matters for which such recommendations are requested by the Board and otherwise perform all duties and functions assigned to the Executive Director by the Board.

5.2 Term. Unless specified otherwise by written employment contract or at the time of his or her election as an officer of the Corporation, all officers of the Corporation shall serve a term of office that is the longer of one year, July 1, through June 30, or until their successors are elected.

5.3 Standard of Conduct for Officers:

5.3.1 An officer shall discharge his or her duties as an officer, including the officer's duties as a member of any committee:

5.3.1.1 in good faith;

5.3.1.2 with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and

5.3.1.3 in a manner the officer reasonably believes to be in the best interest of the Corporation.

5.3.2 In discharging the duties of an officer, an officer is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by:

5.3.2.1 one or more officers or employees of the Corporation whom the officer reasonably believes to be reliable and competent in the matters presented;

5.3.2.2 legal counsel, public accountants, or other persons as to matters the officer reasonably believes are within the persons professional or expert competence;

5.3.2.3 a committee of the Board of which the officer is not a member, as to matters within its jurisdiction, if the officer reasonably believes the committee merits confidence.

5.3.3 An officer is not acting in good faith if the officer has knowledge concerning the matter in question that makes reliance otherwise permitted by Article 5.3.2, above, unwarranted.

5.3.4 The civil liability of officers for the performance or nonperformance of his or her duties shall be as set forth in WIA, Oregon law, and the Articles of Incorporation.

ARTICLE VI
Directors and Officers Indemnification and
Advancement of Litigation Expenses

- 6.1 In accordance with the standards set out in ORS 65.391 and ORS 65.394, as they currently exist or may subsequently be amended, the Corporation shall indemnify a Director of the Corporation who is made a party to any proceeding of a legal nature because the individual is or was a Director, against liability and reasonable expenses actually incurred by the Director in connection with that proceeding. In addition, the Corporation may pay for (or reimburse) the reasonable expenses incurred by a Director who is a party to a proceeding because the individual is or was a Director, in advance of the final disposition of that proceeding, in accordance with ORS 65.397 as it currently exists or is subsequently amended. The Corporation's decision as to whether or not to indemnify a Director pursuant to the authority of ORS 65.391 shall be made in accordance with the requirements of ORS 65.404 as the same currently exists or is subsequently amended.
- 6.2 The Corporation shall indemnify an officer of the Corporation pursuant to ORS 65.407 as presently worded or subsequently amended, to the same extent that it would indemnify a Director pursuant to such statute. In addition, an officer of the Corporation is entitled to apply for court ordered indemnification under ORS 65.401, as currently worded or subsequently amended, to the same extent as a Director would be entitled to application pursuant to such statute. In addition, if and to the extent the Board of Directors chooses to do so, in its sole discretion, the Corporation may pay for or reimburse the reasonable expenses of an individual who is a party to a proceeding because the individual is or was an officer of the Corporation if such individual also complies with the requirements of ORS 65.397 as currently worded or subsequently amended.
- 6.3 The Corporation may purchase and maintain insurance on behalf of any individual as respects his or her service as a Director or officer of the Corporation in accordance with ORS 65.411 as currently worded or subsequently amended.

ARTICLE VII
By-Law Enactment and Amendment

- 7.1 The Corporation's initial By-Laws became effective upon their approval by the initial Board of Directors of the Corporation.
- 7.2 Once adopted, the Corporation's By-Laws may be amended only in accordance with the following process and procedure:
- 7.2.1 For any proposed amendment of the By-Laws, or the Articles of Incorporation, written notice of the language of the proposed amendments shall be mailed to the offices of the Lane County Counsel, the City Attorney for the City of Eugene and the City Attorney for the City of Springfield, not less than thirty (30) days prior to the Corporation Board meeting at which the amendments are proposed for adoption. The Corporation shall also not amend its By-Laws or its Articles in a manner that is inconsistent with either the Amended PIC/LEO Agreement or the Amended Intergovernmental Agreement that relates to the Corporation.

7.2.2 The notice for any Board meeting at which By-Law or Articles of Incorporation amendments are proposed for adoption shall include reference to the fact that By-Law or Article amendments are to be voted on at that meeting; and a summary or a copy of the proposed amendment(s) shall accompany the meeting notice.

7.2.3 A vote of two-thirds (2/3) of the then appointed and serving members of the Board, will be sufficient to amend the corporation's By-Laws or Articles in accordance with the proposed amendment(s).

Revised By-Laws approved by Lane Workforce Partnership Board of Directors
Date Approved: 6-26-14



THE

LANE WORKFORCE PARTNERSHIP

WORKFORCE SYSTEM

ANNUAL PERFORMANCE REPORT

July 1, 2013 – June 30, 2014

System Performance Partners include:

- **Department of Human Services**
- **Lane Community College**
- **Lane Workforce Partnership**
- **Oregon Employment Department**
- **Vocational Rehabilitation Services**



Introduction

Lane Workforce Partnership is the designated local Workforce Investment Board for Lane County Oregon. The local board is charged with making targeted investments in the community, utilizing federal workforce funds, in line with its mission: *To meet the workforce needs of employers and individuals through partnership and innovation.*

This report is a compilation of outcomes achieved through two primary investments in Lane County: 1) **WorkSource Lane**; and 2) **At-Risk Youth program** investments.

WorkSource Lane is the primary system that Lane Workforce Partnership invests federal funds to deliver employment services to adults and dislocated workers. From July 1, 2013 – June 30, 2014 Lane Workforce Partnership invested \$1.2 million in WorkSource Lane.

In addition to the funds invested by Lane Workforce Partnership, the following partners invest funds and resources each year through a committed partnership to create a strong workforce system for Lane County:

- Department of Human Services
- Lane Community College
- Oregon Employment Department
- Vocational Rehabilitation Services

The Lane Workforce Partnership contracts with local youth service providers to serve at-risk youth in Lane County. The primary focus of these investments is to create or expand programs that will increase the graduation rates, connect youth to higher education opportunities, and expand work experience opportunities. Lane Workforce Partnership invests federal funds targeted to serving at-risk youth through contracts with the following providers:

- Looking Glass
- McKenzie School District
- Bethel School District
- Lane County Department of Youth Services
- South Lane School District
- Pleasant Hill School District

During the development of the 2013-1015 local strategic plan, specific goals and strategic objectives were developed to align the work of the Lane Workforce Partnership (LWP) with the work of Oregon Workforce Investment Board (OWIB) within the context of Lane County's local economic and workforce environment.

Lane Workforce Partnership Goals & Strategic Objectives

Goal 1: To invest, oversee, and promote a workforce system that meets the needs of employers and job seekers to advance economic development.

Strategic Objectives:

1. Review the effectiveness of training investments and job placement services
2. Monitor local unified plan implementation
3. Regularly inform the community on the effectiveness of the workforce system
4. Implement customer satisfaction measure in collaboration with the Oregon Workforce Investment Board

Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

Strategic Objectives:

1. Increase academic skills, workforce readiness and occupational skills of the emerging workforce
2. Increase work experience, internship and pre-apprenticeship opportunities for the emerging workforce
3. Increase training and employment opportunities for transitional and current workers in high wage, high demand occupations and careers in targeted sectors
4. Offer targeted services to meet the training and employment needs of people with disabilities, veterans, 50+ and minorities

Goal 3: To promote workforce system innovation and service delivery integration

Strategic Objectives:

1. Increase opportunities for individuals to skill-up in the WorkSource Lane Center and increase access to on-line learning
2. Expand employer engagement within the workforce system

Goal 4: To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness.

Strategic Objectives:

1. To implement sector strategies in manufacturing and health care
2. Establish Lane County as a certified Work Ready Community
3. Align with community and economic development initiatives that foster the board's mission
4. Promote initiatives with K-12 and community college to align curricula to workforce opportunities and needs

Goal 5: Increase federal and non-federal resources for board initiatives

Strategic Objectives:

1. Support statewide and regional initiatives to increase funding for workforce development
2. Pursue grant opportunities and new partnerships

The partners of the local workforce system have agreed to work together to meet the goals and strategic objectives as developed by the Lane Workforce Partnership Board of Directors. Through strong partnerships and collaboration we believe we will achieve our goals and create a system that creates – better skills, better jobs, and a better economy.

ANNUAL PERFORMANCE REPORT

July 1, 2013 – June 30, 2014

Goal 1: To invest, oversee, and promote a workforce system that meets the needs of employers and job seekers to advance economic development.

Strategic Objectives:

1. Review the effectiveness of training investments and job placement services
2. Monitor local unified plan implementation
3. Regularly inform the community on the effectiveness of the workforce system
4. Implement customer satisfaction measure in collaboration with the Oregon Workforce Investment Board

This report serves as documentation of the effectiveness of training, job placement services and the implementation of the local unified plan (Local Strategic Plan). Elements from this report, which demonstrate the effectiveness of the workforce program and investment impacts will be updated quarterly and posted on the Lane Workforce Partnership web pages. The above referenced customer satisfaction survey is yet to be defined, built and implemented by the State of Oregon.

Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

Strategic Objectives:

1. Increase academic skills, workforce readiness and occupational skills of the emerging workforce
2. Increase work experience, internship and pre-apprenticeship opportunities for the emerging workforce
3. Increase training and employment opportunities for transitional and current workers in high wage, high demand occupations and careers in targeted sectors
4. Offer targeted services to meet the training and employment needs of people with disabilities, veterans, 50+ and minorities

**Academic Skills, Workforce
Readiness & Occupational Skills**

Total Youth Served: 234

# of youth who increase one or more Comprehensive Adult Student Assessment System (CASAS) educational level in reading or math	<ul style="list-style-type: none"> • in reading – 64 • in math - 69
# of youth demonstrating skill gains in financial literacy	53
# of youth who enroll in Win at Work	49
# of youth who complete Win at Work with a certificate	30

Youth Work Experience & Employment Opportunities

# of youth participating in a work experience	95
# of youth, who complete an internship, with occupational skill gains and achieve positive evaluations	Internships were developed in the following industries: construction (2), landscaping (1), clerical (2), health care (7), vet assistant (1), customer service (1) small engine repair (1), culinary (1)
# of youth completing pre-apprenticeship program	Youth enrolled in a pre-apprenticeship training program – 13
# of youth participating in the Department of Human Services Summer Youth Program for TANF clients	11 referred, 9 enrolled, 7 working, 2 pending The program is focused on teen parents that are collecting Temporary Assistance for Needy Families.

Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**WorkSource Lane On-the-Job Training Program (OJT) &
Workforce Investment Act Scholarship Awards**

# and % who complete OJT training including 90-day retention period	164 hired by employers into OJT's 93 completed OJT training 62 still in OJT 9 did not complete training 93 of 102 successfully completed OJT with 91% success rate
Wages of OJT placements are above \$12/hour	56/164 earned \$12 an hour or more (34%) 49/164 earned \$15 an hour or more (30%) \$15.80 overall average wage in June
# of training scholarships awarded by industry	49 total awards: health care: 22 ; general business: 8; computer tech: 4; truck driving: 6; electrical line worker: 1; energy management: 1; graphic design: 1; technical drafting: 1; culinary arts: 1; fabrication/welding: 1; community healthcare worker: 4
# of individuals completing training	This year, 23 trainees completed their training program with a 43% entered employment rate. The majority just completed training in June and are participating in job search activities at WorkSource Lane. Of those who have yet to complete, the majority will be resuming training programs in the fall of 2014.
# and % of training completers placed in training related employment	9 of the 11 employed training completers were training related placements (82%)
# of OJT placements with new businesses	102 placements with 27 new businesses

WorkSource Lane High Wage Recruitment Opportunities in Targeted Sectors

# of job listings in iMatchSkills (wages \$12/hr. and above)	Total: 1,101 Health Care: 591 Goal: 775 (76%) Manufacturing: 510 Goal: 300 (170%)
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Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**WorkSource Lane at Lane Community College
Skill-Up Opportunities for Adult Basic Education Program Participants**

# of individuals achieving an increase in skill gains in reading	138
# of individuals achieving an increase in skill gains in math	85
# of Cooperative Education placements in high wage, high demand occupations	319
# of new short-term buildable career pathways or less than one year certificates developed	3 (Customer Service CPC, Non-Traditional Health Care Worker, Mobile Application Development)

**Vocational Rehabilitation Services
Targeted Sector Placements**

# of job placements in targeted sectors (manufacturing & health care) in Lane County	Health Care: 30 Manufacturing: 18
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Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**Demographics of Populations Served through WorkSource Lane
Eugene, Florence & Lane Community College**

Total Population Served: 36,269

# and % of non-English speakers served	Served: 581	Goal: 747	(77% of goal achieved)
# and % of disabled individuals served	Served: 3,006	Goal: 3,079	(98% of goal achieved)
# and % of minority populations served (e.g., Hispanic, Native American, Asian, Pacific Islander, African American)	Served: 5,496	Goal: 8,585	(64% of goal achieved)
# and % of individuals ages 40-54 served	Served: 15,008	Goal: 17,246	(87% of goal achieved)
# and % of individuals ages 55+	Served: 9,531	Goal: 5,538	(172% of goal achieved)
# of Veterans served	Served: 6,365	Goal: 5,803	(110% of goal achieved)
# of Veterans placed in employment	Served: 1,472	Goal: 1,088	(135% of goal achieved)
# of disabled Veterans placed in employment	Served: 331	Goal: 253	(131% of goal achieved)
# of events held for Veterans	Events: 17	Goal: 20	(85% of goal achieved)

**Demographics of Population Receiving a
WorkSource Lane Scholarship**

Total funded Scholarship: 63

# and % of disabled individuals served in WIA	4 (6%)		
# and % of minority populations served in WIA training (e.g., Hispanic, Native American, Asian, Pacific Islander, African American)	0	Native American/Alaskan Native	
	1 (1%)	Asian	
	1 (1%)	Black/African American	
	0	Hawaiian Native/Pacific Islander	
	52 (78%)	White	
	2 (3%)	Multi-race	
	3 (5%)	Ethnicity Hispanic/Latino	
	9 (14%)	No race selected	
# and % of individuals 50+ served in WIA training	12 (19%)		
# of Veterans served in WIA training	6 (10%) Veterans; 0 Disabled Veterans		

Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**Demographics of Populations Served at
WorkSource Lane at Lane Community College**

	Summer	Fall	Winter	Spring
# and % of non-English speakers served	276/3%	421/3%	376/2%	386/3%
# and % of disabled individuals served	379/5%	586/4%	737/5%	730/5%
# and % of minority populations served	1,206/20%	1,748/15%	2,359/20%	2,172/20%
# and % of individuals ages 50+	1,981/24%	2,615/30%	2,779/18%	2,714/19%
# of Veterans served	379/5%	606/4%	569/5%	524/5%

**Demographics of Populations Served by
Vocational Rehabilitation Services**

# and % of non-English speakers served	31 (.2%)
# and % of disabled individuals served	1,766 (100%)
# and % of minority populations served (e.g., Hispanic, Native American, Asian, Pacific Islander, African American)	356 (20.1%)
# and % of individuals ages 50+ served	505 (28.6%)
# of Veterans served	76 (4.2%)
# of minority and target populations placed in employment	23

Goal 3: To promote workforce system innovation and service delivery integration

Strategic Objectives:

1. Increase opportunities for individuals to skill-up in the WorkSource Lane Center and increase access to on-line learning
2. Expand employer engagement within the workforce system

WorkSource Lane Skill-Up Opportunities Eugene and Florence

# of individuals taking the Initial Skills Review	8,734
Access for on-line learning	57 computers with internet access are available for on-line learning.
# of individuals accessing workshops	419 job seekers participated in the Resume Workshop – includes principles of: <ul style="list-style-type: none">• Business writing• Grammar• Effective written communication• Microsoft Word and document formatting• Effective resume styles• Job application and interviewing techniques

WorkSource Lane Skill-Up Opportunities Lane Community College

# of individuals participating in basic computer classes	183 individuals participated in basic computer classes funded by the Adult Basic Skills Education funding. The classes were non-credit, 3-weeks long and at no cost to students.
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Continued: Goal 3: To promote workforce system innovation and service delivery integration

**WorkSource Lane Employer Engagement
Eugene and Florence**

# of employers using iMatchSkills	756:	Goal: 1,060 (76% of goal achieved)
# of forums held	8:	Goal: 8 (100% of goal achieved)
# of <u>new</u> companies utilizing WorkSource Lane services	155:	Goal: 195 (79% of goal achieved)
# of companies utilizing WorkSource Lane services in targeted sectors	103:	Manufacturing Goal: 120 (86% of goal achieved)
	70:	Health care Goal: 115 (61% of goal achieved)

- WorkSource Lane served **59** employers through customer recruitment filling **142** positions with a **2.55** referral to hire ratio.
- WorkSource Lane hosted quarterly job fairs emphasizing NCRC completers and employers who support the NCRC. The events have led to an increase of employers signing Letters of Support and engaging in the On-the-Job Training Program.

Department of Human Services Employer Engagement

# of JOBS Plus placements	140
# of businesses participating in JOBS Plus	43
# of Work Experience placements	209
# of businesses participating in Work Experience	104

Goal 4: To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness.

Strategic Objectives:

1. To implement sector strategies in manufacturing and health care
2. Establish Lane County as a certified Work Ready Community
3. Align with community and economic development initiatives that foster the board's mission
4. Promote initiatives with K-12 and community college to align curricula to workforce opportunities and needs

Sector Initiatives:

Manufacturing

- Lane Workforce Partnership is collaborating with the Emerald Valley High Performance Enterprise Consortium (EVHPEC), Eugene Area Chamber of Commerce and Lane Community College in the development of a Lean Enterprise Certificate.
- Lane Workforce Partnership is working with the LCC Manufacturing Technology program to better meet the needs of the local manufacturing industry. Changes under discussion include: breaking down the curriculum into smaller and more flexible parts (the course is currently a 12 credit course); exploring what aspects of the primarily metals manufacturing curriculum could be adapted to the wood products industry; and integration of the NCRC into the program.
- Lane Workforce Partnership piloted the Future Workforce Program with a manufacturing emphasis in collaboration with the Eugene City Club and area schools. This 12 week series involved local companies (primarily manufacturers) offering in-depth tours to area educators.
- Lane Workforce Partnership hosted a tour of Springfield's Vocational Center for Lane County employers. Thirty representatives from eight different businesses attended. One manufacturing employer has hired two recent graduates of Springfield High School. Both youth were hired through the OJT program.
- WorkSource Lane held two customized hiring events to support local manufacturing employers in the recruitment of qualified applicants.

Health Care

- Lane Workforce Partnership has developed a 7 week series where health care employers will offer in-depth tours to area high school health care career pathways educators.
- WorkSource Lane held three customized health care hiring events to support local health care employers in the recruitment of qualified applicants.
- WorkSource Lane provided on-going outreach to local health care and manufacturing employers. Outreach activities included company tours to better understand the business culture and meetings with hiring managers to discuss recruitment needs, hiring process, ideal candidate qualities and training opportunities.

Food Processing

- Lane Workforce Partnership participates on the leadership team of the Lane County Regional Food Consortium (RFC) and chairs the RFC Workforce Subcommittee. This subcommittee is focused on aligning area training opportunities with local food manufacturing needs. Food science, fermentation science and culinary arts programming are currently being explored with Oregon State University and Lane Community College

Financial Services

- Lane Workforce Partnership received a \$200,000 grant from the AARP Foundation to develop a customized training program for individuals age 50+ focused on preparation for entry-level careers in the financial services industry. Four credit unions and two banks are providing input into the development of the curriculum. The Lane Community College small business development center is creating the curriculum and delivering the training program.

Software

- Lane Workforce Partnership is working with industry representatives, area economic development practitioners, K-12 and Lane Community College in developing more training infrastructure for the software industry.

Aggregate/Construction/Mining

- Lane Workforce Partnership arranged a tour with two local sand and gravel businesses for 60 at-risk youth. Follow-up employment interviews were held at WorkSource Lane. Two youth were hired immediately.

Lane County Goals for a Certified Work Ready Community

# transitional workers certified	Certified: 1,435	Goal: 1,737 (87% of goal achieved)
# of current workers certified	Certified: 347	Goal: 60 (578% of goal achieved)
# emerging workers certified	Certified: 197	Goal: 503 (39% of goal achieved)
# of businesses supporting	Businesses: 164	Goal: 225 (73% of goal achieved)

Lane County's % of NCRCs at each level compared to State/Nation

Bronze			Silver			Gold			Platinum		
LC	OR	NA	LC	OR	NA	LC	OR	NA	LC	OR	NA
10%	11%	24%	54%	53%	56%	34%	34%	21%	1%	1.2%	<1%
Lane County is equal to the rest of the state and higher than the nation in Gold earner certificates! In addition, Lane County has fewer bronze earners in comparison to the rest of the state and the nation.											

WorkSource Lane Efforts to Achieve Certified Work Ready Goals – Eugene and Florence

of individuals referred to earn an NCRC 8,367 Goal: 8,300 (101% of goal achieved)

WorkSource Lane Efforts to Achieve Certified Work Ready Goals - Lane Community College

of individuals earning an NCRC at LCC 65

Department of Human Services Efforts to Achieve Certified Work Ready Goals

of Oregon Food Stamp Employment & Training Program (OFSET) Clients earning an NCRC 64

of JOBS clients earning an NCRC 41

Vocational Rehabilitation Services Efforts to Achieve Certified Work Ready Goals

of individuals referred to earn an NCRC 0

Lane Workforce Partnership board efforts to align with community and economic development initiatives:

- Board President, Bob Halligan and Executive Director Kristina Payne participated in a community collaborative meeting hosted by Governor Kitzhaber and the Governor’s Workforce Policy Advisor, Agnes Balassa.
- “Big Look” – Lane Workforce Partnership staff are participating in the Eugene Chamber’s Big Look exercise for economic development in Lane County
- Sponsored the Lane County Human Resources Association conference in May. The topic was “Hire Right” and included businesses speaking on their experience with OJT’S and the NCRC.
- Executive Director, Kristina Payne is a member of the United Way’s Financial Stability Partnership Executive committee.
- Hosted business forums in collaboration with the Oregon Employment on services delivered through the WorkSource Oregon system
- Staff continue to represent Lane Workforce Partnership on various boards, committees, and workgroups including, but not limited, to the following:
 - The Lane Council of Government’s Lane Economic Committee
 - Emerald Valley High Performance Consortium Board
 - Eugene Chamber Economic Development Committee
 - Springfield Chamber Economic Development Committee
 - Lane County Human Resource Association
 - Regional Food Consortium
 - Pioneer Pacific College health care & manufacturing advisory committees
 - Connected Lane County
 - Regional Achievement Collaborative
 - Career Technical Education statewide workgroup meetings

Lane Workforce Partnership board efforts with K-12 and community colleges to align curricula with workforce opportunities and needs:

- Staff made connections with Springfield High School Vocational instructors and area manufacturers to assist with the alignment of curricula.
- Collaborated with the City Club of Eugene to create the Economy and Employment Course for businesses and educators. The course included tours of ten local employers’ worksites. The educators learned about career paths available to youth.
- Partner in Connected Lane County.
- Supported and partnered with Lane ESD on a variety of grant applications to increase capacity to serve youth.

Goal 5: Increase federal and non-federal resources for board initiatives

Strategic Objectives:

1. Support statewide and regional initiatives to increase funding for workforce development
2. Pursue grant opportunities and new partnerships

Lane Workforce Partnership board participation in statewide and regional initiatives:

- In partnership with Trillium Community Health Plans, WorkSource Lane launched the ***Prosperity Pilot Initiative***. The pilot will document the challenges and accomplishments achieved by the current WorkSource System in connecting people with significant health barriers to employment opportunities.
- Kristina Payne is serving on the Lane County Poverty and Homelessness Board – representing employment opportunities
- Kristina Payne is participating in the Governor’s Joint Task team of the Higher Education Coordinating Commission (HECC)/Oregon Workforce Investment Board (OWIB) to define the middle 40 of the Governor’s 40.40.20 initiative.

Lane Workforce Partnership board initiatives in the pursuit of grant opportunities and new partnerships:

During the time period July 1 – June 30, 2014, the following grants were awarded to Lane Workforce Partnership:

- \$220,466 - NEG – Dislocated Worker Training
- \$120,004 - Certified Work Ready Communities
- \$200,000 - Sector Strategies
- \$261,645 - AARP
- \$100,000 - Back to Work Lane County
- \$525,094 - Back to Work Oregon
- \$35,360 - DHS Summer Youth
- \$10,000 - Annual lease agreement with Oregon Employment Department to relocate the local Regional Analyst to the Lane Workforce Partnership administration office.

State of Oregon - Department of Community Colleges and Workforce Development

Local Performance

Program Year 2013 - Q4 (Year-to-Date)

05 - Lane Workforce Partnership

07/01/2013 - 06/30/2014		Exited	Served		
Total Participants	Adults	23,911	25,276		
	DW	9,442	10,465		
	Youth (14-21)	89	191		
10/01/2012 - 09/30/2013		N	D	Actual	Negotiated (80%)
Entered Employment Rate	Adults	5,946	10,300	57.7 % <i>E</i>	55.6 (44.5)
	DW	4,890	8,411	58.1 % <i>E</i>	54.3 (43.4)
	NEG	9	17	52.9 %	
04/01/2012 - 03/31/2013		N	D	Actual	Negotiated (80%)
Employment Retention Rate	Adults	7,208	8,601	83.8 % <i>E</i>	83.5 (66.8)
	DW	5,764	6,878	83.8 % <i>M</i>	84.5 (67.6)
	NEG	52	59	88.1 %	
04/01/2012 - 03/31/2013		N	D	Actual	Negotiated (80%)
Six-Month Average Earnings	Adults	93,234,467	7,208	\$12,934.90 <i>E</i>	12,646.6 (10,117.3)
	DW	75,345,111	5,764	\$13,071.70 <i>E</i>	12,829.5 (10,263.6)
	NEG	712,181	52	\$13,695.80	
10/01/2012 - 09/30/2013		N	D	Actual	Negotiated (80%)
Placement in Employment or Education	Youth (14-21)	49	62	79.0 % <i>E</i>	69.6 (55.7)
Attainment of a Degree or Certificate	Youth (14-21)	40	48	83.3 % <i>E</i>	67.2 (53.8)
Credential Attainment Rate	Youth (14-21)	42	64	65.6 %	
07/01/2013 - 06/30/2014		N	D	Actual	Negotiated (80%)
Literacy and Numeracy Gains	Youth (14-21)	18	38	47.4 % <i>N</i>	65.5 (52.4)

<i>Not Met</i>	<i>Met</i>	<i>Exceeded</i>
1	1	7

2013-14 Youth Program Performance Report

Current Contractors	# Served	# Contracted to Serve	Placed in Employment or Education (Goal 69.6%)			Attainment of Degree or Certificate (Goal 67.2%)			Literacy/Numeracy Gains (Goal 65.5%)		
			Actual	Goal	Percent of Goal	Actual	Goal	Percent of Goal	Actual	Goal	Percent of Goal
Bethel School District	22	17	2/2			3/3			2/10		
	129%		100%	69.6%	144%	100%	67.2%	149%	20%	65.5%	31%
DYS	24	25	8/10			5/9			5/7		
	96%		80%	69.6%	115%	56%	67.2%	83%	71%	65.5%	108%
Looking Glass	65	50	15/22			9/10			9/16		
	130%		68%	69.6%	98%	90%	67.2%	134%	56%	65.5%	86%
McKenzie	14	12	0			0			n/a		
	117%		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Pleasant Hill	24	18	6/6			5/6			n/a		
	133%		100%	69.6%	144%	83%	67.2%	124%	n/a	n/a	n/a
South Lane	52	51	4/7			7/7			n/a		
	102%		57%	69.6%	82%	100%	67.2%	149%	n/a	n/a	n/a
Total	201	173	35/47			29/35			16/33		
% of Goal Total	116%		74.5%	69.6%	107%	82.9%	67.2%	123%	48.4%	65.5%	74%



FINANCE AND AUDIT COMMITTEE MEETING

Tuesday, June 17, 2014
10:30 a.m. to 11:30 a.m.
1500 Valley River Drive, Suite 150
682-7228 (Kathy)

AGENDA

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

- I. CALL TO ORDER/*Jerry Stiltner*

- II. PUBLIC COMMENT

- III. 2014-15 GENERAL OPERATING BUDGET /*Action* **PAGES 1-5**

- IV. OTHER BUSINESS

- V. ADJOURNMENT



FINANCE AND AUDIT COMMITTEE MEETING

Tuesday, June 17, 2014
10:30 a.m. to 11:30 a.m.

MINUTES

PRESENT

Josh Kimball
Jerry Stiltner
Kristina Payne

REPRESENTING

Business
Business
Lane Workforce Partnership

OTHERS

Kathy Dyer
Tiffany Cink

REPRESENTING

Lane Workforce Partnership
Lane Workforce Partnership

I. CALL TO ORDER

Jerry Stiltner called the meeting to order at 10:35 a.m.

II. PUBLIC COMMENT

There was no public comment.

III. 2014-15 GENERAL OPERATING BUDGET

The Committee discussed the lack of a quorum and the recommendation of the 2014-15 General Operating Budget to the full board. Kristina Payne explained that the Finance and Audit Committee Chair will announce that the Finance and Audit Committee recommends the budget be formally approved by the full board. The budget will also be shared with the Executive Committee meeting following the Finance and Audit Committee meeting.

Tiffany Cink presented the General Operating Budget. The major impact to the budget is Lane Workforce Partnership will no longer be the provider of direct services. Lane County will become the contractor for the JOBS contract (\$713,000). The Department of Human Services contract will be with Lane County and be administered through the Department of Health and Human Services (H & HS). The Lane Workforce Partnership staff that has been providing those services will continue to do so as they will be transferred to H & HS. Lane Workforce Partnership will also subcontract with Lane County to provide the Workforce Investment Act (WIA) adult and dislocated worker services at WorkSource Lane.

The Direct Client Program Services are those costs directly attributed to the provision of workforce services to the population of Lane County. Lane Workforce will invest 64% of total budgeted expenses in the pursuit of a trained workforce of individuals with the knowledge and skills needed for career success. The WIA Adult and Dislocated Workers will benefit from \$1.3 million in direct investment and the six local Youth Service providers will be allotted \$630,000. The Youth Service amount is based on flat-funding received from the State of Oregon Department of Community Colleges and Workforce Development. The Youth funding is designed to provide services in 170 youth slots. The Adult and Dislocated Worker

amount represents 40 training scholarships and 103 On-the-Job (OJT) Training slots.

Ms. Cink explained the Direct Client Program Services section of the budget contains the phone, rent and copier costs at the 2510 Oakmont Way location to provide infrastructure for service provision through WorkSource Lane staff. Those costs will be maintained by Lane Workforce Partnership. If the contract was held by another vendor, the services would be provided at the Oakmont location.

Reserve for Future Expenditures was increased to \$660,480. The amount includes 20% of Workforce Investment Act (WIA) new funding to carry forward to provide consistency of service from July – September 2015 and an estimated amount of AARP + 2.0 Grant funds. The AARP contract ends December 31, 2015.

Josh Kimball asked for clarification on the Professional Development line item of \$26,400. Ms. Cink explained that Professional Development includes an on-boarding and training contract for the Sr. Management Analyst position. Depending on the individual that is hired, they could require extensive training to become familiar with regulations and compliance. Also, included in the line item, are increased professional development costs for current staff at Valley River Drive.

The Memberships line item includes \$14,000 paid each year for Oregon Workforce Partnership membership. All seven of the Local Workforce Investment Boards pay the same rate to fund an Executive Director position. The position assists with lobbying and stays abreast of what is happening at the state and national level. Other memberships include the National Association of Workforce Boards and the Eugene, Springfield and Cottage Grove Chambers.

The Copier Charges are the lease agreements on two copiers located at the administrative office. The lease agreements end in October and December of 2014.

Jerry Stiltner asked about the County Service Charges and whether the full amount was for Human Resources (HR) services. Ms. Cink explained that 50% of the \$75,000 charge is for HR services. The balance covers county administration budgeting, internal auditing, county counsel and financial services. The amount is based on FTE dating back two years. Ms. Payne added that in the negotiations for the transition of Lane Workforce Partnership to no longer being a County Department, it is hoped that the amount would decrease significantly. There are also the options of LWP partnering with other Workforce Boards to purchase those services together or go out to the open market to acquire the best rate.

Josh Kimball suggested each line item be explained in the narrative being presented to the full board to provide full transparency.

Jerry Stiltner recommended that the expanded narrative be distributed to the Finance and Audit Committee members for review.

IV. OTHER BUSINESS

There was no other business.

V. ADJOURNMENT

The meeting was adjourned at 11:25. a.m.

LANE WORKFORCE PARTNERSHIP
Thursday, June 26, 2014
3:00 to 5:00 p.m.

MINUTES

PRESENT

Travis Brooke
Debi Creager
Julie Davidson, Proxy for Jim Pfarrer
Dennis Dover
Noreen Dunnells
Todd Edman
Randy Fisher, Proxy Tony Scurto
Jacob Fox
Colin Gibson
Rocky Hadley
Bob Halligan
Phil Hohnstein
Shondra Holliday
Lena Kostopulos
Robert Pate, Proxy for Jon Kubu
Sheri Moore
Bonnie Payne
Angela Peacor
John Radich
Faye Stewart
Jerry Stiltner
Larry Sullivan

REPRESENTING

Business
Business
Oregon Employment Department
Labor
Community-based Organization
Business
Education
Housing Authority
Business
Vocation Rehabilitation Services
Business
Business
Business
Business
Business
Elected Official
Experience Works
Business
Department of Human Services
Lane County Commissioner
Business
Education

OTHERS

Vern Arne
Carlee Stiltner
Brian Thompson

REPRESENTING

Laurel Hill Center
Personnel Source
Board Attorney

STAFF

Tiffany Cink, Kathy Dyer, Zora Marcroft-George, Kristina Payne, Robin Scott

I. CALL TO ORDER

Bob Halligan called the meeting to order at 3:05 p.m.

II. INTRODUCTIONS

Introductions were made.

III. PUBLIC COMMENT

There was no public comment.

IV. CONSENT CALENDAR

Jerry Stiltner motioned to approve the consent calendar. John Radich seconded and the motion was unanimously carried.

V. 2014-15 OPERATIONS AND TRANSITION PLAN

Kristina Payne presented the 2014-15 Operations and Transition Plan for July 1, 2014 – June 30, 2015. Governor Kitzhaber's Executive Order states that Workforce Investment Boards need to be neutral brokers of workforce services and no longer providing direct services. Lane Workforce Partnership has until July 1, 2015 to fully implement the Order's required changes.

As of July 1, 2014, service delivery will be contracted with Lane County's Health and Human Services (H & HS) in the amount of \$1,300,992. The seven FTE will be moved to the H & HS Department.

The contract with H & HS will be for the provision of: delivering Career Navigation services at the WorkSource Lane Center located at 2510 Oakmont Way; delivering the WIA training and support service scholarship program for eligible Lane County residents; delivering the OJT program for eligible Lane county residents and Oregon businesses; and delivering Rapid Response services to affected Lane County businesses.

System performance data highlighted that over 20,000 job seekers were served during the program year. Of those served, the Entered Employment Rate, Retention Rate and Average Earnings goals were exceeded for both Adults and Dislocated Workers. Performance goals for Program Year 2014/15 remain at the 2013/14 levels.

Todd Edman motioned to approve the Operations Plan beginning July 1, 2014 and ending June 30, 2015, this includes the following:

To transition the seven WIA program staff from the Lane County Department of Lane Workforce Partnership to the Lane County Department of Health and Human Services.

To contract with Lane County Health and Human Services in the amount of \$1,300,992 for the provision of the following services:

- Delivering *Career Navigation* services at the WorkSource Lane Center located at 2510 Oakmont Way, Eugene OR
- Delivering the WIA training and support service scholarship program for eligible Lane County residents
- Delivering the On-the-Job Training program for eligible Lane County residents and Oregon businesses
- Delivering Rapid Response services to affected Lane County businesses

Angela Peacor seconded and the motion was unanimously carried.

VI. TREASURER'S REPORT

Tiffany Cink presented the proposed General Operating Budget for Program Year 2014/15.

Overall revenue is down by \$552,000. The majority of the decrease is due to the transition of the JOBS Program services contract (\$735,000) that will be solely administered by the Lane County Department of Health and Human Services. Increases to revenue offset that amount from WIA funding (\$20,000), an AARP+ 2.0 grant (\$108,350) and State of Oregon funded initiatives (\$141,558) for sector work and Work Ready Communities.

Budget assumptions for the new fiscal year are to transition adult program services to Lane County H & HS, maximize funds contracted for youth, support capacity to implement the local strategic workforce plan,

convene business and industry sector development and maintain management capacity for the transition directed by the Governor's Executive Order.

Expenditures decreased by \$944,000 from the 2013/14 level, due partly to the transition of the JOBS contract to Lane County. The expenditures are divided into three categories; Personnel (24%), Materials and Services (12%) and Direct Client Program Services (64%).

- Personnel Expenses include funds for seven positions at Valley River Drive. The annual budget will be \$752,000, which also includes salaries and benefits.
- Material and Services includes operating expenses such as space rental at 1500 Valley River Drive, telephone, audit services, legal and professional development.
- Direct Client Program Services includes \$2.4 million in investments in pursuit of a trained workforce of individuals in Lane County. The total investment for the WorkSource Lane Center is \$1.3 million, which includes staffing and infrastructure costs for rent, phone copier and data lines. Youth Services will remain at the 2013/14 level at \$630,000, subcontracted to four local school districts, Looking Glass and Lane County Division of Youth Services. The state's required data management system, I-Trac, costs \$25,740 per year.

Faye Stewart motioned to adopt the General Operating Budget as presented. Debi Creager seconded and the motion was unanimously carried.

VII. YOUTH COUNCIL COMMITTEE

Todd Edman reported on the Youth Program Services performance for the six contractors. Overall, the performance was positive. The Literacy/Numeracy performance (48.4%) was below the goal (65.5%) for the performance period. Bethel School District had staff changes that impacted the data collection for the measurement.

Kristina Payne reported that this is the final year in the current three-year bidding cycle. The next competitive bid process will take place in early 2015. The Youth Committee will explore moving to a five-year bidding process. Data has shown that a contractor has mastered navigating the contract requirements at the three-year mark. The contracts would be a one-year term with yearly renewal up to five years. Renewal is contingent on satisfactory performance.

Lena Kostopulos motioned to approve that the 2014-15 WIA Youth Contractors be renewed at the 2013-14 amounts shown below:

Bethel School District	\$75,351	McKenzie School District	\$51,514
Department of Youth Services	\$88,151	Pleasant Hill School District	\$66,875
Looking Glass	\$208,402	South Lane School District	\$139,707

TOTAL YOUTH CONTRACTS \$630,000

Noreen Dunnells seconded and the motion was carried. Randy Fisher abstained from voting due to conflict of interest.

VIII. BOARD BY-LAWS

Ms. Payne explained that historically, there has been duplicated efforts in that the Finance and Audit Committee meets, reports to the Executive Committee and finally, to the full board. The majority of the Committee members are on both Committees. It was suggested to combine the Finance and Audit Committee into the Executive Committee. Board Attorney, Brian Thompson, drafted language to allow the change. The information was shared with Lane County and the Cities of Eugene and Springfield to comply with the Intergovernmental Agreement.

THE REGISTER-GUARD CITYREGION SUNDAY, OCTOBER 19, 2014

TUESDAY

**Lane Workforce Partnership
Executive Committee — 11:30
a.m. to 1 p.m. Tuesday at 1500
Valley River Drive, Eugene, Suite
150; agenda includes budget
modification and transition
update; 541-285-1584.**



EXECUTIVE COMMITTEE MEETING

TUESDAY, October 21, 2014

11:30 a.m. - 1:00 p.m.

1500 Valley River Drive, Suite 150, Eugene

(Questions: call Kathy 541-285-1584)

AGENDA

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

- I. CALL TO ORDER/*Paul Wynkoop*
- II. PUBLIC COMMENT
- III. APPROVAL OF MINUTES/*Action* **PAGES 1-2**
- IV. GENERAL OPERATING BUDGET - MODIFICATION 01/*Action* **PAGES 3-6**
- V. WORKSOURCE OREGON MANAGEMENT INFORMATION SYSTEM DATA BREACH/*Information* **PAGE 7**
- VI. EXECUTIVE DIRECTOR'S REPORT **PAGE 8**
 - *Regional Expansion Update*
 - *Transition Update*
 - *Lane Workforce Partnership's New Website*
 - *State of the Workforce Report*
 - *Exploring Sector Partnerships Meeting – November 13th*
 - *Department of Labor Town Hall Meeting – Workforce Innovation and Opportunity Act*
- VII. OTHER BUSINESS
- VIII. NEXT MEETING – ***Tuesday, November 18, 2014***
- IX. ADJOURNMENT



EXECUTIVE COMMITTEE MEETING

**TUESDAY, October 21, 2014
11:30 a.m. - 1:00 p.m.**

MINUTES

In Attendance: Todd Edman, Colin Gibson, Bob Halligan, Sheri Moore, Angela Peacor, John Radich, Jerry Stiltner, Betty Taylor, Paul Wynkoop
Absent: Faye Stewart

Staff: Tiffany Cink, Kathy Dyer, Kristina Payne

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Executive Committee Minutes September 16, 2014	Betty Taylor	Bob Halligan	Unanimous Approval
General Operating Budget Mod 01	John Radich	Todd Edman	Unanimous Approval

I. CALL TO ORDER

Paul Wynkoop called the meeting to order at 11:38 a.m.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Betty Taylor motioned to approve the September 16, 2014 Executive Committee meeting minutes. Bob Halligan seconded and the motion was unanimously carried.

IV. GENERAL OPERATING BUDGET - MODIFICATION 01

Tiffany Cink presented Modification 01 to the General Operating Budget for Program Year 2014-15. The modification adds fund carry-in amounts from the prior year and any new revenue since the board's approval of the budget in June. The Modification was in the amount of \$1,140,819.

The new funding sources were from the Department of Human Services (DHS) Summer Youth Program, \$35,360; Department of Labor's Job Driven National Emergency Grant (NEG), \$439,820; Bank of America's Charitable Foundation Grant, \$10,000; and Lane County's Community and Economic Development Department's matching grant of \$75,000 to the Regional System Innovation Fund. Additionally, the Back to Work Oregon On-the-Job Training (OJT) funds were increased by \$66,300 to fund 13 additional OJT placements.

The Non-Federal Contingency Reserve funds decreased by \$2,100 to a total of \$106,375.

Personnel Services expenditures were reduced to reflect a reduction in FTE from 7.0 to 5.2. Materials and Services was increased by \$11,250 from rental income from Oregon Employment Department staff housed at Lane Workforce Partnership. The Community Investments (formerly Direct Client Program Services) increased by \$689,751. Community Investments includes OJT retention, Sector Strategies Community

Investment, DHS Summer Youth, Regional Innovation Funds, Lane County's Health and Human Services contract and youth contracts.

The Reserve for Future Expenditure was increased by \$597,282. The majority of the Reserve funds are from the Department of Labor's Job Driven National Emergency Grant \$439,820 and will be spent in Program Year 2015-16.

John Radich motioned to recommend approval of the General Operating Budget Modification 01, as presented, to the Board of Directors on October 23, 2014. Todd Edman seconded and the motion was unanimously carried.

V. WORKSOURCE OREGON MANAGEMENT INFORMATION SYSTEM DATA BREACH

Kristina Payne reported on the WorkSource Oregon Management Information System (WOMIS) data breach. The Oregon Employment Department has sent letters to customers whose information may have been compromised.

Lisa Nisenfeld, Oregon Employment Department's Director, will be sending a letter to all the workforce boards' presidents. The letter will be distributed to all board members.

VI. EXECUTIVE DIRECTOR'S REPORT

Regional Expansion Update

A new map of the proposed Local Workforce Investment Board area boundaries was included in the packet. New regions have been created in the northwest, eastern and central, and south coast areas of the state. Linn County has joined with the Mid-Valley Region. Benton and Lincoln Counties have become part of the North Coast Region.

Transition Update

Lane Workforce Partnership has received permission from the American Federation of State, County and Municipal Employees Union (Lane County employee's union) to discuss future benefits and wages with current union employees, Lyle Lang and Kathy Dyer.

Kristina Payne and Tiffany Cink have met with agent of record, Wilson Heirgood Insurance, to gather quotes on insurance and benefit costs. Next steps are to meet with Wilson Heirgood Insurance to obtain final proposal. Todd Edman, Angela Peacor and Jerry Siltner will attend the meeting and present the final proposal to the Executive Committee and the full board.

Lane Workforce Partnership's New Website

Ms. Payne shared Lane Workforce Partnership's new website. The new design is aimed at an audience of current/prospective board members and local/state elected officials. The site details the investments made by Lane Workforce Partnership and the impacts of those investments.

State of the Workforce Report

Lane Workforce Partnership's 2014 State of the Workforce Report was distributed to members. The new Workforce Innovation & Opportunity Act requires boards to produce the document bi-annually. Copies will be sent to local high schools, libraries, city managers, and local elected officials.

Exploring Sector Partnerships Meeting

The meeting is planned for November 13th at WorkSource Lane. Lindsey Woolsey and John Melville will facilitate the work session to explore Lane Workforce Partnership's sector work with Lane County leaders.

Department of Labor Town Hall Meeting

Kristina Payne and Sue Thompson attended the Department of Labor's Town Hall meeting to learn more about possible waivers on the new Workforce Innovation & Opportunity Act's requirements for serving in-school and out-of-school youth. The new Act requires that 75 percent of youth funding be spent on out-of-school youth

(ages 16-24) and 25 percent on in-school youth. Currently, Lane Workforce Partnership splits the funding 50/50. The youth representative at the meeting informed the group that there would not be waivers issued to divide the funding any other way.

Ms. Payne explained that the board could use this as an opportunity to create a voice on the success of the current model and how it helps keep youth in school and increases graduation rates. The board could ask other foundations to support the younger youth. There is a holdback of lottery funds for schools that the County may request from the State. Ms. Payne will have more conversations around the County's ability to ask for State funds to serve this population.

VII. OTHER BUSINESS

Todd Edman asked about the release of the Regional Innovation Training Funds Request for Proposal (RFP). Ms. Payne reported that the RFP was released on October 15th and there has been positive feedback from the community.

VIII. NEXT MEETING

The next Executive Committee meeting is scheduled for Tuesday, November 18, 2014.

IX. ADJOURNMENT

The meeting was adjourned at 12:48 p.m.

COMMUNITY

Lane Workforce Partnership — The Lane Workforce Partnership's Executive Committee meeting will meet 11:30 a.m. to 1 p.m. Tuesday at 1500 Valley River Drive, Suite 150, Eugene. Agenda includes: Learning Resources, Inc., Innovation Fund, EEO Employer. Auxiliary aids and services, and alternate formats free of cost upon request available to those with limited English proficiency.



EXECUTIVE COMMITTEE MEETING

TUESDAY, September 16, 2014
11:30 a.m.-1:00 p.m.

1500 Valley River Drive, Suite 150, Eugene
(Questions: call Kathy 541-682-7228)

AGENDA

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

- I. CALL TO ORDER/*Paul Wynkoop*
- II. PUBLIC COMMENT
- III. APPROVAL OF MINUTES/*Action* **PAGES 1-3**
- IV. REGIONAL EXPANSION/*Discussion - Faye Stewart*
- V. LEARNING RESOURCES, INCORPORATED (LRI)/*Demonstration & Discussion*
- VI. INNOVATION FUND UPDATE/*Information*
- VII. OTHER BUSINESS
- VIII. NEXT MEETING – *Tuesday, October 21, 2014*
- IV. ADJOURNMENT

Lane Workforce Partnership is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost upon request.

Kathy Dyer

From: Receptionist
Sent: Thursday, August 14, 2014 11:56 AM
To: Angela Peacor; Betty Taylor; Bob Halligan ; Colin Gibson ; Faye Stewart; Jerry Stiltner; John Radich; Paul Wynkoop; Sheri Moore; Todd Edman; Tony Scurto
Cc: Kristina Payne; Sue Thompson; Robin Onaclea Scott; Kathy Dyer
Subject: LWP Executive Committee meeting packet
Attachments: Exec Agn 8-19-14.pdf

Attached is the agenda packet for the August 19th Executive Committee meeting from 11:30 a.m. to 1:00 p.m. Have a nice weekend.

Shelley Wilson

Lane Workforce Partnership
1500 Valley River Dr., Suite 150
Eugene, OR 97401

Lane Workforce Partnership Executive Committee — 11:30 a.m. to 1:30 p.m., 1500 Valley River Drive, Suite 150; recertification, innovation fund and shared services.

Register-Guard - Community Calendar
8-18-14



EXECUTIVE COMMITTEE MEETING

TUESDAY, August 19, 2014

11:30 a.m.-1:00 p.m.

1500 Valley River Drive, Suite 150, Eugene

(Questions: call Kathy 541-682-7228)

AGENDA

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

- I. CALL TO ORDER/*Paul Wynkoop*
- II. PUBLIC COMMENT
- III. APPROVAL OF MINUTES/*Action* **PAGES 1-4**
- IV. ***PER ORS 192.610, THE EXECUTIVE COMMITTEE WILL CONDUCT AN EXECUTIVE SESSION TO DISCUSS MATTERS OF PERSONNEL***
 - Organization Transition Update/Meeting with Lane County Human Resources
- V. RECERTIFICATION TIMELINE/*Information* **PAGE 5**
- VI. SHARED SERVICES/*Information*
- VII. CERTIFIED WORK READY COMMUNITY – NCRC GOALS/*Update* **PAGE 6**
- VIII. INNOVATION FUND/*Action* **PAGE 7**
- IX. CODE OREGON/*Information* **PAGES 8-15**
- X. OTHER BUSINESS
 - Workforce Innovation & Opportunity Act Passed! (Summary that was included in June board packet attached for your convenience) **PAGES 16-17**
- XI. NEXT MEETING – *Tuesday, September 16, 2014*
- XII. ADJOURNMENT

Lane Workforce Partnership is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost upon request.



EXECUTIVE COMMITTEE MEETING

TUESDAY, August 19, 2014

MINUTES

PRESENT

Colin Gibson
Sheri Moore
Angela Peacor
John Radich
Betty Taylor
Paul Wynkoop

REPRESENTING

Business
Elected Official
Business
Department of Human Services
Elected Official
Business

STAFF

Tiffany Cink
Kathy Dyer
Kristina Payne
Sue Thompson

Lane Workforce Partnership
Lane Workforce Partnership
Lane Workforce Partnership
Lane Workforce Partnership

I. CALL TO ORDER

Paul Wynkoop called the meeting to order at 11:45 a.m.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Betty Taylor motioned to approve the June 17, 2014 Executive Committee meeting minutes. John Radich seconded and the motion was unanimously carried.

IV. PER ORS 192.610, THE EXECUTIVE COMMITTEE WILL CONDUCT AN EXECUTIVE SESSION TO DISCUSS MATTERS OF PERSONNEL

The Executive Committee went into Executive Session at 11:50 a.m. to discuss the Organization Transition Update and meeting with Lane County Human Resources.

The meeting was reconvened at 12:00 p.m.

V. RECERTIFICATION TIMELINE

Kristina Payne discussed the recertification timeline that was included in the packet. Chief elected officials each received an email from the Department of Community Colleges and Workforce Development regarding the status of local boards' strategic and compliance sections of the local area plans. Lane Workforce Partnership needed to recertify the Local Workforce Investment Board through June 30, 2015.

Lane Workforce Partnership submitted a Recertification Request to the Lane County Board of County Commissioners. The matter was reviewed at the August 19, 2014 meeting. The Recertification Request will be submitted to the state. Once signed by the Governor, Lane Workforce will be current in both the compliance

and strategic sections of the Local Strategic Plan. The Recertification will carry through June 30, 2015. At that time, the new Workforce Innovation & Opportunity Act regulations will be released.

VI. SHARED SERVICES

Statewide, Local Workforce Investment Boards (LWIB) have engaged in conversations about shared services. As boards go through the transition process and downsize, they have engaged in conversations to explore the possibility to share services such as: accounts payable/receivable, One-Stop Operator, human resources, benefits and risk management. The LWIBs plan to release a collaborative Request for Proposal for the needed services. Each board could choose the services they need.

VII. CERTIFIED WORK READY COMMUNITY – NCRC GOALS

Lane County has achieved 76% of their goal in becoming a Certified Work Ready Community. The distinction will help in economic development when promoting Lane County to outside businesses.

Ms. Payne explained that in addition to the Certified Work Ready Community goal, there was a legislative promise made that Oregonians would earn 60,000 National Career Readiness Certificates (NCRC) by June 30, 2015. Lane County's portion raises the total NCRCs needed in Lane County to 5,048. Lane County is currently at 1,812 toward the Work Ready Community goal of 2,300. Local boards were made aware of the legislative goal in April 2014.

VIII. INNOVATION FUND

Kristina Payne explained that Lane Workforce Partnership received sector funds from the Department of Community Colleges and Workforce Development to implement sector strategies to help meet the 40-40-20 goal. The funds have been used to convene groups, listen to business needs, scan for additional funds and devise a training to meet those needs.

The Work Ready Community Task Team discussed the idea of using \$75,000 of the Sector Strategies allotment to establish a Regional Innovation Training Fund. The fund would support the training and development of the middle 40 in the Lane County by supporting collective training projects in targeted industry sectors. The overarching goal is to grow and retain innovation talent in Lane County. An application has been submitted to the Lane County Community and Economic Development Department for an additional \$75,000 in matching funds, bringing the fund total to \$150,000.

Lane Workforce Partnership would seek proposals for this training fund that are focused on the advancement of technological capabilities or increasing innovation. The trainings would be short term, less than six months, and result in an industry recognized credential.

A Request for Proposal Task Team would be created to develop criteria and review the applications. Hopefully, the process would be a 2-3 month turnaround.

Sheri Moore motioned to approve the establishment of a Regional Innovation Training Fund. Colin Gibson seconded and the motion was unanimously carried.

IX. CODE OREGON

Worksystems, Inc., the local Workforce Investment Board in Multnomah County, launched Code Oregon in early August. Treehouse, a non-profit software company, provides the training to individuals to skill up Oregonians in software coding. The free online trainings consist of a variety of coding trainings that allow individuals to earn badges for different levels of computer programming.

X. OTHER BUSINESS

The Workforce Innovation & Opportunity Act was signed into law. Local workforce boards are awaiting regulations for the new Act.

Sheri Moore announced the unveiling of the Simpson mural in Springfield. The event will take place at City Hall on Monday, August 25th at noon.

XI. NEXT MEETING

The next Executive Committee meeting is scheduled for Tuesday, September 16 from 11:30 a.m. to 1:00 p.m. The full board meeting will be August 28th at 4:00 p.m. at Willie's Restaurant in Springfield.

XII. ADJOURNMENT

The meeting was adjourned at 12:45 p.m.



EXECUTIVE COMMITTEE MEETING

Tuesday, September 16, 2014

MINUTES

In Attendance

Board: Todd Edman, Sheri Moore, Faye Stewart, Betty Taylor, Paul Wynkoop

Absent: Colin Gibson, Bob Halligan, John Radich, Jerry Stiltner

Staff: Tiffany Cink, Kathy Dyer, Kristina Payne, Sue Thompson

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Executive Committee Minutes August 19, 2014	Betty Taylor	Sheri Moore	Unanimous Approval

I. CALL TO ORDER

Paul Wynkoop called the meeting to order at 11:35 a.m.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Betty Taylor motioned to approve the August 19, 2014 Executive Committee minutes. Sheri Moore seconded and the motion was unanimously carried.

IV. REGIONAL EXPANSION

Kristina Payne explained that there have been continued discussions regarding regional boundaries of Workforce Investment Boards. In March, Lane Workforce Partnership was asked to merge with Linn and Benton Counties. At that time, Lane Workforce Partnership was in the middle of separating from providing direct services and had a new Executive Director. The Committee was in agreement that Lane Workforce Partnership's region was very large and did not want to spread services too thin. The Executive Committee declined the offer.

In September, Faye Stewart was approached by Linn and Benton Counties' commissioners to consider joining with Lane County. The two counties were concerned with their region merging with the North Coast region and the differing workforce needs. Lincoln County had agreed to join the North Coast region. After further consideration, Mr. Stewart offered to bring the idea to the Executive Committee. Meanwhile, the Linn County Commissioner contacted Mr. Stewart to report that they have had discussions with Marion, Polk and Yamhill counties' boards to join with their region.

The Committee agreed that Lane Workforce Partnership or the Governor's Office would send a letter to Benton and Linn Counties to entertain the conversation of a regional approach of the three counties. Any conversations would need to include Agnes Balassa and Kristina Payne to address the Committee's concerns and potential funding.

V. LEARNING RESOURCES, INCORPORATED (LRI)

Learning Resources, Incorporated provides an online soft skills assessment. The Certified Work Ready Community Initiative includes a required number of individuals to have completed the soft skills assessment to

meet the requirements to become certified. When the initiative first began, ACT was providing a soft skills assessment. Employers were not pleased with the results of the assessment. The Department of Community Colleges and Workforce Development (CCWD) put out a Request for Proposal to find a new provider. Three businesses provided proposals and Learning Resources, Inc. was awarded the contract.

Sue Thompson shared two video examples of the assessment with the Committee. Committee members found the videos to be outdated and lacking in present day technological concerns, such as cell phone use while on the job. Business representatives voiced concern that the assessment would lessen the value of the National Career Readiness Certificate. None of the representatives present would encourage their employees to take the assessment. Todd Edman shared that even though the assessment may have merit it would be a hard sell to businesses to use with future hires or current employees.

Ms. Payne explained that the assessment does have value in that it provides instruction on improving an individual's soft skills.

Ms. Payne will share the Committee's observations and concerns on the assessment with CCWD.

VI. INNOVATION FUND UPDATE

Kristina Payne presented the Innovation Fund request to the Board of County Commissioner at their last meeting. The Commissioners agreed to a \$75,000 matching grant from Video Lottery dollars to create the Regional Innovation Fund. The System Innovation Committee will meet to proceed on creating the Request for Proposal Task Team. The Task Team will review the proposals and bring the recommendation for awards to the full board.

VII. OTHER BUSINESS

Lane Workforce Partnership will go through an external audit the week of September 21st.

Lane Workforce Partnership will host a work session, *Working Better Together to Support our Critical Industries*, to explore our sector work with Lane County leaders. The work session will be held on November 13th. John Melville and Lindsey Woolsey will facilitate the collaborative session to assist business and community leaders in forming local strategies on how to work better together to support business retention and expansion efforts in Lane County.

Ms. Payne reported on the outreach efforts to Swanson Group after the mill fire in July. A job fair with over 20 employers was held within two weeks after the fire. Over half of the affected employees are back to work with other employers in the area. WorkSource Lane staff continue working with the remaining employees in their job seeking efforts. Also, Bank of America awarded a \$10,000 grant to assist the affected employees in their job search efforts.

Ms. Payne announced that she is an ex-officio member on the Poverty and Homelessness Board that was convened by Lane County and Eugene and Springfield.

The Business Employer Network (Trailing Spouse/Partner Program) was announced in the September Blue Chip. More information and recruitment of businesses will be forthcoming. The idea is that when businesses are recruiting from outside the area, the Network would provide a "first look" to a trailing spouse/partner to help them network into their field of work.

VIII. NEXT MEETING

The next Executive Committee meeting is scheduled for Tuesday, October 21, 2014.

IV. ADJOURNMENT

The meeting was adjourned at 12:55 p.m.

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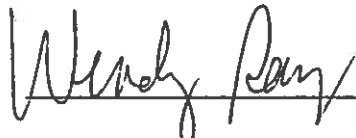
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STATE OF OREGON, }
COUNTY OF LANE, } ss.

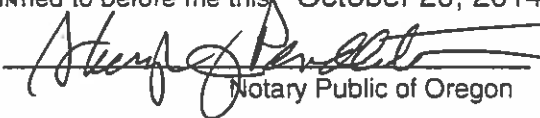
I, **Wendy Raz**, being first duly affirmed, depose and say that I am the Advertising Manager, or his principal clerk, of The Register-Guard, a newspaper of general circulation as defined in ORS 193.010 and 193.020; published at Eugene in the aforesaid county and state; that the **Notice of Public Meeting/Hearing** printed copy of which is hereto annexed, is publishing in the entire issue of said newspaper for **one** successive and consecutive **Day(s)** in the following issues:

October 20, 2014

**LANE WORKFORCE PARTNERSHIP
PUBLIC MEETING NOTICE**
The Lane Workforce Partnership will hold a Board of Directors meeting on Thursday, October 23, 2014 from 3:00 to 5:00 p.m. at WorkSource Lane, 2510 Oakmont Way, Eugene. Agenda includes: Budget Modification; Youth Contracts Modification; Adult Contract Modification. For more information, please call 541-682-3800.
Lane Workforce Partnership is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost upon request.
No. 6112928 - October 20, 2014



Subscribed and affirmed to before me this **October 20, 2014**


Notary Public of Oregon

OFFICIAL SEAL
SHERYL J. PENDLETON
NOTARY PUBLIC-OREGON
COMMISSION NO. 474162
MY COMMISSION EXPIRES FEBRUARY 08, 2017

Account #: **1000202**
INVOICE **6112928**
Case: **October 23, 2014**
Ad Price: **\$47.5**



**Lane Workforce Partnership
BOARD OF DIRECTORS MEETING**

**Thursday, October 23, 2014
3:00 to 5:00 p.m.
WorkSource Lane - 2510 Oakmont Way
(Any questions: call Kathy at 541-285-1584)**

AGENDA

MISSION

To Meet the Workforce Needs of Employers and Individuals through Partnerships and Innovation

GOALS

- **To build a pipeline of higher skilled workers to meet employers' demand**
- **To promote workforce system innovation and service delivery integration**
- **To invest, oversee, and promote a workforce system that meets the needs of employers and job seekers to advance economic development**
- **To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness**
- **Increase federal and non-federal resources for board initiatives**

- I. CALL TO ORDER/*Paul Wynkoop*
- II. INTRODUCTIONS
- III. PUBLIC COMMENT
- IV. CONSENT CALENDAR
 - *Minutes of the August 28, 2014 Board Meeting/Action* **PAGES 1-4**
 - *Eligible Training Provider Certification/Action* **PAGE 5**
- V. GENERAL OPERATING BUDGET MODIFICATION 01/Action - *Tiffany Cink* **PAGES 6-9**
- VI. YOUTH COUNCIL/*Tony Scurto*
 - *Youth Contracts Modification/Action* **PAGE 10**
- VII. ADULT CONTRACT MODIFICATION/Action – *Sue Thompson* **PAGE 11**
- VIII. SYSTEM INNOVATION COMMITTEE/*Colin Gibson*
 - *Regional Innovation Training Fund Request for Proposal/Information*
 - *Trailing Spouse/Partner Program/Business Welcome Network/Information* **PAGE 12**

IX. STAFF REPORT

Sue Thompson

- *Work Ready Community Update*

Lyle Lang

- *Construction and Utility Career Day*
- *Future Workforce Series*

X. PRESIDENT'S REPORT/*Paul Wynkoop*

- *State of the Workforce Report*
- *Executive Committee Meeting Minutes*
 - August 19, 2014
 - September 16, 2014

PAGES 13-15

PAGES 16-17

XI. EXECUTIVE DIRECTOR'S REPORT/*Kristina Payne*

- *WorkSource Oregon Management Information System Data Breach*
- *Lane Workforce Partnership's New Website*
- *Department of Labor Town Hall Meeting – Workforce Innovation & Opportunity Act*

PAGES 18-24

XII. OTHER BUSINESS

XIII. NEXT MEETING

The next full board meeting is scheduled for **Thursday, December 4, 2014, 3:00 – 5:00 p.m.**, WorkSource Lane, 2510 Oakmont Way, Eugene.

XIV. ADJOURNMENT

PRIMARY ROLE OF THE BOARD

CONVENER – Bringing together business, labor, education, and economic development to focus on workforce issues and promote strategic alignment.

WORKFORCE ANALYST – Developing, disseminating and assisting with the analysis of current labor market and economic information and trends in industry sectors.

BROKER – Bringing together community stakeholders to solve common problems; aligning systems and strategies; forging new relationships between business and education.

COMMUNITY VOICE – Articulating the issues for the needs of a skilled workforce. Demonstrating and speaking to the effectiveness of training programs.

CAPACITY BUILDER/INVESTOR – Enhancing the region's ability to meet the workforce needs of local employers through the utilization of federal and state funds.



**Lane Workforce Partnership
Board of Directors Meeting**

**Thursday, October 23, 2014
3:00 to 5:00 p.m.**

MINUTES

In Attendance: Sharri DaSilva, Proxy for Debra Miller; Julie Davidson, Proxy for Jim Pfarrer; Noreen Dunnells; Jacob Fox; Sandee Gerber; Rocky Hadley; Bob Halligan; Phil Hohnstein; Lena Kostopoulos; Jon Kubu; Randa Law, Proxy for Dawn DeWolf; Bonnie Payne; Angela Peacor; Stan Pickett; John Radich; Emily Reiman, Proxy for Claire Seguin; Tony Scurto; Sean Stevens; Larry Sullivan; Paul Wynkoop.

Absent: Jennifer Adams, Bob Baldwin, Travis Brooke, Debi Creager, Dennis Dover, Todd Edman, Colin Gibson, Dave Hauser, Shondra Holliday; Sheri Moore; Patrick Smith; Faye Stewart, Jerry Stiltner, Betty Taylor.

Staff

Kristina Payne, Tiffany Cink, Kathy Dyer, Lyle Lang, Sue Thompson

Public

Steve Manela, Lane County Health Services Division; Kim Thompson, Oregon Employment Department

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Consent Calendar			
• Board Meeting Minutes 8-28-14	Angela Peacor	Bob Halligan	Unanimous Approval
• Eligible Training Provider List	Sean Stevens	John Radich	Unanimous Approval
General Operating Budget 2014-15 Modification 01	John Radich	Sean Stevens	Unanimous Approval
Youth Contract Modification	Noreen Dunnells	Jon Kubu	Approval Abstained, Tony Scurto
Adult Contract Modification	Bob Halligan	Bonnie Payne	Unanimous Approval

I. CALL TO ORDER

Paul Wynkoop called the meeting to order at 3:05 p.m.

II. INTRODUCTIONS

Introductions were made.

III. PUBLIC COMMENT

There was no public comment.

IV. CONSENT CALENDAR

It was noted that Debra Miller was absent from the August meeting. Angela Peacor motioned to approve the minutes with the noted correction. Bob Halligan seconded and the motion was unanimously carried.

The background page on the Eligible Training Provider Certification was not included in the packet. The page was made available to members at the meeting. The Eligible Training Provider Certification list designates training programs that are accredited by the State of Oregon. Sean Stevens motioned to approve the addition of WW NDT Services Weld School of Springfield to the Eligible Training Provider Certification List. John Radich seconded and the motion was unanimously carried.

V. GENERAL OPERATING BUDGET MODIFICATION 01

Tiffany Cink presented Modification 01 to the General Operating Budget for Program Year 2014-15. The modification adds fund carry-over amounts from the prior year and any new revenue since the board's approval of the budget in June. The Modification was in the amount of \$1,140,819.

The new funding sources were from the Department of Human Services (DHS) Summer Youth Program, \$35,360; Department of Labor's Job Driven National Emergency Grant (NEG), \$439,820; and Lane County's Community and Economic Development Department's matching grant of \$75,000 to the Regional System Innovation Fund; and a \$10,000 grant from Bank of America Charitable Foundation monies that is included in the WIA Dislocated Worker pot. Additionally, the Back to Work Oregon On-the-Job Training (OJT) funds were increased by \$66,300 to fund 13 additional OJT placements. The Non-Federal Contingency Reserve funds decreased by \$2,100 to a total of \$106,375.

Total expenses have increased by \$543,000 to 3.7 million. Personnel Services expenditures were reduced to reflect a reduction in FTE from 7.0 to 5.2, based on not funding a vacant position and not continuing funding for Robin Scott's position. That decrease was \$157,000. Materials and Services was increased by \$11,250 and Community Investments (formerly Direct Client Program Services) increased by \$689,751. Community Investments includes OJT retention, Sector Strategies Community Investment, DHS Summer Youth, Regional Innovation Funds, Lane County's Health and Human Services contract and youth contracts.

John Radich motioned to approve the General Operating Budget Modification 01, as presented. Sean Stevens seconded and the motion was unanimously carried.

VI. YOUTH COUNCIL

Tony Scurto presented the Youth Contracts' Modification. There was underspent funding from the 2013-14 program year that resulted in \$47,042 in carryover funds. The Youth Council met to discuss the modification. The funds will be divided proportionately to the programs' portions of the budget. The monies will be used to fund work-based training for youth.

Noreen Dunnells motioned to approve the Workforce Investment Act Youth Contractors' carryover amount of \$47,042 be added back to the 2014-15 budgets and targeted for work-based training. Jon Kubu seconded and the motion was carried. Tony Scurto abstained due to conflict of interest.

VII. ADULT CONTRACT MODIFICATION

Sue Thompson presented the Adult Contract Modification. Lane Workforce Partnership's current contract with Lane County to provide services to adults and dislocated workers is \$1,300,992. The carryover from Program Year 2013-14 and increased funding from Back-to-Work Oregon and the Department of Labor's Job Driven NEG has provided an opportunity to increase the Lane County contract by \$435,713 for Program Year 2014-15.

The increased funding will include monies for an additional office assistant and career advisor position.

Bob Halligan motioned to approve adding \$435,713 to the current Lane County contract ending June 30, 2015 for services provided at WorkSource Lane. Bonnie Payne seconded and the motion was unanimously carried.

VIII. SYSTEM INNOVATION COMMITTEE

Kristina Payne reported that a Regional Innovation Training Fund Task Team was created that included Colin Gibson, Glenda Poling and Todd Edman. The Request for Proposals are due November 12th. After review of the

proposals, the System Innovation Committee will make award recommendations at the December full board meeting.

A Trailing Spouse/Partner Program was created, called the Business Welcome Network. The program was created out of discussions with businesses and city leaders that have difficulty recruiting high-level candidates. The individual's spouse or trailing partner often feels there are limited or no employment opportunities in the area. The Network will offer a "warm" contact from a local businessperson that may know of an employment opportunity or redirect the person to network opportunities in their employment field. Fifteen businesses have signed on to provide that first contact.

IX. STAFF REPORT

Sue Thompson

Sue Thompson reported on the Work Ready Lane County initiative. Lane County needs over 200 emerging workers (youth) and 120 transitioning dislocated workers to earn the National Career Readiness Certificate (NCRC). Additionally, Lane County needs 52 Letters of Support from businesses attesting that they recognize and support the NCRC.

Lane Community College's Cottage Grove site has completed the proctor training and secured a realm to begin testing in the South Lane area.

Lyle Lang

EWEB's Construction and Utility Career Day had nearly 500 youth in attendance. There were 150 trade representatives from either construction or utility companies present. Youth were able to gain hands-on experience operating heavy equipment and other construction and utility activities.

The Future Workforce Series has started its second series and is primarily focused on health care organizations. Participants in the series are able to meet with human resources representatives, tour sites and learn about employment opportunities in the businesses. Teachers relay the information to students and share hiring information. Another series is planned for late winter or early spring.

X. PRESIDENT'S REPORT

Paul Wynkoop presented the 2014 State of the Workforce Report. The Report includes information about Lane Workforce Partnership, economic trends and the organization's investment focus.

Mr. Wynkoop encouraged board members to review the Executive Committee minutes.

XI. EXECUTIVE DIRECTOR'S REPORT

Kristina Payne reported on the WorkSource Oregon Management Information System Data Breach. The Oregon Employment Department's Director, Lisa Nisenfeld has sent communications out regarding the breach. Ms. Nisenfeld will be sending a letter to board President, Paul Wynkoop regarding the issue. That letter will be distributed to board members.

Ms. Payne shared Lane Workforce Partnership's new website. The new design is aimed at an audience of current and future board members and elected officials. The site details the investments made by Lane Workforce Partnership and the impacts of those investments.

Individual business cards were distributed to board members that list the website and talking points about Lane Workforce Partnership.

With the passage of the Workforce Innovation & Opportunity Act, the Department of Labor held a Town Hall meeting to discuss the Act. Ms. Payne and Sue Thompson attended the meeting to specifically gain information on the new requirements for serving in-school and out-of-school youth as LWP will be going out for bid this spring. The new Act requires that 75 percent of youth funding be spent on out-of-school youth and 25 percent on in-school youth. Currently, Lane Workforce Partnership splits the funding 50/50. The youth representative at the meeting informed the group that there would not be waivers issued to distribute the funding differently.

Bob Halligan suggested contacting Lane County about bringing in additional funding for the in-school youth. Ms. Payne has contacted Alex Cuyler to inform him that Lane Workforce Partnership would help in any way to support Lane County's efforts to bring in additional funds to meet this gap.

XII. OTHER BUSINESS

No other business was discussed.

XIII. NEXT MEETING

The next full board meeting is scheduled for Thursday, December 4, 2014, 3:00 – 5:00 p.m., WorkSource Lane, 2510 Oakmont Way, Eugene.

XIV. ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

Legal Notices

**NOTICE OF INTENDED RULEMAKING
PROPOSED AMENDMENT OF EUGENE
FIRE CODE ADMINISTRATIVE RULE
R-4.010FC.**

NOTICE IS HEREBY GIVEN that pursuant to the authority contained in Sections 2.019 and 2.018 of the Eugene Code, 1977, the City Manager of the City of Eugene, intends to repeal Administrative Order No. S2-18-02-F, and adopt the 2014 Oregon Fire Code as promulgated by the 2012 International Fire Code, as amended by Administrative Rule R-4.010FC, as the Eugene Fire Code.

The proposed amendments to Administrative Rule R-4.010FC and adoption of the 2014 Oregon Fire Code as the Eugene Fire Code are necessary so that the City of Eugene's Fire Code will be consistent with the 2014 Oregon Fire Code, and to maintain a reasonable degree of fire and life safety for the community at large.

The proposed Rule may be reviewed at the office of the Fire Marshal, 1320 Wilamette Street, Eugene, Oregon, 97401, during normal business hours (8 a.m. to 5 p.m., Monday through Friday, excluding holidays).

Comments or objections to the amendments must be submitted to the Fire Marshal, 1320 Wilamette Street, Eugene, Oregon, 97401, in writing, within 15 days of the date of the first publication of this Notice as indicated below. After expiration of the comment period, the City Manager will adopt Eugene Fire Code Administrative Rule R-4.010FC as proposed, or as modified in response to comments received.

Ann R. Rife, City Manager

Dates of Publication:
November 27, 2014
November 28, 2014
November 29, 2014
November 30, 2014
December 1, 2014

No. 6147618 - December 1, 2014

**LANE WORKFORCE PARTNERSHIP
PUBLIC MEETING NOTICE**

The Lane Workforce Partnership will hold a Board of Directors meeting on Thursday, December 4, 2014 from 3:00 to 5:00 p.m. at WorkSource Lane, 2510 Outlook Way, Eugene. Agenda includes: Regional Innovation Training Fund Awards; 2015 Local Workforce Investment Board Charter Information. For more information, please call 541-682-3800.

Lane Workforce Partnership is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost upon request.

No. 6150107 - November 30, 2014

**NOTICE OF A PUBLIC HEARING
SPRINGFIELD UTILITY BOARD
PROPOSED BUDGET FOR 2015**

The Springfield Utility Board will conduct a public hearing on SUB's proposed 2015 budget at their next regular board meeting on Wednesday evening, December 10, 2014, at 7 p.m. The hearing will take place in SUB's Board meeting room at 223 A Street, Suite F, Springfield, Oregon.

A copy of the proposed budget is available for examination at SUB's main office.

250 A Street, Springfield, Oregon. The public is invited to attend this meeting.

No. 6148291 - November 30, 2014

PUBLIC NOTICE

Lane County Transparency Reporting
Lane County publishes monthly revenues and expenditures over \$100, meeting minutes of the Board of Commissioners and an annual list of job classifications and salary ranges. These reports can be accessed via the Internet at www.lanecounty.org/for-business/transparency-reports. Copies may be obtained for a fee from Lane County Financial Services, 125 E 10th Ave, Eugene OR 97401, or by calling 541-682-4200.

No. 6117008 - November 30, 2014

**Need some help around
the house or yard?**

**Check out our
Service Directory Section.**

**Every day in
The Register-Guard Classified**



Lane Workforce Partnership
BOARD OF DIRECTORS MEETING
Thursday, December 4, 2014
3:00 to 5:00 p.m.

WorkSource Lane - 2510 Oakmont Way
(Any questions: call Kathy at 541-285-1584)

AGENDA

MISSION

To Meet the Workforce Needs of Employers and Individuals through Partnerships and Innovation

GOALS

- **To build a pipeline of higher skilled workers to meet employers' demand**
- **To promote workforce system innovation and service delivery integration**
- **To invest, oversee, and promote a workforce system that meets the needs of employers and job seekers to advance economic development**
- **To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness**
- **Increase federal and non-federal resources for board initiatives**

- I. CALL TO ORDER/*Todd Edman*
- II. INTRODUCTIONS
- III. PUBLIC COMMENT
- IV. CONSENT CALENDAR
 - *Minutes of the October 23, 2014 Board Meeting/ Action* **PAGES 1-4**
- V. SYSTEM INNOVATION COMMITTEE/*Colin Gibson*
 - *Regional Innovation Training Fund Request for Proposal Awards/ Action* **PAGES 5-14**
- VI. WORK READY TASK TEAM/*John Radich* **PAGE 15**
- VII. STAFF REPORT
Lyle Lang
 - *Future Workforce Series Tours*

VIII. PRESIDENT'S REPORT/*Todd Edman*

- *Board Membership*

PAGE 16

- *Executive Committee Meeting Minutes*

- *October 21, 2014*

PAGES 17-19

IX. EXECUTIVE DIRECTOR'S REPORT/*Kristina Payne*

- *Lane County Sector Strategies Team/Information*

PAGE 20

- *Local Workforce Investment Board Charter Documents/Information*

PAGES 21-27

X. OTHER BUSINESS

XI. NEXT MEETING

The next full board meeting is scheduled for **Thursday, February 26, 2015, 3:00 – 5:00 p.m.**, WorkSource Lane, 2510 Oakmont Way, Eugene.

XII. ADJOURNMENT

PRIMARY ROLE OF THE BOARD

CONVENER – Bringing together business, labor, education, and economic development to focus on workforce issues and promote strategic alignment.

WORKFORCE ANALYST – Developing, disseminating and assisting with the analysis of current labor market and economic information and trends in industry sectors.

BROKER – Bringing together community stakeholders to solve common problems; aligning systems and strategies; forging new relationships between business and education.

COMMUNITY VOICE – Articulating the issues for the needs of a skilled workforce. Demonstrating and speaking to the effectiveness of training programs.

CAPACITY BUILDER/INVESTOR – Enhancing the region's ability to meet the workforce needs of local employers through the utilization of federal and state funds.



BOARD OF DIRECTORS MEETING
Thursday, December 4, 2014

MINUTES

In Attendance: Jennifer Adams; Travis Brooke; Julie Davidson, Proxy for Jim Pfarrer;; Todd Edman; Peter Fehrs, Proxy for Lena Kostopulos; Sandee Gerber; Colin Gibson; Kristin Gunson, Proxy for Larry Sullivan; Rocky Hadley; Bob Halligan; Leigh Anne Hogue, Proxy for Dave Hauser; Phil Hohnstein; Al King, Proxy for Dawn DeWolf; Jon Kubu; Elizabeth Lindbloom, Proxy for John Radich; Debra Miller; Sheri Moore; Bonnie Payne; Angela Peacor; Stan Pickett; Karla Ramsdal, Proxy for Jacob Fox; Tony Scurto; Claire Seguin; Sean Stevens
Absent: Bob Baldwin, Debi Creager, Dennis Dover, Noreen Dunnells, Shondra Holliday; Faye Stewart; Betty Taylor, Paul Wynkoop

Staff

Kristina Payne, Tiffany Cink, Kathy Dyer, Lyle Lang, Sue Thompson

Public

Robin Scott, Lane County Health Services Division; Kim Thompson, Oregon Employment Department

<u>Action Summary:</u>	<u>Motion</u>	<u>Seconded</u>	<u>Status</u>
Consent Calendar • Board Meeting Minutes 10-23-14	Jerry Stiltner	Jon Kubu	Unanimous Approval
Regional Innovation Training Fund Awards	Colin Gibson	Rocky Hadley	Approval - Abstained: Bob Halligan, Sean Stevens, Leigh Anne Hogue

I. CALL TO ORDER

Todd Edman called the meeting to order at 3:08 p.m.

II. INTRODUCTIONS

Introductions were made.

III. PUBLIC COMMENT

There was no public comment.

IV. CONSENT CALENDAR

Jerry Stiltner motioned to approve the Consent Calendar. Jon Kubu seconded and the motion was unanimously carried.

V. SYSTEM INNOVATION COMMITTEE

Colin Gibson reported on the Regional Innovation Training Funds Request for Proposal process. A Request for Proposal Task Team was formed consisting of Todd Edman, Glenda Poling, Kristina Payne and Mr. Gibson. Four proposals were received. The Team scored and reviewed the proposals. Two of the four proposals met the minimum requirements.

Sue Thompson explained that the Emerald Valley High Performance Enterprise Consortium and Fertilab Thinkubator proposals both met the minimums and will bring higher skills to Lane County and the businesses. Both were recommended for funding by the Team.

Colin Gibson motioned to award Regional Training Funds to Fertilab Thinkubator in the amount of \$40,000 and the Emerald Valley High Performance Consortium, Inc. in the amount of \$36,720. Rocky Hadley seconded and the motion was carried. Bob Halligan, Sean Stevens and Leigh Anne Hogue abstained from voting due to conflict of interest.

VI. WORK READY TASK TEAM

Sue Thompson shared the ACT website and Lane County's progress toward becoming a Work Ready Community. Lane County needs six additional employer Letters of Support, four transitioning workers having earned an National Career Readiness Certificate (NCRC) and nearly 185 emerging workers (students) having earned the NCRC. Lane County has until January 1, 2015 to meet the requirements.

VII. STAFF REPORT

Lyle Lang

Future Workforce Series Tours – Lane Workforce Partnership has collaborated with Lane Education Service District and the City Club of Eugene to offer industry tour opportunities for educators. The most recent six-week session was focused on health care. During the tours, participants are able to meet with the business owner or human resources representative and discuss recruitment and career pathway information. The next session will be ten weeks and will be offered January through March, 2015. The industry focus will be varied.

VIII. PRESIDENT'S REPORT

Todd Edman reported on Lane Workforce Partnership's board membership changes. Patrick Smith has resigned from the board due to health reasons. Claire Seguin has accepted a position with the State of Oregon as the Assistant Director of Housing Stabilization. Sandee Gerber has resigned from the full board and will remain on the Youth Council as an ad hoc member.

Mr. Edman encouraged board members to review the Executive Committee minutes from October 21st and contact one of the members if they have questions.

IX. EXECUTIVE DIRECTOR'S REPORT

Kristina Payne reported on the recently created Lane County Sector Strategies Team. Twenty-six community leaders met to discuss sector partnerships and ways Lane County's local community can work better together. The Lane County Sector Strategies Team plans to meet on December 11th to select an industry sector to focus efforts on and next steps.

Ms. Payne reviewed the Local Board Chartering Criteria and Guidance for 2015 Interim Plans. Lane Workforce Partnership must submit the documents by May 1, 2015 to demonstrate compliance and become certified by July 1, 2015.

X. OTHER BUSINESS

No other business was discussed.

XI. NEXT MEETING

The next full board meeting is scheduled for **Thursday, February 26, 2015, 3:00 – 5:00p.m.**, WorkSource Lane, 2510 Oakmont Way, Eugene.

XII. ADJOURNMENT

The meeting was adjourned at 4:00 p.m.



LANE WORKFORCE PARTNERSHIP
POLICY

POLICY TYPE:	One-Stop Consortium Model
EFFECTIVE:	February 24, 2000
REVISED:	

Central to the provision of services for adults and dislocated workers under the Workforce Investment Act is the one stop delivery system. One of the function of the local workforce investment board, in partnership with the chief elected official of the workforce area, i.e. the Lane County Board of Commissioners, is the designation of the one stop operator(s).

One Stop operators may be selected on the basis of competition or in accordance with an agreement reached between the local board and a consortium of entities that at a minimum, includes three or more of the one stop partners mandated in the Act. Over the years, the Lane Workforce Partnership has developed the one stop system in Lane County in collaboration with Adult and Family Services, Lane Community College, Oregon Employment Department and Vocational Rehabilitation Division. All are mandated one stop partners. These organizations and the Lane Workforce Partnership will comprise the One Stop Consortium to operate the one stop system in Lane County. Membership in the Consortium would be contingent upon agreement by these organizations to the following conditions:

Resource Contribution to the Center and the System

All consortium members would be expected to commit resources to the operation of the One Stop Center(s) and to maintain and upgrade, as needed,, the computers and software at their sites.

A Franchise System

The One Stop effort is about creating a system. Creating a system means there are parameters within which the partners agree to operate, regardless of location. The best analogy is the franchise system used in business, e.g. McDonald's (with apologies to Annie). Logo usage, signage, processes and procedures, data collection, services, forms, marketing materials, performance outcomes would be some of the items that would be in common.

Governance

The Consortium would oversee management of the system. Coordination, day to day management of the system and staff functions to the Consortium will be provided by Partnership staff as part of their responsibility to the Partnership Board. The Workforce Partnership Board,

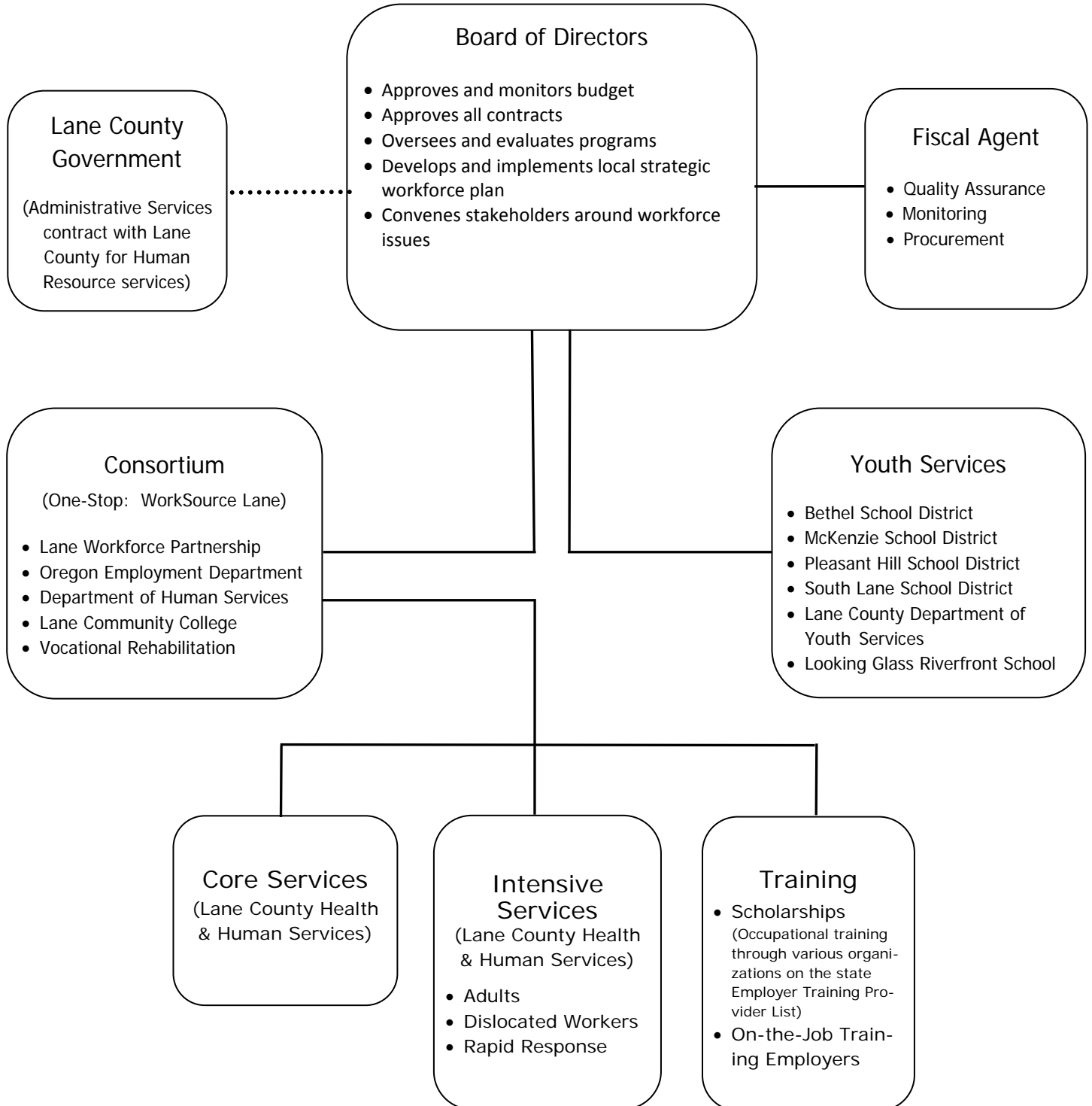
in cooperation with the Board of County Commissioners as the Chief Elected Official for the Workforce Investment Act in Lane County, serves as the policy body and final authority for the system.

One Stop State Policy

All members agree to abide by the One Stop Policy adopted by the Oregon Workforce Investment Board on January 28, 2000 (attached).



FUNCTIONS OF THE BOARD



LANE WORKFORCE PARTNERS
BOARD MEETING
 Thursday, February 24, 2000
 Downtown Athletic Club
 682-7228 (Lonnie)

Because of the full agenda the meeting will start promptly at 12:00

AGENDA

***Interim Mission: To Be A Leading Organization That Promotes Investment, Innovation and Partnerships
 Within The Private And Public Sectors To Foster Success In The Workforce***

- I. CALL TO ORDER/Louise Melton-Bangs
- II. PUBLIC COMMENT
- III. CONSENT ITEMS
 - *Approval of Minutes/Action* **PAGES 1-6**
 - *Proposed General Operating Budget-Modification 01/Action* **PAGES 17-10**
 - *Youth Council Membership/Action* **PAGE 11**
 - *Lane County Audit Report/Information* **PAGE 12**
 - *Second Quarter Performance Report/Information* **PAGES 13-15**
- IV. RESULTS POLICY DISCUSSION
The Lane County Workforce Will Have The Skills To Obtain and Maintain Meaningful Employment

Guests: Graham Slatter and Brian Rooney, Oregon Employment Department
Topic: Workforce Trends
- V. YOUTH COUNCIL/Lynn Pocan
 - *Proposed Youth Plan/Action* **PAGES 16-21**
- VI. TRANSITIONAL COMMITTEE/Dan Bedore
 - *One Stop Consortium/Action* **PAGES 22-23**
 - *Definition of Self-Sufficiency/Action* **PAGE 24**
- VII. PRESIDENT'S REPORT/Louise Melton-Bangs
- VIII. DRAFT UNIFIED PLAN PRESENTATION/Chuck Forster **HANDOUT**
- IX. OREGON WORKFORCE INVESTMENT BOARD UPDATE/Jeri Stark/Information
- X. NATIONAL ASSOCIATION OF WORKFORCE BOARDS UPDATE/Gary Pierpoint/Information
- XI. OTHER BUSINESS
- XII. NEXT MEETING - *March 23, 2000*
- XIII. ADJOURNMENT

V. YOUTH COUNCIL

Lynn Pohan gave a brief highlight of the draft youth plan. The Workforce Investment Act requires that local workforce boards develop a 5 year plan that addresses services for adults, dislocated workers and youth. The draft youth plan address three major areas. They are: program design strategies; identification of how the 10 mandated program elements will be provided and identification of the proposed performance goals for the first 3 years of the plan.

Chuck Forster added that he will be making a presentation to the board on the Unified Plan at the March meeting. He added that the plan is a "living document" and can be modified as needed. Al Burns moved to approve the draft youth plan as presented. John Radich seconded and the motion was unanimously carried.

VI. TRANSITIONAL COMMITTEE

Chuck Forster presented the one stop consortium and definition of self-sufficiency action items. The Operation of a one stop system is the primary service vehicle under the Workforce Investment Act. Two choices are given to procure delivery of one stop services. Over the last two years the Lane Workforce Partnership has been working collaboratively with the Employment Department, Lane Community College, Vocational Rehabilitation and Adult and Family Services to develop the one stop system. As a result the consortium approach was recommended as way to operate the one stop system in Lane County. In doing this, members of the consortium would have to agree to the following conditions:

- All members must commit resources to the operation of the One Stop Center(s) and to maintain and upgrade computers and software at their sites.
- All members agree to operate as a franchise (setting parameters within which the partners agree to operate regardless of location).
- Oversight management of the system will be provided by the Consortium. Day to day management, coordination and staff functions to the Consortium will be provided by the Workforce Partnership staff. The Workforce Partnership board, in cooperation with the Board of County Commissioners (as the elected officials for the Workforce Investment Act) serves as the policy body and final authority of the system.
- All members must agree to abide by the One Stop Policy adopted by the Oregon Workforce Investment Board.

The State of Oregon adopted a one stop policy that require (page 23) must provide a variety of services. They include:

All partners have agreed to the framework of the system. The agreement does not preclude any other organization or entity from becoming a partner.

Jean Phelps moved to approve to accept the Consortium model as presented. Mike Carmickle seconded and the motion was carried. Larry Warford, Howard Yamamoto, Geoff Webb and John Radich declared conflict of interest.

ONE STOP SYSTEM CONSORTIUM

BACKGROUND

Central to the provision of services for adults and dislocated workers under the Workforce Investment Act is the one stop delivery system. One of the functions of the local workforce investment board, in partnership with the chief elected official of the workforce area, i.e. the Lane County Board of Commissioners, is the designation of the one stop operator(s).

DISCUSSION

One Stop Operators may be selected on the basis of competition or in accordance with an agreement reached between the local board and a consortium of entities that at a minimum, includes three or more of the one stop partners mandated in the Act. The one stop system in Lane County has been collaboratively developed over the past years with major involvement of the Employment Department, Lane Community College, the Division of Vocational Rehabilitation and Adult and Family Services. All are mandated one stop partners. It is recommended that these organizations and Lane Workforce Partnership comprise the One Stop Consortium to operate the one stop system in Lane County. Membership in the Consortium would be contingent upon agreement by these organizations to the following conditions:

Resource Contribution to the Center and the System

All consortium members would be expected to commit resources to the operation of the One Stop Center(s) and to maintain and upgrade, as needed, the computers and software at their sites.

A Franchise System

The One Stop effort is about creating a system. Creating a system means there are parameters within which the partners agree to operate, regardless of location. The best analogy is the franchise system used in business, e.g. McDonald's (with apologies to Annie). Logo usage, signage, processes and procedures, data collection, services, forms, marketing materials, performance outcomes would be some of the items that would be in common.

Governance

The Consortium would oversee management of the system. Coordination, day to day management of the system and staff functions to the Consortium will be provided by Partnership staff as part of their responsibility to the Partnership Board. The Workforce Partnership Board, in cooperation with the Board of County Commissioners as the Chief Elected officials for the Workforce Investment Act in Lane County, serves as the policy body and final authority for the system.

One Stop State Policy

All members agree to abide by the One Stop Policy adopted by the Oregon Workforce Investment Board on January 28, 2000 (attached).

RECOMMENDATION: To recommend to the Lane Workforce Partnership Board of Directors that the one stop system in Lane County be operated by a consortium of mandated one stop partners including: the Employment Department, Adult and Family Services, Lane Community College, Vocational Rehabilitation and Lane Workforce Partnership. Membership on the Consortium is contingent upon agreement by these organizations to the conditions outlined above.

ONE STOP POLICY

Process Background:

In December 1998, the Oregon Career Network (OCN) Management Team members discussed several ways to define what "access" to core services meant within the OCN. The purpose of the discussion was to define features or characteristics that comprise "access".

The Management Team members agreed to the following statement and it was included in the OCN Criteria for Certifying Sites/Systems.

"Within a region, the Oregon Career Network is defined as those service delivery points where all core services are accessible to any workforce customer—an employer, jobseeker, student, or other person pursuing their career goals."

The Oregon Career Network Management Team then crafted a definition of access to core services. Since that time, the Stakeholders Subcommittee to the state board and the Workforce Policy Cabinet have reviewed that definition to determine if it should be adopted as a state policy for Oregon' One Stop System for WIA implementation. The Workforce Policy Cabinet approved the definition that had previously been developed by the OCN. The Stakeholders Committee liked the policy but referred it to its Policy Writing Subgroup for some "word-smithing". The Governor's staff asked the Stakeholders Subcommittee to also address the "make available" policy for centers in the same policy document. The goal was to juxtapose the "access" policy for the One Stop system affiliated sites and the "make available" policy for the One Stop centers. The Policy Writers Group and the Stakeholders Subcommittee approved this approach and the wording suggested below.

Policy Recommendation: The following definitions should be adopted for One Stops:

- A. Definition of "Access" for One Stop System Sites (other than Centers)
1. a) Customers in all population groups can get all core services on-site; OR
b) Customers in all population groups can get information on-site about all core services and get a *value added referral*.
- AND
2. All staff on-site know that the site is an access point for their regional or local system.

Value Added Referral means:

1. Providing the customer with a listing of core services that includes a description of each one; AND
2. a) either setting an appointment to receive core services with the appropriate partner for those customers who cannot do it themselves; OR
b) providing appropriate on-site assistance for customers who are able to set their own appointment to receive core services.

- B. Definition of "Make Available" For One Stop Centers

A full-service one stop career center must make available (provide) all core services on-site. "Making services available" can occur a number of ways including: providing core services through technology, co-location, cross training, cost reimbursement or other means agreed upon by the local partners.

WorkSource Lane
Center Certification Checklist

Region 5

Location of center being evaluated: Eugene (Oakmont) Eugene (LCC) ___
Florence ___

Minimum requirements to assure consistency of WorkSource Oregon Centers:

1. Is clearly identified as a WorkSource Oregon Center through external signage – whether utilizing WSO as the primary brand, or as a co-brand. External signage will utilize the WorkSource Lane logo rather than a version that identifies the location as the site of a single partner.



No Yes

Notes: _____

2. Creates an environment that is businesslike and focused on the needs of the business community with an emphasis on preparing individuals to become successful employees.

No Yes

Notes: _____

3. Utilizes a *Resource Room* as the core of its self service delivery strategy. A resource room must make available to job seeker customers the following:

- Phone(s)
- Internet access
- Staff to assist with job search
- Printer(s)
- Fax(es)
- Copier(s)
- Printed/hard copy resource information

Notes: _____

4. Each of the following is available:

- Accessibility for all populations (this includes access to ADA accommodations, appropriate signage, the availability of materials in languages that are predominant in the community, etc.)
- Minimum hours of operation that allow job seekers to access services as conveniently as possible.
- A tracking system to monitor the utilization of services.
- A Welcome Team or Greeter to direct customers to the services they need.
- An integrated phone system so that call-in customers can efficiently reach a live person when they need to do so.
- Private meeting space(s) to facilitate the sharing of confidential information when needed (e.g. employer interviews, Vocational Rehabilitation staff consultation with clients, etc.)

Notes: _____

5. **Job Seeker Services** available *on-site* for customers

- Integrated OED (iMatch) and Title 1B (WIA) Registration Process
- A skill assessment and debriefing process
- Access to training designed to improve skills. (Reading, Math, Ability to locate information, Occupational training)
- Access to unemployment insurance information/phones
- Labor Market Information
- Computerized, automated and staff assisted job search assistance
- Workshops that help individuals with their job search
- Determination of eligibility for WIA services, or the services of other partners available on-site.
- Access to and promotion of the National Career Readiness Certificate (NCRC)

Notes: _____

6. **Business services** available *on-site for Comprehensive Centers, or via phone, internet or by referral for Affiliate sites:*

- Labor exchange (including iMatch Skills)
- Labor Market Information.
- Assistance with worker recruitment.
- Opportunities for incumbent worker training support via, On-the-Job Training or other available programs.
- Rapid Response Staff or information/access to these staff

Notes: _____

7. **WSO Centers have integrated staff teams who work together to support the service delivery of the center, regardless of the organization for which they work:**

- WSO Centers have integrated staff teams (Welcome, Employment, Skill Development) who work together to support the service delivery of the center, regardless of the organization for which they work (*Comprehensive Centers must have all three teams, affiliate offices must have the Welcome team and at least one of the other teams*)
- OED & WIA 1B funded staff are available on site (*Comprehensive Centers must have staff from both agencies, affiliate sites must have at least one of the partner funded staff on-site during all hours of operation and must provide computer access to the other partner's services*)
- Staff from additional organization are available on site based on community needs and availability of space. If not present on-site, staff understand the referral process
- Staff are clearly identifiable as part of the WSO Center, rather than separate organizations. (For example, they wear name tags with the WSO logo)
- Staff reflects the demographics of the community to the greatest degree possible.
- Info sharing/confidentiality agreements are in place to allow staff to work together.
- While it is understood that all staff working on site at WSO Centers must abide by the rules and policies of their host agency, WSO Center staff also abide by a shared policy framework that includes:
 - Common policies that clarify how the staffs will work together and how complaints will be handled (*Local Integrated Services Delivery Plan*).

- Shared performance planning and reporting to assure that all staff are working toward the excellence of the WSO Center, as well as their own organizational performance standards.
- Locally defined means of measuring and reporting customer satisfaction for all customers (job seekers, businesses, etc.)
- Mechanisms for assuring continuous improvement of outcomes.

Notes: _____

Location of center evaluated: Eugene (Oakmont) Eugene (LCC) ___ Florence ___

I recommend that this WorkSource Center be certified as a Comprehensive WorkSource Lane Center

I recommend that this WorkSource Center be certified as an affiliate WorkSource Lane Center

I do not recommend that this WorkSource Center be certified, and therefore, no longer identified as a WorkSource Center for the following reasons:

Evaluator Signature: 

Printed Name: Bob Halligan

Date: 8/11/12

WorkSource Lane
Center Certification Checklist

Region 5

Location of center being evaluated: Eugene (Oakmont) Eugene (LCC) ___
Florence ___

Minimum requirements to assure consistency of WorkSource Oregon Centers:

- 1. Is clearly identified as a WorkSource Oregon Center through external signage – whether utilizing WSO as the primary brand, or as a co-brand. External signage will utilize the WorkSource Lane logo rather than a version that identifies the location as the site of a single partner.



No Yes

Notes: _____

- 2. Creates an environment that is businesslike and focused on the needs of the business community with an emphasis on preparing individuals to become successful employees.

No Yes

Notes: Highly Organized & well signed
Professional Atmosphere

- 3. Utilizes a Resource Room as the core of its self service delivery strategy. A resource room must make available to job seeker customers the following:

- Phone(s)
- Internet access
- Staff to assist with job search
- Printer(s)
- Fax(es)
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- Private meeting space(s) to facilitate the sharing of confidential information when needed (e.g. employer interviews, Vocational Rehabilitation staff consultation with clients, etc.)

Notes: _____

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Notes: _____

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Notes: _____

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I recommend that this WorkSource Center be certified as an affiliate WorkSource Lane Center

I do not recommend that this WorkSource Center be certified, and therefore, no longer identified as a WorkSource Center for the following reasons:

Evaluator Signature: _____



Printed Name: _____

CAROL SHOOT

Date 08/01/2012

Cheryl Boyum

WorkSource Lane
Center Certification Checklist

Region 5

Location of center being evaluated: Eugene (Oakmont) Eugene (LCC) ___
Florence ___

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No Yes

Notes: _____

- 2. Creates an environment that is businesslike and focused on the needs of the business community with an emphasis on preparing individuals to become successful employees.

No Yes

Notes: _____

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Notes: _____

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Notes: _____

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- Rapid Response Staff or information/access to these staff

Notes: _____

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Notes: _____

Location of center evaluated: Eugene (Oakmont) Eugene (LCC) ___ Florence ___

I recommend that this WorkSource Center be certified as a Comprehensive WorkSource Lane Center

I recommend that this WorkSource Center be certified as an affiliate WorkSource Lane Center

I do not recommend that this WorkSource Center be certified, and therefore, no longer identified as a WorkSource Center for the following reasons:

Evaluator Signature: Cheryl Boyum

Printed Name: Cheryl Boyum

Date: 8/01/2012

John Radich

WorkSource Lane
Center Certification Checklist

Region 5

Location of center being evaluated: Eugene (Oakmont) Eugene (LCC) ___
Florence ___

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No Yes

Notes: _____

- 2. Creates an environment that is businesslike and focused on the needs of the business community with an emphasis on preparing individuals to become successful employees.

No Yes

Notes: Excellent - welcoming environment - staff assistance available

- 3. Utilizes a Resource Room as the core of its self service delivery strategy. A resource room must make available to job seeker customers the following:

- Phone(s)
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- Copier(s)
- Printed/hard copy resource information

Notes: _____

4. Each of the following is available:

- Accessibility for all populations (this includes access to ADA accommodations, appropriate signage, the availability of materials in languages that are predominant in the community, etc.) *Excellent - Over + above*
- Minimum hours of operation that allow job seekers to access services as conveniently as possible.
- A tracking system to monitor the utilization of services.
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Notes: _____

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Shared performance planning and reporting to assure that all staff are working toward the excellence of the WSO Center, as well as their own organizational performance standards.

Locally defined means of measuring and reporting customer satisfaction for all customers (job seekers, businesses, etc.)

Mechanisms for assuring continuous improvement of outcomes.

Notes: _____

Location of center evaluated: Eugene (Oakmont) ___ Eugene (LCC) ___ Florence ___

I recommend that this WorkSource Center be certified as a Comprehensive WorkSource Lane Center

I recommend that this WorkSource Center be certified as an affiliate WorkSource Lane Center

I do not recommend that this WorkSource Center be certified, and therefore, no longer identified as a WorkSource Center for the following reasons:

Evaluator Signature: John Rodier

Printed Name: John Rodier

Date: 8/1/12



Lane Workforce Partnership
**BOARD OF DIRECTORS MEETING
AND
STRATEGIC PLANNING SESSION**

**Thursday, August 23, 2012
11:00 a.m. to 2:00 p.m.
VALLEY RIVER INN
(Any questions: call Lonnie at 541-682-7228)**

AGENDA

MISSION

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

BOARD GOALS

- To build a pipeline of higher skilled workers to meet employers' demand
- To align employers, workforce, education, human services and economic development policies and programs to grow a healthy local economy
- To increase federal and non-federal resources for board initiatives

- I. CALL TO ORDER/*Bob Halligan*
- II. INTRODUCTIONS
- III. PUBLIC COMMENT
- IV. CONSENT CALENDAR
 - *Minutes of the June 28, 2012 Board Meeting/Action* **PAGES 1-6**
- V. CUSTOMER SERVICES COMMITTEE/*John Radich*
 - **WorkSource Lane Recertification/Action** **PAGES 7-12**
 - *WorkSource Lane Receives National Award/Information* **PAGE 13**
- VI. EXECUTIVE DIRECTOR'S REPORT/*Chuck Forster*
 - *4th Quarter Organizational Goals Report/Information* **ATTACHED SEPARATELY**
 - *Federal Legislative Update/Information* **PAGES 14-24**
- VII. BOARD STRATEGIC PLANNING SESSION
- VIII. OTHER BUSINESS
- IX. NEXT MEETING

The next full board meeting is scheduled for Thursday, October 25, 2012 from 11:30 a.m.-1:30 p.m. at the VALLEY RIVER INN.
- X. ADJOURNMENT

WORKSOURCE LANE RECERTIFICATIONS

BACKGROUND

The Workforce Investment Act of 1998 requires that one-stop service centers be certified by the local Workforce Investment Boards. In 1999, WorkSource Lane at 2510 Oakmont was certified as a one stop center and recertified in 2001. In 2002 the satellite location at Lane Community College was certified as an affiliate one stop.

The last time the Lane Workforce Partnership board of directors recertified the WorkSource Lane center on Oakmont as the region's comprehensive one-stop center was in 2006, and Lane Community College as an affiliate location.

Under the direction of the Oregon Workforce Investment Board (OWIB), each Local Workforce Investment Board is required to utilize a certification process to assure that all WorkSource Oregon Centers comply not only with federal requirements, but also with the statewide integrated service delivery model adopted in October 2008. In addition the OWIB policy now requires that all certified centers be recertified every two years to ensure service delivery standards are still being met.

DISCUSSION

On the morning of August 1, 2012 the WorkSource Lane center at 2510 Oakmont Way was reviewed for certification by the following board members:

1. Bob Halligan
2. Cheryl Boyum
3. Carol Shoot
4. John Radich

The above named Board members used the attached certification checklist and unanimously recommended that the center be certified as a *Comprehensive* center. To receive this designation the center demonstrated that it has staff from both the Oregon Employment Department (OED) and Workforce Investment Act (WIA) available on-site. In addition, both jobseeker and business services are available on site.

On the afternoon of August 1, 2012 the WorkSource Lane center at Lane Community College was reviewed for certification by the following board members:

1. Gary Wildish
2. Josh Kimball
3. John Radich

The above named Board members used the attached certification checklist and unanimously recommended that the center be certified as an *Affiliate* center. To receive this designation, the center demonstrated that it has WIA staff available and all jobseeker services are available.

Businesses are referred to the Oakmont location for services in an effort to avoid an unnecessary duplication in service delivery.

On August 10, 2012 the WorkSource Oregon center in Florence was reviewed for certification by the following board members:

1. Carol Shoot
2. Linda Dagg

The above named Board members used the attached certification checklist and unanimously recommended that the center be certified as a *Comprehensive* center. While the center is small, it was clearly noted that both OED and WIA services were available on-site and both jobseeker and business services were also made available.

One note made by both reviewers was that the signage on the outside of the building needed to be updated and changed from *WorkSource Oregon* to *WorkSource Lane*. Staff will work with the State to get a new sign for the building.

ACTION

To approve the following WorkSource Lane center certifications as designated below:

1. WorkSource Lane at 2510 Oakmont Way – Comprehensive
2. WorkSource Lane at Lane Community College – Affiliate
3. WorkSource Lane in Florence - Comprehensive



Region 5

**Location of center being evaluated: Eugene (Oakmont) _____ Eugene (LCC) _____
Florence _____**

Minimum requirements to assure consistency of WorkSource Oregon Centers:

1. Is clearly identified as a WorkSource Oregon Center through external signage – whether utilizing WSO as the primary brand, or as a co-brand. External signage will utilize the WorkSource Lane logo rather than a version that identifies the location as the site of a single partner.

No Yes

Notes: _____

2. Creates an environment that is businesslike and focused on the needs of the business community with an emphasis on preparing individuals to become successful employees.

No Yes

Notes: _____

3. Utilizes a *Resource Room* as the core of its self service delivery strategy. A resource room must make available to job seeker customers the following:

- Phone(s)
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- Staff to assist with job search
- Printer(s)
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- Printed/hard copy resource information

Notes: _____

4. Each of the following is available:

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- A tracking system to monitor the utilization of services.
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Notes: _____

5. **Job Seeker Services** available *on-site* for customers

- Integrated OED ((iMatch) and Title 1B (WIA) Registration Process
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- Access to training designed to improve skills. (Reading, Math, Ability to locate information, Occupational training)
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Notes: _____

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Notes: _____

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- Mechanisms for assuring continuous improvement of outcomes.

Notes: _____

Location of center evaluated: Eugene (Oakmont) ___ Eugene (LCC) ___ Florence ___

I recommend that this WorkSource Center be certified as a Comprehensive WorkSource Lane Center

I recommend that this WorkSource Center be certified as an affiliate WorkSource Lane Center

I do not recommend that this WorkSource Center be certified, and therefore, no longer identified as a WorkSource Center for the following reasons:

Evaluator Signature: _____

Printed Name: _____

Date: ___/___/___

**Lane Workforce Partnership
BOARD OF DIRECTORS MEETING**

**Thursday, August 23, 2012
11:00 a.m. to 2:00 p.m.**

MINUTES

PRESENT

Bob Baldwin
Cheryl Boyum
Johan Denecke
Dennis Dover
Noreen Dunnells
Todd Edman
Rocky Hadley
Bob Halligan
Shondra Holliday
Josh Kimball
Jon Kubu
Andrea Newton, Proxy for Sonya Christian
Jim Pfarrer
Rosie Pryor
John Radich
Jeri Ray
Jack Roberts
Tony Scurto
Claire Seguin
Carol Shoot
Debra Smith
Patrick Smith
Larry Sullivan
Betty Taylor
Gary Wildish
Diane Wiley
Chuck Forster
Lonnie Bivins

REPRESENTING

Labor
Business
Business
Labor
Community-based Organization
Business
Vocational Rehabilitation
Business
Business
Business
Business
Education
Oregon Employment Department
Business
Department of Human Services
Business
Economic Development
Education
Community-based Organization
Experience Works
Business
Labor
Education
Elected Official
Business
Business
Lane Workforce Partnership
Lane Workforce Partnership

OTHERS

Kathy Dyer
Lyle Lang
David Macey
Zora Eileen Marcroft-George
Kristina Payne

REPRESENTING

Lane Workforce Partnership
Lane Workforce Partnership
Lane Workforce Partnership
Lane Workforce Partnership
Lane Workforce Partnership

Lane Workforce Partnership held meetings to gather input on the plan from business, economic development, board members, education, elected officials and staff. A set of goals were developed to align with OWIB's goals while reflecting the local area's needs. Five goals were developed:

- Goal 1: To build a pipeline of higher skilled workers to meet employer's demand
- Goal 2: To advance workforce system integration and service delivery alignment
- Goal 3: To invest, oversee and promote a workforce system that meets the needs of employers and job seekers to advance economic development
- Goal 4: To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness
- Goal 5: Increase federal and non-federal resources for board initiatives

Mr. Forster referred to a handout at each of the tables listing a set of strategic objectives for each of the goals. Each table was asked to discuss the objectives and provide feedback.

Table 1: Participants agreed with all of the strategic objectives. They hoped that Lane Workforce Partnership could target the objectives to specific needs in Lane County.

Table 2: Their discussion was on the challenges of the workforce in the community. With the targeted services and the focus on Hispanics, it was asked if there could be work targeting all minorities. The Native Americans are the students with the least success and there are a large number in the region.

Table 3: The participants expressed concern with the declining funding to support so many goals and wondered if there needed to be a more narrow focus.

Table 4: The group agreed with the goals and thought it would be possible to focus on job readiness and skilling up people to get into jobs as well as having employers ready to accept those skills. It was also agreed that On-the-Job Training was a positive activity to accomplish those things. It was hoped that entrepreneurialism could be incorporated into the activities.

Table 5: The participants all agreed with the goals; however wondered how the outcomes would be measured.

Table 6: The group agreed on streamlining and finding efficiencies across silos. There was also agreement that a number of the goals appeared to be passive and needed to be more outcome based. An example given was to conduct surveys of business participants on their On-the-Job Training experience with the program. The employers' feedback could then be used to make adjustments to the program. The group noted that the challenge will be in how the Lane Workforce Partnership can develop a set of goals or objectives that speaks to reducing or improving delivery of services while reducing costs and at the same time deliver more value added services. Is the board of directors part of the leadership team that breaks those barriers and will that be added to the goals?

Table 7: Quantitative measurements of the goals are required as part of the reporting. Even if funding changes, Lane Workforce Partnership will provide services. A question that came up was whether Lane Workforce Partnership is a job placement organization or a job training organization. How can both be accomplished in light of reduced funding?

Chuck Forster appreciated everyone's participation and comments. He noted that local workforce boards will be transitioning toward being that strong evaluators, overseers, reviewers and the body that helps break down challenges to integration and getting a better return on investment.

Chuck Forster explained that the discussion from the planning session will be taken to the Executive Committee. Staff will be developing a draft plan that will take into consideration the

**LANE WORKFORCE PARTNERSHIP
GOVERNANCE POLICIES**

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Accordingly:

1. Members must represent non-conflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
 - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall declare conflict of interest and abstain from voting.
 - c. Board members must not use their positions to obtain employment for themselves, family members, or close associates. If board member seeks employment, member will notify the board chair and if obtains employment, he or she must first resign.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
 - a. Members' interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - b. Members' interactions with public, press, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will follow the State of Oregon's Open Meetings Law.
6. Members must attend 50% of meetings or considered to have resigned (per the Partnership By-laws).
7. Members must come prepared for meetings (will have read agenda packets).

**LANE WORKFORCE PARTNERSHIP,
AN OREGON NON-PROFIT CORPORATION**

BY-LAWS

ARTICLE I

Name and Corporate Status

- 1.1 This Corporation shall be known as **Lane Workforce Partnership** (hereinafter referred to as "Corporation") and/or any assumed business name(s) that the Board of Directors may at anytime adopt .
- 1.2 As provided by its Articles of Incorporation, this Corporation shall be a public benefit Corporation, as defined by Oregon law, without members.

ARTICLE II

Purpose and Jurisdiction

The purpose of this Corporation is to work in concert with the business community and public agencies to promote job opportunities for unemployed individuals and individuals who need further training to maintain or advance their current job position, who meet the eligibility criteria for such assistance as set forth in the Federal Workforce Investment Act of 1998 (hereinafter in these By-Laws, the WIA) and its implementing federal and state regulations. Specifically, this Corporation, is charged with planning, oversight and administrative responsibility for local job-training programs, including but not limited to those funded under WIA, the federal job training program that is the successor to the Federal Job Training Partnership Act (JTPA). The authority for this Corporation is based on the JTPA, WIA, its Articles of Incorporation, these By-Laws, the Amended Intergovernmental Agreement by and between Lane County and the Cities of Eugene and Springfield, (hereinafter in these By-Laws, the Amended IGA Agreement), and the Amended Agreement between the Corporation, Lane County and the Cities of Eugene and Springfield (hereinafter in these ByLaws, the Amended PIC/LEO Agreement).

ARTICLE ID

Board of Directors

- 3.1 The Corporation shall be governed by a Board of Directors whose membership shall at all times consist of not less than NINE (9) nor more than fifty-five (55) members, with the then current Board at any time to determine the number of Board members, within these minimum and maximum limits, all within the requirements of WIA, who should be appointed at any particular time to so serve.
- 3.2 Board members shall have the qualifications for membership as shall be consistent with the requirements of WIA as supplemented by any qualifications for board membership established by the governor of the State of Oregon after consultation with applicable local elected officials. The composition and makeup of the Board shall comply with federal and state regulations and directives under WIA. One elected official from the City of Springfield, one elected official from the city of Eugene, and an elected official or the County Administrator from Lane County. The Lane County Board of County Commissioners shall determine for itself whether a County Commissioner or a County Administrator shall serve.

- 3.3 Appointment of Board Members. Tue Lane County Board of Commissioners, the City Council of the City of Eugene and the City Council of the City of Springfield shall each appoint one Board member in accordance with Section 3.2. All other Board members shall be appointed by the Lane County Board of Commissioners, the City Council of the City of Eugene, and the City Council of the City of Springfield, in accordance with the appointment procedures for such positions adopted by those public bodies and consistent with the qualification and membership requirements set by WIA and its implementing regulations. Appointments shall be made for staggered three year terms. Any vacancy occurring during the terms shall be filled by the initial appointing authority.
- 3.4 Attendance. Members have the responsibility of contacting the President or Executive Director *if* they are unable to attend a meeting. If a Board member fails, for any reason, to attend in person at least fifty percent (50%) of the Board meetings in any calendar year during that Board member's term of office, such Board member shall be considered to have resigned from the Board; and the appointing authority for that Board member's position shall be asked to appoint, and shall appoint, a replacement Board member.
- 3.5 Proxy. A written proxy may be given to the President to be read at the time of voting; or another person, other than a current Board member, may be sent with a Jetter of designation,, signed by the absent Board member, stating that the person designated has a proxy to act for and in the absence of the absent Board member. Notwithstanding the foregoing, proxies may not attend or vote in Executive Sessions of the Board.

3.6 Director Conflicts of Interest

3.6.1. A conflict of interest transaction is a transaction with the Corporation in which a Director of the Corporation has a direct or indirect interest. Except as set forth in Article 3.7.3, below, a conflict of interest transaction including any contract or transaction between the Corporation and any other individual, business, or entity in which a Director of this Corporation is interested in, or is a Director, officer or employee of, shall not be voidable or the basis for imposing liability on the Director if the transaction:

3.6.1.1 is fair to this Corporation at the time it was entered into; AND

3.6.1.2 was approved in advance by a vote of the of Directors of the Corporation where the material facts of the transaction and the Director's interest were disclosed or known to the Board of Directors; AND or

3.6.1.3 the transaction was approved by the Attorney General of the State of Oregon or a Circuit Court of the State of Oregon in an action in which the Attorney General is joined as a party; AND

3.6.1.4 Does not violate any provision of WIA, nor the State and Federal regulations thereunder; AND

3.6.1.5 Does not violate any of the provisions of the Internal Revenue Code (or Treasury regulations) regarding prohibited transactions governing tax-exempt nonprofit corporations.

3.6.1.6 For purpose of the vote required to approve a conflict of interest transaction, any such conflict of interest transaction is authorized, approved, or ratified if it receives the affirmative vote of a majority of the Directors on the Board of Directors who have no direct or indirect interest in the transaction.

3.6.2 For conflict of interest purposes, a Director of the Corporation has an indirect interest in a transaction if:

3.6.2.1 Another entity in which the Director has a material interest or in which the Director is a general partner is a party to the transaction; or

3.6.2.2 Another entity in which the Director is a director, officer or trustee is a party to the transaction.

3.6.3. The Corporation shall not make or guaranty a loan to or for any Director.

3.7 General Standards for Director Conduct.

3.7.1. A Director shall discharge his or her duties as a Director, including the Director's duties as a member of any committee:

3.7.1.1 in good faith;

3.7.1.2 with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and

3.7.1.3 in a manner the Director reasonably believes to be in the best interest of the Corporation.

3.7.2 In discharging the duties of a Director, a Director is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by:

3.7.2.1 one or more officers or employees of the Corporation whom the Director reasonably believes to be reliable and competent in the matters presented;

3.7.2.2 legal counsel, public accountants, or other persons as to matters the Director reasonably believes are within the person's professional or expert competence;

3.7.2.3 a committee of the Board of which the Director is not a member, as to matters within its jurisdiction, if the Director reasonably believes the committee merits confidence.

3.7.3 A Director is not acting in good faith if the Director has knowledge concerning the matter in question that makes reliance otherwise permitted by Article 3.8.2, above, unwarranted.



LANE WORKFORCE PARTNERSHIP POLICY

POLICY TYPE:	Priority of Service
PURPOSE:	Local Board Guidance on Applying Priority of Service for Veterans and Low Income Adults
EFFECTIVE:	September 28, 2000
REVISED:	June 28, 2012

BACKGROUND

The Workforce Investment Act of 1998 (WIA) requires that in the event that funding is limited for WIA Title 1B Adult Intensive and Training services, the local area must apply priority of service to recipients of public assistance and other low-income individuals. In addition, the Department of Labor has provided direction that veterans and eligible spouses must also receive priority.

REFERENCES

1. WIA Section 134(d)(4)(E);
2. Public Law 107-288, The Jobs for Veterans Act, November 7, 2002
3. 20 CFR Part 1010, Priority of Service for Covered Persons; Final Rule, December 19, 2008
4. Training and Employment Guidance Letter No. 10-09 (Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job training Programs Funded in whole or in part by the U.S. Department of Labor)
5. Veterans' Program Letter No. 07-09 (Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. Department of Labor)
6. Department of Community Colleges and Workforce Development (CCWD) Policy 589-30.7

POLICY

In the event that WIA Adult funding resources are limited, individuals who complete all program participation requirements will be prioritized in the following order:

1. Veterans and eligible spouses.
2. Recipients of public assistance and other low-income individuals as defined by CCWD Policy 589-30.7
3. Recipients of public assistance and other low-income individuals at or below 100% of the lower living income guidelines.
4. Recipients of public assistance and other low-income individuals at or below 200% of the lower living income guidelines.
5. Any other resident of the local workforce area who is unemployed, underemployed or employed and who needs re-training or skills upgrade to maintain employment.



LANE WORKFORCE PARTNERSHIP
POLICY

POLICY TYPE:	Workforce Investment Act Title 1B Client Supportive Services Policy WorkSource Lane
EFFECTIVE:	April 26, 2001
REVISED:	July 1, 2010; November 1, 2012

BACKGROUND

REFERENCES:

Workforce Investment Act (WIA) - Public Law 105-220 dated August 7, 1998, Section 134 (e) (2)
Permissible Local Employment and Training Activities
20 CFR 663.800 - What are Supportive Services for Adults and Dislocated Workers
20 CFR 663.805 - When may Supportive Services be provided to participants
20 CFR 663.810 - Are There Limits on the Amounts or Duration of Funds for Supportive Services
Lane Workforce Partnership Board of Directors Policy - WIA Supportive Services Payments to Clients
dated April 26, 2001
589-30.12 CCWD Workforce Investment Act Title 1B Policy Statewide Support Services
Training and Employment Guidance Letter (TEGL) 17-05 Common Measures Policy for the
Employment Training Administration's (ETA) Performance Accountability System and
Related Performance Issues
A-87 Allowable Cost Principals for State and Local Government

I. PURPOSE

To establish procedures and limits under the Workforce Investment Act (WIA) for providing supportive services to adults and dislocated workers. The WIA regulations require a policy on supportive services that ensures equitable resource and service coordination in the local area. The Lane Workforce Partnership Board of Directors has established a system-wide policy for the provision of supportive services. This policy and implementing procedures contain guidelines for referral to such services, including researching first sources for clients. The provision of accurate information about the availability of and referral to supportive services in the local area, is one of the key elements that must be available to adults and dislocated workers through *WorkSource Lane* delivery system.

II. POLICY

Supportive Services may only be provided to WIA eligible individuals who are Registered in the State of Oregon's *WorkSource Oregon MIS System*; specifically enrolled in training and are unable to obtain supportive services through their own means or through other programs which provide such services. Supportive services are only allowable when they are necessary to

enable eligible individuals to participate or remain in WIA authorized training and/or job search activities.

All *WorkSource Lane* system staff and subcontractors will be trained to understand this policy and carry it out in a uniform and equitable manner. Clients will be provided information about supportive services for their program area so they understand the terms and conditions of assistance.

The Workforce Investment Act mandates partnering at the local area. Staff will work with partner agencies to provide supportive service packages made up of assistance from different sources to complete the provision of this service without which the client would be unable to continue in WIA activities.

III. CATEGORIES OF SUPPORTIVE SERVICES

A. General Supportive Services

1. Child Care
2. Mileage Reimbursement (Actual Miles)

B. Support Services for Special Circumstances

1. Driver's License Reinstatement & Fees
2. Public Transportation (Bus Passes)
3. Counseling and Referral Services
4. Tutoring Services
5. Clothing/Uniform
6. Out-of-area job search assistance

IV. SUPPORTIVE SERVICES FOR CLIENTS IN TRAINING

It is a condition for the reimbursement of Supportive Services that eligible clients have been awarded a Scholarship through *WorkSource Lane*. The following reimbursements will apply:

- A. Child Care. Clients enrolled in Training may request to receive child care payments based on individual need. Before authorizing supportive service funds for child care, participants must document that they have explored other options prior to requesting WIA funds. If other programs are not available or appropriate, and supportive service funds are authorized for child care services, reimbursement will be made to the client. Reimbursement to the client will be only upon verification that one of the following Oregon approved child care providers are being used: 1) a licensed child care provider, or 2) a registered child care provider, or 3) a child care provider operated by a school district or government agency. Reimbursement will only be made at times when the client is actually participating and attending a training service.
- B. Mileage Reimbursement. Clients enrolled in Training may request to receive a mileage reimbursement based on their specific individual need. Clients must document in writing that public transportation is not available or would create an undue hardship based on school hours, work, and/or childcare commitments. Mileage reimbursement will be paid on

actual miles traveled for scheduled training activities. The mileage reimbursement rate is designed to cover fuel costs, maintenance, tire wear, oil changes and wear-and-tear on the vehicle. A mileage rate and limit will be published by the Finance Manager.

V. SUPPORT SERVICES FOR SPECIAL CIRCUMSTANCES

If, during the client's training period, it is determined that the customer is in need of additional assistance in order to successfully complete training and gain employment in his/her field of study, the client may request assistance in the following areas: Driver's license reinstatement; Counseling and Referral Services; Tutoring; Clothing/Uniforms; and/or Out-of-Area Job Search. Request must be submitted in writing to the Workforce Investment Manager for consideration. Awards will be based on the following 3 criteria: 1) justification of need; 2) documentation of "last resort" and; 3) WIA Title 1B funding availability.

- A. Drivers License Reinstatement. Clients enrolled in Training who are eligible for Oregon Department of Motor Vehicles Driver's License Reinstatement may request a one-time supportive services reimbursement for reinstatement of their Driver's License and fees.
- B. Public Transportation. Clients enrolled in Training will be encouraged to use public transportation to attend training activities whenever feasible. Since the majority of Lane Workforce Partnership's clients attend Lane Community College, this option is paid for under student fees. Clients outside the community college system who are accessing public transportation to attend school may request to be reimbursed for a monthly bus pass.
- C. Counseling and Referral Services. Clients enrolled in Training may request to receive counseling and referral services. Generally, these services can be obtained free of charge from partner agencies, however, if the case manager determines that the client is in need of additional assistance, outside of our partner programs, he/she may submit a written request to the Workforce Investment Manager.
- D. Tutoring Services. Clients enrolled in Training may request to receive reimbursement for tutoring services. These services may be reimbursed from any Oregon Registered business or educational institution. Payment will not be made for the use of friends, family members or peer students.
- E. Clothing/Uniform. Clients who successfully completed their WIA training program and are now engaged in job search activities such as internships, externships, and/or clinicals may request assistance for the purchase of clothing to attend job interviews and/or clothing to begin work with an employer.
- F. Out-of-Area Job Search Assistance

This service is designed to assist adults and dislocated workers in seeking employment outside of Lane County but inside Oregon. The Workforce Investment Manager may authorize job search for clients enrolled in training under the following circumstances:

1. The Client must be enrolled in training or have successfully completed a WIA funded training program.
2. The client must have a reasonable expectation of securing employment in the job search area, and must provide the case manager with verification of employer contacts.
3. The case manager must include case log or other client file documentation which shows evidence that the employment sought by the client in this activity is not available in his/her traditional labor market area.
4. Transportation will be by the most economical means available which reasonably meets the needs of the client at the established rates.
5. Costs associated with this activity must be approved prior to the client's job search. Costs incurred that did not receive prior approval will not be reimbursed. The client must provide lodging, gasoline, and miscellaneous purchase receipts to obtain reimbursement for the agreed upon items.

VI. CATEGORIES THAT ARE DIRECT TRAINING.

- A. Direct Training Payments. The following costs are NOT supportive services. The cost of direct training may include: tuition, fees, lab fees, training certifications, class required books, occupational testing or licensing fees, uniforms or other items required by a training/educational institution or provider necessary to participate or successfully complete a training program.

Clients enrolled in Training may include the costs associated with Communications Technology to access the Internet as part of their training Scholarship Award.

- B. Client Purchase of Computer. Clients enrolled in Training may request to receive a reimbursement of up to \$500.00 dollars for the purchase of a new computer. Clients must present a valid receipt from a computer retail business. Clients will only be eligible to receive this reimbursement one-time, regardless of the number of program years the individual is enrolled.

VII. APPROVAL PROCESS

Once it has been determined that supportive services are appropriate and they are not available from other resources or agencies, the following processes will be followed:

- A. Mileage - The client completes a mileage form stating days, odometer readings, total miles, and purpose of travel. The form is approved by the career advisor or case manager and submitted for reimbursement. (See Request for Mileage Reimbursement)
- B. Reimbursements for training items such as uniforms, computers and tools will be accomplished by check made payable to the client. The reimbursement request is to be turned client must accompany the request form and be approved by the Career Advisor. (See Request for Training and other Training Related Items Reimbursement)

- C. Reimbursement for Child Care - Client must complete a child care reimbursement form with days, hourly/daily rate, number of children, and reason for childcare. The form is approved by the career advisor or case manager and submitted for reimbursement to the client. (See Childcare Support Reimbursement Request)

VIII. REQUIRED DOCUMENTATION TO SUPPORT TRANSACTIONS

The following documentation requirements apply to each supportive services request:

- A. All forms must be completed with original ink. Signatures shall be original ink signatures. The use of pencil or erasable ink will disqualify the request.
- B. Requests must be on approved forms of the Lane Workforce Partnership.
- C. Requests must have all attachments outlined in this policy or required to adequately support the expenditure at audit.
- D. Reimbursements will be made from receipts with the date of purchase, the vendor's name and the amount clearly stated.
- E. Child care reimbursements made under this policy shall be based on actual amount(s) as verified via client signature. Original receipts must be provided for all child care paid in advance and be made out in the name of the client. Additionally, the receipt must display the name, address and phone number of the provider.

NOTE: All reimbursements to clients shall be made within 60 calendar days in a program year. Reimbursements to clients older than 60 calendar days cannot be made.

IX. RESPONSIBILITIES

- A. In applying the provisions of this policy system-wide to *WorkSource Lane*, the responsibilities listed below may be delegated upon written application to an outside subcontractor or agency. The request shall contain the name(s) and position titles of those persons delegated responsibility and identify specific areas of responsibility. Upon approval by the Executive Director, the subcontractor or agency shall be authorized to administer this policy.
- B. The Workforce Investment Manager is responsible for administering this policy and ensuring compliance with procedures.
- C. The Finance Manager is responsible for ensuring compliance with the Act, Rules and Regulations under the Act including the allowability, allocability and reasonableness of costs.
- D. The Manager of the JOBS Program Unit may utilize this policy as necessary for the payment of supportive services to eligible JOBS clients. In such instances the JOBS requirements will be substituted for the WIA requirements. The documentation requirements remain the same.

- E. The Executive Director may approve exceptions to categories and limits upon the written request of Workforce Investment Manager. Such approval will be documented in the accounting records of Lane Workforce Partnership.
- F. The Executive Director is the final authority for the approval of Exceptions to this policy. **The Executive Director may delegate approval authority as necessary to implement this policy including the approval of Exceptions.**

X. IMPLEMENTATION

The Workforce Investment Manager or the Finance Manger may, from time to time, implement this policy through the issuance of procedural memorandum or formal policy implementation. These documents shall be considered a part of this policy issuance.

XI. FORMS

- A. Request for Training and Other Training Related Items Reimbursement
- B. Request for Mileage Reimbursement
- C. Child Care Support Reimbursement Request
- D. Mileage and Childcare Worksheet
- E. Support Services for Special Circumstances



**REQUEST FOR TRAINING AND OTHER
TRAINING RELATED ITEMS REIMBURSEMENT**
Please Print and Use (Black or Blue) Ink

Date Submitted:

Last Name, First Name:	ID #: (required)
Mailing Address: _____ _____	Title: _____
	Phone Number: ()

Item / Service (Specific Detail Required)	Amount
GRAND TOTAL	

Attach Confirmed Class Registration; Amount Due for Tuition; Original Receipts and Other Documentation.

ALL REIMBURSEMENTS WILL BE MAILED. LATE REQUESTS TURNED IN TWO (2) MONTHS AFTER RECEIPTS ARE DATED WILL NOT BE ACCEPTED.

I HEREBY CERTIFY BY MY SIGNATURE BELOW THAT THE ABOVE INFORMATION IS TRUE AND IN ACCORDANCE WITH MY TRAINING PLAN. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING INFORMATION MAY BE SUFFICIENT GROUNDS FOR IMMEDIATE TERMINATION FROM THIS PROGRAM AND MAY REQUIRE REPAYMENT OF FUNDS.

CUSTOMER SIGNATURE: _____ **DATE:** _____

Office Use Only Reviewed & Authorized By:	Date:
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FOR ACCOUNTING USE ONLY
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Date Submitted:

REQUEST FOR MILEAGE REIMBURSEMENT
Please Print and Use (Black or Blue) Ink

Last Name, First Name:	ID #: (required)
Mailing Address: _____ _____	Title: _____
	Phone Number: ()

Instructions: Each line must be complete to be reimbursed

TRAINING DESTINATION	DATE	BEGINNING ODOMETER	END ODOMETER	TOTAL MILES
GRAND TOTAL				

Attach Confirmed Class Registration.

ALL REIMBURSEMENTS WILL BE MAILED. LATE REQUESTS TURNED IN TWO (2) MONTHS AFTER RECEIPTS ARE DATED WILL NOT BE ACCEPTED.

I HEREBY CERTIFY BY MY SIGNATURE BELOW THAT THE ABOVE INFORMATION IS TRUE AND IN ACCORDANCE WITH MY TRAINING PLAN. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING INFORMATION MAY BE SUFFICIENT GROUNDS FOR IMMEDIATE TERMINATION FROM THIS PROGRAM AND MAY REQUIRE REPAYMENT OF FUNDS.

CUSTOMER SIGNATURE: _____ **DATE:** _____

Office Use Only Reviewed & Authorized By:	Date:
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FOR ACCOUNTING USE ONLY
of miles _____ x \$.30 per mile = _____



WORKSOURCE LANE

THE WORKFORCE NETWORK

CHILDCARE SUPPORT REIMBURSEMENT REQUEST

Please Print and Use Ink

Last Name, First Name
Customer Current Mailing Address:

ID#:(required)
Title:

I use an Oregon Approved Child Care Provider: (www.oregonchildcare.org)

Name of Child Care Provider

Address, City - Phone Number

Fill in Hours Per Day or "X" for full days: (Leave blank if no childcare used) For the Month of: _____															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Hrly/Daily/Monthly/Qtrly Rate Paid: _____ X _____ = _____															
Child's Name: _____ Reason for Childcare: _____															

ALL REIMBURSEMENTS WILL BE MAILED. LATE CHILDCARE TURNED IN TWO MONTHS AFTER CHILDCARE WAS ACCRUED WILL NOT BE ACCEPTED. I HEREBY CERTIFY UNDER PENALTY OF LAW THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE AND, ON THE DAYS INDICATED, I PAID FOR THE ABOVE CHILDCARE PROVIDER. I UNDERSTAND THAT PROVIDING FALSE OR MISLEADING INFORMATION MAY BE SUFFICIENT GROUNDS FOR IMMEDIATE TERMINATION FROM THIS PROGRAM AND MAY REQUIRE REPAYMENT OF FUNDS.

Customer Signature:	Date
Reviewed & Authorized By:	Date

FOR ACCOUNTING USE ONLY
_____ x rate _____ = _____

Lane Workforce Partnership

300 Country Club Road - Suite 120
Eugene, Oregon 97401

2009-10 Supportive Services Allowable Categories

1/1/2009

Category	Items	Scholarship Awarded Training Activity	Non-Training Job Search upon Approval of Executive Director	Unallowable
<u>Training & Job Search Only</u>				
<u>General Supportive Services</u>				
	Child Care	T	J	
	Public Transportation (Bus Passes)	T	J	
	Mileage Reimbursement	T	J	
	Driver's License Reinstatement & Fees	T	J	
	Purchase of Fuels			X
	Automobile Repair			X
	Automobile Insurance			X
	Alternative Modes of Transportation-Bikes			X
<u>Medical Assistance</u>				
				X
<u>Out of Area Job Search - Inside Oregon</u>				
	Public Transportation - Car/Train/CommBus	T	J	
	Mileage Reimbursement	T	J	
	Hotel/Motel Accomodations	T	J	
<u>Relocation Assistance</u>				
	Publc Transportation - Car/Train/ Plane	T	J	
	Mileage Reimbursement	T	J	
	Hotel/Motel Accomodations	T	J	
<u>Housing Costs</u>				
	Mortgage Payments			X
	Rental Payments			X
	Room Rental			X
	Utility Payments			X
	Internet Access	T		
	Telephone-Land Lines/Cell /Pagers	T		
<u>Other Items</u>				
	Counseling and Referral Services	T		
	Mentoring or Tutoring Services	T		
	Occupational Testing & Licensing Fees	T	J	
	Clothing for Interviews/Jobs		J	
	Work Uniforms		J	
	Professional Financial Counseling	T	J	
<u>Needs Related Payments</u>				
	Needs Related Payments/Stipends			X
<u>Post Exit Supportive Services</u>				
	Skills Upgrade - Training		J	
	Clothing or Uniforms for Employment		J	
	Tools/Occupational Equipment		J	

T = Training
J = Job Search



POLICY TYPE:	WIA Contracted Youth Programs – Youth Participant Supportive Services Policy, Addendum to LWP Policy for Adults and Dislocated Workers
EFFECTIVE:	October 11, 2007 (To be implemented January 1, 2008)
REVISED:	August 4, 2011

REFERENCES: Workforce Investment Act (WIA) – Public Law 105-220 dated August 7, 1998, Section 134 (e) (2) Permissible Local Employment and Training Activities

20 CFR 663.800 - What are Supportive Services for Adults and Dislocated Workers

20 CFR 663.805 – When may Supportive Services be provided to participants

20 CFR 663.810 – Are there limits on the Amounts or Duration of Funds for Supportive Services; Lane Workforce Partnership Board of Directors’ Policy – WIA Supportive Services Payments to Clients dated April 26, 2001

CANCELLATION: LWP Supportive Services Policy 7/01/2004 as amended.

I. PURPOSE

To establish procedures and limits under the Workforce Investment Act (WIA) for providing supportive services to youth in contracted WIA youth programs. The WIA regulations require a policy on supportive services that ensures equitable resource and service coordination in the local area. The Lane Workforce Partnership Board of Directors has established a system-wide policy for the provision of supportive services. This policy and implementing procedures contain guidelines for referral to such services, including researching first sources when they are not readily available from clients. The provision of accurate information about the availability of and referral to supportive services in the local area, is one of the key elements that must be available to youth as specified in WIA-funded youth contracts.

II. POLICY

Supportive Services may only be provided to WIA eligible individuals who are registered in WIA youth programs and in service 701 (support services) or 800 (follow-up) and are unable to obtain supportive services through their own means or through other programs providing such services. Supportive services are only allowable when they are necessary to enable eligible individuals to participate or remain in WIA youth programs, e.g., education completion, occupational and/or postsecondary training and job search, comprehensive counseling, etc., or to maintain retention in employment, training or other acceptable post-program activities.

All Youth Subcontractors will be trained to understand this policy and carry it out in a uniform and equitable manner. Youth participants will be provided information about supportive services in their specific program so they understand the terms and conditions of assistance.

The Workforce Investment Act mandates partnering at the local area level. Youth Subcontractors will work with partner agencies to provide supportive service packages made up of assistance from different sources to complete the provision of this service. Youth Subcontractors will also be required to justify the service, without which the youth would be unable to continue in WIA activities.

III. CATEGORIES OF SUPPORTIVE SERVICES

Supportive Services for Youth Participants in Education and Training Services

- A. Child Care
- B. Public Transportation (Bus Passes)
- C. Mileage Reimbursement (Actual Miles)
- D. Driver's License
- E. Counseling and Referral Services
- F. Mentoring or Tutoring Services
- G. Occupational Testing & Licensing Fees
- H. Clothing for Interview/Jobs/Education
- I. Financial Counseling
- J. Telecommunication Services
- K. Out-of-Area Job Search/Post-Secondary Training/Education Assistance.
- L. Post Exit Supportive Services.

Other Allowable Supportive Services for Youth Participants

- A. Food and Hygiene Items
- B. Meals
- C. Haircuts
- D. Rent Assistance
- E. Auto Repairs/Insurance
- F. Bicycles

IV. SUPPORTIVE SERVICES PROHIBITIONS

V. APPROVAL OF EXCEPTIONS – WAIVERS

VI. APPROVAL PROCESS

VII. REQUIRED DOCUMENTATION TO SUPPORT TRANSACTIONS

VIII. RESPONSIBILITIES

IX. IMPLEMENTATION

SUPPORTIVE SERVICES FOR YOUTH PARTICIPANTS IN EDUCATION AND TRAINING SERVICES

- A. ***Child Care.*** Youth participants registered in a WIA youth program and in Comprehensive Guidance and Counseling, Education, Work Experience, and/or Occupational Training/Internships, are authorized to receive child care payments based on individual need. Before authorizing supportive service funds for child care, Youth Subcontractors shall explore

alternative child care program offerings that may be otherwise available. If other programs are not available or appropriate, and supportive service funds are authorized for child care services, reimbursement will be made to the youth participant and only upon verification that the youth is using a licensed or registered day care center. Reimbursement will only be made at times when the youth participant is actually participating and attending one or more of the allowable services listed above.

Youth Subcontractors will complete the Lane Workforce Partnership Childcare Reimbursement Request form for each youth in need of child care assistance. The form will be attached to the Youth Subcontractor's monthly invoice for reimbursement.

- B. ***Public Transportation.*** Youth participants registered in a WIA youth program and in Comprehensive Guidance and Counseling, Education, Work Experience and/or Occupational Training/Internships, will be encouraged to use public transportation to attend plan meetings and education and training activities whenever feasible. Depending on the youth's circumstances, bus passes or tokens may be issued directly to clients to attend scheduled activities. Written documentation with the youths' names will be attached to monthly invoices to document that WIA-registered youth received transportation assistance for program activities. Costs for bus passes and/or tokens will be reimbursed through the monthly invoice reimbursement process.
- C. ***Mileage Reimbursement.*** Youth participants registered in a WIA youth program and in Comprehensive Guidance and Counseling, Education, Work Experience and/or Occupational Training/Internships, are authorized to receive a mileage reimbursement based on their specific individual need. Mileage reimbursement will be paid on actual miles traveled for scheduled case management meetings and education and training activities. The mileage reimbursement rate is designed to cover fuel costs, maintenance, tire wear, oil changes and wear-and-tear on the vehicle. A mileage rate will be published by the Lane Workforce Partnership on a quarterly basis. Youth Subcontractors will complete the Lane Workforce Partnership Mileage Reimbursement Request form for each youth. The form will be attached to the Youth Subcontractor's monthly invoice for reimbursement.
- D. ***Driver's License/Learner's Permit.*** Youth participants registered in a WIA youth program and in Comprehensive Guidance and Counseling, Education, Work Experience and/or Occupational Training/Internships, who are eligible to obtain an Oregon Department of Motor Vehicles Driver's License or permit are authorized for a one-time supportive services disbursement for the cost of their driver's license/permit and associated fees. Youth Subcontractors will pay such disbursement directly to the Oregon Department of Motor Vehicles and attach appropriate documentation to the monthly invoice for reimbursement.
- E. ***Counseling and Referral Services.*** Youth participants registered in a WIA youth program and in Comprehensive Guidance and Counseling, Education, Work Experience and/or Occupational Training/Internships, are authorized to receive counseling and referral services. Generally, these services may be obtained free of charge from partner agencies. However, in the absence of other resources or options in the community, Youth Subcontractors may utilize their WIA contracted funds to support costs for this service. The amount of funds utilized will be restricted by the Youth Subcontractors' budgets. Youth Subcontractors will attach appropriate documentation to the monthly invoice for reimbursement.
- F. ***Mentoring or Tutoring Services.*** Youth participants registered in a WIA youth program and in adult mentorship activities and any other combination of services are authorized to receive

mentoring or tutoring services, if there is a demonstrated need. Youth Subcontractors are authorized to obtain these services from any qualified community member, certified education or mentoring program, registered Oregon business or educational institution. Payment will not be made for the use of friends, family members or peer students.

- G. ***Occupational Testing and Licensing Fees.*** Youth participants registered in a WIA youth program and in any authorized youth service requiring testing and/or fees are authorized assistance in obtaining required such occupational testing or licensing necessary to complete high school, obtain a credential, register in postsecondary education or training or obtain employment.
- H. ***Clothing for Interviews/Jobs/Education.*** Youth participants registered in a WIA youth program, in Supportive Services and engaged in postsecondary training/education or Job Search activities are authorized assistance for the purchase of clothing to attend training, job interviews and to begin work with an employer.
- I. ***Financial Counseling.*** Youth participants registered in a WIA youth program , enrolled in Supportive Services and engaged in Job Search activities may receive assistance to obtain financial counseling to assist them in organizing and controlling their personal budgets. Youth Subcontractors are authorized to use their contracted WIA youth funds to obtain these services from any Oregon registered financial counselor or firm specializing in providing these services, if sufficient funding is available. Payment will not be made for the use of friends, family members or peer students.
- J. ***Telecommunication Services.*** The cost of communications including residential land lines, cell phones or pagers are allowable as a support services cost for youth participants registered in a WIA youth program who are actively engaged in an allowable WIA program activity (training, education or job search). Payment is limited to two payments during the actual period in which the youth is actively engaged in his/her program. Cell phone plans cannot be purchased with WIA funds.
- K. ***Out-of-Area Job Search/Post-Secondary Training/Education Assistance.*** This service is designed to assist youth in seeking postsecondary training, education or employment outside of Lane County but inside Oregon. Youth Subcontractors may authorize support for youth participants with the following activity and cost limitations:
1. The youth must be scheduled to attend a training, start a postsecondary program or have a reasonable expectation of securing employment in the job search area and must provide the Youth Subcontractor with verification of his/her activities.
 2. The Youth Subcontractor must document in case notes and include other file documentation that the training or employment sought by the youth out of the area is appropriate and requiring WIA support.
 3. Transportation will be by the most economical means available at the established rates which reasonably meets the needs of the youth.
 4. The Lane Workforce Partnership will provide approval of the specific costs to be reimbursed through the monthly invoice process. The youth participant must provide lodging, gasoline, and miscellaneous purchase receipts to obtain reimbursement of the

agreed upon items from his/her specific WIA Youth Subcontractor.

- L. **Post Exit Supportive Services.** Supportive services are authorized for youth participants enrolled in Follow-Up after exiting from the program. Services must be supported in writing as part of the follow up services plan designed to assist the individual in remaining employed, in a postsecondary training or higher education program.
1. **Clothing.** Youth participants who are registered in Support Services or Follow-Up and are about to become employed or enter a postsecondary training program are authorized assistance to obtain required clothing for work or their training.
 2. **Work Uniforms.** Youth participants who are registered in Support Services or Follow-Up and are about to become employed or enter a postsecondary training program are authorized assistance to obtain uniforms required for work or training. As a condition of employment or training, the employer or training program must require the youth provide his/her own uniforms. This requirement must be uniformly applied to regular employees/students who are similarly situated by the employer/training program.
 3. **Work Tools/Occupational Equipment.** Youth participants who are registered in Support Services or Follow-Up and are about to become employed or enter a postsecondary training program are authorized assistance to obtain tools or other required occupational equipment required by an employer or training program. As a condition of employment or training, the employer or training program must require the youth provide his/her own tools or equipment. This requirement must be uniformly applied to regular employees/students who are similarly situated by the employer/training program.

THESE ITEMS ARE NOT ALLOWABLE SUPPORT SERVICES FOR YOUTH PARTICIPANTS IN FOLLOW-UP:

1. **Tuition**
2. **Fees**
3. **Lab fees**
4. **Training certifications**
5. **Books or other items required by a training/educational institution or provider in order for the youth to participate in a class or training curriculum**

OTHER ALLOWABLE SUPPORTIVE SERVICES

The following supportive services are allowable under the conditions outlined below. Youth contractors who need clarification on these items are to contact the Lane Workforce Partnership Youth Staff prior to providing any services.

- A. **Food and hygiene items.** Food and hygiene items may be purchased for youth with no other resources available to them. Food items (e.g., groceries) are allowable in extreme emergency situations. Hygiene items (deodorant, soap, shampoo, etc.) are allowable items for those youth preparing for work experience, internships and/or job search who have no other resources available to them. *Cosmetics are not considered to be hygiene items and are not allowable under this policy.*

- B. **Meals.** Meals may be provided for those youth in a post-secondary education/training program, either through student meal cards or contributions to student accounts managed by the postsecondary training institution.
- C. **Haircuts.** Haircuts are allowable for those youth in job search or training activities. Youth contractors may provide basic haircuts to assist youth with their appearance. *Permanents, hair coloring, etc, are not allowable under this policy.*
- D. **Rent assistance.** Rent assistance may be provided to those youth who are in need of housing under the following conditions:
 - 1. Youth contractors are required to exhaust any non-WIA resources for rent assistance prior to using WIA funds.
 - 2. Rent assistance may be provided for a maximum of two months. The amount of rent assistance will be dependent upon the individual youth contractor's WIA budget.
 - 3. The youth must either be gainfully employed or have other resources available to support his/her housing needs beyond the provision of assistance through WIA funds.
- E. **Automobile repairs/auto insurance.** Repairs to automobiles and assistance with auto insurance are allowable only as incentives tied to a performance goal and the youth's WIA plan. The amount of WIA funds used for these incentives will be dependent upon the individual youth contractor's WIA budget.
- F. **Bicycles.** Bicycles are allowable only as incentives tied to a performance goal and the youth's WIA plan. The amount of WIA funds used for this incentive will be dependent upon the individual youth contractor's WIA budget.

IV. SUPPORTIVE SERVICES PROHIBITIONS

Any disbursement of WIA funds are prohibited toward goods or services that were incurred or received prior to the client's enrollment.

- A. **Fines and/or penalty payments.** Fines and/or penalties may not be paid with WIA funds under any circumstances. *This prohibition will also apply to incentives.*
- B. **Bad debts.** Bad debts cannot be paid with WIA funds; debts meet this definition at the point they are turned over to a collection agency for further action.
- C. **Illegal goods/services.** The purchase of goods or services that are illegal under any federal, state, local, or municipal law or statute cannot be made with WIA funds.
- D. **Purchase of capital assets.** The purchase of capital assets for a privately owned business venture where in title to the asset is not held or does not accrue to the public domain.
- E. **Car payments.** Payments towards the purchase of an automobile or other means of personal transportation are not allowable under this policy.
- F. **Tobacco/alcohol.** The purchase of tobacco products and/or alcoholic beverages is prohibited.
- G. Any single item not specifically named in this policy.

V. APPROVAL OF EXCEPTIONS - WAIVERS

In the event that an eligible youth is unable to continue in his/her approved WIA services because of undue hardship due to the lack of supportive services, the following exceptions may be implemented:

- A. Youth Subcontractors should email a supportive services request to the Lane Workforce Partnership with documentation of the need. The email should also include information showing the absence of viable local resources.
- B. Lane Workforce Partnership Youth Staff are authorized to approve an exception to the limits specified in this policy. Under no circumstances will a supportive service which violates the Act, the Rules and Regulations under the Act or local laws or ordinances be approved.
- C. The Executive Director may approve exceptions to categories upon the written request of the Lane Workforce Partnership Youth Staff. Such approval will be documented in the client's file and in the contract records of Lane Workforce Partnership.

VI. APPROVAL PROCESS

For Supportive Services:

Determinations for the provision of participant supportive services are to be documented by the Youth Subcontractors in case notes for the participants and copies of pertinent authorizations and/or receipts retained within the client file. Once the Youth Subcontractors have determined that supportive services are appropriate and not available from other resources or agencies, the following process will be followed:

- A. **Mileage.** The youth participant completes a mileage form stating days, odometer readings, total miles, and purpose of travel. The form is approved by the Youth Subcontractor and submitted for payment according to the Youth Subcontractor's agency/school internal procedures. Reimbursement from WIA contract funds will occur through the monthly invoice process.
- B. **Clothing/tool purchases, etc.** Payments for items such as clothing and tools will be accomplished by check or purchase order according to the Youth Subcontractor's agency/school internal procedures. The youth must turn in signed receipts for purchases to the Youth Subcontractor. Reimbursement from WIA contract funds will occur through the monthly invoice process.
- C. **Payments for Child Care.** The youth participant must complete a childcare reimbursement form with days, hourly/daily rate, number of children, and reason for childcare. The form is approved by the Youth Subcontractor and submitted for payment according to the Subcontractor's agency/school internal procedures. Reimbursement from WIA contract funds will occur through the monthly invoice process.

For Incentives:

Any item allowable under this policy provided as an incentive must include a Lane Workforce Partnership Incentives Contract in the participant's file. The Incentives Contract will specify the performance goal to be achieved, timelines for achievement, a description of the incentive to be provided and both Subcontractor's and youth's signatures signifying agreement. The Youth Subcontractor will also document the provision of an incentive in case notes.

VII. REQUIRED DOCUMENTATION TO SUPPORT TRANSACTIONS

The following documentation requirements apply to each supportive services request:

- A. All forms must be completed with original ink. Signatures shall be original ink signatures. The use of pencil or erasable ink is not allowable.
- B. Requests must be on approved forms of the Lane Workforce Partnership.
- C. Requests must have all documentation outlined in this policy or required to adequately support the expenditure on file to meet the conditions of an audit.
- D. Original receipts will be kept on file with the Youth Subcontractor. Copies will be sent in with the monthly invoice for reimbursement and also kept on file in the individual youth participant's file.
- E. Child care reimbursements made under this policy shall be based on actual amount(s) as evidenced by an original receipt. Receipts must be made out in the name of the youth participant. Additionally, the receipt must display the name, address and phone number of the provider.
- F. Support services purchased in bulk orders, e.g., bus passes, will be documented with the receipt of purchase and a list of WIA-registered youth receiving the item. Documentation will be attached to the monthly invoice submitted for reimbursement.

VIII. RESPONSIBILITIES

- A. The Lane Workforce Partnership Youth Staff is responsible for administering this policy and ensuring compliance with procedures.
- B. The Manager of Administrative Services is responsible for ensuring compliance with the Act, Rules and Regulations under the Act.
- C. The Executive Director is the final authority for the approval of Exceptions to this policy. **The Executive Director may delegate approval authority as necessary to implement this policy including the approval of Exceptions.**

IX. IMPLEMENTATION

The Lane Workforce Partnership Youth Staff or the Manager of Administrative Services may, from time to time, implement this policy through the issuance of procedural memorandum or formal policy implementation. These documents shall be considered a part of this policy issuance.



LANE WORKFORCE PARTNERSHIP
POLICY

POLICY TYPE:	Definition of Self-Sufficiency
EFFECTIVE:	February 24, 2000
REVISED:	

The Workforce Investment Act (WIA) allows for intensive and training services for employed adults and dislocated workers, if such services are deemed necessary to obtain and retain employment that provides for self-sufficiency.

State or local boards must set the criteria for determining whether employment leads to self-sufficiency. Recognizing that there are different local conditions that should be considered in this determination, the regulation provides maximum flexibility, requiring only that self-sufficiency means employment that pays at least the lower living standard income level. Many times it may happen that dislocated workers require a higher wage than the lower living standard income level to maintain self-sufficiency. Therefore, the Rule allows self-sufficiency for a dislocated worker to be defined in relation to a percentage of the lay-off wage.

The following has been approved by the Lane Workforce Partnership board of directors as the definition of self-sufficiency for Lane County's Unified Plan:

An individual does not meet the definition for self-sufficiency if their income is less than 185% of the Federal Poverty level, i.e., LLSIL (Lower Living Standard Income Level), and/or they need assistance to attain or maintain a better job.

Dislocated worker's income goal will be consistent with the established Oregon Benchmark which is 90% of their former wage.

AMENDED INTERGOVERNMENTAL AGREEMENT

The governments of Lane County and the Cities of Eugene and Springfield (hereinafter, Governments) intend, by this Amendment to the Intergovernmental Agreement executed in 1984, as last amended in 1998, to amend and enumerate the respective responsibilities of the Governments with respect to the Southern Willamette Private Industry Council (SWPIC), created as a unit of local government pursuant to ORS 190.003 et seq., subsequently incorporated as an Oregon non-profit corporation, also formed pursuant to the Job Training Partnership Act of 1982, as amended (hereinafter, JTPA), and as now further organized to also carryout the role and responsibilities of the grant recipient, program administrator and workforce investment area Board for the Lane County Workforce Investment Area pursuant to the federal Workforce Investment Act of 1998 (hereinafter, WIA) and a similar role with respect to other federal and state job training programs as applicable to the Lane County area. SWPIC shall also do business under the assumed business name Lane Workforce Partnership and/or such other assumed business names as shall from time to time be adopted by the SWPIC Board of Directors.

The Governments recognize the serious and complex problems resulting from unemployment among their citizens. They also recognize that a healthy, vigorous and growing economy built upon prosperous and expanding local private businesses and industries is necessary to provide a lasting solution to these problems. Further recognizing that the problems and the solution transcend traditional governmental boundaries, the Governments have determined that the solution can be best obtained by joining together in a common, concerted effort in partnership with the private sector.

ARTICLE I

PURPOSE AND AUTHORITY

1. This Agreement establishes a cooperative, voluntary arrangement among the elected officials of the member Governments in order to develop and carry out programs designed to enhance employment opportunities for citizens of the Lane County geographic area. This Agreement further authorizes a partnership between the Governments and the private sector in the planning and implementation of employment and training programs. In furtherance of this purpose, the Governments authorize SWPIC to implement, provide and administer job training programs and services, including but not limited to those that were authorized by the JTPA and those that are authorized under WIA and any other federal and state job training legislation designed to be carried out in the Lane County area.

2. The Lane County geographic area was previously designated by the Governments as a single Service Delivery Area (SDA) pursuant to the JTPA (29 USC 1501 et. seq., Public Law 97-300, 96 Stat. 1322, as amended) subject to such designation by the decision of the Governor of the State of Oregon. Subject to the approval of such designation by the Governor of the State of Oregon, pursuant to WIA the Governments also designate Lane County as a Workforce Investment Area and SWPIC as the grant recipient, program administrator and workforce investment area Board for the Lane County Workforce Investment Area.

3. The Governments acknowledge the prior formation of SWPIC as a unit of local government pursuant to ORS 190.003 et. seq., as subsequently incorporated as an Oregon non-profit corporation, and as also formed pursuant to JTPA and WIA. By executing this Amendment, the Governments do not intend to alter the organizational status of SWPIC as an entity.

ARTICLE II

GOVERNANCE

1. The SWPIC shall be governed by a Board of Directors consisting of not less than thirty (30) nor more than fifty-five (55) members, with the SWPIC Board at any time to determine the number of Board members, within these limits, who should be appointed at any particular time to so serve. The composition, qualifications, and manner of appointment of the members of the Board of Directors shall be consistent with the requirements of WIA and its implementing federal and state regulations as supplemented by any qualifications for Board membership established by the Governor of the State of Oregon after consultation with the elected officials of the Governments. In particular the membership of the Board shall always include the minimum number of required representatives from each of the entities or constituencies as shall from time to time be required by WIA or any replacement federal job training legislation.

2. All appointments to the SWPIC Board of Directors shall be made pursuant to the process specified in WIA or any replacement federal job training legislation. Appointments shall be for staggered three-year terms.

3. The Board of Directors of the Corporation shall, by majority vote, elect the officers of the Corporation called for by the Corporation's Bylaws except for the Executive Director who shall be separately selected and appointed as an officer of the Corporation by the Board. The President shall always be one of the private business representative members of the Board.

4. Each member of the Board of Directors shall have one (1) vote. Decisions shall be made at meetings where there is a quorum. A quorum shall consist of a majority of the appointed membership.

5. Decisions shall be made by an affirmative vote of a majority of the currently filled positions on the Board of Directors (not simply a majority of the members present at a meeting).

6. For purposes of approving the Lane County Workforce Investment Area local plan under WIA, or other action as to which WIA requires the signature of one local elected official, the Governments, through their elected official who serves on the WIA Board, shall from time to time designate one elected official to serve as their signatory as the WIA "chief local elected official."

ARTICLE III

MEETINGS

1. The Board of Directors shall meet at such times and places as may be designated by the President and approved by a majority of the Board, provided that at least one meeting shall be held in each calendar quarter.

2. A majority of the Board of Directors may, by petition to the President, direct that a meeting be held.

3. All meetings of the Board of Directors shall conform with the Oregon Public Meetings Law (ORS 192.610 et seq); and, shall be conducted in accordance with Roberts Rules of Order, as far as is reasonable and practical.

ARTICLE IV

POWERS

1. The powers of the Board shall be defined in a SWPIC/Governments agreement, as amended, commonly referred to as the Amended Private Industry Council/Local Elected Official Agreement (Amended PIC/LEO Agreement), and the Bylaws and Articles of the Corporation, copies of all three of which such documents are attached hereto as Exhibits A, B, & C.

ARTICLE V

DURATION AND TERMINATION

1. Subject to the right of any member Government to withdraw as stated herein, this Agreement took effect upon its execution in 1984 and, except as amended effective on and after July 1, 1998, shall remain in full force and effect until termination by unanimous vote of the parties hereto and delivery to the SWPIC Board of Directors, at least one hundred eighty (180) days prior to the effective date for termination, of a notice of such intended termination.

2. Any member Government may withdraw as a participating member under this Agreement after delivery of written notice to the SWPIC Board of Directors and the member Governments through the office of the representative thereof who signs this Agreement. In order to be effective, such notice of withdrawal must be received by all such parties at least ninety (90) days prior to the end of the SWPIC fiscal year that follows the delivery of such notice. If so received, such withdrawal shall become effective as of such year end. Any indebtedness or liabilities reasonably incurred by SWPIC on behalf of a withdrawing member Government prior to the effective date of the withdrawal shall remain an obligation of the withdrawing party.

ARTICLE VI

AMENDMENT

1. Any amendment to this Agreement must be agreed to by each member Government.

ARTICLE VII

LIABILITIES AND TRANSFERS

1. Any liability which may accrue to the Governments due to the SWPIC's performance or failure to perform under the agreement between the SWPIC and Lane County and the Cities of Eugene and Springfield (the Amended PIC/LEO Agreement) by virtue of the requirements of state or federal law shall be apportioned among the Governments equally. Nothing in this provision shall be interpreted as any waiver of the rights and immunities to which Lane County and the Cities of Eugene and Springfield are subject due to their respective status as an Oregon Public Body. Each Governmental entity hereby expressly retains all the provisions of the Oregon Tort Claims Act, ORS 30.260-300.

2. Any employees who are transferred from a member Government to the SWPIC shall be entitled to accrued benefits to the extent provided for in state law.

3. Any property purchased with WIA or other job-training funds by a member Government shall be transferred to the SWPIC.

IN WITNESS WHEREOF, this Agreement is executed by the parties hereto effective on and after July 1, 1999.

APPROVED AS TO FORM:

Terence J. White 3/30/00
Lane County Legal Counsel

FOR LANE COUNTY:

By: *[Signature]*
Chairman, Board of Commissioners

[Signature]
Eugene City Attorney

FOR THE CITY OF EUGENE

By: *[Signature]*
Mayor

[Signature]
Springfield City Attorney

FOR THE CITY OF SPRINGFIELD

By: *[Signature]*
Mayor

Exhibit A: PIC/LEO Agreement (5 pages)
Exhibit B: SWPIC Articles of Incorporation (7 pages)
Exhibit C: SWPIC Bylaws (12 pages)

Bob Baldwin
President
Lane Central Labor Council
 4000 East 30th Avenue
 Eugene, OR 97405
 (541) 463-5208 FAX (541) 463-4174
baldwinb@lanecc.edu
 (Labor)

Dennis Dover
Business Representative
Sheet Metal Workers Int'l Assoc. #16
 1887 Laura Street
 Springfield, OR 97477
 (541) 746-7626 FAX (541) 746-7522
ddover@sheetmetal-16.org
 (Labor)

Sandra Gerber*
Safety & Human Resources Manager
Twin Rivers Plumbing, Inc.
 P.O. Box 40397
 Eugene, Oregon 97404
 (541) 688-1444 FAX (541) 688-9272
sandee@twinrp.com
 (Lane Co.-Business)

Christine Harper*
Timber Products, Inc.
 305 S 4th Street
 Springfield, OR 97477
 (541) 744-4287
cmosshar@timberproducts.com
 (Youth Representative)

Shondra Holliday
Business Office Manager
Oregon Spine & Physical Therapy
 560 Country Club Parkway, Suite B
 Eugene, Oregon 97401
 (541) 683-5139 FAX (541) 683-5783
sholliday@oregonspinept.com
 (Eug.-Business)

Lena Kostopulos
Human Resources Manager
Eugene Water & Electric Board
 500 East 4th Avenue
 Eugene, OR 97401
 541-685-7466
Lena.kostopulos@eweb.org
 (Lane County Business)

Al Levine*
Youth Services Division Manager
Lane County Division of Youth Services
 2727 Martin Luther King Blvd.
 Eugene, OR 97401
 (541) 682-4747
Al.levine@co.lane.or.us
 (Juvenile Justice System)

Sarah Micheli*
Admissions Counselor
Job Corps
 2510 Oakmont Way
 Eugene, Oregon 97401
 (541) 686-7806
Micheli.sarah@jobcorps.org
 (Job Corps Representative)

Tony Scurto
Superintendent
Pleasant Hill School District
 36386 Highway 58
 Pleasant Hill, OR 97455
 (541) 746-9646 FAX
tscurto@pleasanthill.k12.or.us
 (Education)

Larry Sullivan
Superintendent
Lane Education Service District
 1200 Highway 99 N
 Eugene, OR 97402-2033
 (541) 461-8213 FAX (541) 461-8298
lsullivan@lesd.k12.or.us
 (Education-Service District)

Gary Wildish*
Board of Directors
Chambers Construction
 3028 Judkins Road, Suite 1
 Eugene, OR 97401
 (541) 228-6284 FAX (541) 687-9451
gwildish@chambersconstruction.com
 (Eugene-Business)

12-17-14
 *non-board member

YOUTH COMMITTEE MEETING NOTIFICATION ON LANE WORKFORCE PARTNERSHIP WEBSITE

Committee Calendar

www.laneworkforce.org/calendars/executive-committee/

Secretary
Jerry Stiltner
Treasurer
Kristina Payne
Executive Director

YOUTH COUNCIL

4th Thursday: 8:00 – 9:30am
Sept. 25, Nov 20, Jan 22, Mar 26, May 28

Bob Baldwin	Shondra Holliday	Tony Scurto, <i>Chair</i>
Dennis Dover	Lena Kostopolus	Patrick Smith
Sandee Gerber	Al Levine *	Larry Sullivan
Christine Harper*	Sarah Micheli *	Gary Wildish *

*Ad Hoc Members

SYSTEM INNOVATION

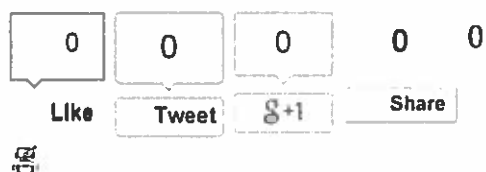
4th Thursday: 3:00 – 5:00pm
July 24, Sept 25, Nov 20, Jan 22, Mar 26, May 28

Travis Brooke	Rocky Hadley	Jon Kubu
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Taskbar: 8:11 AM 1/7/16/2014

Community

SEPT. 23, 2014



Sierra Club — “Wilderness: Past and Future” is the subject of a talk to be given by Lane County Commissioner Pete Sorenson and Pete Frost of the Western Environmental Law Center at 7 p.m. Thursday in Room 110 of the University of Oregon Law School, East 15th Avenue and Agate Street; doors open at 6:30 p.m.; sponsored by Many Rivers Group chapter; 541-654-0405.

Fundraising Letter Workshop — Lane Arts will hold a workshop from 3 p.m. to 5 p.m. Thursday on how to make fundraising letters stand out in the crowd with “Writing a Winning Fundraising Appeal” in The Studio at the Hult Center; presented by Claire Seguin, executive director of Neighborhood Economic Development Corp.; workshop fee is sliding scale of \$15 to \$25; www.lanearts.org.

Memoir Readings — The Coos Bay Public Library will host “The Stories of Our Lives” memoir readings at 7 p.m. Thursday; free; writers from Sally Harrold’s Auto-biography/Memoir class at SOCC will share short selections from their memoirs; Harrold and class members also will briefly discuss key elements of memoir writing.

Lane Workforce Partnership’s Youth Council — 8 a.m. to 9:30 a.m. Thursday at 1500 Valley River Drive, Suite 150; agenda will include carryover funds and Workforce Innovation & Opportunity Act Youth RFP.

Lane Workforce Partnership’s System Innovation Committee — 3 p.m. to 5 p.m. Thursday at 1500 Valley River Drive, Suite 150; agenda will include Regional Innovation Training Fund RFP process, Business Welcome Network.

Rubicon Society — Republican Michael Spasaro and Democrat Lee Beyer, both candidates for Senate District 6, will be the guest speakers at the noon Rubicon luncheon on Thursday at Kowloon Restaurant and Lounge, 2222 Martin Luther King Jr. Blvd.

PUBLIC MEETING NOTICE

LANE WORKFORCE PARTNERSHIP

The Lane Workforce Partnership's Youth Council will meet on Thursday, November 20, 2014 from 8:00 – 9:30 a.m. at 1500 Valley River Drive, Suite 150, Eugene. Agenda includes: Healthcare Pathways Grant Presentation; Digital Dojo Partnership; Soft Skills Update. EEO Employer. Auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost upon request.

*Posted November 18, 2014, tear sheet
from paper not available.*



YOUTH COUNCIL COMMITTEE MEETING

Thursday, May 22, 2014
8:00 – 9:30 a.m.

MINUTES

PRESENT

Dennis Dover
Todd Edman
Christine Harper
Shondra Holliday
Lena Kostopolus
Sarah Micheli
Tony Scurto

REPRESENTING

Labor
Business
Past Participant
Business
Business
Job Corps
Education

OTHERS

Tim Bjornstadt
Dylan DeRoos
Rhonda Ghiringhelli
Laurel Henry
Melly Holloway
Jen King
Brad New
Cheryl Zwillinger

Eugene 4J
Student ECCO
Department of Human Services
South Lane School District
Eugene 4J
Eugene 4J
Eugene 4J
Looking Glass Riverfront

STAFF

Tiffany Cink, Kathy Dyer, Lyle Lang, Kristina Payne and Robin Scott

I. CALL TO ORDER

Tony Scurto called the meeting to order at 8:00 a.m.

II. INTRODUCTIONS

Introductions were made.

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVAL OF MINUTES

Shondra Holliday moved to approve the minutes of the March 27, 2014 Youth Council Committee meeting. Todd Edman seconded and the motion was unanimously carried.

V. EARLY COLLEGE AND CAREER OPTIONS PRESENTATION

Eugene School District 4J representatives, Brad New, Jen King, Melly Holloway and Tim Bjornstad gave a presentation on the ECCO (Early College and Career Option) High School's implementation of the National Career

Readiness Certificate (NCRC) and the future of the RTEC (Regional Technical Early College).

Jen King presented information on ECCO's success with administering the NCRC assessments to help students meet their graduation requirements in math and reading. Students entering ECCO have voiced the importance to them that their education and assessments have relevance. In addition, the NCRC assessments result in a certificate that is valued by employers in their hiring process. In four months of testing, 181 assessments were administered resulting in 48 students earning their essential skills requirements in reading and 57 in math. Sixty-six percent of those students scored a gold or platinum in reading and fifty-three percent attained that level in math. Overall, 23 students earned their NCRC with more testing planned in the next week.

Ms. King explained that students spend the first 12-24 weeks at ECCO in a cohort entry program. During that time, they develop an education and career plan. Students are interested in job shadows and internships to have a real life experience of their career of choice. ECCO hopes to collaborate with Lane Workforce Partnership to help build partnerships with employers so that each student has a direct 1:1 relationship with an employer in their field.

Dylan DeRoos, current student at ECCO, shared his experience with the program. Dylan had intended to complete his GED and attend Lane Community College (LCC). Now, his aspirations include earning a transfer degree at LCC, acquiring his Bachelor's Degree and an MBA in Business Administration and Computer Programming. The program has helped him focus on where he wants to be when he turns 25. The program also allows the students to be involved in their own success.

Brad New presented information on the RTEC Center. The Regional Technical Early College offers courses for students interested in taking introductory and pre-requisite courses for a jump start into career technical interest areas. The center is a partnership with Lane Community College and K-12 to create regional platforms for seamless transition from high school to family wage careers. High school students and those students in ECCO enroll in the classes.

Recently, the focus has been on adding courses in the computer science academy and STEM (Science, Technology, Engineering and Math) trades. There have been conversations with local technology companies on attracting a local workforce and creating a healthy community. RTEC is partnering with Thinkersmith to bring elements of the computer science to K-8. This would be an effort to create vitality within elementary and middle schools to create a pipeline of interested youth.

Currently, ECCO is funded for 250 students. The program is near capacity. When the academy approach becomes part of the program, expansion will be necessary. There are supporters lined up to fund the expansion up to 500-600 students.

Kristina Payne thanked the panel for their presentation. Ms. Payne offered the services of Lane Workforce Partnership to support the work being accomplished. Additionally, letters of support for grant opportunities would gladly be provided.

VI. RENEWAL OF YOUTH CONTRACTS

Lyle Lang presented information on contract monitoring and funding. Onsite monitoring is conducted at least once a year to review files and verify the enrollment process. This information is used in making recommendations to the Committee to continue contractors for another year. Mr. Lang met with contract staff that provide services to youth. All contractors successfully met the monitoring requirements with very minor instances of corrections to be made.

Mr. Lang referenced the Youth Program Performance Report of July 1, 2013 to March 31, 2014. The report showed each contractor's number served and contracted number to serve. Most contractors are at or exceeding their capacity. The Department of Youth Services serves an offender population which limits the number of youth they are able to enroll and retain.

The chart also included the three program performance areas: number of youth placed in employment or education, number that have attained a degree or certificate and number of literacy/numeracy gains. The program is exceeding

performance in two of the three areas. The literacy/numeracy performance measure has been difficult to attain as the Bethel School District contract has had turnover in their coordinator position. The position takes time to learn and with the turnover, it is difficult to retain the youth for follow-up testing. Kristina Payne added that the issue with literacy/numeracy performance is in the technical aspect of measuring the performance. Youth must be tested upon entering the program and then again one year later. If either of those data points are not captured, the performance is not measured.

Todd Edman asked for clarification in the reporting of the performance data and if individual contract performance goals may be altered. Lyle Lang explained that the performance numbers are reported as a cumulative effort. Annually, staff meets with each contractor to make adjustments to performance expectations going forward.

Funding allocations for July 1, 2014 through June 30, 2015 will be flat funded.

Shondra Holliday moved to recommend to the LWP Board of Directors, that the 2014-15 WIA Youth Contractors be renewed at the 2013-14 amounts shown below:

Bethel School District	\$75,351
Department of Youth Services	\$88,151
Looking Glass	\$208,402
McKenzie School District	\$51,514
Pleasant Hill School District	\$66,875
South Lane School District	\$139,707
TOTAL	\$630,000

Todd Edman seconded and the motion was carried. Tony Scurto abstained from voting due to conflict of interest.

Mr. Lang reported that this is the final year in the current three-year bidding cycle. The next competitive bid process will take place in early 2015. Kristina Payne asked the Committee to consider moving to a five-year bidding process. Data has shown that a contractor has mastered navigating the contract requirements at the three-year mark. The contracts are a one-year term with yearly renewal up to five years. Renewal is contingent on satisfactory performance.

VII. SPRINGFIELD HIGH SCHOOL VOCATIONAL CONNECTION TO EMPLOYERS

Lyle Lang gave an update on the Springfield Vocational Center connection. The most recent tour included 30 representatives from 8 different manufacturing and construction businesses. Those present were Kingsford, Bulk Handling Systems, JAJ Enterprises, Marshall's Heating and Air, Johnson Crushers, Metal Products Company, Delta Sand and Gravel and Knife River. The employers were impressed by the skills the youth are learning and the work readiness background.

Springfield High has a volunteer liaison to help connect the employers to Springfield High School Vocational Center students. The school liaison will identify graduating youth that are 18 years of age and are interested in the construction and manufacturing jobs. Youth placements will be facilitated through WorkSource Lane and the On-the-Job Training Program.

VIII. SAND AND GRAVEL TOUR

Representatives from Delta Sand & Gravel, Knife River, and Eugene Sand & Gravel hosted a tour of their facilities for local instructors and students. The participating employers rented two vans to facilitate the drive-thru tour. Over 60 youth participated from ten school districts around Lane County. Youth were able to pick up applications and signed a list indicating their interest in working for the various aggregate employers.

Next steps include Mr. Lang meeting with the sand and gravel representatives and reviewing the applications. WorkSource Lane representatives will be at the meeting to present the On-the-Job Training Program to employers. Employers could be reimbursed for training costs involved in hiring the youth.

The sand and gravel representatives are planning to host the tours again in the fall with a follow-up tour in the spring. The employers need to replace an aging workforce. The tours are a way of introducing youth to the sand and gravel industry and educating y them about their employment opportunities.

Mr. Lang discussed the variety of opportunities that are happening for youth. The youth being targeted for these opportunities are those that do not plan to attend college. They are hands-on youth that want to go to work right away.

IX. OTHER BUSINESS

Larry Sullivan will provide an update at the next meeting on a variety of grants Connected Lane County has received.

Dennis Dover reported that applications are being accepted for entry level sheet metal apprenticeships. Youth must be 18 and graduated from high school. There are currently 8-10 openings for apprenticeships.

A future tour of the Sheet Metal and Plumbing Training Center and local employers will be planned.

X. NEXT MEETING

The next meeting is tentatively scheduled for July 24. Depending on agenda items, the meeting could be held on September 25.

XI. ADJOURNMENT

The meeting was adjourned at 9:25 a.m.

2013-14 Youth Program Performance Report

Current Contractors	# Served	# Contracted to Serve	Placed in Employment or Education (Goal 69.6%)		Attainment of Degree or Certificate (Goal 67.2%)		Literacy/Numeracy Gains (Goal 65.5%)	
			Actual	Goal	Actual	Goal	Actual	Goal
Bethel School District	22	17	2/2		3/3		2/10	
		129%	100%	69.6%	100%	67.2%	20%	65.5%
DYS	24	25	8/10		5/9		5/7	
		96%	80%	69.6%	56%	67.2%	71%	65.5%
Looking Glass	65	50	15/22		9/10		9/16	
		130%	68%	69.6%	90%	67.2%	56%	65.5%
McKenzie	14	12	0		0		n/a	
		117%	n/a	n/a	n/a	n/a	n/a	n/a
Pleasant Hill	24	18	6/6		5/6		n/a	
		133%	100%	69.6%	83%	67.2%	n/a	n/a
South Lane	52	51	4/7		7/7		n/a	
		102%	57%	69.6%	100%	67.2%	n/a	n/a
Total	201	173	35/47		29/35		16/33	
% of Goal Total		116%	74.5%	69.6%	82.9%	67.2%	48.4%	65.5%
				107%	123%		74%	



AUTHORIZATION FOR RELEASE OF PERSONAL CONFIDENTIAL INFORMATION

I hereby authorize Lane Workforce Partnership and any of its parents, subsidiaries, or other affiliates and partners (including the Lane Workforce Partnership board of directors and The Workforce Network) and their respective agents and subcontractors, to disclose confidential information contained in my individual case management records to the individual listed below.

I UNDERSTAND THAT THIS AUTHORIZATION IS VOLUNTARY and that the information to be released is protected by law.

Information to be released on the following individual:

Last Name		Middle	First	
Social Security No.			Date of Birth	
Street address	City	State	Zip Code	

Records to be released (fully describe records to be released):

Number of Pages	Cost of Copies	Staff Cost	Total Cost

I authorize the individual or legal guardian or agency identified below to receive confidential information as described above:

Individual or Agency			
Street address	City	State	Zip Code

I understand that my records are protected by federal and state regulations governing the Confidentiality of Information including Oregon Revised Statutes 660.339 & Chapter 192, Oregon Administrative Rules 151-020-0075 and Oregon Department of Community Colleges and Workforce Development Policy 589-40-4 (06/04/2007).

I agree to hold Lane Workforce Partnership, its agencies, employees, officers and subcontractors harmless from any claim or liability (including, but not limited to, any claim brought under a confidentiality or privacy law) in connection with the release at your request of the information and records described herein.

I understand that Lane Workforce Partnership may under federal and state law charge me the actual cost associated with duplication and release of records, as stated herein.

Signature of Applicant/Client or Legal Representative		Date
Print Name of Applicant/Client or Legal Representative		
Signature of Witness		Date
Print Name of Witness		



RECORDS REQUEST FORM

Section A – Requester Information

NAME OF REQUESTING INDIVIDUAL		TITLE	
PHONE	FAX	E-MAIL	
FIRM OR TRADE NAME			
MAILING ADDRESS			
CITY	STATE	ZIP	

Section B – Records(s) Requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist Lane County staff in locating the record(s). For multiple records, attach additional pages.

DESCRIPTION OF RECORDS REQUESTED

Section C – Format of Records(s)

Please specify the preferred format of record(s). Not all options are available within the Departments.

- Paper copy
 Electronic Media
 Visual Inspection Only

By signing below I certify that the information is true and correct to the best of my knowledge

SIGNATURE OF REQUESTING INDIVIDUAL	DATE
------------------------------------	------

----- Lane County Staff Use Only -----

Date request received: _____ by _____

Estimate
 An estimate of \$ _____
 was provided on _____
 by _____

Request Status

Authorization to Proceed
 Request withdrawn
 Information provided and request completed _____
 Information not provided – law excludes information requested
 Other _____

Payment status
 Amount received \$ _____

Cash
 Check _____
 Other _____

HOW TO REQUEST A PUBLIC RECORD

Procedure (LM 2.163):

1. Requester submits completed Public Record Request (Page of 1 this form) to the appropriate address below.
2. Lane County will respond to the requester acknowledging the request and include one of the following statements:
 - a. The Department does not possess or is not the custodian of, the public record(s).
 - b. The records requested are exempt from disclosure as per ORS 192.410 to 192.505.
 - c. The Department is uncertain whether it possesses the public record but will search for the record and will promptly notify requestor of the records' availability.
 - d. State or Federal law prohibits Lane County from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanctions
 - e. The Department is the custodian of at least some of the requested public records, an estimate of the time the department requires before the public records may be inspected or copies of the records will be provided and an estimate of the fees that the requester must pay as a condition of receiving the public records.
 - f. The Department is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the requested public record and that an estimate of the time and fees for disclosure of the public records will be provided by the Department within a reasonable time.
3. If the estimated cost of locating, assembling, copying and reviewing the requested documents is less than \$25, the department may proceed with such work. The requestor must arrange payment of the balance due prior to receipt of the requested documents.
3. If the estimated cost exceeds \$25, Lane County must provide an estimate to the requestor and stop any work on the request until payment is received in the estimated amount. If the requestor chooses to pay the estimated amount, work will be done in a reasonable amount of time. If the time and resources spent on the request are less than the paid amount, a refund will be provided. If the time and resources spent on the request exceed the estimated amount, the documents will be provided upon receipt of balance due.
3. Lane County shall locate and assemble the record(s) requested, eliminating any records which are exempt from disclosure (ORS 192.410 to 192.505). Lane County shall charge a reasonable fee for the location, assemblage, copying, and review of the records, as allowed under ORS 192.440.

Submit Requests to:

Liane Richardson
County Counsel
Office of Legal Counsel – Lane County
125 East 8th Avenue
Eugene, OR 97401

or requests may be made to the Department Head for the Department that has custody and control of the requested records. Names of Department Heads and contact information are available on the County's website.

Summary of fees for commonly requested items:

Minimum fee for any public records request	\$13.00 (includes 4 pages of copies)
Copies per page (after first 4 pages)	\$0.30 per page
CD's	\$25.00 minimum
Mailing & postage	actual cost
DVD's	\$25.00 minimum
In-car video recording on CD	\$35.00/hr, 1 hour minimum
Audio tapes	\$16.00 minimum
Copies of Dispatch Center recordings	\$40.00/hr, 1 hr minimum
Color copies	\$2.00 per page
8.5" x 11" photos	\$2.50 per photo
Research of policies and procedures	\$35.00/hr, 1 hour minimum
Computerized reports to locate data	\$35.00/hr, 1 hour minimum
Attorney review of requested documents	\$110/hr
Restoration of employee mailboxes	\$100.00 per employee mailbox per mo.
Data analysis	\$100.00/hr
Office staff time spent locating, copying, collating, collecting and reviewing documents	\$35.00/hr after first half hour
Administrator or Department Head review	\$70.00/hr
Faxed copies	\$1.00 per page

This fee schedule does not apply to fee schedules established by the Division of Deeds & Records, or the Department of Assessment and Taxation. For fee schedules for those divisions/departments, or for fees for items not listed above, please refer to the fee schedules listed by the departments in possession of the requested items.

**GENERAL GUIDELINES FOR ALLEGATIONS OF CRIMINAL
FRAUD AND/OR ABUSE**

(Please refer to LWP Policy on Incident Reporting)

Information and complaints involving criminal fraud, waste, abuse or other criminal activity must be reported immediately.

A. Notification through State Department of Community Colleges and Workforce Development

The Policy of the State Department of Community Colleges and Workforce Development (CCWD) is that “all incidents of suspected criminal activity shall be reported through the State CCWD to the Regional Office of Inspector General (OIG) and the Regional Administrator of the United States Department of Labor (DOL). CCWD will manage the investigation and resolution process to assure reported incidents are closed in a timely manner.” (CCWD Policy Number 589-40.2)

All allegations of fraud, waste, abuse or other criminal activity must be reported directly to the State CCWD via telephone (1.800.282.6514).

Once reported via telephone, prepare and forward to CCWD, within one workday, the DOL Incident Report DL1-156 8/83 with a copy to Lane Workforce Partnership attention Chief Operating Officer. CCWD will notify DOL Regional OIG Office and Regional Administrator and analyze the report and draft recommendations for further action.

B. Notification through DOL Incident Reporting System

Customers and staff may also report incidents through the DOL’s Incident Reporting System. There are several methods through which allegations may be reported:

1. Website Report: Go to www.oig.dol.gov and select OIG Hotline. Complete the HOTLINE FORM and submit as directed.
2. Email: Allegations may be sent via email to: hotline@oig.dol.gov (put “hotline complaint” in the subject).
3. Telephone: Call the toll-free telephone number: 1.800.347.3756.
4. Fax: Send a fax statement to: 1.202.693.7020.
5. Letter: Write a complaint and send it to:

US Department of Labor
Office of Inspector General
Office of Investigations
Room S5506
200 Constitution Avenue NW
Washington DC 20210

Individuals who provide information on allegations of fraud, waste, abuse, and mismanagement of federal funds in programs administered or funded by the DOL may remain anonymous, ask that their identities be held in confidence, or provide their names, with no restrictions. The request for confidentiality must be specified. The DOL policy is to honor request for confidentiality and not to release any data that would identify such individuals unless required to do so by order of law (e.g., court order, subpoena).



Policy Type: WIA Grievance Policy and Procedures
Effective Date: July 1, 2000
Revised: June 10, 2005; August 29, 2012

PURPOSE

These program procedures implement the Lane Workforce Partnership (LWP) Grievance Policy. The procedures and accompanying forms will be used by all Region 5 recipients of WIA Title IB financial assistance when processing a complaint that alleges a violation of the Workforce Investment Act (WIA) IB, regulations, grant, or other agreements administered under the Act, terms and conditions of employment, or discrimination.

REFERENCE

- Public Law 105-220 (Workforce Investment Act), Section 181 & 188
- Americans with Disabilities Act of 1990, Title II, Subpart A
- Age Discrimination Act of 1975, as amended
- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Education Amendments of 1972
- Titles VI and VII of the Civil Rights Act of 1964, as amended
- 20 CFR Part 667.275, Subpart F 667.600 - 650
- 29 CFR Parts 31, 32, 34 and 37
- Oregon Administrative Rule (OAR) 151-010-0020
- Oregon Administrative Rule (OAR) 151-020-0045-589-020-0300
- Oregon Revised Statutes (ORS) 183.502 Alternative Disputes Resolution
- Oregon Revised Statutes (ORS) Chapter 36 Mediation and Arbitration
- State Workforce Investment Act (Grievance) Policy No. 589-40.3
- Training and Employment Guidance Letter (TEGL 2-12)

BACKGROUND

Through federal and state law, regulation and policy, recipients of WIA funds are required to maintain a process for the resolution of non-criminal complaints that relate to terms and conditions of employment or allegation of a violation of the WIA regulations, grant or other agreement under the Act, and are also required to maintain a process for resolving complaints involving allegations of criminal conduct or known or suspected fraud and/or abuse. In addition, recipients of WIA funds are also required to comply with nondiscrimination and equal opportunity provisions that prohibit discrimination on the grounds of race, color, religion, sex, national origin, age disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIA Title IB - financially assisted program or activity. These program procedures provide operational guidance for: Grievance procedure requirements for recipients and beneficiaries of WIA Title IB funding established under section 181 (c) of the WIA and 20 CFR 667.600-650, subpart F, as well as Oregon Administrative Rule 151-020-0042; and for the implementation of the nondiscrimination and equal opportunity provisions specified in Section 188 of WIA and 29 CFR Part 37, and the state of Oregon Methods of Administration.

Lane Workforce Partnership and its Service Providers value customer service and customer satisfaction and prefer that dissatisfaction and complaints are resolved amicably as close to the point of service delivery as possible. Whenever possible, all parties are encouraged to use the Alternative Disputes Resolution (ADR)

process (see II.F.4 in these program procedures). When this is not possible, written complaints including those related to discrimination or involving criminal conduct are to be processed following these program procedures.

These procedures:

1. Provide guidelines for the resolution of grievances or complaints related to:
 - a. Non-criminal violations of WIA IB, and allegations of criminal violations or allegations of fraud and/or abuse related to the provision of WIA IB services; and,
 - b. Nondiscrimination and equal rights provisions of WIA IB.
2. Designates the Regional Equal Opportunity (EO) Officer and an Equal Opportunity Coordinator.
3. Establishes requirements for each Service Provider operating within the Region 5 One Stop center for assuring:
 - a. Designation of an EO Coordinator, in compliance with the state of Oregon Methods of Administration (MOA) using the Equal Opportunity and Grievance Officer Designation (Methods of Administration Comment(s)/Concern(s) Process).
 - b. The EO Coordinator provides notification to the Regional EO Officer immediately upon the receipt of any complaint related to the provision of WIA IB services or services provided through a One Stop that is a recipient or beneficiary of WIA IB funding; and,
 - c. Each One Stop center or affiliated One Stop site within the region that is a recipient or beneficiary of WIA IB funding has established a written process assuring that grievances related to WIA IB or non-WIA IB programs or services are referred to the appropriate program for resolution.

GENERAL

Written complaint procedures shall be furnished to every applicant of WIA IB services. Reasonable efforts will be made to assure that complaint procedures are understood by participants, individuals and recipients of federal assistance under WIA Title IB. The written complaint procedure will include notice that the complainant and respondent have the right to be represented by an attorney or other individual of his or her own choice. With the exception of discrimination complaints, all other complaints must be filed within one year (365 days) from the date of the alleged occurrence.

Discrimination complaints must be filed within one half year (180 days) from the date of the alleged act of discrimination unless the time is extended by the Assistant Secretary of the Department of Labor for good cause.

All references to days shall be defined as calendar days. The thirty (30)-day clock to a formal hearing or initial determination, and the sixty (60)-day clock to a final determination, begin the day a complaint is received by either the EO Coordinator or the Regional EO Officer. Time lines may be extended if good cause is shown, and if both the complainant and respondent parties agree in writing to waive the timelines.

A complaint may be withdrawn by the complainant at any time. Such a withdrawal must be in writing.

INQUIRIES

Inquiries should be addressed to the Equal Opportunity Coordinator: **Sue Thompson (541-255-8116), Lane Workforce Partnership, 1500 Valley River Drive, Suite 150, Eugene, OR 97401.**

METHODS OF ADMINISTRATION
Workforce Investment Act Section 188: Nondiscrimination (29USC 2938)

Title IB Programs

COMMENT(S)/CONCERN(S) PROCESS

PURPOSE

The purpose of the Methods of Administration is to provide a reasonable guarantee of Oregon's compliance with the Americans with Disability Act, section 504 of the Rehabilitation Act of 1973, Section 188 of the Workforce Investment Act of 1998, and 29 CFR Part 37 as the state implements and executes the Workforce Investment Act of 1998, as amended. The MOA is supported by the Governor's Executive Order EO-96-38, regarding affirmative action and equal opportunity for Oregonians. The MOA applies to (1) any recipient, (2) programs and activities that are part of the One Stop delivery system and that are operated by One Stop partners listed in section 121(b) of the Workforce Investment Act. The MOA is equally applicable to all contractors, vendors, grantees, agents, recipients and providers of services funded in whole or part with federal funds.

DESIGNATION OF EQUAL OPPORTUNITY COORDINATORS

The state Equal Opportunity Officer (EOO) for the purposes of the MOA resides in the Oregon Employment Department. The state EOO reports to the Director of the Oregon Employment Department who serves in the Governor's Cabinet. Local Workforce Investment Boards are responsible for designating a local Equal Opportunity Coordinator(s) (EOC) and a Regional Equal Opportunity Officer to assure compliance with the Methods of Administration.

Equal Opportunity

Julie Davidson 541-686-7682

Regional Equal Opportunity Officer

Sue Thompson 541-255-8116

RESPONSIBILITIES

The primary partnership in resolving complaints under the MOA is between the state partner agency's EOO and the EOC at the One Stop (for Lane County WorkSource Lane).

The Equal Opportunity Coordinator is responsible for carrying out the following duties:

1. Receiving and processing complaints based on prohibited grounds of discrimination.
2. Provides notification to the Regional EO Officer immediately upon the receipt of any complaint related to the provision of WIA 1B services or services provided through a One Stop that is a recipient or beneficiary of the WIA 1B funding.
3. Providing information about non-discrimination and equal opportunity laws and the complaint process to agency staff, beneficiaries and interested members of the public on request.

4. Developing and providing compliance reports for review by the state Equal Opportunity Officer (EEO), who submits compliance reports to the U.S. Department of Labor Civil Rights Commission.
5. Ensuring compliance with the MOA by all of its staff and sub-recipients.
6. Monitoring and reporting required data elements to the state EEO.
7. Conducting internal self-evaluations of performance in compliance with the MOA and under the guidance of the state EEO.

PARTNER AGENCY REPORT PROCESS

In compliance with the Methods of Administration, a *Comment(s)/Concern(s)* form has been developed for the use by all partner staff as a first step for reporting potential complaints.

The form shall be used at all partner agency locations that provide services or receive funding under Title 1B of The Workforce Investment Act.

Steps for using *Comment(s)/Concern(s)* form:

1. A customer has a comment/concern that he/she would like to express.
2. Staff addresses and resolves concern immediately, if appropriate.
3. If concern is not resolved, and the customer wishes to take the concern further, staff gives the customer the *Comment(s)/Concern(s)* form to complete, sign and date.
4. Staff informs customer that his/her concern will be forwarded to the Equal Opportunity Coordinator and that he/she will be contacted within 7 working days from receipt of the form by the Equal Opportunity Coordinator.
5. Within 24 hours staff forwards completed *Comment(s)/Concern(s)* form to Equal Opportunity Coordinator (Attention: Julie Davidson or Sue Thompson) either by fax (541-686-3570) or email julie.m.davidson@oregon.gov or sue@laneworkforce.org.
6. The Equal Opportunity Coordinator assigns to appropriate agency to resolve according to their resolution process (including if elevated to the state level). A copy of the *Comment(s)/Concern(s)* form will be faxed or emailed to the appropriate agency.
7. The agency handling the concern will report status of the concern to the WorkSource Lane Equal Opportunity Coordinator by completing the "Staff Use Only" section of the *Comment(s)/Concern(s)* form and faxing or emailing the form back to the WorkSource Lane Equal Opportunity Coordinator.

NOTE: All *Comment(s)/Concern(s)* forms are to be faxed or emailed to the Equal Opportunity Coordinator, and copy to Regional Coordinator Officer, whether resolved or not. A COPY OF THE FORM IS ATTACHED TO END OF THIS DOCUMENT.

If you have any questions regarding this process, please contact Julie Davidson at (541) 686-7682 or Sue Thompson at (541) 255-8116.

I. NONCRIMINAL COMPLAINTS EXCLUDING DISCRIMINATION

The procedures described below apply to all non-criminal WIA IB complaints filed against the Lane Workforce Partnership or its regional One Stop Service Providers. As the One Stop Operator, the Regional EO Officer will coordinate and assist in the resolution of all WIA IB non-criminal complaints.

A. Filing Requirements

1. The complainant must file the complaint with the Equal Opportunity Coordinator, who will provide a copy to the Regional EO Officer. The complaint shall be submitted on WorkSource Lane, Workforce Investment Act, Comment(s)/Concern(s) Form (Form WIA-01) provided for this purpose.
2. The local EO Coordinator will determine if the complaint relates to discrimination, a violation or alleged violation of Title IB of the WIA, regulations, grant or other agreements under the Act, or to terms and conditions of employment, or is more appropriately referred to another program or organization offering services through the One Stop system.
3. The local EO Coordinator will contact the complainant within five days of the receipt of the complaint to discuss the nature of the complaint. Within ten-days of the filing of the complaint, the EO Coordinator will attempt to resolve the matter.
4. The complainant will be notified in writing of the determination of the complaint within 15 days of the filing of the complaint. As appropriate, notification will include the referral of the complaint to the appropriate non-WIA IB program or organization offering services through the One Stop system.

B. Processing of Complaints

1. Complaints Not Involving a Violation or Alleged Violation of the WIA Act

Within ten (10) days of the filing of a complaint, the EO Coordinator will attempt to resolve the matter informally with the complainant and respondent. If the complaint is related to employment, the complainant will be given the opportunity to be heard by a party other than the complainant's direct supervisor.

Within ten (10) days after this meeting to clarify issues and early efforts at informal resolution, a written summary of the meeting and its outcomes will be provided to the complainant, respondent, and Regional EO Officer by the EO Coordinator. The summary shall include the:

- a. Filing date of the complaint;
- b. Date of informal meeting to clarify or resolve the complaint;
- c. Determination of the nature of the complaint;
- d. Summary of the process used to investigate the complaint;
- e. Findings regarding the complaint, including the names and contact information for the parties involved;
- f. Proposed resolution of the complaint;
- g. Signed receipt or statement that a copy of the complaint process was transmitted to the complainant; and,
- h. Date and method of transmittal of the summary to the complainant.

Recourse Available to the Complainant Under the Informal Resolution Process

After completing the above process, if the complainant is dissatisfied with the proposed resolution, the complainant may request in writing that the complaint be reviewed by the Regional EO Officer. A written request for review must be submitted to the Regional EO Officer within ten (10) days of the date of transmittal of the summary to the complainant.

Upon a request to review, the Regional EO Officer will review information related to the complaint, investigate further as warranted, and determine whether the informal resolution process was followed and that rules and regulations were properly interpreted.

Within thirty (30) days of the receipt of the request for review the complainant and the EO Coordinator will be notified of the Regional EO Officer's decision.

If it is determined that a non-criminal violation of the WIA, regulations, grant or other agreement under the Act has occurred, the Regional EO Officer will notify the complainant and the EO Coordinator of this and will process the complaint through the procedure outlined below. If there was not a violation of the WIA, regulations, grant or other agreement under the Act, and there were no improprieties in the informal resolution process the decision of the EO Coordinator is final.

2. Complaints Alleging Non-Criminal Violation of the WIA or Regulations

If it is decided that the complaint does relate to a non-criminal violation or alleged violation of the Act, regulations, grant, or other agreement under the Act, the parties to the complaint are afforded the opportunity to informally resolve the matter. Both parties may agree, in writing, to waive the thirty (30) day time line for formal hearing and sixty (60) day time line for a decision in order to attempt to resolve this matter informally. Regional EO Officer will be notified in writing of the decision to waive the time line and will be provided signed copies of the parties agreement. The EO Coordinator will then begin informal resolution efforts and investigations. All efforts will be reported in writing.

The EO Coordinator will set a date for an informal resolution and issues clarification meeting within ten (10) days of the receipt of the complaint. Within 10 days of the completion of informal resolution, the EO Coordinator will provide a written summary and decision of the meeting to the Regional EO Officer, the complainant, and the respondent.

Requesting and Scheduling a Formal Hearing

If dissatisfied with the results of the informal resolution meeting, the complainant may request a formal hearing. Such requests must be made in writing and, if no informal resolution was attempted, within twenty-five (25) days of the date of filing of the complaint. The request for hearing should be directed to the Regional EO Officer. The complaint may be amended, in writing, at any time within ten (10) days before the formal hearing.

The Regional EO Officer will schedule the formal hearing within thirty (30) days from the receipt of the complaint, notify the complainant in writing of the hearing date, time and place, unless the parties have agreed, in writing, to waive this time line.

Hearing Officer

Upon receipt of a request for a formal hearing, the Regional EO Officer shall designate a Hearing Officer. The complainant or respondent may request a different Hearing Officer be appointed. The

request for a change in Hearing Officer must be filed within five (5) days after parties received notification of the hearing schedule and the designation of the Hearing Officer. No party shall be permitted to make more than one (1) claim of partiality in any one complaint, and only one request for designation of an alternate Hearing Officer may be made by either party for each complaint. In such a case all timelines shall automatically be extended ten (10) days.

Conducting the Formal Hearing

The Hearing Officer coordinates the formal hearing. Both parties shall be provided an opportunity to present evidence, cross-examine witnesses, and be represented by legal counsel. The hearing shall be taped, and a record, including all exhibits, shall be maintained. The complainant may withdraw the complaint in writing at any time. The Hearing Officer shall provide to all parties a written recommendation, defining issues, facts, and suggested resolution. If the complainant or representative does not appear for the hearing, the complaint may be dismissed or the Hearing Officer may rule on the evidence presented.

Decision by the Lane Workforce Partnership Executive Director

The Lane Workforce Partnership Executive Director shall consider the complaint, informal resolution efforts, and the Hearing Officer's recommendation. The LWP Executive Director shall then issue a written decision defining issues, facts and resolution and forward a copy of the decision to each party. The decision shall include notice that the complainant has the right to request that the State review the decision. The decision shall be made no later than sixty (60) days after the filing of a complaint, unless extended upon a showing of good cause and agreement by both parties, in writing, to waive the time lines.

Recourse Available to the Complainant Under the Formal Resolution Process

If the complainant receives an unsatisfactory decision or if Lane Workforce Partnership fails to issue a decision within the prescribed timelines, unless the timelines have been waived, the complainant or respondent may request a review by the State.

State Review

The request for State review of the decision must be submitted to the:

State Grievance Coordinator
Oregon Department of Community Colleges and Workforce Development (CCWD)
255 Capitol St. NE,
Salem, OR 97310

on behalf of the complainant or respondent within ten (10) days of the decision of the Lane Workforce Partnership Executive Director, or in the absence of a decision within fifteen (15) days from the date the complainant should have received a decision.

The State may request all necessary information, including, but not limited to the following:

- Copy of the written complaint/grievance
- Synopsis of the informal resolution efforts
- Tapes of and exhibits from the hearing

- Hearing Officer's recommendation
- Lane Workforce Partnership Executive Director's decision

The CCWD will review the complaint within ten (10) days of receipt of the request for review to ensure that the hearing process was followed and that any regulations were correctly interpreted. For purposes of the review, Lane Workforce Partnership's factual determination will be accepted. If the record contains enough information to render a decision, CCWD will issue a final decision within thirty (30) days of receipt of the request for review as to whether the process was followed and whether a material regulation or legal requirement was incorrectly or inadequately interpreted.

If the hearing was in accordance with the hearing procedure, and the material regulations were correctly interpreted, CCWD shall issue a final written decision to all parties affirming Lane Workforce Partnership's decision.

If within ten (10) days of receipt of the request for review CCWD finds any evidence of an irregularity in the hearing process, or determines that a material regulation was incorrectly or inadequately interpreted and additional information is needed to render a final decision, Lane Workforce Partnership will be given fifteen (15) days to gather and provide CCWD the additional information. Such requirement for additional information will include any necessary instructions. CCWD will review the additional information and issue a final decision to all parties within thirty (30) days of receipt of the request to review, either affirming or denying Lane Workforce Partnership's decision.

Recourse Available to the Claimant After State Review Process

If the State does not complete a review within thirty (30) days of receipt of request, the complainant or respondent may request a review with the Secretary of Labor within sixty (60) days from the original review completion date (see 20 CFR 667.610).

If either party has received an adverse decision from the State they may appeal to the Secretary of Labor within one hundred twenty (120) days from the date of filing of the complaint with the State, or the filing of the appeal of a local complaint with the State (See 20 CFR 667.610).

All appeals must be submitted by certified mail, return receipt requested, and addressed to:

Secretary of Labor
U. S. Department of Labor
Washington, D.C. 20210
Attention: ASET

A copy of the appeal must be simultaneously provided to the opposing party and to the Employment and Training Administration Regional Administrator addressed as follows:

Regional Administrator
Employment and Training Administration
U. S. Department of Labor
71 Stevenson Street, 8th Floor
San Francisco, CA 94119

II. PROCEDURE FOR DISCRIMINATION COMPLAINTS

Complaints alleging violation of the equal employment opportunity and nondiscrimination provision of the Workforce Investment Act and implementing regulations will follow the state of Oregon Methods of Administration (MOA), and will be processed in such a manner as to assure accurate and timely communication among the CCWD, Regional Equal Opportunity Officer and the Equal Opportunity Coordinator.

The complaint may be filed either with the One Stop site, Regional EO Officer, Equal Opportunity Coordinator, CCWD EO Officer, state of Oregon EO Officer or directly with the Director of the U.S. Department of Labor Civil Rights Center (CRC). In order to provide for prompt and informal resolution, any complainant alleging violation of the equal employment opportunity or nondiscrimination provisions of the WIA relating to a Service Provider of Lane Workforce Partnership or an affiliate is encouraged to file the complaint directly with that agency or with the Regional EO Officer.

To the extent possible, complaints will be resolved amicably as close to the point of service as possible. The complainant has the option of resolving the complaint through the Alternative Disputes Resolution (ADR) process (see II.F.4 below).

A. Notification and Responsibilities in the Receipt of a Complaint

Notification and communication requirements are in place to assure that all appropriate parties are notified of an EO complaint. These procedures call for:

1. All complaints received by the CCWD EO Officer and referred to the Equal Opportunity Coordinator for resolution will be referred *through* the Regional EO officer.
2. A EO Coordinator receiving a complaint directly from a complainant, a One Stop site or a referral directly from the CCWD EO Officer is responsible for notifying the Regional EO Officer of the complaint.
3. A One Stop site receiving a complaint directly from a complainant is responsible for notifying the EO Coordinator by following the *Partner Agency Report Process* on page 5 of this document.
4. Complaints filed with the Regional EO Officer will be referred to the EO Coordinator for resolution. In cases where a potential conflict of interest may exist, the Regional EO Officer may be asked to assist in the resolution of the complaint.

When a complaint is filed against a partner in a One Stop setting, the EO Coordinator must notify all co-located partners. The EO Coordinator is responsible for notifying the Regional EO Officer that a complaint has been received and the basis for the complaint without revealing confidential information. The Regional EO Officer is responsible for notifying the Lane Workforce Partnership Executive Director and Chair of the Board of the complaint.

B. Complaint Processing Procedures

The complaint process is defined in considerable detail in the body of the MOA, which recipients are required to sign as a condition of compliance. Recipients must comply with the procedures defined in the state of Oregon MOA in the event a complaint is filed against a WIA financially assisted program or activity on the basis of prohibited grounds of discrimination or lack of equal opportunity. All other complaints filed in One Stop settings on the basis of grounds not described herein, such as food stamp eligibility, are not subject to this complaint procedure and are resolved by the state partner agencies using their own established complaint processes. Most federal contractors have complaint processing procedures that meet federal standards and must assure that their subcontractors also comply with federal standards.

C. Basis for a Complaint

Complaints may be filed under the MOA on the basis of:

1. Alleged discrimination on the basis of race, color, national origin, religion, sex, age, disability, political affiliation or belief, and for beneficiaries only, citizenship and WIA Title I participation; and,
2. If an individual believes they have been intimidated, retaliated against, threatened or coerced because they have:
 - a. Filed a complaint under WIA Section 188;
 - b. Opposed a practice prohibited by the non-discrimination and equal opportunity provisions of WIA;
 - c. Furnished information to, or assisted or participated in any manner, an investigation, review, hearing, or any other activity related to the provisions under 29 CFR 37; or
 - d. Exercised any rights and privileges under WIA Section 188.

D. Elements of the Complaint Process

The complaint process includes five general elements:

1. Jurisdiction;
2. Methods of resolution or disposition;
3. Notice of final disposition;
4. Processing timeframes; and,
5. Recordkeeping.

At the service level, the EO Coordinator and Regional EO Officer oversees the complaint process, which may progress to the state CCWD EO Officer (in the case of WIA IB funds) or to the recipient's state agency EO Officer (in the case of non-WIA IB funds) and on to DOL's CRC through the statewide EO Officer. When a complaint is filed against a partner in a One Stop setting, the EO Coordinator must notify all co-located partners and the Regional EO Officer a complaint has been received and the basis for the complaint without revealing confidential information.

E. Who May File Complaints and When

1. Complaints may be filed by:
 - a. Applicant/registrant for aid, benefits, services or training, eligible applicants/registrants, participants; or
 - b. Employees; applicants for employment; or
 - c. Eligible service providers, and service providers that may be attributed a characteristic protected under the WIA.
2. Generally, there are three types of complaints:
 - a. Individuals filing on their own behalf;
 - b. Individuals or a group filing on a class basis; or,

- c. A third party complaint authorized by the complainant in writing.

All complaints must be submitted in writing within 180 days of the alleged incident, and must contain standard information as described in 29 CFR 37.73 as printed in the Department of Labor's Civil Rights Center's (CRC) Complaint Information Form. However, for good cause shown, the Directorate of the CRC may extend the filing time. WorkSource Lane, Workforce Investment Act Comment(s)/Concern(s) Form (Form WIA-01) is provided to all Service Providers for this purpose.

The time period for filing is for the administrative convenience of CRC, and does not create a defense for the respondent.

F. The Complaint Process

1. Receipt of a Complaint

On receipt, the EO Coordinator and Regional EO Officer review the complaint for:

- Jurisdiction;
- Timeliness; and the
- Basis of the complaint.

a. Jurisdiction

Any complaint alleging discrimination must meet the following criteria to be considered under this policy:

- That the individual making the complaint believes that he/she, or any class of individuals, has been subjected to discrimination on a basis prohibited by Workforce Investment Act Section 188 and/or 29 CFR 37.
- That the individual or entity against which the complaint is filed receives financial assistance under the Workforce Investment Act (refer to 29 CFR Part 37.4 for definitions of recipient, etc.);

b. Timeliness

That the written complaint is filed within 180 days of the alleged discriminatory act. If received later than 180 days from when the discriminatory action took place, the office may close the complaint as being untimely (The Director, Civil Rights Center may extend the filing time if good cause is shown); and

c. Basis for the Complaint

That the complaint is filed in writing, is signed by the complainant or their authorized representative, contains the complainant's name and address (or gives other specific means of contact), identifies the respondent, and describes the complainant's allegations in sufficient detail to allow the recipient to determine if the complaint has merit.

The written complaint must contain the following information:

- The complainant's name and address (or other means of contact);
- The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination);
- A description of the complainant's allegations. This description must include enough detail to allow the Director of the recipient, as applicable, to decide whether:
 - ✓ USDOL CRC or the recipient, as applicable, has jurisdiction over the complaint;
 - ✓ The complaint was filed in time; and
 - ✓ The complainant has apparent merit; in other words, whether the complainant's allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIA or this part; and
 - ✓ The complainant's signature or the signature of the complainant's authorized representative.

Note: WorkSource Lane, Workforce Investment Act Comment(s)/Concern(s) Form is provided for this purpose and meets the above standards.

2. Written Notification

Immediately upon receipt of a written complaint the EO Coordinator must send written notice to the complainant. This written notice must contain:

- A complaint process timeline, including that written Notice of Final Action is due 90 days after the complaint is filed;
- References to ADR options;
- Option of direct filing with USDOL CRC; and
- An acknowledgment that the recipient has received the complaint.

The complaint must be entered in the Equal Opportunity Discrimination Complaint Log and a copy of the written complaint must be forwarded to the Regional EO Officer within 5 days of the filing of the written complaint. The EO Coordinator logging the complaint also notifies other state recipient partners in the One Stop and other required parties that a complaint has been filed against a specific recipient, and the alleged basis for the complaint.

The EO Coordinator investigates and prepares the Initial Response within 20 days. The Initial Response must contain a statement of the issue(s), including a list of the issues raised in the complaint, and for each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.

3. Notice of Lack of Jurisdiction

The EO Coordinator will notify the complainant in writing immediately, if it is determined that:

- There is no jurisdiction, or multi-jurisdiction. In such cases, the complainant must be notified immediately in writing of the reason(s), noting the right to file a complaint with the CRC within 30 days of the date on which the complainant receives the notice. Lack of jurisdiction may be based upon untimely filing of a complaint that is filed more than 180 days from the alleged incident. Should the complainant appeal a decision based on late filing with the CRC, the complainant has the

burden of proving to the Directorate of the CRC that the time limit should be extended as described at 29 CFR 37.81.

- The complaint falls outside the scope of the State of Oregon MOA. In such cases the complainant will be referred to the recipient assigned jurisdiction and the complaint will be processed through the appropriate complaint process.
- The written Notice of Lack of Jurisdiction must include:
- A statement of the reasons for that determination;
- Notice that the complainant has a right to file a complaint with USDOL CRC within 30 days of the date on which the complainant receives the Notice. If the complaint that does not involve a recipient as defined under 29 CFR Part 37.4, the regional EO officer will assist the complainant in forwarding the complaint to the most appropriate agency for resolution; and,
- Referral, as appropriate, to the recipient agency with jurisdiction over the complaint.

4. Alternative Dispute Resolution (ADR)

It is the policy of the State that Alternative Dispute Resolution programs exist in every state agency, for use internally and with external customers. In addition, Oregon Revised Statutes Chapter 36, Mediation and Arbitration, state that it is the intent of the State to foster the development of community based programs to assist citizen in resolving disputes and developing skills in conflict resolution. To facilitate this intent, the Oregon Dispute Resolution Commission operates a clearinghouse to point disputants toward ADR resources. ADR activities are authorized at Oregon Revised Statutes 183.502. The ODRC website can be found at: www.ordc.state.or.us.

EO Officers are trained on the elements of ADR and all One Stop sites have been encouraged to identify and use local ADR resources. The Service Provider EO Officer will attempt to initiate the ADR process with the complainant and contact the state/recipient agency EO Officer if necessary. The complainant must be offered ADR immediately upon receipt of the complaint. The choice whether to use ADR rests with the complainant; the preferred form of ADR is mediation.

Mediation is a voluntary process during which a neutral third party assists both parties (complainant and respondent) communicate their concerns and come to an agreement about how to resolve a dispute. The mediator does not make decisions, rule as to who is right or wrong, take sides or advocate for one side or the other. The role of the mediator is to help with communication so the parties can reach an understanding about how to best resolve their differences. As the law allows, mediation proceedings and the information shared are confidential and no information divulged during this mediation may be used in court or any legal or administrative proceedings.

If ADR fails, the complaint will be processed through the recipient's standard complaint resolution process. A party to any agreement reached under ADR may file a complaint with the Director, USDOL CRC in the event the agreement is breached. In such circumstances, the following rules will apply:

- The non-breaching party may file a complaint with the Director, USDOL CRC within 30 days of the date on which the non-breaching party learns of the alleged breach;
- The Director, USDOL CRC must evaluate the circumstances to determine whether the agreement has been breached. If he or she determines that the agreement has been breached, the complainant may file a complaint with USDOL CRC based upon his/her original allegation(s), and the Director will waive the time deadline for filing such a complaint.

If the parties do not reach an agreement under ADR, the complainant may file a complaint with the Director, Civil Rights Center.

5. Fact Finding/Investigation

The Service Provider EO Officer has 30 days in which to resolve the complaint. During this time the EO Officer should gather all available information relating to the alleged discriminatory actions. At a minimum this fact finding should include:

- Discussion with the complainant to identify the elements of the complaint;
- Interviews with witnesses or others who have knowledge of the issue involved;
- Review of written and electronic files and records which pertain to the complainant and the alleged discrimination; and
- Interviews with the person(s) accused of the act (the respondent).

The investigator should take extensive notes during this process to assure nothing is missed and to help with the resolution of the complaint.

6. Initial Response

The EO Coordinator has up to 20 days from receipt of the complaint to investigate and prepare and issue the Initial Response, which includes acknowledgment that:

- The recipient has received the complaint;
- The complainant has the right to be represented in the complaint process;
- A statement of issues accepted or denied and reasons for denial; and,
- Other required elements specified at 29 CFR 37.70 et seq.

Following the Initial Response, the state recipient agency's EO Officer continues to investigate and attempts to resolve the complaint for up to 20 additional days.

7. Notice of Final Action

Within 90 days of the receipt of a complaint, a written Notice of Final Action must be provided to the complainant. The Notice must contain the following information, for each issue raised in the complaint, a statement of either:

- The recipient's decision on the issue and an explanation of the reasons underlying the decision, or a description of the way the parties resolved the issue; and
- Notice that the complainant has a right to file a complaint with USDOL CRC within 30 days of the date on which the Notice of Final Action is issued if he or she is dissatisfied with the recipient's final action on the complaint.

The state recipient agency's EO Officer prepares a draft Notice of Final Action for review by the statewide EO Officer residing at the Oregon Employment Department. The statewide EO Officer takes up to 30 days to provide technical support to those preparing the Final Notice to assure that it contains the required elements per CFR, before the Service Provider EO Officer returns the Final Notice to the complainant.

The written Final Notice explains for each issue raised:

- The recipient's decision and basis for it; or a description of the way the parties resolved the issue; and
- Appeal rights.

The Statewide EO Officer logs the complaint, informs the Governor and US DOL CRC of its resolution, and recommends to the Governor or Governor's representative corrective action and/or sanctions that may be needed to cure the complainant. If corrective actions are required, the Statewide EO Officer monitors them and reports to the Governor and USDOL CRC on their satisfactory completion, within the remaining 20 days remaining in the 90-day complaint process.

The Final Notice is due 90 days from the date of initial filing of the complaint. If the complainant is dissatisfied with the Final Notice, or there is no Final Notice issued, the complainant must wait an additional 30 days from the issue of the Final Notice, or the date the Final Notice was due, before filing a complaint with USDOL CRC.

8. Resolution

Resolution means that legitimate complaints (those complaints with merit) are resolved to the satisfaction of the complainant. If the complaint is determined not to have merit the complainant must be notified immediately as explained under II. F. 3. Notice of Lack of Jurisdiction above.

If the EO Coordinator is unable to reach resolution within 30 days the complaint and all information gathered during the local-level investigation must be passed to the Regional EO Officer responsible for resolution.

An extension may be requested by the EO Coordinator, with the permission of the Regional EO Officer, to facilitate resolution. Resolution may include such actions as:

- Disciplinary action against the party found responsible for discriminatory action(s);
- Corrective actions required by the recipient; and
- Sanctions against the recipient of WIA funding, including the withdrawal of WIA funding.

a. Due Process

During the process of attempting to come to resolution of the complaint, the Regional EO Officer shall assure that all parties involved are given due process. These due process elements include:

- Notice to all parties of the specific charges;
- Notice to all parties of the responses to the allegations;
- The right of both parties to representation;
- The right of each party to present evidence, and to question others who present evidence; and
- A decision made strictly on the evidence on the record.

b. Determinations

At the conclusion of the investigation of the complaint, the investigating authority must take the following actions:

- Determine whether there is reasonable cause to believe that the respondent has violated the nondiscrimination and equal opportunity provisions of WIA or 29 CFR Part 37; and
- Notify the complainant and respondent, in writing, of that determination.

1) Violation Found

If the investigating authority finds reasonable cause to believe that the respondent has violated the nondiscrimination and equal opportunity provisions of WIA or 29 CFR Part 37, an Initial Determination must be issued. The Initial Determination must include:

- ✓ The specific findings of the investigation;
- ✓ The corrective or remedial action that the Governor's Office and statewide EO Officer proposes to the respondent, under Element Nine of this MOA and 29 CFR Part 37.94;
- ✓ The time by which the respondent must complete the corrective or remedial action;
- ✓ Whether it will be necessary for the respondent to enter into a written agreement under Element Nine of this MOA and 29 CFR Part 37.95 and 37.96; and
- ✓ The opportunity to engage in voluntary compliance negotiations.

2) Violation Not Found

If the investigating authority determines that there is no reasonable cause to believe that a violation has taken place, a Final Determination must be issued. The Final Determination represents the Governor's Office and statewide EO Officer's final action on the complaint. The Final Determination must:

- ✓ Be issued within the 90 day complaint resolution period;
- ✓ Give the investigating authority's decision on the issue and an explanation of the reasons underlying the decision; and
- ✓ Notice that the complainant has the right to file the complaint with the Director, Civil Rights Center.

c. Corrective Actions

If, during the course of investigating the complaint, discriminatory actions are discovered, corrective action will be taken immediately, regardless of whether the complaint is resolved at the state level or is filed with USDOL CRC. This process of corrective actions and sanctions is described in Element Nine of the state of Oregon MOA.

G. Record Maintenance

EO Officers shall maintain records regarding complaints and actions taken for at least three years. Such records shall be maintained in a secure area and made available only to those with authorization. The complaint and any information gathered during the investigation may not be discussed or revealed to anyone not legitimately entitled to access (29 CFR 37.41). Investigators from the USDOL CRC will have access to any information collected by each recipient as outlined in 29 CFR 37.40.

GENERAL GUIDELINES FOR ALLEGATIONS OF CRIMINAL FRAUD AND/OR ABUSE

(Please refer to LWP Policy on Incident Reporting)

Information and complaints involving criminal fraud, waste, abuse or other criminal activity must be reported immediately.

A. Notification through State Department of Community Colleges and Workforce Development

The Policy of the State Department of Community Colleges and Workforce Development (CCWD) is that “all incidents of suspected criminal activity shall be reported through the State CCWD to the Regional Office of Inspector General (OIG) and the Regional Administrator of the United States Department of Labor (DOL). CCWD will manage the investigation and resolution process to assure reported incidents are closed in a timely manner.” (CCWD Policy Number 589-40.2)

All allegations of fraud, waste, abuse or other criminal activity must be reported directly to the State CCWD via telephone (1.800.282.6514).

Once reported via telephone, prepare and forward to CCWD, within one workday, the DOL Incident Report DL1-156 8/83 with a copy to Lane Workforce Partnership attention Chief Operating Officer. CCWD will notify DOL Regional OIG Office and Regional Administrator and analyze the report and draft recommendations for further action.

B. Notification through DOL Incident Reporting System

Customers and staff may also report incidents through the DOL’s Incident Reporting System. There are several methods through which allegations may be reported:

1. **Website Report:** Go to www.oig.dol.gov and select OIG Hotline. Complete the HOTLINE FORM and submit as directed.
2. **Email:** Allegations may be sent via email to: hotline@oig.dol.gov (put “hotline complaint” in the subject).
3. **Telephone:** Call the toll-free telephone number: 1.800.347.3756.
4. **Fax:** Send a fax statement to: 1.202.693.7020.
5. **Letter:** Write a complaint and send it to:

US Department of Labor
Office of Inspector General
Office of Investigations
Room S5506
200 Constitution Avenue NW
Washington DC 20210

Individuals who provide information on allegations of fraud, waste, abuse, and mismanagement of federal funds in programs administered or funded by the DOL may remain anonymous, ask that their identities be held in confidence, or provide their names, with no restrictions. The request for confidentiality must be specified. The DOL policy is to honor request for confidentiality and not to release any data that would identify such individuals unless required to do so by order of law (e.g., court order, subpoena).



**COMMENT(S)/CONCERN(S)
FORM**
Workforce Investment Act
(use reverse side if needed)



TO BE COMPLETED BY CUSTOMER

NAME (please print)

DATE

**Comment(s) / Concern(s) Please explain as briefly and clearly as possible.
(Use backside if needed)**

Date of occurrence (if applicable):

Do you seek a solution? [] Yes [] No

If yes, what solution do you seek for this concern to be resolved to your satisfaction?

Would you like to be contacted regarding your concern? Yes [] No []

If yes please provide a telephone number and time you can be reached.

Tel: () - Times I can be reached:

CUSTOMER SIGNATURE

STAFF USE ONLY

What actions were taken (attach separate sheet if necessary):

Fax this form to: Attention Julie Davidson or Sue Thompson

Fax number: (541) 686-3570

Staff signature: _____

Date: _____

Organization: _____

Tel: _____



IGUALDAD DE OPORTUNIDADES ES LA LEY



Es contra la ley para este recipiente o agencia de asistencia financiera federal discriminar basado en lo siguiente:

Contra cualquier individuo en los Estados Unidos por razones de raza, color, religión, origen nacional, edad, incapacidad, afiliación política o creencia; y contra cualquier beneficiario de programas de asistencia financiera bajo el Título I del Acta de Inversión en la Fuerza Laboral de 1998 (Workforce Investment Act of 1998, WIA), por razones de ciudadanía/estado legal del beneficiario como un inmigrante legalmente admitido y autorizado para trabajar en los Estados Unidos, o su participación en cualquiera de los programas actividades de asistencia financiera del Título I del Acta de Inversión en la Fuerza Laboral (WIA).

El recipiente o agencia no debe de discriminar en ninguna de las siguientes áreas:

Decidiendo quien va a ser admitido, o tener acceso, a cualquier programa o actividad financiados por el Título I del Acta de inversión en la Fuerza Laboral; o proveyendo oportunidades en, o negociando con, cualquier persona con relación a tal programa o actividad; o haciendo decisiones de empleo en la administración de, o en conexión con, tal programa o actividad.

QUE HACER SI CREE QUE HA EXPERIMENTADO DISCRIMINACION

Si usted cree que ha sido sujeto a discriminación en algún programa o actividad financiados bajo el Título I del Acta de Inversión en la Fuerza Laboral (WIA), usted puede someter una queja dentro de 180 días desde la fecha en que ocurrió la violación que alega, con cualquiera de los dos:

El (la) Oficial de Igualdad de Oportunidades (Equal Opportunity Officer) del recipiente o agencia (o la persona que el recipiente o agencia ha designado con este propósito); o El (La) Director(a), Centro de Derechos Civiles (Director, Civil Rights Center, CRC), US Department of Labor, 200 Constitution Ave. NW, Room N-4123, Washington D.C. 20210.

- Si usted presenta una queja con el recipiente o agencia, usted debe esperar hasta que el recipiente o agencia le de por escrito un aviso de acción final, o hasta que hayan pasado 90 días (cualquiera que ocurra primero), antes de presentar una queja con el Centro de Derechos Civiles (vea la dirección arriba).
- Si el recipiente o agencia no le da un aviso de acción final por escrito, dentro de los 90 días desde el día en que usted presentó su queja, usted no debe de esperar hasta que el recipiente o agencia le de el aviso antes de presentar su queja al Centro de Derechos Civiles. Sin embargo, debe presentar su queja al Centro de Derechos Civiles dentro de 30 días después de la fecha límite de 90 días. (En otras palabras, dentro de 120 días después del día en que usted presentó su queja con el recipiente o agencia).
- Si el recipiente o agencia le da un aviso escrito de acción final de su queja, pero usted no esta satisfecho(a) con la decisión o resolución, usted puede presentar una queja con el Centro de Derechos Civiles. Usted debe presentar su queja dentro de 30 días desde la fecha en que recibió el aviso de acción final.

QUE HACER SI USTED TIENE UNA QUEJA NO-CRIMINAL QUE EXCLUYE DISCRIMINACIÓN.

Si usted tiene una queja no-criminal que excluye discriminación, debe ser archivada con el Coordinador de Igualdad de Oportunidades. Pregunte por favor a un representante de La Red de Fuerza Laboral (WorkSource Lane), por la Forma/Comentario del Acta de Inversión en la Fuerza Laboral, la forma para someter su queja. Las quejas deben ser archivadas dentro del periodo de 1 año de la ocurrencia alegada. Al recibir la queja, El Coordinador de Igualdad de Oportunidades se comunicara con usted dentro de cinco-días para discutir la naturaleza de su queja. Dentro de diez-días de la queja, el Coordinador de Oportunidad Igual procurará resolver el asunto. Usted será notificado por escrito de la determinación dentro de 15 días de archivar la queja.

PARA OBTENER INFORMACIÓN O PRESENTAR UNA QUEJA, CONTACTE A:

Sue Thompson, Equal Opportunity Coordinator
1500 Valley River Drive, Suite 150
Eugene, OR 97401

Telefono: (541) 255-8116
Fax: (541) 686-3570
TRS: 711

It Is Against the Law For This Recipient Of Federal Financial Assistance To Discriminate On The Following Bases:

Against any individual in the United States, on the basis on race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The Recipient Must Not Discriminate In Any Of The Following Areas:

Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

**WHAT TO DO IF YOU BELIEVE YOU HAVE
EXPERIENCED DISCRIMINATION****If You Think That You Have Been Subjected To Discrimination Under A WIA Title I-Financially Assisted Program Or Activity, You May File A Complaint Within 180 Days From The Date Of The Alleged Violation With Either:**

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

- If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).
- If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).
- If the recipient does give you written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

WHAT TO DO IF YOU HAVE A NON-CRIMINAL COMPLAINT EXCLUDING DISCRIMINATION

If you have a non-criminal complaint excluding discrimination it must be filed with the Equal Opportunity Coordinator. Please ask a representative for the *WorkSource Lane, Workforce Investment Act Comments(s)/Concern(s) Form* to submit your complaint. Complaints must be filed within 1-year of the alleged occurrence. Upon receipt of the complaint, The EO Coordinator will contact you within five-days to discuss the nature of your complaint. Within ten-days of the filing of the complaint, the EO Coordinator will attempt to resolve the matter. You will be notified in writing of the determination within 15 days of the filing of the complaint.

FOR INFORMATION OR TO FILE A COMPLAINT, CONTACT:

Sue Thompson, Equal Opportunity Coordinator
1500 Valley River Drive, Suite 150
Eugene, OR 97401

Phone: (541) 255-8116
Email: sue@laneworkforce.org
TRS: 711



L A N E W O R K F O R C E P A R T N E R S H I P
1500 Valley River Dr. • Ste 150 • Eugene, OR 97401

June 26, 2014

Karen Humelbaugh
Department of Community Colleges and Workforce Development
250 Capitol Street
Salem, OR 97310

Dear Karen:

This letter is intended to serve as the *Transition Plan* as required by CCWD policy 589-20.6

Current State:

Lane Workforce Partnership (LWP) is the designated Workforce Board and fiscal agent under the Workforce Investment Act of 1998 (WIA) in Lane County Oregon. In addition, through a Memorandum of Understanding, a Consortium made up of the following local agency partners serves as the designated One-Stop Operator:

- Lane Workforce Partnership
- Oregon Employment Department
- Lane Community College
- Department of Human Services
- Vocational Rehabilitation
- Experience Works

The Consortium is staffed by Lane Workforce Partnership.

Lane Workforce Partnership is an intergovernmental entity (ORS 190) designated by Lane County and the Cities of Eugene and Springfield and is a Department of Lane County government. Lane County provides personnel and employment related services for Lane Workforce Partnership through an administrative agreement. In addition, Lane Workforce Partnership is a non-profit corporation under IRS code 501c (3) and an Oregon Charitable Corporation.

Lane Workforce Partnership is made up of 17 professional and paraprofessional staff. All 17 Lane Workforce Partnership employees are Lane County government employees and 13 of the 17 employees are represented by the American Federation of State, County and Municipal Employees (AFSCME) in affiliation with the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

Lane Workforce Partnership is the direct provider of Adult and Dislocated Worker services. As a Department of Lane County, seven Lane County/Lane Workforce Partnership Department employees deliver WIA Adult and Dislocated Worker services at the WorkSource Lane office located at 2510 Oakmont Way, Eugene Oregon.

Lane Workforce Partnership contracts for Youth program services through a competitive bidding process. Currently six different sub-contractors are providing Youth services throughout Lane County.

In addition, the Lane Workforce Partnership receives a contract from the Department of Human Services (DHS) to administer the local JOBS program. Five Lane County/Lane Workforce Partnership Department employees deliver these services at local DHS offices.

Process & Timeline of Transition:

1. July 1, 2014 - Separation of program staff

On July 1, 2014, with the approval of the Lane County Commissioners and the Lane Workforce Partnership Board of Directors, the WIA Adult service delivery program staff will be transitioned from the Lane County Department of Lane Workforce Partnership to the Lane County Department of Health and Human Services. The Lane Workforce Partnership (LWP) will enter into a contract with the Department of Human Services for WIA Adult services. This transition will allow Lane County residents to continue to receive services from highly trained individuals with the proven ability to meet and exceed set performance standards. The staff being transitioned are public employees represented by the American Federation of State, County and Municipal Employees (AFSCME) in affiliation with the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

In addition, Lane Workforce Partnership will no longer receive the local DHS direct service provision JOBS contract.

The transition of the Lane County staff between county departments will be completed through the 2014-2015 Lane County public budgeting process. Public notices, written notifications and published notices used to notify the public of comment opportunities including copies of public comments will be kept on file by Lane County.

- 2. December 2014 - Lane Workforce Partnership organizational structure with HR purchasing options presented to LWP Board of Directors.**
- 3. January 2015 – public comment period for the proposed organization structure and the 2015 – 2017 Local Strategic Plan.**
- 4. February 2015 - Final LWP organizational structure including HR purchasing plan approved by Board of Directors.**
- 5. March 31, 2015 - LWP Board approved organizational structure & HR purchasing plan sent to CCWD with the following:**

- a. Completed LWIB Re-chartering Document
- b. 2015 – 2017 Local Strategic Plan
- c. Description of public comment process;
- d. Copies of the written notifications and published notice used to notify of public comment opportunity; and
- e. copies of public comments

Please see *Attachment A* for the following:

1. Current Organizational Structure
2. Organizational Structure July 1, 2014
3. Proposed Organizational Structure July 1, 2015

If you have any questions or require any additional information, please contact Kristina Payne at 541.285.6001 or kristinap@laneworkforce.org

Sincerely,



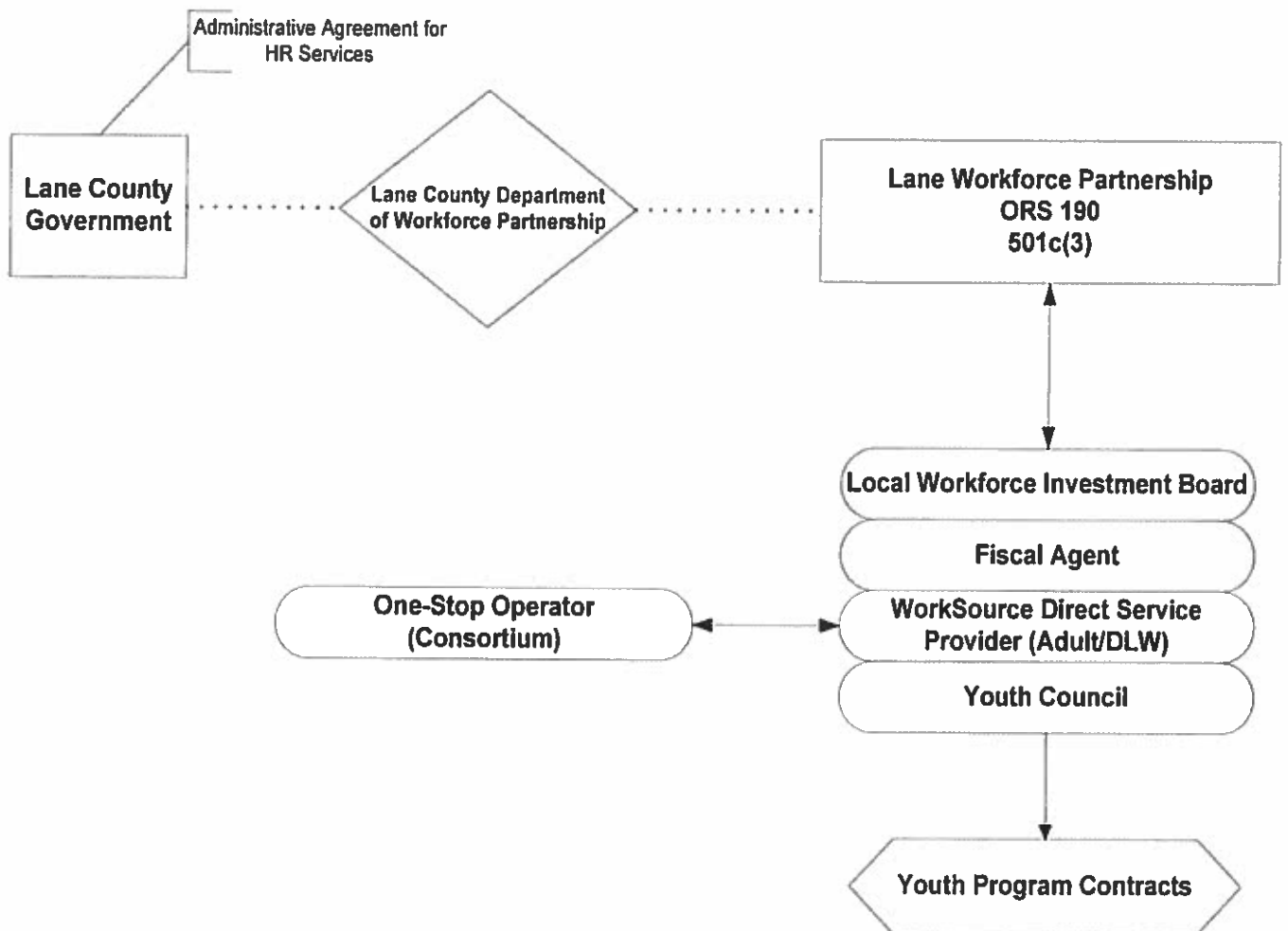
Kristina Payne
Executive Director
Lane Workforce Partnership



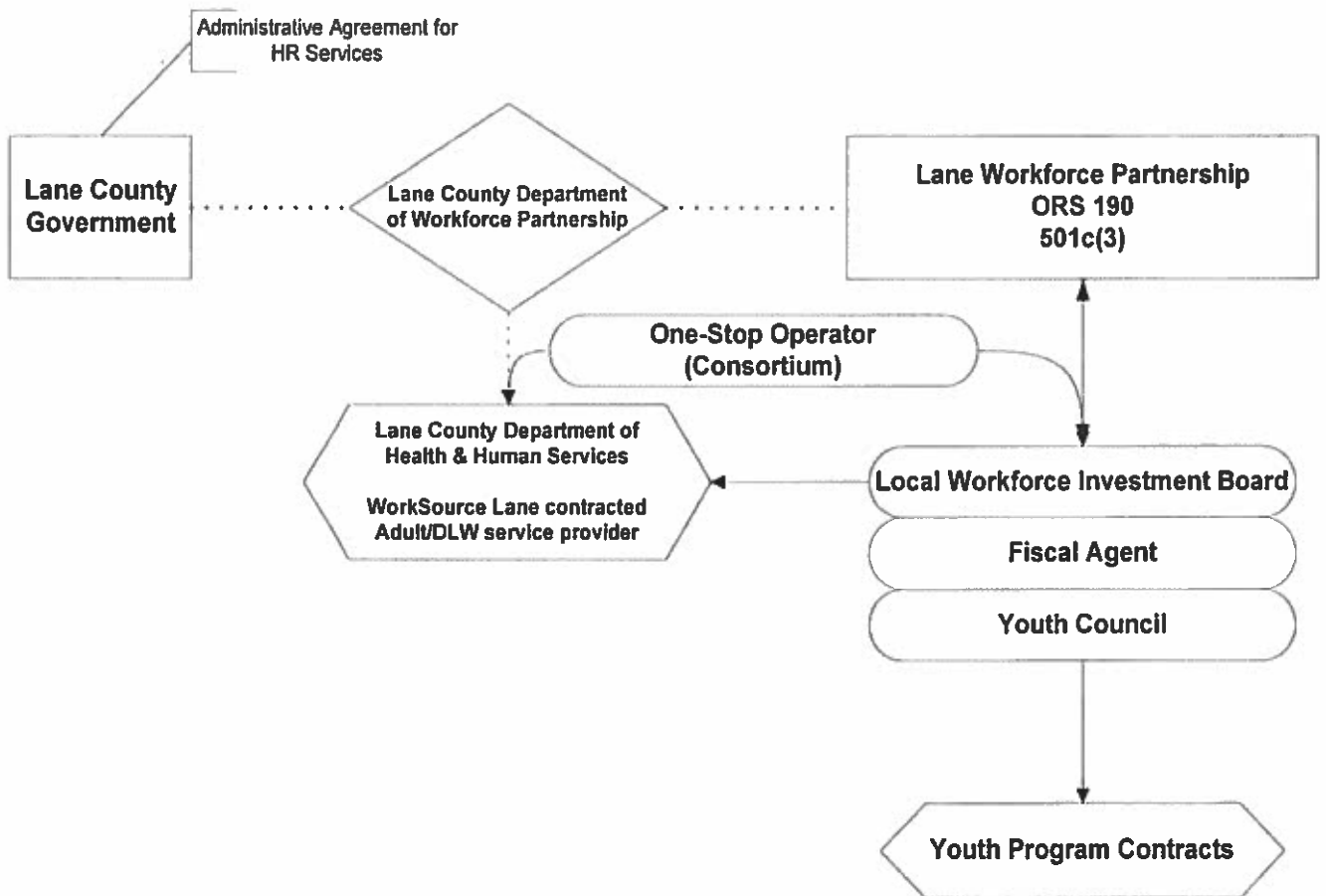
Bob Halligan
Board President
Lane Workforce Partnership

Enclosures (3)

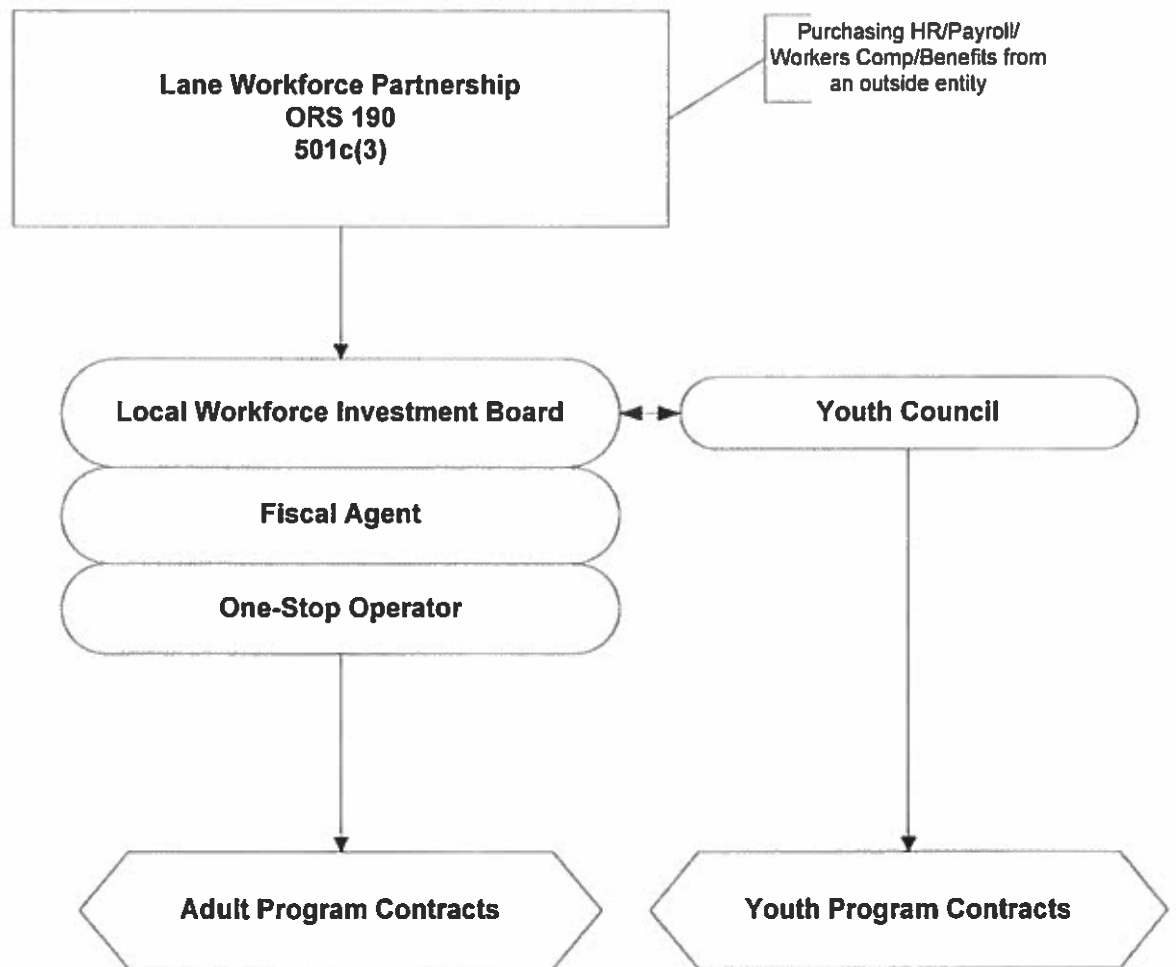
**Current Organizational Structure
June 2014**



Organizational Structure July 2014



**Proposed Organizational Structure
July 2015**



**Lane Workforce Partnership
Annual WIA Youth Fiscal Monitoring Questionnaire**

Contractor: _____ Contract # _____

Contractor Contact Name/Title: _____ Award Amount: _____

Section A - Fiscal Systems and Administration

Financial Reporting

Source Documents - Receive a list of contractor staff providing WIA services

Received

Source Documents - Receive a list of all youth provided WIA services

Received

Source Documents - Receive a General Ledger Detail Report showing WIA expenditures for the year

Received

Source Documents - Examine a selected month of General Ledger detail and retain copies

Completed

Are contract funds tracked distinctly from other sources?

Yes No

Purchasing and Internal Controls

Do written controls exist that describe the authorization process for expenditures, including petty cash?

Yes No

Are expenses made for this contract charged to either personal or the organization's debit or credit cards?

Yes No

If yes, do written controls exist that describe the authorization process for these expenditures?

Yes No

Were any capital purchases made? If yes, provide proper authorization and documentation.

Yes No

Personnel Costs

Are time and attendance records signed and dated by both the employee and supervisor?

Yes No

If No, explain the timekeeping process on a separate sheet.

Section B - Budget and Audit

Audit

Has a copy of the contractor's most recent financial audit been provided to LWP Finance?

Yes No

Were any findings or questioned costs identified in the report?

Yes No

Budget

Has there been a significant variance from the contract budget plan to actual?

Yes No

If Yes, explain on a separate sheet.

Is a source of non-federal funds available to be used if disallowed costs had to be repaid?

Yes No

Section C - Other Items

Program Income

Has there been any program income for the year?

Yes No

If Yes, explain how it is tracked and accounted for on a separate sheet.

Cost Allocations

Is there an indirect cost allocation rate applied to the contract?
If Yes, provide a copy.

Yes No

Cash Management

If a participant drops a class or withdraws from training, are refunds credited back to the contract?

Yes No

Incident Reporting

Have any instances of fraud or abuse been reported related to the contract?
If Yes, explain on a separate sheet.

Yes No

Contractor Reviewed by: _____

Date: _____

Youth Fiscal Monitoring – Bethel School District
 Wednesday, November 13th, 2013

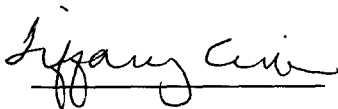
Bethel: Cyndi Cutler (Accounting); Will Larson (Program); Stefan Aumack (Principal)
 LWP: Lyle Lang, David Macey

Verbal responses to the Lane Workforce Partnership WIA Sub Recipient Fiscal Monitoring Guide were provided by Cyndi Cutler, Will Larson, and Stefan Aumack. The following details were noted during the on-site review:

- Payroll records are kept via paper timesheets. Employees complete and sign timecards and the principal approves via signature.
- No significant variances to budgeted totals were noted.
- A credit card exists for expenses but is rarely used. Staff tries for 100% of purchases to be made via the purchase order system.
- All staff and expenditures charged to the contract were verified for allowability by Lyle Lang, LWP Program Manager. Line errors on the September invoice will be corrected in October by Cyndi Cutler and proofed by Will Larson and Stefan Aumack.
- Gift or gas cards have not been used in the current fiscal year. They were used in the previous fiscal year. Cards were kept in a locked cabinet. A signature was required for receipt of the card. Cards were not mailed.
- An indirect cost rate is not used by Bethel School District. It is being discussed for use in future fiscal years.

The CAFR including an Independent Auditor's Report prepared by Grove, Mueller & Swank, P.C. for the year ended 6/30/13 was provided via PDF. The Schedule of Federal Awards details all federal awards with CFDA numbers. The WIA funds are detailed as "Passed Through Lane Workforce Partnership". For the year ended 6/30/13, there were no Findings or Questioned Costs.

Summary prepared and reviewed by:



Tiffany Cink

3/3/14

Date



Lyle Lang

3/3/14

Date

Addendum: On February 13, 2014, Lyle Lang and Tiffany Cink followed-up with Bethel School District regarding the In-School and Out-of-School expense allocation and the WIA Work Experience versus Internship expenses. Upon review and discussion with staff including Stefan Aumack, all tracking and documentation were in order and Bethel School District is on the way to satisfactory completion of the 2013-2014 WIA contract.

Youth Fiscal Monitoring – Lane County Department of Youth Services
Thursday, December 5th, 2013

DYS: Ann Becker, Accounting Analyst; Lynise Kjolberg, Administrative Manager
LWP: Lyle Lang, David Macey

Verbal responses to the Lane Workforce Partnership WIA Sub Recipient Fiscal Monitoring Guide were provided by Ann Becker and Lynise Kjolberg. The following details were noted during the on-site review:

- Electronic timekeeping is recorded via the County's PeopleSoft system. Employees enter their time electronically and managers approve electronically. Hours are then available for further processing by Payroll staff.
- Sources of non-federal funds for potential disallowed costs include parking and Video Lottery dollars.
- No significant variances to budgeted totals were noted.
- Credit or debit cards are not used for expenses.
- There are no gift or gas cards are distributed as incentives.
- All staff and expenditures charged to the contract were verified by Lyle Lang, LWP Program Manager.
- An indirect cost rate approved by the Department of Health and Human Services allocation is applied to Administration. The cost rate approval was provided.
- One recommendation on the 06/30/13 fiscal audit is expected to be noted by the County's fiscal auditor, Moss Adams, which is for additional fiscal review before the submittal of expenses in regard to a HUD grant.

The CAFR including an Independent Auditor's Report prepared by Moss Adams for the year ended 6/30/13 was available on the Lane County website. The Schedule of Federal Awards details all federal awards with CFDA numbers. The WIA funds are detailed as "WIA Youth Activities". For the year ended 6/30/13, there was a significant deficiency noted in federal awards, however, this was not in the area of the Youth program.

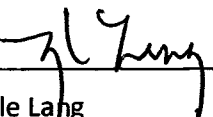
Summary prepared and reviewed by:



David Macey

01/29/14

Date



Lyle Lang

1/29/14

Date

CA 31004
WIA youth

Youth Fiscal Monitoring – Looking Glass
Monday, November 4th, 2013

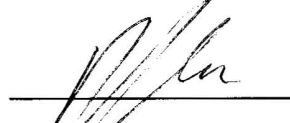
Looking Glass: Marie Jackson
LWP: Lyle Lang, David Macey, Tiffany Cink

Verbal responses to the Lane Workforce Partnership WIA Sub Recipient Fiscal Monitoring Guide were provided by Marie Jackson. The following details were noted during the on-site review:

- The program director has a credit card for expenses. Receipts are due to accounting within ten days of purchase.
- Electronic timekeeping is recorded via software called "Timeclock". Employees complete timecards and managers approve electronically. Hours are then uploaded to a payroll service.
- No significant variances to budgeted totals were noted.
- All staff and expenditures charged to the contract were verified by Lyle Lang, LWP Program Manager.
- Gift or gas cards are distributed as incentives. Cards are kept in a locked cabinet. A list of participants receiving the cards is kept, as well as the signature of the participant for card receipt. Cards are not mailed. The distribution list is compared to GL expense.
- An indirect cost rate approved by the Department of Health and Human Services allocation is applied to Administration. The cost rate approval is attached as referenced.

The CAFR including an Independent Auditor's Report prepared by Isler CPA for the year ended 6/30/13 was provided via PDF. The Schedule of Federal Awards details all federal awards with CFDA numbers. The WIA funds are detailed as "Passed Through Lane Workforce Partnership". For the year ended 6/30/13, there were no Findings or Questioned Costs.

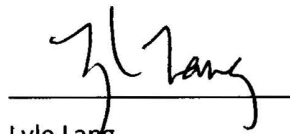
Summary prepared and reviewed by:



David Macey 11/06/13
Date



Tiffany Cink 11/6/13
Date



Lyle Lang 11/4/13
Date

Youth Fiscal Monitoring – McKenzie School District
Wednesday, December 4th, 2013

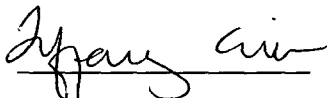
McKenzie: Wendy Whitson, Business Manager
LWP: Lyle Lang

Verbal responses to the Lane Workforce Partnership WIA Sub Recipient Fiscal Monitoring Guide were provided by Wendy Whitson. Lyle Lang completed the on-site review and noted the following details:


- Payroll records are kept via paper timesheets. Employees complete and sign timecards and the grant supervisor approves via signature. Payroll is handled in-house by “Pinamation” accounting software.
- No significant variances to budgeted totals were noted.
- Staff purchases are made via the purchase order system. Written controls exist regarding expense procedures.
- All staff and expenditures charged to the contract were verified for allowability by Lyle Lang, LWP Program Manager.
- Gift cards (to Fred Meyer) are kept in a locked cabinet. A signature is required for receipt of the card. Cards are not mailed.
- An indirect cost rate is used by McKenzie School District. A copy of the cost rate has been received.

The CAFR including an Independent Auditor’s Report prepared by Pauly Rogers and Co. for the year ended 6/30/13 was provided via PDF. The Schedule of Federal Awards details all federal awards with CFDA numbers. The WIA funds are detailed as “Passed through Lane Workforce Partnership”. For the year ended 6/30/13, there were no Findings or Questioned Costs.

Summary prepared and reviewed by:


Tiffany Cink

3/3/14
Date


Lyle Lang

3/3/14
Date

Youth Fiscal Monitoring – Pleasant Hill School District
Wednesday, November 20th, 2013

Pleasant Hill: Caroline Passerotti (Business Manager);
LWP: Lyle Lang, David Macey

Verbal responses to the Lane Workforce Partnership WIA Sub Recipient Fiscal Monitoring Guide were provided by Caroline Passerotti. Additional details on the payroll process were provided by Sherry. The following details were noted during the on-site review:

- Purchases are seldom made with either entity or staff credit or debit cards. Caroline estimates that 95% of expenses are purchased via P.O. Written controls exist regarding expense procedures.
- Payroll records are kept via paper timesheets. Employees complete and sign timecards and the supervisor approves via signature. The Business Manager also reviews the timecards. Payroll is handled in-house via "Infinite Visions" accounting software.
- No significant variances to budgeted totals have been noted. Negotiations are ongoing with two labor unions and wages increases are possible. However, budget overages are not expected.
- All staff and expenditures charged to the contract were verified for allowability by Lyle Lang, LWP Program Manager.
- Incentive cards are used. Inventory controls exist but may not be in writing at this time. However, it is noted that the recipient's name is tracked as well as dollar values. Recipients must sign to receive incentive cards.
- An indirect cost rate is not used by Pleasant Hill School District

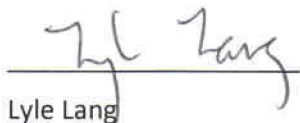
The CAFR including an Independent Auditor's Report prepared by Pauly Rogers for the year ended 6/30/13 was provided via PDF. The Schedule of Federal Awards details all federal awards with CFDA numbers. The WIA funds are detailed as "Passed Through Lane County". For the year ended 6/30/13, there were no Findings or Questioned Costs.

Summary prepared and reviewed by:



David Macey

12/18/13
Date



Lyle Lang

12/18/13
Date

Youth Fiscal Monitoring – South Lane School District
Wednesday, November 20th, 2013

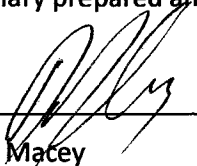
South Lane: Phil Scrima (Business Manager);
LWP: Lyle Lang, David Macey

Verbal responses to the Lane Workforce Partnership WIA Sub Recipient Fiscal Monitoring Guide were provided by Phil Scrima. The following details were noted during the on-site review:

- Payroll records are kept via paper timesheets. Employees complete and sign timecards and the supervisor approves via signature. Payroll is handled in-house via “Pintamation” accounting software.
- No significant variances to budgeted totals were noted. Budget reports are provided to the superintendant every month.
- A store credit card for Wal-Mart is available for use. Staff occasionally use personal credit or debit cards for expenses, which are reimbursed. Written controls exist regarding expense procedures.
- All staff and expenditures charged to the contract were verified for allowability by Lyle Lang, LWP Program Manager.
- Incentive cards are used. Procedures need to be updated and written, particularly in regard to control over inventory. Lyle Lang will follow up on this issue during the course of this fiscal year.
- An indirect cost rate is used by South Lane School District, but not on WIA transactions. However, an approved allocation rate sheet was provided.

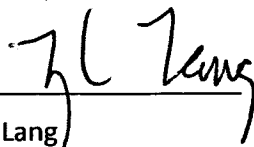
The CAFR including an Independent Auditor’s Report prepared by Pauly Rogers and Co. PC for the year ended 6/30/13 was obtained online via PDF. The Schedule of Federal Awards details all federal awards with CFDA numbers. The WIA funds are detailed as “Passed Through Lane Workforce Partnership”. For the year ended 6/30/13, the auditor issued an unmodified opinion, however significant deficiencies not considered a material weaknesses were noted. Related to these, Phil Scrima noted in the meeting that South Lane staff is examining the segmentation of duties and approvals.

Summary prepared and reviewed by:



David Macey

01/29/14
Date



Lyle Lang

1/29/14
Date

Youth Contractor Monitoring – South Lane School District:

February 11, 2014

South Lane Staff - Data for 2nd Quarter (October 1st - December 31st):

- Number served - 51
- Number in work experience - 30
- Number in internship - 0
- Number in pre apprenticeship - 0
- Number completed Win at Work - 2
- Number increasing one or more level in math - 17
- Number increasing one or more level in reading - 22
- Number earning the NCRC certificate - 0
- Number with a skill gain in financial literacy – 30

South Lane Staff - Program Services:**How do you ensure that the ten required program services are provided to all youth participants?**

We meet with each student and tailor the services to the needs of each person.

How are follow-up services provided for twelve months after exit?

We check-in with each student/participant every two months to provide services, referrals, etc.

What program support do you need from Lane Workforce Partnership?

How do we make the NCRC more accessible? Distance and time are difficult. Because of new common core standards, it's difficult to get students out of school for a half day.

South Lane School District WIA Gift Card Incentive Distribution Process:

Gift cards are kept in a locked file. They are tracked by numbers on a spreadsheet. The youth receives the incentive gift card after completion of the I-Trac Incentive Agreement, which has been signed by themselves and WIA Case Manager. A copy of the card's number is combined with the agreement and kept in their hard copy. A copy of the signed agreement is sent to the district fiscal manager, who keeps a separate tracking system.

Lyle - Case file review of youth eligibility documentation and I-Trac registration. Does the file contain all necessary eligibility documentation?

One eligibility file was reviewed. Observations have been noted in bold:

Customer #1833120 – All necessary eligibility documentation was provided for enrollment. **The reviewer signature, on the LWP WIA Youth Registration Form, pre-dated the interviewer and applicant signature. The reviewer is always the last one to sign off on enrollment forms.**

Lyle - Case file and I-Trac review of assessments, goals, services, payments and case notes. Has the ISP been reviewed and or updated in the past year? Do services and goals match the ISP? Does the support service and incentive documentation match what has been entered into I-Trac?

Four cases were reviewed and compared to what has been entered into I-Trac. Observations have been noted in bold. Notations for each review are listed below:

Customer #1306717 - The most recent Individual Service Plan (ISP) was dated 2/6/14. Services are complete and match goals. Time cards confirm work experience. **Support service payment for food handler's card was entered into I-Trac, but a youth signed hard copy of the receipt wasn't in the file.** Last date of service was 1/22/14.

Customer #1654265 – **No ISP was in the file.** Services are complete and match goals. Time cards confirm work experience. Payments for support services and incentives have been entered and corresponding hard copies are available in the file. Last date of service was 1/10/14.

Customer #1641593 – The most recent ISP was dated 1/30/14. Services are complete and match goals. **Time card for work experience was found in the file, but not entered into the I-Trac services tab. Two incentive agreements were found in the file. Only one had been entered into I-Trac. There is a hard copy of a food handler's certificate in the file, but no record of payment in I-Trac.** Last date of service was 1/21/14.

Customer #1716676 - **No ISP was in the file.** Services are complete and match goals. **Time card for work experience was found in the file, but not entered into the I-Trac services tab. An occupational skills training, started April 2013, is listed in I-Trac. There is no supporting documentation in I-Trac or the hard file to indicate that the training was completed or if a certificate was attained.** Last date of service was 1/28/14.

Youth interviews:

Name – McKayla Smart

Contract – South Lane School District

Date – February 11, 2014

1. Services received?

McKayla has been enrolled in WIA services since January 2012. During the past two years she has received multiple services including: career readiness, work experience, attendance at trade shows, resume assistance and support services/incentives.

2. Have these services benefited you? If so, how? If not, why not?

“All of the services have been great.” The work experiences have given her some much needed income. The trade shows and career days helped her to understand different employment opportunities through hands on learning. The support services (partial rent payment) helped her get by financially, during a difficult period.

McKayla plans to go to beauty school, in the short term, to be a cosmetologist. She’s uncertain about long term plans, but does plan to attend a four year college.

3. Changes or improvements to the WIA program.

“Offer more work experience opportunities.”

Youth interviews:

Name – Victoria Fullerton

Contract – South Lane School District

Date – February 11, 2014

1. Services received?

Victoria has been in the WIA program for one year. She's gotten lots of help with jobs/work experiences, career/educational awareness, and tutoring information available through Kahn Academy.

2. Have these services benefited you? If so, how? If not, why not?

The work experiences have really helped her understand different occupational opportunities. She also appreciates the college and scholarship information.

3. Changes or improvements to the WIA program.

"They are doing the best they can. They have been very helpful and attentive to my needs."

LANE WORKFORCE PARTNERSHIP
ANNUAL FINANCIAL REPORT
For the Years Ended June 30, 2014 and 2013



LANE WORKFORCE PARTNERSHIP
ANNUAL FINANCIAL REPORT
For the Years Ended June 30, 2014 and 2013

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INTRODUCTORY SECTION

LANE WORKFORCE PARTNERSHIP
JUNE 30, 2014

EXECUTIVE DIRECTOR

Kristina Payne

<u>BOARD OF DIRECTORS</u>	<u>TITLE</u>
Bob Halligan	President
Paul Wynkoop	Secretary
Jerry Stiltner	Treasurer
Bob Baldwin	Board Member
Travis Brooke	Board Member
Debi Creager	Board Member
Dawn DeWolf	Board Member
Dennis Dover	Board Member
Noreen Dunnells	Board Member
Todd Edman	Board Member
Jacob Fox	Board Member
Sandra Gerber	Board Member
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Phil Hohnstein	Board Member
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Lena Kostopulos	Board Member
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Debra Miller	Board Member
Sheri Moore	Board Member
Bonnie Payne	Board Member
Angela Peacor	Board Member
James F. Pfarrer	Board Member
John Radich	Board Member
Tony Scurto	Board Member
Claire Seguin	Board Member
Patrick Smith	Board Member
Sean Stevens	Board Member
Faye Stewart	Board Member
Larry Sullivan	Board Member
Betty Taylor	Board Member

REGISTERED ADDRESS

1500 Valley River Drive, Suite 150
Eugene, Oregon 97401



***Members of the Lane Workforce Partnership Board of Directors
and Citizens of Lane County***

The Lane Workforce Partnership's audit for year 2013-14 encompasses a twelve-month period from July 1, 2013 through June 30, 2014.

The Lane Workforce Partnership, a business-led workforce development organization, and the local workforce investment board for Lane County, has been providing services to Lane County businesses and residents for over 25 years. Our mission is to ***meet the workforce needs of employers and individuals through partnerships and innovation.***

Lane County is fortunate to have a Local Workforce Investment Board that is made up of local elected officials and community leaders representing business, education, labor, and public programs who are dedicated to taking on the tough issues to create and bring economic strength and vitality to our community.

With the support of the Lane Workforce Partnership Board of Directors, solution driven investments have been made to address the tightening labor market now faced by both businesses and jobseekers. Programs like *On-the-Job Training* assist local businesses with the costs of skilling up new hires, while providing jobseekers with the opportunity to break into new lines of work. In addition, when faced with alarming data indicating historically low numbers of youth entering the labor force, the Board brought attention to successful local Career and Technical Education programs, and connected graduating youth to local employment opportunities in good paying jobs. These are just a couple of examples of how the Lane Workforce Partnership Board is addressing the many workforce challenges being faced in Lane County today.

As a result of the Lane Workforce Partnership's 1.2 million dollar investment and our partnership with the Oregon Employment Department over 25,000 Lane County residents received job search assistance through *WorkSource Lane* between July 1, 2013 and June 30, 2014. Of the individuals accessing services, 15,000 people found employment during the same time period.

WorkSource Lane provides one point of access for businesses recruitment and job seeker assistance. Between July 1, 2013 and June 30, 2014:

- ✓ More than 800 employers accessed job recruitment and retention services.
- ✓ Over 25,000 individuals received job and career services.
- ✓ 15,000 people were placed in jobs.
- ✓ 49 individuals received Occupational training scholarships.
- ✓ 164 individuals were placed in On-the-Job Training opportunities with local businesses.

The Lane Workforce Partnership's Workforce Investment Act (WIA) youth services are provided through contracts with four Lane County school districts, a non-profit agency and a public entity. The programs help youth (ages 14-21 years) to gain work readiness, academic and occupations skills to increase their success as they transition from school to additional education or work.

Current providers of WIA youth services in Lane County include: Looking Glass Riverfront School and Career Center; Lane County Division of Youth Services; Bethel School District; McKenzie School District; Pleasant Hill School District; and South Lane School District.

In the 2013/14 program year, 234 young people benefited from being served through one of Lane Workforce Partnership's contracted youth services.

Of the youth participating in one of our contracted programs:

- ✓ 111 gained work experience and training through internships with local employers.
- ✓ 53 youth demonstrated a gain in financial literacy skills.
- ✓ 13 participated in a pre-apprenticeship program.
- ✓ 64 youth increased one or more education levels in reading in the Comprehensive Student Assessment System(CASAS).
- ✓ 69 youth increased one or more education levels in math in CASAS.
- ✓ 30 youth earned a *Win at Work* certificate. *Win at Work* is a soft skills assessment that also serves as a work-readiness teaching tool.

As a local Workforce Investment Board, Lane Workforce Partnership is charged with publishing a biennial State-of-the-Workforce Report. The report summarizes the projected workforce needs for Lane County and speaks to the board initiatives to address the future needs of the community. To read the full report, go to:

<http://www.laneworkforce.org/reports/>

Lane Workforce Partnership is leading the charge toward designating Lane County as one of the first Oregon counties to be certified as a Work Ready Community. The National Career Readiness Certificate (NCRC) is the tool used to achieve this goal.

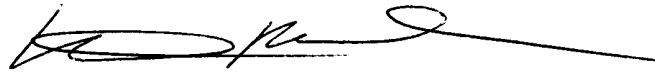
“The program allows you to assess people ahead of time before they come in the door. The National Career Readiness Certificate includes a rigorous testing system... I'm noticing a significant quality difference in the applicant pool since we started using the NCRC.” Wayne Skipper, President, Concentric Sky.

For information on our work to achieve Work Ready Community status please go to:

<http://www.workreadycommunities.org/OR/039>

For more information on the Lane Workforce Partnership, visit our website at: www.laneworkforce.org.

Thank you,



Kristina Payne
Executive Director

FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Lane Workforce Partnership
Eugene, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Lane Workforce Partnership, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Lane Workforce Partnership's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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Hillsboro, OR 97124
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fax (503) 648-2692

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Lane Workforce Partnership as of June 30, 2014, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Prior Period Financial Statements

The financial statements of Lane Workforce Partnership as of June 30, 2013, were audited by other auditors whose report dated October 10, 2013, expressed an unmodified opinion on those statements.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (MD&A) on pages 4 through 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Lane Workforce Partnership's basic financial statements. The supplemental information are presented for the purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is also not a required part of the basic financial statements.

The supplemental information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.


The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated December 19, 2014, on our consideration of the Lane Workforce Partnership's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Lane Workforce Partnership's internal control over financial reporting and compliance.

Other Reporting Required by Oregon Minimum Standards

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 19, 2014, on our consideration of the Lane Workforce Partnership's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

By: 
Sara Hummel, CPA
Director

Eugene, Oregon
December 19, 2014

Management's Discussion and Analysis

LANE WORKFORCE PARTNERSHIP MANAGEMENT'S DISCUSSION AND ANALYSIS

This discussion and analysis of Lane Workforce Partnership's financial statements provide an overview of the financial activities for the fiscal year ending June 30, 2013. It is intended to be a companion piece with the transmittal letter beginning on page ii and the financial statements which begin on page 9.

Financial Highlights

Lane Workforce Partnership derives its revenue from two major funding sources: 1) the Workforce Investment Act of 1998 (WIA) and; 2) the Oregon Department of Human Services JOBS Program. Both are federally funded, however, the JOBS Program is blended with State General Fund revenues and delivered through a contract with the Oregon Department of Human Services (DHS). Both programs are classified as workforce development programs operated for public benefit.

Workforce Investment Act (WIA) of 1998

- Total budgeted revenues from Workforce Investment Act programs allocated by formula decreased overall by \$562,260 from the previous fiscal year.

JOBS Program (JOBS)

- The JOBS Program represents 19 percent of the revenues received by Lane Workforce Partnership in 2013-14. These are funds provided under contract from the state of Oregon to assist area residents receiving cash assistance to transition to meaningful employment. The budgeted funding in this category increased by \$27,630 from the prior year.

American Association of Retired People – Plus+ and Plus+ 2.0 Programs

- Lane Workforce Partnership is one of the few applicants awarded funds by the AARP to provide job training for workers aged 55 and over. The original Plus+ program is a two-year grant spanning January 2012 to December 2013 with a total award of \$199,320. The second Plus+ program is a two-year grant starting January 2014 and ending December 2016 with a total award amount of \$200,000.

Overview of the Financial Statements

This overview is intended to provide an introduction to Lane Workforce Partnership's basic financial statements. These statements cover three areas: 1) government-wide financial statements, 2) an explanation of changes in fund balances for all governmental funds, and 3) notes to the financial statements.

Government-wide Financial Statements:

The government-wide financial statements are designed to provide readers with a broad overview of the Lane Workforce Partnership's finances in a manner similar to a private-sector business. These statements provide information about the activities of the Lane Workforce Partnership as a whole and present a longer-term view of Lane Workforce Partnership's finances.

The government-wide financial statements are on pages 9 and 10 of this report.

LANE WORKFORCE PARTNERSHIP MANAGEMENT'S DISCUSSION AND ANALYSIS

Fund Financial Statements

Fund financial statements report on operations in more detail than the government-wide financial statements and use fund accounting to demonstrate compliance with finance-related and legal requirements. Lane Workforce Partnership has one fund which is classified as a government fund. The fund focuses on near-term inflows and outflows of spendable resources and the balances of spendable resources at the end of the fiscal year (modified accrual basis of accounting). Such information may be useful in evaluating a government's near-term financing requirements. The differences between government activities, which are reported in the statements of net assets and the statements of activities, and governmental funds is described in the reconciliation of fund balances statement.

Lane Workforce Partnership's three programs are operations, grants and contracts, and the nonprofit activity. The program activity schedule is on page 27 of this report.

The nonprofit activity relates to tax deductible contributions to Lane Workforce Partnership under its organizational status as a private-non-profit [501(C)(3) corporation. The funds are not restricted in the sense that they may be obligated without regard to time period but must be used in accordance with the mandate of the donation.

Notes to the Financial Statements:

The notes provide additional information that is essential for a full understanding of the information provided in the government-wide and fund financial statements. Notes are an integral part of the financial statements.

The Lane Workforce Partnership's auditor has provided assurance in the independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the basic financial statements are fairly presented. A user of this report should read the independent auditor's report carefully to ascertain the level of assurances being provided for each of the other parts of the Financial Section.

LANE WORKFORCE PARTNERSHIP
MANAGEMENT'S DISCUSSION AND ANALYSIS

Financial Analysis of Lane Workforce Partnership as a Whole

Net Position. Lane Workforce Partnership's net position displayed comparing years:

Table A – Lane Workforce Partnership's Net Position

	Governmental Activities		
	FY 2014	FY 2013	FY 2012
Current and other assets	\$ 369,388	\$ 363,516	\$ 480,980
Capital assets, net of depreciation	1,883	2,960	4,037
Total assets	<u>371,271</u>	<u>366,476</u>	<u>485,017</u>
Current and other liabilities	262,998	255,026	372,505
Noncurrent liabilities	75,114	107,178	110,654
Total liabilities	<u>338,112</u>	<u>362,204</u>	<u>483,159</u>
Net position			
Investment in capital assets	1,883	2,960	4,037
Unrestricted	<u>31,276</u>	<u>1,312</u>	<u>(2,179)</u>
Total net position	<u>\$ 33,159</u>	<u>\$ 4,272</u>	<u>\$ 1,858</u>

Noncurrent liabilities represent an amount equal to one half of the unfunded employee time management accounts.

Statement of Activities. Lane Workforce Partnership's Statement of Activities for FY2012 through FY2014:

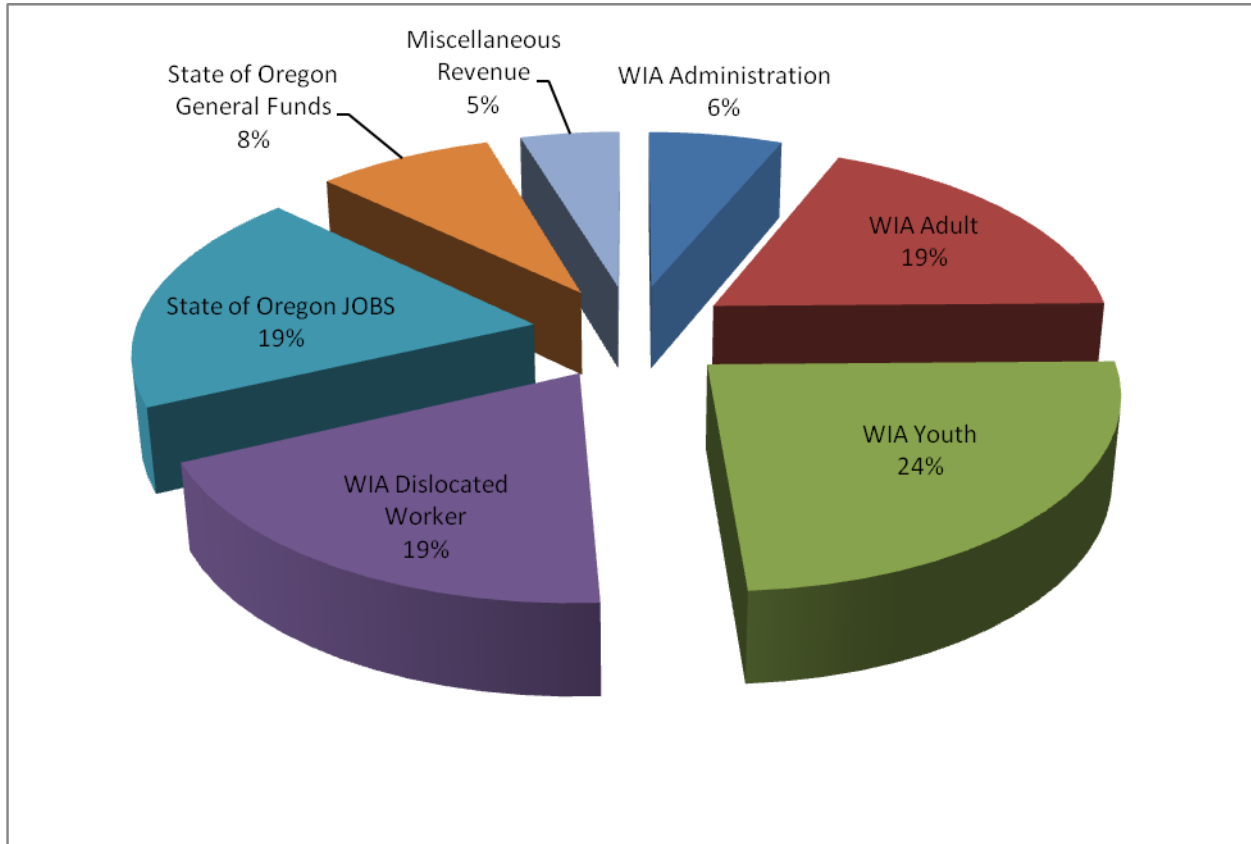
Table B - Lane Workforce Partnership's Statement of Activities

	Governmental Activities		
	FY 2014	FY 2013	FY 2012
Program revenues:			
Operating Grants	\$ 3,593,105	\$ 4,290,348	\$ 5,284,879
General revenues:			
Interest	419	778	1,147
Total revenue	<u>3,593,524</u>	<u>4,291,126</u>	<u>5,286,026</u>
Expenses			
Employment and training	<u>3,564,637</u>	<u>4,288,712</u>	<u>5,281,820</u>
Change in net position	28,887	2,414	4,206
Net position, beginning of year	<u>4,272</u>	<u>1,858</u>	<u>(2,348)</u>
Net position, end of year	<u>\$ 33,159</u>	<u>\$ 4,272</u>	<u>\$ 1,858</u>

LANE WORKFORCE PARTNERSHIP
MANAGEMENT'S DISCUSSION AND ANALYSIS

Financial Analysis of Lane Workforce Partnership as a Whole, continued

Figure A – Lane Workforce Partnership's Sources of Revenue for the Year ending June 30, 2014



Budgetary Highlights

Lane Workforce Partnership's Finance & Audit Committee reviews all budgets and revisions and makes recommendations for adoption to the full board. The Board adopted one modification during the year. The budget is amended when significant amounts of unanticipated revenue are awarded or received. It is the Board's policy to recognize revenue when awarded. Revenues recognized during the year but deemed necessary for use in subsequent year operations are placed in the *Reserve for Future Expenditure* category of the budget.

- Total budgeted revenues for the year decreased by \$347,870 from the 2012-13 final budget compared to the 2013-14 final budget. The decrease is primarily due to legislated reductions to WIA funds.
- The initial budget for Lane Workforce Partnership is based on planning figures and estimated carry-forward funds for the year. Routinely, a first modification occurs in October or November of the program year to adjust to actual appropriated funding levels and actual carry-forward totals. As Lane Workforce Partnership applies for funding throughout the year, a second modification may be required in February or March to recognize new funding awarded.

LANE WORKFORCE PARTNERSHIP MANAGEMENT'S DISCUSSION AND ANALYSIS

Capital Asset Administration

Total capital assets, consisting of furniture or equipment, totaled \$1,883, net of accumulated depreciation, at June 30, 2014. These assets were substantially acquired from expenditures in the Grants Employment and Training fund. Their function and activity are grant-related. Total changes during the year in capital assets were not significant.

Economic Factors and Next Year's Budgets and Rates

Lane Workforce Partnership considers many factors when compiling their initial fiscal year budget. An important factor affecting the budget is the Workforce Investment Act's annual federal appropriation. The federal appropriation is to the state of Oregon and then it is distributed to local areas on a formula basis.

On July 25, 2013, Governor Kitzhaber issued Executive Order No 13-08 calling for Local Workforce Investment Boards to operate as independent brokers of workforce services, and to purchase services from those equipped to deliver the best possible results by July 1, 2015. As a result, the initial budget for FYE 2015 (July 2014 to June 2015) has changed considerably including a decrease in revenue and expenses to a level of \$3.8 million. The decrease is primarily due to the transition of the JOBS program to the Lane County Department of Health and Human Services.

The Lane County Commissioners and the Lane Workforce Partnership Board of Directors have approved that starting July 1, 2014 the WIA Adult service delivery program staff will be transitioned from the Lane County Department of Lane Workforce Partnership to the Lane County Department of Health and Human Services via contract allowing Lane County residents to continue to receive services from highly trained individuals with the proven ability to meet and exceed set performance standards. The transition of the Lane County staff between County departments was completed through the 2014-2015 Lane County public budgeting process.

Requests for Information

This financial report is designed to provide interested parties with a general overview of the Lane Workforce Partnership and to demonstrate Lane Workforce Partnership's accountability for the funds it receives. If you have questions about this report or need additional financial information, contact Lane Workforce Partnership, 1500 Valley River Drive, Suite 150, Eugene, Oregon 97401, (541) 682-3800.

Basic Financial Statements

Government-wide Financial Statements

LANE WORKFORCE PARTNERSHIP
STATEMENTS OF NET POSITION
June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Assets		
Current assets		
Cash and cash equivalents	\$ 164,505	\$ 186,974
Account receivable	1,755	-
Grants receivable	<u>203,128</u>	<u>176,542</u>
Total current assets	369,388	363,516
Capital assets, net	<u>1,883</u>	<u>2,960</u>
Total assets	<u>371,271</u>	<u>366,476</u>
Liabilities		
Current liabilities		
Accounts payable	188,639	200,263
Accrued payroll and related benefits	38,930	42,947
Unearned revenue	<u>35,429</u>	<u>11,816</u>
Total current liabilities	262,998	255,026
Accrued compensated absences	<u>75,114</u>	<u>107,178</u>
Total liabilities	<u>338,112</u>	<u>362,204</u>
Net Position		
Invested in capital assets	1,883	2,960
Unrestricted	<u>31,276</u>	<u>1,312</u>
Total net position	<u>\$ 33,159</u>	<u>\$ 4,272</u>

The accompanying notes are an integral part of these statements.

LANE WORKFORCE PARTNERSHIP
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Expenses		
Workforce Investment Act	\$ 2,444,692	\$ 3,309,646
Jobs	684,691	651,566
Other	<u>435,254</u>	<u>327,500</u>
 Total expenses	 <u>3,564,637</u>	 <u>4,288,712</u>
Revenues		
Program revenue:		
Operating grants	3,593,105	4,290,348
General revenue:		
Interest income	<u>419</u>	<u>778</u>
 Total revenues	 <u>3,593,524</u>	 <u>4,291,126</u>
 Change in net position	 28,887	 2,414
 Net position, beginning of year	 <u>4,272</u>	 <u>1,858</u>
 Net position, end of year	 <u>\$ 33,159</u>	 <u>\$ 4,272</u>

The accompanying notes are an integral part of these statements.

Fund Financial Statements

LANE WORKFORCE PARTNERSHIP
BALANCE SHEETS
June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Assets		
Cash and cash equivalents	\$ 164,505	\$ 186,974
Accounts receivable	1,755	-
Grants receivable	<u>203,128</u>	<u>176,542</u>
Total assets	<u>\$ 369,388</u>	<u>\$ 363,516</u>
 Liabilities and Fund Balance		
Liabilities		
Accounts payable	\$ 188,639	\$ 200,263
Accrued payroll and related benefits	38,930	42,947
Unearned revenue	<u>35,429</u>	<u>11,816</u>
Total liabilities	262,998	255,026
Fund balance		
Unassigned	<u>106,390</u>	<u>108,490</u>
Total liabilities and fund balance	<u>\$ 369,388</u>	<u>\$ 363,516</u>

The accompanying notes are an integral part of these statements.

LANE WORKFORCE PARTNERSHIP
RECONCILIATION OF THE BALANCE SHEETS TO STATEMENTS OF NET POSITION
June 30, 2014 and 2013

	2014	2013
Fund balance	\$ 106,390	\$ 108,490
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.</p>	1,883	2,960
<p>Compensated absences are not due and payable in the current period and therefore are not reported in the funds.</p>	(75,114)	(107,178)
Net position	\$ 33,159	\$ 4,272

The accompanying notes are an integral part of these statements.

LANE WORKFORCE PARTNERSHIP
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 For the Years Ended June 30, 2014 and 2013

	2014	2013
Revenues		
Workforce Investment Act	\$ 2,444,692	\$ 3,261,846
Jobs	684,691	651,277
Other	464,143	378,003
Total revenues	3,593,526	4,291,126
Expenditures		
Personal services	2,090,401	2,326,160
Materials and services:		
Audits and legal	35,870	32,711
Board expenses	10,274	12,367
Computer equipment and supplies	21,709	4,290
Copier charges	10,884	12,517
General office expense	31,418	15,960
Lane County charges	67,846	84,115
Maintenance agreements	3,710	6,800
Memberships	17,103	16,429
Postage	2,255	2,474
Printing	2,845	1,980
Professional development (staff)	320	700
Program information and outreach	6,865	13,971
Purchased insurance	26,318	27,144
Rent	113,489	134,372
Management services	2,485	-
Subscriptions	35,376	37,118
Telephone services	24,062	25,512
Travel and meetings	20,363	18,851
Client program services:		
Child care support	15,522	6,621
Training services	158,342	230,755
OJT/Youth internships	251,783	271,312
Materials and supplies	2,767	4,031
Support services	20,140	18,220
Subcontracts	623,479	986,701
Total expenditures	3,595,626	4,291,111
Change in fund balance	(2,100)	15
Fund balance, beginning of year	108,490	108,475
Fund balance, end of year	\$ 106,390	\$ 108,490

The accompanying notes are an integral part of these statements.

LANE WORKFORCE PARTNERSHIP
 RECONCILIATION OF THE STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE TO THE STATEMENTS OF ACTIVITIES
 For the Years Ended June 30, 2014 and 2013

	2014	2013
Changes in fund balance of governmental fund	\$ (2,100)	\$ 15
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
The change in accrued compensated absences does not require the use of current financial resources and therefore is not reported as an expenditure in the governmental fund.	32,064	3,476
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount of depreciation in the current period.	(1,077)	(1,077)
Change in net position	\$ 28,887	\$ 2,414

The accompanying notes are an integral part of these statements.

Notes to Basic Financial Statements

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Organization

Lane Workforce Partnership was formed in 1985 as a unit of local government under provisions of Oregon Revised Statutes (ORS) 190.003 to 190.110 by Lane County, Oregon and the cities of Eugene and Springfield, Oregon. Lane Workforce Partnership was subsequently also incorporated as an Oregon nonprofit corporation.

Lane Workforce Partnership is a workforce development organization dedicated to assisting employers in recruiting and retaining employees, and to help individuals find employment and progress in their careers. Specifically, the organization is charged with planning, oversight, and administrative responsibility for local job training programs including, but not limited to, those funded under the Workforce Investment Act of 1998 (WIA). WIA requires that each Workforce Investment Area form a Workforce Investment Board. The Board of Directors of Lane Workforce Partnership was designated to meet this requirement for the geographic area of Lane County, Oregon.

Lane Workforce Partnership is managed by its Board of Directors which consists of a minimum of 30 and maximum of 55 represented positions which meet the requirements of the WIA. The Board of Directors elects an Executive Committee, which is responsible for strategic planning and leadership as well as board development and recruitment.

Reporting Entity

All significant activities and organizations over which Lane Workforce Partnership exercises oversight responsibility have been included in the financial statements.

A component unit is a legally separate organization for which elected officials of the primary government are financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by Lane Workforce Partnership, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on Lane Workforce Partnership. Blended component units, although legally separate entities, are, in substance, part of Lane Workforce Partnership's operations and so data from these units are combined with data of Lane Workforce Partnership. Lane Workforce Partnership (nonprofit corporation) is a blended component unit of Lane Workforce Partnership (local government). The Boards of Directors of the organizations are identical. Separate financial statements are not prepared for Lane Workforce Partnership (nonprofit corporation).

Historically, Lane Workforce Partnership (local government) has operated closely with Lane County, Oregon and has the following common characteristics:

- Lane Workforce Partnership's employees are employees of Lane County.
- Lane Workforce Partnership's employees participate along with other Lane County employees and are part of the same employee group under the Oregon Public Employees Retirement System (PERS).
- Lane County provides certain administrative services for Lane Workforce Partnership in exchange for Lane Workforce Partnership's payment of indirect and information services charges.
- The Chair of the Lane County Board of Commissioners is designated as the "Chief Elected Official" as contemplated by section 117(c)(1)(B)(i) of the Workforce Investment Act to sign agreements and related documents upon the consent of the City of Springfield, the City of Eugene, and the Lane County Board of Commissioners.

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies, continued

Reporting Entity, continued

However, Lane Workforce Partnership is governed by its own board of directors which are subject to federal laws related to the organization and provision of employment and training activities. Therefore, Lane Workforce Partnership (local government) is also presented as a discretely presented component unit in the financial statements of Lane County. The activities of Lane Workforce Partnership (nonprofit corporation) are not presented in the Lane County financial statements.

Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of Lane Workforce Partnership. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all the eligibility requirements imposed by the provider have been met. Fiduciary activities, if any, are excluded from the government-wide financial statements.

Fund Financial Statements

Fund financial statements display information at the individual fund level. Each fund is considered to be a separate accounting entity. The accounts of the Lane Workforce Partnership are organized in a single fund which is used to account for the Lane Workforce Partnership's activities. Revenues are principally from intergovernmental sources. This fund is reported on the balance sheet and statement of revenues, expenditures and changes in fund balance using the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.

Fund Balance

In governmental funds, Lane Workforce Partnership's policy is to first apply the expenditure toward restricted fund balance and then to other, less-restrictive classifications – committed and then assigned fund balances before using unassigned fund balances.

Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories, prepaids and deposits, and assets held for resale.

Fund balance is reported as restricted when the constraints placed on the use of resources are either: (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies, continued

Fund Balance, continued

Fund balance is reported as committed when the Board of Directors takes formal action that places specific constraints on how the resources may be used. The Board of Directors can modify or rescind the commitment at any time through taking a similar formal action.

Resources that are constrained by Lane Workforce Partnership's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent is expressed when the Board of Directors approves which resources should be "reserved" during the adoption of the annual budget. Lane Workforce Partnership's Finance Manager uses that information to determine whether those resources should be classified as assigned or unassigned for presentation in the Lane Workforce Partnership's Annual Financial Report.

Unassigned fund balance is the residual classification for the General Fund. This classification represents fund balance that has not been restricted, committed, or assigned within the General Fund.

Budgets and Budgetary Accounting

The administrative and fiscal staff prepares a budget for each of the separate projects within the operation of Lane Workforce Partnership. The budget is submitted to the Board of Directors for approval, modification and adoption.

Budgetary fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Expenditures are controlled by appropriations adopted by resolution of the Board of Directors. Appropriations are adopted at the broad object level of personal services, materials and services, client program services and capital outlay. These expenditure appropriations are adopted for purposes of accountability and as a method of providing public involvement into the budget process as provided by ORS 294.905 through 294.930. There is no legal requirement that expenditures do not exceed appropriations, however, it is Board policy is to limit expenditures to the amount appropriated. Appropriations lapse at the end of each year. Encumbrances are not used.

Cash

Cash consists of cash on hand and demand deposits. Lane Workforce Partnership may invest in obligations of the U.S. Treasury and its agencies, obligations of state and local municipalities, corporate bonds, bankers' acceptances, commercial paper, repurchase agreements, time certificates of deposit and the State Treasurer's Local Government Investment Pool.

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies, continued

Receivables

Receivables are recorded on the statement of net position in accordance with the policies enumerated above.

The management of Lane Workforce Partnership considers all amounts included in accounts and grants receivable to be collectible. Therefore, no provision for uncollectible accounts has been made.

Lane Workforce Partnership receives federal funds from the U.S. Department of Labor and the U.S. Department of Health and Human Services passed through the state of Oregon, as well as several other nonfederal grants. The amounts receivable represent contract billings and cash requests, relating to expenditures incurred through the end of the program year, which had not been received at June 30, 2014 and 2013.

Capital Assets

Capital assets are reported in the government-wide financial statements. Capital assets are defined by Lane Workforce Partnership as assets with an initial individual cost of \$5,000 or greater and an estimated useful life in excess of one year. Such assets are recorded at historical cost. Capital assets are depreciated using the straightline method over the estimated useful lives ranging from three to seven years.

The state and federal grantor agencies retain a reversionary interest in all capital assets that were purchased with state and federal funding.

Compensated Absences Payable

Total unpaid compensated absences are recorded on the books of Lane Workforce Partnership based on total vested hours multiplied by current wage rates. As of June 30, 2014 and 2013, employees of Lane Workforce Partnership had accumulated \$75,114 and \$107,718, respectively, in unpaid compensated absences. If Lane Workforce Partnership were to become unable to continue as a viable operating entity and the liability became due, the member governments, the Cities of Eugene and Springfield and Lane County, would provide payment of accrued vacation subject to the provisions and limitations of a contract between Lane Workforce Partnership and Lane County.

Income Taxes

Lane Workforce Partnership is exempt from Federal income taxes under Internal Revenue Code Section 115.

Property Taxes

Lane Workforce Partnership is exempt from taxes for all real and personal property, including property held under lease or lease purchase agreements under ORS 456.220 and ORS 456.225 of Oregon law.

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies, continued

Use of Restricted Net Position

When expenses are paid for purposes in which both net position - restricted and net position - unrestricted are available, Lane Workforce Partnership deems net position - restricted to be spent first.

Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues and expenses. Actual results may differ from such estimates. Financial statement items particularly sensitive to estimates are the allowance for doubtful accounts, and the useful lives of property and equipment.

2. Cash and Cash Equivalents

Cash consisted of the following as of June 30:

	<u>2014</u>	<u>2013</u>
Cash on hand	\$ 500	\$ 500
Cash in bank	113,651	113,538
LGIP	<u>50,354</u>	<u>72,936</u>
Total cash and cash equivalents	<u>\$ 164,505</u>	<u>\$ 186,974</u>

Deposits

At year end, the book balance of Lane Workforce Partnership's bank deposits (checking accounts) was \$113,651 and the bank balance was \$176,888. The difference is due to transactions in process. Deposits are secured by federal deposit insurance to legal limits. All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program (PFCP) of the State of Oregon.

Custodial Risk – Deposits

This is the risk that in the event of a bank failure, Lane Workforce Partnership's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for Lane Workforce Partnership's deposits with financial institutions up to \$250,000 each for the aggregate of all time and savings accounts and aggregate of all demand deposit accounts at each institution. Deposits in excess of FDIC coverage with institutions participating in the Oregon Public Funds Collateralization Program are collateralized with securities held by the Federal Home Loan Bank of Seattle in the name of the institution. The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100 percent protected. Barring any exceptions, a bank depository is required to pledge collateral valued

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

2. Cash and Cash Equivalents, continued

Custodial Risk – Deposits, continued

at least 10 percent of their quarter-end public fund deposits if they are well capitalized, 25 percent of their quarter-end public fund deposits if they are adequately capitalized, or 110 percent of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110 percent by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. As of June 30, 2014, none of Lane Workforce Partnership's bank balances were balances were exposed to custodial credit risk as the balances were under FDIC insurance limits.

Investments

The State Treasurer of the state of Oregon maintains the Oregon Short-Term Fund, of which the Local Government Investment Pool is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, the investment funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. The Oregon Short-Term Fund is the LGIP for local governments and was established by the State Treasurer. It was created to meet the financial and administrative responsibilities of federal arbitrage regulations. The investments are regulated by the Oregon Short-Term Fund Board and approved by the Oregon Investment Council (ORS 294.805 to 294.895). At June 30, 2014, the fair value of the position in the Oregon State Treasurer's Short-Term Investment Pool was approximately equal to the value of the pool shares. The investment in the Oregon Short-Term Fund is not subject to risk evaluation. LGIP is not rated for credit quality. Separate financial statements for the Oregon Short-Term Fund are available from the Oregon State Treasurer.

3. Capital Assets

Capital assets changed as follows:

	<u>Balance</u> <u>June 30, 2013</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2014</u>
Equipment	\$ 34,526	\$ -	\$ -	\$ 34,526
Accumulated depreciation	<u>(31,566)</u>	<u>(1,077)</u>	<u>-</u>	<u>(32,643)</u>
Capital assets, Net of accumulated depreciation	<u>\$ 2,960</u>	<u>\$ (1,077)</u>	<u>\$ -</u>	<u>\$ 1,883</u>
	<u>Balance</u> <u>June 30, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2013</u>
Equipment	\$ 34,526	\$ -	\$ -	\$ 34,526
Accumulated depreciation	<u>(30,489)</u>	<u>(1,077)</u>	<u>-</u>	<u>(31,566)</u>
Capital assets, Net of accumulated depreciation	<u>\$ 4,037</u>	<u>\$ (1,077)</u>	<u>\$ -</u>	<u>\$ 2,960</u>

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

4. Accounts Payable

Accounts payable at June 30 consisted of:

	2014	2013
Payable to grant recipients	\$ 78,021	\$ 146,385
Lane County	37,031	8,613
Other	73,587	45,265
	\$ 188,639	\$ 200,263

5. Pension Plan

Lane Workforce Partnership, through Lane County, contributes to two pension plans administered by the Oregon Public Employees Retirement System (PERS). The Oregon Public Employees Retirement Fund (OPERF) applies to the County's contribution for qualifying employees who were hired before August 29, 2003, and is a cost-sharing multiple-employer defined benefit pension plan. The County participates in the state and local government rate pool (SLGRP). The Oregon Public Service Retirement Plan (OPSRP) is a hybrid successor plan to the OPERF and consists of two programs: The Pension Program, the defined benefit portion of the plan, applies to qualifying County employees hired after August 29, 2003, and to inactive employees who return to employment following a six-month or greater break in service. Benefits are calculated by a formula for members who attain normal retirement age. The formula takes into account final average salary and years of service. Beginning January 1, 2004, all PERS member contributions go into the Individual Account Program (IAP), the defined contribution portion of the plan. PERS members retain their existing PERS accounts, but any future member contributions are deposited into the member's IAP, not the member's PERS account.

Both PERS plans provide retirement and disability benefits, post-employment healthcare benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS is administered under Oregon Revised Statute Chapter 238, which establishes the Public Employees Retirement Board as the governing body of PERS. PERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to PERS, PO Box 23700, Tigard, OR, 97281- 3700 or by calling 503-598-7377.

Funding Policy

Members of PERS are required to contribute 6.00 percent of their salary covered under the plan, which is invested in the OPSRP Individual Account Program. The County is required by ORS 238.225 to contribute at an actuarially determined rate for the qualifying employees under the OPERF plan, and a general service rate and a police/fire rate for the qualifying employees under the OPSRP plan. The OPERF and the OPSRP rates in effect for the year ended June 30, 2014 were 11.71 percent, 8.56 percent and 11.29 percent respectively. The contribution requirements for plan members are established by ORS Chapter 238 and may be amended by an act of the Oregon Legislature.

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

5. Pension Plan, continued

Annual Pension Cost

Because Lane Workforce Partnership employees participate in PERS along with other Lane County employees, pension expense for the years ended June 30, 2014 and 2013 is not readily determinable.

6. Related Party

Lane Workforce Partnership has entered into contracts with organizations whose management includes members of the Lane Workforce Partnership Board of Directors.

The following contracts were in effect during the year ending June 30, 2014:

<u>Agency</u>	<u>Funding Title</u>	<u>Amount</u>	
		<u>Revenue</u>	<u>Expense</u>
Department of Human Services			
Children, Adults & Families	JOBS/TANF	\$ 721,750	\$ -
Employment Department	All	-	36,985
Eugene Chamber of Commerce	JOBS/WIA		
EWEB Parents Association	WIA	-	2,983
Housing & Community Services	WIA	-	1,000
Lane Community College	AARP	-	11,104
Lane County Administrative Services	All	100,000	2,182,154
Lane County Department of Youth Services	WIA	-	88,151
Lunar Logic/Celestial Software	WIA		
Pleasant Hill School District	WIA	-	63,803

<u>Agency</u>	<u>Funding Title</u>	<u>Amount</u>	
		<u>Receivable</u>	<u>Payable</u>
Department of Human Services			
Children, Adults & Families	JOBS/TANF	\$ 73,242	\$ -
Employment Department	All	-	6
Lane Community College	AARP	-	1,586
Lane County Administrative Services	All	-	75,961
Lane County Department of Youth Services	WIA	-	819
Pleasant Hill School District	WIA	-	10,119

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

6. Related Party, continued

The following contracts were in effect during the year ending June 30, 2013:

Agency	Funding Title	Amount	
		Revenue	Expense
CAWOOD Corp	WIA	\$ -	\$ 2,148
Department of Human Services			
Children, Adults & Families	JOBS/TANF	686,117	-
Employment Department	UI Integration	27,382	41,339
Eugene Chamber of Commerce	JOBS/WIA	-	866
EWEB Parents Association	WIA	-	4,000
Housing & Community Services	WIA	-	3,000
Lane Community College	WIA/SESP/AARP	-	294,000
Lane County Administrative Services	All	52,652	2,425,356
Lane County Department of Youth Services	WIA	-	88,129
Lunar Logic/Celestial Software	WIA	-	7,765
Pleasant Hill School District	WIA	-	59,928

Agency	Funding Title	Amount	
		Receivable	Payable
CAWOOD Corp	WIA	\$ -	\$ 370
Department of Human Services			
Children, Adults & Families	JOBS/TANF	-	3,206
Employment Department	UI Integration	1,766	155
Lane Community College	WIA/SESP/AARP	-	32,109
Lane County Administrative Services	All	-	48,354
Lane County Department of Youth Services	WIA	-	10,281
Pleasant Hill School District	WIA	-	7,443

7. Operating Leases

Lane Workforce Partnership is committed under various leases for office space and equipment which expire at various dates through December 2015. Some leases contain options to renew. The lease agreements for office space contain escalation clauses that allow for periodic increases or decreases to the base rent.

Lease expenditures for office space for the years ended June 30, 2014 and 2013, were \$113,489 and \$134,372, respectively. Lane Workforce Partnership also leases equipment which is relatively insignificant to its operations. Future minimum lease payments for office space and equipment are reported below.

LANE WORKFORCE PARTNERSHIP
NOTES TO BASIC FINANCIAL STATEMENTS

7. Operating Leases, continued

<u>Year Ending June 30,</u>	
2015	\$ 119,797
2016	41,310
Thereafter	<u>-</u>
Total	<u>\$ 161,107</u>

8. Risk Management

Lane Workforce Partnership is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Lane Workforce Partnership maintains coverage through commercial insurance companies for risks of loss. There were no material reductions in insurance coverage from coverage in the prior year. During each of the last three years, there have been no insurance settlements exceeding insurance coverage.

9. Subsequent Events

Management has evaluated subsequent events through the date of the independent auditor's report, the date on which the financial statements were available to be issued. Management is not aware of any subsequent events that require recognition or disclosure in the financial statements.

Supplemental Information

LANE WORKFORCE PARTNERSHIP
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES - GENERAL FUND
For the Year Ended June 30, 2014

	Original Budget	Final Budget	Actual	Variance
Revenues				
Workforce Investment Act	\$ 2,987,890	\$ 3,080,630	\$ 2,444,692	\$ (635,938)
Jobs	713,750	713,750	684,691	(29,059)
Other	252,000	599,340	464,143	(135,197)
Total revenues	<u>3,953,640</u>	<u>4,393,720</u>	<u>3,593,526</u>	<u>(800,194)</u>
Expenditures				
Personal services	2,315,950	2,262,580	2,090,401	(225,549)
Materials and services:				
Audits and legal	34,000	41,000	35,870	1,870
Board expenses	13,000	13,000	10,274	(2,726)
Computer equipment and supplies	6,000	6,000	21,709	15,709
Copier charges	12,000	12,000	10,884	(1,116)
Equipment maintenance	500	500	-	(500)
General office expense	14,000	14,000	31,418	17,418
Lane County charges	68,000	68,000	67,846	(154)
Maintenance agreements	3,500	3,500	3,710	210
Memberships	12,000	12,000	17,103	5,103
Postage	4,000	4,000	2,255	(1,745)
Printing	7,000	7,000	2,845	(4,155)
Professional development (staff)	500	500	320	(180)
Program information and outreach	10,000	10,000	6,865	(3,135)
Purchased insurance	28,000	28,000	26,318	(1,682)
Rent	120,000	120,000	113,489	(6,511)
Management services	-	-	2,485	2,485
Subscriptions	51,000	42,000	35,376	(6,624)
Telephone services	27,000	27,000	24,062	(2,938)
Travel and meetings	20,000	20,000	20,363	363
Client program services:				
Child care support	15,000	15,000	15,522	522
Training services	170,000	222,000	158,342	(63,658)
OJT/Youth internships	253,000	482,000	251,783	(230,217)
Materials and supplies	5,000	5,000	2,767	(2,233)
Support services	25,000	25,000	20,140	(4,860)
Subcontracts	680,000	685,000	623,479	(61,521)
Total expenditures	<u>3,894,450</u>	<u>4,125,080</u>	<u>3,595,626</u>	<u>(575,824)</u>
Net change in fund balance	59,190	268,640	(2,100)	(224,370)
Fund balance, beginning of year	<u>52,940</u>	<u>147,580</u>	<u>108,490</u>	<u>\$ (39,090)</u>
Fund balance, end of year	<u>\$ 112,130</u>	<u>\$ 416,220</u>	<u>\$ 106,390</u>	<u>\$ (309,830)</u>

LANE WORKFORCE PARTNERSHIP
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
PROGRAM BALANCES
For the Year Ended June 30, 2014

	WIA	Jobs	Other	Total
Revenues				
Workforce Investment Act	\$ 2,444,692	\$ -	\$ -	\$ 2,444,692
Jobs	-	684,691	-	684,691
Back to Work Oregon	-	-	181,088	181,088
Work Ready Communities	-	-	60,758	60,758
Sector Strategies	-	-	55,180	55,180
Other federal revenue	-	-	-	-
Other	-	-	167,117	167,117
	<u>2,444,692</u>	<u>684,691</u>	<u>464,143</u>	<u>3,593,526</u>
Total revenues				
Expenditures				
Personal services	1,227,732	622,783	239,886	2,090,401
Materials and services:				
Audits and legal services	30,824	5,046	-	35,870
Board expenses	8,709	-	1,565	10,274
Computer equipment and supplies	15,190	4,776	1,743	21,709
Copier charges	8,679	817	1,388	10,884
General office expense	22,246	2,351	6,821	31,418
Lane County charges	42,596	19,813	5,437	67,846
Maintenance agreements	2,947	763	-	3,710
Memberships	15,904	813	386	17,103
Postage	1,604	392	259	2,255
Printing	1,637	996	212	2,845
Professional development	186	86	48	320
Program information and outreach	3,282	1,531	2,052	6,865
Purchased insurance	19,541	5,345	1,432	26,318
Rent	90,785	10,250	12,454	113,489
Management services	2,485	-	-	2,485
Subscriptions	33,215	857	1,304	35,376
Telephone services	17,716	3,823	2,523	24,062
Travel and meetings	14,405	3,571	2,387	20,363
Client program services:				
Child care support	15,522	-	-	15,522
Training services	158,342	-	-	158,342
OJT	92,548	-	145,603	238,151
Youth internships	13,632	-	-	13,632
Materials and supplies	1,917	678	172	2,767
Support services	20,140	-	-	20,140
Subcontracts	582,908	-	40,571	623,479
	<u>2,444,692</u>	<u>684,691</u>	<u>466,243</u>	<u>3,595,626</u>
Total expenditures				
Revenues over (under) expenditures	-	-	(2,100)	(2,100)
Fund balance, beginning of year	-	-	108,490	108,490
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 106,390</u>	<u>\$ 106,390</u>

COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS**

To the Board of Directors
Lane Workforce Partnership
Eugene, Oregon

We have audited the basic financial statements of Lane Workforce Partnership as of and for the year ended June 30, 2014, and have issued our report thereon dated December 19, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lane Workforce Partnership's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Budgets legally required.
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing nothing came to our attention that caused us to believe Lane Workforce Partnership was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except as follows:

- Lane Workforce Partnership was in substantial compliance with budget requirements for councils of governments, except that publication of meetings was not made in the required number of days prior to the meeting date.

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BEND 300 SW Columbia Street
Suite 201
Bend, OR 97702
phone (541) 382-3590
fax (541) 382-3587


EUGENE 432 West 11th Avenue
Eugene, OR 97401
phone (541) 687-2320
fax (541) 485-0960

HILLSBORO 5635 NE Elam Young Pkwy.
Suite 100
Hillsboro, OR 97124
phone (503) 648-0521
fax (503) 648-2692

OAR 162-10-0230 - Internal Control

In planning and performing our audit of the financial statements, we considered Lane Workforce Partnership's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lane Workforce Partnership's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Lane Workforce Partnership's internal control over financial reporting.

This report is intended solely for the information and use of the Board of Directors and management of Lane Workforce Partnership and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

By: 
Sara Hummel, CPA
Director

Eugene, Oregon
December 19, 2014

LANE WORKFORCE PARTNERSHIP
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended June 30, 2014

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass- Through Entity Identifying</u>	<u>Expenditures</u>
U.S. Department of Labor			
Passed through State of Oregon, Department of Community Colleges and Workforce Development:			
<i>Workforce Investment Act Cluster</i>			
WIA Title 1B - Local Administration	17.258	J02009	\$ 59,087
WIA Title 1B - Adult	17.258	J02009	652,519
WIA Title 1B - Local Administration	17.259	J02009	98,332
WIA Title 1B - Youth	17.259	J02009	858,690
State Wide Activities - High Concentration of Youth	17.259	J02009	11,972
WIA Title 1B - Local Administration	17.278	J02009	67,941
WIA Title 1B - Dislocated Worker	17.278	J02009	673,186
National Career Readiness Certificate	17.278	J02009	9,912
State Wide Activities - Rapid Response	17.278	J02009	7,808
State Wide Activities - Incentive Awards	17.278	J02009	<u>4,979</u>
Total federal awards			<u>\$ 2,444,426</u>

LANE WORKFORCE PARTNERSHIP
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Purpose of the Schedule

The accompanying schedule of expenditures of federal awards is a supplementary schedule to Lane Workforce Partnership's financial statements and is presented for purposes of additional analysis. Because the schedule presents only a selected portion of the activities of Lane Workforce Partnership, it is not intended to and does not present either the net position, changes in net position, or the general fund's revenues and expenditures.

Basis of Presentation

The information in the schedule is presented in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Federal Financial Assistance

Pursuant to the Single Audit Act Amendments of 1996 and OMB Circular A-133, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations. Accordingly, nonmonetary federal assistance, including federal surplus property, is included in federal financial assistance and, therefore, is reported on the schedule, if applicable. Federal financial assistance does not include direct federal cash assistance to individuals. Solicited contracts between the state and federal government for which the federal government procures tangible goods or services are not considered to be federal financial assistance.

Major Programs

The Single Audit Act Amendments of 1996 and OMB Circular A-133 establish criteria to be used in defining major federal financial assistance programs. Major programs for Lane Workforce Partnership are those programs selected for testing by the auditor using a risk-assessment model, as well as certain minimum expenditure requirements, as outlined in OMB Circular A-133. Programs with similar requirements may be grouped into a cluster for testing purposes.

Reporting Entity

The reporting entity is fully described in the notes to the financial statements of Lane Workforce Partnership's financial statements. Additionally, the schedule includes all federal programs administered by Lane Workforce Partnership for the year ended June 30, 2014.

Revenue and Expenditure Recognition

The receipt and expenditure of federal awards are accounted for under the modified accrual basis of accounting. Revenues are recorded as received in cash or on the accrual basis where measurable and available. Expenditures are recorded when the liability is incurred.

Subrecipients

Of the federal expenditures presented in the schedule, Lane Workforce Partnership provided federal awards to subrecipients under WIA, CFDA numbers 17.258 / 17.259 / 17.278 of \$623,479.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Lane Workforce Partnership
Eugene, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Lane Workforce Partnership as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Lane Workforce Partnership's basic financial statements, and have issued our report thereon dated December 19, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Lane Workforce Partnership's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lane Workforce Partnership's internal control. Accordingly, we do not express an opinion on the effectiveness of Lane Workforce Partnership's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The Right People Beside You.

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fax (541) 382-3587

EUGENE 432 West 11th Avenue
Eugene, OR 97401
phone (541) 687-2320
fax (541) 485-0960

HILLSBORO 5635 NE Elam Young Pkwy.
Suite 100
Hillsboro, OR 97124
phone (503) 648-0521
fax (503) 648-2692

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lane Workforce Partnership's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Jones & Roth, P.C.".

Jones & Roth, P.C.
Eugene, Oregon
December 19, 2014

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

To the Board of Directors
Lane Workforce Partnership
Eugene, Oregon

Report on Compliance for Each Major Federal Program

We have audited Lane Workforce Partnership's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Lane Workforce Partnership's major federal programs for the year ended June 30, 2014. Lane Workforce Partnership's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Lane Workforce Partnership's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Lane Workforce Partnership's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Lane Workforce Partnership's compliance.

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Opinion on Each Major Federal Program

In our opinion, Lane Workforce Partnership, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

Management of Lane Workforce Partnership, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Lane Workforce Partnership's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Lane Workforce Partnership's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



Jones & Roth, P.C.
Eugene, Oregon
December 19 2014

LANE WORKFORCE PARTNERSHIP
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the Year Ended June 30, 2014

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's opinion issued:	Unmodified
Internal control reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None Reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?	No

Identification of major program:

CFDA Numbers	Name of Federal Program or Cluster
17.258, 17.259, 17.278	Workforce Investment Act Cluster

Dollar threshold used to distinguish between type A and type B programs:	\$300,000
Auditee qualified as low-risk auditee?	Yes

FINANCIAL STATEMENT FINDINGS

None.

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.

PRIOR AUDIT FINDINGS

None.

December 19, 2014

To the Board of Directors
Lane Workforce Partnership

We have audited the financial statements of governmental activities and each major fund of Lane Workforce Partnership for the year ended June 30, 2014, and have issued our report thereon dated December 19, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 15, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practice

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Lane Workforce Partnership are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- The description of the reporting entity in Note 1 to the financial statements.
- The disclosure of related party transactions in Note 6 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the independent auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 19, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of Board of Directors and management of Lane Workforce Partnership and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully,



Jones & Roth, P.C.
Eugene, Oregon

LANE WORKFORCE PARTNERSHIP

FISCAL POLICY #5

POLICIES AND PROCEDURES MANUAL

Effective Date: August 21, 2000

Topic: INTERNAL COST ALLOCATION

Costs are allocable to grants (titles/fund accounts) based on the benefit received by the grant. The majority of costs recorded into the accounting system are direct charges. In all instances where multiple funding sources would benefit the following criteria is used:

- a. Allocation based on actual staff time spent (Default). The salaries and fringe benefits (and associated non-personnel costs) of staff working on multiple programs will be allocated by the number of actual hours spent in each program.
- b. Allocation based on time analysis. Based on actual staff time sheets, an analysis of time spent working in each program/activity.
- c. Allocation based on time actual usage. The actual usage of equipment or supplies is the basis of the allocation.
- d. Allocation formula based on personnel and space factors. Utilization of an allocation formula to expense non-personnel costs based on number of personnel and/or space used. The square footage of each area is distributed based on the actual use of that area. If the area is primarily occupied for a staff person(s), then the personnel allocation based on time analysis will be used. This determines the percentage of space allocated to each program. This allocation is then applied to other non-personnel costs.
- e. Allocation based on number of applicant or participants served. Use of the total number of applicants in a program. Costs associated with processing applicants prior to enrollment based on their actual entry into a specific Title or Program. An additional methodology based on the number of participants served during a specific period of time. Costs may be allocated based on the actual number of participants active during the period posted to individual Titles or Programs.

All subcontracts will be allocated to the benefitting grant or contract prior to execution. Subsequent changes to subcontract allocation must be approved in writing by the Manager Administrative Services. All allocated costs are managed by the allocation module in the electronic accounting system.

APPROVED:



D. W. Osmus
Manager Administrative Services

LANE WORKFORCE PARTNERSHIP

POLICIES AND PROCEDURES MANUAL

Fiscal
Policy # 4

Effective Date: 07/01/2003

Rescission: General Policy #3, 07/01/1990

Topic: **DEBT COLLECTION AND SANCTIONS**

A debt collection action is commenced under three categories: Client Related, Subcontractor or Service Provider, and Audit Related.

1. Definitions

Debt: A cost which is determined to be in violation of legislation or regulatory requirements or specific conditions of pertinent grants, contracts, agreements or compliance procedures. A debt may result from an overpayment or a misexpenditure of funds.

Disallowed Cost: A debt which is established by a final determination by the State of Oregon, The U.S. Department of Labor, Lane Workforce Partnership or Lane County. Costs in violation of federal or state law or implementing regulations must be disallowed, while costs in violation of contracts, policies or procedures may be disallowed.

Client: An individual who is or was enrolled in a program operated or administered by Lane Workforce Partnership.

Contractor/Service Provider: An individual agency, or business (other than a client) who receives funds administered by Lane Workforce Partnership.

2. Client Related

The following are examples of situations resulting in the establishment of a debt:

- A. The Client has received an overpayment of funds
- B. The Client has failed to comply with procedures regarding the receipt of funds
- C. The Client fails to provide documentation of supportive services
- D. Any applicant for services who misrepresents information, the effect of which is to obtain services or funds (including supportive services) for which the applicant is not otherwise eligible for.

3. Subcontractor/Service Provider Related

- A. Anytime a subcontractor fails to perform the work described in the subcontract
- B. Anytime a subcontractor has received funds not allowable, allocable or reasonable
- C. Anytime a subcontractor is in default, breach or noncompliance with the subcontract document
- D. Any violation of federal, state or local laws, regulations or compliance requirements.

4. Audit Related

Any financial or compliance audit which contains a questioned cost on the part of a subcontractor or service provider from funds administered by Lane Workforce Partnership and, which have been adjudged 'disallowed' by proper authority.

5. Procedures

When a debt is established, the Manager Administrative Services will be notified. A determination will be made in regard to initiating the Debt Collection Process.

- A. Debt collection letters will be sent at thirty-day intervals in an attempt to establish repayment. These letters will outline the cause of the debt and will address appropriate methods of repayment. Some options for repayment include, cash, installment payment(s) and ¹²offset. A minimum of three letters will be sent in the effort to obtain repayment. The third letter will be sent certified mail.
- B. If the debt may be offset by deducting the amount from payments for which the client/subcontractor is eligible, it must be approved by the Executive Director.
- C. If repayment is not made or is insufficient to cover the debt, the Manager Administrative Services will evaluate the attempts made, the response of the debtor, and amount of the debt and the circumstances which caused the debt to occur. A written recommendation will be forwarded to the Executive Director.

²When funds are determined to have been expended in violation of any federal or state law, rule, regulations or local ordinance or other lawful authority which includes gross negligence or failure to observe accepted standards of administration, alternatives to cash repayment cannot be considered and all repayment of funds must be from non-federal sources.

The Executive Director has sole authority to waive the debt or proceed with sanctions.

- D. If the debt is under \$50.00 and due to staff or client error rather than misrepresentation, a minimum of two letters will be sent. If there is no response from the client, the debt may be forgiven.

This is due to the cost of administering the debt collection process, staff wages and administrative costs. It is not cost effective to pursue small debts (under \$50.00) unless there is a legal or moral reason to do so.

- E. The debt collection process will be administered by the Accounting Unit.

6. Sanctions

Penalties and sanctions may include, but are not limited to the following:

- A. Referral to Legal Counsel for determination of feasibility for litigation.
- B. Referral to a collection agency for collection.
- C. Termination of the subcontract, or termination of the client's registration.
- D. Non-consideration of the subcontractor for future subcontracts or services.
- E. Prohibition of future participation in a program sponsored or administered by Lane Workforce Partnership.

- 7. Decisions regarding final action(s) taken by Lane Workforce Partnership will be made by the Executive Director.


- 8. Supplemental processing requirements are attached and made a part of this procedures as required.

APPROVED:



D.W. Osmus
Manager Administrative Services

CERTIFICATE OF COVERAGE

Agent Wilson Heirgood Associates 2930 Chad Drive Eugene, OR 974087382	This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.	 citycounty insurance services
---	--	--

Named Member or Participant Lane Workforce Partnership 1500 Valley River Drive, Ste 150 Eugene, OR 97401	Companies Affording Coverage COMPANY A - CIS COMPANY B - National Union Fire Insurance Company of Pitts, PA COMPANY C - RSUI Indemnity COMPANY D - Torus National Insurance Company
--	--

LINES OF COVERAGE

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
General Liability <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Public Officials Liability <input checked="" type="checkbox"/> Employment Practices <input checked="" type="checkbox"/> Occurrence	A	14LSWPI	7/1/2014	7/1/2015	General Aggregate: Each Occurrence:	\$30,000,000 \$10,000,000
Auto Liability <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos	A	14LSWPI	7/1/2014	7/1/2015	General Aggregate: Each Occurrence:	None \$10,000,000
Auto Physical Damage Scheduled Autos Hired Autos Non-Owned Autos						
<input checked="" type="checkbox"/> Property	A / C	14PSWPI	7/1/2014	7/1/2015		Per Filed Values
<input checked="" type="checkbox"/> Boiler and Machinery	A	14BSWPI	7/1/2014	7/1/2015		Per Filed Values
Excess Liability						
<input checked="" type="checkbox"/> Excess Crime	B	14ECSWPI	7/1/2014	7/1/2015	Per Loss:	\$300,000
Excess Earthquake						
Excess Flood						
Excess Cyber Liability						
Workers' Compensation						

Description:

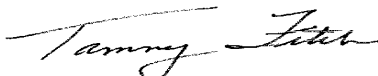
Certificate holder is named as additional insured in regards to the following: State of Oregon Department of Community Colleges & Workforce Development

Certificate Holder:

State of Oregon Department of Community Colleges & Workforce Development
 255 Capitol Street NE
 Salem, OR 97310

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By:



Date: December 31, 2014




CERTIFICATE OF SELF-INSURANCE

As empowered by ORS 30.260 through 30.300, and specifically ORS 30.282, Lane County has elected to become self-insured for Tort liability, property damage, automobile liability (and has qualified under ORS 806.130 of the Oregon Vehicle Code). Lane County offers this certificate of self-insurance.

TYPE OF COVERAGE	COVERAGE EFFECTIVE DATE	COVERAGE EXPIRATION DATE	LIMITS OF LIABILITY
General Liability <input checked="" type="checkbox"/> Tort Claims Act Form <input checked="" type="checkbox"/> Per Occurrence	July 1, 2014	June 30, 2015	Refer to ORS 30.272 and 30.273 <u>Property Damage:</u> Any Single Claimant \$109,400 All Claimants \$546,800 <u>All Other:</u> Any Single Claimant \$666,700 All Claimants \$1, 333,000
Automobile Liability <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-Owned	July 1, 2014	June 30, 2015	Refer to ORS 30.272 and 30.273 Any Single Claimant \$666,700 All Claimants \$1, 333,000 <u>Property Damage:</u> Any Single Claimant \$109,400 All Claimants \$546,800
Workers' Compensation	July 1, 2014	June 30, 2015	Lane County is self-insured for our Workers' Compensation program, SI-1444
Professional Liability	July 1, 2014	June 30, 2015	Lane County is self-insured for Professional Liability for employees whose position requires licensure and Professional Liability coverage. Limits are subject to the Oregon Tort Claims Act.

Description of Operations/Location/Vehicles/Restrictions/Special Items

CERTIFICATE HOLDER	
Lane County 125 E. 8 th Avenue Eugene, Oregon	Lane County by and through its County Administration Office, Risk Management Division <div style="text-align: right;">  Lisa M. Lacey _____ Authorized Representative </div>

30.272 Limitations on liability of local public bodies for personal injury and death.

- (1) The limitations imposed by this section apply to claims that:
 - (a) Are subject to ORS 30.260 to 30.300;
 - (b) Are made against a local public body, or against an officer, employee or agent of a local public body acting within the person's scope of employment or duties;
 - (c) Arise out of a single accident or occurrence; and
 - (d) Are not claims for damage to or destruction of property.
 - (2) The liability of a local public body, and the liability of the public body's officers, employees and agents acting within the scope of their employment or duties, to any single claimant for claims described in subsection (1) of this section may not exceed:
 - (a) \$500,000, for causes of action arising on or after July 1, 2009, and before July 1, 2010.
 - (b) \$533,300, for causes of action arising on or after July 1, 2010, and before July 1, 2011.
 - (c) \$566,700, for causes of action arising on or after July 1, 2011, and before July 1, 2012.
 - (d) \$600,000, for causes of action arising on or after July 1, 2012, and before July 1, 2013.
 - (e) \$633,300, for causes of action arising on or after July 1, 2013, and before July 1, 2014.
 - (f) \$666,700, for causes of action arising on or after July 1, 2014, and before July 1, 2015.
 - (g) The adjusted limitation provided by subsection (4) of this section, for causes of action arising on or after July 1, 2015.
 - (3) The liability of a local public body, and the liability of the public body's officers, employees and agents acting within the scope of their employment or duties, to all claimants for claims described in subsection (1) of this section may not exceed:
 - (a) \$1 million, for causes of action arising on or after July 1, 2009, and before July 1, 2010.
 - (b) \$1,066,700, for causes of action arising on or after July 1, 2010, and before July 1, 2011.
 - (c) \$1,133,300, for causes of action arising on or after July 1, 2011, and before July 1, 2012.
 - (d) \$1,200,000, for causes of action arising on or after July 1, 2012, and before July 1, 2013.
 - (e) \$1,266,700, for causes of action arising on or after July 1, 2013, and before July 1, 2014.
 - (f) \$1,333,300, for causes of action arising on or after July 1, 2014, and before July 1, 2015.
 - (g) The adjusted limitation provided by subsection (4) of this section, for causes of action arising on or after July 1, 2015.
 - (4) Beginning in 2015, and every year thereafter, the State Court Administrator shall determine the percentage increase or decrease in the cost of living for the previous calendar year, based on changes in the Portland-Salem, OR-WA Consumer Price Index for All Urban Consumers for All Items as published by the Bureau of Labor Statistics of the United States Department of Labor. On or before July 1 of the year in which the State Court Administrator makes the determination required by this subsection, the State Court Administrator shall adjust the limitations imposed under subsections (2) and (3) of this section for the following calendar year by multiplying the limitation amounts applicable to the calendar year in which the adjustment is made by the percentage amount determined under this subsection. The adjustment may not exceed three percent for any year. The State Court Administrator shall round the adjusted limitation amount to the nearest \$100, but the unrounded amount shall be used to calculate the adjustments to the limitations in subsequent calendar years. The adjusted limitation becomes effective on July 1 of the year in which the adjustment is made, and applies to all causes of action arising on or after July 1 of that year and before July 1 of the subsequent year.
 - (5) The limitations imposed by this section do not apply to claims against Oregon Health and Science University. [2009 c.67 §4]
- Note:** See note under 30.269.

30.273 Limitations on liability of public bodies for property damage or destruction.

- (1) The limitations imposed by this section apply to claims that:
 - (a) Are subject to ORS 30.260 to 30.300;
 - (b) Are made against a public body, or against a public body's officers, employees and agents acting within the scope of their employment or duties;
 - (c) Arise out of a single accident or occurrence; and
 - (d) Are claims for damage to or destruction of property, including consequential damages.
 - (2) The liability of a public body, and the liability of the public body's officers, employees and agents acting within the scope of their employment or duties, for claims described in subsection (1) of this section may not exceed:
 - (a) \$100,000, or the adjusted limitation provided by subsection (3) of this section, to any single claimant.
 - (b) \$500,000, or the adjusted limitation provided by subsection (3) of this section, to all claimants.
 - (3) Beginning in 2010, and every year thereafter, the State Court Administrator shall determine the percentage increase or decrease in the cost of living for the previous calendar year, based on changes in the Portland-Salem, OR-WA Consumer Price Index for All Urban Consumers for All Items as published by the Bureau of Labor Statistics of the United States Department of Labor. On or before July 1 of the year in which the State Court Administrator makes the determination required by this subsection, the State Court Administrator shall adjust the limitations imposed under subsection (2) of this section for the following calendar year by multiplying the limitation amounts applicable to the calendar year in which the adjustment is made by the percentage amount determined under this subsection. The adjustment may not exceed three percent for any year. The State Court Administrator shall round the adjusted limitation amount to the nearest \$100, but the unrounded amount shall be used to calculate the adjustments to the limitations in subsequent calendar years. The adjusted limitation becomes effective on July 1 of the year in which the adjustment is made, and applies to all causes of action arising on or after July 1 of that year and before July 1 of the subsequent year. [2009 c.67 §5]
- Note:** See note under 30.269.

NOTICE

Oregon Tort Claims Act Liability Limits

PROPERTY DAMAGES LIMITS IN TORT ACTIONS AGAINST PUBLIC BODIES EFFECTIVE JULY 1, 2014

The Office of the State Court Administrator (OSCA) has followed the required statutory methodology identified in ORS 30.273(3) to calculate the annual adjustment to the limitations on liability of public bodies for property damage or destruction. Based on these calculations, the limitations are adjusted to \$109,400 for any single claimant and \$546,800 for all claimants. These new limitations become effective on July 1, 2014, and apply to all causes of action arising on or after July 1, 2014, and before July 1, 2015.

OSCA opened a public comment period on the adjustments from March 20, 2014, to 5:00 p.m. on May 16, 2014, but received no comments challenging the calculations.

As a reminder, ORS 30.271 and 30.272 establish the annual adjustments to the limitations on liability of public bodies for personal injury and death. Pursuant to ORS 30.271(2) and (3), the limitations applicable to the state for personal injury and death will be adjusted to \$2,000,000 for any single claimant and \$4,000,000 for all claimants. Pursuant to ORS 30.272(2) and (3), the limitations applicable to local public bodies for personal injury and death will be adjusted to \$666,700 for any single claimant and \$1,333,300 for all claimants. These new limitations become effective on July 1, 2014, and apply to all causes of action arising on or after July 1, 2014, and before July 1, 2015.

To view a list of past and current limitations on liability of public bodies, [click here](#).

LANE WORKFORCE PARTNERSHIP**FISCAL POLICY # 6****POLICIES AND PROCEDURES MANUAL****Cancellations: None**

References:

- **PL 105-220 Workforce Investment Act (WIA)**
- **Sec.184(a)(2)(A) Oregon Revised Statutes (ORS) 279, 291**
- **20 CFR Section 667.200(a)(1) through (7)**
- **29 CFR 95.40 through 95.48, Procurement**
- **29 CFR Part 95, Appendix A, Contract Provisions**
- **29 CFR 97.36, Procurement**
- **29 CFR Part 98, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)**
- **One-Stop Comprehensive Financial Management Technical Assistance Guide Ch. 11 issued by the Department of Labor, Employment & Training Administration**
- **Oregon Department of Administrative Services (DAS) Purchasing Policy 125-3-230**
- **Office of Community Colleges & Workforce Development Policy (OCCWD) 589-10.11**
- **Lane Manual, Chapter 21**
- **Lane Administrative Procedures Manual, Chapter 21, Section 2, Issue 4 - Bid/RFP Process**
- **Lane Administrative Procedures Manual, Chapter 2, Section 1, Issue 5 - Purchasing Process**
- **Lane Administrative Procedures Manual, Chapter 2, Section 5, Issue 1 - Ready Stores**
- **Lane Workforce Partnership Fiscal Policy #3 - Revolving Fund**
- **Lane Workforce Partnership Board of Director's Policy Executive Limitations - Financial Condition and Activities (Section III, Page 21)**

Date Issued: July 1, 2005**Date Changed: N/A****Topic: PROCUREMENT AND PURCHASING****I. Purpose**

The purpose of this Fiscal Policy is to provide guidance for staff on the procurement and purchase of goods and services using federal and state granted funds. There exist various policy issuances at the County, State and Federal level all of which address purchasing and/or procurement. In addition, there are specific requirements attached to specific individual grantor or contractual funding sources.

II. Background

The funding provided by the Workforce Investment Act of 1998, as amended, is substantially governed by 29 CFR 95 and 97. These regulations comprise the U.S. Department of Labor's adoption of OMB Circular A-102 or the *Common Rule*. OMB

Circular A-102 also applies to programs funded by Temporary Assistance to Needy Families (TANF) such as the JOBS Program. Accordingly, provisions contained in this policy and procedures statement also apply to purchases from JOBS funds.

Both federal and state regulatory issuances contain provisions which allow for both federal rules to apply when federal dollars are involved and, provide for local policies for procurement and purchasing as long as those policies do not conflict with federal rules.

III. Use of Procurement & Purchasing Policies.

Lane Workforce Partnership shall use Lane County's procurement and purchasing policies to the extent feasible. In cases where conflicts with these local policies occur, the federal and/or state policies will apply. Deviations from local policies will be documented by staff in the procurement or purchase record(s).

IV. Code of Conduct

All purchases or acquisitions whether for goods and supplies or for program or related services are governed by the following Code of Conduct. This Code of Conduct applies to regular full-time staff, part-time staff, non-reimbursed volunteer or donated staff and staff loaned or leased on a temporary or permanent basis:

29 CFR 97.36 (b)

(3) Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts.

No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

V. Standards

Request for Purchase. All purchases of goods or services will be made using a Request for Purchase form (blue form). The staff person who is making the purchase is the *Requestor*.

- a. Requestors are responsible for completion of this form. Every purchase using a *Request for Purchase* form must be approved by a LWP Supervisor with Lane County Budget Authority. Request for Purchase forms must be completed in blue or black ink. No alternate color inks or pencil will be accepted. The Request for Purchase form is an original record of entry and is subject to review by both auditors and monitors.
 - i. Requestor. Individual who is requesting the purchase.
 - ii. Check/Cash/Purchase Order/Advance. Place a check mark in the appropriate box. If requesting a check allow sufficient time for entry into and processing through the LWP accounting system (can be up to a week). If there are exigent circumstances and the purchase is allowed by *Fiscal Policy #3 - ¹Revolving Fund*, a check may be issued from the Revolving Fund. Revolving Fund disbursements require additional approval of either the Manager Administrative Services or the Executive Director.
 - iii. Date Needed/Disposition. Enter the date the Check or Purchase Order is needed by. Enter NAPR which is an acronym for "Next Accounts Payable Run". **DO NOT ENTER 'ASAP'**, as this is an ambiguous. Check the appropriate box for disposition of the Check or Purchase Order, either to a named staff member, will call/pick up, or mail. Please note that LWP by policy mails all checks unless specifically requested by a *Supervisor with Lane County Budget Authority*.
 - iv. Vendor Information. Complete as much vendor information as you have available. On Purchase Orders complete the Contact Person, Telephone Number and FAX (is mandatory). Purchase Orders will be faxed to vendors unless other instructions are provided on the Request for Purchase form (blue form).
 - v. Description. A complete description is required. Fill in what you are purchasing and who it is for (needed for proper coding). Complete

¹ The Revolving Fund is a Imprest Cash Account authorized by Oregon State Law and cannot not be used for purchases in lieu of normal Accounts Payables or to overcome a lack of planning.

part numbers, catalogue numbers or item numbers. Avoid abbreviations or industry specific terms.

- vi. Coding. Coding is based upon two major criteria. 1) The cost of any item must be directly related to the benefit received by that item (coding) and, 2) the item must be within the budget authority of Lane Workforce Partnership. It is unlawful for Lane Workforce Partnership to purchase unbudgeted items. (Oregon Revised Statutes - ORS 279).
 - vii. Quantity/Price/Total. Enter the quantity of the item(s) you are purchasing and the individual (unit) price. The quantity times the price should equal the total.
 - viii. Discount/Shipping & Handling/(Grand) Total. Enter any discount obtained on the purchase. Enter the Shipping & Handling charges. Enter the (Grand) total for the purchase.
 - ix. Comments. Enter the procurement information related directly to this purchase. All purchases must have procurement or *price analysis* information on file regardless of price. If the item was purchased off a State or County price list, enter the price list number. If no procurement or price analysis information is provided the Request for Purchase will be returned and not processed until this information is provided.
- b. The Supervisor is responsible for ensuring that the form contains:
- i. A full vendor name, address, contact name, phone and fax number (if available - for ²POS Fax is required).
 - ii. A complete description including catalogue numbers, item number, part number, quantity, unit price and total price. The description should be clear and concise and provide anyone reading the request with an understanding of what is being purchased and for whom.
 - iii. Coding should be assigned (if known) attributed to the benefitting source of funding. If coding is not known, the Supervisor should check with the Lane Workforce Partnership Budget Officer.
 - iv. Explanation of Procurement action and Price Analysis. A statement containing the type of procurement action used and a price justification (analysis) used to identify this vendor as the most advantageous for this purchase.

² POS=Point of Sale.

- c. Signature Authority.
- i. Supervisors (with County Budget Authority) are authorized to sign a Request for Purchase for Good and Services up to \$1,000. (Excludes direct training or training related client items).
 - ii. The Executive Director must sign all Request for Purchases for Goods or Services over \$1,000. Any item specifically identified within the LWP budget or as a routine annual maintenance or service agreement is exempt from this requirement.
 - iii. All annual maintenance or service agreements will either be signed by or co-signed by the Manager Administrative Services.
- d. Procurement & Price Analysis.
- i. Procurement. All procurements for Goods and Services will ensure:
 - Solicitation methods promote fair and open competition
 - All procurements are reviewed to avoid the purchase of unnecessary or duplicate items
 - The procurement process is documented well and the record the procurement is maintained as required under Record Retention compliance requirements.
 - ii. Price Analysis. A Price Analysis is a basic comparison of same or similar items specifically identified criteria associated with a purchase. Examples would be:
 - Base price or cost.
 - Availability or how quickly can you get it.
 - Guarantee or warranty.
 - Color, functionality or dependability.

The price analysis should be a short concise statement containing the comparison criteria which explains why the selected vendor has been selected. In cases where the purchase is made from a pre-qualified vendor such as from a state price list or Lane County price list the number of the list is required. Example:

“Vendor selected from State Price List - WMA #5426654-D”.
 - iii. Process. Staff shall use Lane County’s Administrative Procedures Manual, Chapter 2, Section 1, Issue 5 (11/2/00) as the local procurement process. (Lane Manual Chapter 21).

- iv. Service Provider Procurement(s). The identification of Program Services Providers shall use the federal/state grant/contract document. In cases where it is not clear within the grant or contract document what guidelines should be used, staff are advised to contact the Manager Administrative Services for an appropriate method of selection.
- v. Dispute Resolution. Disputes of Lane Workforce Partnership's procurement and purchasing policy shall be processed in accordance with the Grievance provisions found in the Memorandum of Administration. Any dispute found not to be subject to the above provisions will be processed in accordance with Lane Manual Chapter 21.105 (6) or 21.106 (13) as appropriate.

VI. Exemptions: *Implementation of LWP Board Policies.*

The Lane Workforce Partnership Board of Directors Policy: *Executive Limitations, Financial Condition and Activities* authorizes the Executive Director to make a single purchase or commitment of unbudgeted items under \$25,000. (Section III, Page 21).

#



Darryl W. Osmus
Manager Administrative Services

DWO/*

July 29, 2005 - V-1.4



**LANE WORKFORCE PARTNERSHIP
REQUEST FOR PURCHASE**

PO #
Req#
Vendor #

Requestor:		Vendor:	
Check <input type="checkbox"/>	Date Needed:	Contact Person:	
Cash <input type="checkbox"/>	Deliver to (<i>staff</i>):	Address:	
Purchase Order <input type="checkbox"/>	Will Pick Up <input type="checkbox"/>	City:	State: Zip:
Advance (<i>Travel</i>) <input type="checkbox"/>	Mail to Vendor <input type="checkbox"/>	Phone:	Fax:

	DESCRIPTION	FUND	COST CENTER	OBJECT CODE	COST CAT	MATCH	QUANTITY	PRICE	TOTAL
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

Comments:	DISCOUNT \$	
	SHIPPING & HANDLING	
	TOTAL	

SUPERVISOR: _____ EXEC. DIR. (If applicable) _____ DATE: _____

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

With respect to the actual, ongoing financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in RESULTS policies and not to deviate from requirements of funding sources.

Accordingly, he or she shall not:

1. Expend more funds than have been received in the fiscal year to date, unless the debt guideline (to follow) is met.
2. Fail to settle payroll and debts in a timely manner.
3. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
4. Make a single purchase or commitment of unbudgeted items greater than \$25,000.
5. Fail to aggressively pursue receivables after a reasonable grace period.



ADMINISTRATIVE PROCEDURES MANUAL

Chapter 2
Section 1
Issue 5
Date 11/2/00

SUBJECT: PURCHASING PROCESS

I. Purpose

The purpose of this procedure is to provide a standard method for the purchase of goods and services in accordance with Lane Manual Chapter 21. Nothing stated in this procedure shall be construed contrary to the provisions of Oregon Revised Statutes Chapter 279 and Oregon Administrative Rules Chapter 125.

In accordance with this procedure, the Director of Management Services or a delegate is authorized to bind the County by purchase order for payment for goods, supplies, materials and services not exceeding \$50,000; to implement a purchase pursuant to a requirements contract; to implement a purchase utilizing a contract competitively bid by other political subdivisions when the specifications indicated that more than one political subdivision could utilize the award; and to purchase price-regulated items when the rate or price has been set by Federal, State or local regulatory authority. Purchases of more than \$50,000 can be made by purchase order only in implementation of an appropriately awarded written contract, or to purchase price-regulated items, or if authorized by action of the Board of County Commissioners. Purchase orders shall not be utilized to circumvent public contract law or regulations.

II. Scope

This procedure is applicable to all departments that purchase goods and services through County budget funds. It does not apply to purchases made by the Fair Board in accordance with Lane Manual 3.160.

III. Amendment

The County Administrator may amend this procedure.

IV. Procedure

This procedure assumes the department requesting the purchase has appropriated funds and authority to utilize goods and services in the quantity and quality specified in the request. If sufficient appropriated funds are not available, the department must obtain funding in

Chapter 2
Section 1

accordance with Administrative Procedure 2-8, Approving and Processing Budget Appropriation Transfers, before making the purchase.

It is the responsibility of Management Services - Purchasing to secure goods and services of a quality necessary to perform given tasks at the least possible cost.

This procedure is to be used to obtain goods or services that do not exceed \$ 50,000, are for a single project, and are neither related to nor a component of any other project. Requests above these amounts unless otherwise exempted require competitive bidding in accordance with Administrative Procedure 2-2, Bid/RFP Process, and execution of a written contract in accordance with Administrative Procedure 2-3, Contract Process.

Terms used in this section are defined as follows:

Competitive Quotes: The solicitation of offers by the County from competing vendors. The solicitation may be by advertising or by initiating a request to vendors to make an offer. The solicitation and the offer may be written or oral. Certain circumstances may require written quotations. The original of all quotations shall be forwarded to the Purchasing Office along with the Quote Recap Sheet prepared by the person obtaining the quotes.

Competitive Bidding: The solicitation by the County of competitive offers in accordance with Administrative Procedure 2-2, Bid/RFP Process. This provides the formal process for advertising, bid, and bid opening.

Negotiable: Goods or services are available from more than one source; equal or similar items are available from more than one source; or prices or discounts are not regulated by federal, state, or local regulatory authority.

Non-Negotiable: Goods or services are available only from a single source; comparable products are not available; or prices are regulated by federal, state, or local regulatory authority. This includes employee reimbursements, utility bills, subscriptions, dues, and fees. Purchase of a product or service as "non-negotiable" or as a "sole source" may require documentation and/or legal advertising.

Trade services: Work by any person or firm falling under "Building Trades or Crafts" as defined by Standard Industrial Classification (SIC). Any person or firm performing \$500 or more of such work must be properly registered with the State of Oregon Construction Contractors Board or the State of Oregon Landscape Contractors Board.

Contract Release Order: State of Oregon language required (see below) to purchase items utilizing State Price Agreements. State Department of Administrative Services – Purchasing Division issues bids on behalf of State agencies and authorized political

Chapter 2
Section 1

subdivisions. County Purchasing contracts with State for right to use this service. Vendor invoices department directly. "This purchase is placed against State of price agreement #. The terms and conditions of said price agreement apply to this purchase and take precedence over all other terms and conditions written or implied."

Purchase Order: County form (PO) written to obtain goods and services that do not exceed the appropriate dollar amount. Requisitions are prepared by the department and submitted to Management Services for issuance. A Purchase Order contains the standard set of Term and Conditions for the acquisition.

Field Purchase Order: County form (FP) written to obtain items less than \$500.00. A Field Purchase Order is issued by department staff directly to the vendor and takes the place of a Purchase Order.

Blanket Purchase Order: Purchase Order issued by Purchasing to a vendor from which a department will have continued day-to-day purchases of low cost items. Blanket Purchase Orders carry all of the authority and conditions of the Purchase Order section above and are issued for a term not to exceed one fiscal year and may not exceed \$50,000. Purchases pursuant to the blanket purchase order are subject to the County's competitive selection requirements, including 1-5 below. However, Blanket Purchase Orders used to purchase utility type (power, water, gas and telephone) services may be issued for a one fiscal year period without a dollar limit.

DISADVANTAGED BUSINESS ENTERPRISE (DBE): A Business concern which is at least 51 percent (51%) owned by one or more minorities (MBE) or women (WBE), or in the case of a corporation, at least 51 percent of the stock is owned by one or more minorities or women and whose management and daily business operations are controlled by one or more such individuals.

Certification for the above classifications is obtained through the following State of Oregon office:

OFFICE OF MINORITY, WOMEN & EMERGING SMALL BUSINESS
155 Cottage Street NE
Salem, OR 97310
(503) 378-5651

1. Purchases Less Than \$500.00

For purchases of less than \$500, the department has the authority to select a specific vendor and issue a Field Purchase Order or place an order in accordance with Administrative Procedure 2-16, Imprest Cash Funds, with the following exceptions:

Chapter 2
Section 1

- a. Purchases that are covered by an existing contract or blanket purchase order;
- b. Items maintained in Ready Stores;
- c. Purchases of \$500 or more that are purchased by installment; and
- d. To purchase items from the State Price Agreement

2. Purchases of \$500 But Less Than \$5,000

For purchases of \$500 but less than \$5,000, Management Services - Purchasing has the authority to select a vendor and place a Purchase Order without obtaining additional competitive quotes. This authority is intended not to eliminate competitive quotations, but rather to expedite the purchasing process, as dollar values may not justify further solicitation effort. Where feasible, competitive quotes will be obtained.

3. Purchases of Materials and Non-Trade Services of \$5,000 But Less Than \$50,000 and TRADE services of \$5,000 but less than \$25,000

For purchases of Materials and Non-Trade Services of , \$5,000 but less than \$50,000 and TRADE services of \$5,000 but less than \$25,000, the County must obtain a minimum of three competitive quotations. County shall solicit quotations from at least one Disadvantaged Business Enterprise (DBE) vendor or contractor for all proposed acquisitions which are more than \$5,000 but less than \$50,000, and for all retainer type personal services. The County may waive this requirement if it is determined that there are no vendors on the Certified DBE Directory for Lane County capable of providing the service or item. Departments shall indicate the DBE vendor or certify that there were no such vendors on the directory. This designation or certification shall be on the quote recap sheet. For acquisitions over the dollar amounts indicated in this section, all DBEs on the above-referenced list in the business of providing the service or item required shall be mailed bid or proposal information. Purchasing must maintain a written record of the source and the amount of the quotes received. If three quotes are not available, a lesser number will suffice provided that a written record is made of the effort to obtain the quotes. Purchase is made by execution of a County Purchase Order.

4. Purchases of Trade Services of \$25,000 But Less Than \$50,000

ORS 279.348 through ORS 279.375 Prevailing Wage Rates for Public Works Contracts in the State of Oregon Requirements. For purchases of trade services of \$25,000 but less than \$50,000, all conditions contained in 3 above apply. All quotations shall be in writing and in response to a written specification which includes the following

Chapter 2
Section 1

requirements: 1. Prevailing Wage Rates for Public Works Contracts in the State of Oregon ; 2. Standard Lane County Performance Bond requirements; and 3. Applicable conditions for a public improvements contract contained in LM 21.115. In addition, the Director of Management Services or a delegate shall have the discretion to require a written contract in lieu of a Purchase Order whenever it is determined to be in the best interest of the County.

5. Purchases of Materials or Services of \$50,000 or Greater.

Purchases of materials, supplies, goods, or services of \$50,000 or greater, unless otherwise exempted, require competitive bidding in accordance with Administrative Procedure 2-2, Bid/RFP Process, and execution of a written contract in accordance with Administrative Procedure 2-3, Contract Process.


V. Interpretation and Clarification

Any questions concerning the intent or application of this procedure should be directed to Management Services - Purchasing. Resolution of disputes shall be made by the Purchasing Manager. If a problem exists which cannot be resolved with the department which prepared the requisition for Purchase Order, Management Services will describe it in a memorandum attached to a copy of the requisition which will be forwarded to the County Administrator for review and determination or further action.

Authorized: _____
County Administrator Effective Date

This on-line version of the Administrative Procedures Manual is a copy of the original signed by the County Administrator on 11/2/00.



Department of Community College and Workforce Development	Number: 589-10.11
	Effective Date: May 3, 2004
	Page 1 of 3
SUBJECT: Procurement	Approved: 

Purpose

This policy provides guidance regarding the procurement of goods and services by entities receiving Workforce Investment Act (WIA) Title IB funds. These entities include, but are not limited to, Local Workforce Investment Boards, Local Workforce Investment Areas (LWIAs), One-Stop Operators, and their subrecipients. The policy provides the requirements for procurement systems in accordance with the federal guidelines applicable to each type of Subrecipient that receives funding from the Workforce Investment Act.

Background

The WIA final rules, 20 CFR part 667.200(a)(1) and (2) require that subrecipients adhere to administrative requirements as follows:

(1) State and local governments and Indian tribal government organizations that receive grants or cooperative agreements under WIA Title I must follow the uniform administrative requirements for grants and cooperative agreements to state and local governments codified at 29 CFR part 97 (with exceptions listed in Section 667.200(a)(3) through (6)).

(2) Institutions of higher education, hospitals, other non-profit organizations and commercial organizations must follow the common rule implementing OMB Circular A-110 codified at 29 CFR part 95 (with exceptions listed in Section 227.200 (a)(3) through (7)).

While the format and wording of Part 95 and Part 97 vary slightly, the intent of the federal government is consistent: procurement policies must ensure free and open competition and sufficient cost and price analysis. The policy contained herein is applicable to the procurement of goods and services obtained through funds provided under the WIA.

References

PL 105-220 Workforce Investment Act (WIA) Sec.184(a)(2)(A)
Oregon Revised Statutes (ORS) 279, 291
20 CFR Section 667.200(a)(1) through (7)
29 CFR 95.40 through 95.48, Procurement
29 CFR Part 95, Appendix A, Contract Provisions
29 CFR 97.36, Procurement
29 CFR Part 98, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)
One-Stop Comprehensive Financial Management Technical Assistance Guide Ch. 11 issued by the Department of Labor, Employment & Training Administration
Oregon Department of Administrative Services (DAS) Purchasing Policy 125-3-230

SUBJECT: Procurement	Number: 589-10.11
	Page 2 of 3

Policy

The requirements for procurement systems are set forth in the Uniform Administrative Requirements as stipulated in 20 CFR 667.200(a). Specific requirements vary by type of organization and are summarized as follows:

(1) State agencies must utilize the procurement system specified for use by the State of Oregon for non-federal procurements. These requirements, which may be further restricted by agency policy, are found in ORS 279 and OARS 125.

(2) Local governments (i.e., county, municipal, or other governmental agencies) must utilize the procurement system required by their governmental unit for non-federal procurements, provided that the procurement system conforms to the federal requirements specified in 29 CFR 97.36(b)-(i).

(3) Non-governmental organizations (i.e. non-profit, private-for-profit, institutions of higher education, and hospitals) must implement and maintain a procurement system that conforms to the requirements specified in 29 CFR 95.40-48.

In addition to the requirements of 29 CFR Part 97 or Part 95, the WIA regulations specify the following:

- All agreements between an awarding entity organized principally as the administrative entity for LWIAs and units of government must be on a cost-reimbursement basis. (20 CFR 667.200(a)(3))
- Fixed price agreements with non-profit entities must specify that revenues in excess of costs are considered to be program income. (20 CFR 667.200(a)(6))
- A written code of conduct must include the conflict of interest provisions specified at 20 CFR 667.200(a)(4) related to state and local board members.
- A description of the competitive process used to award grants and contracts must be included in the local plan.

Procedure:

The policies specified above require that a procurement system be implemented and followed. In implementing procurement systems, subrecipients are subject to the following:

(1) Procurement Methods:

Local policies will demonstrate how areas will define and document small and large purchases, sealed bids, competitive proposals and non-competitive proposals, including cost and price analyses as specified in the applicable administrative rules.

(2) Non-Governmental Subrecipient Procurement Methods:

(a) 29 CFR part 95 does not specify procurement methods that must be used. However, if the procurement components specified below are used by non-governmental

SUBJECT: Procurement	Number: 589-10.11
	Page 3 of 3

subrecipients, the standard for competition specified at 29 CFR 95.41 is considered to be met.

- (b) Procurement system components:
 - Local procurement policies must ensure:
 - ✓ Solicitation methods that promote fair and open competition
 - ✓ A system for the administration of contracts and grants, including awards made only to responsible and responsive parties.
 - ✓ A written code of conduct to include the WIA specific conflict of interest provisions.
 - ✓ Review of procurements to avoid purchase of unnecessary or duplicate items, including analysis of lease versus purchase.
 - ✓ Documentation standards need to appropriately address: marketplace research, evaluations, quotes, proposals, bids, contracts, agreements, payment, packing slip/receipt, and invoices.
 - ✓ A written protest procedure, negotiation procedure and settlement process.
- (c) Written procedures must be developed to address each of the elements as required by the appropriate regulations.
- (d) In addition, solicitation documents developed by non-governmental grantees must provide for the following:
 - ✓ A clear and accurate description of the goods and/or services being procured.
 - ✓ All requirements that must be fulfilled and all factors used in evaluating bids or proposals.
 - ✓ Technical requirements described in terms of required performance or functions.
 - ✓ Specific features of “brand-name or equal” descriptions.
 - ✓ If procuring goods, the acceptability of metric measurements or ecologically sound and energy-efficient products.

Responsibility

Action

Subrecipients/
Administrative
Entities

Establish and maintain a procurement system that assures compliance with the prescribed rules and regulations. Bring this policy to the attention of all affected staff and all subrecipients.

CCWD

Monitor the subrecipient for compliance with this policy.

(6) Contract Execution and Processing.

(a) All contracts shall be in writing and signed by the Board, or a duly authorized delegate. Until a contract is executed by the Board, or authorized delegate, and by the contractor, it shall not be binding.

(b) All contracts shall be processed through procedures prescribed by the County Administrator for review by legal, risk management and budget staff, except where expressly stated otherwise by the County Administrator or these rules. *(Revised by Order No. 98-12-2-4, Effective 12.2.98; 04-6-30-12, 6.30.04)*

COMPETITIVE SELECTION

21.105 Competitive Bidding.

Competitive bidding is a formal process by which departments advertise and issue a written invitation to bid, and receive and open bids as required by ORS Chapter 279 and these rules. An invitation to bid is a solicitation of competitive offers in which technical specifications, price and delivery (or project completion) will be the predominant award criteria.

(1) When Required. Generally, competitive bids are required for all public contracts unless exempt under ORS Chapter 279 or the County's exemption rules, or where non-price related factors will be significant award criteria.

(2) Advertisements. All advertisements for bids shall comply with ORS 279.025, and shall include a provision that the contractor shall be an "Equal Opportunity Employer." See OAR 137-30-015.

(3) Delegations and Authority to Act.

(a) Calling and Opening of Bids. The County Administrator is generally delegated the authority to call and open bids for public contracts, and the following public officers are delegated the same authority for the purposes set forth:

(i) The Director of the Department of Public Works may call and open bids for public contracts for construction and maintenance relating to, and for lease or purchase of materials and equipment and for services related to roads and other transportation-related facilities, including supplies and equipment for Fleet Services, Parks, Land Management and Solid Waste divisions.

(ii) The Director of the Department of Management Services may call and open bids for public contracts for the purchase of materials, materials and services, equipment, supplies, office furniture and other personal property, and for public contracts for construction, renovation, remodeling and maintenance of County facilities and related capital outlay expenditures.

(iii) Pursuant to ORS 565.230 the Fair Board may call and open bids for all contracts relating to fairground facilities and operations.

(iv) The County Administrator may call and open bids for the lease, purchase or sale of computers and related data processing equipment.

(b) The public officer delegated authority to call for and open bids shall be responsible for placing the advertisements for bids and for the remaining obligations of "public officer" under this rule.

(c) The public officer to whom authority is delegated under this LM 21.105(3) may further delegate this authority to a representative by signed written document.

(4) Bids. To be received and considered, all bids must be in writing and signed by the bidder or authorized representative and submitted in a sealed envelope. No oral, telegraphic, telephonic, or telephonic facsimile bids, modifications of bids, or signatures, will be considered, unless otherwise stated in the bid documents.

(a) All bids shall include a sworn statement by the bidder, properly notarized, that the bid is made without connection or agreement with any other person,

firm or corporation making a bid in response to the bid solicitation, and is in all aspects fair and without collusion or fraud.

(b) All bids shall contain a statement as to whether the bidder is a resident bidder as defined in ORS 279.029, and a certification per ORS 279.111 that the bidder has not discriminated against minority, women or small business enterprises in obtaining any required subcontracts.

(c) If applicable, the bid shall include a statement that the provisions of ORS 279.350 regarding prevailing rate of wage shall be met.

(d) If applicable, the bid shall include the bidder's registration number with the Construction Contractors Board or Landscape Contractors Board and its expiration date.

(e) A bidder may not modify any bid after it has been deposited with the public officer. All bids shall be irrevocable for 30 days from the time of opening unless otherwise stated in the bid documents. Further, the bids of the three lowest unrejected bidders shall be irrevocable and binding and the bid securities shall be retained by the public officer until there is an executed contract and the contractor has provided all required satisfactory performance bonds. All other bid securities shall be returned promptly upon award of the contract or rejection of all bids.

(f) A bidder may withdraw the bid at any time prior to the deadline set for receipt of bids and deposit a new, sealed bid in accordance with these procedures.

(g) If a bidder finds discrepancies or omissions in the drawings or bid documents, or is in doubt as to their meaning, the bidder shall immediately notify the public officer. If the public officer believes a clarification is necessary, an addendum will be issued to all bidders in writing preferably at least five calendar days prior to the deadline set for bid receipt but in no case less than 72 hours prior to the deadline for bid. If there are not five calendar days left before the deadline for bid receipt, the addendum may postpone the date for bid for a minimum of five calendar days. Any addenda so issued are to be covered in the bid proposal and will become part of the contract documents.

(5) Protest of Specifications. The public officer shall respond promptly to any protest of specifications submitted in accordance with OAR 137-030-0050, which is hereby adopted, with the exception of protest deadline. Unless otherwise specified in the bid, a protest with respect to a public improvement contract must be filed 10 calendar days before bid opening and with respect to all other contracts, five calendar days before bid opening.

(6) Opening of Bids. All bids submitted to the County will be opened publicly at the time designated by the public officer. Any bid, modification, or notice of withdrawal received after the designated deadline shall be returned unopened to the bidder. After opening, the bids shall be available for public inspection, subject to the provisions of ORS 192.500 et seq.

(a) Prior to opening, the public officer may hold a prebid conference to answer any questions concerning the bid specifications or procedures. The public officer shall inform all prospective bidders (i.e., all persons who have received a bid package or indicated an interest in the bid) of the time and location of the conference.

(b) The public officer will not examine any bid prior to opening. The officer shall note on the envelope containing the bid the date and hour received.

(7) Evaluation of Bids.

(a) Evaluation of bids will be conducted by the public officer in cooperation with the department requesting the bid, if any, and shall be based on minimum requirements established by the bid documents, compliance with public bidding procedures, bidder responsibility, ethical practice, product acceptability, ORS Chapter 279, and LM Chapter 20.

(b) Goods and services that have been manufactured, produced or performed in this state shall be preferred, if price, fitness, availability and quality are otherwise equal. See OAR 137-030-0095.

(c) The public officer shall make all necessary investigation to determine whether the apparent lowest responsible bidder should be disqualified under ORS 279.037. See also ORS 279.029(6)

(d) Where the methods and factors which have cost implications over the life of the product have been identified in the bid documents pursuant to LM 20.115, a life cycle cost analysis shall be made of all bids to determine the lowest responsible bidder.

(8) Mistakes in Bids. Minor informalities, may be waived. Mistakes discovered in bids after opening where the intended correct bid is clearly evident or properly substantiated may be corrected. Where the intended correct bid is not clearly evident or cannot be substantiated by accompanying documents, the bid may not be accepted. The County reserves the right to waive technical defects, discrepancies and minor irregularities, and to not award a contract when it finds such action to be in the public interest. See OAR 137-030-0075.

(9) Rejection. The County reserves the right to reject any bid not in compliance with the bid documents or all prescribed public bidding procedures and requirements, and may, for good cause, reject any or all bids when it is in the public interest to do so. ORS 279.035; see OAR 137-030-0102. The public officer is delegated the authority to reject all bids, prepare findings of public interest and provide written notice of rejection of all bids including the reasons therefore to all bidders. The public officer is further delegated authority to reject any bid which does not conform to prescribed public contract procedures and requirements and to reject for good cause any bid upon a written finding it is in the public interest to do so per ORS 279.035. See OAR 137-030-0100. However, if the rejection is of what initially appears to be the successful bid, the Board or the County Administrator, depending upon authority to execute the contract, shall exercise the right to reject the apparent successful bid.

(10) Authority to Award Contract Subject to Bid.

(a) The County Administrator is delegated authority to award contracts where the authority to execute the contract has been specifically delegated under LM 21.145 below.

(b) Other than as delegated in LM 21.105(10)(a), the Board shall award contracts which have been bid in a public meeting. Generally, public testimony will not be received unless the Board specifically determines otherwise.

(c) Any award shall be made to the lowest responsible bidder and, consistent with bid documents, may be made by item, groups of items, or as a whole .

(11) Protests of Award. Unless otherwise specified in the bid documents, all protests of award must be filed within fourteen (14) days of the notice of award. Protests of award shall be handled by the County Administrator or his or her designee in conformity with OAR 137-030-0104(4) which is hereby adopted. Under this provision, the County Administrator or his or her designee has authority to reject all bids, and authority to revise the award of the contract in order to correct any errors made in the original award, so that the contract is awarded to the bidder legally entitled to receive an award pursuant to public contract law and regulations and the criteria stated in the documents. A copy of the decision shall be promptly transmitted to the Board. The decision shall be final seven days after it is delivered to the Board, unless within that time the Board elects to review the matter. Thereafter, within a reasonable time period, a complete copy of the written record shall be delivered to the Board. The Board may consider this written record, and any other evidence provided at a public meeting and shall issue its decision by Board Order. The Board may affirm, reverse or revise the decision of the County

Administrator or his or her designee. Upon adoption of the order, the decision will be final. *(Revised by Order No. 98-12-2-4, Effective 12.2.98; 04-6-30-12, 6.30.04)*

21.106 Bid and Performance Securities.

(1) Bid Security.

(a) Unless otherwise provided below, all bids shall require as bid security a surety bond, irrevocable letter of credit issued by an insured institution as defined in ORS 706.008, cashier's check or certified check, of the bidder in an amount not to exceed 10 percent of the bid. The dollar amount or percentage required as security shall be stated in the bid documents.

(b) The public officer is delegated the authority to waive the bid security requirement described above prior to bid opening for any non-public improvement contract and any public improvement contract equal to or less than \$50,000, if he or she believes:

(i) That waiving the bid security requirement will probably result in lower bids or an increased number of bids, and

(ii) That waiving the bid security requirement will not endanger completion of the project if rebidding is necessary because the successful bidder is unable or unwilling to sign the contract or provide any required performance bond, and

(iii) That the potential for cost to the County of rebidding the project is outweighed by the benefits.

(2) Performance Security.

(a) All bids for public improvements shall require a performance security in accordance with ORS Chapter 279. All bids for contracts for other than public improvements may require a performance security, if the public officer determines it is in the County's best interest to do so.

(b) Performance security is not required for public improvement contracts if the amount of the contract is less than \$50,000 pursuant to LM 20.270.

(c) In cases of emergency or as described in ORS 279.029(5), if all members of the Board concur, the requirement for a performance bond may be excused. *(Revised by Order No. 98-12-2-4, Effective 12.2.98; 04-6-30-12, 6.30.04)*

21.107 Requests for Proposals.

(1) Description. Requests for proposals (hereinafter RFPs) are a means of soliciting competitive proposals or offers for entering into a contract for personal services, materials, materials and services, equipment, or for awarding grants, subgrants or contracts when price and specification will not necessarily be the predominant basis for award. An RFP process is one, but not the only means of competition for personal or professional services contracts.

(2) Requirements. Proposals submitted in response to RFPs are offers as are bids. See OAR 137-030-0000(23), 137-030-0012(1). The RFPs must generally comply with the requirements stated in LM 21.105 above and in ORS Chapter 279, applicable to bids, unless otherwise stated. In addition, all RFPs must meet the requirements of OAR 125-310-0200, including but not limited to:

(a) The composition and role of the evaluation committee must be clearly stated in the RFP.

(b) The evaluation criteria to be used in awarding the contract and the weight assigned to each criterion must be clearly identified in the RFP.

(c) The RFP must provide for an opportunity for persons interested in responding to comment on any specifications they believe limit competition, or to protest the specifications or contract terms in accordance with LM 21.105(5) above.

(d) The RFP must clearly state the contractual requirements.

(e) The RFP must clearly describe the right of appeal as stated in LM 21.107(9) below.

(f) The RFP must invite the submission of sealed, written offers to be publicly opened at a designated time and place.

(3) Advertisements and Proposals. See LM 21.105(2) above and (3). References to "bid" or "bidder" there include "proposal" or "proposer."

(4) Delegations and Authority to Act. Each Department Director is delegated the authority to call for open, direct evaluation of requests for proposals, and perform all other obligations of the "public officer" under LM 21.107. The Department Directors may further delegate this authority to a representative by a signed written document. The evaluation committee's recommendation for award of the contract shall be considered and finally decided by either the Board or the County Administrator, depending upon authority to execute the contract per LM 21.145.

(5) Opening. See LM 21.105(6) above. References to "bid" or "bidder" there include "proposal" or "proposer."

(6) Evaluation of Proposals. The evaluation committee shall evaluate the proposals according to the criteria stated in the RFP, compliance with public bidding procedures, proposer responsibility, ethical practice, product acceptability, and ORS Chapter 279. See also OAR Chapter 125 and OAR Chapter 137. The department responsible for issuing the RFP shall mail notice of the evaluation committee recommendation to the proposers within two days of the committee's decision unless otherwise stated in the RFP. Negotiations with proposers regarding contract terms may occur only after the award or only as provided in the RFP. See OAR 137-030-0090 as guidance.

(7) Bid and Performance Security. Unless otherwise provided in the RFP, bid and performance security requirements may be waived if the contract will not be a public improvement contract or if it will be for a public improvement for less than \$50,000. Bid and performance securities shall be provided if the contract will be for a public improvement of \$50,000 or more.

(8) Rejection. See LM 21.105(9). References to "bid" includes "proposal." References to "bidders" includes "proposers." References to "bid documents" include "request for proposal documents." References to "opening bids" include "opening proposals."

(9) Appeal of Evaluation Committee Recommendation. Anyone responding to an RFP who is not recommended for award by the evaluation committee may appeal the recommendation to the decision maker, either the Board or the County Administrator, depending upon which has authority to execute the contract.

(a) Any appeal must be made in writing, be received before the contract is awarded by the decision maker, clearly state the grounds for the appeal, and indicate what condition(s) resulted in the proposal not being recommended for award. Any appeal which does not comply with the applicable procedures may be rejected.

(b) Unless otherwise stated in the RFP, the appeal must be received by the department which issued the RFP not later than seven calendar days after notice of the evaluation committee's decision was mailed. Upon receipt of the appeal, the department shall notify the proposer recommended for award of the appeal and the evaluation committee's recommendation. The proposer and the committee shall have three calendar days from the date the appeal was filed to respond to the appeal in writing if they so desire.

(c) When an appeal is filed, the department responsible for preparing the RFP shall prepare a written analysis of the appeal and make a recommendation to the decision maker as to appropriate action to be taken.

(d) The grounds for appeal are:

(i) Different criteria were used to evaluate different proposals.

(ii) The evaluation committee unfairly applied the evaluation criteria to a proposal.

(iii) A member or members of the evaluation committee had a relationship with a proposer that represented a conflict of interest.

(iv) The criteria used to evaluate the proposals did not pertain to the services or products requested.

(v) A member or members of the evaluation committee demonstrated bias toward a proposal or a proposer.

(e) If the decision maker is the Board, the department which issued the RFP shall present the issues orally or in writing at a public meeting. The appellant shall then have 10 minutes to specifically address the appeal criteria, and the evaluation committee's recommendation and the recommended proposer(s) shall have a total of 10 minutes to respond, divided between them as they wish. If the decision maker is the County Administrator, the decision shall be made on the written record.

(f) If an appeal is timely filed, the Board or County Administrator, as appropriate, shall consider the evaluation committee's recommendation and the allegations of the appeal before rendering a final decision. If the Board is the decisions maker, it shall carefully evaluate any appeal before rendering a decision and shall state the conclusions reached and reasons either in writing or on the record in a public meeting. Any decision to overturn the recommendation shall be based on a finding that one of the criteria of LM 21.107(9)(d) above occurred to the substantial prejudice of the appellant.

(g) The appeal procedures and limits set forth herein to be followed by the County are directory and not mandatory and failure to follow or complete the action in the manner provided shall not invalidate the decision.

(10) Authority to Award Contract Subject to RFP.

(a) The County Administrator is delegated authority to award a contract resulting from an RFP process where authority to execute such contract has been specifically delegated under LM 21.145.

(b) All decisions to award a contract following a request for proposals shall be based on the criteria stated therein, substantial compliance with public contract laws, rules and procedures, and the best interests of the County.

(11) Protests of Award. See LM 21.105(11). References to "bid documents" includes "request for proposal documents" and references to "bid" include "proposal."
(Revised by Order No. 98-12-2-4, Effective 12.2.98; 04-6-30-12, 6.30.04)

21.108 Letters of Interest.

(1) Description. Letters of Interest (LOIs) are expressions of interest in a particular contract by potential contractors. Typically, potential contractors submit a letter in response to the County's solicitation which states they are interested in providing a good or service. This selection process should be used cautiously in order to avoid any chill to competition.

(2) When Applicable.

(a) LOIs may be used as a means of determining whether a potential contractor is a sole source under LM 20.140. This contemplates a situation where the fundamental nature of the good or service is so limiting that it seems likely that only one seller/provider exists. Because it is the County's policy to encourage competition whenever possible, it is not permissible to describe a fundamentally broad need in a narrow or limiting way in order to use this process. The expectation of the funding source is one important factor in determining the fundamental nature of a good or service. There may be additional facts to support sole source.

(b) An LOI process may be used as a preliminary phase of an RFP process. If the County receives more than one LOI such responses may be included on a list of potential contractors who will be mailed a bid, RFP or RFPs solicitation document.

(3) **Requirements.** LOIs may be sought in the following manner:

(a) An advertisement must be run in a newspaper of general countywide circulation at least once and not less than five days before the LOIs are due. Additional advertisements may also be published in other newspapers.

(b) The advertisement must contain a description of the nature of the work to be performed or good to be provided, the term of the contract, the person to whom LOIs are to be submitted and the date the LOIs are due. There must be a sufficient description of the service or good that potential competitors will be able to evaluate whether they are qualified, able and wish to perform.

(c) If there is only one LOI submitted, the department shall obtain sufficient proof, as it deems necessary, of basic ability to perform, including but not limited to, an adequate level of professional, fiscal and management capability, prior to awarding the contract.

(d) If the County receives more than one LOI response, all parties responding shall receive an opportunity to compete for the contract pursuant to a bid invitation, RFP, or RFPS. If this occurs, the competition must be open to all potential competitors, and not just those submitting LOIs. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

TYPES OF CONTRACTS

21.113 Material, Service, and Material/Service Contracts.

(1) A materials contract is one that calls primarily for an end product and in which the County purchases, obtains some interest in, or leases personal property. A service contract is one that calls primarily for a contractor's time and effort, and does not include work connected with manufacturing a product or personal or professional services. A service contract includes one for a trade-related activity to accomplish routine functions of a type that can generally be done by any competent worker, even though a specific license is required. A contract may be a combination materials and services contract.

(2) Materials and/or service contracts may only be executed after appropriate competitive selection has been completed.

(3) Title to all personal property shall be described on all formal title documents and bills of sale as: Lane County, Lane County Public Service Building, Eugene, Oregon 97401.

(4) For contracts involving the rental, lease or lease purchase of equipment, the Risk Manager should be consulted regarding insurance requirements. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

21.114 Maintenance and Repair Contracts.

Contracts for the maintenance or repair of equipment or public improvements are subject to the public contract laws and regulations.

(1) Contracts for maintenance or repair of equipment must comply with the requirements of LM 20.175. *(Revised by Order No. 98-12-2-4, Effective 12.2.98)*

21.115 Public Improvement Contracts.

(1) Public improvements shall usually be performed by contract. When the project is estimated to cost more than \$125,000, the provisions of ORS 279.023 and 279.025 shall be followed. Unless otherwise approved by the Board, public improvement projects shall be performed according to the capital improvements list adopted by the Board pursuant to ORS 279.023.

**CONTRACT FOR EMPLOYMENT AND TRAINING SERVICES
under the
WORKFORCE INVESTMENT ACT of 1998**

This contract is authorized by the Workforce Investment Act of 1998 as amended, and is made and entered into between the Lane Workforce Partnership, 1500 Valley River Drive, Suite 150, Eugene, Oregon 97401, an ORS 190 and Chapter 65 organization, and

Lane County
151 West 7th
Eugene, OR 97401

Hereinafter referred to as "Subcontractor."

The purpose of this contract is to provide workforce development services in accordance with the Workforce Investment Act of 1998, as amended.

In consideration for the services to be provided by the Subcontractor for the period beginning July 1, 2014, through June 30, 2015, the Subcontractor will be paid an amount up to \$1,300,992 on a cost-reimbursement basis.

Total amount of this contract shall not exceed \$1,300,992.00.

The parties, by their signatures, agree to comply with all the terms of this contract, including those sections and attachments listed below.

- Section A. General Provisions
- Section B. Project Description
- Section C. Fiscal Provisions and Budget
- Section D. Special Provisions
- Section E. Certification Regarding Debarment
- Section F. Certification Regarding Lobbying
- Section G. Certification of Cost/Pricing Data Form

LANE WORKFORCE PARTNERSHIP

NAME OF SUBCONTRACTOR

Signature Date

Signature Date

93-0886373
Federal ID Number

Print Name and Title

Federal ID Number

APPROVED AS TO FORM:
Brian M. Thompson, LWP Attorney
April 25, 2014

LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION A.
GENERAL PROVISIONS

1. **Authority to Contract** ORS Chapter 279A

Subcontractor certifies that it possesses the legal authority under the Laws of the State of Oregon to enter into this contract by approval of its governing board, which has authorized the execution of this contract.

2. **Debarment** 20 CFR 667.200 (e)

The Subcontractor, as a recipient of any federal assistance funds, whether all or part of the funds are provided by the Lane Workforce Partnership, certified by signature of this contract that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

3. **Project Coverage**

The Subcontractor shall operate the WIA project and services described in Section B.

4. **Compliance**

The Subcontractor agrees to adhere to and comply with all applicable local, State or Federal laws, rules and regulations, ordinances including the federal grant under which this program or project is funded; and any promulgated requirements of the Office of Community Colleges and Workforce Development (OCCWD). The Subcontractor further agrees to comply with the management policies and program controls of the Lane Workforce Partnership implemented to carry out this program or project.

The Subcontractor shall comply with the Workforce Investment Act (WIA) as amended, including the implementing regulations found in the Code of Federal Regulations (CFR) under Title 29.

5. **Indemnity Clause** PL105-220 Sec. 184; 20 CFR Subpart G.

To the extent permitted by the Oregon Constitution, and to the extent permitted by the Oregon Tort Claims Act, and to the extent otherwise provided for in private contracts of insurance, the parties agree to indemnify, defend, and hold each other, the Cities of Eugene and Springfield, their agents, officers and employees, harmless from all damages, losses and expenses, including (but not limited to) attorney fees, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the other party's negligence in the performance of or failure to perform under this subcontract. Either party to this subcontract shall not be required to indemnify or defend the other party for any liability arising out of wrongful acts of its own officers, employees or agents. Any act or omission by Subcontractor, which results in repayment of funds to the funding source, shall be the responsibility of the Subcontractor. Subcontractor agrees to repay such funds.

6. **Records Control** PL 105-220 Sec. 185; 29 CFR 97.42 & 29 CFR 95.53; ORS Chapter 192; OCCWD Policy 589-40.4

- A. The Subcontractor shall establish, maintain and safeguard all participant files, fiscal records, project records and documents, including any and all personal participant identification data stored on laptops, desktop computers and/or file servers. Records must be sufficient to justify all payments claimed and paid under this contract. Participant files and records will be returned to the Lane Workforce Partnership for storage of the required records retention period. Subcontractor's financial and other project records will be maintained by Subcontractor for a period of five (5) years and sixty (60) days from the end of the program year in which the activities covered under this contract have taken place, or in the event of an audit or other lawfully implemented investigation, until the audit or investigation is resolved, whichever is longer. Records retention is subject to the appropriate provisions of Oregon Administrative Rules Chapter 166 regarding records retention.

In the event the Subcontractor is unable to keep records for the full time, Subcontractor shall notify the Lane Workforce Partnership, who shall make provision for the required retention of the records.

Subcontractor shall not transmit or allow to be transmitted, any personal participant identification data including participant Social Security numbers over any non-secure network, including the World Wide Web (Internet).

- B. At any time during normal business hours and as often as the Lane Workforce Partnership shall deem necessary, the Subcontractor shall make available for examination of all its records relating to all matters covered by this contract. The Lane Workforce Partnership, the Oregon State Office of Community Colleges and Workforce Development, the U.S. Department of Labor, the Comptroller General of the United States, their duly authorized representatives, or representatives of other funding sources contributing through the Lane Workforce Partnership to activities under this contract shall have the authority to audit, examine, and make excerpts or transcripts from any books, documents, papers, records, files, forms, or other documents of the Subcontractor, which are necessary to permit tracing of participant activity and funds to a level of expenditure adequate to insure that the funds have not been spent unlawfully, and to determine compliance with all applicable rules and regulations, and the provisions of this contract, including the proper allocation of costs to this contract.
- C. The Subcontractor shall provide to the Lane Workforce Partnership upon request, sufficient staff time necessary to aid in the performance of contract-related (a) project research, (b) project evaluation, (c) project monitoring, and (d) completion of project fiscal review and audits.

7. **Subcontracting**

Subcontractor shall not assign or subcontract in whole or in part any contractual duties unless:

- A. Section B provides for subcontracting, or
- B. The Lane Workforce Partnership has provided advance written approval of subcontracting.

8. **Termination Clauses**

- A. Termination for Cause

The Lane Workforce Partnership retains the right to suspend funds and activities under this contract and to terminate this contract in whole or in part for cause and without notice.

Any such termination of this contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

- B. Other Terminations

Either party to this contract may elect to terminate the contract without cause upon providing written notice of intent to terminate to the other party thirty (30) calendar days prior to the date of such termination.

The Lane Workforce Partnership may terminate this contract effective upon written notice to the Subcontractor, or at such later date as may be established by the Lane Workforce partnership, under any of the following conditions:

- i. If the Lane Workforce Partnership's funding from federal, state, or other sources is not obtained and/or sustained at levels sufficient to allow for purchase of services as specified herein, then this contract may be terminated or modified to accommodate a reduction in funds. All allocable and allowable costs incurred by the Subcontractor under the terms of this contract shall be reimbursed up to and including the date of notice provided for herein.
- ii. If federal and state regulations or guidelines are modified, changed, or interpreted in such a way that services are no longer allowable or appropriate for purchase under this contract or the Lane Workforce Partnership is no longer eligible for the funding proposed for payment as authorized by this contract.
- iii. If any license or certificate required by law or regulation to be held by the Subcontractor to provide the services required by this contract is for any reason denied, revoked, or not renewed.

9. **Modifications**

- A. It is a condition for receipt of funding under the terms of this contract that the Subcontractor agrees to accept unilateral modifications to this agreement whenever there has been a change in any Federal or State Statute, Rule, regulation, Order, or other relevant authority under which this document is written.
- B. Subcontractor may request a modification to this contract, which shall be subject to the approval of the Lane Workforce Partnership. All requested Contract Modifications must be presented in writing to the Lane Workforce Partnership no later than fifteen (15) calendar days prior to the beginning of the affected quarter. All Contract Modifications shall be within the sole discretion of the Lane Workforce Partnership.
- C. Subcontractor must receive prior written approval from the Lane Workforce Partnership for a Contract Modification prior to initiating changes in program design and/or program objectives.
- D. The Lane Workforce Partnership may require a Contract Modification when expenditures of a line item within a program component deviate from the approved planned budget.
- E. The Lane Workforce Partnership may issue Contract Modifications, including unilateral Contract Modifications, under the following circumstances:
 - i. To incorporate administrative changes into the contract;
 - ii. When authorized to do so by federal or state law, rule, regulation, or terms of this contract;
 - iii. When there has been a change in any federal or state statute, rule, regulation, order or other relevant authority;
 - iv. As necessary to implement policy.
- F. Contract modifications shall not become a part of this contract until they are signed and executed by the Lane Workforce Partnership.

Nothing in this section shall be construed to allow expenditures under this contract to exceed the total dollar amount authorized by this contract.

Contract Modifications will follow rules and procedures established by the Lane Workforce Partnership to comply with U.S. Department of Labor requirements.

G. Subcontractor assures that any and all subcontracts or agreements entered into as a result of this contract shall contain the provision found in paragraph A. above.

10. **Non-Discrimination and Accessibility** PL 105-220 Sec. 188; 29CFR Part 34; ORS Ch. 659

Subcontractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (WIA), including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR, Part 34. The United States has the right to seek judicial enforcement of this assurance. Subcontractor will not discriminate against, nor deny employment or services to any person on the grounds of race, creed, color, religion, sex, national origin, marital status, expunged juvenile record, age (except as provided by WIA regulations), disability, citizenship, or political affiliation or belief.

Additionally, Subcontractor shall comply with the accessibility provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

11. **Collective Bargaining Agreements**

Subcontractor certifies that this contract does not violate any collective bargaining agreements to which it is a party.

12. **Reference Documents**

The Lane Workforce Partnership will provide upon request, within (30) thirty days following execution of this contract, guidance to the Subcontractor on how to obtain copies of WIA laws, regulations and other WIA issuances referenced in this document.

13. **Certificates of Insurance**

As evidence of the insurance coverages required by this contract, Subcontractor shall furnish a certificate of insurance to the Lane Workforce Partnership. The certificate shall specify parties who are Additional Insureds and must include a notice provision regarding cancellation. Insurance coverages required under this contract shall be obtained from insurance companies authorized to do business in the State of Oregon. If Subcontractor is self-insured under the laws of the State of Oregon, Subcontractor shall provide appropriate declarations of coverage.

Subcontractor shall not cancel, materially change, or not renew insurance coverages affecting this contract. Subcontractor shall notify the Lane Workforce Partnership, in writing, of any material reduction or exhaustion of aggregate limits. Should any policy be canceled before final payment by the Lane Workforce Partnership to the Subcontractor, and should Subcontractor fail to immediately procure other insurance as specified, the Lane Workforce Partnership reserves the right to procure such insurance and to deduct the cost thereof from any sum due Subcontractor under this contract. Failure to maintain the insurances coverages required herein may result in termination of the contract. Any certificate of insurance required under this contract shall specify parties who are Additional Insureds and must include a provision requiring notice to the Lane Workforce Partnership in the event of cancellation.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Subcontractor's responsibility for payment of damages resulting from Subcontractor's operation under this contract.

14. **Insurance Coverages Required:**

Unless otherwise modified by the Lane Workforce Partnership Risk Manager, the Subcontractor shall provide all insurance as stipulated in this section. Subcontractor shall not commence any work until Subcontractor obtains, at Subcontractor's own expense, all required insurance as specified below. Such insurance must have the approval of the Lane Workforce Partnership as to limits, form, and amount. The types of insurance Subcontractor is required to obtain or maintain for the full period of the contract are as follows:

1. Commercial General Liability insurance, including contractual liability coverage with limits no less than those provided in ORS 30.272 (2).
2. Automobile Liability Insurance, comprehensive form, with limits not less than \$500,000 combined single limit when using motor vehicles in performance of actions authorized under this contract;
3. Worker's compensation coverage consistent with the laws of the State of Oregon.
4. A fidelity or surety bond shall be purchased by the Subcontractor at the Subcontractor's own expense in an amount to exceed the total amount of cash on hand at any time provided under this contract. The bond shall cover all persons who handle funds provided under this contract and shall extend beyond the contract termination dates to the contract closeout date.
5. Additional Insureds Clause. The liability insurance coverages required for the performance of this contract shall be endorsed to name Lane Workforce Partnership, Lane County, the Cities of Eugene and Springfield, their Commissioners, officers, agents and employees as additional insureds with respect to the activities performed under this contract.

15. **Participant Clauses**

The following clauses shall apply to applicants for and participants in WIA-sponsored programs:

1. Participants shall not be employed on the construction, operation, or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place for religious worship nor shall they be involved in political, religious, or labor union activity, which would violate federal law (PL 105-220).
2. Subcontractor agrees that all WIA participant grievances initiated as a result of the Workforce Investment Act program or this contract shall be received and resolved in accordance with the Lane Workforce Partnership Grievance Procedure. Subcontractor shall abide by the final determinations issued under the Lane Workforce Partnership Grievance Procedure.
3. If disclosure of participant records is requested by any person not listed in Section 6, Paragraph B., the current Lane Workforce Partnership confidentiality standards shall apply. If the Subcontractor has more restrictive confidentiality provisions, which are mandated by law, the more restrictive provisions shall control.

The provisions of the Department of Community Colleges & Workforce Development Policy Number 589-40.4, as amended, shall apply to the disclosure and public access of participant records and/or information (ORS 660.339).

4. The Subcontractor shall provide a non-hazardous, safe work or instructional environment for participants in accordance with state and federal law.
5. Subcontractor shall ensure this contract does not result in displacement of any of its current employees or substitution of laid-off employees by participants.

6. Any eligible applicant for service who cannot be served by the Subcontractor shall be referred to other appropriate programs. Subcontractor will maintain documentation on these referrals, including participant name, service sought, date, method and name of referral.

16. **Workers' Compensation** ORS 656.017

The Subcontractor and its subcontractors, if any, are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. The Subcontractor is also an independent subcontractor for purposes of the Oregon Workers' Compensation law and is solely liable for Workers' Compensation coverage under this contract.

Unless specified elsewhere, when Subcontractor places or employs participants in unsubsidized jobs, the participants shall be provided with workers' compensation coverage, benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

17. **Tax laws, MBE/WBE** ORS 279A.110 and ORS 305.380

By execution of this contract, Subcontractor certifies under penalty of perjury that:

- A. To the best of Subcontractor's knowledge, Subcontractor is not in any violation of any tax laws described in ORS 305.380 (4); and
- B. Subcontractor has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.

18. **Drug Free Workplace** (E.O. 12549; Sec. 5151-5160 Public law 100-690, Title V, Subpart D; 41 U.S.C. 701 *et seq.*) and (29 CFR 98.600).

Subcontractor certifies that it has adopted and instituted a policy to insure a drug-free workplace.

19. **Responsibility for Taxes, Unemployment Insurance, Workers' Compensation Coverage** ORS 30.265, ORS Ch.279B

The service or services to be rendered under this contract are those of an independent Subcontractor who is not an officer, employee or agent (as those terms are used in ORS 30.265) of the Lane Workforce Partnership or of Lane County. Subcontractor is solely liable for any workers' compensation coverage, Social Security, unemployment insurance, retirement payments, and federal or state taxes due as a result of payments under this contract. Any subcontractor hired by Subcontractor shall be similarly responsible.

20. **Conflict of Interest** (ORS Chapter 244) and (29 CFR 95.42 and 29 CFR 97.36 (b)(3))

Subcontractor, its officers, employees or agents, shall avoid all activities, which constitute an improper conflict of interest under local, state or federal law or regulations.

21. **Certification Regarding Lobbying** 31 U.S.C. Sec. 1352

Subcontractor certifies that no federal appropriated funds have been paid or will be paid to any person, by and on behalf of the Subcontractor, or influencing or attempting to influence an officer or employee of an agency, a Member of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the

entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subcontractor shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

Subcontractor shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

22. **Publicity and Public Information**

All written, magnetic media, or electronic information related to the services provided pursuant to this contract will be reviewed and approved by the Lane Workforce Partnership prior to distribution to the media or directly to the general public, another agency or governmental audience. Whether such information is solicited or unsolicited, the Subcontractor shall acknowledge and name the Lane Workforce Partnership as the sponsoring agency for the services provided through this contract.

All advertisements or recruitment materials must contain the following statement: “An Equal Opportunity/Affirmative Action employer. Auxiliary aids and services are available upon request to individuals with disabilities.”

23. **Billings and Payments to Subcontractor**

The Lane Workforce Partnership shall reimburse the Subcontractor, upon submittal and approval by the Lane Workforce Partnership, of a written invoice. Subcontractor shall base all costs claimed on allocable, allowable, and reasonable expenses incurred pursuant to this contract pursuant to the provisions of Office of Management & Budget Circular (OMB) A-87. Payments will be made within thirty (30) calendar days following receipt and approval by the Lane Workforce Partnership of a written invoice on forms and with backup documentation as listed in Section C. The invoice format will be provided by the Lane Workforce Partnership.

At the discretion of the Lane Workforce Partnership, payments may be suspended, withheld, or disallowed if participant tracking documents, performance reports, or financial reports (including billings and matching share documents) are not submitted on the proper forms within the time frames specified in Sections B, C and D of this contract.

24. **Audits**

Unless otherwise directed by the Lane Workforce Partnership, Subcontractor shall arrange for the performance of a financial and compliance audit of funds received under this contract in accordance with the Office of Management and Budget (OMB) Circular A-133.

Subcontractor shall submit the report of such audit to the Lane Workforce Partnership no later than thirty (30) calendar days after receipt of the report or within one hundred twenty (120) calendar days following the close of the Subcontractor’s fiscal year, whichever is sooner.

25. **Equipment Purchase and Tracking**

Subcontractor is not authorized to purchase, lease, or otherwise expend project funds for real property acquisition unless specifically authorized to do so under Sections B and C of this contract. If so authorized, the following provisions shall apply:

- A. Subcontractor shall obtain written authorization from the Lane Workforce Partnership prior to initiating any purchase activity under this contract, which may exceed \$5,000.
- B. If equipment purchase, rent, or lease is authorized under this contract, Subcontractor shall obtain and document at least three bids or price quotations prior to purchasing, renting, or leasing items with a value of \$5,000 or more.
- C. Unless otherwise specified, ownership and title of all non-expendable personal property and equipment purchased with WIA funds is vested in the U.S. Department of Labor and/or State of Oregon. The Lane Workforce Partnership may take possession of all such equipment and property at any time during or upon termination of this contract.
- D. Subcontractor shall maintain a current inventory of all WIA property in its custody with an individual price of \$5,000 or more, and shall implement adequate maintenance procedures to keep such property in good condition. Further, Subcontractor shall conduct an annual inventory of equipment and property purchased with WIA funds and submit a list of same to the Lane Workforce Partnership with the final invoice. All property shall be insured with replacement value. All such property purchased under this contract shall be returned to the Lane Workforce Partnership within thirty (30) days after the contract has terminated.

26. **Patents and Copyrights**

All patents and copyrights pertaining to products produced with funds under this contract shall remain with the Lane Workforce Partnership.

27. **Grievance Procedure**

The Lane Workforce Partnership has established a formal dispute resolution/grievance procedure pursuant to federal and state laws. The Subcontractor agrees to participate in enforcement of the procedures and further to make available this procedure to individuals receiving funding under the Workforce Investment Act.

Subcontractor assures that they will familiarize their staff with this procedure and allow the Lane Workforce Partnership an opportunity to provide training to their staff as necessary. A copy of the procedure will be provided to Subcontractor upon execution of this contract and by this reference is incorporated into and made a part of this agreement.

28. **Corrective Action**

All activities conducted under this contract will be monitored by the Lane Workforce Partnership. In addition, the Subcontractor shall develop and maintain a mechanism for the continuous monitoring of all activities conducted pursuant to this contract.

The Lane Workforce Partnership may issue a Notice of Corrective Action for any deviations from the planned performance in Attachments, Section A and Section B. Within fifteen (15) calendar days of receipt of the Notice of Corrective Action, Subcontractor shall respond by submitting to the Lane Workforce Partnership a completed written Corrective Action Plan. The Lane Workforce Partnership will determine the appropriateness of the Subcontractor's response, and notify the Subcontractor in writing within fourteen (14) calendar days if the response is not satisfactory.

The Lane Workforce Partnership may terminate the contract, in whole or in part, if the Subcontractor fails to respond to the Notice of Corrective Action within fifteen (15) calendar days after receipt.

29. **Failure to Enforce**

Failure on the part of the Lane Workforce Partnership to enforce a provision of this contract shall not constitute a waiver of the Lane Workforce Partnership's rights to enforce such provision in the future or any remaining provision of this contract.

30. **Program Income**

In the event any or all of the activities authorized under this subcontract generates any program income, the Subcontractor shall report to the Lane Workforce Partnership the program income as a separate line item, by cost category, on the month following accrual. Program income is defined as "income received by the recipient or subrecipient directly generated by a grant or subgrant supported activity, or earned only as a result of the grant or subgrant." Such income is to be applied against the costs of the project.

31. **Implementation of the Workforce Investment Act** (Public Law 105-220)

This contract, its Exhibits, Attachments, Endorsements, Changes or References incorporated, is authorized under the federal Workforce Investment Act of 1998, as amended (Public Law 105-220). The Subcontractor understands and agrees that modifications to this agreement will be necessary throughout the contract period as federal, state or local laws, rules, regulations or local ordinances necessitate change under this implementation. The Subcontractor is notified that such changes shall be either bilaterally agreed upon or unilateral, as necessary pursuant to Section 9 above.

32. **Notices**

Any notice required by the terms of this Contract to be given by one party to the other or desired so to be given, must be in writing and placed in a sealed envelope, deposited in the U.S. Mail with postage fully prepaid, and, if intended for the Subcontractor, then addressed to the Subcontractor's address listed above. Any such notice shall be deemed conclusively to have been received by the addressee listed herein three (3) calendar days after the deposit in said U.S. Mail.

33. **Compliance with Applicable Law**

Notwithstanding any other provision of this contract, Subcontractor will comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Subcontract. Without limiting the generality of the foregoing, Subcontractor expressly agrees to comply with: (i) Title IV of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

Subcontractor's performance under this contract is conditioned upon compliance with the provisions of ORS 279B.220, ORS 279B.020, ORS 279B.235, ORS 279B.230 and ORS 279B.270, which are incorporated by reference herein. Subcontractor will ensure that the language "equal opportunity employer/program" and "auxiliary aids and services are available upon request to individuals with disabilities" in English **and Spanish** appear on each work product. Subcontractor will ensure that it does not discriminate on the basis of any of the protections covered by the Workforce Investment Act and described at 29 CFR, Part 37.

Additionally, the following special terms apply to this contract promulgated by the funding source and cited Federal Code:

- A. 20 CFR 667.200 (g) *Nepotism*. No individual may be placed in a WIA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.
- B. 20 CFR 667.260 *Construction, purchase and renovation of real property*: Notwithstanding the exceptions listed in subsection 260 (b-d), WIA Title I funds provided under this contract must not be spent for construction or purchase of facilities without prior approval from the agency.
- C. 20 CFR 667.264 *Prohibited activities*: WIA Title I funds must not be spent on: (1) The wages of incumbent employees during their participation in economic development activities provided through a Statewide workforce investment system (WIA Sec. 181 (b)(1).); (2) Public service employment, except to provide disaster relief employment, as specifically authorized in Section 173(d) of WIA (WIA, Sec. 195 (10)); (3) Expenses prohibited under any other Federal, State or local law regulation. WIA funds must not be used for foreign travel. (WIA Sec. 181 (e))
- D. 20 CFR 667.266 *Limitations on sectarian activities*: WIA title I financial assistance cannot be spent in the sectarian employment or the sectarian training of a participant.
- E. 20 CFR 667.268 *Business relocation service prohibitions*: (1) WIA funds may not be used or proposed to be used for: the encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location; (2) no customized training, skill training or on-the-job training or company-specific assessments of job applicants or employees of a business or part of a business that has relocated from any location in the United States, may be provided until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his or her job at the original location.

LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION B.
PROJECT DESCRIPTION

1. Executive Summary

This contract between The Lane Workforce Partnership and Lane County is funded through Title 1b of the Workforce Investment Act of 1998. The Workforce Investment Act calls for the delivery of workforce development services to adult and dislocated workers in Lane County through a one-stop career center system.

On July 1, 2000 under the direction of the Lane Workforce Partnership board of directors a system of services as defined in the Workforce Investment Act began to be delivered. This system is called WorkSource Lane and is an alliance of the following organizations:

- Department of Human Services
- Oregon Employment Department
- Lane Community College
- Lane Workforce Partnership
- Office of Vocational Rehabilitation Services

Through a Memorandum of Understanding the above alliance formed a Consortium and was designated as the One-Stop Operator for Lane County.

Under the direction of the Lane Workforce Partnership Board of Directors, WorkSource Lane is dedicated to assisting employers recruit and retain employees, and to help individuals learn new skills, find employment, and progress in their careers.

2. Program Overview

The subcontractor will provide the following services at WorkSource Lane, located at 2510 Oakmont Way, Eugene OR 97401:

- Service tracking and performance management in the Workforce Investment Act Management Information System (I-Trac) of all customers participating in WorkSource Lane program services
- Collection and maintenance of all required WIA title 1b eligibility and data validation documentation in accordance with the Lane Workforce Partnership *Workforce Investment Act Title 1b Eligibility Documentation Collection and Storage Policy*
- Orientation to information and services provided by the WorkSource Lane Center
- Delivery of WorkSource Lane services in accordance with the *Integrated Services Delivery Manual*.
- **Career Navigation** services to include information and assistance on:
 - High demand/High wage employment
 - Specific occupation education requirements
 - Specific occupational career pathways
 - Education planning & guidance
 - Developing an Individual Employment Plan (IEP)
 - On-the-Job training plan development and placement assistance
 - Work Ready Community Initiative
 - The National Career Readiness Certificate (NCRC)
 - Budgeting/Funding Assistance and Information

- WIA Training Scholarship application process and submission guidelines
- Trade Act Training Funds
- Pell Grant/Financial Aid information
- Information and access to specialized grant opportunities in Lane County (i.e. AARP Foundation Grants)

3. **Client Training Services**

Workforce Investment Act Scholarship Awards:

The Workforce Investment Act Scholarships are targeted to eligible adults and dislocated workers who have demonstrated that they do not have the education or transferable skills to earn self sufficient wages. Training scholarships may be provided to individuals who meet the following criteria:

- Determined eligible to receive WIA funds (through automated eligibility system)
- Earned a National Career Readiness Certificate (NCRC)
- Completed the WIA Scholarship Application
- Demonstrated knowledge of the chosen training occupation
- Documented the opportunity to earn higher wages in the new occupation
- Documented the ability to financially complete training if WIA funds do not fully cover the entire cost of the training program

4. **Support Services**

Support services will only be provided to individuals who have been awarded training funds. All support services will be provided in accordance with the Lane Workforce Partnership support service policy.

5. **On-the-Job Training**

The purpose of the One-the-Job Training (OJT) program is to assist businesses in training and retraining skilled, productive workers. It is a hire first activity. On-the-Job trainings may be used to help train newly hired employees or current employees who meet Workforce Investment Act eligibility guidelines. On-the-Job training plans are specific to the trainee and tailored to the skill sets demanded by the job.

OJT placements will be made in accordance with the Lane Workforce Partnership OJT development manual.

6. **Rapid Response**

Rapid response is a service delivered to Lane County businesses that have provided notification of a lay-off or closure. Services vary depending on the type of lay-off, the number of individuals affected, and the time made available to deliver services.

The following describes the sequence of Pre-Layoff/Rapid Response activities that may be provided:

1. Initial Notification of Layoff or Closure - The pre-layoff process begins when the DW Unit local or state liaison receives a formal WARN notice or similar information through informal channels (e.g., a phone call or newspaper article). State and local DW Staff will make contact and share information of layoff/closure via phone or email with state or local partners.

2. Initial On-Site Meeting with Company Representative and Worker Representative. The goal is to complete the investigation and be onsite with the company within 48 hours, where practical.
3. Transition Team – If time allows and staff are notified prior to the lay-off or closure, a transition team should be established to assist in the delivery of re-employment/transitional services. The transition team should be comprised of:
 - Employer representative(s);
 - Employee representative(s);
 - Local and/or State Liaison(s);
 - Union representative and/or Labor Liaison (if applicable).
4. Employee Survey - A survey of the workers is conducted to obtain their direct input concerning the types of services they would like to see made available.
5. Employee Information session - Ideally, members of the Local DW and/or the State DW Unit coordinate these sessions at the worksite.
6. Pre-Layoff Services Planning - Information gathered from employees, company management, and the union (if applicable) will determine the plan for services to affected workers.
7. Employer Feedback – Follow up

7. System Performance

The following tables outline the performance that is being reported to the Department of Labor for the 2013/2014 program year and the contracted performance for the 2014/2015 program year:

Entered Employment Rate	13/14 Plan	13/14 Actual	14/15 Plan
Adults	55.6%	57.1% (represents 7,767 people)	55.6%
Dislocated Workers	54.3%	57.6% (represents 6,331 people)	54.3%

Retention Rate	13/14 Plan	13/14 Actual	14/15 Plan
Adults	83.5%	83.3%	83.5%
Dislocated Workers	84.5%	84.5%	84.5%

Average Earnings (over 6 mo. Period)	13/14 Plan	13/14 Actual	14/15 Plan
Adults	12,647	12,597	12,647
Dislocated Workers	12,830	12,689	12,830

On-the-Job Training Performance

Title	Minimum Number Placed 14/15	Training Completion Rate	90 Day Retention Rate = Entered Employment
Back-to-Work Oregon	52	95%	95% of training completers
Dislocated Worker (includes DLW-NEG)	26	95%	95% of training completers
Adult	25	95%	95% of training completers

WIA Training Scholarship Performance

Entered Employment Rate	13/14 Plan	13/14 Actual	14/15 Plan
Adults	58%	77.8%	75%
Dislocated Workers	58%	76.7%	75%

Retention Rate	13/14 Plan	13/14 Actual	14/15 Plan
Adults	84%	83.3%	84%
Dislocated Workers	84%	84.5%	84%

Average Earnings (over 6 mo. Period)	13/14 Plan	13/14 Actual	14/15 Plan
Adults	14,200	14,197	14,200
Dislocated Workers	14,200	13,331	14,200

8. Success Stories

The subcontractor will include a success story with its monthly invoice in each of the following areas:

- On-the-Job Training
- Scholarship training related placement

In addition the contractor will submit a monthly summary of Rapid Response activities.

**LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION C.**

FISCAL PROVISIONS & APPROVED PROJECT BUDGET

1. Costs for Which Payment Shall be Made

Only allocable and allowable costs paid out by the Subcontractor, which are based on benefit received associated with the activities and services delineated in Section B shall be reimbursed to the Subcontractor.

The allocation of funding under this contract shall be initially limited as follows:

a. Adults	\$618,735
b. Dislocated Workers	\$478,042
c. Back to Work Oregon	\$204,215
Total:	\$1,300,992

Any subsequent modification to the amount of this contract shall be without regard to this paragraph.

2. Expenditure of Funds

The Subcontractor shall expend funds under this contract in accordance with the following requirements. For the purposes of this contract, the Subcontractor may move up to 15% of budgeted funds between line items to cover unanticipated over-expended line items. Such movement of funds is to be approved in writing *and in advance* by Lane Workforce Partnership. Funds shall not be moved between the budgeted amounts in Section C, paragraph 1. For purposes of this Section, written consent is defined as formal business correspondence on letterhead stationary signed by the Lane Workforce Partnership Executive Director or designee.

3. Billings

The subcontractor shall bill the Lane Workforce Partnership on forms in a format approved by the Workforce Partnership within 20 calendar days following the month in which expenses are incurred. The Subcontractor shall add *accruals* to their invoice of actual and allocable costs incurred, but not yet paid in accordance with United States Department of Labor Training & Employment Guidance Letter (TEGL) 16-99 Change 1. Estimates of anticipated expenses are strictly prohibited under this contract. Only obligations, expenses or accruals which are budgeted in this contract will be shown on the Subcontractor's invoice. In addition, all costs claimed for reimbursement will be posted to the budgeted cost categories, cost objectives and line items.

4. Final Invoice Documentation

a. The Subcontractor shall submit a final invoice (marked FINAL) which will be the final accounting of all accrued and actual expenditures under this Contract and on forms provided or authorized by Lane Workforce Partnership. No further costs to this contract will be made by Lane Workforce Partnership. This final invoice is due to Lane Workforce Partnership no later than 45 calendar days following the end of the fiscal year or 45 calendar days following the

actual termination date of this agreement. The Subcontractor shall, at all times, maintain records which discretely identify the source and expenditures of funds under this agreement.

- b. The Subcontractor shall retain original procurement documentation, including proof of payment or properly posted accrued liabilities. Procurement documentation shall include canceled checks, invoices annotated with date paid, check number and initials, annotated receipts, payroll ledgers, and/or accounts payable ledgers. Documentation shall be annotated with a Project Budget line item reference. Documentation of costs which are allocable to more than one line item and/or which are only partially allocable to the Project Budget shall be annotated with amounts allocated to each source. Reimbursement requests shall be made only within the limits of the Project Budget line items.

APPROVED PROJECT BUDGET

	WIA Adult Costs	WIA DLW & NEG DW Costs	Back to Work Oregon Costs
Staff Wages/Fringe	348,362.50	234,243.75	18,018.75
Client Materials & Supplies	2,249.82	1,512.81	116.37
Client Support Services (Childcare & Mileage)	20,000.00	20,000.00	0.00
Client Training Services	80,000.00	80,000.00	0.00
Client On-the-Job Training	89,250.00	89,250.00	182,000.00
Staff Materials & Supplies	11,150.50	7,497.75	576.75
Lane County Charges	63,906.72	42,971.76	3,305.52
Staff Travel & Training	3,815.82	2,565.81	197.37
TOTAL ALL COSTS	618,735.36	478,041.88	204,214.76

LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION D.
SPECIAL PROVISIONS

1. Lane Workforce Partnership will provide guidance and familiarization with the terms and conditions of this subcontract including requirements in fiscal, data management and program requirements as necessary.
2. Subcontractor staff shall submit quarterly reports to the Lane Workforce. The Subcontractor shall also submit a final report no later than 20 days after the end date of this contract, if requested by the Lane Workforce Partnership. The final report shall contain the following information: actual number of enrollments; actual number of exits and reasons for exits; a demographic breakdown of participants showing numbers according to age, gender, race, residence, educational status, and success stories; narrative describing successes achieved by youth served under this contract.
3. The Subcontractor shall file a list of names and addresses of the Subcontractor's board members with the Lane Workforce Partnership.

4. Advertising and Classroom Curriculum Materials

All advertisements, publicity and promotion for the program funded under this contract must be approved prior to use and must include a statement indicating funding is provided by the Lane Workforce Partnership. All classroom curriculum materials outside of regular education curricula used by Subcontractors must be submitted to the Lane Workforce Partnership for review and approval prior to the use of these materials in a classroom setting. All advertising, publicity and promotion for the program must meet the strict provisions of Office of Management and Budget Circular (OMB) A-87.

5. Representations and Warranties

The Subcontractor represents and warrants to the Lane Workforce Partnership that (1) the Subcontractor has the power and authority to enter into and perform this contract; (2) this contract, when executed and delivered, shall be a valid and binding obligation of the Subcontractor enforceable in accordance with its terms; (3) the work under this contract shall be performed in accordance with the highest professional standards; (4) the Subcontractor shall, at all times during the term of this contract, be qualified, professionally competent, and duly licensed to perform the work.

6. Implementation of Workforce Investment Act. (Public Law 105-220)

This contract, its Exhibits, Attachments, Endorsements, Changes or Incorporated References is authorized under the federal Workforce Investment Act of 1998 (Public Law 105-220). The Subcontractor understands and agrees that modifications will be necessary to this agreement throughout the contract period as federal and state laws, rules and regulations or local ordinances change attendant to this implementation. The Subcontractor agrees that such changes shall be either bilaterally agreed upon or unilateral, as necessary pursuant to Section A, Paragraph 9 of this contract.

LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION E.
CERTIFICATION REGARDING DEBARMENT

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this document, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Subcontractor Name and Title

Signature Date

(Instructions on following page)

Instructions for Debarment Certification

1. By signing and submitting this document, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred", "suspended", "Ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION F.
CERTIFICATION REGARDING LOBBYING

Certification Regarding Lobbying
Lower Tier Covered Transactions

This certification is required by the regulations implementing The Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 90, Section 319 of which amended Title 31, United States Code by adding a new section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." The regulations were published as Part III of the February 26, 1990 Federal Register (pages 6736-6756).

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant, contract, loan, or cooperative agreement funding this contract, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards to all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Subcontractor Name and Title

Signature

**LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION G.**

CERTIFICATION OF COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, the cost or pricing data, submitted in writing to the Lane Workforce Partnership in support of this project, are accurate, complete, and current as of the date of signing below:

Organization _____

Name _____

Title _____

Date of Execution _____

CONTRACT FOR EMPLOYMENT AND TRAINING SERVICES
under the
WORKFORCE INVESTMENT ACT of 1998

This contract is authorized by the Workforce Investment Act of 1998 as amended, and is made and entered into between the Lane Workforce Partnership, 1500 Valley River Drive, Suite 150, Eugene, Oregon 97401, an ORS 190 and Chapter 65 organization, and

Name/Address of Subcontractor

hereinafter referred to as "Subcontractor."

The purpose of this contract is to provide workforce development services in accordance with the Workforce Investment Act of 1998, as amended.

In consideration for the services to be provided by the Subcontractor for the period beginning July 1, 2011, through June 30, 2012, the Subcontractor will be paid an amount up to _____ on a cost-reimbursement basis.

Total amount of this contract shall not exceed \$ _____.

The parties, by their signatures, agree to comply with all the terms of this contract, including those sections and attachments listed below.

- Section A. General Provisions
- Section B. Project Description
- Section C. Fiscal Provisions and Budget
- Section D. Special Provisions
- Section E. Certification Regarding Debarment
- Section F. Certification Regarding Lobbying
- Section G. Certification of Cost/Pricing Data Form
- Section H. Monthly Expenditure Plan
- Section I. Monthly Registration Plan

LANE WORKFORCE PARTNERSHIP

NAME OF SUBCONTRACTOR

Signature Date

Chuck Forster, Executive Director

93-0886373
Federal ID Number

Signature Date

Print Name and Title

Federal ID Number

APPROVED AS TO FORM:

Brian M. Thompson, LWP Attorney
September 8, 2011

LANE WORKFORCE PARTNERSHIP CONTRACT
SECTION A.
GENERAL PROVISIONS

1. **Authority to Contract** ORS Chapter 190

Subcontractor certifies that it possesses the legal authority under the Laws of the State of Oregon to enter into this contract by approval of its governing board, which has authorized the execution of this contract.

2. **Debarment** 20 CFR 667.200 (e)

The Subcontractor, as a recipient of any federal assistance funds, whether all or part of the funds are provided by the Lane Workforce Partnership, certified by signature of this contract that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

3. **Project Coverage**

The Subcontractor shall operate the WIA project and services described in Section B.

4. **Compliance**

The Subcontractor agrees to adhere to and comply with all applicable local, State or Federal laws, rules and regulations, ordinances including the federal grant under which this program or project is funded; and any promulgated requirements of the Office of Community Colleges and Workforce Development (OCCWD). The Subcontractor further agrees to comply with the management policies and program controls of the Lane Workforce Partnership implemented to carry out this program or project.

The Subcontractor shall comply with the Workforce Investment Act (WIA) as amended, including the implementing regulations found in the Code of Federal Regulations (CFR) under Title 29.

5. **Indemnity Clause** PL 105-220 Sec. 184; 20 CFR Subpart G.

To the extent permitted by the Oregon Constitution, Article XI, Sections 7 and 10, and to the extent permitted by the Oregon Tort Claims Act, Subcontractor agrees to indemnify, defend, and hold Lane Workforce Partnership and its Board of Directors, Lane County, the Cities of Eugene and Springfield, their agents, officers and employees, harmless from all damages, losses and expenses including (but not limited to) attorney fees, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from the other party's negligence in the performance of or failure to perform under this subcontract. Either party to this subcontract shall not be required to indemnify or defend the other party for any liability arising out of wrongful acts of its own officers, employees or agents.

Any act or omission by Subcontractor, which results in repayment of funds to the funding source, shall be the responsibility of the Subcontractor. Subcontractor agrees to repay such funds.

6. **Records Control** PL 105-220 Sec. 185; 29 CFR 97.42 & 29 CFR 95.53; ORS Chapter 192; OCCWD Policy 589-40.4

- A. The Subcontractor shall establish, maintain and safeguard all participant files, fiscal records, project records and documents, including any and all personal participant identification data stored on laptops, desktop computers and/or file servers. Records must be sufficient to justify all payments claimed and paid under this contract. Participant files and records will be returned to the Lane Workforce Partnership for storage of the required records retention period. Subcontractor's financial and other project records will be maintained by Subcontractor for a period of five (5) years and sixty (60) days from the end of the program year in which the activities covered under this contract have taken place, or in the event of an audit or other lawfully implemented investigation, until the audit or investigation is resolved, whichever is longer. Records retention is subject to the appropriate provisions of Oregon Administrative Rules Chapter 166 regarding records retention.

In the event the Subcontractor is unable to keep records for the full time, Subcontractor shall notify the Lane Workforce Partnership, who shall make provision for the required retention of the records.

Subcontractor shall not transmit or allow to be transmitted, any personal participant identification data including participant Social Security numbers over any non-secure network, including the World Wide Web (Internet).

- B. At any time during normal business hours and as often as the Lane Workforce Partnership shall deem necessary, the Subcontractor shall make available for examination of all its records relating to all matters covered by this contract. The Lane Workforce Partnership, the Oregon State Office of Community Colleges and Workforce Development, the U.S. Department of Labor, the Comptroller General of the United States, their duly authorized representatives, or representatives of other funding sources contributing through the Lane Workforce Partnership to activities under this contract shall have the authority to audit, examine, and make excerpts or transcripts from any books, documents, papers, records, files, forms, or other documents of the Subcontractor, which are necessary to permit tracing of participant activity and funds to a level of expenditure adequate to insure that the funds have not been spent unlawfully, and to determine compliance with all applicable rules and regulations, and the provisions of this contract, including the proper allocation of costs to this contract.
- C. The Subcontractor shall provide to the Lane Workforce Partnership upon request, sufficient staff time necessary to aid in the performance of contract-related (a) project research, (b) project evaluation, (c) project monitoring, and (d) completion of project fiscal review and audits.

7. **Subcontracting**

Subcontractor shall not assign or subcontract in whole or in part any contractual duties unless:

- A. Section B provides for subcontracting, or
- B. The Lane Workforce Partnership has provided advance written approval of subcontracting.

8. **Termination Clauses**

A. Termination for Cause

The Lane Workforce Partnership retains the right to suspend funds and activities under this contract and to terminate this contract in whole or in part for cause and without notice.

Any such termination of this contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

B. Other Terminations

Either party to this contract may elect to terminate the contract without cause upon providing written notice of intent to terminate to the other party thirty (30) calendar days prior to the date of such termination.

The Lane Workforce Partnership may terminate this contract effective upon written notice to the Subcontractor, or at such later date as may be established by the Lane Workforce partnership, under any of the following conditions:

- i. If the Lane Workforce Partnership's funding from federal, state, or other sources is not obtained and/or sustained at levels sufficient to allow for purchase of services as specified herein, then this contract may be terminated or modified to accommodate a reduction in funds. All allocable and allowable costs incurred by the Subcontractor under the terms of this contract shall be reimbursed up to and including the date of notice provided for herein.
- ii. If federal and state regulations or guidelines are modified, changed, or interpreted in such a way that services are no longer allowable or appropriate for purchase under this contract or the Lane Workforce Partnership is no longer eligible for the funding proposed for payment as authorized by this contract.
- iii. If any license or certificate required by law or regulation to be held by the Subcontractor to provide the services required by this contract is for any reason denied, revoked, or not renewed.

9. **Modifications**

- A. It is a condition for receipt of funding under the terms of this contract that the Subcontractor agrees to accept unilateral modifications to this agreement whenever there has been a change in any Federal statute, rule, regulation, order, or other relevant authority under which this document is written.
- B. Subcontractor may request a modification to this contract, which shall be subject to the approval of the Lane Workforce Partnership. All requested Contract Modifications must be presented in writing to the Lane Workforce Partnership no later than fifteen (15) calendar days prior to the beginning of the affected quarter. All Contract Modifications shall be within the sole discretion of the Lane Workforce Partnership.
- C. Subcontractor must receive prior written approval from the Lane Workforce Partnership for a Contract Modification prior to initiating changes in program design and/or program objectives.
- D. The Lane Workforce Partnership may require a Contract Modification when expenditures of a line item within a program component deviate from the approved planned budget.

- E. The Lane Workforce Partnership may issue Contract Modifications, including unilateral Contract Modifications, under the following circumstances:
- i. To incorporate administrative changes into the contract;
 - ii. When authorized to do so by federal or state law, rule, regulation, or terms of this contract;
 - iii. When there has been a change in any federal or state statute, rule, regulation, order or other relevant authority;
 - iv. As necessary to implement policy.
- F. Contract modifications shall not become a part of this contract until they are signed and executed by the Lane Workforce Partnership.

Nothing in this section shall be construed to allow expenditures under this contract to exceed the total dollar amount authorized by this contract.

Contract Modifications will follow rules and procedures established by the Lane Workforce Partnership to comply with U.S. Department of Labor requirements.

- G. Subcontractor assures that any and all subcontracts or agreements entered into as a result of this contract shall contain the provision found in paragraph A. above.

10. **Nondiscrimination and Accessibility** PL 105-220 Sec. 188; 29CFR Part 34; ORS Ch. 659

Subcontractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (WIA), including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR, Part 34. The United States has the right to seek judicial enforcement of this assurance. Subcontractor will not discriminate against, nor deny employment or services to any person on the grounds of race, creed, color, religion, sex, national origin, marital status, expunged juvenile record, age (except as provided by WIA regulations), disability, citizenship, or political affiliation or belief.

Additionally, Subcontractor shall comply with the accessibility provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

11. **Collective Bargaining Agreements**

Subcontractor certifies that this contract does not violate any collective bargaining agreements to which it is a party.

12. **Reference Documents**

The Lane Workforce Partnership will provide upon request, within (30) thirty days following execution of this contract, guidance to the Subcontractor on how to obtain copies of WIA laws, regulations and other WIA issuances referenced in this document.

13. **Certificates of Insurance**

As evidence of the insurance coverages required by this contract, Subcontractor shall furnish a certificate of insurance to the Lane Workforce Partnership. The certificate shall specify parties who are Additional Insureds and must include a notice provision regarding cancellation. Insurance coverages required under this contract shall be obtained from insurance companies authorized to do business in the State of Oregon. If Subcontractor is self-insured under the laws of the State of Oregon, Subcontractor shall provide appropriate declarations of coverage.

Subcontractor shall not cancel, materially change, or not renew insurance coverages affecting this contract. Subcontractor shall notify the Lane Workforce Partnership, in writing, of any material reduction or exhaustion of aggregate limits. Should any policy be canceled before final payment by the Lane Workforce Partnership to the Subcontractor, and should Subcontractor fail to immediately procure other insurance as specified, the Lane Workforce Partnership reserves the right to procure such insurance and to deduct the cost thereof from any sum due Subcontractor under this contract. Failure to maintain the insurances coverages required herein may result in termination of the contract. Any certificate of insurance required under this contract shall specify parties who are Additional Insureds and must include a provision requiring notice to the Lane Workforce Partnership in the event of cancellation.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Subcontractor's responsibility for payment of damages resulting from Subcontractor's operation under this contract.

14. **Insurance Coverages Required:**

Unless otherwise modified by the Lane Workforce Partnership Risk Manager, the Subcontractor shall provide all insurance as stipulated in this section. Subcontractor shall not commence any work until Subcontractor obtains, at Subcontractor's own expense, all required insurance as specified below. Such insurance must have the approval of the Lane Workforce Partnership as to limits, form, and amount. The types of insurance Subcontractor is required to obtain or maintain for the full period of the contract are as follows:

1. Commercial General Liability insurance, including contractual liability coverage with limits no less than \$1,000,000 combined single limit;
2. Automobile Liability Insurance, comprehensive form, with limits not less than \$500,000 combined single limit when using motor vehicles in performance of actions authorized under this contract;
3. Worker's compensation coverage consistent with the laws of the State of Oregon.
4. A fidelity or surety bond shall be purchased by the Subcontractor at the Subcontractor's own expense in an amount to exceed the total amount of cash on hand at any time provided under this contract. The bond shall cover all persons who handle funds provided under this contract and shall extend beyond the contract termination dates to the contract closeout date.

5. Additional Insureds Clause. The liability insurance coverages required for the performance of this contract shall be endorsed to name Lane Workforce Partnership, Lane County, the Cities of Eugene and Springfield, their Commissioners, officers, agents and employees as additional insureds with respect to the activities performed under this contract.

15. **Participant Clauses**

The following clauses shall apply to applicants for and participants in WIA-sponsored programs:

1. Participants shall not be employed on the construction, operation, or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place for religious worship nor shall they be involved in political, religious, or labor union activity, which would violate federal law (PL 105-220).
2. Subcontractor agrees that all WIA participant grievances initiated as a result of the Workforce Investment Act program or this contract shall be received and resolved in accordance with the Lane Workforce Partnership Grievance Procedure. Subcontractor shall abide by the final determinations issued under the Lane Workforce Partnership Grievance Procedure.
3. If disclosure of participant records is requested by any person not listed in Section 6, Paragraph B., the current Lane Workforce Partnership confidentiality standards shall apply. If the Subcontractor has more restrictive confidentiality provisions, which are mandated by law, the more restrictive provisions shall control.

The provisions of the Department of Community Colleges & Workforce Development Policy Number 589-40.4, as amended, shall apply to the disclosure and public access of participant records and/or information (ORS 660.339).

4. The Subcontractor shall provide a non-hazardous, safe work or instructional environment for participants in accordance with state and federal law.
5. Subcontractor shall ensure this contract does not result in displacement of any of its current employees or substitution of laid-off employees by participants.
6. Any eligible applicant for service who cannot be served by the Subcontractor shall be referred to other appropriate programs. Subcontractor will maintain documentation on these referrals, including participant name, service sought, date, method and name of referral.

16. **Workers' Compensation** ORS 656.017

The Subcontractor and its subcontractors, if any, are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. The Subcontractor is also an independent subcontractor for purposes of the Oregon Workers' Compensation law and is solely liable for Workers' Compensation coverage under this contract.

Unless specified elsewhere, when Subcontractor places or employs participants in unsubsidized jobs, the participants shall be provided with workers' compensation coverage, benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

17. **Tax laws, MBE/WBE** ORS 279A.110 and ORS 305.380

By execution of this contract, Subcontractor certifies under penalty of perjury that:

- A. To the best of Subcontractor's knowledge, Subcontractor is not in any violation of any tax laws described in ORS 305.380 (4); and
- B. Subcontractor has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.

18. **Drug Free Workplace** (E.O. 12549; Sec. 5151-5160 Public law 100-690, Title V, Subpart D; 41 U.S.C. 701 *et seq.*) and (29 CFR 98.600).

Subcontractor certifies that it has adopted and instituted a policy to insure a drug-free workplace.

19. **Responsibility for Taxes, Unemployment Insurance, Workers' Compensation Coverage** ORS 30.265, ORS Ch.279B

The service or services to be rendered under this contract are those of an independent Subcontractor who is not an officer, employee or agent (as those terms are used in ORS 30.265) of the Lane Workforce Partnership or of Lane County. Subcontractor is solely liable for any workers' compensation coverage, Social Security, unemployment insurance, retirement payments, and federal or state taxes due as a result of payments under this contract. Any subcontractor hired by Subcontractor shall be similarly responsible.

20. **Conflict of Interest** (ORS Chapter 244) and (29 CFR 95.42 and 29 CFR 97.36 (b)(3))

Subcontractor, its officers, employees or agents, shall avoid all activities, which constitute an improper conflict of interest under local, state or federal law or regulations.

21. **Certification Regarding Lobbying** 31 U.S.C. Sec. 1352

Subcontractor certifies that no federal appropriated funds have been paid or will be paid to any person, by and on behalf of the Subcontractor, or influencing or attempting to influence an officer or employee of an agency, a Member of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subcontractor shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Subcontractor shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

22. **Publicity and Public Information**

All written, magnetic media, or electronic information related to the services provided pursuant to this contract will be reviewed and approved by the Lane Workforce Partnership prior to distribution to the media or directly to the general public, another agency or governmental audience. Whether such information is solicited or unsolicited, the Subcontractor shall acknowledge and name the Lane Workforce Partnership as the sponsoring agency for the services provided through this contract.

All advertisements or recruitment materials must contain the following statement: "An Equal Opportunity/Affirmative Action employer. Auxiliary aids and services are available upon request to individuals with disabilities."

23. **Billings and Payments to Subcontractor**

The Lane Workforce Partnership shall reimburse the Subcontractor, upon submittal and approval by the Lane Workforce Partnership, of a written invoice. Subcontractor shall base all costs claimed on allocable, allowable, and reasonable expenses incurred pursuant to this contract pursuant to the provisions of Office of Management & Budget Circular (OMB) A-87. Payments will be made within thirty (30) calendar days following receipt and approval by the Lane Workforce Partnership of a written invoice on forms and with backup documentation as listed in Section C. The invoice format will be provided by the Lane Workforce Partnership.

At the discretion of the Lane Workforce Partnership, payments may be suspended, withheld, or disallowed if participant tracking documents, performance reports, or financial reports (including billings and matching share documents) are not submitted on the proper forms within the time frames specified in Sections B, C and D of this contract.

24. **Audits**

Unless otherwise directed by the Lane Workforce Partnership, Subcontractor shall arrange for the performance of a financial and compliance audit of funds received under this contract in accordance with the Office of Management and Budget (OMB) Circular A-133.

Subcontractor shall submit the report of such audit to the Lane Workforce Partnership no later than thirty (30) calendar days after receipt of the report or within one hundred twenty (120) calendar days following the close of the Subcontractor's fiscal year, whichever is sooner.

25. **Equipment Purchase and Tracking**

Subcontractor is not authorized to purchase, lease, or otherwise expend project funds for real property acquisition unless specifically authorized to do so under Sections B and C of this contract. If so authorized, the following provisions shall apply:

- A. Subcontractor shall obtain written authorization from the Lane Workforce Partnership prior to initiating any purchase activity under this contract, which may exceed \$5,000.
- B. If equipment purchase, rent, or lease is authorized under this contract, Subcontractor shall obtain and document at least three bids or price quotations prior to purchasing, renting, or leasing items with a value of \$5,000 or more.

- C. Unless otherwise specified, ownership and title of all non-expendable personal property and equipment purchased with WIA funds is vested in the U.S. Department of Labor and/or State of Oregon. The Lane Workforce Partnership may take possession of all such equipment and property at any time during or upon termination of this contract.
- D. Subcontractor shall maintain a current inventory of all WIA property in its custody with an individual price of \$5,000 or more, and shall implement adequate maintenance procedures to keep such property in good condition. Further, Subcontractor shall conduct an annual inventory of equipment and property purchased with WIA funds and submit a list of same to the Lane Workforce Partnership with the final invoice. All property shall be insured with replacement value. All such property purchased under this contract shall be returned to the Lane Workforce Partnership within thirty (30) days after the contract has terminated.

26. **Patents and Copyrights**

All patents and copyrights pertaining to products produced with funds under this contract shall remain with the Lane Workforce Partnership.

27. **Grievance Procedure**

The Lane Workforce Partnership has established a formal dispute resolution/grievance procedure pursuant to federal and state laws. The Subcontractor agrees to participate in enforcement of the procedures and further to make available this procedure to individuals receiving funding under the Workforce Investment Act.

Subcontractor assures that they will familiarize their staff with this procedure and allow the Lane Workforce Partnership an opportunity to provide training to their staff as necessary. A copy of the procedure will be provided to Subcontractor upon execution of this contract and by this reference is incorporated into and made a part of this agreement.

28. **Corrective Action**

All activities conducted under this contract will be monitored by the Lane Workforce Partnership. In addition, the Subcontractor shall develop and maintain a mechanism for the continuous monitoring of all activities conducted pursuant to this contract.

The Lane Workforce Partnership may issue a Notice of Corrective Action for any deviations from the planned performance in Attachments, Section A and Section B. Within fifteen (15) calendar days of receipt of the Notice of Corrective Action, Subcontractor shall respond by submitting to the Lane Workforce Partnership a completed written Corrective Action Plan. The Lane Workforce Partnership will determine the appropriateness of the Subcontractor's response, and notify the Subcontractor in writing within fourteen (14) calendar days if the response is not satisfactory.

The Lane Workforce Partnership may terminate the contract, in whole or in part, if the Subcontractor fails to respond to the Notice of Corrective Action within fifteen (15) calendar days after receipt.

29. **Failure to Enforce**

Failure on the part of the Lane Workforce Partnership to enforce a provision of this contract shall not constitute a waiver of the Lane Workforce Partnership's rights to enforce such provision in the future or any remaining provision of this contract.

30. **Program Income**

In the event any or all of the activities authorized under this subcontract generates any program income, the Subcontractor shall report to the Lane Workforce Partnership the program income as a separate line item, by cost category, on the month following accrual. Program income is defined as "income received by the recipient or subrecipient directly generated by a grant or subgrant supported activity, or earned only as a result of the grant or subgrant." Such income is to be applied against the costs of the project.

31. **Implementation of the Workforce Investment Act** (Public Law 105-220)

This contract, its Exhibits, Attachments, Endorsements, Changes or References incorporated, is authorized under the federal Workforce Investment Act of 1998, as amended (Public Law 105-220). The Subcontractor understands and agrees that modifications to this agreement will be necessary throughout the contract period as federal, state or local laws, rules, regulations or local ordinances necessitate change under this implementation. The Subcontractor is notified that such changes shall be either bilaterally agreed upon or unilateral, as necessary pursuant to Section 9 above.

32. **Notices**

Any notice required by the terms of this Contract to be given by one party to the other or desired so to be given, must be in writing and placed in a sealed envelope, deposited in the U.S. Mail with postage fully prepaid, and, if intended for the Subcontractor, then addressed to the Subcontractor's address listed above. Any such notice shall be deemed conclusively to have been received by the addressee listed herein three (3) calendar days after the deposit in said U.S. Mail.

33. **Compliance with Applicable Law**

Notwithstanding any other provision of this contract, Subcontractor will comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Subcontract. Without limiting the generality of the foregoing, Subcontractor expressly agrees to comply with: (i) Title IV of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

Subcontractor's performance under this contract is conditioned upon compliance with the provisions of ORS 279B.220, ORS 279.020, ORS 279B.235, ORS 279B.230 and ORS 279B.270, which are incorporated by reference herein. Subcontractor will ensure that the language "equal opportunity employer/program" and "auxiliary aids and services are available upon request to individuals with disabilities" in English **and Spanish** appear on each work product. Subcontractor will ensure that it does not discriminate on the basis of any of the protections covered by the Workforce Investment Act and described at 29 CFR, Part 37.

Additionally, the following special terms apply to this contract promulgated by the funding source and cited Federal Code:

- A. 20 CFR 667.200 (g) *Nepotism*. No individual may be placed in a WIA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.
- B. 20 CFR 667.260 *Construction, purchase and renovation of real property*: Notwithstanding the exceptions listed in subsection 260 (b-d), WIA Title I funds provided under this contract must not be spent for construction or purchase of facilities without prior approval from the agency.
- C. 20 CFR 667.264 *Prohibited activities*: WIA Title I funds must not be spent on: (1) The wages of incumbent employees during their participation in economic development activities provided through a Statewide workforce investment system (WIA Sec. 181 (b)(1).); (2) Public service employment, except to provide disaster relief employment, as specifically authorized in Section 173(d) of WIA (WIA, Sec. 195 (10)); (3) Expenses prohibited under any other Federal, State or local law regulation. WIA funds must not be used for foreign travel. (WIA Sec. 181 (e))
- D. 20 CFR 667.266 *Limitations on sectarian activities*: WIA title I financial assistance cannot be spent in the sectarian employment or the sectarian training of a participant.
- E. 20 CFR 667.268 *Business relocation service prohibitions*: (1) WIA funds may not be used or proposed to be used for: the encouragement or inducement of a business, or part of a business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location; (2) no customized training, skill training or on-the-job training or company-specific assessments of job applicants or employees of a business or part of a business that has relocated from any location in the United States, may be provided until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his or her job at the original location.

Non-expendable Property List

Description of Equipment	Manufacturer's Serial Number, Federal Stock Number, National Stock Number, Other ID Number	Source of Equipment, Including Award Number	Title to the Property is in who's name? Recipient or Federal Gov't	Acquisition Date or date received if equipment was furnished by Federal Gov't	Cost	% of Federal \$ used to purchase	Location of Equipment	Condition of Equipment	Date Reported	Unit acquisition cost	Disposition Data - Date/Price/ Method used to determine value
Epson Powerlite 710C Projector	BM0050387C	WIA	LWP	6/23/2000	5,785.10	100%	VR Drive				
Micro Info. Products Software (Abila)		WIA	LWP	6/30/2002	\$16,206.25	100%	VR Drive				
Compaq Proliant ML530 File Server	D228JQ21D014	WIA	LWP	7/25/2002	\$7,153.00	100%	Oakmont				9/10/2014
HVAC System		83.3% WIA	LWP	3/23/2011	\$5,382.00	83.33%	VR Drive				

Lane Workforce Partnership

WIA CAPITAL OUTLAY PROCEDURES:

CAPITAL OUTLAY PURCHASES OVER \$5000 MUST BE PRE-APPROVED BY CCWD.

Prior to purchase of capital assets, approval for the purchase must be obtained first from Chuck and then from CCWD.

Staff will complete a blue form, have the Executive Director sign it, and submit it to Accounting/Admin Services Manager.

Accounting will request approval from CCWD via e-mail to make the purchase. A copy of the approval e-mail will be attached to the blue form, staff will be notified when the approval happens and the order can be placed.

Accounting will then process a PO or a check, depending on the vendor.

Accounting will keep a separate file for all Capital Outlay purchases for each program year.

ADMINISTRATIVE PROCEDURES MANUAL



Chapter 2
Section 7
Issue 9 07/01/06
 Date

SUBJECT: AUTHORIZATION AND REIMBURSEMENT FOR TRAVEL AND BUSINESS EXPENSES

I. Purpose

The purpose of this procedure is to establish a process for authorization and reimbursement of travel and business expenses and to define and clarify which travel and business expenses incurred by County employees in connection with their official County responsibilities are reimbursable consistent with Lane Manual 2.376, "Travel Expense Reimbursement Policy."

II. Scope

This procedure is applicable to all County departments. Where any section, subsection, sentence, clause, or phrase of these procedures is found to be inconsistent with properly negotiated and ratified working agreements concluded through collective bargaining between Lane County and duly certified or recognized representatives, the terms of such agreements shall prevail. Departments wishing an exception to the application of this procedure shall submit a written proposal to County Administrator, supporting the justification. Exceptions will take effect upon written approval of the County Administrator.

III. Amendment

This procedure may be amended by the County Administrator.

IV. Exception

The County Administrator may exempt any County employee from these procedures if, in his or her opinion, such exemption is warranted because of extraordinary circumstances or operating requirements.

V. Reimbursable Expenses

County officials and employees should exercise good judgment and regard for economy while traveling or incurring expenses in connection with County business. Any expense

for which an employee requests reimbursement should directly and clearly relate to the conduct of County business. In the event of an audit subsequent to the reimbursement, there should be no question that such expenditures did relate and were necessary to the conduct of County business.

A. Authorization

Department directors, including the County Administrator, may authorize for their employees any travel and reimbursement for all travel and business expenses defined by this procedure as necessary for the conduct of County business within departmental budget limitations. However, the County Administrator shall specifically authorize in advance all out-of-state travel by all appointed department directors. To obtain such authorization, a memorandum to the County Administrator describing the purpose, destination, dates, and anticipated cost of the proposed travel must be submitted prior to departure. Where trips out of state are made frequently, a department director may request a blanket approval from the County Administrator in accordance with the procedure above. The County Administrator's written authorization shall be attached to the Travel and Expense Report form that requests reimbursement for that expense (see Attachment 1).

All County employees are entitled to reimbursement for travel and business expenses associated with County business. "Employee" means any elected or appointed officer, including employees appointed by department directors and all other persons entitled to Lane County reimbursement as defined in the Lane Manual or Lane County Administrative Procedures Manual. Relatives of an employee are not entitled to reimbursement for expenses (e.g., an employee's spouse is not entitled to reimbursement for meals or lodging while accompanying the employee on County business).

B. Advisory Committees, Boards, and Task Forces

1. Advisory Committee Expenses. For purposes of this procedure, Citizen Advisory Committee members shall not be considered to be employees. Such citizen members shall be reimbursed as follows:

a. Mileage - All members of Lane County Citizen Advisory Committees are authorized to receive, upon request, the mileage reimbursement rate for mileage incurred in activities relating directly to the business of their respective committees when such one-time round trip mileage exceeds 30 miles. Such mileage payments shall be budgeted by the operational departments providing support to the committees.

b. Meals - When it is necessary that meetings be scheduled during normal meal hours, operational departments providing support to committees shall budget and pay for reasonably priced meals.

2. Major Committees' and Boards' Expenses. Because the nature of the work of these committees and boards is more operational than advisory, members of the Planning Commission, Board of Equalization, Budget Committee, and any other major committees and boards so designated by the Board of Commissioners shall be eligible for reimbursement for mileage incurred with private automobile for authorized committee or board activities. Members shall also be eligible for reimbursement of reasonably priced meals and other travel expenses when specifically authorized by the Board or the department director providing support to the committee. Standard County procedures shall apply to such requests for payment. The departments providing support to these committees shall budget for these expenses and review expense reimbursement requests for appropriateness.
3. The standard Travel and Expense Report form shall be used when requesting payment for committee members' travel and business expenses.

C. Transportation

1. Air: Allowances for air travel shall be actual round-trip airfare by the most direct route. All employees shall utilize coach or tourist class. If an employee desires to ride first class, the employee may pay the additional expense. Except for mileage points, if an employee receives a special discount coupon, credit or any other benefit associated with an air carrier promotional campaign that is given with a Lane County purchased ticket, that coupon or other benefit must be submitted with or itemized on the Travel and Expense Report form.
 - a. Air Fare Discounts: The department director may authorize an employee to "lay over" extra days in order to take advantage of discounted air fares. The department director shall provide documentation in the form of a cost comparison of "regular" air fare versus the discounted air fare and shall consider as a minimum the following (see Attachment 2):
 - i. The cost of the non-discounted flight.
 - ii. The discounted air fare.
 - iii. The cost of lodging and meals for the lay over day(s).
 - iv. The cost of normal wages and benefits for the lay over day(s). Upon approval of the department director, an employee may eliminate this factor by using accumulated leave for any or all lay over day(s).
 - v. The cost of transportation incurred during the lay over day(s).
 - vi. All other costs associated with the lay over. For example, it may be cost effective to fly to one location and drive to

the final destination rather than flying directly to the final destination. The cost of both methods of transportation must be included in the comparison.

2. Private Automobile: With permission of an employee's department director, private automobiles may be used in the conduct of County business. The driver must possess insurance and a valid Oregon driver's license. For travel outside Oregon, an amount not to exceed coach or tourist class airfare will be authorized for use of private cars, based upon the County's private mileage allowance in effect at that time. The department director shall provide documentation in the form of a cost comparison of airfare versus automobile, and shall consider at a minimum the following items (see Attachment 2):
 - a. The cost of coach air fare.
 - b. Mileage or other travel reimbursement. Reimbursable mileage shall be listed with a description of the purpose and destination of each trip.
 - c. Cost of lodging and meals for all car-travel days.
 - d. Cost of normal wages and benefits for car-travel days. Upon approval of the department director, an employee may eliminate this factor by using accumulated leave for any or all travel days.
 - e. Specific other costs which can be directly identified as relating to travel by automobile (see Chapter 1, Section 21), and incurred via the transaction of County business.

Private automobile mileage rates will be equal to the IRS authorized rate pursuant to LM 2.637. Reimbursable mileage is the lesser of the actual mileage traveled or the distance between the employee's normal duty station and the approved destination.

3. County-Owned or -Leased Vehicle: Use of a County-owned or -leased vehicle may be authorized by a department director when it can be demonstrated to be the most economical means of transportation or private automobiles are not available. Any employee using a County vehicle must possess a valid Oregon State driver's license.
4. Vehicle Rentals, Taxi and Bus Fare: Expenses for transportation must be necessary and reasonable for the conduct of County business. Receipts for vehicle rentals must be submitted for reimbursement.

5. Garage and Parking Expenses: Parking and garage charges are allowable expenses in the conduct of County business.

D. Lodging

Expenses will be allowed for lodging for overnight trips. Hotel accommodations should be appropriate to the purpose of the trip, and when possible, accommodations should be obtained at commercial or government rates. Itemized receipts for lodging must be provided to obtain reimbursement. Long distance telephone and fax charges associated with County business will be reimbursed upon appropriate receipt submission. All other miscellaneous hotel charges such as laundry, movie/game rental, or fees for use of hotel amenities are not reimbursable.

A trip will normally be considered to be an overnight trip if the employee must leave for the out-of-town location two hours prior to the normally scheduled reporting time in order to complete the assigned task or attend an authorized meeting.

E. Meals, Tips and Gratuities

1. Meals will normally be considered related to County business in the following cases:
 - a. When an employee attends a meeting that the supervisor has approved as work related and the meal occurs between portions of the scheduled meeting, e.g., lunch. When meals are included in conference fees, the employee may not generally claim them for reimbursement.
 - b. When a shift is extended and the meal would normally be provided under the appropriate bargaining-unit agreement.
 - c. When travel on County business requires a stay out of town overnight in accordance with the definition of an overnight trip. Meals will normally be provided for breakfast or lunch on the day of departure and for dinner on the day of return only under the following circumstances:
 - i. Breakfast: The employee must leave their residence for traveling to the conference, seminar or training session location more than one (1) hour in advance of their normal departure time.

- ii. Lunch: The employee must leave their duty station prior to the lunch hour in order to arrive at the conference, seminar or training location within normal working hours.
 - iii. Dinner: The employee must travel from the conference, seminar or training session location for more than two (2) hours after their normal quitting time to reach their residence.
 - d. When meals are authorized by another section of this procedure (see Advisory Committees, Boards, and Task Forces and Conferences, Seminars, Conventions, and Training Programs).
2. Employees who must provide meals to persons other than County employees may receive reimbursement for expenses associated with the meal only when they have received authorization from their department director for such meals. When requesting reimbursement for other than County employees, the following information must be provided in addition to what is normally required:
 - a. A receipt for each meal.
 - b. A description of the purpose of each meal, including an explanation of its necessity to the County.
 - c. A list of all persons, including other County employees who were in attendance, specifying their organizations and titles. If the expense is for a specific committee or other designated group, the name of the group will satisfy this requirement.
 - d. Special authorization from the department director for this expense must be noted on the Travel and Expense Report form.

Expenses for award or retirement meals as well as service club meetings are not allowable except where specifically authorized by department directors or elected officials for their departments.

Alcoholic beverages (i.e., beer, wine, cocktails) are not a reimbursable expense.

Tips and gratuities should be appropriate to the service. Any amount which exceeds 15 percent of total billing will be paid by the employee. Tips for receipted meals should be reported as part of the meal expense on the Travel and Expense Report form.

3. Meals related to County business shall be reimbursed based upon actual expenses incurred or a per diem rate, at the employee's option. The option chosen shall apply to the entire trip. (Tips and gratuities for meals are included as part of the per diem rate.) If the per diem rate is not used, receipts shall be required for all meals for which the employee is reimbursed. The per diem rate is the rate established by the U.S. Government General Services Administration (GSA) for government travel. This rate is determined by city, county and state traveled to and can be obtained at <http://www.gsa.gov/perdiem> or from an employee's supervisor/manager. The per diem rate also includes an allowance for incidentals as defined in V. F. 4 below.

When using the per diem rate, it is the responsibility of the employee or department to attach documentation on the allowable GSA rate to the request for reimbursement.

F. Incidental Expenses

Incidental expenses are described as: 1) fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards, or stewardesses 2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; 3) Mailing costs associated with filing travel vouchers and payment of Government charge card billings; and 4) Other incidentals may be authorized on an individual basis if they are necessary for the conduct of County business.

If the per diem rate described in V. E. 3. above is not used, receipts should be retained when possible and submitted when requesting reimbursement. Expenses such as parking tickets, traffic citations, child care, pet boarding and lost or stolen personal items are considered personal expenditures and therefore will not generally be considered reimbursable expenses.

G. Conferences, Seminars, Conventions, and Training Programs

Attendance at out-of-town conferences, seminars, conventions, and training programs should be limited to the number of representative which will provide the best cost benefits to the County.

Reimbursement for conference registration may be submitted if not already prepaid.

Meals for conferences, seminars, conventions and training programs will normally be provided as specified in V.

VI. Reporting of Expenses

A. Accumulative Travel Accounts

If an employee periodically travels, he or she may accumulate the incurred expenses and submit the Travel and Expense Report form listing the dates of travel and an itemized list of expenditures with the appropriate receipts to Finance. The employee should review Administrative Procedures Chapter 1, Section 21, to ascertain the need for any additional reporting requirements. Expenses should be reported no less than quarterly. Expenses more than one (1) year old normally will not be reimbursed.

B. Controls

Upon return from travel, the employee must submit all forms and receipts to his or her department director for initial evaluation and review. Generally, only the County Administrator, elected officials and other department heads may approve their own Travel and Expense Report forms. If all forms and expenditures are in proper order, they shall be submitted to Finance for processing. If any irregularities are disclosed in this examination, the authorizing department director shall be notified immediately so that errors and questions of valid expenditures can be corrected.

The examination of these forms will include review of account numbers, questions of valid or reasonable expenditures, correct authorizations, attachment of appropriate receipts, the total incurred expense amounts, and verification that the expenditures are covered by the budget. The purpose for each trip or expense must be expressly stated.

Appropriate receipts are:

1. An original invoice or receipt which clearly shows the vendor's name, the type of goods or service provided and the amount. The document should clearly be marked "paid."

A cash register receipt will be considered an original receipt if this information is machine printed.

2. Cash register and credit card receipts that do not meet the requirements outlined above in VI.B.1. will be accepted for purchases of \$50 or less. The department must provide the vendor name and a description of the purchase.
3. A conference brochure that contains an agenda and details all items included in the conference fee.

4. Receipts for expenses should be obtained whenever possible. However, receipts for some types of expenses generally are not available and will not be required. Some examples are:
 - Cab or city bus fare.
 - One time personal services for which receipts are not available (tips, baggage handling).
 - Disbursements made at coin-operated machines (laundromats, telephones, parking meters).
 - Disbursements to clients for one time, emergency, personal needs.

VII. Methods for Obtaining an Advance on Travel or Business Expense

Advances for travel or business expenses are allowable with authorization of the employee's department director.

The estimated total or partial cost of the authorized travel may be advanced. Alternately, procurement cards may be available for employee use when on authorized travel. A completed Travel Advance Form should be signed by the department director and processed through Finance in the same manner as regular payables. As supporting documentation, a copy of the meeting or seminar agenda, meeting notice, or conference brochure and a completed registration form (where needed) shall be attached to the advance request. If the conference information is voluminous, copies of only the pages which show the following must be submitted:

The conference or meeting location and schedule
Conference fees and what is included in the fee (some fees include meals and non-conference activities).

VIII. Method for Obtaining Reimbursement of Travel Expenses/Reconciling Advances.

Upon return from travel the employee must submit receipts and a completed Travel and Expense Report form to the appropriate supervisor within the department for initial review and approval. If all forms and expenditures are in proper order, they shall be signed and submitted to Finance for reimbursement.

If an advance was received, the amount will be noted on the Travel and Expense Report. Any excess of advance over the receipted expenditures must be refunded to the County within 5 days of the completion of the trip. Where authorized expenditures exceed the advance received, a reimbursement will be processed.

If the travel advance is not reconciled within 30 days of completion of a trip, the traveler will be ineligible for further travel advances until the outstanding advance is reconciled.

In accordance with IRS requirements and guidelines, amounts which are not substantiated within 60 days from the date of travel will be reported as taxable income on the employee's W-2.

Unresolved irregularities will be disclosed to the respective department director. Should the irregularity remain unresolved, the department may request an interpretation under subsection X.

IX. Vehicle Allowance

Specific employees (such as Commissioners, the County Administrator and certain Department Directors) have the option to receive a monthly allowance in lieu of substantiating actual mileage for the use of a personal vehicle on County business. This allowance is based upon travel of an estimated 1000 miles and is paid at the current County established mileage rate. (See V.C.2 above for rate computation and Time Card Process, APM Ch2, Sect 14 for reporting.) Travel between home and office is not considered business travel.

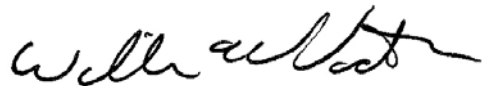
Allowances paid to the employee will be reported as additional compensation in accordance with IRS regulations and guidelines.

X. Interpretation and Implementation

Any questions about the intent or application of these procedures should be directed to the Director of Management Services, who is delegated the authority for interpreting and implementing this procedure.

Authorized: _____
County Administrator Effective Date

This on-line version of the Administrative Procedures Manual
is a copy of the original signed by the County Administrator on
7/1/06.



PROPOSED GENERAL OPERATING BUDGET – MODIFICATION 01

(FY 07/01/13 - 06/30/14)

BACKGROUND

Staff has prepared the first modification to the Lane Workforce Partnership General Operating Budget for the 2013-14 operating year. This modification incorporates adjustments to revenues and expenses subsequent to the adoption of the original budget.

This budget modification incorporates actual carry-in totals from the previous fiscal year, replacing the estimates used for the original budget. Also included are new revenue sources and adjustments to expenditures based on more recent projections.

DISCUSSION

REVENUES

Revenue projections have increased by \$440,080, from \$3,953,640 to a new level of \$4,393,720.

Changes to Revenues for Lane Workforce Partnership are:

Carry-In – Carry-in amounts from the prior year have been finalized into this modification. WIA adjustments also include small amounts of incentive money, at \$1,660 for each for Adult, Youth, and Dislocated Worker funds.

- WIA – Adults was increased by \$13,660;
- WIA – Youth was increased by \$33,310;
- WIA – Dislocated Worker was increased by \$34,080;
- WIA – Administration was increased by \$11,690;
- AARP Plus+ was decreased by \$(4,350).

New Funding Sources – Four new funding sources were added:

- Back to Work – Lane County Lane Workforce Partnership received a one-year grant of \$100,000 from Lane County for On the Job Training (OJT) placements.
- National Emergency Grant - OJT The State of Oregon has received funds from the Department of Labor for both OJT placements and training scholarships. LWP has received \$110,230 for 2013-14 for this grant.
- Work Ready Communities The Oregon Legislature approved funds for activities related to Work Ready Communities functions. \$30,000 is the estimated amount to be received.
- Sector-Related Activities The Legislature also approved funds for Sector-related activities. \$25,000 is the estimated amount to be received.

Discontinued Funds: – One funding source was discontinued:

- NCRC Certification Proctoring for NCRC exams will now be conducted by the Oregon Employment Department. The result is a revenue reduction of \$(40,090).

Changes to Funding Streams: The following funding stream has changed compared to the original budget:

- Back to Work Oregon has increased by \$126,550. The Legislature designated a two-year amount for OJT placements related to the Back to Work Oregon program.

Other Items:

- Future Expenditures The Reserved for Future Expenditure category has increased by \$204,450. The current projected total to be carried into 2014-15 is \$268,640. This amount accounts for the cash flow needs, exempting payroll, of LWP during the summer quarter until the subsequent round of federal funding is made available for expenses. The total is attributable to WIA carry-forward.
- Contingency Reserve The Contingency Reserve contains funds owned solely by the Board and are used to limit Lane Workforce Partnership's liability for unfunded obligations and to cover the costs of unallowable expenditures not covered by our federal grants. The Contingency Reserve matches the total on the last completed financial audit, at \$108,475.

EXPENDITURES

Total expenses have increased by \$235,630 from \$3,889,450 to a new level of \$4,125,080.

Personnel Services: This line item decreased by \$(53,370), from \$2,315,950 to a new level of \$2,262,580. The corresponding reduction to FTE positions is (0.7), from 21.4 to 20.7. This reduction is due to the transfer of one Office Assistant to another County department.

Materials and Services: M&S has increased by \$3,000. This is due to a reduction in expected fees for I-Trac, additional attorney fees related to the Executive Order, and the completion of the ITSE / UI project.

Direct Client Program Services: These services have increased by \$286,000 from \$1,148,000 to \$1,434,000. The changes in this section are:

- Youth Internships increased by \$500 due to the net of incentive funds received less a reduction in a carry-in amount.
- Client Training Services (Scholarships) increased by \$52,000, due to a portion of the funds from the National Emergency Grant mandated for these purposes.
- Client OJT increased by \$228,500 with the addition of Back to Work – Oregon funds, the Back to Work – Lane County funds, and the National Emergency Grant funds.
- Subcontract & Subgrants increased \$5,000 due to adjustment for carry-in for the AARP Plus+ project.

David Macey and Chuck Forster will be available at the meeting to answer any questions.

RECOMMENDATION

To approve the General Operating Budget Modification 1 as presented.

/DJM

Lane Workforce Partnership

1500 Valley River Drive - Suite 150
Eugene, Oregon 97401

2013-14 General Operating Budget - Revenue

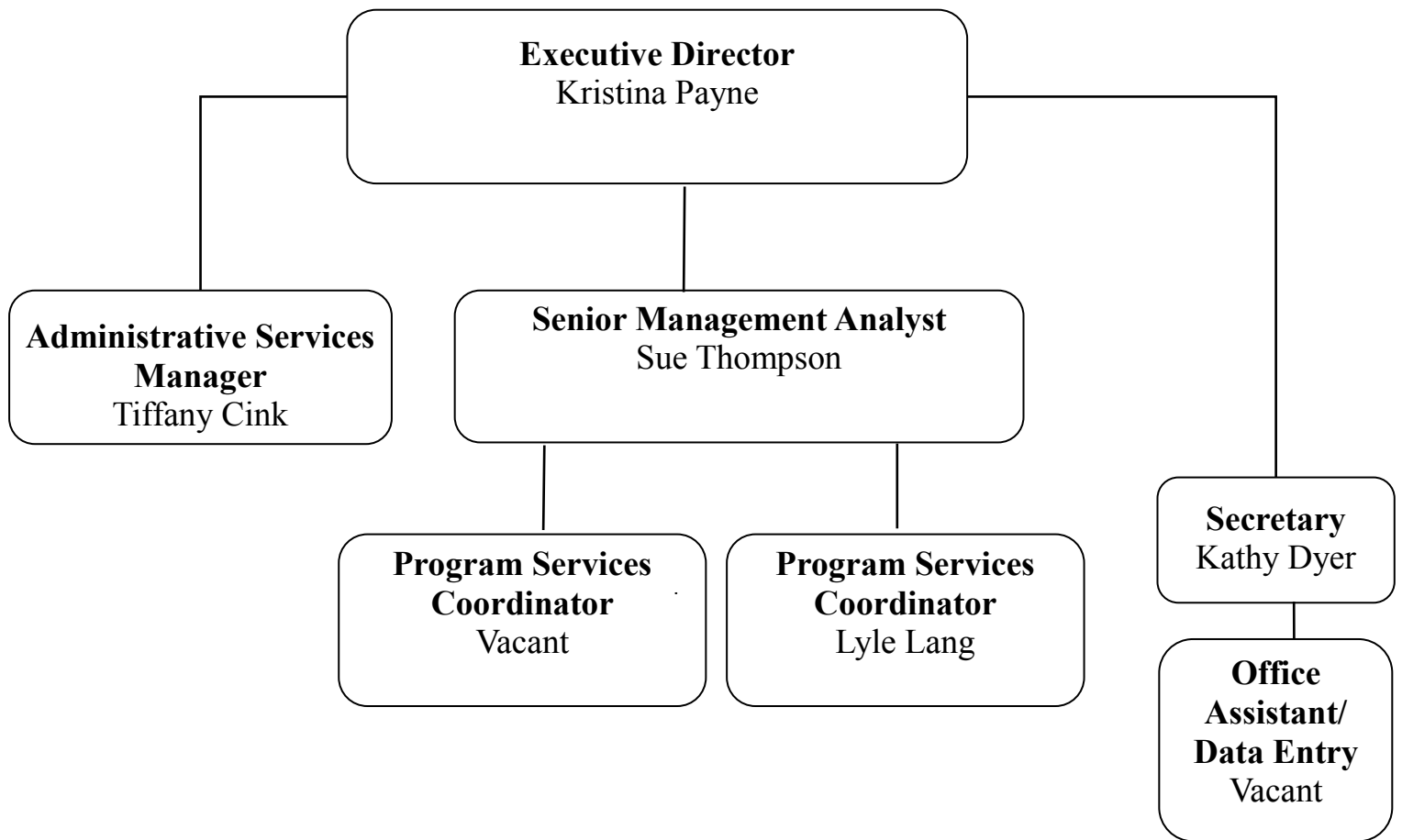
Title	2013-14 Adopted Budget	2013-14 Proposed Modification 1	Difference
<u>Workforce Investment Act Formula Funds</u>			
WIA Adults	\$ 881,400	\$ 895,060	\$ 13,660
WIA Youth	987,990	1,021,300	33,310
WIA Dislocated Worker	841,010	875,090	34,080
WIA Administration	277,490	289,180	11,690
Subtotal	2,987,890	3,080,630	92,740
<u>JOBS Program Funds</u>			
JOBS Contracted Services	713,750	713,750	-
Subtotal	713,750	713,750	-
<u>Other:</u>			
AARP - Plus+	66,000	61,650	(4,350)
Back to Work Oregon	136,000	262,550	126,550
Back to Work Lane County	-	100,000	100,000
NEG - OJT	-	110,230	110,230
NCRC Certification Project	50,000	9,910	(40,090)
Work Ready Communities	-	30,000	30,000
Sector Related	-	25,000	25,000
Subtotal:	252,000	599,340	347,340
Revenue Total:			
	3,953,640	4,393,720	440,080
Future and Contingency Reserves:			
Reserved For Future Expenditure:	64,190	268,640	204,450
Match to Total Current Expenses:	3,889,450	4,125,080	235,630
Contingency Reserve:	108,475	108,475	-
Total All Sources:	\$ 3,997,925	\$ 4,233,555	\$ 235,630

Lane Workforce Partnership

1500 Valley River Drive - Suite 150
Eugene, Oregon 97401

2013-14 General Operating Budget - Expense

Account	Line Item	2013-14 Adopted Budget	2013-14 Proposed Modificaiton 1	Difference
Personnel Services				
	Program Staff	\$ 2,065,430	\$ 2,036,710	\$ (28,720)
	Admin Staff	250,520	225,870	(24,650)
	FTE	21.4	20.7	(0.7)
	TOTAL Personnel	2,315,950	2,262,580	(53,370)
Materials & Services				
512179	Subscriptions	4,500	4,500	-
512179	Subscriptions - I-Trac	46,500	37,500	(9,000)
512181	Fees	1,000	1,000	-
512210	Legal Notices	1,000	1,000	-
512211	Audits and Legal Services	32,000	39,000	7,000
512344	Telephone Services	27,000	27,000	-
512345	Purchased Insurance	28,000	28,000	-
512354	Equipment Maintenance	500	500	-
512357	Maintenance Agreements	3,500	3,500	-
512366	Real Estate and Space Rental	120,000	120,000	-
512536	Copier Charges	12,000	12,000	-
512552	County Service Charges - IS	3,000	3,000	-
512554	County Service Charges - Finance	65,000	65,000	-
512611	General Office Expenses	14,000	14,000	-
512613	Memberships	12,000	12,000	-
512614	Printing	7,000	7,000	-
512615	Program Information and Outreach	10,000	10,000	-
512618	Postage	4,000	4,000	-
512621	Computer Equipment and Supplies	6,000	6,000	-
512811	Business Meetings and Travel Expenses	20,000	20,000	-
512815	Board Expenses	13,000	13,000	-
512821	Professional Development - Staff	500	500	-
521520	Capital Outlays	-	-	-
	ITSC / UI Reimbursement	(5,000)	-	5,000
	TOTAL M&S	425,500	428,500	3,000
Direct Client Program Services				
512171	Client Child Care Expenses	15,000	15,000	-
512172	Client Youth Internships	13,000	13,500	500
512173	Client Training Services (Scholarships)	170,000	222,000	52,000
512174	Client OJTs	240,000	468,500	228,500
512177	Client Materials and Services	5,000	5,000	-
512178	Client Support Services	25,000	25,000	-
512201	Subcontracts/Subgrants - AARP	50,000	55,000	5,000
512201	Subcontracts/Subgrants - Youth	630,000	630,000	-
	TOTAL Direct Program Services:	1,148,000	1,434,000	286,000
Total Current Expenses		3,889,450	4,125,080	235,630
	Reserved For Future Expenditure:	64,190	268,640	204,450
	Match to Revenue Total:	3,953,640	4,393,720	440,080



State of Oregon - Department of Community Colleges and Workforce Development

Youth 5% Window Report

Lane Workforce Partnership

Funding Streams: Youth (14-18), Youth (19-21)

Registered: 7/1/2012 to 1/1/2015

LWIA	Enrolled	Window	Percent	Not Eligible
Lane Workforce Partnership	202	2	0.99 %	0
Bethel School District	33	1	3.03 %	0
Department of Youth Services	32	0	0.00 %	0
Looking Glass Youth & Family Services	68	0	0.00 %	0
Mckenzie School District	9	0	0.00 %	0
Pleasant Hill School District	14	0	0.00 %	0
South Lane School District	46	1	2.17 %	0
TOTAL	202	2	0.99 %	0

5% Window:

Low income = NO and one of the following barriers.

- School Dropout
- Basic Skills Deficient (BSD)
- Below Grade Level (BGL)
- Pregnant or Parenting
- Possess one or more Disabilities
- Ex-Offender
- Face Serious Barriers to Employment as Defined by Local Area

Federal Register /Vol. 64, No. 72 / Thursday April 15, 1999 / Rules and Regulations Subpart B Section 664.220

Low Income includes:

- TANF
- Poverty or 70% of the Lower Living Standard Income Level (LLSIL), 6 month period prior to application.
- Food Stamps
- Homeless or Runaway
- Foster Child

CCWD Policy 589-30.7, Lower Living Standard Income Level and Poverty Guidelines, 4/12/2012



LANE WORKFORCE PARTNERSHIP POLICIES AND PROCEDURES

POLICY TYPE:	Basic Skills Policy
EFFECTIVE:	December 7, 2000
REVISED:	August 11, 2011

The original Basic Skills Policy developed for the Lane Workforce Partnership's youth programs in Program Year 2000 pertained to serving youth ages of 14-18. With the board's strategic objective emphasizing the importance of basic skills for the emerging workforce and to serve youth ages 14-21 regardless of education status, a revised policy is necessary.

The purpose of the Basic Skills Policy is to increase the academic skills of all Workforce Investment Act (WIA) registered youth, both in school and out-of-school, with a demonstrated need for improvement in their reading and/or mathematics abilities.

This policy is based on the WIA Literacy-Numeracy performance outcome, one of the three youth outcomes under The Common Measures. The Common Measures replaced the original WIA youth performance outcomes and are detailed in the Department of Labor's (DOL) Training and Employment Guidance Letter (TEGL) 28-04, issued in 2005.

Lane Workforce Partnership Policy Requirements

- Improvement in reading and mathematics is the primary goal for all youth in any Lane Workforce Partnership youth program, regardless of their age at program entry.
- Services will be designed to emphasize skill development in specific areas rather than achieving higher test scores.
- Youth are to show improved literacy skills through an annual assessment designed to measure enhanced skills rather than report higher test scores.
- If appropriate for the participant, literacy improvement skills are to be set in conjunction with occupational training goals so that there is a direct correlation between worksite activities and the classroom.
- Occupational training will occur through community-based internships for youth to learn a specific occupation and develop literacy skills appropriate for the worksite.
- For some youth with disabilities, the development of functional literacy skills for future employability may be more appropriate goals. Examples of functional literacy skills include learning to operate a calculator, entry-level computer usage and operating a cash register.

Literacy-Numeracy Procedures

- The Lane Workforce Partnership's contracted youth providers will be certified in appropriate use of the Comprehensive Adult Student Assessment System (CASAS) through workshops provided by Oregon State University (OSU).
- All applicants for a Lane Workforce Partnership Youth Program will be assessed in reading and math as part of the application process.
- Youth providers will score the tests according to CASAS standards and use the scores as the primary documentation of the basic skills deficiency barrier, if appropriate. This information will be included in the original eligibility documentation required for program entry.
- If the youth has an identified basic skills deficiency, youth providers will design instructional services to address the areas of need and develop appropriate literacy goals as part of the youth's plan.



INCENTIVES GUIDELINES

What are Incentives?

Incentives are rewards provided to participants for outstanding achievement of specific performance goals and/or benchmarks. They are not the same as support service items a program might provide to youth to assist them in being successful in a program.

Incentives can be used to encourage youth to excel in a particular area by providing recognition for unusual achievements. Program staff should involve youth in determining what incentive would be most appropriate for that youth to receive under the guidelines listed below:

- ✓ Incentives are to be individualized according to the participant's need and preference (e.g., gift certificate vs. movie pass, bus pass, DVD, etc.).
- ✓ Incentives are provided after the achievement of benchmarks in a program performance goal, e.g., improved test scores, achieving a work readiness goal, completing a rigorous assessment session, etc.
- ✓ If appropriate, the youth can receive more than one incentive for achievement of more than one goal.
- ✓ Incentives are not to be provided to all participants to be "fair" unless a program documents that all youth require the same recognition.
- ✓ Suggested incentives include, but are not limited to, gift certificates; movie passes; tickets to public events; music tapes or CDs; food; videotapes; computer disks; clothing.
- ✓ The amounts of gift certificates can vary according to what goal is set for the youth to achieve and are based on the individual contractors' budgets.
- ✓ Money can be used as an incentive, if appropriate, but requires approval from the individual contractor's supervisor and/or fiscal manager.
- ✓ Staff providing incentives are required to monitor their own program budgets to stay within budget constraints.

INCENTIVES DO'S AND DON'TS

Incentives cannot be used prior to registration in the program. This is a disallowed cost.

Incentives cannot be used to encourage a youth to participate in an eligibility interview or complete the CASAS assessment as this occurs prior to the eligibility interview.

Incentives can be provided to a youth for taking the CASAS post-test. A separate incentive can be provided if the youth has shown significant improvement in literacy skills or has earned a GED or diploma.

Doing extra studying in the subject area for a specified duration would also be appropriate for an incentive. This contract could be written, "Mike will attend tutoring 3 times per week after school, for 1 month, to work on improving math skills."

Incentives are not to be given for completing surveys, e.g., completing the exit survey, Win At-Work survey or customer satisfaction survey.

Incentives may be given for attending a meeting with the Case Manager if that is the only way to get the youth to keep appointments.

MEMORANDUM

TO: WIA Title IB Program Staff/WorkSource Lane Staff
FROM: Kristina Payne
DATE: January 1, 2009
SUBJECT: Workforce Investment Act Title IB Adult and Dislocated Worker Participant Eligibility Determination Verification, and Records

On December 18, 2008 the Department of Community Colleges and Workforce Development issued policy number: 589-30.3. This policy establishes the WorkSource Oregon Registrant Program (WORP) as the State of Oregon's customer registration and eligibility determination system for Workforce Investment Act (WIA) Title IB Adult and Dislocated Workers.

All staff working in a WorkSource Lane/The Workforce Network Centers will direct customers to register in WORP and complete all of the eligibility screens. In addition, WorkSource Lane staff will utilize the staff attestation mechanism in the WORP system to verify and attest that the applicant is at least 18 years of age.

In addition, for applicants applying for a training and support service scholarship (direct payments/ITA) WorkSource Lane staff will print the Registrant Status screen out of the WORP system, which will indicate the funding streams for which the participant is eligible and if the customer is eligible to receive direct payments. For customers requesting direct payments The Registrant Status Screen must be submitted to the Lane Workforce Partnership along with the applicant's Award Authorization.

Attachments: Policy Number: 589-30.3
Example Registrant Status Screen



LANE WORKFORCE PARTNERSHIP POLICY

POLICY TYPE:	Priority of Service
PURPOSE:	Local Board Guidance on Applying Priority of Service for Veterans and Low Income Adults
EFFECTIVE:	September 28, 2000
REVISED:	June 28, 2012

BACKGROUND

The Workforce Investment Act of 1998 (WIA) requires that in the event that funding is limited for WIA Title 1B Adult Intensive and Training services, the local area must apply priority of service to recipients of public assistance and other low-income individuals. In addition, the Department of Labor has provided direction that veterans and eligible spouses must also receive priority.

REFERENCES

1. WIA Section 134(d)(4)(E);
2. Public Law 107-288, The Jobs for Veterans Act, November 7, 2002
3. 20 CFR Part 1010, Priority of Service for Covered Persons; Final Rule, December 19, 2008
4. Training and Employment Guidance Letter No. 10-09 (Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job training Programs Funded in whole or in part by the U.S. Department of Labor)
5. Veterans' Program Letter No. 07-09 (Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. Department of Labor)
6. Department of Community Colleges and Workforce Development (CCWD) Policy 589-30.7

POLICY

In the event that WIA Adult funding resources are limited, individuals who complete all program participation requirements will be prioritized in the following order:

1. Veterans and eligible spouses.
2. Recipients of public assistance and other low-income individuals as defined by CCWD Policy 589-30.7
3. Recipients of public assistance and other low-income individuals at or below 100% of the lower living income guidelines.
4. Recipients of public assistance and other low-income individuals at or below 200% of the lower living income guidelines.
5. Any other resident of the local workforce area who is unemployed, underemployed or employed and who needs re-training or skills upgrade to maintain employment.



LANE WORKFORCE PARTNERSHIP POLICIES AND PROCEDURES

POLICY TYPE: Eligibility for Services
EFFECTIVE: July 1, 2001
REVISED:

The purpose of this policy is to establish a comprehensive policy for the registration of participants under the Worker Investment Act to insure that only eligible individuals are served.

GENERAL ELIGIBILITY FOR ADULTS & DISLOCATED WORKERS

An individual must meet *all three* of the following criteria to be eligible to receive adult services under Title I of the Workforce Investment Act:

1. Be 18 years of age or older; and
2. Comply with Selective Service Registration requirements; and
3. Comply with U.S. citizenship, immigration and eligibility to work requirements.

Priority For Adult Low Income Registrants

Lane Workforce Partnership will ensure that priority for adult intensive and training services is given to low income groups. Therefore, 60% of adult enrollees will be at or below 70% of the LLSIL and 40% no more than 185% of the LLSIL. Low income is defined in Section 101(25) of the Workforce Investment Act which defines "low income individual" as an individual who:

- A. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- B. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph A, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of –
 1. The poverty line, for an equivalent period; or
 2. 70 percent of the lower living standard income level (LLSIL), for an equivalent period;
- C. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.)
- D. Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- E. Is a foster child on behalf of whom State or local government payments are made; or

F. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph A or of subparagraph B, but who is a member of a family whose income does not meet such requirements.

This priority to low-income adults section is utilized for the adult program, and does not apply to dislocated workers.

Additional Eligibility Criteria For Dislocated Workers

Dislocated workers need to meet the requirements in one of the following categories to be eligible to receive dislocated worker services under Title I of the Workforce Investment Act, in addition to meeting all three of the eligibility criteria listed above. (State Policy 589-30.2 further clarifies terms used to determine dislocated worker eligibility.)

Current Dislocation Category

Has been terminated or laid off, or who has received a notice of termination or layoff from employment, **and** is unlikely to return to a previous industry or occupation **and either:**

- Is eligible for or has exhausted entitlement to unemployment compensation, **or**
- Can demonstrate attachment to the workforce to the Lane Network staff, but is ineligible for unemployment benefits due to insufficient earnings or by working for an employer who was not covered by unemployment compensation law.

Permanent Closure or Substantial Layoff Within 180 Days Category

Has been terminated or laid off or has received notice of termination or layoff due to permanent closure or substantial layoff at a plant, facility or enterprise within 180 days.

Undated Dislocation Category

For purposes of eligibility to receive only core services other than supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

Self-Employed Category

Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed or in the process of going out of business as a result of general economic conditions in the community in which the individual resides or because of natural disasters. Contributing family members are included as self-employed.

Displaced Homemaker Category

Is a displaced homemaker who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Governor's Category

Is an individual who has been laid off or terminated due to natural disaster or severe economic downturn, as defined and approved by the Governor or his designated representative. For the state of Oregon this includes:

1. Armed Forces separation: Has been involuntarily separated from active duty with the armed forces as defined in section 1141 of 10 U.S.C. Chapter 58, including those who accept an inducement to leave the military and are otherwise eligible for WIA dislocated worker services.
2. Trade Adjustment Act (TAA)/North American Free Trade Agreement (NAFTA) separations: Has been laid off and whose occupation has been certified as dislocated under the TAA or the NAFTA.

Eligibility Requirements For Adults and Dislocated Workers To Receive Intensive Services

In addition to the applicable eligibility requirements above, to receive intensive services an individual must meet, and attest to one of the two eligibility requirements as follows:

1. Be unemployed and have received at least one core service and have been unable to obtain employment through core services; and must be determined by Lane Workforce Partnership staff to be in need of intensive services in order to obtain employment; or
2. Be employed, and have received at least one core service, and must be determined by Lane Workforce Partnership Staff to be in need of intensive services in order to obtain or retain employment according to the criteria for self-sufficiency which is 185% of the lower living income standard level (LLISL); and
3. Is a low income individual in order to be registered in the adult program (Does not apply to dislocated workers).

The participant's Employability Plan should note the receipt of core services and the staff determination of the need for intensive services.

Eligibility Requirements for Adults and Dislocated Workers To Receive Training Services

In addition to the applicable eligibility requirements above, training services may be made available to employed and unemployed adults and dislocated workers who:

1. Have met the requirements for intensive services, received at least one intensive service and is determined to be unable to find or retain employment through such service; and
2. After an interview, evaluation, or assessment and case management by Workforce Network staff, to need training and have the skills to successfully complete training; and
3. Are unable to obtain a grant from other sources or need assistance in addition to grants received; and
4. For the adult program, is a low income individual. (Does not apply to dislocated workers.)

The participant's Employability Plan should note the receipt of intensive services and the staff determination of the need for training services.

ELIGIBILITY CRITERIA FOR YOUTH

An individual must meet all of the four following criteria to be eligible to receive youth services under Title I of the Workforce Investment Act. State Policy 589-30.1 clarifies youth definitions relevant to this section.

1. Be 14 through 21 years of age; and
2. Comply with Selective Service Registration requirements; and
3. Comply with U.S. citizenship, immigration and eligibility to work requirements; and
4. Is a low-income individual. Low-income individual is described under “Priority to Adult Low-income registrants”. Household income must be at 70% of the LLSIL or lower for 95% of participants. See exception for 5% of youth.

In addition to meeting all of the four requirements above, each youth must be an individual who is one or more of the following:

1. Deficient in basic literacy skills:
 - a. Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or
 - b. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society.
2. A school dropout: The individual is not attending any school and is not a high school graduate or GED recipient.
3. Homeless, a runaway, or a foster child: Homeless/Runaway - An individual who lacks a fixed, regular, adequate nighttime residence; any youth staying in a public or private operated shelter for temporary accommodation; an institution providing temporary residence of individuals intended to be institutionalized; or a public or private place not ordinarily used as a regular sleeping accommodation. Foster Child - Is a foster child on behalf of whom State or local government payments are made.
4. Pregnant or a parent: An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.
5. An offender: An individual who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
6. An individual who requires additional assistance to complete an educational program, or to secure and hold employment: A youth, aged 14-21, who requires additional assistance to complete an educational program, or to secure and hold employment as defined by state or local policy. The Lane Workforce Partnership has defined this additional assistance for youth who demonstrate a lack of success as evidenced by any one of the following:
 - a. Behind at least two or more grade levels in math, reading, writing or language arts as determined from test scores, school transcripts or agency records.
 - b. At least one year behind in school credits as determined from school transcripts or school/agency records and policies.

- c. Failing grades in any of the core academic classes as evidenced by school transcripts and/or agency records.
The youth has behavior problems as evidenced by: Disruptive or antisocial behaviors as certified by referring agency staff; or Severe discipline problems as evidenced by school/referring agency records; or Substance abuse as reported by youth or referring agency/staff; or Poor self concept as certified by referring agency/school staff.
- d. Youth who have a significant number of absences or erratic attendance resulting in poor school performance, loss of employment, etc.
- e. Youth who may be neglected, abandoned or abused by their families as certified by referring agency/school staff.
- f. Youth offenders who present or prior involvement with the juvenile justice system or a state/local diversion program.
- g. Youth with a learning disability or a mental or physical disability (as certified by the referring agency/school staff) which results in a substantial barrier to employment or educational success.

Income Exception For 5% of Youth Registrants

There is an exception to permit up to five percent of youth participants who are not low-income individuals to receive youth services, provided they are within one or more of the following categories:

1. Individuals who are school dropouts
2. Individuals who are basic skills deficient
3. Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals
4. Individuals who are pregnant or parenting
5. Individuals with disabilities, including learning disabilities
6. Individuals who are homeless or runaway youth
7. Individuals who are offenders
8. Other eligible youth who face serious barriers to employment as identified by the Lane Workforce Partnership Board. What's the board called now?

ELIGIBILITY DETERMINATION GUIDELINES

Eligibility Determination means the entire process used to obtain information about an applicant's eligibility status at the time of application and to identify and evaluate those element(s) which are necessary for the participant's eligibility for WIA programs.

Documentation of physical evidence obtained during the eligibility process will be maintained on file. Examples of evidence would be copies of documents, completed telephone/document inspection forms and signed applicant statements. Certain qualifying factors will be verified through examination of official documents, e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies.

Under the Workforce Investment Act, self-certification means an individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and

accurate (20 CFR 660.300). This is acceptable documentation for certain kinds of registrant data. In addition, each applicant will sign as to the veracity of the total application.

However, the application of minors (under 18) must be signed by a parent or legal guardian. Emancipated youth can certify their own information provided that their emancipation is documented. In addition, all barriers that apply to youth applicants must be verified. Dropout status, basic skills deficient, learning disabilities, and homeless or runaway status require hard documentation and not self-certification.

Each file will receive a review within 30 days by a person other than the original intake person. This review will check the file for internal consistency, completeness, reasonableness, proper mathematical calculations, and that the original eligibility determination was correct.

Lane Workforce Partnership's eligibility system has been designed to assure that only eligible individuals are served in programs funded under the Workforce Investment Act. Any registrant found to be ineligible will be immediately terminated within 24 working hours of this detection.

Servicios de Orientación de Empleo

Horas Disponibles: 8:00 – 12:00 & 1:00 – 4:00, salvo los martes por la mañana

Nombre y Apellido _____

Últimos 4 del Seguro Social _____

Hora Actual _____

Mejorar sus habilidades respecto buscar empleo

- Elaborar un Resumé Repasar un Resumé Inscribirse en un Taller de Resumé
- Determinar Capacidades - aprenda a detallar sus habilidades actuales relacionadas con cada trabajo o solicitud
- Entrevistar – preparar y ensayar para la entrevista laboral (servicio limitado)

Mejorar sus aptitudes actuales

- Competencias Básicas– lectura, escritura, matemáticas y comunicación **NCRC: un certificado nacional de preparación de carrera**
- Actualizar las Habilidades – aprenda a mejorar las capacidades actuales

Asesoría Profesional o Vocacional

- Investigar Profesiones – infórmese acerca de carreras que le correspondan
- Formular una Trayectoria Profesional – juntar investigaciones de carreras
- Desarrollar un Plan de Entrenamiento – cómo alcanzar sus metas vocacionales
- Planear cómo Financiar el Adiestramiento – localizar recursos
- “On The Job Training” u “OJT” – Informarse de este programa y los pasos requeridos

Otro _____

enero 2013

Servicios de Orientación de Empleo

Horas Disponibles: 8:00 – 12:00 & 1:00 – 4:00, salvo los martes por la mañana

Nombre y Apellido _____

Últimos 4 del Seguro Social _____

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- Planear cómo Financiar el Adiestramiento – localizar recursos
- “On The Job Training” u “OJT” – Informarse de este programa y los pasos requeridos

Otro _____

enero 2013



An initiative of the Lane Workforce Partnership, *WorkSource Lane* is the service delivery system designed to assist employers recruit and retain employees, and to help individuals learn new skills, find employment and progress in their careers.

An alliance of workforce organizations, *WorkSource Lane* serves everyone regardless of income or employment status, at no cost to the individual. Services are provided by staff from the following organizations:

- Department of Human Services
- Lane Community College
- Lane Workforce Partnership
- Employment Department
- Vocational Rehabilitation Services

WorkSource Lane location:

- 2510 Oakmont Way, Eugene

Business services: 541.686.7736

Job seeker services: 541.686.7601

Lane Workforce Partnership is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost upon request.



**Better Skills • Better Jobs
Better Economy**



Our mission is to meet the workforce needs of employers and individuals through partnerships and innovation



1500 Valley River Drive, Suite 150
Eugene, Oregon 97401

Phone: 541.682.3800

Fax: 541.686.3570

www.laneworkforce.org



Find us on

Facebook

Better Skills!



Lane Workforce Partnership

Lane Workforce Partnership is a business-led workforce development organization dedicated to meeting the workforce skill needs of employers and individuals.

We make investment decisions to promote a demand-driven workforce development system responsive to local businesses, workforce and economic development needs. Our goal is to provide businesses with greater access to a skilled labor pool and to provide individuals with greater employment opportunities.

Business and job seeker services, funded by the *Workforce Investment Act*, are provided through our workforce delivery system, *WorkSource Lane*.

For more information about the Lane Workforce Partnership, visit our website at www.laneworkforce.org.

Better Jobs!

Business Services

- Recruit, screen, refer applicants
- Test applicants
- Rapid Response for layoffs/closures
- Consult on workforce needs
- Broker of workforce information
- On-the-Job Training

Job Seeker Services

- Skills assessment
- Career exploration & guidance
- Job search & job placement
- Training for skills enhancement & career opportunities
- Computers & Internet access
- National Career Readiness Certificate
- On-the-Job Training



Job Search at WorkSource Lane

Better Economy!

Youth Services

- High school completion
- Literacy improvement
- Post-secondary education/training
- Work readiness skill development



Youth Program Internship

JOBS Program

- Job search skill instruction
- Workforce readiness
- Structured job search
- Community work experience
- JOBS Plus

'Because it's been so successful for us, we plan to continue to use this program as long as we can. I would definitely recommend this program to other employers. It has been a big help for us in reducing our risk in the hiring process while enabling us to move faster than we could before.'

-Steve Cary, Vice Pres., Feeney Wireless

INVEST

IN

YOUR

WORKFORCE

CALL TODAY!

541-686-7601

WorkSource Lane, an initiative of the Lane Workforce Partnership, is an equal opportunity program. Auxiliary aids and services, and alternate formats, are available to individuals with limited English proficiency free of cost upon request.

The On-the-Job Training (OJT) program is administered by the Lane Workforce Partnership in collaboration with the Oregon Employment Department. The OJT program is funded through the Workforce Investment Act of 1998.

Services are provided through **WorkSource Lane**, an initiative of the Lane Workforce Partnership. An alliance of workforce organizations, WorkSource Lane assists businesses in recruiting and retaining employees, and helps individuals learn new skills, find employment, and progress in their careers.

On-the-Job Training

**The solution to hiring
the right people!**

You Hire

You Train

**We
Pay!**



WorkSource Lane Center
2510 Oakmont Way, Eugene, OR 97401
Business services: 541.686.7736
Job seeker services: 541.686.7601



Benefits of an OJT

The purpose of On-the-Job Training (OJT) is to assist businesses in training and retraining skilled, productive workers. It is a hire-first activity designed to help companies employ workers who have skills but need industry-specific training to succeed in the company.

OJT is a business service which offers an employer reimbursement for hiring an eligible job seeker who is lacking a skill, or set of skills, AND the employer is willing to train him or her on the job.

Employers benefit by developing a highly skilled workforce to meet current and future skill needs, and the opportunity to diversify their workforce.



Benefits of an OJT

- ✓ Up to \$3,500 per training plan
- ✓ Up to 50% reimbursement of wages during training
- ✓ Opportunity to hire pre-screened applicants
- ✓ Hands-on training you design
- ✓ Chance to train employees your way
- ✓ Trainees for hard-to-fill jobs
- ✓ Reduced employee turnover



"The challenge that we were facing was that we knew we needed to grow. We were filled to capacity. But because of the economy, we were uncertain about hiring. The OJT program basically helped us make the decision. Lane Workforce Partnership staff made it so easy by screening the applicants. I absolutely recommend the OJT program to other business owners."

-Todd Edman, CEO, Lunar Logic

More About OJTs

- ✓ Training plan and wage reimbursement is approved by both parties
- ✓ Job pays \$11/hour or more and offers at least 30 hours of work a week
- ✓ Employer-provided benefit package (medical insurance with employer contribution)
- ✓ Minimum training duration of 4 weeks; maximum of 16 weeks
- ✓ Position must be permanent, expected to last at least one year
- ✓ If job is covered by collective bargaining agreement, must have written concurrence
- ✓ Employer cannot have any employees in a layoff status from the same or equivalent position
- ✓ Employer must not have relocated from another market where employees were laid off in previous 120 days





LANE WORKFORCE
PARTNERSHIP

1500 Valley River Drive, Suite 150
Eugene, Oregon 97401
541.682.3800
www.laneworkforce.org

**GET INVOLVED!
INVEST IN THE FUTURE
WORKFORCE!**

CONTACTS:

Employers

Paula Medaglia
Youth Program Coordinator
Lane Workforce Partnership
paulam@laneworkforce.org
541-682-7225

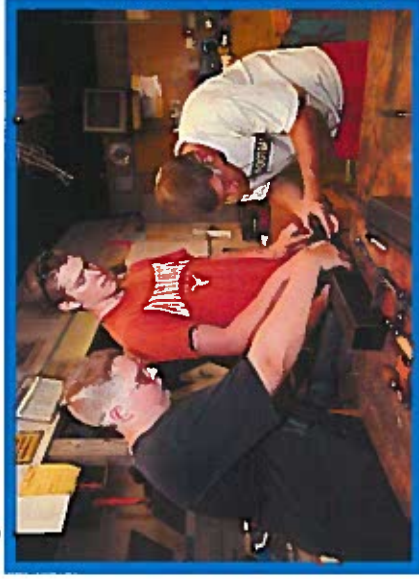
Youth

Contact your school administrator or counselor

Lane Workforce Partnership is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency free of cost upon request.

Youth Internships

*Connecting
Employers,
Education
And
Youth*



**LANE WORKFORCE
PARTNERSHIP**

What is a youth internship?

A youth internship is a supervised training experience in which students learn and apply their skills and knowledge in a professional setting relevant to their career goals. Internships are developed through partnerships between businesses and educators.

What is the purpose of an internship?

- Enables students to learn new skills and apply classroom knowledge.
- Allows students to have a better understanding of the connection between education and the work place.
- Provides students opportunities to experience career paths in specific industries



What is a expected of me?

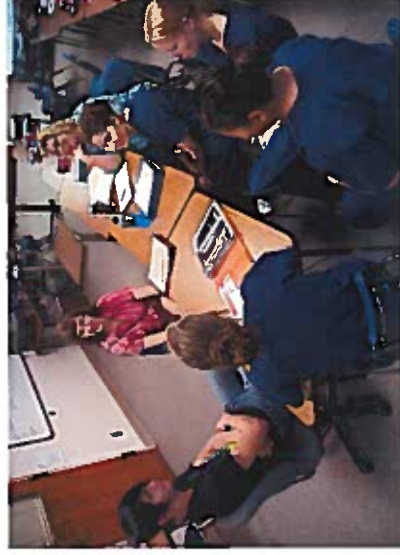
INTERNSHIP REWARDS

Employers

- Tap into the future workforce
- Promote excitement about your industry
- Mentor and develop your future employees
- Diversify and energize your workforce

Youth

- Learn and earn—some internships are paid and/or earn credit
- Explore career options
- Build resume with relevant work



Schools

- Increase opportunities to meet new graduation requirements
- Build partnerships with employers
- Enrich already existing programs

Employer

- Identify need and develop job description
- Interview youth and select youth
- Provide on site supervision and training
- Provide feedback to school

Youth

- Must be junior or senior in high school
- Able to work 10-20 hours per week during school year and up to 40 hours per week during the summer
- Must be recommended by school
- Must be drug free

School

- Recruit
- Screen
- Recommend



About WorkSource Lane

An initiative of the Lane Workforce Partnership, WorkSource Lane assists employers to recruit and retain employees, and helps individuals learn new skills, find employment and progress in their careers.

An alliance of workforce organizations, WorkSource Lane serves everyone regardless of income or employment status, at no cost to the individual.

WorkSource Lane is an initiative of Lane Workforce Partnership, the Local Workforce Investment Board for Lane County, Oregon. For information about the Lane Workforce Partnership Board, visit our website at www.laneworkforce.org

- Explore career options
- Learn new workforce skills
- Develop effective job search strategies
- Gain an edge with a National Career Readiness Certificate
- Learn about On-the-Job Training
- Attend workshops

Stop by one of our locations or visit our website at:
www.worksourcelane.org

WorkSource Lane Locations

WorkSource Lane Eugene

2510 Oakmont Way
www.laneworkforce.org/worksource-lane
Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
Business services: 541.686.7736
Job seeker services: 541.686.7601

WorkSource Lane Florence

3180 Highway 101 North
Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.
(Closed 12:00-1:00 p.m. for lunch)
Job seeker services: 541.997.1913

Lane Community College

Main Campus, Building 19
4000 East 30th Ave., Eugene
www.lanec.edu/wdd
Hours: Monday-Friday, 9:30 a.m.-3:00 p.m.
Job seeker services: 541.463.5223



AN INITIATIVE OF THE LANE WORKFORCE PARTNERSHIP

Better Skills ♦ Better Jobs
Better Economy



Find us on Facebook



JOB SEEKER SERVICES

- Skills assessments
- Career exploration & guidance
- Job search & job placement
- Resume writing
- Training for skills enhancement & career opportunities
- Computers & internet access
- National Career Readiness Certificate
- On-the-Job Training



- Identify your unique skill sets and current jobs that fit your skill sets
- Learn what skills and/or training you need to compete for a high paying job
- Determine your career and training goals
- Apply for workforce training funds to help achieve your career goals
- Explore On-the-Job Training opportunities with Lane County employers
- Access information on high-paying jobs in Lane County



DEVELOP YOUR CAREER PATH

REGISTER FOR SERVICES

- Register online at:
worksourceoregon.org
- Meet with WorkSource Lane staff
- Have current ID verified

GET STARTED!

If you are ready to explore career and training opportunities and find the right job for you, stop by WorkSource Lane. Professional and friendly staff are ready to assist you.



National Career Readiness Certificate

Get an edge on the competition by obtaining a National Career Readiness Certificate. It's a tangible way to prove work-related skills to potential employers.





**LANE WORKFORCE PARTNERSHIP
POLICY**

POLICY TYPE:	Methods of Administration, Workforce Investment Act Section 188: Nondiscrimination (29USC 2938) Title IB Programs Comment(s)/Concern(s)Process
EFFECTIVE:	April 9, 2002
REVISED:	August 30, 2012

BACKGROUND

The purpose of the Methods of Administration is to provide a reasonable guarantee of Oregon's compliance with the Americans with Disability Act, section 504 of the Rehabilitation Act of 1973, Section 188 of the Workforce Investment Act of 1998, and 29 CFR Part 37 as the state implements and executes the Workforce Investment Act of 1998. The MOA is supported by the Governor's Executive Order EO-96-38, regarding affirmative action and equal opportunity for Oregonians. The MOA applies to (1) any recipient, (2) programs and activities that are part of the One-Stop delivery system and that are operated by One-Stop partners listed in section 121(b) of the Workforce Investment Act. The MOA is equally applicable to all contractors, vendors, grantees, agents, recipients and providers of services funded in whole or part with federal funds.

DESIGNATION OF EQUAL OPPORTUNITY COORDINATORS

The state Equal Opportunity Officer (EOO) for the purposes of the MOA resides in the Oregon Employment Department. The state EOO reports to the Director of the Oregon Employment Department who serves in the Governor's Cabinet. Local Workforce Investment Boards are responsible for designating local Equal Opportunity Coordinator(s) (EOC) to assure compliance with the Methods of Administration.

Region 5 Equal Opportunity Coordinators are:

Regional Equal Opportunity Officer

Julie Davidson 541-686-7682

Equal Opportunity Coordinator

Sue Thompson 541-255-6118

RESPONSIBILITIES

The primary partnership in resolving complaints under the MOA is between the state partner agency's EOO and the EOC at the One-Stop (for Lane County, WorkSource Lane).

The Equal Opportunity Coordinators are responsible for carrying out the following duties:

1. Receiving and processing complaints based on prohibited grounds of discrimination.
2. Providing information about non-discrimination and equal opportunity laws and the complaint process to agency staff, beneficiaries and interested members of the public on

request.

3. Developing and providing compliance reports for review by the state Equal Opportunity Officer (EOO), who submits compliance reports to the U.S. Department of Labor Civil Rights Commission.

PARTNER AGENCY REPORT PROCESS

In compliance with the Methods of Administration, a *Comment(s)/Concern(s)* form has been developed for the use by all partner staff as a first step for reporting potential complaints.

The form shall be used at all partner agency locations that provide services or receive funding under Title 1B of The Workforce Investment Act.

Steps for using *Comment(s)/Concern(s)* form:

1. A customer has a comment/concern that he/she would like to express.
2. Staff addresses and resolves concern immediately, if appropriate.
3. If concern is not resolved, and the customer wishes to take the concern further, staff gives the customer the *Comment(s)/Concern(s)* form to complete, sign and date.
4. Staff informs customer that his/her concern will be forwarded to the Equal Opportunity Coordinator and that he/she will be contacted within 7 working days from receipt of the form by the Equal Opportunity Coordinator.
5. Within 24 hours staff forwards completed *Comment(s)/Concern(s)* form to Equal Opportunity Coordinator (Attention: Julie Davidson or Sue Thompson) either by fax (541-686-3570) or email Julie.m.davidson@oregon.gov or sue@laneworkforce.org.
6. The Equal Opportunity Coordinator assigns to appropriate agency to resolve according to their resolution process (including if elevated to the state level). A copy of the *Comment(s)/Concern(s)* form will be faxed or emailed to the appropriate agency.
7. The agency handling the concern will report status of the concern to the WorkSource Lane Equal Opportunity Coordinator by completing the "Staff Use Only" section of the *Comment(s)/Concern(s)* form and faxing or emailing the form back to the WorkSource Lane Equal Opportunity Coordinator.

NOTE: All *Comment(s)/Concern(s)* forms are to be faxed or emailed to the Equal Opportunity Coordinator, and copy to Regional Coordinator Officer, whether resolved or not.

If you have any questions regarding this process, please contact Julie Davidson at (541) 686-7682 or Sue Thompson at (541) 255-6118.



Organization Policy
 Standard Operating Procedures

Topic: Data Safeguard

Date: May 1, 2007

New

Revised

Page 1 of 1

Purpose

This guideline defines the procedures and precautions necessary to safeguard Worksystems, Inc. data.

Policy Statement

Data Security

- All access to data requires authentication.
- All reports accessible from the web that show individual client data require authentication.
- No reports accessible from the web will show Social Security Number, Birth date, Phone or Address information.
- The network infrastructure is designed so that data stores are not directly accessible from the web.
- All information access from the web is via a middle tier application that requires user authentication.

Data Fault Tolerance

- All databases are backed up daily.
- Databases with the capability, run transaction logs synchronized with successful backups.
- Databases with the capability dump data nightly to a different server.
- All servers use fault tolerance for data drives that can include mirroring or RAID 5.
- Tapes are stored offsite.

Reference

CCWD Policy 589.50



LANE WORKFORCE PARTNERSHIP POLICY

POLICY TYPE:	90-Day Service Rule Policy for Youth Program
EFFECTIVE:	February 28, 2008
REVISED:	July 2013

The U.S. Department of Labor (DOL) requires all programs funded through the Workforce Investment Act (WIA) to document services provided to adults and youth during every 90-day period in order to keep their files open. This comprehensive policy establishes a system to document services provided to participants registered in a Workforce Investment Act (WIA) youth program.

If a participant does not receive a service at least once in a 90-day period, the individual's file must be closed on the 90th day. The date of file closure, or exit, is the *last date* services were provided. For the purpose of this policy, youth contractors are required to document services provided on a monthly basis.

DEFINITION OF A SERVICE

Services are activities that:

- Educate and inform the participant about program options and services
- Assess and assist the participant to access services, develop skills, and progress towards achievement of their education, career and/or plan goals
- Are defined in WIA as the ten mandated services (tutoring, alternative secondary school services, summer employment, work experience, leadership development, support services, adult mentoring, follow-up services, comprehensive guidance and counseling, assessment and case management).

IDENTIFICATION OF PARTNER AGENCIES/SERVICE PROVIDERS

Any service provided by a partner agency or a WIA youth contractor, as long as it is documented according to guidelines specified in this policy, will allow youth contractor staff to be in compliance. Partner agencies include:

- Adult Education located at a community college
- Job Corps
- Migrant and Seasonal Farm Worker Programs
- Native American Programs

- Career technical programs at high schools and community colleges
- Any employment and training services funded through block grants, Department of Housing and Urban Development (HUD), Department of Human Services (DHS), etc.
- Other non-WIA Programs providing services pertaining to the youth's plan. This includes basic education programs in high schools.

The partner program services can be coordinated with the WIA youth contractor's services in a shared plan, are described in the youth's plan and case file, including the estimated date of completion of services.

GUIDELINES FOR PROVIDING AND DOCUMENTING SERVICES

- Services can be provided on location, through a *two-way interaction* on the telephone, via e-mail or over the Internet
- Documentation of services provided by a subcontractor or a partner agency will be on I-Trac and will include a description of the service, date the service was provided and who provided the service.
- Interactions with the participant or parent/guardian, school counselor, parole officer or staff from a partnering program are to be documented on I-Trac and will directly pertain to a service being provided
- Other forms of acceptable documentation include job search records, school transcripts, attendance records, progress reports and email or correspondence from a partner program staff.
- Services may be provided on location or through a two-way interaction on telephone, via e-mail or over the internet (e.g., iMatchSkills registration).
- Interacting with partner agency staff to make certain youth is still receiving partner services, e.g., obtaining progress reports, transcripts, etc., documenting conversations with partner agency staff, etc.
- The 90-day service policy does not apply to youth who are in follow-up.

TIMELINES

- Youth contractors are to document services in I-Trac at least once every 30 days.
- If documentation does not occur monthly, the Lane Workforce Partnership will notify the contractor with a reminder to update the youth I-Trac records immediately.
- If services cannot be documented as required, the Lane Workforce Partnership will require the participant's file to be closed.

EXAMPLES OF SERVICES AND NON-SERVICES

Examples of services that will allow a participant's file to remain open are:

- A documented interaction with the participant.
- A documented communication with staff from a partner agency regarding the participant.
- Response to a participant's request for assistance or support services: the request is attended to or a support service is provided and documented accordingly.
- Discussion concerning a participant's program issue or employment situation, e.g., anything that pertains to the participant's plan.
- Developing goals pertaining to the participant's plan.
- Assessment activities leading to plan development, modification, etc. NOTE: specify what the topic of discussion is. Assessment areas include a participant's academic, occupational or work readiness skill levels, their aptitudes, abilities and supportive service needs.
- Scheduling a participant for a workshop, a class or any training opportunity.
- Advising the participant on issues or problems.
- Planning next steps.

Examples of non-services that will require a file to be closed after no service delivery during a 90 day-period include:

- One-way correspondence, such as
 - ✓ Leaving a phone message for a youth and never hearing back;
 - ✓ Sending a letter or email with no further conversation between the provider and the youth
 - ✓ Having youth pick up paperwork with no communication concerning the youth's plan, progress, goals, etc.
- Unreturned messages or phone calls to a participant.
- Documentation of seeing a youth in a parking lot, classroom or any other setting with no discussion pertaining to the youth's plan.
- Anything that does not identify the youth contractor or partner agency actually interacted with the youth, provided a service, etc.
- Eligibility determination.
- Income maintenance or support payments (e.g., U.I. or TANF).



On-the-Job Training Employer Checklist

Information Items

1. Business Name, Address and Contact Information (a business card may be attached)

Name:

Address:

Contact Name:
2. How long have you been in business in this area?
 Is the business being sold or merging with another company? Yes No
3. What is your chief product or service?
 What is your NAICS Code? Go to <http://www.census.gov/eos/www/naics/> to search for NAICS code if company does not know.
4. How many full-time employees do you have?
 How many new hires do you anticipate making in the next two (2) years?
 What job titles/job descriptions will need to be filled? (Attach job descriptions if available)
5. Do you use a staffing agency? Yes No
 If so, which one?
 Please describe the relationship.
6. Are jobs expected to last a year or more in the normal course of business? Yes No
7. What skills will your current workers and new hires need to acquire to be fully productive?
8. Do you have sufficient equipment, materials and supervisory time and expertise to provide necessary training?
 Yes No
9. What are your turnover patterns and causes and could we do anything to help lower turnover?
10. What licenses or entry qualifications do your workers need? (an attached job description may suffice)
11. How many hours per week are Trainees expected to work?
 What are the expected shift times and days?
12. Do any jobs pay based upon commissions, tips, piece work or incentives? Yes No
 Is there a base wage that commissions, tips, piece work or incentive pay is added to? Yes No
 If yes to either of the above, what entry earnings may be expected for each job?

13. Which fringe benefits are provided to regular employees?

Medical benefits

Company:

Policy Number:

Individual premium:

Family premium:

When are medical benefits available?

Assurances and Compliance Items

14. Do you have a payroll system which records all paychecks and amounts? Yes No
 Can verify wage payments quickly onsite? Yes No
 If no to either, how will wages be verified for OJT payment?
 FEIN Number
15. What is your Workers' Compensation carrier (or an equivalent system)?
 Will OJT trainees be covered? Yes No
16. Are any of the jobs considered for an OJT "independent contractors" or not employed by your firm during the entire training period? Yes No
17. Are any of these jobs covered by a collective bargaining agreement? Yes No
 If so, obtain and attach a "concurrence letter" from the union(s).
18. Are any employees on layoff currently? Yes No
19. Are there any outstanding wage and hour, health and safety, or discrimination complaints or adverse decisions? Yes No
20. Has your company relocated from another area in the U.S. within the last 120 days, leaving any workers behind? Yes No
21. What percentage of previous Trainees, over the last two (2) years, have completed training and been retained by your firm? Number of OJT's; Number of employees retained; % retained.
 If the retention percentage is below 75%, what improvements are planned?

Next Review Date (2 years): _____



OJT No:

On-the-Job Training Employer Acknowledgement

This On-the-Job Training (OJT) Employer Acknowledgement is for _____ (Employer). OJT funding is made available to assist businesses in training and retaining a skilled, productive workforce.

The OJT rules, on the reverse side of this Acknowledgement, and the OJT Checklist are included by reference.

FOR THE EMPLOYER:

Company Name:

Address:

FEIN Number:

I have reviewed the OJT rules and employer checklist, and have determined that the organization meets all the requirements.

FOR WORKSOURCE LANE:Name: **Lynn Delmore**
 Address: **2510 Oakmont Way
Eugene, OR 97401**

I have reviewed the OJT rules and employer checklist with employer and have determined that the employer, meets all the requirements.

 Authorized Signature _____ Date _____

Printed Name and Title

Phone No.

 Authorized Signature _____ Date _____

Lynn Delmore, lynn.delmore@co.lane.or.us
 Contact Person and E-mail Address

541-686-7718
 Phone No.


OJT RulesKEY PAYMENT DEFINITIONS

Training Completion: Training is complete when the Training Period is over and the Trainee meets the Employer's standard for each "skill to be learned" as shown in the Training Plan. WorkSource Lane OJT staff will help with training design and scoring.

Trainee Gross Pay: These are the amounts earned by the Trainee for work performed during the training period. Pay does not include fringe benefits which are not included in the pay check.

Contact your WorkSource Lane OJT representative if a Trainee quits or gets fired. We'll work with you to find a qualified replacement and prevent a reoccurrence. You may also qualify for partial or full payment.

APPLICABLE LAWS AND RULES

1. The Employer shall comply with all applicable Federal, State, and local laws, rules and regulations, which deal with or relate to employment, including but not limited to the Fair Labor Standards Act, as amended.
2. Training positions covered by an On-the-Job training plan have not been created by relocating the business and displacing former employees within the last four (4) months.
3. The Employer has not been debarred, suspended, declared ineligible or voluntarily excluded from Federal contracting.
4. No Trainee shall be illegally discriminated against on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, or his or her status as a Trainee.
5. This OJT will not result in the displacement of employed workers nor impair existing contracts for services nor result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
6. The Employer-Employee relationship is established between the named employer and employee-trainee. WorkSource Lane is limited to providing a referral only.
7. The Employer shall notify WorkSource Lane in writing prior to the sale, closure or transfer of its business. Failure to notify shall void the right to payment under this OJT agreement.
8. Employer agrees to indemnify, defend, save and hold harmless Lane County, Lane Workforce Partnership, the cities of Eugene and Springfield and their commissioners, officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever and to defend all claims, proceedings, lawsuits, and judgments resulting from, arising out of, or relating to the acts or omissions of the Employer, including but not limited to the activities of Employer or its officers, employees, subcontractors or agents under this contract; provided that Employer will have no obligation to indemnify from and against any claims, suits, actions, losses, damages, liabilities, costs and expenses attributable solely to the acts or omissions of Lane County, Lane Workforce Partnership, the cities of Eugene and Springfield, or their commissioners, officers, employees, and agents.

TRAINEES

1. Only those persons determined eligible by WorkSource Lane will be trained.
2. No OJT Trainee may assist, promote or deter union organizing or engage in political activities during work hours.
3. OJT Trainees shall not be employed in the construction, operation or maintenance of any facility which is used for religious instruction or worship.
4. No OJT Trainee will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous or dangerous to the Trainee's health or safety.

TRAINEE WAGES AND BENEFITS

1. Hourly wages paid to a Trainee shall not be less than the hourly wage specified in the Training Plan.
2. Appropriate worker's compensation insurance protection will be provided to all Trainees.
3. Each Trainee shall be provided pay, benefits and working conditions at the same level and to the same extent as other employees similarly employed.

RECORDS

1. The Employer shall maintain, preserve and make available records to support OJT payments until seven (7) years after final payment under this OJT agreement. If any litigation, audit or claim has been initiated, the records will be maintained until a final determination has been made.
2. The Employer agrees that authorized representatives of WorkSource Lane shall be given reasonable access to facilities and records.
3. The Employer will report OJT hires and terminations to WorkSource Lane.



OJT Agreement No.:

On-the-Job Training Exception Request

Employer Name: _____ Employee/Trainee Name: _____
 Position Title: _____ O-Net Code: _____
 Training Period: _____ to _____ Maximum Obligation \$ _____
 Wage per hour: \$ _____ Amount for Training Payment \$ _____
 Hrs/week: _____ Amount for Retention Payment \$ _____
 Date Hired: _____ Is the trainee a: Current Employee?
 Date Determined Eligible: _____ New Hire?

Training Plan Exceptions	
<input type="checkbox"/>	The training period exceeds 16 weeks or is less than 4 weeks or starting wage is less than \$11 per hour.
<input type="checkbox"/>	A current employee trainee will not achieve a wage gain of 50 cents per hour or more, and no upgrade and/or "backfill" is expected.
<input type="checkbox"/>	Other – please describe:
Describe Training Plan Exception Justification	
Payment Exceptions	
<input type="checkbox"/>	Other – please describe:
Describe Payment Exception Justification	

Submit completed Exception Request to LWP Workforce Investment Manager for approval.

Signature: _____ Date: _____

Organization Name: _____
 Type/Print Name: _____ Title: _____

OJT FILE CHECKLIST

Name:

Job Seeker ID:

Phone:

Grant: BTWO NEG DW ADULT

 BTWO- copy of WOMIS registration summary

Email:

Weeks Unemployed

 Casenote into i-trac/tracking

Dislocation Wage

OJT STAFF	DOCUMENT COLLECTED	SCANNED to EBRIDGE / DATE
	Training Plan, all supplemental plans and/or Modifications.	
	I-Trac Eligibility verified in system (matches hard copy if in file) EDR and WOMIS	
	DW qualified participants require a full UI printout (Obtain from OED partner)	
	ID collected	
	Selective Service document. Men born from 3/29/1957- 12/31/ 1959, were not required to register because registration was suspended for several years in the late 1970s	
	iMatchSkills	
	Prosperity Planners Budgets	
	NCRC completed Reading: ___ Math: ___ Locating: ___ Other testing if appropriate (Prove It)	
	Job description	
	O*Net reports that supports training	
	Progress report (case note or paper form)	
	Wage Verification prior to the end of training	
	Training Period Invoice and related documentation.	
	Success Story Permission	
	Other: _____	



WIA SCHOLARSHIP APPLICATION 2014 - 2015

Completed paper applications and all supporting documentation due at WorkSource Lane, 2510 Oakmont Way, Eugene by December 31, 2014 – 5:00 p.m.

Application may be completed electronically and then printed, or printed first, then completed in ink. Incomplete or illegible applications will be rejected. All information submitted within this application is confidential.

Have you been awarded a WIA scholarship in the past? [] Yes [] No [] Unknown
If Yes: Date awarded _____ Award amount _____

APPLICANT INFORMATION

First _____ Last _____ Job Seeker ID _____
Mailing Address _____
Phone Number _____ E-mail _____

ELIGIBILITY REQUIREMENTS

- Must be eligible for training services under the Workforce Investment Act (WIA)
Must apply for federal financial aid at fasfa.gov prior to applying for WIA scholarship
Must reside in Lane County or have been most recently dislocated from Lane County employer
Must attach all required documentation at the time of application submission
Must explain why your current credentials are not leading to sustainable-wage opportunities
Training program must be on Eligible Training Provider List: http://www.odccwd.state.or.us/etp/etplist.aspx
Must demonstrate that training will lead to employment in an industry projected to grow
Must identify additional resources to complete program if training costs exceed WIA award
Must be available to accept employment offers upon program completion
Must be able to perform the essential functions of the target job and pass industry specific hiring criteria (drug screen, background checks, etc...)
Must maintain contact and collaborate with WorkSource Lane Career Advisor during training and work search
Veterans and Veterans' spouses will receive priority
My signature on this application indicates I understand and agree to these criteria.

WorkSource Lane is an Equal Opportunity Program/Employer. Auxiliary aids and service, alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request.

APPLICANT NAME

Do you have a high school diploma or GED? [] Yes [] No

What is your highest level of education? _____

Please list all degrees, professional certifications, licenses, and special skills – include year(s) earned and major(s). Where applicable, check which ones are current today.

1. Are you currently in school? [] Yes [] No

a. If yes, name of school _____

- Name of program _____
- Projected completion date _____

b. If no, name of intended school _____

- Name of intended program _____
- Projected start date _____
- Anticipated completion date _____

2. Please list all certificates / degrees / licenses you will earn upon training completion.

3. Does the program accept federal financial aid? [] Yes [] No

If yes, when did you submit your FAFSA? _____
Month / Year

Pell Grant amount awarded \$ _____

4. Cost of training **through 06/15/2015** \$ _____

Include tuition, fees, books and training-related expenses. You may include up to \$500 toward the purchase of a new computer. *Do not include living expenses, and do not include transportation and child / elder care costs.*

Amount indicated in question # 4 is the amount you are requesting through this application.

APPLICANT NAME

BUDGET WORKSHEET

For Establishing a Basic Budget and Self-Sufficiency Planning

Number of adults in household _____

Number of children and/or dependent adults in household _____

County of residence _____

MONTHLY HOUSEHOLD INCOME	\$/Month
Earned Income	
Your average gross monthly wages <i>Include salaries, wages, tips, commissions, bonuses, strike benefits, and self-employment. This amount should be before taxes.</i>	
Average gross monthly contribution from other household wage earners <i>Include salaries, wages, tips, other benefits, and self-employment income from a business or farm. This amount should be gross before taxes.</i>	
Unearned Income	
Child Support	
SNAP (Food Stamps)	
SSI / SSDI	
TANF	
Unemployment Insurance (yourself and / or spouse / partner)	
Other sources of unearned income <i>Include workers compensation, inheritance, trust funds, alimony, prizes / awards, grants, and dividends or interest.</i>	
Combined Total Income →	

MONTHLY HOUSEHOLD EXPENSES	\$/Month
Housing	
Rent / Mortgage	
Utilities and Related Household Expenses <i>Include electricity, gas, water, garbage, phone, internet, cable</i>	
Homeowner / Renter Insurance	
Child / Dependent Care	
Child and / or Elder Care	
Child Support	
Health Care	
Health Insurance	
Out-of-Pocket Expenses <i>Include co-pays, prescriptions, over-the-counter medications</i>	

APPLICANT NAME

TARGET OCCUPATION AND WAGE INFORMATION

1. What position(s) do you expect to be qualified for upon training completion? _____

2. Projected employment date in target industry _____

3. Approximate entry wage in target industry \$ _____ / hour
10% to 25% percentile from OLMIS or O*Net

4. Are you currently employed? [] Yes [] No

a) If yes, what is your wage now? \$ _____ / hour

b) If no, what was your wage at your most recent job? \$ _____ / hour

5. Projected wage increase or decrease in target industry:

- Entry level target occupation wage \$ _____ / hour
10th to 25th percent found in OLMIS or O*Net - (less)
- Current or most recent wage \$ _____ / hour
= (equals)
- Wage increase or decrease \$ _____ / hour

If your target wage is less than you were making at your most recent position, please explain what impact this decrease will have on you and how you plan to live at the lower wage.

APPLICANT NAME

TRAINING AND EMPLOYMENT PLAN – ESSAY QUESTIONS

Please respond to the following four questions. You may respond in the space provided or you may attach your responses separately. Please limit your responses to one page per question. Your essay responses will be scored. Your overall essay scores help determine the amount of your award, if any.

TRAINING NEED

1. Please explain why your current skills and experience are not leading to living-wage employment opportunities. Why do you need to be retrained?

EMPLOYMENT GOAL

2. Please explain how you decided on your occupational goal and how it will increase your earning potential and / or employment opportunities in Lane County. If you are planning to work outside the area, please explain your decision and provide labor market information for that area.

3. Please describe your knowledge of your target occupation and how you gained this information (informational interviews, personal experience, family members / friends in occupation, etc.). Please include in your answer any special job requirements and how you are prepared to meet these requirements. Special requirements may include shift work, overtime, heavy lifting, travel, clean background, etc.

FINANCIAL PLAN

4. How do you plan to pay for training costs that exceed the amount of the WIA scholarship, if one is awarded to you? Please outline your financial plan through to training completion and work search.

APPLICANT NAME

PERSONAL INFORMATION

1. Do you have physical limitations affecting your ability to walk, stand, sit, bend, lift or accomplish other physical motions? **YES** [] **NO** []

IF YES, will these limitations affect your ability to perform essential functions in your new occupation?

Explain: _____

2. Have you applied for, or are you currently receiving services / benefits from SSI, Vocational Rehabilitation, Department of Human Services, or any other agencies?

IF YES, please indicate below: **YES** [] **NO** []

Agency: _____ **Services:** _____

3. Do you currently receive Unemployment Insurance? **YES** [] **NO** []

IF YES, how many total weeks have you claimed to date? _____

4. Have you exhausted (received) all your UI benefits? **YES** [] **NO** []

5. Do you have misdemeanor or felony conviction(s)? **YES** [] **NO** []

IF YES, date(s): _____

For some convictions you may need to provide additional documentation explaining how your criminal background will not be a barrier to employment. If you have a conviction you must meet with a WorkSource Lane Career Advisor to determine if you need to provide additional documentation. Please call 541-686-7985 to schedule an appointment.

6. Are you currently involved in, or are you aware of any pending legal issues? **YES** [] **NO** []

IF YES, explain: _____

ATTACHMENT CHECKLIST

REQUIRED DOCUMENTATION – PROVIDE A COPY OF THE FOLLOWING

- Veteran or spouse of veteran, DD-214
- Current driver's license / photo ID
- NCRC certificate or letter
- iMatchSkills® “My Summary”
From main iMatchSkills® menu: under “Job Search,” click on “iMatchSkills”. Under “Tools”, click “View My Summary”. Scroll to bottom and click “Printer Friendly Version”. Attach printout to application.
- Proof your school / program is on Eligible Training Provider List
<http://www.odccwd.state.or.us/etp/etplist.aspx> -- print and attach **only** the page where your school appears
- Current or future class schedule, if enrolled in school
- Verification of acceptance into the school / program, if not presently attending classes
- Occupational report (from OLMIS or O*Net) for your target occupation
Websites: <http://www.qualityinfo.org> <http://www.onetonline.org>
- Career Information System (CIS) Skills Assessment Report: “Top 30 Occupations”
(Your target occupation must be one of the 30.) Website: <http://oregoncis.uoregon.edu/webcis>
user name: OED Eugene password: bayou.gator (create your own profile)
- Career Information System (CIS) Occupation Sort, with 50 or fewer occupations on your list. (Your target occupation must be one of the 50.)
Website: <http://oregoncis.uoregon.edu/webcis>
user name: OED Eugene password: bayou.gator (create your own profile)
- Three Prosperity Planner budgets: current financial situation, entry-level (10th-25th percentile) wage in target occupation, and median level wage (50th percentile) in target occupation. WAGE INFORMATION FOUND ON OLMIS OR O*NET REPORTS Website: <http://www.prosperityplanner.org>

APPLICANT NAME

ADDITIONAL INSTRUCTIONS

- If you have questions regarding this application, please phone 541.686.7985 to discuss. Please leave a message if we are not available to answer your call.
- When you finish your application and have attached all required documentation, you are invited to make a complete copy for your records.
- You submit your original, complete, signed application by placing it in the locked box in the front reception area of WorkSource Lane, 2510 Oakmont Way, Eugene. We will retrieve the applications each day and date-stamp them as to the date received.
- Please note: Once you place your application in the box, it is deemed “received” by WorkSource Lane, and no changes can be made. Staff is not permitted to pull out your application and return it to you.
- If you have any questions regarding this process, please phone 541.686.7985 prior to turning in your application.

I certify that all the information I have provided is true and complete to the best of my knowledge. I understand that for my application to be considered, it must be fully completed and submitted by the deadline. I also understand that I must be determined eligible under federal Workforce Investment Act guidelines.

SIGNATURE OF APPLICANT

DATE

I verify my email address on page one is correct and I understand all correspondence regarding this application will be via email.

Applicant Initials

APPLICANT NAME

Scholarship reviewed and recommended:

Advisor signature _____ Date _____

Scorer I:

Essay Responses from page 6 1 _____ 2 _____ 3 _____ 4 _____

Scorer II:

Essay Responses from page 6 1 _____ 2 _____ 3 _____ 4 _____

Total Points _____ ÷ 2 = Final Score _____



Application reviewed and not recommended:

Advisor signature _____ Date _____

- Application submitted after scholarship deadline
- Application incomplete / missing attachments
- Program accepts federal financial aid, but applicant did not submit FAFSA
- Did not explain why retraining necessary
- Did not explain how training will increase earning potential and / or employment opportunities
- Did not demonstrate knowledge of target occupation
- Did not explain financial plan for completing training and work search beyond WIA award
- Did not document how criminal background will not be a barrier to employment in target industry
- Other: _____



On the Job Training (OJT)

Development Manual

September 2012



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I. Introduction and Overview to On the Job Training

Lane Workforce Partnership (LWP) as the local Workforce Investment Board for Lane County oversees activities authorized under the Workforce Investment Act (WIA) to systematically develop the employability of eligible youth, dislocated workers and adults.

Under the guide of Federal legislation, Lane Workforce Partnership utilizes a number of training tools in an effort to meet the training and employment needs of Lane County residents. Some of these training tools include customized training with employer or industry-specific goals; individual training scholarships that participants use to pursue educational career goals; and On-the-Job Training (OJT) Agreements. When properly implemented, OJTs serve these system goals very effectively since a trainee is hired into a job or upgraded within their existing job and is trained in the requisite skills.



II. The Fundamentals of OJTs

A. On-the-Job Training (OJT)

The basic purpose of an OJT is to allow an employer to hire an individual, or upgrade an eligible employed worker, who would not otherwise qualify for the job and to teach the skills needed to perform at the entry level for the position (or at the appropriate level for the promotion). The activity is based upon a contractual exchange between the employer and the Lane Workforce Partnership. The Lane Workforce Partnership provides the employer with a partial wage reimbursement for an agreed-upon training time period in exchange for the provision of training by the employer and a commitment to retain the individual when the training is successfully completed. This commitment is enforced by the “pattern of failure” requirements specified in Section V.C. Retention Record of Participating Employer.

OJT is a hire-first program. The trainee is actually an employee of the company that has agreed to provide the training. It is very important that everyone involved understands that it is not a subsidized employment program. OJT training payments to employers are deemed to be compensation to the employer for the extraordinary costs associated with training participants and the costs associated with the lower productivity of the participants during the training period. Employers are not required to document such extraordinary costs [WIA reg. 663.710(c)]. Employers may be reimbursed up to 50 percent of the wage rate of an OJT participant for the costs of providing the training and additional supervision related to the OJT [WIA reg. Sec.673.710; WIA.101(31)B]. LWP limits the training duration to not less than four weeks and not more than 16 weeks. Training duration must be in line with Specific Vocational Preparation (SVP) estimates (refer to section VI.D. Determining Training Duration).

Because all new employees undergo some form of training, it is essential to differentiate the initial "training and orientation" routinely provided by the employer to qualified new hires from the additional training that is to be provided for the OJT trainee. The employer should only be compensated for training that is in addition to what is normally provided to a qualified new employee.

During the course of the OJT, the trainee must be treated as a regular employee and should receive wages and benefits at the same level as similarly employed workers. Not all jobs are appropriate for OJT. The emphasis on training automatically eliminates all jobs that require no more than a brief initial orientation period. Similarly, because reimbursements are intended to compensate the employer for decreased productivity, jobs that pay by commission or piecework are generally considered inappropriate. Additionally, seasonal and temporary jobs should likewise be avoided because the desired outcome is long-term retention into full time employment at the completion of training.

The assessment process is used to substantiate that each trainee has a need for the training that is to be provided and has the capability to benefit from this training. The decision to assign a participant to OJT should be based on consideration of the individual's employability skills, skill deficiencies, and interests.



OJT can also be inappropriate for a variety of other reasons. As with consideration of any participant for a training service, the potential trainee should generally possess at least the threshold level of basic and work readiness skill proficiency to ensure the possibility of success. Placement into OJT before a trainee is ready can negate earlier achievements and undermine motivation and self-confidence. Additionally, the placement of trainees who fail to meet even basic employer expectations will diminish the credibility of the Lane Workforce Partnership and the Region 5 Workforce Investment system within the business community. The initiation of an OJT for an unemployed participant is generally delayed until the trainee:

- has identified interests and aptitudes that match the prospective training;
- has expressed an occupational preference based upon sound and current labor market information;
- understands and/or exhibits the attitudes and behaviors that employers require;
- appears motivated and committed to give a best effort; and
- has sufficient basic work readiness and occupational skills to learn the job skills.

Although the primary focus of OJT is training in job-specific skills, it is sometimes necessary to build in activities that simultaneously address needed basic and/or work readiness skill deficiencies as part of the overall training plan.

Trainees who already possess a substantial portion of the skills required to perform the job also should not be placed into OJT positions. The responsibilities that accompany the use of public funds demand that expenditures for training activities be confined to situations where there is a documented need for training; mere subsidies for business or financial incentives to hire are avoided. Thus, the selection of trainees for OJT should be carefully governed by a well-thought out process. The skills already possessed by the participant must be considered along with the skills required to do the job.

B. Economic Development Restrictions

Employment generating activities, economic development, and other similar activities are not allowed unless they are directly related to training for eligible individuals. Activities regarded as directly related to training for eligible individuals include:

- employer outreach and job development activities including contacts with potential employers for the purpose of placement of WIA participants;
- the development of OJT activities.



C. Demand for Occupation in Labor Market

OJT positions must be in demand in the local labor market. Local labor market information can be used to establish that the OJT training is for a demand occupation. OJTs that occur in small businesses where the OJT training covers a relatively broad range of functions that draw from several occupations are generally considered as a unique occupation for labor market demand purposes. With these unique occupations, the fact that an opening exists for the occupation at the business presupposes the existence of a demand for the occupation.



III. Selection of Trainees

A. Recruitment

Sometimes an unfulfilled demand for skilled workers by an employer or among a group of employers may result in a targeted effort by LWP (working through the WorkSource system) to recruit appropriate trainees. Candidates may also be identified through system employer relationships, from the pool of applicants who have registered in the WorkSource Oregon Management Information System (WOMIS) or among participants who are receiving services beyond self-serve informational.

B. Employer Referrals

An employer may sometimes refer an applicant for a vacant position in order to determine whether the applicant is eligible for WIA and appropriate for training through an OJT training plan. This practice is allowed under WIA. Coordinators should assess the circumstances to determine whether an OJT is appropriate in the same way they would assess an individual participant.

Upon completing this assessment, an applicant who is referred to the Lane Workforce Partnership by an employer can be registered into an OJT only after eligibility for WIA has been verified and after the assessment process has documented a need for and ability to benefit from the training offered by the employer. Documentation of discussions with the referring employer can best provide this information.

The OJT arrangement should be explained as an "investment" that the local workforce development system is making in both the business and the trainee. Like any sound business decision, the placement of a trainee must be based upon enough information to insure a reasonable likelihood of success. Despite the training reimbursement, the employer is also committing valuable time and money to the preparation of a new employee and should not risk the expense of rapid turnover resulting from a mismatch. Hence, the timely assessment of the applicant's interests, attitude, skills, and abilities will work to the benefit of the business. Similarly, the applicant's best interest is also served by avoiding the failure that will inevitably result from a hasty and inappropriate placement. See Section IV.C. Previous Employer of Applicant and Section IV.D. Currently Employed Workers; Upgrade.



IV. Assessment

A. Documenting Need

An individual's need for OJT is established by documenting their deficiency in occupational skills during the assessment process. Although the primary focus of OJT is the acquisition of job specific skills, deficiencies in basic and work readiness skills may for some also be addressed simultaneously. Regardless of the method used for recruitment, the decision to place a participant in OJT must be based upon an assessment of the skills, knowledge, attitudes, and behaviors. An individual may be placed in OJT only when assessment, testing, and/or individual counseling indicate a need for and ability to benefit from the training specified in the OJT agreement. This is no different than the processes used to determine any participant's ability to benefit from training services – an OJT is simply another training vehicle.

In addition, consideration must be given to the chosen occupational classification to determine whether OJT is an appropriate training modality. Further discussion of this issue is presented in Section V Qualifying the Business.

A review of the individual's employment history and educational background provides an appraisal of whether the applicant has relevant skills. A deficiency in occupational skills (job-specific skills) is adequately documented where application and assessment materials show that the individual:

- has minimal previous work experience in the occupation; and
- has not substantially completed a skills training program in the occupation for which training will be given.

A presumptive need for training may thus be established. See Section VI.D. Determining Training Duration for guidance in determining the length of training and adjustments for previous experience.

B. Participants with Previous Experience in the Occupation

An individual who possesses knowledge or skills essential to the full and adequate performance of the specific occupation for which the OJT is proposed may not be placed into an OJT in that occupation. While strict compliance with this principle is inherent in the concept of OJT, in reality many jobs are unique and do not present an exact match of the skills required for jobs with other employers, even where the job title is identical. Thus, even where an individual has some relevant experience or training, the need for OJT may still be substantiated through the assessment process. In addition, a lack of contemporary application of skills or a change in technology may necessitate additional training.

Where need cannot be established through satisfaction of the presumptive conditions listed in the previous subsection, then a deficiency must be demonstrated through:



- A pre-test administered by the Lane Workforce Partnership or by an occupational skills training provider within two weeks of enrollment into a program activity that provides occupational skills training; or
- a comparison of employers' job descriptions and/or institutional training curricula that provide substantive evidence of the need for training in the prospective OJT; or
- a comparison of the employer's job description or a task analysis with the applicant's job specific skills.

An interview, however, does not constitute a pre-test and does not substitute for actual written job descriptions or training curricula. Pre-testing may be accomplished by use of standardized paper and pencil tests, computer-interactive techniques, worksite simulations, simulation formats conducted by educational institutions or civil service boards, or on the job.

The training plan that is part of the OJT Agreement, discussed further in Section VI. The OJT Contract Package may be used as an assessment instrument to determine skills a trainee already possesses and to document the need for further training. A preliminary two-week OJT Agreement is created. During this period the trainee is exposed to the range of skills required to perform the job and given hands-on opportunity to demonstrate abilities. The employer rates performance for each skill identified in the training plan. On the basis of the skill evaluation, the OJT Agreement is then modified to specify what skills must be learned and specify the time period required to achieve the appropriate level of skill.

C. Previous Employer of Applicant

As with employer referrals, where a candidate for training is a previous employee of the business wishing to provide OJT, the Coordinator must carefully examine whether the proposed training involves skills and duties that are substantially the same as the previous job. This lack of new or upgraded skills is a valid reason to prohibit an OJT.

If, however, there is adequate reason to enter into the agreement, e.g., a new job or upgraded job at a higher rate of pay, then OJT can be justified for a proportionately reduced duration. Additionally, regular monitoring must substantiate that training is occurring and that the trainee is not spending excessive time performing the duties of the previously held job.

D. Currently Employed Workers; Upgrades

A currently employed worker may be placed into an OJT with the same employer when they meet WIA eligibility and the employer meets OJT employer requirements.

Where the employer proposes to upgrade the employee by training for a job that requires substantially different or higher-level skills, the current employee must also, as a result of successfully completing the OJT:

- Expect a wage gain of \$0.50 or more by the end of the training period; or



- expect an upgrade to a new position, and the “backfill” with a new hire for the employee’s previous position is made through WorkSource Lane when training is complete.

An exception may be granted by the Lane Workforce Partnership’s LWP contract liaison. Examples of exceptions might include (but are not limited to) a worker who has a disability and requires retraining, medical benefits and regular employment status are gained as a result of the training, or a layoff can be averted through retraining.

Additionally, programs must evaluate whether the funding source that will be used to write the OJT allows for services to be provided to employed participants. For example, an OJT funded by Dislocated Worker funds could only be written for an employed worker if that worker was a WIA DLW participant and still engaged in services (enrolled or follow-up).



V. Qualifying the Business

A. The Initial Discussion

The contracting process begins with a systematic exchange of information between the prospective employer and the Lane Workforce Partnership. The Lane Workforce Partnership must make an on-site visit to the interested employer to:

- explain the program;
- learn about the business;
- identify and describe the job(s) to be filled;
- observe the work setting and environment; and
- review the administrative systems and the business' capacity to insure fiscal integrity.

If initial discussion indicates that the business may be appropriate for an OJT, it is necessary to gather and record detailed information that insures that the business can comply with the required administrative standards, in effect to "qualify" the business for OJT services. The process entails an interview with the owner or manager, inspection of documents or forms, and observation of the premises and work setting. Additionally, the requirements of the OJT Agreement, rules and training plan requirements should be discussed with the employer.

The information that is gathered is summarized and recorded on the On-the-Job Training Employer Checklist. The purpose of this process is to determine whether:

- the business is solvent;
- it has the capacity and resources to adequately train;
- successful training will provide a long-term job;
- the business's turnover rate is reasonable;
- the health, safety, and working conditions are reasonably safe and sanitary;
- adequate Workers' Compensation or accident insurance coverage is in effect;
- adequate payroll and record keeping systems are in place;
- any positions are covered by collective bargaining agreements, and if so whether the bargaining agent approves of and will concur in writing with the delivery of OJT services under the Agreement and subsequent training plans;



- there is a need to avoid an OJT because other employees are currently in layoff status, currently employed workers will be displaced by a trainee, the OJT would infringe on promotional opportunities of currently employed workers, or the company has relocated leaving dislocated workers at any other sites (this requires a 120 day waiting period before OJT services can be provided);
- the rate of pay, and fringe benefits, and working conditions offered to the trainee are the same as similarly situated employees in similar positions in the local labor market; and
- there is any evidence of discrimination or other unlawful practices.

The Lane Workforce Partnership must also determine if a relocation results in any employee losing his or her job at the original location, since WIA funds may not encourage or induce a business, or part of a business, to relocate from any location in the United States. If an employee has lost his or her job at the original location, no OJT or customized training funds can be used at the new location until the business has operated at the new location for 120 days.

The Employer Checklist includes a section of Assurances and Compliance items for discussion. In the event that any of the above circumstances exist, further discussion with the employer and appropriate documentation of issue resolution is needed to determine if they can be qualified as an OJT employer.

B. Appropriate Businesses

The review process described above is used to determine whether a business is appropriate for OJT. OJT Agreements with organizations represented on the Lane Workforce Partnership Board of Directors are subject to the same policies and approval procedures as any other employer.

All OJT Agreements must comply with the Workforce Investment Act, its implementing regulations, State of Oregon policies, and LWP Region 5 policies, including:

- The business is not involved in a labor dispute, has employees in layoff status, or is in violation of Davis-Bacon Labor practices that govern prevailing wage rates for government construction contracts.
- An OJT Agreement must not impair existing contracts for services or collective bargaining agreements. When an OJT Agreement would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the OJT can begin.
- The OJT Agreement would not assist, promote or deter union organizing.
- The OJT employer does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental handicap, political beliefs or affiliations, or age.



- The OJT employer has adequate payroll record keeping systems that track hours worked, gross pay, deductions, and net pay.
- The OJT employer is registered with the Internal Revenue Service and has an account with the Oregon Employment Department for Unemployment Insurance and carries Workman's Compensation Insurance.
- The OJT training does not violate the sectarian prohibition [WIA 188(a)(3)].
- OJT trainees are compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills, and such rates shall meet the higher of the federal or state minimum wage rate.
- OJT employees are provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
- The prospective OJT employer meets the existing “pattern of failure” requirements outlined in Section V.C. Retention Record of Participating Employer.
- The OJT employee would not be engaged in partisan political activities.
- The OJT Agreement would not displace any currently employed worker (including partial displacement such as reduction in non-overtime hours, wages, or benefits) or infringe upon the promotional opportunities of any current employee. Regular employees and program participants alleging displacement may file a complaint through the WorkSource Centers under the Region 5 Grievance policy and operational communication.
- No individual is on layoff from the same or any substantially equivalent job; the employer has not terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy so created with an OJT participant; or the job is not created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of the participation).
- The OJT does not encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States unless 120 days have lapsed since the date on which such business commences operations at the new location.
- The OJT site has necessary equipment, materials, and supervision to provide adequate training.



- The OJT employer forecasts sufficient work to provide long-term regular employment for the OJT participant.
- The OJT site has safe and healthy working conditions, without previously reported health and safety violations that have been reported but have not been corrected. (Note that the Lane Workforce Partnership should be attentive to this issue during the initial visit - and subsequent visits - to the training site and should inquire about safety records and inspections. The Lane Workforce Partnership is not an OSHA inspector, however, and is only expected to question reasonably apparent potential hazards.) To the extent that the State workers' compensation law applies, workers' compensation must be provided to OJT employees on the same basis as the compensation provide to other individuals in the State in similar employment.
- No fee has been charged to the participant to be referred or placed into the OJT training position.

C. Retention Record of Participating Employer

The decision to enter into an OJT should also take into consideration the track record of employers who have previously undertaken OJTs. The Lane Workforce Partnership must not enter into an Agreement with an employer who has previously exhibited a "pattern of failing" to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work [663.700(b); WIA195(4)]. Only businesses with a history of successful training and retention of OJT employees should be used as repeat OJT sites. Employers that use OJT to subsidize short-term "revolving door" positions will be decertified as OJT sites. For the purposes of re-contracting and "pattern of failure" considerations, additional OJT agreements and/or training plans should not generally be negotiated with any business that, having had five or more previous OJT training plans:

- Does not meet an employment (retention) rate of 75%. The employment rate is the percentage of all exiters from the applicable program who has unsubsidized employment in the 3rd quarter after exit. The employment rate calculation is:

$$\frac{\text{\# of exiters from the applicable program employed in the 3rd quarter after exit}}{\text{\# of exiters from the applicable program during the reporting period}}$$

Exception: When a business does not meet the employment rate of 75% for five or more exiters, but agrees to a corrective action plan that addresses the identified problems, additional OJT training plans can be approved on an interim basis after the corrective action plan has received administrative approval from the LWP Workforce Investment Manager. Absent an approved corrective action plan, a business that has been determined to exhibit a pattern of failure to retain trainees will be decertified as an OJT site for a limited duration of two years.



Such recontracting/corrective action decisions take into account the circumstances of trainees who have failed to complete training. A pattern of failure determination is generally not made until at least five OJT training plans have expired and the trainees have completed the follow-up period for performance. Efforts should be made to determine why trainees failed to complete.

D. Disproportionate Share of the Work Force

To effectively implement an OJT agreement it is necessary that the employer have adequate supervisory staff or other skilled workers who are available to instruct the trainee. The number of trainees participating at any business should, therefore not represent a disproportionate share of the employer's work force. Although a reasonable ratio may vary with circumstances such as the size and nature of the business, as a general guideline, the number of trainees placed into OJT positions should not exceed:

- One trainee for businesses with five or fewer employees; and
- 50% of the work force for businesses with six or more employees.

This guideline may be exceeded with administrative approval if sufficient benefit to the trainee can be documented. Contact the appropriate LWP contract liaison for assistance.

E. Work Opportunity Tax Credit (WOTC)

Participants who meet WOTC eligibility requirements may from time-to-time be hired into positions using an OJT. The WOTC may not be used at the same time as the employer is receiving subsidy for wages with the OJT, but may be applied once the OJT has been completed and closed and the wages are no longer being subsidized.

When OJT participants also qualify under the WOTC, all WOTC paperwork (including Form 8850) must be completed for the trainee's hire date into the company – this is very important in order for the employer to access the tax credit. The employer should let their tax accountant know that the OJT is in place and assure that the tax credit is not applied against subsidized wages.

Questions can be referred to the Oregon Employment Department at 1-800-237-3710 ext. 71478 or review their web information at:

http://www.oregon.gov/EMPLOY/ES/BUS/tax_incentive_programs.shtml



VI. The OJT Contract Package

In Region 5, OJT contract packages are comprised of two central documents: the Agreement and the individual participant Training Plans.

The OJT Agreement is an umbrella contractual arrangement between the Lane Workforce Partnership and the employer in which the employer agrees to abide by the rules governing OJTs for all positions that have been discussed and identified as appropriate for OJT as the training vehicle and for which openings are anticipated during the life of the Agreement. The Employer Checklist, which includes the position discussion and assurance and compliance items, is made a part of the Agreement by reference (so a current and complete copy – including signature – must be in file). The Agreement includes the effective period (which may be for up to two years). The Agreement is *non-financial* but does outline how the payments will be made and the maximum allowable per OJT training plan.

The OJT Training Plan is the financial component of the OJT contract package, as well the document that defines the training parameters – in essence, what we are “purchasing” from the employer. The training plan obligates funding for the identified trainee and outlines the skills that will be developed through the training. The importance of a clearly written and concise but thorough training plan cannot be overemphasized. Refer to Section VI.E. The Training Plan for further detail on development of training plans.

A plan and associated training duration must be developed for each individual trainee, taking into consideration the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s individual employment plan. O-Net Specific Vocational Preparation (SVP) parameters are to be used to guide training duration decisions (refer to Section VI. D. Determining Training Duration for additional detail).

A. Appropriate Jobs and Conditions

Types of employment to avoid for OJT projects include:

- employment on a part-time, temporary, or seasonal basis (note that some seasonal jobs may only have a brief lay-off period and thus afford economic self-sufficiency despite this characterization and may therefore be acceptable for OJT);
- the principal method of payment is by commission or piecework;
- working conditions do not comply with program requirements;
- there is no need for training other than a brief period of orientation; or
- a professional license or other certification requiring institutional training is necessary.

An individual's need for training is determined through the assessment process. Whether a job warrants training is determined by the time it takes an average employee with no previous



experience to learn to perform at the entry level for that position. This average duration is provided by the Specific Vocational Preparation (SVP) code for each occupation listed in the Dictionary of Occupational Titles (DOT). In general, any job that requires less than 30 days of training for the previously inexperienced employee is not appropriate for an OJT. Exceptions to this guideline may be justified by documentation of special circumstances such as basic skill deficiencies or disabilities that substantiate the need for training or for longer training periods.

B. Starting Wage

To insure that WIA resources are utilized in a manner that provides participants with high quality training placements leading to long term job retention and financial independence, LWP periodically reviews the minimally acceptable starting wage rate for OJT sites. OJT training plans will have a minimum starting wage rate of \$10.00 per hour plus a benefit package that includes at least medical insurance with an employer contribution toward premiums. In addition, for new hires the job must be anticipated to last at least one year and provide for at least 30 hours of work per week.

Written exceptions may be issued by the LWP Workforce Investment Manager based on special circumstances, e.g.:

- Special client needs such as disability, criminal history, or limited English.
- The employer provides a good benefit package; for example, adequate employer-paid health and dental insurance, paid sick leave, retirement benefits, etc.

Contact the LWP Workforce Investment Manager for assistance.

C. Limitations on Annual Training Costs

In order to control costs of OJT contracting, LWP periodically reviews and updates limits to individual OJT training plans. The training cost limitation of \$4,000 applies to each OJT training plan and only includes the training cost reimbursement to the employer. Ancillary training costs such as the participant attending outside classes to enhance basic skills are over and above the \$4,000 limit. The regional cap of 16 weeks for an OJT applies.

Written exceptions may be issued based on special circumstances such as the need for additional training for special needs populations such as disabled persons and limited English communicators.

D. Determining Training Duration

An OJT training plan must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the training plan, consideration is given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIA 101(31)C].

Training duration is negotiated with the employer on the basis of the skills that need to be learned to perform the job at a level comparable to an employee who would be hired without the need for



OJT. An upper limit for training duration is established using the Specific Vocational Preparation (SVP) estimates for occupations in the U.S. Department of Labor. The following definitions for SVP levels are contained in the DOT (Revised 4th Edition):

Level	Time
1	Short demonstration only (usually not appropriate for OJT)
2	Anything beyond short demonstration up to and including 30 days
3	Over 30 days, up to and including 3 months
4	Over 3 months, up to and including 6 months
5	Over 6 months, up to and including 1 year
6	Over 1 year, up to and including 2 years
7	Over 2 years, up to and including 4 years
8	Over 4 years, up to and including 10 years
9	Over 10 years

Using the O*Net Online website (<http://online.onetcenter.org>), a Summary Report should be pulled for the occupation being considered for the trainee. In addition to tasks, knowledge, skills and abilities, the SVP code for job training is provided. Match the code with the definition above to determine maximum training length.

Remember, Region 5 limits an OJT training plan to a minimum of 4 weeks and a maximum of 16 weeks. Thus all jobs with SVP codes of 1 or 2 would usually not be appropriate for an OJT without an exception, and jobs with codes of 4 or higher will likewise be limited to 16 weeks of training without an exception.

Again, the SVP codes represent upper limits of OJT training duration for an "average" trainee. Sometimes these limits can be exceeded where adequate documentation supports the need for longer training. Reasons to exceed these "average" durations frequently include:

- basic educational skill deficiencies that affect the rate of training (including English-as-a-second Language (ESL), reading, writing, and oral communications, mathematics);
- identified problems with required work attitudes and behavior that will be addressed as part of the OJT;
- complexity of the job exceeds the DOT description; and



- other relevant factors such as disabilities (if the job is not restructured as "reasonable accommodation" to the condition).

Shorter training periods are often established on the basis of the agency's successful experience using shorter time periods, an employer's estimate of necessary time, job descriptions that vary from the DOT description, or a participant's prior experience that makes some of the training unnecessary. Occasionally, adjustments for a trainee's prior experience may be negotiated by varying the reimbursement rate instead of the training duration.

Because the length of training is determined through a process of negotiation, it is good procurement practice to provide written justification for the agreed-upon duration. Written documentation serves to satisfy procurement regulations and also records the rationale employed in the negotiation.

E. The Training Plan

A well-stated training plan is the heart of the OJT contract package. Because OJT reimbursements are intended to compensate the employer for the extraordinary costs of training, the training plan serves as the work statement of the Agreement. Contractually it:

- specifies what is being "purchased" from the employer;
- serves as an instrument to monitor whether what has been "purchased" has been "delivered;" and
- obligates the training funds.

The training plan provides structure and context to insure thorough and comprehensive training. Lane Workforce Partnership staff should assist employers in the development of a training plan that will satisfy program requirements, serve as a meaningful guide for both the trainer and the trainee, and result in a valuable, skilled employee for the business. It helps to think the plan through in several steps:

- **Job description.** A comprehensive job description is a critical start place in developing training plan components. Written job descriptions for the positions that may be covered under an OJT Agreement should be collected at the time the Employer Checklist is completed and kept in the Employer OJT file. Tasks and requisite skill requirements that employees must be able to perform should come from the related job description.
- **Identify component skills.** When developing the training plan, list the skills needed to perform the job to the standards specified by the Employer. Skills should be stated as specifically and briefly as possible, identifying the skill to be learned.
- **Assess the trainee's starting capability for each skill identified.** This provides the basis for measuring successful completion of a training plan and documentation of skill



deficiencies which will be addressed through the training. Record the date of the “starting capability” assessment. The “starting” and “ending capability” scores are based upon observation and/or an interview with the trainee’s supervisor or by utilizing another skill assessment method used by the employer (refer to Section IV.A. Documenting Need), based on the following rating scale:

1	Beginning	Can do only simple parts of the task
2	Intermediate	Can do most parts of the task
3	Skilled	Meets the employer’s standard for the task

- Assess the trainee’s ending capability for each deficient skill. For each skill that had a starting capability of less than “3” re-assess following training activities to document proficiency using the same scale. When each skill to be learned on the training plan is scored a “3-Skilled” the training is complete.
- Plan a schedule for achievement. Training quality can be improved by logically sequencing the skills to be learned. Although a schedule should not be inflexible, it generally keeps training on track with the goal. A clear timetable also helps to inform the employer and trainee about progress.

A training plan structured in this manner has the added benefit of helping to motivate the trainee by clearly defining expectations and goals and providing built-in opportunities for feedback. Thus, by thinking through and defining the training process, the employer can be helped to fulfill his or her contractual responsibilities, but more importantly, it permits the development of an effective employee.

The development of a training plan requires that a job analysis be performed. This is best accomplished with as much input as possible from the prospective OJT employer. Do not, however, rely exclusively upon or require the employer to do this task independently.

Job analysis entails a systematic procedure for gathering, documenting, and analyzing information about a job. Because the training plan is structured around the skill requirements of the job, it is necessary to first identify the tasks that must be performed and to then factor and translate those tasks into the skills that must be acquired and demonstrated.

At a minimum, each training plan should identify at least five to ten job-specific skills that must be demonstrated to perform the job at the entry level for the position and encompass safe operation of all tools and equipment that are utilized.

After skill requirements have been specified, it is necessary to identify the method of measurement by which it will be determined if the trainee has acquired the skill. The most typical methods of measurement include oral or written questions and answers (testing), observation of the trainee as he or she performs a process, or review and inspection of a work product. Depending upon the skill, one of these methods will most likely be utilized by the supervisor to determine whether the



skill has been acquired to a satisfactory level. Wherever possible the employer should identify an objective standard against which performance will be measured.

Learning is often most effective when several methods of instruction are used for reinforcement. For example, when demonstration and practice is supplemented with written materials, comprehension and retention are improved. Employers should be encouraged to organize written materials that provide background information and supplement the demonstration method. Use of more than one expert as trainer (if a business is large enough to have many available) can speed progress and enhance the quality and thoroughness of the training.

F. Supplemental Training and Support Services

In addition to work-based instruction in job-specific skills, it may be necessary to supplement the basic OJT design with additional activities and services to insure that all assessed skill deficiencies and barriers are addressed. This can include:

- counseling that focuses on work-related attitudes and behaviors that are needed to keep the job;
- participation in off-site workshops conducted by Lane Workforce Partnership staff or professionals that address work readiness skills;
- participation in basic skills and General Equivalency Degree (GED) preparation;
- provision of case management and support services to solve problems not related to work that interfere with effective and consistent work performance; or

Additionally, some employers may not be able to provide all the needed job-specific skills training or may wish to augment the on-site skills instruction. Supplemental training in job-specific skills can be arranged through:

- a class at a community college, technical college or other school outside of work hours or during work hours if the employer is willing to pay wages during class time;
- a short, intensive seminar or training session to teach a specific technical skill (note that both of these options can be paid for by the Lane Workforce Partnership if it is training that is not normally provided to new employees); and/or
- a formal in-house program offered by the company to its employees. (Note that if such an in-house program is ordinarily offered to new employees in similar positions it should not be part of reimbursed OJT time. However efforts could be made to work such training into the training plan when it would not normally be available to the trainee during the training period).

Basic and work readiness skills or any supplementary classroom occupational skills training may be incorporated into the training plan using the Supplemental Training Plan form. Many employers



will agree to allow limited leave time for skills instruction. Some may even agree to pay for all or part of the leave time or training expenses.

Prior to initiating any of the above-listed supplemental training activities, the Lane Workforce Partnership must determine:

- the costs and other available funding sources;
- related supportive service needs such as transportation lodging, necessary books and tools and agreement with the employer regarding cost sharing; and
- admissions and academic requirements such as basic skill levels needed for classroom success.

All supplemental training activities should be carefully reviewed with the employer and trainee in advance and must be specified in the Supplemental Training Plan, which is signed by all parties.

G. Participant File Documentation

All documentation relative to the development of the participant's OJT training plan should be included in the participant file, including:

- OJT Customer File Checklist.
- All assessments and/or relevant training justification case notes, including documentation that the job is a growth occupation.
- Job description and related OLMIS/O*Net reports to support training duration and skills to be learned.
- Training Plan, plus any Supplemental Training Plans and/or Training Plan Modifications.
- Copy of Training Period Invoice and related documentation.
- Copy of Retention Period Invoice.

H. Collective Bargaining

Whenever OJT is proposed for a job that is covered under a collective bargaining agreement, it is necessary to get written concurrence on the OJT Agreement from the appropriate union representative.

There is no standard approach to obtaining union concurrence. Depending upon the relationships that exist, the employer may wish to take the lead in contacting the union and securing the written concurrence. From time to time it may be incumbent upon the Lane Workforce Partnership to make the necessary contact. If that occurs, contact the appropriate official, explain the purpose of



the program, review the specifics of the proposed training including the wage rate, and obtain written concurrence.

Contact may sometimes be limited to telephone and mail due to the location of the union official. Whenever possible, however, a face-to-face meeting should be arranged if no previous relationship has been established. Note that the WIA requires that LWP and the local Workforce Investment Board or its Lane Workforce Partnerships must neither promote nor deter union organizing. If a proposed OJT Agreement surfaces issues of disagreement or dispute between the union and the employer, the LWP contract liaison must be informed before proceeding.

I. Approval of Contract Packages

LWP will establish procedures for the initiation of OJT Agreements, including the steps of Agreement and Training Plan identification (numbering), approval and monitoring. No reimbursement of wages may be made for periods prior to the training period start date, as established in the executed Training Plan document.

J. Modifications

It is not uncommon for circumstances to change after an OJT has commenced. Training plans may be modified to best suit the respective and mutual needs of the employer, the Lane Workforce Partnership, and the trainee. All modifications must be in writing, using the On-the-Job Training Plan Modification form and signed and dated prior to the effective date of the modification. Oral modifications of OJT training plans are not valid.

OJT training plans may require modification for a variety of reasons. These can include:

- Changes to the training plan to more accurately reflect the training that will be provided. This may entail a "planned" modification at the end of a two-week assessment period, or an unplanned change in the training due to business necessity, learning difficulties, or newly discovered aptitudes.
- Wage increases for the trainee that the employer agrees to implement during the training period that were not provided for in the original plan. (Note that a wage increase will result in a reduction to the training duration if the total financial obligation is not increased.)
- Extension of the training plan end date to accommodate a brief period of illness, layoff, or other unexpected contingency that interrupted the training, or foreshortening of the training plan to reflect a reduction in the number of training hours.
- Supplemental training that was not identified in the initial training plan and has subsequently been identified as necessary and reasonable.

OJT modifications must follow the Lane Workforce Partnerships established procedures. The Training Plan Modification form must be completed along with a revised Training Plan or Supplemental Training Plan form when necessary.



K. Termination

An OJT training plan may terminate because:

- It has been successfully completed and the trainee is retained as an employee.
- It expires at the ending date or the completion of the specified training duration although the trainee is not retained. (Note that when a trainee's failure to achieve the employer's expectations suddenly emerges at the conclusion of the training plan, it is a significant factor in the analysis and potential decision not to re-contract with the employer. Usually unsuccessful performance will be identified earlier in the training period, corrective action identified and taken, and/or the training plan should be cut short if efforts to intervene are to no avail.)
- The trainee quits or is fired. (Efforts should be made to contact both the trainee and the employer to determine the reason(s). The employer should not fire a trainee without first contacting the Lane Workforce Partnership for assistance in correcting the problem unless the trainee has exhibited particularly egregious behavior.) This may impact OJT payment, refer to Section VII. Reimbursement Process.

An OJT training plan may also be terminated if:

- the trainee is determined to be ineligible for WIA upon verification of information presented at intake or otherwise;
- the Lane Workforce Partnership experiences a reduction in grant funds prior to the ending date of the training plan;
- the employer fails to provide the training that was specified in the training plan; or
- the employer violates a material term of the Agreement such as displacement of a non-WIA employee, violation of regulations governing employment of a minor, significant safety violations, or failure to pay the trainee at the agreed-upon wage rate.

Lane Workforce Partnership's OJT procedures include a provision for reporting and correcting violations covered in Lane Workforce Partnership's Workforce Investment Act Grievance Policy and Procedures. All suspensions should be reported to the LWP Workforce Investment Manager. An OJT that is terminated as a result of serious violations of the Agreement may result in referral to Federal authorities for investigation where there is an indication that fraud may have occurred.

L. Nepotism

No person participating in the OJT program shall be "hired by" and/or "supervised" by a relative of that person. For the purpose of this rule, relative is defined to include: mother, father, son, daughter, grandfather, grandmother, grandson, granddaughter, sister, brother, uncle, aunt, niece,



nephew, cousin, step-parent, step-child, foster parent, foster-child, mother-in-law, father-in-law, sister-in-law and brother-in-law.

An individual who “hires and/or supervises” refers to an individual who exercises authority to hire for the position, provides day-to-day training or direction, or keeps time and attendance records. In addition, owners are included as supervisors/hiring managers since they have general authority to supervise, hire and dismiss.

Individual owners of organizations, cooperatives and corporations with more than 20 owners shall not be considered an owner in regard to this rule.



VII. REIMBURSEMENT PROCESS

Region 5 OJTs are reimbursed in two payments – one at the end of the training period and one at the end of a retention period. There are conditions that define each of these pay points, as outlined below.

The OJT training plan establishes the trainee’s rate of pay, the maximum obligation of the OJT (hourly rate x hours of training identified by the training period x .5, not to exceed \$4,000), the dollar amount of the payment to be reimbursed upon completion of training (75% of the total obligation) and the dollar amount of the Retention payment (the remaining 25% of the total obligation).

A. Time and Attendance

The employer is required to maintain daily attendance records for each trainee employed under an OJT Agreement. These records may be kept in any of several ways including sign-in/out sheets, time clocks, or other time cards that record hours worked. The actual form is less important than the existence of accurate and verifiable records that must be maintained and made available to the Lane Workforce Partnership upon reasonable request, and support the time spent training for reimbursement purposes.

B. Invoices

There are two different invoices – one for the Training Period reimbursement and one for the Retention Period reimbursement. The appropriate invoice must be completed and signed/certified by the employer in order for an OJT payment to be made. Even though the payment is divided between two reimbursement points, the total amount to be paid is always for the actual training period and never more than the original obligation (or modifications).

- Training period reimbursement. Once all of the “Skills to be learned” listed on the training plan have been scored a “3” (skilled), an invoice may be submitted for the training period. The standard for scoring a “3” is “Meets the Employer’s Standard for the Task.” Scoring should consider the employer’s normal expectation for an employee in the same position at the same pay grade and with similar job tenure. Exceptions may be made on a case-by-case basis, but the exception must be documented by the employer.

In order to reimburse the employer the training period payment, the trainee must still be employed and expected to work at least thirty (30) hours or more each week in the normal course of business after the training and retention periods have passed. No material compliance issues may be outstanding.

The employer should include a copy of the completed training plan showing ending capabilities assessment and the appropriate documentation of hours worked with the invoice.



- Retention period reimbursement. The remainder of the OJT reimbursement (no more than 50% of the gross wages paid during the Training Period, minus the Training Payment) may be requested after an additional ninety (90) days has elapsed after training completion, and the trainee has retained employment which is expected to continue to provide thirty (30) hours or more of paid work per week.

The Retention Period invoice should be completed and signed by the employer to certify the status of the trainee. No other documentation is required, as it should have been included in the Training Period Invoice package.

The total OJT reimbursements for an individual trainee should not exceed the amount obligated as shown on the training plan, or any subsequent modifications.

C. Trainee Termination Prior to Training or Retention Period Completion

If the trainee leaves during the training period, the employer may only be reimbursed for 50% of the trainee's wages earned during the training period, prior to separation (in other words, documented hours beginning on the Training Period start date to the termination date). On the Training Period invoice the employer should note the trainee terminated employment and is no longer with the company.

If during the retention period the trainee quits or is fired for cause, disqualifying them from receiving unemployment compensation, the employer should be reimbursed for all training costs (both the Training and Retention Period reimbursements), as the employee's termination from the company is outside the employer's control and the employer did fulfill their obligation under the Agreement by training the individual. A meeting with the employer should attempt to determine if the trainee went to another job with higher pay or better benefits as a result of the training received, or if there are circumstances that need to be addressed in future OJT referrals.

If the trainee is laid-off during the retention period, the employer does not qualify to receive the retention payment.

D. Holidays, Vacation and Sick Leave

Although some trainees may be paid by the employer for holidays, vacation, and/or sick leave, Lane Workforce Partnership will not reimburse the employer for this time. OJT rules require an employer to pay the trainee these "benefits" if they are provided to similarly situated employees. However, because the reimbursement is for training, it cannot be provided for time that is not spent in training.

For a trainee who is paid on an hourly basis, proper reimbursement can be calculated by simply deducting the holiday, vacation, and sick leave hours from the training schedule. For a trainee who is paid a monthly salary, however, a standard approach must be used to prorate the reimbursable portion of the salary. The reimbursable salary is deemed to be the percentage of the month calculated by the actual number of hours worked divided by the total number of hours available to be worked in that month had there been no holidays, vacation, or sick leave.



Prorating is done on the basis of the actual month in order to insure that reimbursement will never exceed 50% of the wage paid for training. (Note that where monthly salary is paid for a training position that begins or ends part way through a month, the reimbursement may be calculated either by documenting the actual gross pay received by the trainee or the same prorating method.)

E. Overtime

An employer is generally required to pay the trainee at a rate of 1.5 times the normal hourly pay rate for hours worked in excess of 40 per week (overtime). The OJT training plan may not, however, calculate reimbursement to the employer at 50% of the overtime hourly pay rate but may reimburse at 50% of base pay for hours in excess of 40 per week.

It is presumed to be the employer's choice to employ the participant for more than 40 hours per week. Reimbursement at a higher pay rate would reduce the number of hours of reimbursable training for a given training plan obligation. Thus, to insure that the trainee receives the agreed-upon training, the reimbursement rate is kept at the regular rate of pay.

F. Pay Raises

Occasionally an employer may wish to provide a pay increase to the trainee that was not planned for in the original OJT training plan. If the pay raise is being given because all (or other) employees are also to receive a raise, it may be warranted to modify the OJT training plan to increase the total dollar amount obligated. If, on the other hand, the pay raise is being given to the trainee because the trainee is learning more rapidly than anticipated and is becoming more productive, then it may not be necessary to adjust the obligation, as the trainee will complete the training plan earlier than anticipated. The resultant decrease in the number of training hours will thus be proportional to the more rapid training progress.



VIII. MONITORING AND EVALUATION

Monitoring and evaluation play a critical role in insuring that the goals of the OJT are achieved. In basic form, monitoring activities are distinguished from evaluation in that monitoring examines the process of compliance with the OJT Agreement, training plan, the regulations, etc. whereas evaluation focuses on the achievement of the training objectives and where that progress fits into the overall goal for the participant.

A. Employer Records

Lane Workforce Partnership OJT staff are required to keep an individual file on each OJT employer that enters into an OJT Agreement. The file should include:

- OJT Business File Checklist FY12
- OJT Agreement
- OJT Employer Checklist, and documentation related to any issues that required resolution prior to approving the Employer
- Job descriptions for covered positions
- OJT Training Plans and any related supplemental Training Plans or Training Plan Modifications
- Copy of Training Period Invoice and related documentation
- Copy of Retention Period Invoice
- Site visit documentation
- Any corrective action documents and follow-up documentation

Employer files must be available to LWP monitors for compliance review.

B. Regular Contact

Monitoring entails the regular examination of performance to insure that the employer is complying with the OJT Agreement. This includes a determination of whether training is being provided in accordance with the plan, payment of wages is timely and at the specified rate, and the maintenance of records and working conditions are in keeping with Federal requirements.

Effective monitoring requires the desk review of all correspondence from the employer, including OJT Reimbursement Invoices and the requisite documentation.

Additionally, visits to the OJT training site by the Lane Workforce Partnership are essential. Observation of the workstation and interviews with both the trainee and the supervisor (preferably separate interviews) should be used to determine whether benefits and working conditions remain



unchanged, whether the trainee is being paid on time at the proper rate, and if the training plan is being followed and on-track for completion. Any deviations from the Agreement should be dealt with promptly, either with an appropriate corrective action plan or by suspension or termination of the Agreement if serious violations have occurred. Care must be taken to avoid the loss of employment for the trainee by imposition of inflexible standards or unduly harsh penalties for the employer.

The training plan is used to guide the trainee evaluation process. It should be referenced each time the Lane Workforce Partnership makes an on-site visit to insure that all key training elements are being addressed.

All visits to the employer should be documented in the employer file. The entry should identify when the visit was made, what was observed, who was interviewed, a synopsis of the content of the conversation, and any items of concern that need to be addressed.

C. Formal Monitoring

All Lane Workforce Partnership's OJT Agreements should be monitored as outlined in the Lane Workforce Partnership's established subcontracting policies and procedures. LWP will review OJT Agreements and training plans in place as a component of the annual Compliance Review. Additionally, other entities may monitor LWP's finances and programs. These include the State of Oregon Office of Community Colleges and Workforce Development, the Department of Labor's Employment and Training Administration, and the Department of Labor's Office of Inspector General. OJT Agreements and records must be available to any and all of these monitors, including access to appropriate employer records.



OJT (ON-THE-JOB TRAINING) FORMS

- Form #1: Training Employer Checklist
- Form #2: Training Agreement
- Form #3: Training Plan
- Form #4: Supplemental Training Plan
- Form #5: Training Plan Modification
- Form #6: Training Invoice – Training Period
- Form #7: Training Invoice – Retention Period
- Form #8: Training Exception Request
- Form #9: Customer File Checklist
- Form #10: Business File Checklist FY 12

NAME OF PARTICIPANT _____ PROGRAM _____

APPROVED DEFINITIONS FOR “NEEDS ASSISTANCE TO COMPLETE EDUCATIONAL OR EMPLOYMENT PROGRAM”

- The youth is demonstrating a lack of success as evidenced by any one of the following:
 - *Behind at least two or more grade levels in math, reading , writing or language arts as determined from test scores, school transcripts or agency records.*
 - *At least one year behind in school credits as determined from school transcripts or school/agency records and policies.*
 - *Failing grades in any of the core academics classes as evidenced by school transcripts and/or agency records.*
- The youth has behavior problems as evidenced by any one of the following:
 - *Disruptive or antisocial behaviors as certified by referring agency staff.*
 - *Severe discipline problems as evidenced by school/referring agency records.*
 - *Substance abuse as reported by youth or referring agency/staff.*
 - *Poor self concept as certified by referring agency/school staff.*
- Youth who have a significant number of absences or erratic attendance resulting in poor school performance, loss of employment, etc.
- Youth who may be neglected, abandoned or abused by their families as certified by referring agency/school staff.
- Youth offenders who present or prior involvement with the juvenile justice system or a state/local diversion program.
- Youth with a learning disability or a mental or physical disability (as certified by the referring agency/school staff) which results in a substantial barrier to employment or educational success.
- Youth who are Limited-English Proficient (LEP). Limited English Proficiency pertains to those youth who are not proficient in the English language, regardless of where they were born, their level of education or their native culture.

I certify that the above identified information constitutes a significant barrier towards successful completion of this participant’s education or employability development plan. This information is based on school/agency documentation and is confidential for the purposes of this participant’s program success.

STAFF SIGNATURE _____ DATE _____

Integrated Services Procedures Manual

Region 5 Lane County April 2009 (Update January 2012)

The purpose of the local integrated service system is to create a comprehensive network of services available throughout Lane County to address the needs of the local labor market. The development and implementation of this system will require mutual trust and teamwork between all parties involved. Integration will enhance the use of limited and declining funding through a more efficient use of resources and an elimination of program duplication and requirements. Integration will systematically improve the coordination of Workforce Investment Act and Wagner-Peyser Act funded services to achieve improved customer outcomes and more efficient and effective customer service.

**WorkSource Lane will provide all of our customers with
the opportunity to...**

- **Know your skills**
- **Sell your skills**
- **Enhance your skills**

Our goal is to make every job seeker a better job candidate

Region 5 Integrated Services Procedure Manual

Section 1:

- **Integrated Flow Charts**
- **Region 5 Service Integration: Roles and Responsibilities**
- **Functional Teams**
- **WorkSource Lane Integrated Customer Flow**

Section 2:

- **Integration Team Responsibilities**
- **The Welcome / Assessment Team**
- **The Employment / Talent Marketing Team**
- **The Skills Enhancement Team**

Section 3:

- **Region 5 Menu of Resources**

Section 4:

- **Customer Complaint and Threat Process**
- **Office Threat Procedures**

Section 5:

- **Business and Employer Service Complaint Process**
- **B&ES Complaint systems responsibility instructions for complaint /referral record**

- **Office Customer Discrimination and Complaint Process**
- **Workforce Investment Act, Nondiscrimination**

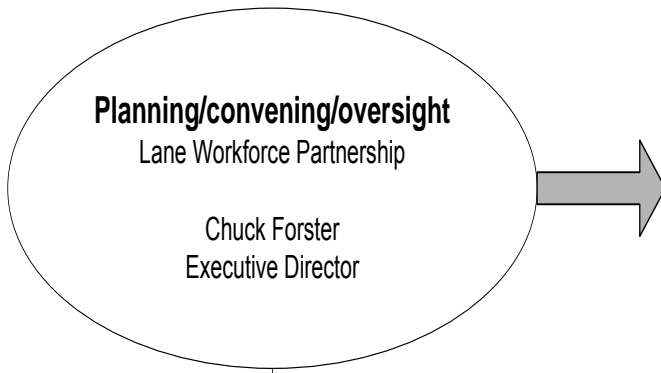
Section 6:

- **State Joint Policies**
- **Compass Policy for Alignment and Integration**
- **Program Year Performance**
- **Workforce Investment Act Title 1B Adult and Dislocated Worker Program Eligibility and Wagner - Peyser Program Eligibility – Joint Policy 03-10**
- **Standardized Skill Assessment**
- **Confidentiality and Access to Information and Data**

Section 7:

- **WorkSource Lane Welcome Documents**
- **Summary of Services**
- **iMatchSkills at home**
- **Next Steps**
- **Acronyms**
- **Community Resource List**

Section 1



As Operator:

- Convene partners for the delivery of workforce services.
- Develop/manage continuous improvement plan
- Ensure policies and procedures are communicated and carried out.
- Negotiate and monitor contract/MOU for services.
- Negotiate performance goals.
- Compile/report performance.

Compass Policy:

- Convene partners and accountable for integrated service deliver
- Adopt, implement and improve local demand driven, skill based integrated services system (Wagner-Peyser/WIA 1B)
- Oversee the success of local integrated system
- Revise MOU, RSA, LUP to include elements of Compass Policy
- Approve and submit final plan to state



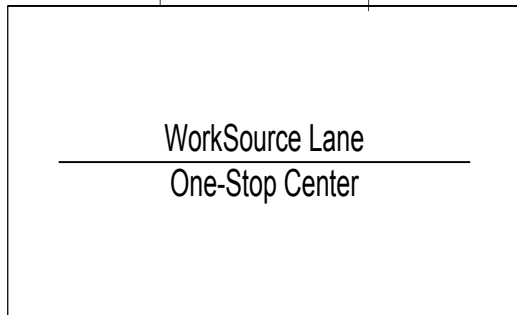
WIA:

- Provide job search, skill development, labor exchange/employer services as described in the act

Compass Policy:

- Develop process for providing skills enhancement to an integrated customer pool registered through a common intake process.
- Staff/manage functional teams to implement the process
- Staff/manage locally designed employer services team that has responsibility for connecting employers to WSO
- Monitor performance/provide data for performance analysis and continuous improvement
- Provide training to staff

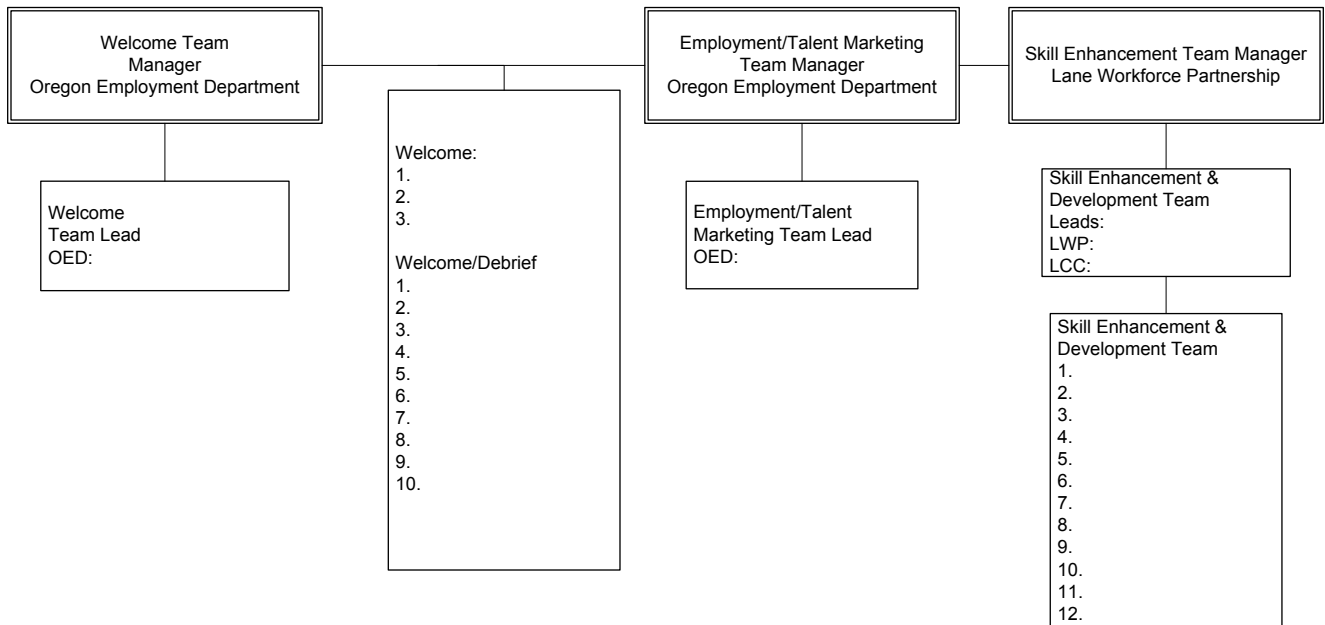
WSO Employment	WSO Title 1B
Jim Pfarrer Manager	Kristina Payne Manager

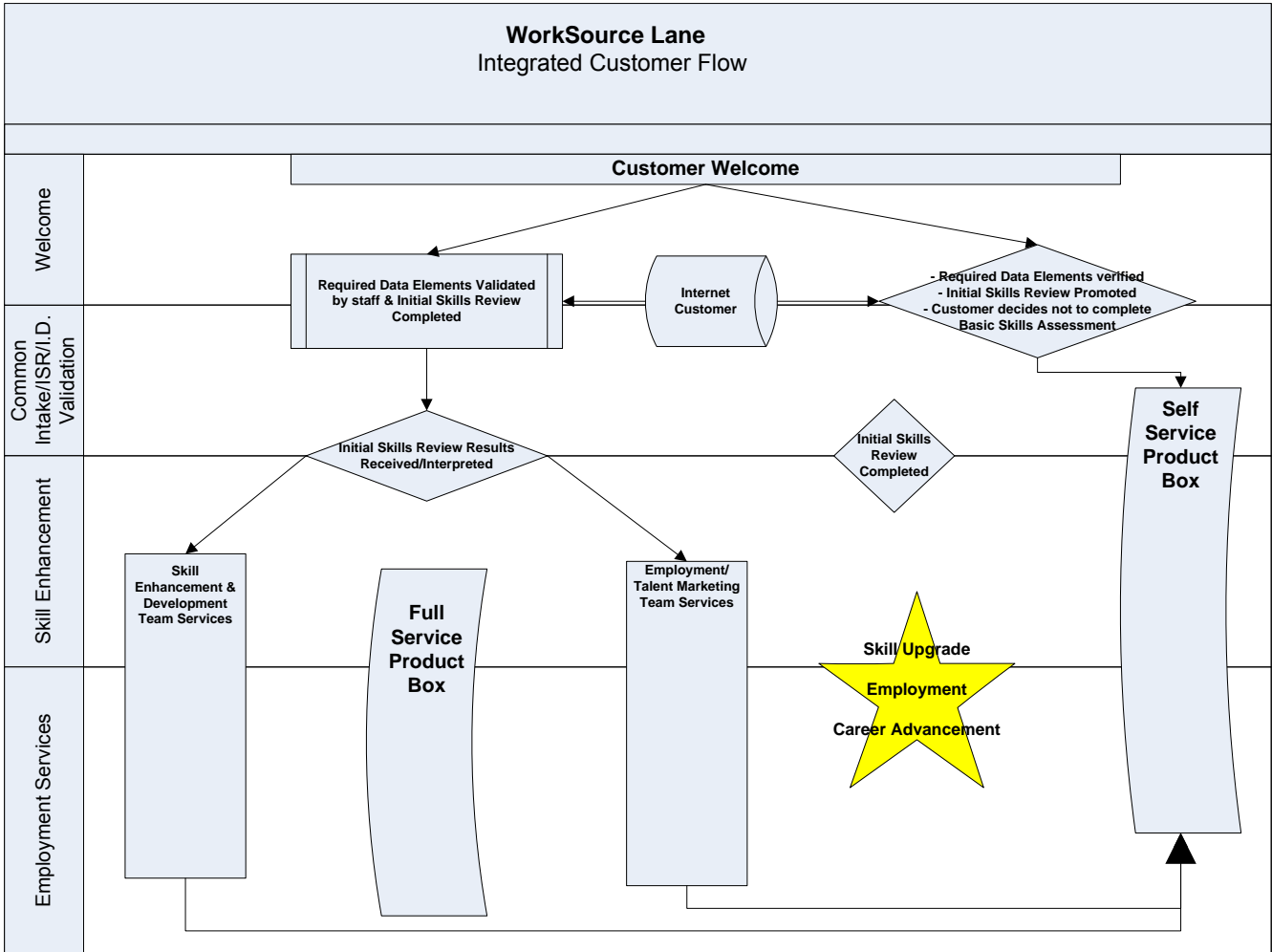


Functional Supervision:

Staff from WIA 1B and Wagner Peyser will be placed on teams based on their skills and talents and staff will receive information and guidance from team leads and team management. However, Wagner Peyser funded staff will continue to receive direct supervision from their assigned Wagner Peyser supervisor and WIA 1B funded staff will continue to receive direct supervision from their assigned WIA 1B funded supervisor. The overall center management will be shared by both Wagner Peyser and WIA 1B under an Integration Services Management team. The Integration Services Management team will be lead by the local Employment Department Manager, Jim Pfarrer and the Workforce Investment Manager, Kristina Payne and will also include all team leads and managers.

WorkSource Lane
 Oregon Employment Department & WIA Title 1B
Functional Teams
 For The
Delivery of Integrated Services





Section 2

Integration Team Responsibilities

The WorkSource Lane Office is made up of the following four teams:

1. Welcome
2. Welcome + Debrief
3. Employment / Talent Marketing
4. Skill Enhancement & Development

The Welcome Team Will:

Welcome all customers, both in person and on the phone, promptly and professionally. Determine customers' needs, gather additional information if necessary, and refer to appropriate services within the One Stop Center or in the community. If appropriate, direct customers to enter their registration data into the WOMIS registration program and examine an eligible registrant's acceptable document(s) to attest that the registrant's date of birth on the document(s) matches the date of birth recorded in the WOMIS registration program. Staff will also make a reasonable effort to confirm the name of the eligible registrant using the acceptable document(s) being presented. Staff will validate the date of birth and name through the staff attestation mechanism in the WOMIS registration program including entering the type of document used to validate the date of birth and any identifying documents. See Joint Policy No.: 03-10 for additional guidance on completing this process.

In addition, staff on the Welcome Team will assist customers in completing a comprehensive and quality iMatchSkills® registration and encourage the completion of the initial skills review (ISR). Upon an eligible registrant's completion of the ISR, staff will review the results with the customer and debrief with the customer on next step recommendations based on the ISR results.

Welcome Team – Oakmont / Lane Community College

1. **Greet and promote all services**
 - Set expectations
 - Prompt service
 - Identify Veterans' Status, and if yes, inform customer of priority of services
 - Identify status (new / returning customer)
 - Initiate welcome process
 - Quick overview of welcome process, approximate time and Customer Benefit
 - Take services as needed for both Wagner Peyser and WIA reporting systems

2. **WorkSource Oregon Management Information System (WOMIS)**
 - Customer directed to Membership Services Room to meet with staff and get started
 - Customer completes Registration and self attests to required information in WOMIS
 - Staff examine eligible registrants acceptable documents (see Joint Policy 03-10)
 - If registrant's documented date of birth matches the date of birth recorded in WOMIS then staff attest to the date of birth on the staff attestation screen in WOMIS and identify the document used to validate the information in WOMIS
 - Staff provides support to customers when needed
 - Customer advised to continue to next step and complete the Initial Skills Review

3. **Work Related Skills Review**
 - Inform the customer on how to start the Initial Skills Review
 - Promote purpose and use
 - Skills assessment is self-administered, staff supported
 - Provide any needed accommodation
 - Customer needs to print results to review
 - Customer advised to continue to next step and complete iMatchSkills®

4. **iMatchSkills®**
 - Required for all UI Claimants
 - Recommended to ALL Customers
 - Quick overview of iMatchSkills® (skills, work history, contact info)
 - Assist customer with any questions relating to iMatchSkills®

5. **Welcome / Debrief**

Identify and Promote Next Step

 - Skills? Employment? Service Menu?
 - Promote skill upgrade and employment services
 - ISR results recommendations (i.e. remediation if below level 3 – or promotion of NCRC if above level 3)
 - Same visit / next visit (three-day motivational window)
 - Clarity of next step, you may want to ask:
 - ✓ Are you interested in a job referral?
 - ✓ Are you interested in speaking with a career advisor?
 - ✓ Are you interested in using a computer for job search?
 - ✓ Are you interested in receiving assistance with creating or updating your resume?

Welcome Team – Springfield / Florence

1. **Greet and promote all WorkSource Lane services**
 - Prompt service – From front desk and as staff assist in the resource room
 - Identify Veterans' Status, and if yes, inform customer of priority of services
 - Identify status (new / returning customer) – ask if enrolled for services
 - Initiate welcome process
 - Quick overview of welcome process, approximate time, and CUSTOMER BENEFIT: know their skills, upgrade their skills, and promote their skills

2. **WorkSource Oregon Management Information System (WOMIS)**
 - Customer completes Registration and self attests to required information in WOMIS
 - Staff examine eligible registrants acceptable documents (see Joint Policy 03-10)
 - If registrant's documented date of birth matches the date of birth recorded in WOMIS then staff attest to the date of birth on the staff attestation screen in WOMIS and identify the document used to validate the information in WOMIS
 - Staff provides support to customers when needed
 - Customer advised to continue to next step and complete the Initial Skills Review

3. **Work Related Skills Review**
 - Inform the customer on how to get started on the Initial Skills Review
 - Promote purpose and use (15 to 20 minute review of their skills in math and reading)
 - Skills assessment is self-administered, staff supported
 - Provide any needed accommodation
 - Customer advised to continue to next step and complete iMatchSkills® registration (on the same computer)

4. **iMatchSkills®**
 - Required for all UI Claimants
 - Recommend to ALL customers (required for job referral services)
 - Quick overview of iMatchSkills® (skills, work history, contact info)
 - Assist customer with any questions relating to iMatchSkills®

5. **Debrief:**
 - Customer completes registration
 - debrief of WOMIS registration and ISR results
 - Quick overview of work history, interests, and goals**Identify and Promote Next Step:**
 - Skills? Employment? Service Menu?
 - Promote skill upgrade and employment services offered at local office and WorkSource Lane
 - ISR results recommendations (i.e. remediation if below level 3 – or promotion of NCRC if above level 3)
 - Same visit / next visit (three-day motivational window)
 - Clarity of next step, you may want to ask:
 - ✓ Are you interested in a job referral?
 - ✓ Are you interested in using a computer for job search?
 - ✓ Are you interested in receiving assistance with creating or updating your resume?
 - Give homework and tangibles.

The Employment / Talent Marketing Team will:

1. Employment Customer

- Job Screening / Work Search Assistance
 - Screen and refer job seekers to job openings per employer requirements.
 - Assist customers with job search activities
 - Provide one-on-one job search support with customers
 - Inform customers of upcoming job fairs and targeted recruitments for training and /or employment

- Job Search Preparation Assistance
 - Present career readiness and employment workshops.
 - Review customers' iMatchSkills® profile for accuracy and completeness
 - Refer customers to skills enhancement services.

2. Business Customer

- Marketing
 - Outreach to business with the goal of understanding and addressing their workforce development needs.
 - Act as a single point of contact for targeted industries.
 - Represent WorkSource Lane at Chamber of Commerce, Economic Development, and other business associations.

- Recruiting Assistance
 - Post, promote, and manage job listing to provide the services that best meet the needs of the business.
 - Recruit, screen, and refer job seekers to job openings per employer requirements.
 - Coordinate recruitment efforts for job opening and training opportunities.
 - Plan, promote, and stage job fairs.
 - Offer facilities to conduct interviews and recruitments.
 - Provide labor market information.
 - Coordinate retention and follow-up services for customers.

- Business Resource Assistance / Referral
 - Serve as the single point of contact for First Source Agreements and Enterprise Zone agreements.
 - Promote On-The-Job training programs (OJT) and connect business to OJT coordinator
 - Promote National Career Readiness Certificates (NCRC) and get signed Letters of Commitment
 - Provide childcare resources.
 - Offer business seminars in coordination with Oregon Employer Council (OEC)
 - Information and referral to external business resources.
 - Educate businesses about potential tax credits.
 - Provide assistance with UI tax questions.

Assist Other Teams As Needed

The Skill Enhancement & Development Team will:

Skill Enhancement Area (“Sea”) staff will greet customer to determine needs for entering the “Sea”. All staff shall be able to provide information about the services available in the “Sea” and the process to access services. All services will be tracked via the WIA MIS system, using a WorkSource Lane swipe-card assigned to each customer. The services include, but are not limited to:

- 1. Review of the Initial Skills Review results and clarify / advise on next step**
 - Prior to serving customers in the Skills Enhancement Area (sea) verify that the welcome process is complete by reviewing the customer’s status screen in WOMIS.
 - Verify by swiping the customer’s card in WOMIS that the customer has been determined eligible to receive WIA Adult or Dislocated worker services.
 - If eligible, ask the customer what services he/she will be accessing
 - Check all services in WOMIS that apply to the customer’s needs

- 2. Assist customers with skill enhancement tools.**
 - Provide Skill Enhancement Services sheet and review listings. Suggest appropriate trainings and tutorials based on customers’ needs.
 - Provide customers with copies of the WorkSource Lane calendars and review upcoming and pertinent workshops.
 - Promote the **National Career Readiness Certificate** for people who earned a level 3 or above on the ISR
 - Identify and recommend remedial classes for people who earned below a level 3 on the ISR.
 - Identify people who may be a good fit for **On-the-Job training (OJT)** based on current requirements and connect them to the OJT coordinator.
 - Assist customers in accessing the online services.
 - Assist customers with tutorials.
 - Assist customers with LCC Skill upgrade workshop registration process.
 - Direct customer to the Career Information System (CIS) website and assist in getting started with the skills Assessment and Occupational Sort.
 - Assist customers with online applications.

- 3. Refer and connect customers to internal and community resources.**
 - Provide information and assistance to customers in using internal resources such as Veterans’ assistance, Experience Works, and job referrals.
 - Aid customers in finding assistance from other resources around the county such as Health and Human Services, food banks, and utility assistance.
 - Refer customers to WorkSource Lane Career Advisor Hotline – 682-7200

- 4. Assist customers with resume creation or adaptation through the Daily Resume Workshop**
Advisors Staffing the workshop will:
 - Explain to customers the variety of resume styles available.
 - Provide customers with functional and chronological resume packets, books, and other resume writing materials available for their review.
 - Get customers started on the WinWay resume writing program, and walk through the procedure with customers if necessary.
 - Assist customers with resume writing process when needed.

- Review resume and suggest edits and additions when customers have finished.
5. **Assist customers with researching labor market information and knowledge in high growth / high demand fields.**
- Direct customers to the Oregon Labor Market Information System (OLMIS) website.
 - Instruct customers in how to search OLMIS website for occupations and view and print reports.
 - Direct customers to the other resources such as the LCC catalog and the Oregon Career Guide.
 - Discuss with customers other researching options, such as interviewing current professionals and instructors.
 - Suggest possible questions to ask in informational interviews.
6. **Assist customers to develop and adapt comprehensive career plans.**
- Assist customers in further defining their career goals and / or exploring other options.
 - Walk customers through all of the steps toward their stated career objectives including research, training, budgeting, and job placement in a variety of fields.
 - Review customers' research for career field, and suggest / assist in possible changes.
7. **Assist customers with scholarship applications.**
- Explain scholarship application and award process to customers.
 - Provide customers with Scholarship Application Checklist.
 - Direct customers to necessary workshops and training to assist in the scholarship application process.
 - Assist customers in developing and researching a training and career plan.
 - Meet with customers to review scholarship materials and discuss next steps.
 - Support customers in scholarship application completion and submission.
8. **Administer WIA Scholarship and Support Service Payments.**
- Assist scholarship recipients in accepting award, and explain procedures to receive reimbursement payments.
 - Meet with customers bringing in reimbursement forms, and review forms to correct any errors.
 - Answer questions about payment schedules, eligible reimbursements, and other scholarship-related needs.

Assist Other Teams As Needed

Section 3

Menu of Resource & Services

“Full service Product Box”

Employment / Talent Marketing Team Services:

- iMatchSkills®
- Job match and referral
- Computer lab with internet access
- Job search assistance

- Workshops:
 - Daily Resume Workshop
 - Resume and Applications
 - Interview Strategies
 - Job Search Strategies
 - Navigating Job Search with a Disability

- Labor market information – high demand / high wage jobs
- Claimant Reemployment
- Specialized / Customized recruitment events

- **Skill Enhancement Team Services**

- Computer Lab / Membership Services Room with Internet access to skill upgrade sites

- Computer-based skill upgrade tutorials:
 - Learn.Com Microsoft Word
 - Learn.Com Microsoft Access
 - Learn.Com Microsoft Excel
 - Learn.Com Microsoft PowerPoint
 - Learn.Com Microsoft Publisher
 - Learn.Com Microsoft Windows
 - Mavis Beacon Typing Version 12
 - Typing Tutor Version 12
 - Learning QuickBooks tutorial by Intuit
 - Targeting Success Tutorial-Resume, Interviewing, Applications, Goal Setting, budgeting....etc
 - Math.com

- Workshops:
 - Career & Training Exploration (includes information on: high demand /high wage jobs, career pathways education requirements, financial aid, and WIA scholarships)

- LCC Training Courses
 - Be a More Valuable Employee – Workplace skills workshops on topics related to success on the job. Topics include Effective Communication, Adapting to Change, Managing Stress, Problem Solving, Discovering Workplace Culture, Customer Service, Workplace Ethics, Five Skills Employers Want, Super-Size your Skills, and many more.....

- Basic Computer Skills for the Workplace
 - Microsoft Word & Writing Skills for the Workplace
 - Microsoft Excel & Math Skills for the Workplace
 - Reading, Writing, & Math Skills for the Workplace
 - GED Preparation

- One-On-One Career Advising
 - High-demand / High wage employment
 - Specific occupation education requirements
 - Specific occupational career pathways
 - Education planning and guidance
 - Developing an Individual Employment Plan(IEP)
 - Budgeting / Funding Assistance and Information
 - WIA Training Scholarship application process and submission guidelines
 - Trade Act training funds
 - Pell Grant / Financial aid information

- Access to specific employer customized training events
- Access to, and information on, on-the-job training / career progression opportunities
- Referrals to partner agencies for additional skill development services
- Referrals to community organizations / agencies for additional skill development services
- Printers

Product Box:

- Computer with internet access for job search
- All technology-based tutorials
- iMatchSkills®
- Telephone
- Internet services
- Labor market information
- Mass Recruitments
- Job fair attendance and job clubs (i.e., Executive Career Finders)
- Printers

Internet Customer Self-Service Product Box:

- iMatchSkills® Registration
- Telephone
- Internet Services
- Labor Market Information

*Internet Customers will need to come into the center to receive referrals to full-service product box based on skills assessment results.

Section 4

Customer Complaint And Threat Process

Oakmont Office

Front Desk Threat Procedures

Front Desk Response Team: Rob Bassett, Gary Durbin, Francisco Garcia

1. An individual is in the building and posing a violent threat to harm persons, themselves, or property.
 - Front Desk will buzz alarm for assistance.
 - The Response team will respond/assess the threat and takes appropriate action.
 - If necessary per Response Team, the Emergency Response team will evacuate the building following all evacuation procedures.
 - Document incident and action that was taken.

2. An individual is outside the building and posing a violent threat to harm persons, themselves, or property.
 - First person alerted of situation going on outside the building will notify the Response team.
 - The response team will respond/assess the threat and takes appropriate action.
 - If necessary building will go into a lock down. Notification of threat and lock down will be made to the building via the intercom system.
 - Emergency Response Team will monitor their designated areas.
 - Document incident and action that was taken.

3. A non-violent threat in the lobby that needs to be addressed by management.
 - Front desk should ask for assistance from any staff to help with the situation.
 - Staff asked for assistance please report to management to get back up if needed.
 - If not involved in the incident, please stay back unless directed otherwise by management.
 - Document incident and action that was taken.

4. A person is making front desk staff uncomfortable.
 - Front Desk should ask for assistance from any staff to help the customer.
 - Document incident and action that was taken.

For additional information see Office Safety Plan. A copy of the plan can be provided by the office manager.

Section 5

Business and Employment
Service Complaint Procedure

&

Customer Discrimination
Complaint Process

B&ES Complaint System Responsibilities

The Director of the Employment Department is responsible for the overall establishment and operation of the Business and Employment Services (B&ES) Complaint System. The Director has delegated the day to day responsibility for the operation and maintenance of the complaint system. At the state level, responsibility for the B&ES Complaint System rests with the B&ES Complaint Specialist and the Monitor Advocate in B&ES Programs. Address any questions regarding the B&ES Complaint System in general to the B&ES Complaint Specialist. MSFW related complaints/questions go to the Monitor Advocate. Mailing address is as indicated below:

**Employment Department
Complaint Specialist or Monitor Advocate
875 Union Street Rm. 201
Salem, OR 97311
B&ES Office**

At the B&ES Office level, the B&ES Office manager is responsible for the management of the B&ES Complaint System, including satellite and outreach offices. Each manager may designate another staff person as the office complaint specialist. They must be trained and available during regular office hours to work with customers indicating an interest in filing a complaint.

The B&ES Office manager or designated B&ES Office representative will:

- Establish a B&ES Office complaint system based on the guidelines found in the various sections of the ES Complaint System Folder.
- Assure through appropriate reminders that all staff remain aware of the existence and need for the complaint system.
- Assure that the USDOL mandated "Complaint System" (ES Pub. 100) poster is posted in a conspicuous public location in their office (including any outreach or satellite locations).
- Establish a log system using the B&ES Complaint System Log (Form 1326). Use this log to record and track all ES complaints filed in the B&ES Office. Also record issues that may become a problem. An example is the employer who withdraws either a job listing or a discriminatory specification on the listing when notified we cannot serve listings with discriminatory specifications. A notation in the log of the attempted discrimination and the local resolution provides a record in case of repeated attempts to discriminate. Repeated offenses should cause consideration of withdrawal of service to that employer.
- Establish an individual file for each written complaint. The least this file should contain is a copy of the complaint and a notation about action taken to resolve, forward for investigation or otherwise direct the complainant to another agency/organization for attention to the complaint. (This can be staff completion of the Complaint/Referral Record form ETA 8429.) It should also contain, as relevant to the particular complaint, a copy of the complainant's iMatchSkills registration, a chronological record of the action taken on the complaint, any relevant correspondence or notes, and, when appropriate, a copy of the job listing including fill notes and referral records.

- Assure the confidentiality of the identity of the complainant(s) and any individuals who furnish information relating to or assisting in the investigation of the complaint to the maximum extent possible given the need for fair determination of the complaint. Complainant and individual names or information relating to a complaint may not be given to an outside agency (other than the agency to which a complaint is referred) without written authorization of the complainant.
- Keep complaint logs and files for three (3) years from the end of the quarter following the date of resolution of the specific complaint.
- Send copies of complaint logs and/or no activity reports to the central office Complaint Specialist by the eighth (8th) working day following the end of each calendar quarter.

B&ES Office Complaint System Procedures

B&ES Office staff will refer any individual indicating a desire to file a complaint to the office manager or the manager's designated complaint specialist who will take the following actions:

- Explain the B&ES complaint system process to the client and determine if they wish to file a written complaint. The problem may simply be a matter of miscommunication that can easily be resolved with some discussion and/or clarification of the situation. However, even if the individual chooses to not file a complaint, make note in the complaint log of the discussion in case of future additional issues on the same subject or about the same employer.
- Offer B&ES Services to the individual whether they file a complaint or not.
- If the customer wants to file a written complaint, the complaint specialist must analyze the complaint to decide whether it is ES related, non-ES related or not applicable to the B&ES complaint system. This will include determining if:
 - (1) the complainant is a Migrant Seasonal Farm Worker;
 - (2) the complaint is against an employer, the Department or another entity;
 - (3) the complaint is violation of on Employment Service regulations;
 - (4) the complaint is alleged violation of civil rights laws (discrimination);
 - (5) the complaint is violation of employment related laws;
 - (6) the complaint is against another ES office or an employer handled by another office: * and/or
 - (7) the complaint is against an employer or agency in another state. **

For assistance in determining what type of complaint you are dealing with, turn to the "Types of Complaints" folder.
- Process ES related complaints and non-ES-related complaints according to the appropriate guidelines as outlined in the folder for that type of complaint.
- If local resolution was attempted but not achieved, notify all parties in writing whenever complaints are referred to the central office, or another agency for resolution.
- Notify the complainant and the respondent, in writing, of the results of its investigation.

* For complaints against another Oregon B&ES office or against an employer served by another Oregon B&ES office, take the complaint if it is one that is appropriate for the B&ES Complaint System. Then inform the complainant that another office will actually do the investigation. Give the complainant a copy of the complaint and the name, address, and phone number of the complaint specialist from the receiving office. The receiving office shall establish a complaint file and attempt appropriate resolution.

** For complaints against an employer or an agency in another state, complete a Business and Employment Service Complaint/Referral Record - Form ETA 8429 and forward it with a referral letter to the Monitor Advocate in that state. Also, provide the complainant with copies of the referral letters and send copies of the complaint and the referral letter to ETA Regional offices with jurisdiction over the transferring and receiving state agencies. Contact information is available from Oregon's Monitor Advocate in B&ES Programs.

Central Office Complaint System Procedures

If the complaint is filed initially with the State office or is referred from a B&ES office, the B&ES Complaint Specialist or the Monitor Advocate (as appropriate) will take the following steps:

- Attempt to resolve the complaint immediately and may, if necessary, conduct a further investigation.
- If complaint is not resolved within 30 working days for non-MSFW or 20 working days for MSFW workers/job seekers after the complaint or additional information was received by the Central office, a written determination shall be made regarding the complaint and copies sent to the complainant and the respondent via certified mail. The determination shall include all of the following:
 - (1) The results of any additional investigation conducted.
 - (2) Conclusions reached on the allegations of the complaint.
 - (3) An explanation of why the complaint was not resolved.
 - (4) If the complaint is against an employer, and it has been found that the employer has violated JS regulations, the determination shall state that procedures will be initiated for discontinuation of services to the employer, or
 - (5) If the complaint is against an employer and has not been referred to an enforcement agency, and it has been found that the employer has not violated JS regulations, an offer to the complainant of the opportunity to request a hearing within 20 working days after the certified date of receipt of the notification, or
 - (6) If the complaint is against the State agency, an offer to the complainant of the opportunity to request in writing a hearing within 20 working days after the certified date of receipt of the notification.

Hearings

If, within 20 working days from the certified date of receipt of the written determination, a written request for a hearing is received, the complaint shall be referred to a State hearing official for hearing. The parties to whom the determination was sent (the State agency may also be a party) shall then be notified in writing that:

- The parties will be notified of the date, time and place of the hearing;
- The parties may be represented at the hearing by an attorney or other representative;
- The parties may bring witnesses and/or documentary evidence to the hearing;
- The parties may cross-examine opposing witnesses at the hearing;
- The decision on the complaint will be based on the evidence presented at the hearing;
- The State hearing official may reschedule the hearing at the request of a party or its representative; and
- With the consent of the State agency's representative and of the State hearing official, the party who requested the hearing may withdraw the request for hearing in writing before the hearing.

**Business & Employment Service Complaint/
Referral Record (ETA Form 8429)**

**U.S. Department of Labor
Employment and Training Administration**

OMB Approval No. 1205-0039
Expiration Date: 09/30/2005

For OSCC Use Only

Complaint No.
Date Received

Part I. Complainant's Information		Respondent's Information
1. Name of Complainant (Last, First, Middle Initial)		4. Name of Person Complaint Made Against
2a. Permanent Address (No., St., City; State, ZIP Code)		5. Name of Employer, B&ES Office, or WIA Agency
b. Temporary Address (if Appropriate)		6. Address of Employer, B&ES Office, or WIA Agency
3a. Permanent Telephone () -	b. Temporary Telephone () -	7. Telephone Number of Employer, B&ES Office, or WIA Agency () -
8. Description of Complaint (If additional space is needed, use separate sheet(s) of paper and attach to this form)		

Certification I CERTIFY that the information furnished is true and accurately stated to the best of my knowledge. I AUTHORIZE the disclosure of this information to other enforcement agencies for the proper investigation of my complaint. I UNDERSTAND that my identity will be kept confidential to the maximum extent possible, consistent with applicable law and a fair determination of my complaint.

9. Signature of Complainant	10. Social Security Number	11. Date Signed / /
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Part II. For ES Use Only

1. Migrant or Seasonal Farmworker? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. If non-ES related, does complaint concern laws enforced by U.S. Employment Standards Administration (Wage and Hour) or OSHA? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. H-2a/Criteria Employer <input type="checkbox"/> U.S./Domestic Worker <input type="checkbox"/> H-2a Worker <input type="checkbox"/> Wages <input type="checkbox"/> Transportation <input type="checkbox"/> Meals <input type="checkbox"/> Housing <input type="checkbox"/> Other
2. Type of Complaint ("X" Appropriate Box(es)) <input type="checkbox"/> ES Related Job Listing No. _____ <input type="checkbox"/> Against Employment Service <input type="checkbox"/> Against Employer <input type="checkbox"/> Alleged Violation of ES Regulations <input type="checkbox"/> Alleged Violation of Employment Related Law(s) <input type="checkbox"/> Non-ES Related	4. Kind of complaint ("X" Appropriate Box(es)) <input type="checkbox"/> Wage Related <input type="checkbox"/> Child Labor <input type="checkbox"/> Working Conditions <input type="checkbox"/> Migrant and Season Agricultural Worker Protection Act (MSPA) <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Housing <input type="checkbox"/> Pesticides <input type="checkbox"/> Health/Safety <input type="checkbox"/> Disability Discrimination <input type="checkbox"/> Discrimination*	

6. *For DISCRIMINATION COMPLAINTS ONLY. Persons wishing to file complaints of discrimination may file either with the SWA, or with the Directorate of Civil Rights (DCR), U. S. Department of Labor, 200 Constitution Avenue, NW, Room N-4123, Washington, D.C. 20210.

7a. Referrals To Other Agencies ("X" one) <input type="checkbox"/> Wage & Hour ESA/U.S. DOL. <input type="checkbox"/> OSHA <input type="checkbox"/> Other _____	8. Address of Referral Agency (No., St., City, State, ZIP Code and Telephone No.)
b. Follow-Up ("X" one) <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Follow-up Date / /

9. Comments (If additional space is needed, use separate sheet of paper) Provide ES Services? Yes No If "No", explain.

10a. Name and Title of Person Receiving Complaint	11. Office Address (No., St., City, State, ZIP Code)
b. Phone No. () -	12a. Signature b. Date / /

Persons are not required to respond to this collection of information unless it displays a currently valid OMC Control Number. Respondents obligation to reply to these requirements are mandatory as required by 20 CFR 651, 653 and 658. Public reporting burden for this collection of information is estimated to average 8 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, U.S. Employment Service, Room C-4514, Washington, DC 20210 (Paperwork Reduction Project 1205-0039).

Instructions for Completing Employment Service
Complaint/Referral Record
(Form ETA 8429)

I. Special instructions

Complete Form ETA 8429 according to the following instructions. The local office may make additional copies as necessary. Distribute copies of the complaint as follows: local office retain the original and give one copy to complainant. When it is necessary to elevate the complaint to the State/Central office, an additional copy of Form ETA 8429 will be forwarded with all pertinent information to the ES Complaint Specialist. All complaints should be recorded on the local office complaint log.

II. Completion of Form.

- A. Reading of Form (Part I). The complainant will complete this part. However, Business and Employment Service staff may be required to assist the complainant in preparing this portion.
1. Name of complainant. Enter the name of the individual(s) filing the complaint. Use additional space to enter the name of more than one complainant, if necessary.
 - 2a-b. Permanent and temporary address. Enter the permanent address of the complainant in item 2a. Migrant and other workers often have temporary residences while working away from home. The temporary mailing address should be entered in item 2b.
 - 3a-b. Permanent and temporary telephone number. Enter either the permanent telephone number in item 3a and/or the temporary number in 3b. If a complainant does not have a telephone, enter, where possible, a telephone number where he/she can be reached or given a message.
 4. Name of person complaint made against. If the complaint is against an individual at the place of employment or at the Employment Service, enter their name(s) here.
 5. Name of employer, B&ES office, WIA agency. Enter the name of the employer, the B&ES office, or the WIA agency against whom the complaint is being filed.
 6. Address of employer/OSCC office. Enter the full address of employer, the B&ES office, or the WIA agency against whom the complaint is being filed.
 7. Telephone number of employer/OSCC office. Enter the area code and full telephone number of the employer, the B&ES office, or the WIA agency against whom the complaint is being filed.
 8. Description of Complaint. Enter the complainant's statement of his/her grievance. The statement should be complete and indicate the results expected. If the complainant is unable to fill out this section and assistance is given, the statement should be written in the first person exactly as stated. Do not edit or paraphrase what the complainant says.

Provide additional paper if extra space is necessary. Additional sheet(s) are to be identified with the name of the complainant and the complaint identifier (number). To ensure that no further comments are added to the original statement, a diagonal line should be drawn from the last word of the statement to the end of the page.

9. Signature of complainant. Enter the signature of the complainant. The complaint must be signed by at least one complainant. If the complainant refuses to do so, a statement by the agency official taking the complaint will be written to this effect. The complainant will be further advised, in writing, that since he or she refuses to sign the complaint, no further action can be taken on the complaint. The complainant's signature should be on each additional sheet used for Item No.9.

10. Social Security Number. Disclosure of the complainant's social security number is voluntary. The Privacy Act concerning SSNs requires the following:

"Any Federal, State, or local government agency which requests an individual to disclose his/her Social Security Number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it."

11. Date signed. Enter the date that the complainant signed the complaint.

II For ES Use Only. This section is to be used by B&ES staff who are responsible for analyzing the complaint and recording all actions taken.

1. Migrant or Seasonal Farmworker. Enter a check indicating whether or not the complainant meets the definition of a migrant or seasonal farmworker (MSFW).

Note: "Migrant Farmworker" is a seasonal farmworker who had to travel to do the farmwork so that he/she was unable to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded (source: Federal Regulations at 20 CFR 651.7).

2. Type of complaint. Enter "X" in the appropriate box. If a job order is involved, enter the complete job order number in the space provided. Leaving this part blank means that there was no job order involved.

3. If non-ES related does complaint concern laws enforced by OSHA or ESA. If applicable, enter an "X" in the appropriate box indicating whether the complaint concerns laws enforced by OSHA or ESA.

4. Kind of Complaint. Enter an "X" in the appropriate box(es) to properly identify the type of complaint.

a. Use the "Handicap Discrimination" box to record complaints alleging discrimination on the basis of disability.

b. Check "Discrimination" for complaints filed under Title VI of the Civil Rights Act, the Age Discrimination Act, Title IX of the Education Amendments, and Section 167 of the Job Training partnership Act. See item 6 below for a description of discriminatory bases covered and filing procedures.

5. H-2A/Criteria Employer. Enter an "X" to identify whether the complainant(s) is a U.S. worker or H-2A worker. In addition, mark an "X" next to the subject that best represents the basis of the complaint.

6. For Discrimination Complaints only. Complainants alleging discrimination on the basis of race, color, national origin, sex, religion, age, disability political affiliation or belief, or citizenship

METHODS OF ADMINISTRATION
Workforce Investment Act Section 188: Nondiscrimination (29USC 2938)

Title IB Programs

COMMENT(S)/CONCERN(S) PROCESS

PURPOSE

The purpose of the Methods of Administration is to provide a reasonable guarantee of Oregon's compliance with the Americans with Disability Act, section 504 of the Rehabilitation Act of 1973, Section 188 of the Workforce Investment Act of 1998, and 29 CFR Part 37 as the state implements and executes the Workforce Investment Act of 1998. The MOA is supported by the Governor's Executive Order EO-96-38, regarding affirmative action and equal opportunity for Oregonians. The MOA applies to (1) any recipient, (2) programs and activities that are part of the One-Stop delivery system and that are operated by One-Stop partners listed in section 121(b) of the Workforce Investment Act. The MOA is equally applicable to all contractors, vendors, grantees, agents, recipients and providers of services funded in whole or part with federal funds.

DESIGNATION OF EQUAL OPPORTUNITY COORDINATORS

The state Equal Opportunity Officer (EOO) for the purposes of the MOA resides in the Oregon Employment Department. The state EOO reports to the Director of the Oregon Employment Department who serves in the Governor's Cabinet. Local Workforce Investment Boards are responsible for designating a local Equal Opportunity Coordinator(s) (EOC) and a Regional Equal Opportunity Officer to assure compliance with the Methods of Administration.

Equal Opportunity Coordinator:

§ Sue Thompson 541-255-8116

Regional Equal Opportunity Officer:

§ Julie Davidson 541-686-7682

RESPONSIBILITIES

The primary partnership in resolving complaints under the MOA is between the state partner agency's EOO and the EOC at the One-Stop (for Lane County The Workforce Network).

The Equal Opportunity Coordinator is responsible for carrying out the following duties:

1. Receiving and processing complaints based on prohibited grounds of discrimination.
2. Provides notification to the Regional EO Officer immediately upon the receipt of any complaint related to the provision of WIA 1B services or services provided through a One-Stop that is a recipient or beneficiary of the WIA 1B funding.
3. Providing information about non-discrimination and equal opportunity laws and the complaint process to agency staff, beneficiaries and interested members of the public on request.
4. Developing and providing compliance reports for review by the state Equal Opportunity Officer (EOO), who submits compliance reports to the U.S. Department of Labor Civil Rights Commission.
5. Ensuring compliance with the MOA by all of its staff and sub-recipients.
6. Monitoring and reporting required data elements to the state EOO.
7. Conducting internal self-evaluations of performance in compliance with the MOA and under the guidance of the state EOO.

PARTNER AGENCY REPORT PROCESS

In compliance with the Methods of Administration, a *Comment(s)/Concern(s)* form has been developed for the use by all partner staff as a first step for reporting potential complaints.

The form shall be used at all partner agency locations that provide services or receive funding under Title 1B of The Workforce Investment Act.

Steps for using *Comment(s)/Concern(s)* form:

1. A customer has a comment/concern that he/she would like to express.
2. Staff addresses and resolves concern immediately, if appropriate.
3. If concern is not resolved, and the customer wishes to take the concern further, staff gives the customer the *Comment(s)/Concern(s)* form to complete, sign and date.
4. Staff informs customer that his/her concern will be forwarded to the Equal Opportunity Coordinator and that he/she will be contacted within 7 working days from receipt of the form by the Equal Opportunity Coordinator.
5. Within 24 hours staff faxes completed *Comment(s)/Concern(s)* form to Equal Opportunity Coordinator (Attention: Julie Davidson, Sue Thompson - 541-686-3570).

6. The Equal Opportunity Coordinator assigns to appropriate agency to resolve according to their resolution process (including if elevated to the state level). A copy of the *Comment(s)/Concern(s)* form will be faxed to the appropriate agency.
7. The agency handling the concern will report status of the concern to The Workforce Network Equal Opportunity Coordinator by completing the “Staff Use Only” section of the *Comment(s)/Concern(s)* form and faxing the form back to The Workforce Network Equal Opportunity Coordinator.

NOTE: All *Comment(s)/Concern(s)* forms are to be faxed to the Equal Opportunity Coordinator whether resolved or not.

If you have any questions regarding this process, please contact Julie Davidson 541-686-7682 or Sue Thompson 541-255-8116.



Workforce Investment Act
COMMENT(S)/CONCERN(S) Form

TO BE COMPLETED BY CUSTOMER

NAME (please print) _____ **DATE** _____

Comment(s) / Concern(s) Please explain as briefly and clearly as possible.
(Use backside if needed)

Date of occurrence (if applicable):

Do you seek a solution? Yes No

If yes, what solution do you seek for this concern to be resolved to your satisfaction?

Would you like to be contacted regarding your concern? Yes No

If yes please provide a telephone number and time you can be reached.

Tel: () _____ **- Times I can be reached:** _____

CUSTOMER SIGNATURE _____

STAFF USE ONLY _____

What actions were taken (attach separate sheet if necessary): Fax this form to: Attention Julie Davidson or Sue Thompson Fax number: (541) 686-3570

Staff signature: _____ *Date:* _____

Organization: _____ *Tel:* _____

Section 6

State Joint Policies



Effective:	March 24, 2008
To Be Reviewed:	March 1, 2009

**Compass Policy for Alignment and Integration
Workforce 2008 – Realigning the Workforce System**

PURPOSE:

The WorkSource Oregon (WSO) system includes many essential and valuable partners. However, this policy is intended to apply only to the systems acknowledged previously through policy and actions that constitute the foundation of the one-stop workforce system as it exists in Oregon. The participants in this policy development are CCWD and OED. Other WSO partners will be included in discussions regarding service integration, as appropriate, at the local and state levels, as sufficient progress is made on realigning the core work of foundational partners. The intent of this policy is not to consolidate state agencies, departments or budgets.

This policy provides guidance for the implementation of an integrated service system that applies at this time to Local Workforce Investment Boards (LWIBs), OED, CCWD and Workforce Investment Act Title 1B (WIA Title 1B) that:

- Moves beyond partnership to multi-disciplinary service integration;
- Establishes integration minimums (listed below) that are expected in all local areas;
- Requires that LWIBs convene the partners and are accountable for the development of an integrated service delivery system with OED and the LWIB.

Multi-disciplinary service integration for all customers who come to a WorkSource Oregon physical location will:

- Increase the quality of services being delivered through OED and CCWD;
- Focus on skill and talent development of job seekers as well as current workers;
- Increase the wages, retention and advancement of Oregonians; and
- Positively impact the economic well being of the State.

BACKGROUND:

In November of 2007 leadership from the OED, CCWD, and the LWIBs met together to explore the opportunities for enhancement of WSO. Participants in this conversation agreed that it is the appropriate time to implement an integrated service delivery system.

The intent will be to provide workforce investment activities that increase the employment, retention, and earnings of participants, and increase access to skill development opportunities including occupational skill training when appropriate. As a result, we will improve the quality of the workforce, and enhance the productivity and global competitiveness of Oregon.

INTEGRATION MINIMUMS:

OED, CCWD, and LWIBs have defined the following minimum requirements for the delivery of a demand-driven, skill-based integrated service delivery system. These integration minimums are however set in the context of state and local partnership realities. OED and CCWD as state agencies have certain statutory, fiduciary and management requirements as set forth by the Governor and legislature and these statewide oversight responsibilities cannot be waived. The LWIBs also have certain federal and state statutory requirements that must be recognized and made a part of this integration. The partners acknowledge the delicate balance of local and state interests in the new service integration model.

- In order to increase the quality of services being delivered the following will be implemented:
 - Local workforce boards will adopt, implement, and continuously improve the local demand-driven, skill-based integrated services system that includes Wagner-Peyser, WIA Title 1B Adult and Dislocated Workers;
 - Elements of this Compass policy will be embedded in all related workforce documents, including the Memorandum Of Understanding (MOU), One-Stop Agreements, and service contracts as appropriate;
 - A process for an integrated customer pool. All customers are registered using a common intake process;
 - Customers of WSO, WIA Title 1B Adult, Dislocated Worker, Trade Adjustment Assistance and Wagner-Peyser will be co-enrolled and count towards performance metrics;
 - An integrated staffing chart where staff are assigned by function rather than funding/program;
 - An integrated customer flow that clearly defines a service delivery process with a sequence of demand-driven, universal services that does not emphasize program eligibility and program participation;
 - Functional supervision and staffing resource allocation will be determined locally by mutual agreement of OED and WIA Title 1B; and
 - Local boards have responsibility for overseeing the success of the local integrated system as defined in the state approved local integrated services plan.

- A focus on skill and talent development of job seekers as well as current workers will include:
 - The promotion of an electronic initial, standardized skill assessment to all customers at physical WSO locations;
 - An electronic initial, standardized skill assessment available to self service and customers registering on-line;
 - An electronic comprehensive menu of demand-driven skill enhancement products (including but not limited to occupational training); and
 - Matching of job seekers and current workers with occupational training opportunities when appropriate / beneficial.

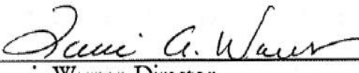
- Increasing wages, retention and advancement of Oregonians by:
 - A locally designed employer services team that has responsibility for connecting local employers to the one-stop system;
 - Using a variety of tools to match job seekers skills, interests and ability with high wage, high demand jobs; and
 - State-wide performance metrics to assure a demand-driven, skill-based integrated service delivery system will be developed. These measures will be in addition to the federal performance measures – which will be achieved through the integrated service delivery system.

- A shared customer data base will support the integrated service delivery system, meet federal requirements and provide sufficient management information.


- A realigned and integrated service model:
 - Operates and depends upon state and local policies which are aligned;
 - Is a progressive system not stymied by federal legislation, action or inaction; and
 - Is driven by an incentive and sanctions policy based on achievement of performance metrics that go beyond USDOL Common Measures.

Integration will enhance the use of limited and declining funding through a more efficient use of resources and an elimination of program duplication and requirements. Integration will systematically improve the coordination of Workforce Investment Act and Wagner-Peyser Act funded services to achieve improved customer outcomes and more efficient and effective customer service.

Additional policies will include a variety of plank policies that will support and require collaboration and input from every level and implemented by LWIBs, OED, CCWD, and the WIA Title 1B provider network.


Laurie Warner, Director
Employment Department

4/4/08
Date


Cam Preus, Commissioner
Department of Community Colleges
And Workforce Development

4/7/2008
Date

GLOSSARY

Integration: A multi-disciplinary approach to providing services whereby OED and Title 1B staff come together, in functional teams, to serve mutual customers. It does not mean that every staff person will be required to perform every function.

Functional Supervision: A supervisor from OED or WIA Title 1B who directs the activities of a team of employees from both OED and WIA Title 1B for the purpose of successfully delivering services in an integrated manner. This is not to be confused with the Supervisor of Record.

Supervisor of Record: This is the official supervisor of an employee who has responsibility for performance appraisals, discipline and hiring and firing. The supervisor of record and the employee are both employed by the same employer.

Staff Assisted Services: Are those services that engage clients in a problem solving process which determines extent of clients' employment services needs, and may facilitate/develop individualized plans to assist clients to become employed and economically self-sufficient.

Registered: Those individuals who complete the common data system information which begins the initial intake process.

Co-enrolled: Participation in multiple programs for which a customer is eligible.

Performance: Performance metric will be addressed in a plank policy.

Local Workforce Investment Board (LWIB): Any one of the seven local workforce boards that meet the requirements of the Workforce Invest Act (WIA) and are certified by the Governor.



Employment Department
875 Union St. NE
Salem, OR 97311
Phone (503) 947-1471
Fax (503) 947-1472
www.emp.state.or.us

Department of Community
Colleges and Workforce
Development
Public Service Building
255 Capitol Street NE
Salem, Oregon 97310
Phone (503) 378-8648
Fax (503) 378-3365
www.odccwd.state.or.us



DATE: September 18, 2008
TO: Local Workforce Investment Area Boards and Staff
RE: Program Year 2008 WIA IB Performance

To support our ongoing integration efforts and maintain focus on the performance metrics listed in the Performance Outcomes plank policy, CCWD will not be negotiating local-level performance for Adults and Dislocated Workers for Program Year 2008. We fully anticipate meeting the federal measures statewide even though our focus will be on the new integrated metrics. As a reminder, Youth performance is not part of the integration efforts and will be negotiated separately.

Due to this change, LWIA performance for PY08 will not be awarded with incentive funds, as described in CCWD policy #589-20.2, Workforce Investment Act Title IB State Incentive Grants for Local Performance Measures Methodology and Distribution. Program Improvement Plan funds for local areas who do not meet performance will not be available.

CCWD will report PY08 local-level performance information to DOL as required, but will not publish individual LWIA's Common Measures performance for PY08 in the annual report or other documents.

CCWD and OED are committed to entering into renegotiations with DOL as appropriate to align Wagner-Peyser and WIA IB Common Measures.

Cam Preus, Commissioner
Community Colleges and
Workforce Development

Laurie Warner, Director
Employment Department

C: CCWD Local Liaisons
OED Regional Managers



**DEPARTMENT OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT
EMPLOYMENT DEPARTMENT**

Joint Policy No.:	03-10
Effective Date:	November 15, 2010
Revision No:	
Revision Date:	

**SUBJECT: Workforce Investment Act Title IB Adult and Dislocated Worker Program
Eligibility and Wagner-Peyser Program Eligibility**

PURPOSE:

To establish the state policy regarding the eligibility standards for the Workforce Investment Act (WIA) Title IB Adult and Dislocated Worker Programs and the Title III Wagner-Peyser Program under Oregon's Integrated Workforce Services System.

BACKGROUND:

The WIA gives the state the authority to establish policies and guidelines related to verifying WIA and Employment Services eligibility as long as the policies are consistent with the WIA, the WIA regulations, the Wagner-Peyser regulations, and other federal statutes.

REFERENCES:

1. WIA Public Law 105-220
2. 20 CFR 660.300, WIA Definitions
3. 20 CFR 652, Establishment and Functioning of State Employment Services
4. 29 CFR 37, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIA of 1998
5. Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05, Common Measures Policy for the Employment & Training Administration's (ETA) Performance Accountability System and Related Performance Issues
6. Oregon Workforce Investment Board (OWIB) Policy dated June 26, 2008, WorkSource Oregon Self-Sufficiency Policy

SUPERSEDES:

1. Joint Policy 02-08, Common Intake Process, issued July 7, 2008.
2. Joint Communication 1-08, Oregon's Integration Efforts, Clarifications, and Policy Plans, issued August 14, 2008.

3. Joint Communication 3-08, Common Intake Registration, Integrated Service Delivery and Service Tracking, issued October 1, 2008 - It is recognized that tracking services between the WIAMIS and I-Trac systems and iMatchSkills needs to be finalized. This will be addressed in the revised MIS Manual when it is issued. In the meantime, the OED Information Technology (IT) Team will provide guidance if needed.
4. Joint Communication 4-08, Common Intake Registration and Eligibility for Customers with Existing iMatchSkills Records, issued October 21, 2008 – See above comments.
5. Joint Communication 1-09, Policy and Guidance for Eligibility and Enrollment for Workforce Investment Act (WIA) Adult and Dislocated Worker and Wagner-Peyser (W-P) Act Funded Services.
6. Department of Community Colleges and Workforce Development (CCWD) Policy 589-30.3, Workforce Investment Act Title IB Adult and Dislocated Worker Participant Eligibility Determination, Verification, and Records.

This policy supersedes the above Joint Policies, Joint Communications and CCWD Policy in order to implement standardized processes and definitions for the registration, eligibility determination, and enrollment of all WorkSource Oregon (WSO) customers.

POLICY:

The state has established a standard for a paperless WIA Title IB Adult and Dislocated Worker and Wagner-Peyser Program registration, eligibility determination, and program enrollment system based on the definition of self-attestation and implemented through the WorkSource Oregon Management Information System (WOMIS) registration program. CCWD and the Oregon Employment Department (OED) rely on the electronic registration data recorded in WOMIS to determine eligibility for the WIA Title IB Adult and Dislocated Worker Programs and the Wagner-Peyser Program.

The registration component of WOMIS must be utilized in all WSO physical locations and in WIA Title IB and OED stand-alone sites and online to collect registrant identification, demographic, and eligibility data and to determine Wagner-Peyser and WIA Title IB Adult and Dislocated Worker Program eligibility. This policy also applies to registrants for WIA funded National Emergency Grants and statewide assistance projects, and WIA activities funded by the American Recovery and Reinvestment Act.

Eligible registrants may access all self-service and informational services available at the WSO locations and at WIA Title IB and OED stand-alone sites but may not receive any WIA Title IB-funded significant staff involvement services or paid services until WIA enrollment, as described below, is completed. WIA eligible registrants will also be included in the WIA Title IB Program registrant count that is reported to DOL in accordance with the provisions of TEGL 17-05, 8.A.

All Wagner-Peyser eligible registrants will be enrolled as participants in the Wagner-Peyser Program, are eligible for all self and staff-assisted Wagner-Peyser services, and will be included in the Wagner-Peyser performance measures and the state-developed WSO integrated service performance goals.

Prior to enrollment in the WIA Title IB Adult and Dislocated Worker Program, eligible registrants must self-attest to the truth and accuracy of the data they provided in the WOMIS registration program, and WSO staff must examine an eligible registrant's acceptable document(s) to attest that the registrant's date of birth on the document(s) matches the date of birth recorded in the WOMIS registration program. Staff will also make a reasonable effort to confirm the name of the eligible registrant using the acceptable document(s) being presented. Verification of the date of birth and name will be accomplished through the staff attestation mechanism in the WOMIS registration program including entering the type of document used to verify date of birth and any identifying numbers, such as a driver's license number, or other uniquely identifiable information on the document.

An eligible registrant is enrolled in the WIA Title IB Adult Program and, if applicable, the Dislocated Worker Program, upon completion of:


1. Staff attestation of the eligible registrants' acceptable document(s); **and**
2. Staff advising the eligible registrant of the appropriate next steps involved in accessing the services s/he needs or staff providing the Initial Skills Review (ISR) debrief.

The above actions are considered significant staff involvement for enrollment purposes. Enrollment means that participants will be included in the DOL required Title IB Adult and/or Dislocated Worker Program and the Wagner-Peyser Program performance measures and the state-developed WSO integrated service performance goals. The WIA Title IB Adult Program enrollment date recorded in the WOMIS registration program is considered the date of participation for reporting all WIA program performance to DOL.

Local WIA Title IB/Wagner-Peyser workforce program providers must establish appropriate written procedures that meet the requirements of this policy.

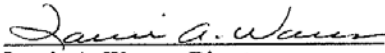
CCWD will assume the liability for disallowed costs associated with questioned WIA Title IB Adult and Dislocated Worker Program eligibility that result from the eligibility determination processes provided for in this policy. This assumption of liability applies to eligibility determinations that include the participants' self-attestation as to the truth and accuracy of the information they recorded in the WOMIS registration program and whose acceptable documents have been verified by a WSO staff member through staff attestation in accordance with this policy.

APPROVAL:


Camille Preus, Commissioner
Department of Community Colleges and
Workforce Development

Date

11/18/2010


Laurie A. Warner, Director
Oregon Employment Department

Date

11/17/2010

DEFINITIONS:

Acceptable Documents: Any document, or combination of documents that can be used to validate an eligible registrant's date of birth and name. The following is a complete list of acceptable documents:

- Baptismal record
- Birth certificate
- DD-214 or report of transfer or discharge paper
- Driver's license
- Federal, state or local identification card
- Passport
- Hospital record of birth
- Public assistance/social service records
- School records or ID cards
- Work permit
- Tribal records

The types of documents used to verify an eligible registrant's date of birth and name can be found on the *Registration ID Verification* screen of the WOMIS registration program. This list and the related WOMIS registration program screen are subject to revision based on state and federal guidance.

Eligibility: Meeting the requirements in the Wagner-Peyser Act for participation in employment services and/or meeting the requirements in the WIA Title IB Program for participation in the Adult and/or Dislocated Worker Programs. These requirements are as follows:

- **Wagner-Peyser Program:**
 - Citizen of the U.S. or legal to work in the U.S (WIA §188(a)(5))
- **WIA Title IB Adult Program:**
 - Citizen of the U.S. or legal to work in the U.S. (WIA §188(a)(5))
 - Compliance with the requirements of the Military Selective Service Act (WIA §189(h))
 - Age 18 or over (WIA §101(1))
- **WIA Title IB Dislocated Worker Program:**
 - Citizen of the U.S. or legal to work in the U.S. (WIA §188(a)(5))
 - Compliance with the requirements of the Military Selective Service Act (WIA §189(h))
 - Compliance with the dislocated worker definitions specified in WIA §101(9). In regard to the eligibility condition that requires individuals to be "unlikely to return to their previous industry or occupation", the state has determined that due to the economy and high state unemployment rate, all eligible registrants who are unemployed and who have been laid off from their jobs are deemed unlikely to return to their previous industry or occupation.

The eligibility requirements specified above have been programmed into the WOMIS registration program (see definition below).

Eligibility Verification: To confirm eligibility requirements, except name and date of birth, through self-attestation by the registrant.

Enrolled or Enrollment: The process by which eligible registrants are electronically entered into the Wagner-Peyser participant count and/or the WIA Title IB Adult and/or Dislocated Worker Programs participant count, depending on the eligibility requirements for each of these programs. The enrollment date is the same as the date of participation noted in TEGL 17-05, 6.A.2.

Participant, Wagner-Peyser Program: An eligible registrant who is enrolled in the Wagner-Peyser Program and receives a service funded by the program, either in a physical location or remotely through the internet.

Participant, WIA Title IB Adult and/or Dislocated Worker Programs: An eligible registrant who has had his/her acceptable documents verified by a WSO staff member, received a significant staff involvement service, and is enrolled in the WIA Title IB Adult and, if applicable, the Dislocated Worker Program.

Registrant: An individual who is interested in receiving WSO services, has entered the required information into the WOMIS registration program, and has attested to the truth and accuracy of the information. This definition is in accordance with the definition of "applicant" in 29 CFR 37.4, "Applicant means an individual who is interested in being considered for WIA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request by the recipient. . ."

Registrant, Eligible: A registrant who has completed the WOMIS registration program, self-attested to the truth and accuracy of the information s/he recorded in the WOMIS registration program, and has been determined eligible for the Wagner-Peyser Program and/or the WIA Title IB Adult Program and, if applicable, the Dislocated Worker Program, but whose acceptable documents have not been verified by a WSO staff member. Eligible registrants include individuals employed at the time of registration in accordance with the definition of self-sufficiency (see below).

Registrant, Ineligible: A registrant who has completed the WOMIS registration program, self-attested to the truth and accuracy of the information s/he recorded in the WOMIS registration program, but does not meet the Wagner-Peyser or the WIA Title IB Program eligibility requirements.

Registration: The process implemented through the WOMIS registration program for collecting the DOL required data and eligibility information for Wagner-Peyser and WIA Title IB Adult and Dislocated Worker Program registrants and participants.

Self-attestation: Synonymous with self-certification as defined below.

Self-certification: A registrant's signed attestation that all the information required by WIA Title IB or the Wagner-Peyser Act as entered into the WOMIS registration program is true and accurate (20 CFR 660.300). The registrant's electronic/online signature is demonstrated through the registrant's checking the box on the WOMIS registration program screen that says, "I have read and understand the Equal Opportunity Statement, Job Seeker Responsibilities and Privacy Statement, and I certify the information entered is true and accurate and I understand that the above information, if misrepresented, inaccurate or incomplete, may be grounds for immediate termination of services and penalties as specified by law."

Self-sufficiency: As defined by the Oregon Workforce Investment Board means that employment itself is not a guarantee of self-sufficiency. Due to the ever-increasing skills requirements for employment at all levels, all Oregonians can benefit from increased skills. Therefore, no Oregonian seeking assistance through WorkSource Oregon shall be considered to be self-sufficient.

Services, Paid: Any type of payments made from WIA Title IB funds for the benefit of participants enrolled in the WIA Title IB Adult and Dislocated Worker Programs. This definition excludes payments made on behalf of individuals who need financial assistance to obtain an acceptable ID document in order to participate in a WIA Title IB Program or to secure transportation in order to get to a WSO location or to a WIA Title IB or OED stand-alone site for orientation purposes.

Services, Self-service and Informational: Those services as defined in TEGL 17-05, 8.B.1.

Services, Significant Staff Involvement: Those services as defined in TEGL 17-05, 8.B.2.

Staff-attestation: The WSO staff member has examined an eligible registrant's acceptable document(s) and attests that the information on these documents matches that recorded by the registrant in the WOMIS registration program.

WorkSource Oregon Management Information System (WOMIS) Registration Program: The state common intake component developed for the WorkSource Oregon Management Information System. It is the entry component of the system that records, displays, and maintains registrant and staff-entered information supporting DOL required data and the information needed for registration, eligibility determination, and program enrollment.



DEPARTMENT OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT
EMPLOYMENT DEPARTMENT

Effective:	07/07/08
To Be Reviewed:	03/01/09


Confidentiality and Access to Information and Data
Joint Policy 01-08


Purpose: To address confidentiality and access to information and data regarding services provided by the WorkSource Oregon system.

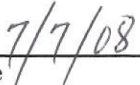
References: Oregon Administrative Rule 471-010-0080
Compass Policy
20 CFR 603

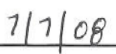
Policy: The Oregon Employment Department and the Department of Community Colleges and Workforce Development will share information for the purpose of operating an integrated workforce system and to develop and support a common integrated Management Information System. The data and information is confidential and may not be used for other than the intended purposes. Details include, but are not limited to:

1. WorkSource staff must safeguard the confidentiality of all customer data and information;
2. Each partner assumes responsibility for its own staff with respect to protecting the confidential information as outlined in statute and rule;
3. Each partner must establish confidentiality standards and policies to ensure compliance with regulatory requirements;
4. Staff will have access to information based on their functional staff assignment supporting operation of the WorkSource Oregon (WSO) business model; and
5. As required by 20 CFR 603 an agreement will be signed by all WSO partner organizations that support this joint policy.

Signatures: 
Cam Preus, Commissioner
Department of Community Colleges
and Workforce Development


Laurie Warner, Director
Employment Department


Date


Date

Section 7

WorkSource Lane
Welcome
Documents



THE

LANE WORKFORCE PARTNERSHIP

WORKFORCE SYSTEM

ANNUAL PERFORMANCE REPORT

July 1, 2013 – June 30, 2014

System Performance Partners include:

- **Department of Human Services**
- **Lane Community College**
- **Lane Workforce Partnership**
- **Oregon Employment Department**
- **Vocational Rehabilitation Services**



Introduction

Lane Workforce Partnership is the designated local Workforce Investment Board for Lane County Oregon. The local board is charged with making targeted investments in the community, utilizing federal workforce funds, in line with its mission: *To meet the workforce needs of employers and individuals through partnership and innovation.*

This report is a compilation of outcomes achieved through two primary investments in Lane County: 1) **WorkSource Lane**; and 2) **At-Risk Youth program** investments.

WorkSource Lane is the primary system that Lane Workforce Partnership invests federal funds to deliver employment services to adults and dislocated workers. From July 1, 2013 – June 30, 2014 Lane Workforce Partnership invested \$1.2 million in WorkSource Lane.

In addition to the funds invested by Lane Workforce Partnership, the following partners invest funds and resources each year through a committed partnership to create a strong workforce system for Lane County:

- Department of Human Services
- Lane Community College
- Oregon Employment Department
- Vocational Rehabilitation Services

The Lane Workforce Partnership contracts with local youth service providers to serve at-risk youth in Lane County. The primary focus of these investments is to create or expand programs that will increase the graduation rates, connect youth to higher education opportunities, and expand work experience opportunities. Lane Workforce Partnership invests federal funds targeted to serving at-risk youth through contracts with the following providers:

- Looking Glass
- McKenzie School District
- Bethel School District
- Lane County Department of Youth Services
- South Lane School District
- Pleasant Hill School District

During the development of the 2013-1015 local strategic plan, specific goals and strategic objectives were developed to align the work of the Lane Workforce Partnership (LWP) with the work of Oregon Workforce Investment Board (OWIB) within the context of Lane County's local economic and workforce environment.

Lane Workforce Partnership Goals & Strategic Objectives

Goal 1: To invest, oversee, and promote a workforce system that meets the needs of employers and job seekers to advance economic development.

Strategic Objectives:

1. Review the effectiveness of training investments and job placement services
2. Monitor local unified plan implementation
3. Regularly inform the community on the effectiveness of the workforce system
4. Implement customer satisfaction measure in collaboration with the Oregon Workforce Investment Board

Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

Strategic Objectives:

1. Increase academic skills, workforce readiness and occupational skills of the emerging workforce
2. Increase work experience, internship and pre-apprenticeship opportunities for the emerging workforce
3. Increase training and employment opportunities for transitional and current workers in high wage, high demand occupations and careers in targeted sectors
4. Offer targeted services to meet the training and employment needs of people with disabilities, veterans, 50+ and minorities

Goal 3: To promote workforce system innovation and service delivery integration

Strategic Objectives:

1. Increase opportunities for individuals to skill-up in the WorkSource Lane Center and increase access to on-line learning
2. Expand employer engagement within the workforce system

Goal 4: To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness.

Strategic Objectives:

1. To implement sector strategies in manufacturing and health care
2. Establish Lane County as a certified Work Ready Community
3. Align with community and economic development initiatives that foster the board's mission
4. Promote initiatives with K-12 and community college to align curricula to workforce opportunities and needs

Goal 5: Increase federal and non-federal resources for board initiatives

Strategic Objectives:

1. Support statewide and regional initiatives to increase funding for workforce development
2. Pursue grant opportunities and new partnerships

The partners of the local workforce system have agreed to work together to meet the goals and strategic objectives as developed by the Lane Workforce Partnership Board of Directors. Through strong partnerships and collaboration we believe we will achieve our goals and create a system that creates – better skills, better jobs, and a better economy.

ANNUAL PERFORMANCE REPORT

July 1, 2013 – June 30, 2014

Goal 1: To invest, oversee, and promote a workforce system that meets the needs of employers and job seekers to advance economic development.

Strategic Objectives:

1. Review the effectiveness of training investments and job placement services
2. Monitor local unified plan implementation
3. Regularly inform the community on the effectiveness of the workforce system
4. Implement customer satisfaction measure in collaboration with the Oregon Workforce Investment Board

This report serves as documentation of the effectiveness of training, job placement services and the implementation of the local unified plan (Local Strategic Plan). Elements from this report, which demonstrate the effectiveness of the workforce program and investment impacts will be updated quarterly and posted on the Lane Workforce Partnership web pages. The above referenced customer satisfaction survey is yet to be defined, built and implemented by the State of Oregon.

Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

Strategic Objectives:

1. Increase academic skills, workforce readiness and occupational skills of the emerging workforce
2. Increase work experience, internship and pre-apprenticeship opportunities for the emerging workforce
3. Increase training and employment opportunities for transitional and current workers in high wage, high demand occupations and careers in targeted sectors
4. Offer targeted services to meet the training and employment needs of people with disabilities, veterans, 50+ and minorities

**Academic Skills, Workforce
Readiness & Occupational Skills**

Total Youth Served: 234

# of youth who increase one or more Comprehensive Adult Student Assessment System (CASAS) educational level in reading or math	<ul style="list-style-type: none"> • in reading – 64 • in math - 69
# of youth demonstrating skill gains in financial literacy	53
# of youth who enroll in Win at Work	49
# of youth who complete Win at Work with a certificate	30

Youth Work Experience & Employment Opportunities

# of youth participating in a work experience	95
# of youth, who complete an internship, with occupational skill gains and achieve positive evaluations	Internships were developed in the following industries: construction (2), landscaping (1), clerical (2), health care (7), vet assistant (1), customer service (1) small engine repair (1), culinary (1)
# of youth completing pre-apprenticeship program	Youth enrolled in a pre-apprenticeship training program – 13
# of youth participating in the Department of Human Services Summer Youth Program for TANF clients	11 referred, 9 enrolled, 7 working, 2 pending The program is focused on teen parents that are collecting Temporary Assistance for Needy Families.

Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**WorkSource Lane On-the-Job Training Program (OJT) &
Workforce Investment Act Scholarship Awards**

# and % who complete OJT training including 90-day retention period	164 hired by employers into OJT's 93 completed OJT training 62 still in OJT 9 did not complete training 93 of 102 successfully completed OJT with 91% success rate
Wages of OJT placements are above \$12/hour	56/164 earned \$12 an hour or more (34%) 49/164 earned \$15 an hour or more (30%) \$15.80 overall average wage in June
# of training scholarships awarded by industry	49 total awards: health care: 22 ; general business: 8; computer tech: 4; truck driving: 6; electrical line worker: 1; energy management: 1; graphic design: 1; technical drafting: 1; culinary arts: 1; fabrication/welding: 1; community healthcare worker: 4
# of individuals completing training	This year, 23 trainees completed their training program with a 43% entered employment rate. The majority just completed training in June and are participating in job search activities at WorkSource Lane. Of those who have yet to complete, the majority will be resuming training programs in the fall of 2014.
# and % of training completers placed in training related employment	9 of the 11 employed training completers were training related placements (82%)
# of OJT placements with new businesses	102 placements with 27 new businesses

WorkSource Lane High Wage Recruitment Opportunities in Targeted Sectors

# of job listings in iMatchSkills (wages \$12/hr. and above)	Total: 1,101 Health Care: 591 Goal: 775 (76%) Manufacturing: 510 Goal: 300 (170%)
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Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**WorkSource Lane at Lane Community College
Skill-Up Opportunities for Adult Basic Education Program Participants**

# of individuals achieving an increase in skill gains in reading	138
# of individuals achieving an increase in skill gains in math	85
# of Cooperative Education placements in high wage, high demand occupations	319
# of new short-term buildable career pathways or less than one year certificates developed	3 (Customer Service CPC, Non-Traditional Health Care Worker, Mobile Application Development)

**Vocational Rehabilitation Services
Targeted Sector Placements**

# of job placements in targeted sectors (manufacturing & health care) in Lane County	Health Care: 30 Manufacturing: 18
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Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**Demographics of Populations Served through WorkSource Lane
Eugene, Florence & Lane Community College**

Total Population Served: 36,269

# and % of non-English speakers served	Served: 581	Goal: 747	(77% of goal achieved)
# and % of disabled individuals served	Served: 3,006	Goal: 3,079	(98% of goal achieved)
# and % of minority populations served (e.g., Hispanic, Native American, Asian, Pacific Islander, African American)	Served: 5,496	Goal: 8,585	(64% of goal achieved)
# and % of individuals ages 40-54 served	Served: 15,008	Goal: 17,246	(87% of goal achieved)
# and % of individuals ages 55+	Served: 9,531	Goal: 5,538	(172% of goal achieved)
# of Veterans served	Served: 6,365	Goal: 5,803	(110% of goal achieved)
# of Veterans placed in employment	Served: 1,472	Goal: 1,088	(135% of goal achieved)
# of disabled Veterans placed in employment	Served: 331	Goal: 253	(131% of goal achieved)
# of events held for Veterans	Events: 17	Goal: 20	(85% of goal achieved)

**Demographics of Population Receiving a
WorkSource Lane Scholarship**

Total funded Scholarship: 63

# and % of disabled individuals served in WIA	4 (6%)		
# and % of minority populations served in WIA training (e.g., Hispanic, Native American, Asian, Pacific Islander, African American)	0	Native American/Alaskan Native	
	1 (1%)	Asian	
	1 (1%)	Black/African American	
	0	Hawaiian Native/Pacific Islander	
	52 (78%)	White	
	2 (3%)	Multi-race	
	3 (5%)	Ethnicity Hispanic/Latino	
	9 (14%)	No race selected	
# and % of individuals 50+ served in WIA training	12 (19%)		
# of Veterans served in WIA training	6 (10%) Veterans; 0 Disabled Veterans		

Continued: Goal 2: To build a pipeline of higher skilled workers to meet employers' demand

**Demographics of Populations Served at
WorkSource Lane at Lane Community College**

	Summer	Fall	Winter	Spring
# and % of non-English speakers served	276/3%	421/3%	376/2%	386/3%
# and % of disabled individuals served	379/5%	586/4%	737/5%	730/5%
# and % of minority populations served	1,206/20%	1,748/15%	2,359/20%	2,172/20%
# and % of individuals ages 50+	1,981/24%	2,615/30%	2,779/18%	2,714/19%
# of Veterans served	379/5%	606/4%	569/5%	524/5%

**Demographics of Populations Served by
Vocational Rehabilitation Services**

# and % of non-English speakers served	31 (.2%)
# and % of disabled individuals served	1,766 (100%)
# and % of minority populations served (e.g., Hispanic, Native American, Asian, Pacific Islander, African American)	356 (20.1%)
# and % of individuals ages 50+ served	505 (28.6%)
# of Veterans served	76 (4.2%)
# of minority and target populations placed in employment	23

Goal 3: To promote workforce system innovation and service delivery integration

Strategic Objectives:

1. Increase opportunities for individuals to skill-up in the WorkSource Lane Center and increase access to on-line learning
2. Expand employer engagement within the workforce system

WorkSource Lane Skill-Up Opportunities Eugene and Florence

# of individuals taking the Initial Skills Review	8,734
Access for on-line learning	57 computers with internet access are available for on-line learning.
# of individuals accessing workshops	419 job seekers participated in the Resume Workshop – includes principles of: <ul style="list-style-type: none">• Business writing• Grammar• Effective written communication• Microsoft Word and document formatting• Effective resume styles• Job application and interviewing techniques

WorkSource Lane Skill-Up Opportunities Lane Community College

# of individuals participating in basic computer classes	183 individuals participated in basic computer classes funded by the Adult Basic Skills Education funding. The classes were non-credit, 3-weeks long and at no cost to students.
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Continued: Goal 3: To promote workforce system innovation and service delivery integration

**WorkSource Lane Employer Engagement
Eugene and Florence**

# of employers using iMatchSkills	756:	Goal: 1,060 (76% of goal achieved)
# of forums held	8:	Goal: 8 (100% of goal achieved)
# of <u>new</u> companies utilizing WorkSource Lane services	155:	Goal: 195 (79% of goal achieved)
# of companies utilizing WorkSource Lane services in targeted sectors	103:	Manufacturing Goal: 120 (86% of goal achieved)
	70:	Health care Goal: 115 (61% of goal achieved)

- WorkSource Lane served **59** employers through customer recruitment filling **142** positions with a **2.55** referral to hire ratio.
- WorkSource Lane hosted quarterly job fairs emphasizing NCRC completers and employers who support the NCRC. The events have led to an increase of employers signing Letters of Support and engaging in the On-the-Job Training Program.

Department of Human Services Employer Engagement

# of JOBS Plus placements	140
# of businesses participating in JOBS Plus	43
# of Work Experience placements	209
# of businesses participating in Work Experience	104

Goal 4: To align employers, workforce, education, human services and economic development policies and programs to increase business competitiveness.

Strategic Objectives:

1. To implement sector strategies in manufacturing and health care
2. Establish Lane County as a certified Work Ready Community
3. Align with community and economic development initiatives that foster the board's mission
4. Promote initiatives with K-12 and community college to align curricula to workforce opportunities and needs

Sector Initiatives:

Manufacturing

- Lane Workforce Partnership is collaborating with the Emerald Valley High Performance Enterprise Consortium (EVHPEC), Eugene Area Chamber of Commerce and Lane Community College in the development of a Lean Enterprise Certificate.
- Lane Workforce Partnership is working with the LCC Manufacturing Technology program to better meet the needs of the local manufacturing industry. Changes under discussion include: breaking down the curriculum into smaller and more flexible parts (the course is currently a 12 credit course); exploring what aspects of the primarily metals manufacturing curriculum could be adapted to the wood products industry; and integration of the NCRC into the program.
- Lane Workforce Partnership piloted the Future Workforce Program with a manufacturing emphasis in collaboration with the Eugene City Club and area schools. This 12 week series involved local companies (primarily manufacturers) offering in-depth tours to area educators.
- Lane Workforce Partnership hosted a tour of Springfield's Vocational Center for Lane County employers. Thirty representatives from eight different businesses attended. One manufacturing employer has hired two recent graduates of Springfield High School. Both youth were hired through the OJT program.
- WorkSource Lane held two customized hiring events to support local manufacturing employers in the recruitment of qualified applicants.

Health Care

- Lane Workforce Partnership has developed a 7 week series where health care employers will offer in-depth tours to area high school health care career pathways educators.
- WorkSource Lane held three customized health care hiring events to support local health care employers in the recruitment of qualified applicants.
- WorkSource Lane provided on-going outreach to local health care and manufacturing employers. Outreach activities included company tours to better understand the business culture and meetings with hiring managers to discuss recruitment needs, hiring process, ideal candidate qualities and training opportunities.

Food Processing

- Lane Workforce Partnership participates on the leadership team of the Lane County Regional Food Consortium (RFC) and chairs the RFC Workforce Subcommittee. This subcommittee is focused on aligning area training opportunities with local food manufacturing needs. Food science, fermentation science and culinary arts programming are currently being explored with Oregon State University and Lane Community College

Financial Services

- Lane Workforce Partnership received a \$200,000 grant from the AARP Foundation to develop a customized training program for individuals age 50+ focused on preparation for entry-level careers in the financial services industry. Four credit unions and two banks are providing input into the development of the curriculum. The Lane Community College small business development center is creating the curriculum and delivering the training program.

Software

- Lane Workforce Partnership is working with industry representatives, area economic development practitioners, K-12 and Lane Community College in developing more training infrastructure for the software industry.

Aggregate/Construction/Mining

- Lane Workforce Partnership arranged a tour with two local sand and gravel businesses for 60 at-risk youth. Follow-up employment interviews were held at WorkSource Lane. Two youth were hired immediately.

Lane County Goals for a Certified Work Ready Community

# transitional workers certified	Certified: 1,435	Goal: 1,737 (87% of goal achieved)
# of current workers certified	Certified: 347	Goal: 60 (578% of goal achieved)
# emerging workers certified	Certified: 197	Goal: 503 (39% of goal achieved)
# of businesses supporting	Businesses: 164	Goal: 225 (73% of goal achieved)

Lane County's % of NCRCs at each level compared to State/Nation

Bronze			Silver			Gold			Platinum		
LC	OR	NA	LC	OR	NA	LC	OR	NA	LC	OR	NA
10%	11%	24%	54%	53%	56%	34%	34%	21%	1%	1.2%	<1%
Lane County is equal to the rest of the state and higher than the nation in Gold earner certificates! In addition, Lane County has fewer bronze earners in comparison to the rest of the state and the nation.											

WorkSource Lane Efforts to Achieve Certified Work Ready Goals – Eugene and Florence

of individuals referred to earn an NCRC 8,367 Goal: 8,300 (101% of goal achieved)

WorkSource Lane Efforts to Achieve Certified Work Ready Goals - Lane Community College

of individuals earning an NCRC at LCC 65

Department of Human Services Efforts to Achieve Certified Work Ready Goals

of Oregon Food Stamp Employment & Training Program (OFSET) Clients earning an NCRC 64

of JOBS clients earning an NCRC 41

Vocational Rehabilitation Services Efforts to Achieve Certified Work Ready Goals

of individuals referred to earn an NCRC 0

Lane Workforce Partnership board efforts to align with community and economic development initiatives:

- Board President, Bob Halligan and Executive Director Kristina Payne participated in a community collaborative meeting hosted by Governor Kitzhaber and the Governor’s Workforce Policy Advisor, Agnes Balassa.
- “Big Look” – Lane Workforce Partnership staff are participating in the Eugene Chamber’s Big Look exercise for economic development in Lane County
- Sponsored the Lane County Human Resources Association conference in May. The topic was “Hire Right” and included businesses speaking on their experience with OJT’S and the NCRC.
- Executive Director, Kristina Payne is a member of the United Way’s Financial Stability Partnership Executive committee.
- Hosted business forums in collaboration with the Oregon Employment on services delivered through the WorkSource Oregon system
- Staff continue to represent Lane Workforce Partnership on various boards, committees, and workgroups including, but not limited, to the following:
 - The Lane Council of Government’s Lane Economic Committee
 - Emerald Valley High Performance Consortium Board
 - Eugene Chamber Economic Development Committee
 - Springfield Chamber Economic Development Committee
 - Lane County Human Resource Association
 - Regional Food Consortium
 - Pioneer Pacific College health care & manufacturing advisory committees
 - Connected Lane County
 - Regional Achievement Collaborative
 - Career Technical Education statewide workgroup meetings

Lane Workforce Partnership board efforts with K-12 and community colleges to align curricula with workforce opportunities and needs:

- Staff made connections with Springfield High School Vocational instructors and area manufacturers to assist with the alignment of curricula.
- Collaborated with the City Club of Eugene to create the Economy and Employment Course for businesses and educators. The course included tours of ten local employers’ worksites. The educators learned about career paths available to youth.
- Partner in Connected Lane County.
- Supported and partnered with Lane ESD on a variety of grant applications to increase capacity to serve youth.

Goal 5: Increase federal and non-federal resources for board initiatives

Strategic Objectives:

1. Support statewide and regional initiatives to increase funding for workforce development
2. Pursue grant opportunities and new partnerships

Lane Workforce Partnership board participation in statewide and regional initiatives:

- In partnership with Trillium Community Health Plans, WorkSource Lane launched the ***Prosperity Pilot Initiative***. The pilot will document the challenges and accomplishments achieved by the current WorkSource System in connecting people with significant health barriers to employment opportunities.
- Kristina Payne is serving on the Lane County Poverty and Homelessness Board – representing employment opportunities
- Kristina Payne is participating in the Governor’s Joint Task team of the Higher Education Coordinating Commission (HECC)/Oregon Workforce Investment Board (OWIB) to define the middle 40 of the Governor’s 40.40.20 initiative.

Lane Workforce Partnership board initiatives in the pursuit of grant opportunities and new partnerships:

During the time period July 1 – June 30, 2014, the following grants were awarded to Lane Workforce Partnership:

- \$220,466 - NEG – Dislocated Worker Training
- \$120,004 - Certified Work Ready Communities
- \$200,000 - Sector Strategies
- \$261,645 - AARP
- \$100,000 - Back to Work Lane County
- \$525,094 - Back to Work Oregon
- \$35,360 - DHS Summer Youth
- \$10,000 - Annual lease agreement with Oregon Employment Department to relocate the local Regional Analyst to the Lane Workforce Partnership administration office.

State of Oregon - Department of Community Colleges and Workforce Development

Local Performance

Program Year 2013 - Q4 (Year-to-Date)

05 - Lane Workforce Partnership

07/01/2013 - 06/30/2014		Exited	Served		
Total Participants	Adults	23,911	25,276		
	DW	9,442	10,465		
	Youth (14-21)	89	191		
10/01/2012 - 09/30/2013		N	D	Actual	Negotiated (80%)
Entered Employment Rate	Adults	5,946	10,300	57.7 % <i>E</i>	55.6 (44.5)
	DW	4,890	8,411	58.1 % <i>E</i>	54.3 (43.4)
	NEG	9	17	52.9 %	
04/01/2012 - 03/31/2013		N	D	Actual	Negotiated (80%)
Employment Retention Rate	Adults	7,208	8,601	83.8 % <i>E</i>	83.5 (66.8)
	DW	5,764	6,878	83.8 % <i>M</i>	84.5 (67.6)
	NEG	52	59	88.1 %	
04/01/2012 - 03/31/2013		N	D	Actual	Negotiated (80%)
Six-Month Average Earnings	Adults	93,234,467	7,208	\$12,934.90 <i>E</i>	12,646.8 (10,117.3)
	DW	75,345,111	5,764	\$13,071.70 <i>E</i>	12,829.5 (10,263.6)
	NEG	712,181	52	\$13,695.80	
10/01/2012 - 09/30/2013		N	D	Actual	Negotiated (80%)
Placement in Employment or Education	Youth (14-21)	49	62	79.0 % <i>E</i>	69.6 (55.7)
Attainment of a Degree or Certificate	Youth (14-21)	40	48	83.3 % <i>E</i>	67.2 (53.8)
Credential Attainment Rate	Youth (14-21)	42	64	65.6 %	
07/01/2013 - 06/30/2014		N	D	Actual	Negotiated (80%)
Literacy and Numeracy Gains	Youth (14-21)	18	38	47.4 % <i>N</i>	65.5 (52.4)

<i>Not Met</i>	<i>Met</i>	<i>Exceeded</i>
1	1	7

2013-14 Youth Program Performance Report

Current Contractors	# Served	# Contracted to Serve	Placed in Employment or Education (Goal 69.6%)			Attainment of Degree or Certificate (Goal 67.2%)			Literacy/Numeracy Gains (Goal 65.5%)		
			Actual	Goal	Percent of Goal	Actual	Goal	Percent of Goal	Actual	Goal	Percent of Goal
Bethel School District	22	17	2/2			3/3			2/10		
	129%		100%	69.6%	144%	100%	67.2%	149%	20%	65.5%	31%
DYS	24	25	8/10			5/9			5/7		
	96%		80%	69.6%	115%	56%	67.2%	83%	71%	65.5%	108%
Looking Glass	65	50	15/22			9/10			9/16		
	130%		68%	69.6%	98%	90%	67.2%	134%	56%	65.5%	86%
McKenzie	14	12	0			0			n/a		
	117%		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Pleasant Hill	24	18	6/6			5/6			n/a		
	133%		100%	69.6%	144%	83%	67.2%	124%	n/a	n/a	n/a
South Lane	52	51	4/7			7/7			n/a		
	102%		57%	69.6%	82%	100%	67.2%	149%	n/a	n/a	n/a
Total	201	173	35/47			29/35			16/33		
% of Goal Total	116%		74.5%	69.6%	107%	82.9%	67.2%	123%	48.4%	65.5%	74%



STARR (Skilled, Targeted, and Referral-Ready)

Support the Governor's Vision! Oregon at Work: Skilled Workers – Quality Jobs

WHO	CRITERIA	PROCESS
<p>Targeted population eligible for specialized service:</p> <p>1) WIA scholarship recipients (Workforce Investment Act)</p> <p>2) CASE participants (Credential Acceleration and Support for Employment)</p> <p>3) TAA training recipients (Trade Adjustment Assistance)</p> <p>4) OFSET training recipients (Oregon Food Stamp and Employment Transition)</p>	<p>Required actions:</p> <p>1) Résumé saved with file extension .DOC or .PDF</p> <p>2) Letter of Introduction written by the STARR candidate: includes career goal(s) and a list of targeted businesses, if applicable</p> <p>3) List of confirmed professional references</p> <p>4) Received instruction in interviewing techniques, and/ or attended a WSO interviewing workshop</p> <p>5) NCRC completed and documented in iMatchSkills®</p> <p>6) Updated and current iMatchSkills® registration, including an uploaded résumé</p>	<p>The appropriate steps to move a skilled participant into specialized labor exchange service:</p> <p>1) The referring staff person approves the 6 criteria conditions.</p> <p>2) An email is sent to: EmpEugeneSTARR.EmpEugeneSTARR@Oregon.gov Subject line includes only the JSID and the training program name. Résumé and Letter of Introduction will be attached.</p> <p>3) Email box is reviewed daily. Leads or Supervisors forward to the appropriate pod in which to assign the STARR candidate. Pod group communication is imperative at this step.</p> <p>4) A single B&ES (Business & Employment Specialist) will assign her or himself to the STARR in iMatchSkills®, and reviews the full registration and other submitted materials.</p> <p>5) The B&ES places an asterisk (*) in a Local Code field to identify the participant as a STARR. As well, a "JR" for Job Ready is placed in another Local Code field.</p> <p>6) The B&ES sends an email to the STARR and the referring staff person to coordinates an interview date, time and place. The goal is to meet within 1 week of the emailed submission.</p> <p>7) During the interview, the B&ES will: <ul style="list-style-type: none"> ✓ Complete the Welcome Process, if needed; ✓ Become familiar with the skills set of the STARR candidate; ✓ Identify goals and priorities; ✓ Ask follow-up questions to get to know the STARR beyond what is on paper. </p> <p>8) It is anticipated that each B&ES will have 6-10 STARR job seekers assigned at any one time, through 2014. B&ES staff will work together to advocate for and market the STARR to employers.</p> <p>9) The referring staff person will continue to utilize pro-active engagement to maintain contact with the STARR and encourage effective job search strategies.</p> <p>10) New hire information will be immediately communicated between partner agencies.</p>



CONFIDENTIALITY AGREEMENT

I, _____ understand that during the course of my employment with Lane Workforce Partnership, I will be exposed to, and have access to personal and private information of applicants, participants and/or their families who are participating in federal or state sponsored programs. I understand that this information is protected information under federal and state laws.

Specifically, I understand that the disclosure of personal and private information by me to someone who is not authorized to have this information is a violation of law and I may be prosecuted as a result of that disclosure. I understand that anything that is in a participant's file, whether paper or electronic, is considered personal and private and must be treated as confidential.

I understand that if I am out stationed at another organization, I will also follow their confidentiality policies.

I agree to comply with federal and state laws regarding the retention and disclosure of confidential applicant, participant and/or their families personal and private information and I will NOT disclose this information except as authorized by either my Supervisor or by the Executive Director of the Lane Workforce Partnership.

Staff Signature

Date

Printed Name

Supervisor

Date

Printed Name



ORGANIZATION OF WIA YOUTH PARTICIPANT FILES

All youth participants in a WIA Program must have a hard-copy file with six sections organized as shown below:

Section 1: Youth plan and Supporting Assessment Documents

- Youth plan is the first document, followed by assessments for basic literacy skills, computer skills; academic levels, occupational skill levels, work readiness, developmental needs and career interests. The cover page of the youth plan is to be signed and dated by both the youth and WIA case manager.
- Assessment includes: CASAS 130 tests; CASAS pre- and post-tests, if applicable; CIS printouts; computer assessment documents; labor market/career information; school progress reports; work readiness assessments (Win At-Work; Career Strategies; pre- and post-work readiness evaluations); CAPS, COPES, COPS series.
- Also filed in this section are internship plans and evaluations from the Career Information System (CIS), and copies of special education or other program plans, if appropriate.

Section 2: I-Trac Program Participation Report

- File the Program Participation Report (PPR) in this section.

Section 3: Case notes

- File case notes chronologically with the top page showing the most recent notes.
- Case notes are to focus on the progress the youth is making towards his/her plan, issues, interventions, etc.
- Case notes are to document services provided and outcomes attained, including dates as recorded in other sections of I-Trac (payments, services, etc.).
- Avoid using names of other individuals working with the participant. Use the person's title where appropriate.
- Follow up on the results of situations identified in previous case notes.

Section 4: Support Services

- Print off the payment pages and file in chronological order, including support service receipts with the signature of youth and date, indicating the item was received.

Section 5: Awards, achievements, documented outcomes, incentives

- File incentives contracts and incentives receipts signed and dated by the youth chronologically in this section.
- All outcomes are to be documented, with hard-copy documentation filed in this section. Outcomes include: receiving a GED, diploma, or credential; copy of check stub indicating employment; copy of class schedule documenting youth is in higher education program/advanced training program.
- Outcomes and achievements must also be documented in case notes.
- Certificates of completion for Win At-Work can also be filed in this section.

Section 6: Internship/Work Experience Time Cards, Miscellaneous

- If paid through WIA funds, copies of youth timecards for paid internships or work experience are to be filed in chronological order, with the latest time card on top. Check to make certain the time cards have been signed and dated by the participant, WIA case manager and site supervisor, and that the hours worked are accurate.
- Use this section for other documents that cannot be filed in the preceding sections, but still have merit.