



LANE WORKFORCE PARTNERSHIP

LOCAL STRATEGIC UNIFIED WORKFORCE PLAN

(July 1, 2007 – June 30, 2009)

AND

CONTRACT

FOR

THE

**LOCAL WORKFORCE INVESTMENT BOARD
FOR LANE COUNTY**

(REGION 5)

PART I

LANE WORKFORCE PARTNERSHIP
LOCAL WORKFORCE UNIFIED PLAN
(July 1, 2007 - June 30, 2009)

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LANE WORKFORCE PARTNERSHIP LOCAL WORKFORCE UNIFIED PLAN – PART 1

A. VISION (20 CFR 661.345)

1. *Describe your vision for your local workforce system*

In January 27, 2000, the Lane Workforce Partnership was appointed as the Workforce Investment Board under the Workforce Investment Act by the Lane County Board of Commissioners, and the City Councils of Eugene and Springfield. As a Workforce Investment Board, the Workforce Partnership is charged with the responsibility of coordinating, promoting and supporting workforce development activities in Lane County.

A business-led workforce development organization, the Lane Workforce Partnership is dedicated to assisting employers recruit and retain employees, and to helping individuals find employment and progress in their careers. With this charge, the board of directors adopted the following guiding statements:

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

Mission: *To meet the workforce needs of employers and individuals through partnerships and innovation*

Values: *customer driven service; integration of service delivery; inclusiveness; long-term relationships; accountability*

Strategic Direction: *To promote a local workforce pool and the alignment of the quantity and quality of the pool with current and future business/industry needs*

Primary Board Activities: *scanning; convening; facilitating; providing; evaluating*

In the implementation of its Mission, Vision and Values, the Lane Workforce Partnership Board established Results Policies (Appendix I). These policies align with Lane Workforce Partnership's Organizational Goals and with the challenges identified in the 2006 State of the Workforce Report (Appendix VII).

The Lane Workforce Partnership is committed to strengthening Lane County's competitiveness in a global economy by preparing the current and future workforce to meet the skill needs of employers. To accomplish this, the Lane Workforce Partnership board of directors developed a system of services with four categories of customers in mind: *businesses, the universal job seeker, the low-income adult, and the dislocated worker*. All of these customers are served through the Workforce Partnership's comprehensive service delivery center, The Workforce Network and,

through a contract with Lane Community College, all but the business customer is served at The Workforce Network satellite on the college campus.

The Lane Workforce Partnership works hard to create a demand-driven workforce system responsive to local businesses and economic development needs. The system is constantly evolving as the future needs of businesses and job seekers change.

a. *How does it build upon and integrate the Oregon Workforce Investment Board (OWIB) strategic Plan, “Winning in the Global Market” and the strategic goals.*

The OWIB strategic Plan, “Winning in the Global Market”, is motivated by a cited “urgent need” driven by factors including globalization, demographic shifts and advancing technology. When Lane Workforce Partnership created its first “State of the Workforce Report” in 2006, that same “quiet crisis” was identified at a regional level. Results of this initial and continuing environmental scan have mobilized the Board of Directors and staff. It is clear that the Lane Workforce Partnership must take a leadership role in regards to these disturbing trends. This strategic plan, like OWIB’s plan, reflects a pro-active response to this workforce crisis.

Many of the Lane Workforce Partnership’s plan objectives mirror those in the OWIB plan including:

- **An emphasis on high performance practices:** A High Performance Manufacturing Consortium will be organized in Lane County.
- **Living wage jobs:** Avenues toward higher skilled, higher wage jobs with career pathways are supported throughout the plan, including career/wage progression projects, targeted training dollars, and an emphasis on career paths that lead to living wage jobs.
- **Academic and work readiness skills for the knowledge-based economy:** Work-based training opportunities, a focus on academic skill gains for youth and exploration of a board-recognized employability certificate are planned activities that will support the Lane Workforce Partnership’s related goal “to Build a Pipeline of Higher Skilled Workers to Meet Business Demand.”
- **Closing the skills gap:** Furthering the development of industry-led cluster-based strategies and focusing on high-demand occupations will help Lane Workforce Partnership to continually monitor and address skill gaps in Lane County.
- **Acquire stable and adequate funding:** Lane Workforce Partnership’s goal, “To Increase Federal and Non-Federal Resources for Board Initiatives” and its associated activities will support OWIB’s goal at the local level.

- **Enhance strategic planning and coordination across agencies and partners:** Alignment and coordination of activities, resources and knowledge across related partners in the local system is a priority for the Lane Workforce Partnership Board. The depth of the workforce crisis is such that no one agency can address it alone; therefore, one of the Board’s goals is “To Align Business, Workforce, Education, Human Services and Economic Development Policies and Programs to Grow a Healthy Economy.”

2. *Identify the roles and responsibilities of the workforce partners and how they were determined.*

On April 5, 2006 the Lane County Board of Commissioners recertified the Lane Workforce Partnership Board as the Local Workforce Investment Board for the period of July 1, 2006 and ending June 30, 2008.

This Unified Plan identified the workforce partners under the Workforce Investment Act of 1998. Designated as partners in 2000, the following agencies formed a Consortium, which continues to provide oversight of the day-to-day operation of the One-Stop Center, known as *The Workforce Network*. Members of the Consortium are:

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

The general understanding and commitment to the Consortium agreement is built with the following understandings:

Workforce Partners Roles & Responsibilities:

Resource Contribution to the Center and the System: All Consortium members will be expected to commit resources to the operation of the One Stop Center(s) and be willing to maintain and upgrade, as needed, the computers and software at their sites previously supported by the One Stop Career Network Grant. It is understood that the benefit any partner receives must be commensurate with their contribution. *See local Resource Sharing Agreement for detailed costs and contributions (Appendix II).*

Governance: The Consortium will oversee management of the system. Lane Workforce Partnership staff, as part of their responsibility to the Partnership Board, will coordinate day-to-day management of the system and serve as staff to the Consortium. Each partner will maintain direct supervision of their agency staff. The Workforce Partnership Board, in cooperation with the Board of County Commissioners as the Chief Elected Officials for WIA in Lane County, will serve as

the policy body and final authority for the One Stop system under the Workforce Investment Act.

B. STRATEGIC PLAN (20 CFR 661.345)

- 1. *Describe the strategic plan and goals that have been developed by the board to meet the vision, including such elements as One-stop delivery system/partnership issues and issues relating to gaps in services to employers and job seekers.***

Lane Workforce Partnership's Two-Year Strategic Plan includes the following goals and objectives: (See Appendix III for detailed plan).

Goal 1: To build a pipeline of higher skilled workers to meet business demand

- Increase academic, workforce readiness, and occupational skills of low income youth
- Increase training and employment opportunities for transitional workers, especially the untapped labor pool in higher wage, high demand occupations and careers, especially within targeted industry clusters
- Upgrade the skills of the current workforce with an emphasis on higher wage, career growth opportunities in targeted industry clusters
- Conduct regular skill gap analyses and communicate results

Goal 2: To align business, workforce, education, human services and economic development policies and programs to grow a healthy economy

- Continue to communicate a sense of urgency around the skills crisis
- Further the development of cluster-driven workforce strategies
- Identify/align with community and economic development initiatives that foster the board's mission
- Promote initiatives with K-12 and Lane Community College to align curricula to workforce opportunities and needs

Goal 3: To increase federal and non-federal resources for board initiatives

- Support state-wide and regional initiatives to increase funding for workforce development
- Develop and implement alternative funding strategies

Lane Workforce Partnership continues to build a demand-driven, seamless workforce delivery system. One stop delivery systems, partnerships and gap analyses are represented throughout the Plan. Multiple avenues for business participation, including consortia, forums, and surveys, will provide a continual flow of feedback from industry, allowing the Workforce Partnership to identify and address gaps. This information will be continually streamed to The Workforce Network, job seekers and our education partners in the system. The Workforce Network will increasingly emphasize and target resources toward higher skilled, higher wage demand occupations, particularly those in target clusters. The centers will also continue to provide and improve accessibility to all customers with a special emphasis on the untapped labor pool.

a. *One-stop delivery system/partnership issues*

Objectives of the strategic plan that address one-stop delivery system and partnership issues include:

- Increase academic, workforce readiness, and occupational skills of low income youth
- Increase training and employment opportunities for transitional workers, especially the untapped labor pool in higher wage, high demand occupations and careers, especially within targeted industry clusters
- Upgrade the skills of the current workforce with an emphasis on higher wage, career growth opportunities in targeted industry clusters

b. *Issues relating to gaps in services to employers and job seekers*

Elements of the strategic plan that address issues relating to gaps in services to employers and job seekers include:

- Increased access to internships, work readiness activities and information about apprenticeships, and other earn and learn activities for youth
- Increased outreach to job seekers regarding higher wage, high demand occupations and careers, especially within targeted industry clusters

- Increased outreach to businesses regarding recruiting and retaining untapped labor pool populations and grow your own strategies
- Increased wage progression activities for low-wage workers
- Increased opportunities for businesses to participate and provide feedback to the workforce system

2. *What strategies will your area use to achieve your goals? Strategies may address system governance, partnerships, and service gaps as identified above.*

Lane Workforce Partnership will utilize the following strategies in achieving its goals: 1) a focus on higher wage, career growth opportunities in targeted clusters; 2) alignment of business, workforce development, education, human services and economic development policies and programs; 3) continual scanning of the workforce environment and reporting out results to stakeholders, and 4) increasing federal and non-federal resources for these initiatives.

3. *How will you further develop the region’s education and training to help all workers, including:*

a. *Youth and emerging workers*

Specific strategies related to youth will include:

Internships - Support internships for youth as an introduction to career pathways and an opportunity for skill development, and create an RV Consortium Internship Program as a model for other target industries.

Workforce Readiness - Reward youth with positive gains in LRI or other work readiness assessment tool with preferred access to worksite placements, internships and/or additional training. Explore creation of board-recognized certificate for youth to be marketed to business.

Academic Skills Improvement - Continue supporting programs that promote instruction in Algebra 1, higher math and literacy, especially those with an integrated curriculum and academic bridge components such as Regional Technical Education Consortium.

Earn and Learn - Research and increase use of “earn and learn” strategies for youth, including paid internships and apprenticeship programs.

b. *Transitional workers:*

Many of the strategies related to transitional workers will focus on the untapped labor pool. As the available workforce pool shrinks, populations with traditionally

low labor participation rates, such as people with disabilities and older workers, will be increasingly sought by employers.

Provide outreach – *Businesses*: provide information to employers that will assist them in recruiting and retaining untapped labor pool populations. *Job seekers*: increase The Workforce Network outreach to untapped labor pool populations, e.g. 45+ workers, people with disabilities, etc. Maintain one-stop center accessibility for disabled job seekers.

Work-based Training - Explore use of work-based training opportunities such as on-the-job training and customized employer training.

Targeted Allocations - Allocate training dollars with an emphasis on higher wage, high demand occupations with career path opportunities, especially within targeted industry clusters.

c. *Current workers:*

Outreach – For businesses, provide information to employers about career mapping and other “grow your own” strategies; and for job seekers, increase access to career/wage progression services for current workers, especially low-wage workers, e.g. 16-29 year olds.

Wage Progression - Continue wage progression emphasis with low wage current workers, and implement wage progression pilot project with TANF/WIA population.

Targeted Allocations - Continue to invest Employer Workforce Training Fund and WIA wage progression funds toward targeted industry clusters.

4. *How will you integrate and support the development of following:*

a. *Career Pathways:*

Career Pathways are a critical workforce development strategy. For the emerging and transitional workforce, career pathways offer avenues for educational planning, goal setting, and work-based skill development. For current workers, career pathways offer a step-by-step route toward career advancement and wage progression. Lane Workforce Partnership will focus its resources on preparing the workforce for careers in targeted cluster industries that offer defined and progressive pathways.

Through its cluster strategy consortium work with the healthcare and RV industries, Lane Workforce Partnership has developed comprehensive career maps for each of these industries. These maps are used by career advisors at The

Workforce Network to assist individuals in career planning decision making. They are also used by current workers to plan for career advancement.

A webpage will be created that will spotlight Lane County targeted industries, including developed career maps and cluster snapshots. Outreach will be provided to businesses about career mapping and pathways as “grow your own” strategies.

b. *Workforce Consortia:*

Support and development of industry-driven workforce consortia related to Lane County’s target industries figures prominently in the Plan. As referenced in 4a, Lane Workforce Partnership coordinates two active consortia groups: The RV Consortium and the Community Healthcare Education Network (CHEN). Youth programs are asked to coordinate activities and curricula with these consortia. In the first year of the Plan, an RV Consortium internship program will be developed for Lane County high school and college students. This will create a model for other consortia to follow. In addition, a new High Performance Manufacturing Consortium will be formed. These consortia will ensure a regular flow of information from industry regarding workforce needs and issues. These groups will also serve in an advisory role when related curriculum at the community college is developed.

c. *Target populations that include TANF recipient delivery:*

Lane Workforce Partnership will target several specific populations in its service delivery plan including the working poor, TANF recipients, people with disabilities and older workers (45+). Specialized outreach efforts will target these populations both in the transitional and incumbent workforce. Outreach will be provided to businesses to assist them in recruiting and retaining these populations. Accessibility at The Workforce Network will be maintained for disabled job seekers and will continue to provide on-site services for current workers.

Additionally, the Lane Workforce Partnership is spearheading a pilot project that will train 40 TANF recipients in the healthcare industry as part of a National Governor’s Association (NGA) Policy Academy project. The NGA Center for Best Practices focuses on state innovations and best practices. This TANF project will build on the partnership and successes of the Community Healthcare Education Network, Lane County’s healthcare consortium.

d. *Economic development activities:*

Improving the alignment of workforce development and economic development activities in Lane County is a priority for the Lane Workforce Partnership. Currently, several staff from the Lane Workforce Partnership serve on various economic development boards in the county including the Lane Economic Committee, Lane County Economic Development Standing Committee, and the

Eugene Chamber of Commerce Economic Development Committee. Regional, state and local economic development representatives serve on the Lane Workforce Partnership Board of Directors and committees. The Lane Workforce Partnership Board President is now a voting member of the Lane Metro Partnership Board, the primary economic development agency in Lane County. The Lane Workforce Partnership Executive Director is an ex-officio member of that board as well, and serves as proxy for the Lane Workforce Partnership Board President.

These board memberships ensure that both workforce and economic development needs are represented at the table. An example of the impact of this type of representation is that as a result of representation on the Lane County Economic Standing Committee, half of the business development funds the committee oversees are now committed to workforce development projects.

Lane Workforce Partnership partners closely with Lane Metro Partnership, Lane County's local economic development organization. Events are regularly co-hosted with the Metro Partnership, including business awards luncheons and workforce summits. This has served to reinforce the relationship and the connection of workforce and economic development in the eyes of business and the community.

5. *Describe how you will engage business and education in solving workforce issues.*

A significant issue in Lane County is the disconnect between industry needs and educational offerings. Lane Workforce Partnership will use its role as convener to assist in brokering industry-driven curriculum and training preparation for key higher wage, high demand occupations and careers, especially within targeted industry clusters.

There will be many opportunities for these conversations to take place within the scope of the plan:

- Education will be represented in all organized business-led cluster groups, ensuring a regular communication flow regarding training needs.
- A K-12 taskforce of board members and superintendents, or their representatives, will be created to promote alignment between education and business needs.
- Demand occupations in target clusters in Lane County will be identified, as well as skill and training gaps. Employer-led partnerships will be created to address those gaps.
- A series of forums with educators will be conducted regarding skill gaps.

- A second State of the Workforce Report will be published in 2008. This report will contain detailed information on industry cluster needs and will be widely distributed to the education community.

6. *How will business and labor drive the policies and actions of the board and providers?*

The Lane Workforce Partnership Board of Directors has three members representing different labor organizations and twenty business members. These voting members represent the majority of the thirty-nine member board and are represented in similar proportions in board sub-committees.

7. *Describe your two year action plan to fill high-demand jobs with skilled workers.*

For the last three years, Lane Workforce Partnership has worked to identify regional industry clusters that are economically vibrant, promise growth, provide wage progression/career ladder opportunities for employees, and create a balanced competitive advantage for the Lane County's workforce and business community. This intensive effort has involved study and analysis of clusters using a number of criteria, including location quotient, employment concentration, average pay and total employment. Available data is compiled, and where necessary to fill in gaps, primary research is conducted through focus groups, roundtables and local business surveys. New data is sought annually and the targeted clusters for Lane County are updated as needed to reflect changes. A compilation of the latest finding can be found in the Lane Workforce Partnership's *State of the Workforce Report*. The report can be accessed on the Lane Workforce Partnership's website at www.laneworkforce.org.

Lane Workforce Partnership's cluster-specific strategic plan will foster the growth and development of a highly skilled workforce for each of the targeted clusters identified in the Plan. This demand-driven, targeted cluster strategy has been implemented throughout Lane Workforce Partnership's system impacting program design and resource allocation. The current Lane County targeted clusters include: Healthcare, Secondary Wood Products, High/Tech Software, and RV/Transportation Manufacturing.

Workforce investment planning will continue to address the full pipeline from emerging workers to job seekers to incumbent workers in each of these clusters. As such, resources are increasingly targeted to these identified clusters. This would include leveraging Title IB training funds, Employer Workforce Training Funds, grants and other resources.

In the Two Year Plan, Lane Workforce Partnership's first organizational goal is "To Build a Pipeline of Higher Skilled Workers to Meet Business Demand." Numerous activities are mapped out for the two year period in support of this goal including:

- Industry cluster internships/work experience opportunities
- Workforce Readiness skills building, including exploration of a board-recognized employability certificate
- “Earn and Learn” strategies for youth
- Outreach to the untapped labor pool
- Training dollar allocations targeted toward high-demand jobs
- Wage progression projects
- Skills gap analyses
- Outreach to the community regarding higher wage, career growth opportunities

8. *Describe how the local workforce system will serve as the link between education, business and economic development.*

In the Two Year Plan, Lane Workforce Partnership’s second organizational goal is “To Align Business, Workforce, Education, Human Services and Economic Development Policies and Programs to Grow a Healthy Economy.” Areas of focus will include: communicating a sense of urgency around the skills crisis, furthering the development of cluster strategies, aligning with community and economic development initiatives that foster the board’s mission, and promoting initiatives with education to align curricula with workforce needs.

Based on Lane Workforce Partnership’s environmental scan, it is apparent that our region is facing a skilled worker shortage that is expected to grow rapidly due to the high numbers of pre-retirement workers in target industry clusters. This constitutes a crisis for the community’s economic well-being. Lane Workforce Partnership’s goal is to communicate a sense of urgency around this crisis by:

- Convening an annual meeting of stakeholders to discuss priorities, challenges and opportunities
- Publishing a second State of the Workforce Report
- Writing series of workforce-related articles for the Register Guard newspaper
- Hosting periodic forums on workforce crisis topics

Lane Workforce Partnership has found that the industry-led consortium model is a great mechanism to promote alignment because it gives a unified voice to industry

that can be used to communicate workforce needs to education, workforce and economic development organizations. To that end, the Lane Workforce Partnership Board of Directors will continue to support consortia development in this Two Year Plan. While maintaining the RV and Healthcare consortia, the Lane Workforce Partnership will also convene the manufacturing sector. A manufacturing survey will be conducted, a manufacturing group will be organized that will meet quarterly, and a High Performance Manufacturing Consortium will be developed.

Additional alignment activities planned include:

- Partnering with United Way in Healthy Economy, Healthy Family Initiative forums
- Conducting a board relationship audit
- Continuing to serve on community and economic development boards
- Promoting initiatives with K-12 and Lane Community College to align curricula with workforce needs (see question 5 for more detail)

9. *What are the strategies for continuous improvement?*

Lane Workforce Partnership has many strategies for continuous improvement. In terms of the larger system, monthly organization team meetings are held where budget expenditures and contractor performance are discussed.

Regular feedback from business is obtained through the use of industry focus groups and one-on-one interviews. Board members regularly provide feedback at board meetings and in sub-committees.

Youth programs feedback is obtained through the Youth Council, a sub-committee of the Lane Workforce Partnership Board, through regular meetings with educators to better align services, and through youth panels where youth have an opportunity to report on their experiences with area youth programs. The youth programs coordinator also regularly holds performance meeting with youth program sub-contractors.

Quality assurance of the services provided through The Workforce Network is a priority for the Lane Workforce Partnership Board of Directors. Since May of 2003, the Lane Workforce Partnership has contracted for Mystery Shopping Services. The results of the mystery shops provide information that identifies areas of improvement in service delivery. Based on this information, management and supervisory staff are able to identify and provide training to staff. Results of these shops are provided to the Board of Directors bi-annually for quality assurance and continuous improvement monitoring.

In addition to the Mystery Shopper monitoring tool, regular meetings are held with Employment Department managers to enhance alignment and service delivery; the Workforce Network Consortium regularly discusses ways to improve the system; and the training system report card provides ongoing feedback about the quality of area training programs.

C. LOCAL MARKET ANALYSIS (20 CFR 661.350)

1. Identify the high growth businesses and industries and their workforce needs—and the skills and competencies needed by the workforce to perform jobs in these key business areas.

Based on data from primary and secondary sources, Lane Workforce Partnership has identified five industry clusters to target for program design and resource allocation. Workforce investment planning will address the full pipeline from emerging workers to job seekers to incumbent workers in each of these clusters. Current Lane County targeted clusters include: *Health Care, Wood Products, Software, RV/Transportation Equipment Manufacturing and High Tech Manufacturing.*

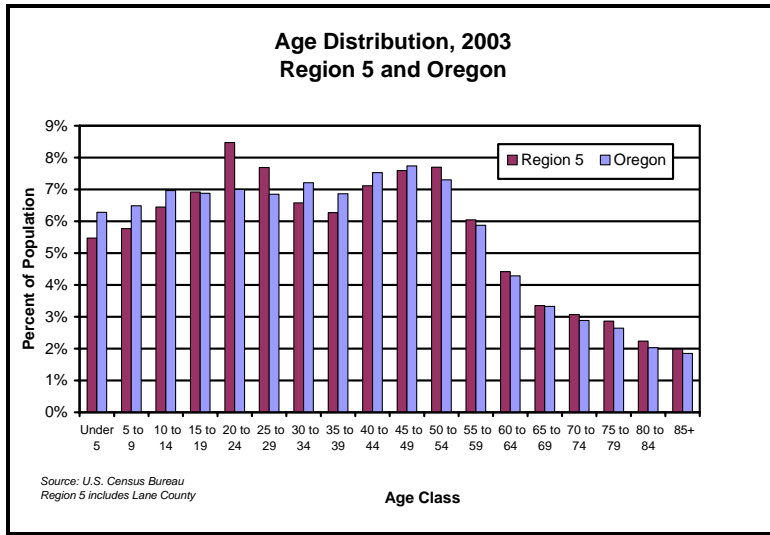
Lane Workforce Partnership has developed a cluster-specific workforce development strategy designed to grow and develop workforce for each of these targeted clusters. The hope is that this will ultimately influence the development of a more highly integrated workforce development system in Lane County that is responsive to the needs of high-wage, high-demand industries.

Demand occupations within our targeted clusters have been preliminarily identified using data from the *Oregon Employment Projections, 2004-2014* and the *Oregon Labor Market Information System (See Appendix IV).*

2. Describe the general population characteristics of your area: age, race, ethnicity, per capita income, employment by industry/occupation, etc. Include specific population groups and targeted population groups.

Age - The age distribution of Lane County's population has a higher proportion of its population in the young-adult (20-29) age group. The higher concentration in young adults can be explained easily by the fact that the University of Oregon and Lane Community College enroll thousands of out-of-county people – estimates run over 10,000 during a typical school year.

As the graph below shows, the statewide and county age distributions show two distinct high points, the age groups that include 40 to 54 year olds and the age groups that include 10 to 24 year olds. The former represents the baby-boom generation and the latter, the echo of the baby boom. While boomers are starting to reach early retirement age, the echo is just entering the workforce. The graph also illustrates the coming skill shortage as more people retire than there are skilled people to replace them.



Although the echo-boomers and in-migration to the area will reduce skill or labor gaps that develop in the future, the overall aging of the population will have an impact on the economy. As the baby-boomers age, there is expected to be more demand for health care services and labor shortages in several industries.

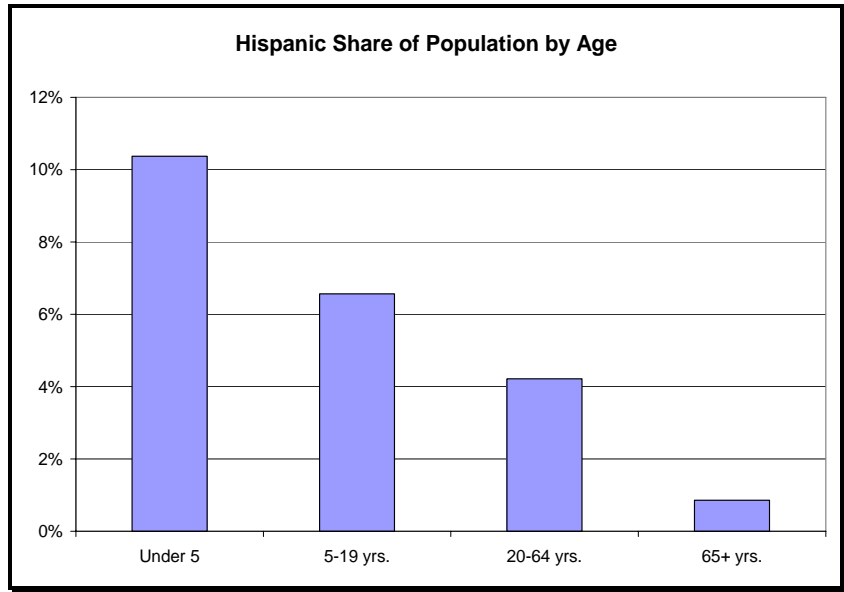
Age by Industry - The aging of the baby-boomers will create challenges as a wave of experienced workers retires. The Employment Policy Foundation has projected that labor demand will outstrip supply in the U.S. by 2008. Industries that have high proportions of people in the pre-retirement years will experience labor or skill shortages in the coming years. Based on recent data, Lane County's overall percentage of workers in this pre-retirement age group (45 to 64 year olds) is 35%. When viewed by industry, the percentages vary significantly:

- RV/Transportation Manufacturing = 32%
- Computer/Electronics Manufacturing = 39%
- Professional, scientific and technical = 41%
- Education Services = 45%
- Health Services = 47%
- Wood products = 50%
- Transportation and warehousing = 68%

Race and Ethnicity - Although slightly smaller, minority racial and ethnic proportions in Lane County are similar to the statewide proportions. Lane County is 92.3 percent white, compared with 90.8 percent statewide. The reported Hispanic and Latino ethnicity is 5.6 percent in Lane County, compared with 9.9 percent statewide. Asians make up 2.6% while African-Americans make up .09 percent of the population.

Hispanic Population – Although the Hispanic population only makes up 5.1

percent of the total population in Lane County, it is the fastest growing segment, growing by 117 percent between 1990 and 2000 to reach 14,874. The latest estimate from the U.S. Bureau of Census puts the Lane County Hispanic population at 17,877, a 20 increase over the past four years. The Impact of this ethnic group will continue



into the future because of its age structure. While Hispanics in Lane County account for a little over four percent of the working age population, they account for over ten percent of the under 5 population and almost seven percent of the school age population. Therefore, the Hispanic population will continue to grow as a part of the school age and working age population into the future.

Foreign-Born Residents - In 1990, only 3.4 percent of Lane County residents were born outside the United States. Although growing less rapidly than the rest of Oregon or the national average, foreign born residents have increased as a proportion of the total population to 4.9 percent.

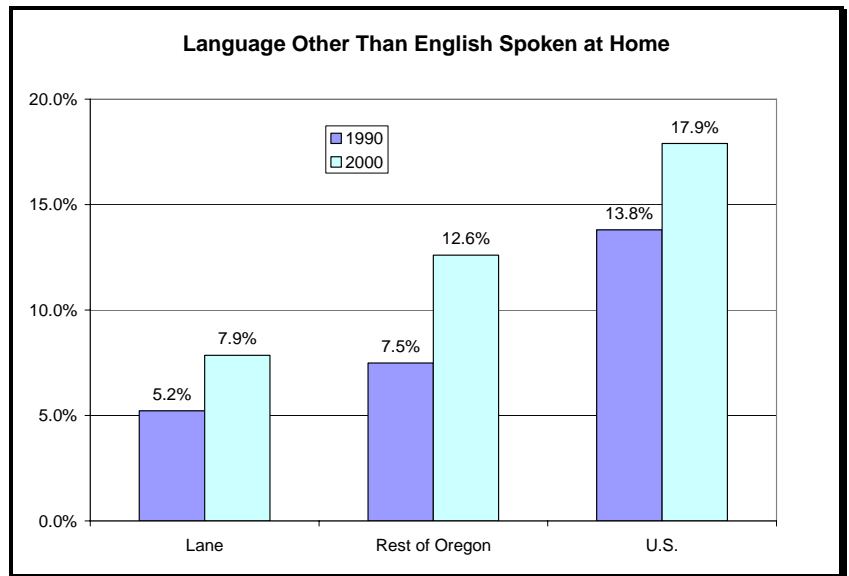
Census data indicates that among the foreign-born residents entering the U.S. between 1990 and 2000 the most common place of birth was Mexico. In Lane County, however, the most common region for foreign-born residents entering the country in the 1990s was Asia at 39 percent. About 33 percent of Lane County foreign-born residents who entered the country in the 1990s were from Mexico.

	<u>Region 5</u>	<u>Rest of Oregon</u>	<u>U.S.</u>
1990			
Total Population	282,912	2,559,409	248,709,873
Foreign born	9,565	129,742	19,767,316
% foreign born	3.4%	5.1%	7.9%
2000			
Total Population	322,959	3,098,440	281,421,906
Foreign born	15,961	273,741	31,107,889
% foreign born	4.9%	8.8%	11.1%

Source: 1990 and 2000 Census

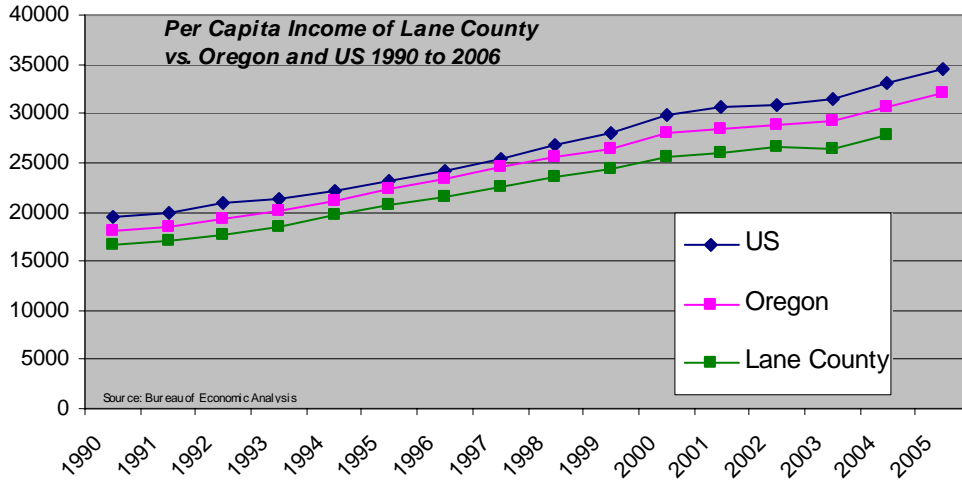
Non-English Speakers

With a growing foreign-born population, the population with difficulty speaking English has grown. The share of the population five and older with a language other than English spoken at home increased from 5.2 percent to 7.9 percent between 1990 and 2000. The increase in the rest of Oregon was more dramatic however. Spanish was the most common other language spoken at 4.1 percent of the population over five years of age. However, 41 percent of Spanish speakers spoke English less than very well.



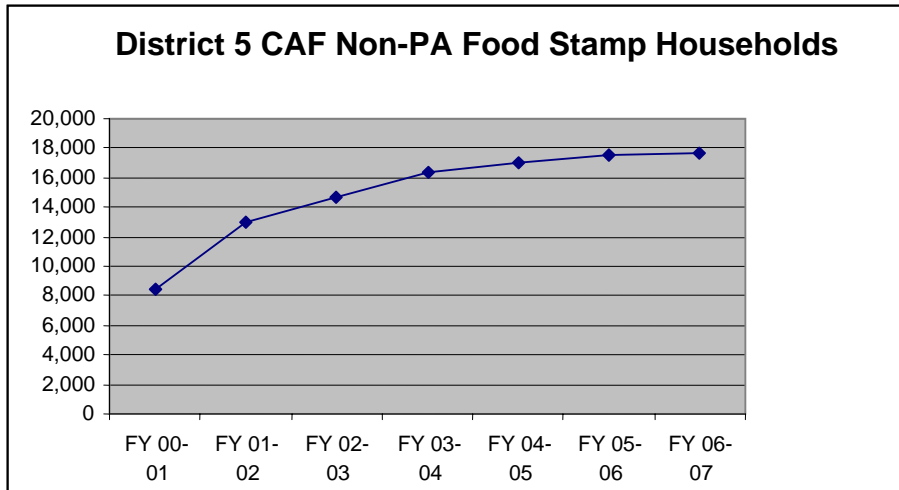
People with Disabilities - According to the U.S. Census Bureau's 2004 American Community Survey, it is estimated that out of a population aged 16 to 64 of 219,172 in Lane County there were 27,150 disabled persons. Disabled meaning that they had a physical or mental disability that made it difficult to do such activities as walking, climbing stairs, dressing, bathing, learning or remembering. Of the disabled population, 11,176 were employed while 15,974 were not, making disabled persons about seven percent of total employment. Of the disabled population 16 to 64 years of age, 18,287 had an employment disability meaning that they answered yes to a survey question that asked if they had a "physical, mental, or emotional condition lasting six months or more that made it difficult to work at a job or a business."

The Working Poor - Economic hardship is not only felt by the unemployed. There are also an increasing number of people who work full time but are unable to support themselves and their families, often referred to as the "working poor." The state of Oregon ranks 25 in the nation in per capita income and 93% of the US average. Lane County's per capita income is even lower at 91% of Oregon's and 84% of the US average. People who have jobs in Lane County continue to make less money than the Oregon statewide average. In 2004, Lane County's average payroll was over \$4,000 behind the Oregon statewide average of \$35,621. The fact that people in Lane county have lower wages and per capita income than people in the rest of the state also means that people have less disposable income to spend in the local economy.



According to the National Low Income Housing Coalition, in 2006, in order to pay rent on an average 2-bedroom housing unit in Lane County, a worker would need to make \$14.13 per hour and work 40 hours per week. The median private sector wage in Lane County is \$12.98 per hour. Housing costs in Lane County are have risen 20% since 2000; per capita income has rise 9% in that same time period.

A major concern for the working poor is rapidly increasing health care costs. Over the past ten years, the percentage of people in Lane County that do not have health insurance has increased from about 11 percent to 19 percent. Correspondingly, bad debt at Lane County hospitals has increased from 6.2 million to 13.2 million from 2000 to 2003 – well over the rate of inflation and population growth. Bad debts are the unpaid obligation for care provided to patients who were determined by the hospital to be able to pay, but have not yet done so.



Source: Department of Human Services (District 5 refers to Lane County)

Another indicator of need is people receiving food stamps. According to the Oregon Department of Human Services, children and family (CAF) households receiving food stamps in Lane County increased from 6,774 in fiscal year 1999-2000 to 17,607 in fiscal year 2006-2007, well above the rate of population growth. Much of the increase came during the recession years of 2000 and 2001. Some of the increase is due to regulations that made more non-public assistance children and families eligible for food stamps. These regulations were changed in response to Oregon’s high ranking for food insecurity.

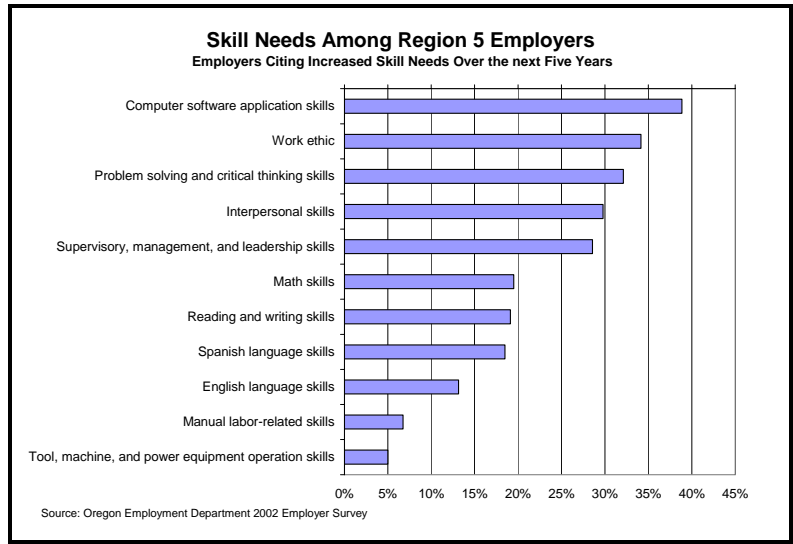
a. Describe how you will serve these populations.

Lane Workforce Partnership’s focus in serving these populations will be on increasing their access to higher skilled, higher wage demand occupations with career pathways. Outreach will primarily target two groups: the working poor and the untapped labor pool. Many working individuals in Lane County have earnings that are not enough to maintain a decent standard of living, and in some cases, not enough to lift them out of poverty. Many of these workers are in low-wage, entry-level positions or employed only part-time. Wages in Oregon continue to lag behind the national average and Lane County’s average annual wage remains less than the statewide average.

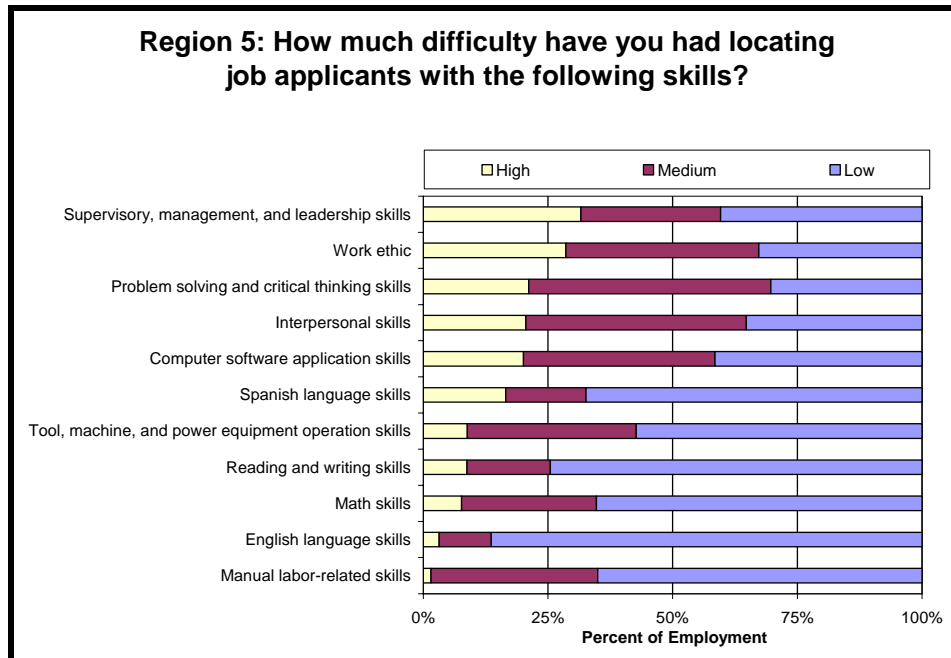
Their potential along with the potential of the larger untapped labor pool (older workers, people with disabilities, minority populations, and workers re-entering the workforce or changing careers) will be increasingly sought by businesses facing shortages of workers. Lane Workforce Partnership’s comprehensive approach will cover both the demand and supply side of the equation. Lane Workforce Partnership will educate local business about recruiting and retaining untapped labor pool populations and about career mapping and other “grow your own” strategies for their current workers, while at the same time preparing the untapped labor pool to fill the vacuum of newly created jobs and those jobs vacated by retiring boomers.

3. *Provide educational and skill characteristics of the population by various factors (gender, age, race, etc.). Identify significant skills found in the population. Discuss where the area experiences mismatch between the labor force and skills needed by employers.*

Skills in Demand - A 2002 survey of employers in Lane County found that many employers expected to have increasing skill requirements. The survey asked respondents to think about the future workforce needs of their organizations and, particularly, how these organizations' need for employees with each of a variety of skills will change in the coming five years. It is clear that employers do not



feel many skills will be in less demand in the future. This result is consistent with statewide results. Computer software application skill was noted by the largest share of respondents as the skill most likely to be needed more in the future. Some of the “soft skills” ranked high on employers future needs as well. Work ethic, problem solving and critical thinking, and interpersonal skills were cited by more than a quarter of the surveyed employers. Increased need for Spanish language skills was cited by 18 percent of employers.



Projected Educational Requirements - The majority of jobs in Lane County require little in the way of training or education, but the fastest growing occupations require post secondary education and training. The minimum required education for almost 70 percent of positions in 2014 will require only on-the-job training or work experience. Many of these jobs are in lower paying services and retail occupations. These jobs are expected to grow more slowly at 14.4 percent than many other occupations. Jobs that require an associate’s degree or other post-secondary training are expected to grow 18.8 percent while those requiring a professional or graduate degree will grow by 16.2 percent. To be competitive job seekers will increasingly be required to attain higher degrees. Jobs requiring a bachelor’s degree to be competitive will grow by 16.3 percent compared to 14.5 percent for work experience.

Employment Projections by Educational Requirement

Required Education Level	2004 Employment	2014 Employment	Percent of 2014 Jobs	2004-2014 Percent Growth	Growth Openings	Replacement Openings	Total Openings
Total Occupations	144,565	165,941	-	14.8%	21,376	36,839	58,215
OJT and work experience	100,745	115,288	69.5%	14.4%	14,543	27,319	41,862
Post-secondary and Associate's	13,464	15,994	9.6%	18.8%	2,530	3,026	5,556
Bachelor's	23,548	26,652	16.1%	13.2%	3,104	4,921	8,025
Master's, Professional and Doctorate	6,028	7,002	4.2%	16.2%	974	1,364	2,338
Ed. Requirement not listed	780	1,005	0.6%	28.8%	225	209	434
Competitive Education Level							
Related work experience	68,253	78,155	47.1%	14.5%	9,902	19,819	29,721
Postsecondary training	23,797	27,318	16.5%	14.8%	3,521	5,596	9,117
Associate	13,542	15,556	9.4%	14.9%	2,014	3,020	5,034
Bachelor's	24,786	28,815	17.4%	16.3%	4,029	5,121	9,150
Master's, Professional and Doctorate	9,817	11,123	6.7%	13.3%	1,306	2,321	3,627

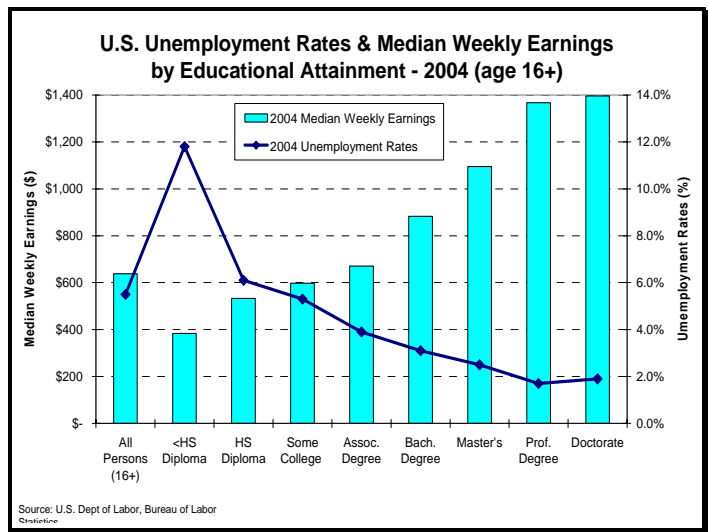
Source Oregon Employment Department

A Highly Educated Population – Data for the U.S. shows a direct correlation between education levels and earnings and unemployment. Generally the higher the education level, the higher the pay and the lower the chances of being unemployed. As Chart 1 shows, people with less than a high school diploma averaged \$384 in weekly earning and an unemployment rate of 11.9 percent in 2004 while a people with a bachelor’s degree had \$883 in weekly earnings and a 3.1 percent unemployment rate.

Higher Education Institutions Located in Region 5

- University of Oregon
- Lane Community College
- Gutenberg College
- Northwest Christian College
- Eugene Bible College

Lane County’s traditionally high educational attainment levels have increased over the past decade. The share of the 25 and older population with less than a high school degree declined from 17 percent in 1990 to 12.5 percent in 2000 while the share with a bachelor’s degree or higher increased from 22.2 percent to 25.5 percent. These percentages compare favorably with those from Oregon and the U.S. In 2000, the percentage of the

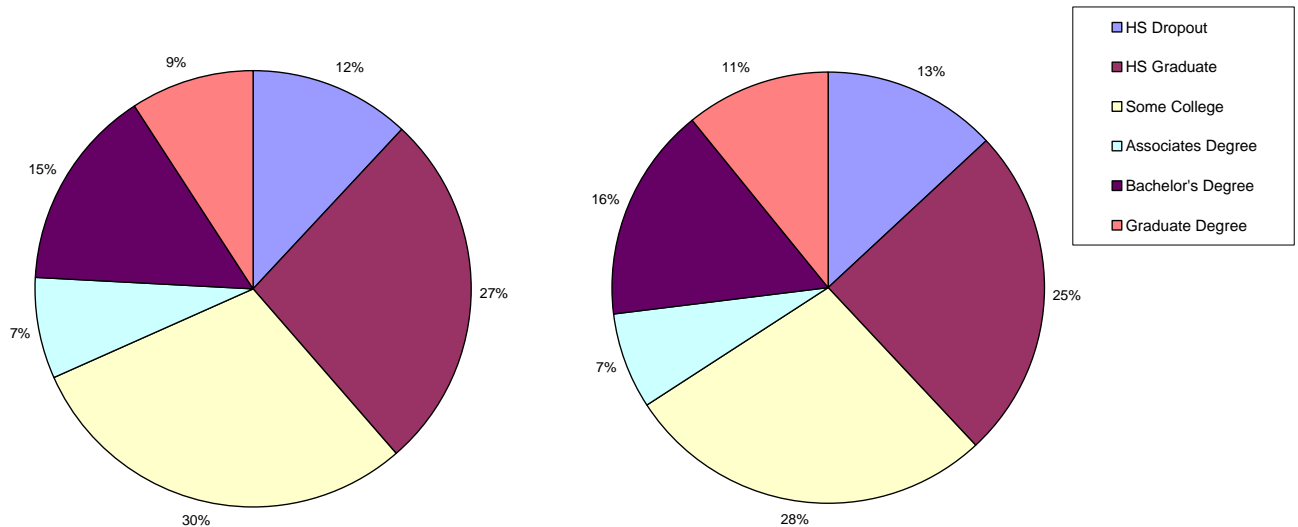


population 25 and older with less than a high school diploma was much lower in Lane County (12.5%) than Oregon (14.9%) and the U.S. (19.6%). The population with a bachelor’s degree or higher was slightly better in Lane County at 25.5 percent compared to 25.1 percent for Oregon and 24.4 percent for the U.S.

Educational Attainment by Gender in Lane County – Educational attainment by males and females is fairly balanced as the following charts illustrate:

Female Educational Attainment in Lane County (Age 25 and Older)

Male Educational Attainment in Lane County (Age 25 and Older)



Source: Oregon Department of Education

Dropout Rates - Lane County has historically had a lower dropout rate than the rest of the state. In addition, the rate has been dropping in the county and statewide. During the 1996 to 1997 school year, the one-year high school dropout rate in Lane County was 5.6 percent compared to 6.7 percent statewide. By the 2004 to 2005 school year, the rate had dropped to 3.3 percent in Lane County and 4.2 percent statewide.

While dropout rates are typically higher among Oregon’s racial and ethnic minorities, their dropout rates are also declining. No dropout rates by race and ethnicity are available locally, but among African American students in Oregon, the dropout rate has declined from 13 percent in 1995-96 to 6 percent in the 2004-05 school year. Similarly, dropout rates for Hispanic students in Oregon were 18 percent in 1994-95 and had dropped to 8.1 percent by 2004-05. Locally, Hispanics make up seven percent of the student population, but 11 percent of dropouts.

Oregon high school students are increasingly going to college. Seventy-four percent of the high school graduating class of 2003 was enrolled in college within two terms of graduating, up from 69 percent in 1995 (Oregon University System, 2004 Fact Book). Oregon’s rate of college enrollment compares well with the

national average. In 2001, 69 percent of Oregon graduates enrolled immediately following graduation compared to 63 percent nationally (Oregon University System, *Where Have Oregon's Graduates Gone?* Survey of the Oregon high school graduating class of 2001).

Unfortunately, if Lane County follows behind Oregon's trends, many will not complete their college education. Oregon lags behind the nation and top states in participation and persistence in enrolling and completing college:

	Oregon	The Nation	Top States*
H.S. freshmen enrolling in any US college w/in 4 years	34%	38%	52%
1 st year Community College students returning in their 2 nd year	43%	55%	61%
Freshman at 4 year institutions returning their Sophomore year	78%	74%	84%
First-time full-time freshmen completing BA w/in 6 years	52%	54%	64%

Source: The Education Trust www.edtrust.com *Median of top performing states

D. GOVERNANCE (20 CFR 661.350)

1. Local Board Description

- a. Describe your local Workforce Investment Board: composition; membership and organizations they represent; structure, including any sub-committees; legal status; how staffed; etc. Who are the Chief Local Elected Officials and how do they interact with governance of the Board?**

The Lane Workforce Partnership is an ORS 190 business-led workforce development organization dedicated to meeting the workforce needs of employers and job seekers throughout Lane County. The board of directors has been designated by the Lane County Board of Commissioners, and Cities of Eugene and Springfield, as the local workforce investment board under the federal Workforce Investment Act of 1998. In addition, the cities of Eugene, Springfield and Lane County government, have designated the Chair of the Lane County Board of Commissioners as the Chief Elected Official under the Workforce Investment Act.

The Lane Workforce Partnership's 39 member board of directors is composed of a majority from business, as well as representatives from education, community-based organizations, labor, economic development, state agencies, and elected officials (see Appendix V).

The Lane Workforce Partnership board of directors oversees seven Committees. They include: Executive Committee, Finance and Audit Committee, Customer Services Committee, Future Workforce Committee, Youth Committee, Employer Workforce Committee, and Marketing Committee.

b. *Describe the relationship and the functional separation between the board/board staff and service delivery providers.*

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 Workforce Network 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 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.

Workforce Partnership Department staff provide some core and intensive services. This arrangement has been agreed to in the Local Unified Plan by workforce partners, approved by the local workforce investment board, the Lane County Board of Commissioners and the Governor of the State of Oregon in compliance with 666.310 (a).

c. *If your board was certified by the governor as an alternative entity, describe how mandated partners who are not members will access the board.*

There is no alternative entity in Lane County functioning as a local board.

d. *Describe your youth council, its membership, and how it will carry out its responsibilities for the coordination of local youth services and programs.*

The Lane Workforce Partnership's Youth Council Committee is formulated according to the specifics in the Workforce Investment Act (WIA) of 1998. In addition to the required representation from the Lane Workforce Partnership Board of Directors, the Youth Council Committee also has representatives from the following agencies, organizations and community members:

- Juvenile Justice System
- Public Housing Authority

- Job Corps
- Parent Representative
- Youth Representative

The Youth Council Committee meets monthly to implement its responsibilities as listed below:

- Approving a comprehensive program design that requires objective assessment of youth, plan development, goal setting and related academic/work/career activities
 - Developing programs that provide more intensive services for a longer period of time for greater results
 - Reviewing program performance and recommending youth performance outcomes
 - Setting youth policies for youth contractors to implement in their respective program designs
 - Developing portions of the local plan for youth services
 - Participating in outreach activities and coordinating with other local youth service entities for a more comprehensive service delivery system
 - Ensuring there is a direct connection between employers and youth being served
 - Fully participating in a competitive bid process for recommending WIA contract awards to eligible youth providers
 - Conducting oversight of all youth activities
- e. ***Describe the process your L/RWIB utilizes to assure that the one stop system meets the intent, rules, regulations and requirements of the WIA TIB program. (e.g. monthly performance, fiscal reports to board).***

The Customer Services Committee, a sub-committee of the Lane Workforce Partnership Board has oversight and certification responsibility for this assurance. Regular reports are given to and reviewed by this Committee on performance of the one-stop system by site, the training report card and mystery shop results.

f. *Discuss how the local board will be educated on their role, engaging all the local partners, and providing guidance to the local workforce system.*

The Lane Workforce Partnership Board of Directors is actively engaged in guiding the local workforce system. Board meeting agendas include detailed information items, reports from staff and committee chairs, relevant guest speakers and panels on workforce topics. Regular strategic planning sessions are held, some with third-party facilitators. For example, Ed Barlow, internationally known futurist, led a strategic conversation with the Lane Workforce Partnership Board in October 2006.

2. *Partnerships*

a. *Describe any special characteristics of the partnerships (e.g. consortia).*

This Unified Plan outlined and determined the workforce partners under the Workforce Investment Act of 1998. Designated as partners in 2000, the following agencies formed a Consortium, which continues to provide oversight of the day-to-day operation of the One-Stop Center, known as *The Workforce Network*. Members of the Consortium are: Department of Human Services, Lane Community College, Lane Workforce Partnership and the Oregon Employment Department.

For more detail on the Consortium, please see Part I, question A 2.

b. *Please describe and attach any board issued policies, memoranda, or directives that require and support integration of workforce services.*

- Results Policy (Appendix I)
- Organizational Goals and Strategic Objectives (Appendix III)
- Memorandum of Understanding (Appendix VI)
- Alignment of State of the Workforce challenges, Organizational Goals and Results Policy (Appendix VII)

c. *Describe how all the local partners were engaged in the development of this plan.*

Several facilitated strategic planning sessions have been held over the past several months in preparation for this process. Drafts of the Plan have been distributed to the board and related Committees for feedback and approval.

d. Describe your relationship with local Tribal Nations.

The Tribal Services Specialist from the Confederated Tribes of Siletz serves on the Lane Workforce Partnership Board of Directors. Members of the Siletz Tribal Program regularly access The Workforce Network and there is an information and referral exchange with the Confederated Tribes of the Siletz Indians WIA program.

E. DESCRIPTION OF ONE STOP DELIVERY SYSTEM (20 CFR 661.350 – 661.355, 20 CFR 662)

1. Describe your local area delivery of core, intensive and training services.

In July 2000, under the leadership 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 The Workforce Network and is an alliance of the following organizations: Department of Human Services, Oregon Employment Department, Lane Community College, Lane Workforce Partnership and Office of Vocational Rehabilitation Services.

The Workforce Network is dedicated to assisting employers recruit and retain employees, and to help individuals learn new skills, find employment and progress in their careers. The Workforce Network serves all adults regardless of income or employment status.

In Lane County, The Oregon Employment Department is the primary deliverer of core employment services and placement services for businesses. Intensive case management services are provided by WIA Title IB funded case managers, and training is provided by local training providers that have been approved and placed on the eligible training provider list (ETPL).

Staff employed by the Lane Workforce Partnership provide direct WIA limited core and intensive services to adult and dislocated workers. The Lane Workforce Partnership staff are held to the same standards and are monitored in exactly the same manner as the Lane Community College WIA Title IB contracted staff working at The Workforce Network satellite site.

2. Describe the process for selection and designation of the one stop operator.

On February 24, 2000, the Lane Workforce Partnership Board of Directors established a policy whereby a consortium of partner agencies would oversee the management of the one-stop system. The partner agencies include: Department of Human Services, Oregon Employment Department, Lane Community College, Lane Workforce Partnership and Office of Vocational Rehabilitation Services.

Coordination, day-to-day management of the system and staff functions of the Consortium will be provided by Partnership staff as part of their responsibility to the Partnership Board. The Lane 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.

3. Describe how the local board will:

a. Ensure the continuous improvement of eligible providers of services through the system, and (see below for response)

b. Ensure that such providers meet the employment needs of local employers and participants. (see below for response)

Eligible Provider Quality Assurance & Continuous Improvement

Mystery Shopping - Quality assurance of the services provided through The Workforce Network is a priority for the Lane Workforce Partnership board of directors. In May 2003, the Lane Workforce Partnership contracted for Mystery Shopping Services for the first time. The results of the mystery shops provided information, which identified services that did not meet the customer services standards set-up by the Board of Directors. Based on this information, the management and supervisory staff were able to identify and provide training to staff so that expectations could be met. In an effort to assure that the standards are being maintained, the Board of Directors has continued to contract for Mystery Shopper Services each program year. Results of these shops are provided to the Board of Directors bi-annually for quality assurance and continuous improvement monitoring. This third party review provides an objective oversight and staff/contractor monitoring tool for the Lane Workforce Partnership Board of Directors.

New Employee Orientation - In an effort to ensure continuous improvement in the delivery of services by all eligible providers, in the Spring of 2006 the Consortium developed a new employee orientation for The Workforce Network. The orientation covers the following topics:

- The role of the federal government in the creation of the “One-Stop” system
- All of the local partners that participate in delivering services
- All of the services offered and information on how to access these services
- Information on our local complaint process under the Methods of Administration
- Information on additional resources in the community to assist customers

All current employees were sent through the orientation in July and August of 2006, and as a result, the majority of employees reported that they felt more knowledgeable about the system, which enabled them to make better referrals and provide better customer service. Overall, employees reported that they felt better aligned and integrated with their partners.

Eligible Provider Report Card - Prior to funding any training for individuals requesting scholarships, under the Workforce Investment Act (WIA), training providers must be approved and placed on what is called the *Eligible Training Provider List* (ETPL). In Lane County, the approval process includes filing an application with the Lane Workforce Partnership Board of Directors and the Office of Community Colleges.

The purpose for having training providers apply to be on the ETPL is so that the State and the local boards can track the outcomes related to the specific training programs. To date, the State has not provided any feedback or statistical data in regards to the outcomes associated with the approved training programs. In an effort to gauge the effectiveness of the trainings that are funded with WIA scholarships, Lane Workforce Partnership developed a Training Report Card. The Report Card lists all of the trainings that have been funded with WIA money between July 1, 2000 and June 30, 2006. Each Report Card provides the name of the training and the school that provided the training, the number of clients enrolled, the number of clients that received employment, the number of clients whose employment directly relates to the training received, the average pre-training wage, and the average post-training wage.

The following are some of the trainings that have been the most highly attended and have provided the best results:

- Accounting Clerk – Certificate, Lane Community College
- Administrative Assistant – AAS, Lane Community College
- Business Management – AAS, Lane Community College
- Computer Network Operations – AAS, Lane Community College
- Computer Programming – AAS, Lane Community College
- Computer User Support – AAS, Lane Community College
- Counselor, Chemical Dependency – AAS, Lane Community College
- Dental Assisting – Certificate, Lane Community College
- Dental Hygiene—AAS, Lane Community College
- Energy Management – AAS, Lane Community College
- Graphic Design – AAS, Lane Community College
- Hair Stylist—A-Art Beauty College
- Hair Stylist—Springfield College of Beauty

- Industrial Maintenance – (HVAC-R) – Lane Community College
- Massage Therapy Technician – Certificate, Lane Community College
- Medical Office Assistant – Certificate, Lane Community College
- Medical Office Assistant—Certificate, Pioneer Pacific College
- Multi-Media Design & Production – Certificate, Lane Community College
- Registered Nurse – AAS, Lane Community College
- Truck Driver Training – Various Schools

The following are some of the trainings that were highly attended but did not produce desired results:

- Community Service Program – AAS, Lane Community College
- Criminal Justice – AAS, Lane Community College
- Office Assistant – Certificate Lane Community College

The Report Cards are provided to all Career Advisors who use the information to develop training plans with their clients. In addition, the scholarship committee refers to the Report Card when making award decisions. The trainings that did not produce desired results have not been dropped from the list completely. The individual needs of the customer are still taken into consideration when developing a plan. There are situations that explain why an individual might initially make less money post-training, such as starting a new career or lack of experience. However, customers are strongly advised not to pursue trainings that have a history of producing poor results.

4. *Describe and provide an assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.*

As mentioned in a previous section, Lane Workforce Partnership has worked to identify regional industry clusters that are economically vibrant, promise growth, provide wage progression/career ladder opportunities for employees, and create a balanced competitive advantage for the Lane County’s workforce and business community. The clusters identified in the region that meet these standards include: Healthcare, Wood Products, RV/Transportation Equipment Manufacturing, Software and Computer Systems, and High Technology. As part of this study, each industry was surveyed on the availability of a skilled workforce. All five industry clusters reported a lack of local training – ranging from a lack of basic skills training to a lack of specific specialty types of training. As a result of receiving this information, Lane Workforce Partnership is working with these clusters to identify specific training needs and is actively leveraging funds to assist these organizations in meeting these needs.

5. Describe how customers access core, intensive and training services in your local one-stop system, including non- and limited-English speakers, people with disabilities, TANF clients and others with barriers to employment, by site.

Customers can access core, intensive and training services through The Workforce Network. The Workforce Network is dedicated to assisting employers recruit and retain employees, and to help individuals learn new skills, find employment and progress in their careers. The Workforce Network serves all adults regardless of income or employment status and bi-lingual/bi-cultural staff are available. In addition, a team of disability navigators are stationed at both locations to assist people with disabilities in navigating all services. The Center's core services can be accessed by the entire community, including people on TANF. The Department of Human Services maintains regular office hours at the comprehensive Center to provide services to TANF clients; however, these clients can access all of the core, intensive and training services in the same manner as any other customer.

a. Describe the criteria used for determining whether Title I funds are limited for adult employment and training activities, and the process by which any priority will be applied by the One-Stop Operator.

The Workforce Investment Act specifies that, when adult funds are limited, priority must be given to recipients of public assistance and other low-income individuals for receiving intensive and training services. A "low-income individual" is defined as a person who:

- Receives or is a member of a family that receives cash payments under federal, state, or local income-based public assistance programs.
- Received an income or is a member of a family that received a total family income that does not exceed 70% of the federal poverty level income guidelines. For example an individual's total annual income would be approximately \$9,570 whereas the annual income for a family of four would be \$22,490.
- Is a member of a family that receives food stamps.
- Is homeless.
- Has a disability with an income that meets the 70% limit.
- Is in foster care.

b. Describe any populations prioritized for services, other than those required for Title I, and the process used to determine the need/ eligibility for prioritization.

Other than the requirement that local boards must determine priority for service delivery, the Act does not provide any guidance on what minimum target should be

set. Because funds for the Lane Workforce Partnership's adult program are limited, a target percentage for intensive and training services needed to be determined. The following points were taken into consideration when establishing the policy.

- Funds for federal employment and training programs have always been limited. Allocations are provided on an annual basis and generally involve some fluctuation from year to year.
- There are individuals who do not meet any of the qualifications listed above to be low income. Their income, however, is considerably lower than their needs.
- Individuals who are at or above 185% of the federal poverty level guidelines meet the self-sufficiency definition approved by the Lane Workforce Partnership's Board of Directors. They do not qualify for intensive or training services under any circumstances.
- Recent program eligibility interviews show that approximately 53% of the adult registrants meet the low-income definition highlighted above.

The Lane Workforce Partnership board approved the priority for intensive and training services as follows:

- A minimum of sixty percent (60%) are to be adult customers who meet the low-income definition or who are recipients of welfare.
- A maximum of forty percent (40%) are adult customers whose income is higher than the defined low-income levels, but is below the self-sufficiency level of 185% of the poverty level.

6. Describe your local system's integrated service strategies to meet the needs of specific population groups or customers. These can be populations targeted through your local strategic planning process, local priority customers, or any specific populations receiving an integrated set of services. Populations to be included are:

a. People with disabilities

Individuals with disabilities are co-case managed between Vocational Rehabilitation Services and WIA Title IB case managers. In these situations, Vocational Rehabilitation usually becomes the lead agency serving the client, with WIA providing supportive type services. A Disability Navigator is available at The Workforce Network to assist disabled customers to access the full array of career and employment services.

b. *People with low basic skills*

People with low basic skills are generally provided integrated services from the ABE/GED title II program and WIA Title IB. All of the services are available on site at The Workforce Network.

c. *Non-English speakers*

Non-English speakers are provided with integrated services from the ABE/GED title II program and WIA Title IB. The ESL program is delivered through Lane Community College.

d. *Migrant and seasonal farm workers*

The Oregon Employment Department provides services to Migrant and Seasonal farm workers on-site at The Workforce Network. Referrals are made on an individualized basis to partner programs based on the needs of the customer.

e. *TANF clients*

An integrated case manager has been designated to provide integrated TANF/WIA services to customers at the Department of Human Service's Cottage Grove office. The case manager splits his time evenly between the two programs. It is anticipated that having one person working in both programs will enable him to discover areas where the two programs can better integrate services, and therefore, provide better services to our customers.

7. *Describe services the system provides to meet the needs of employers and job seekers.*

a. *Describe your business services model and how you meet the workforce demands of your local economy.*

Business Services - Over 2,000 businesses were served through The Workforce Network in 2005. Business services include:

Recruit, screen, test and refer applicants - With an applicant pool of over 10,000, The Workforce Network helps businesses to fill positions from entry level to executive. Using services, such as *iMatchSkills*, *Executive Career Finders*, *WorkNet*, and *targeted job fairs*, businesses save time and money by matching the right people to the right job. In addition, applicants are tested on their computer skills (MS Word, Excel, Access and others).

Consult on workforce needs - Experienced staff work with employers to develop solutions to meet their workforce needs, e.g. upgrade the skills of the current and future workforce to improve productivity and position businesses to be globally competitive. Business services are provided by Employment

Department staff at The Workforce Network Center. Each business service representative is assigned to an industry sector and becomes a specialist in meeting the needs of businesses in those sectors.

Broker of workforce information - The Workforce Network Center provides businesses with local and statewide labor market information. In addition, businesses can access information on employer tax credits, industry trends, wage and salary data, employment statistics, employment and training providers, etc.

b. *Describe how job seeker services and job seeker service providers are made aware of specific business needs/requirements/opportunities?*

Through strong local partnerships with the Oregon Employment Department and the overall affiliation with WorkSource Oregon, local job seekers and businesses have access to iMatchskills. iMatchskills is an on-line system, which matches business workforce needs with job seekers' skills. The system helps workers find the employers and jobs that match their skills, get the skills they need for the jobs they want, and provides them with easy access to all the resources they need for resume building, interviewing and job searching.

In addition, job seekers and businesses are taught how to use the State's award winning labor market information system – The Oregon Labor Market Information System (OLMIS). Touted as the best economic and labor market data available in the state, the site is highly recommended to all customers. Information on the site can be accessed at www.qualityinfo.org.

c. *Describe any barriers to service delivery for job seekers, businesses.*

The major barrier in service delivery is in the business services area, specifically data sharing and integration. Information on what services are being accessed and provided to specific businesses in the community is not readily available. Current efforts are underway to share information among partners through providing access to the iMatchskills employer information. It is anticipated that the sharing of information among partners in regards to the provision of business services will provide local businesses with better customer service and in many cases a single point of contact for all partner programs.

d. *Describe how the local board will focus on building and sustaining relationships with businesses.*

Lane Workforce Partnership has developed an industry-driven model that provides multiple avenues for business participation, including board membership and related committees and activities; consortia; forums; task forces and surveys. This provides the workforce system with a continual flow of feedback from industry, allowing it to identify and address gaps.

e. Describe how the local board will engage the business community in the design and improvement of business services.

The information gathered from industry will be continually streamed to The Workforce Network, job seekers and our education partners in the system. The Workforce Network will increasingly emphasize and target resources toward higher skilled, higher wage demand occupations, particularly those in target clusters, ensuring a full pipeline of qualified applicants for business.

f. Describe how the local board will enhance services to job seekers.

As stated earlier, the Lane Workforce Partnership board will make a special effort to reach out to the untapped labor pool and the working poor. Another area of enhancement will be an increased emphasis on higher wage, high demand occupations with career path opportunities, especially within targeted industry clusters. The board will also explore use of work-based training opportunities such as on-the-job training and customized employer training.

g. How does your workforce system ensure that all job seekers connect with the labor exchange system?

There are many avenues by which jobseekers connect with the labor exchange system:

- All individuals that collect Unemployment Insurance register in iMatchSkills (our State's labor exchange system) – or they will be denied benefits. Job seekers are made aware of this requirement when they apply for Unemployment Insurance or during a lay-off orientation, conducted by the WIA Dislocated Worker service delivery coordinators.
- Our well-publicized website features monthly activity calendars for both one-stop centers and features detailed information and links on how to connect with iMatchSkills and other related employment services.
- The Workforce Network has had a presence at all of the Lane County youth and adult career fairs, the Lane County Fair and the Project Homeless Connect event to inform the public of job match services.
- Lane Workforce Partnership is the principal contractor for the JOBS program. This ensures the connection to labor exchange services for TANF recipients.
- Lane Workforce Partnership is active in projects with the United Way and has used this connection to inform United Way agencies of our full range of services so that they in turn can advise their customers.

- Due to the co-location of labor exchange services with multiple agencies and services at The Workforce Network, members of the public that access the center for other reasons get referred to a full range of employment services.
- Ads for The Workforce Network are featured in Chambers publications.

h. *Discuss how the apprenticeship community will be engaged, and the plans to bring apprenticeship opportunities to job seekers.*

Under direction from the 2003 Legislature and the long-range capacity needs of the construction trades, the Oregon Department of Transportation (ODOT) has been directed to ensure that a qualified and diverse workforce is available for today and tomorrow's transportation projects. As this project cannot happen in isolation, rather it requires partnerships, ODOT has brought together: contractors, labor unions, workforce development entities, tribes, construction trades apprenticeship programs, community colleges, community based organizations, education, and state and local governments. The Lane Workforce Partnership is committed to this effort and will actively participate in the development of a Workforce Development Plan. The plan will specifically outline strategies for actively connecting job seekers to the opportunities that the apprenticeship programs have to offer.

In addition, Lane Workforce Partnership's plan includes increasing access to apprenticeships as an "earn and learn" strategy. A pre-apprenticeship pathways map will be developed in association with local trades associations and disseminated to schools, career centers and The Workforce Network.

8. *Provide a matrix of your system showing all service delivery sites and how core, intensive and training services are delivered at each site and by workforce partners.*

See Attachment A.

9. *Discuss how the Board anticipates further coordination of services and elimination of duplication in service delivery to maximize resources available to support training and other business services.*

All of the actions of the Lane Workforce Partnership Board are intended to result in increased coordination and minimization of duplication. The Workforce Network exemplifies this approach. Most of the core and all of the placement services in The Workforce Network are provided by Employment Department staff. Title IB staff provide intensive services including case management, development of training plans, and long term follow up. We provide one of the most integrated workforce systems in Oregon. The Department of Vocational Rehabilitation and Department of Human Services and Lane Community College provide services on-site at The Workforce Network along with specialty services such as those provided to disabled customers by the Lane Independent Living Alliance. Business Services are a coordinated effort among all Workforce Network partners.

10. WIA 20 CFR 652.202(b)(1) requires all labor exchange services to be delivered as part of the One Stop delivery system via One Stop Centers or affiliate sites. If Wagner-Peyser services are currently delivered outside either of these means in the LWIA, the Board must identify strategies which will bring the LWIA into compliance with the regulations.

a. Describe the local board plan for re-locating partners within the One Stop Centers.

Partners are already co-located at The Workforce Network center.

F. SERVICE GAPS

1. Identify workforce needs for the area; then describe whether or not the present workforce system is meeting those needs. If not, indicate the extent of the gap in services needed but not provided. Such gaps may include, but are not limited to: specific skills needed by employers, language issues, ESL services, drug & alcohol treatment, support services, services to the disabled, education/training needs not provided locally, service to remote areas, space for providing services, etc.

See Part I, Section C for detail on area workforce needs.

There are limited resources within the workforce system as a whole to truly provide the training necessary to skill up the population. In addition to limited federal training dollars, the K-12 and community college system face significant resource challenges. There are waiting lists for drug and alcohol treatment. Lack of adequate public transportation systems, particularly in rural areas, are a barrier to employment for many. Issues that the working poor face, such as affordable housing and access to health care, are greater in Lane County than in the state as a whole. See Part I, C 2 for more information about this segment of the population.

Lane Workforce Partnership's proposed plan supports systems alignment among workforce, education, business and community support systems to continue to address these complex issues.

G. STRENGTHS AND IMPROVEMENT OPPORTUNITIES

1. Describe how the local board will ensure the continuous improvement of services through the system and ensure that providers meet the employment needs of local employers and job seekers.

Please see Part 1, C9

H. RESOURCES

- 1. *Identify, using the form in Attachment A, the resources dedicated to achieving the goals in the Plan. You should include, as much as possible, the public and private resources in the local workforce system.***

Please see Attachment A

I. PERFORMANCE OUTCOMES

- 1. *Identify local/regional performance targets using Oregon's system-wide workforce measures/indicators for the appropriate indicators and the DOL Common Measures. A format for identifying Oregon's system-wide workforce measures/indicators is found in Attachment B. All local workforce partners are to be included in the setting of performance targets for the period July 1, 2007 through June 30, 2008. Negotiations will take place for the performance targets for year two: July 1, 2008 through June 30, 2009.***

See Attachment B

- 2. *What barriers does your L/RWIA have which prevents you from integrated performance?***

Barriers to integrated performance include the absence of an integrated data-management system, differing definitions of performance outcomes and the absence of direct accountability of workforce partners to the local board.

J. MEMORANDUM OF UNDERSTANDING AND ATTACHMENTS

- 1. *There are no changes proposed for the Memorandum of Understanding that is currently in place.***
- 2. *Please attach the Resource Sharing Agreement for each of your certified WorkSource Oregon Centers for the current year.***

See Appendix II.

**ATTACHMENT A: COMPREHENSIVE SERVICE MATRIX OF WORKSOURCE CENTERS,
AFFILIATE SITES AND OTHER SERVICE DELIVERY LOCATIONS
LWIA/RWIA 5**

Each workforce system partner is to code the service level using the codes below for each activity listed in the matrix.

CODE TO SERVICE LEVELS: S = Eligibility Screening; D = Eligibility Determination; K = Knowledge of Availability; E = Enrollment for Service; P = Provision of Service

Agency/Partner Name	Workforce Investment Act														Other Partner	
	Title I		Title II		Title III		Title IV									
	Service Code	Location #	Service Code	Location #	Service Code	Location #	Service Code	Location #	Service Code	Location #	Service Code	Location #	Service Code	Location #		
Adults & Dislocated Workers			Adult Ed & Literacy		Wagner-Peyser-Employment Services		Vocational-Rehabilitation		Carl Perkins Voc. Technical Ed Act		Department of Human Services - Self Sufficiency					
ACTIVITY																
Eligibility Determination for WIA Title I Services.	S, D, K, E, P	1,2	K	1,2	K	Eugene	K	1,2			K	4,5				
Outreach, intake, and orientation to the information and services available through the WorkSource Oregon delivery system.	K, P	1,2	K	1,2	P	Eugene	P	1,2			P	4,5				
Initial Assessment of Skills and Need for Support Services.	S, D, K, E, P	1,2	K	1,2	P(See Note)	Eugene	P	1,2			P	4,5				
Unemployment Insurance Information.	K	1,2	K	1,2	K	Eugene	K	1,2			K	4,5				
Labor Market Information.	K	1,2	K	1,2	P	Eugene	P	1,2			K,P	4,5				
Help in establishing eligibility for Welfare and financial aid. (TANF)	K	1,2	K	1,2	K	Eugene	K	1,2			K	4,5				
Job Search and Placement Assistance and Career Counseling, where appropriate.	S, D, K, E, P	1,2	K	1,2	P	Eugene	P	1,2			P	4,5				
Accurate Information Relating to the Availability of Support Services.	S, D, K, E, P	1,2	K	1,2	P	Eugene	P	1,2			K,P	4,5				
Performance Outcome and Cost Information on Eligible Training Providers.	S, D, K, E, P	1,2	K	1,2	K	Eugene	K	1,2			K	4,5				
Information on How the Local Area is Performing on Local Performance Measures.	P	1,2	K	1,2	K	Eugene	K	1,2			K	4,5				
Follow-up Services focused on the job retention of an individual who has entered employment.	S, D, K, E, P	1,2	K	1,2	K	Eugene	P	1,2			K,P	4,5				
Intensive Services (indicate what service(s), see definitions below).	S, D, K, E, P	1,2 Intensive A & B	E	1,2	P(VETS TAA)	Eugene	P A & B	1,2			K,P	4,5				
Training Services (indicate what service(s), see definitions below).	S, D, K, E, P	1,2 Training Scholarships	K	1,2	K	Eugene	P	1,2			K,P	4,5				

Note: Provision of Initial Assessment of Skills and Need for Support Services by WSOED is routine and informal, in relation to the job-ready and labor exchange, and customers are referred to partners for more through assessment
LOCATIONS KEY: Comprehensive Listing of Service Locations for the LWIA/RWIA (including Site Name and Address)

1. Oakmont = The Workforce Network Center – 2510 Oakmont Way, Eugene, Oregon 97401
2. LCC = The Workforce Network Satellite Office – 4000 East 30th Avenue, Lane Community College Building 19, Eugene Oregon 97405
3. Eugene = (Wagner Peyser Employment Services Region 5)
4. Seneca = One Stop – 855 Seneca Rd, Eugene (TANF Region 5)
5. Other TANF = Co-Location of Workforce Network partners through JOBS Program at sites not designated onestops include McKenzie, West 11th and Springfield East (TANF Region 5)

SERVICE CATEGORY DEFINITIONS: Workforce system definitions as defined by OWIB Committee

Core services are: those available universally without regard to participant "enrollment," and include activities that do not require line staff assistance (or only minimal staff assistance) such as access to resource room materials available universally, labor market information, iMatchSkills or other self-assessments, information and referral, initial assessment, referral to listed jobs, and job search or other workshops offered in group settings. Core services include eligibility determination for particular programs. (Note for Title 1B this is the same as Core A)

Intensive services are delivered to participants who have met pre-determined eligibility criteria and are enrolled in a program or multiple programs. Intensive services generally are offered on a one-to-one basis but may be offered in group settings with extensive staff assistance.

Intensive A. Services may include but are not limited to staff-assisted or one-on-one activities such as *development of individual employment or service plans, in-depth assessment, career counseling or planning, on-going case management, and in-depth job search training or assistance.* (Note for Title 1B this is the same as Core B plus Intensive A.)

Intensive B. Also classified as intensive are *literacy, remediation, or basic skills services including English as a Second Language (ESL), Adult Basic Education (ABE), General Education Diploma (GED), short term vocational training (less than 40hrs) and basic computer literacy* classes designed to assist participants to become ready for employment or ready for training.

Training services are delivered to participants who have met pre-determined eligibility criteria and are enrolled in a program or multiple programs. Services may include financial assistance for or direct delivery of training, including but not limited to occupational skills training, skills upgrading, and re-training. Training may take place in an academic setting or may be employer based, including *classroom training, paid work experience, internships, On-the-Job Training (OJT), or customized training.*

Supportive services are delivered to participants who have met pre-determined eligibility criteria and are enrolled in a program or multiple programs. Services are those necessary to allow a participant to participate in training or gain or maintain employment, including but not limited to financial assistance for child care, personal care, work tools, workplace accommodation, work clothing, testing fees, transportation, and other supports.

Business services are those offered directly to business customers and may include but are not limited to job listings, access to and assistance with iMatchSkills and other assessments, labor market information, economic data, applicant pre-screening, assessment of business need for worker training or other services, or referrals and connections to these services.

JOBS (TANF) - Activity and Category Key

Core Services - Cash contributions of the RSAs. Most of DHS contributions are in the form of goods and services, the cost of which are already included in other categories.B

Business Services - The business community only indirectly benefits from services we pay for.

Administration - The TANF/JOBS admin cap is 15%. The cost listed here is for the Management Component of Principal JOBS Contracts - the cost of co-managing the contracted JOBS service delivery.

Intensive Services A (CC,CH,CI,DA,DV,HS,IJ,JO,ME,MH,MI,PE,SL,SS)

Childcare and Child-Related contracted services

Short-term Crisis Intervention

Alcohol and Drug -Related Services (non medical covered services)

Domestic Violence Intervention Services

Non-Parenting Teens attending HS

Job Search

Medical Issues

Mental Health-Related Services (non-medical covered services)

MicroEnterprise - Small Business

Program Entry (orientation, screening, referrals)

Stabilization Services

Social Security Application services

Intensive Services B (AB,ES,SR)

Adult Basic Ed (for TANF clients)

English as a Second Language (for TANF clients)

Student Retention

Training Services (CW,JS,JT,LS,PL,SI,SW,VT,WE,WS)

Community Work Experience

Job Skills Training

On the Job Training

Life Skills Training

JOBS Plus

Self-Initiated Training

Supported/Sheltered Work Experience

Vocational Training

Work Experience

Work Supplementation

Other

Supportive Services (Childcare, Transportation, Housing, Other)

Follow-Up Services - Retention and Wage Gain efforts (BR,RT,UN)

Direct Services & Infrastructure Plan

Complete the following tables displaying how core and intensive services will be delivered and funded by the partners within the Workforce System by location. These tables should identify WIA Title I-B, Wagner-Peyser and other workforce partner staffing and infrastructure costs, at a minimum.

Infrastructure Costs in Dollars (Current)

<i>Service Location</i>	<i>Infrastructure Costs includes: Rent, Utilities, Maintenance, Technology, Marketing, etc.</i>	<i>Other Personnel Costs</i>	<i>Services (Staff costs directly linked to the provision of service and direct participant costs.)</i>			<i>Other(Travel Training & Supplies)</i>	<i>Total Costs</i>
			<i>Core</i>	<i>Intensive</i>	<i>Training</i>		
Eugene-Wagner Peyser	\$207,642.93	Na	\$1,490,827.46	\$130,065.64	\$491,754.04	\$42,991.06	\$2,363,281.13
Oakmont/LCC – OVRS			71.00	1,689,274.00	172,244.00	0	1,861,589.00
Seneca/Other TANF – DHS JOBS Program	see last page for JOBS (TANF) amounts provided						
Oakmont/LCC – WIA Title 1 Adult/DLW (LWP)	169,737	396,496.70	601,604	219,825.50	1,412,791.50	85,860.22	2,886,287.92
Oakmont – Adult Ed & Literacy			195,468				195,468
LCC – Adult Ed & Literacy			16,984				16,984

Total Infrastructure Staff Levels in FTEs (Current)

<i>Service Location</i>	<i>Dedicated to Core Services</i>			<i>Dedicated to Intensive Services</i>		
	<i>Wagner-Peyser Staff</i>	<i>WIA Title 1-B Staff</i>	<i>Other Partners (identify)</i>	<i>Wagner-Peyser Staff</i>	<i>WIA Title 1-B Staff</i>	<i>Other Partners (identify)</i>
Eugene-Wagner Peyser	6.64		SEDAF - 27.04			SEDAF - 2.55
Oakmont – Adult Ed & Literacy			Title II-1.8 Faculty .15 Classified			
LCC – Adult Ed & Literacy			Title II - .17 Faculty			
Oakmont/LCC – WIA Title 1 Adult/DLW (LWP)		8.048			1.60	

Management & Administrative Staffing Across All One Stop Centers and Affiliate Sites (Current)
Includes only Wagner Peyser/Employment Service and Title 1 Adult & DLW

<i>Management/Administrative Staff (Identified by Partner, i.e., Wagner-Peyser, Title I-B, TANF, etc.)</i>	<i>Total FTEs</i>
Management Staff For Delivery of Core and Intensive Services	1 – Wagner Peyser 1.136 – Title 1 B (LWP)
Administrative Staff	1 – Wagner Peyser 3.680 – Title 1 B (LWP)
Total for the LWIA/RWIA	6.816

Infrastructure Costs in Dollars (Planned over Next Two Years)

<i>Service Location</i>	<i>Infrastructure Costs includes: Rent, Utilities, Maintenance, Technology, Marketing, etc.</i>	<i>Other Personnel Costs</i>	<i>Services (Staff costs directly linked to the provision of service and direct participant costs.)</i>			<i>Other</i>	<i>Total Costs</i>
			<i>Core</i>	<i>Intensive</i>	<i>Training</i>		
Eugene-Wagner Peyser	Not provided						
Oakmont/LCC – OVRs	Not provided						
Seneca/Other TANF – DHS JOBS Program	see last page for JOBS (TANF) amounts provided						
Oakmont – Adult Ed & Literacy			426,539				426,539
LCC – Adult Ed & Literacy			38,349				38,349
Oakmont/LCC – WIA Title 1 Adult/DLW (LWP)	271,579.20	634,351.52	962,566.40	351,720.80	2,260,466.40	189,015.68	4,669,700.00

Total Infrastructure Staff Levels in FTEs (Planned over the Next Two Years)

<i>Service Location</i>	<i>Dedicated to Core Services</i>			<i>Dedicated to Intensive Services</i>		
	<i>Wagner-Peyser Staff</i>	<i>WIA Title 1-B Staff</i>	<i>Other Partners (identify)</i>	<i>Wagner-Peyser Staff</i>	<i>WIA Title 1-B Staff</i>	<i>Other Partners (identify)</i>
Eugene-Wagner Peyser	Not provided			Not provided		
Oakmont – Adult			Title II 1.8 Faculty			

Ed & Literacy			.15 Classified			
LCC – Adult Ed & Literacy			.17 Faculty			
Oakmont/LCC– WIA Title 1 Adult/DLW (LWP)		8.048			1.6	

Management & Administrative Staffing Across All One Stop Centers and Affiliate Sites (Planned over the Next Two Years)

<i>Management/Administrative Staff (Identified by Partner, i.e., Wagner-Peyser, Title I-B, TANF, etc.)</i>	<i>Total FTEs</i>	<i>Planned</i>
Management Staff For Delivery of Core and Intensive Services	1.136 – Title 1 B (LWP)	1.136 – Title 1 B (LWP)
Administrative Staff	3.680 – Title 1 B (LWP)	3.680 – Title 1 B (LWP)
Total for the LWIA/RWIA	4.816	4.816

Please feel free to contact any of the RSA Team members listed below if you have any questions/concerns or need technical assistance:

Department of Human Services: Adult, Children and Families: Dave Lyda, 503-945-6122 or Dave.M.Lyda@state.or.us

Department of Human Services: Adult, Children and Families: Lily Sehon, 503-945-5624 or Lily.Sehon@state.or.us

Department of Human Services: Office of Vocational Rehabilitation Services: Kris Kennedy, 503-945-6260 or Kristina.Kennedy@state.or.us

Employment Department: Dave Allen, 503-526-2774 or David.K.Allen@state.or.us

Department of Community Colleges and Workforce Development: April Lackey, 503-378-8648, ext. 372 or April.Lackey@state.or.us

OREGON PUBLIC WORKFORCE SYSTEM - JOBS (TANF) Program

	DHS-Wide	Region 5	Central Office Only
	Funding	Funding	Funding
Core Services	35,164	0	
Intensive Services A	24,308,198	2,326,784	
Intensive Services B	2,398,208	36,695	
Training Services	24,515,836	1,965,741	
Supportive Services	39,358,409	3,918,148	
Business Services	0	0	
Adminis- tration	1,812,130	415,440	
State Level Activities	3,858,588	0	3,858,588
Other Services*	379,927	160,371	
TOTAL	96,666,460	8,823,178	3,858,588

*Other Services = Wage Retention and Wage Gain

ATTACHMENT B
OREGON SYSTEM-WIDE PERFORMANCE INDICATORS
(PRISM)

OREGON SYSTEM-WIDE PERFORMANCE INDICATORS	LWIA PERFORMANCE TARGET
Placement: The percent of customers employed after completing services.	77.41%
Retention: The percent of customers employed in four continuous quarters after completing services.	63.41%
Wage Gain: Fifth quarter average hourly wages minus first quarter average hourly wages.	\$1.90/hr
Caseload Management: The number of current Temporary Assistance to Needy Families (TANF) cases by workforce region.	1,690

Signature Page

***PY 2007-2009 Local Strategic Plan
for the Local Workforce Investment Area
known as***

Partners' Statement of Agreement

We the undersigned do hereby approve and submit this Local/Regional Strategic Plan representing the following programs:

- WIA Title I-B
- WIA Title II (Adult Education and Family Literacy Act)
- Employment Department
 - WIA Title III (Wagner-Peyser)
 - Migrant and Seasonal Farmworkers
 - UI
 - Veterans
 - TAA
- Community College
- Economic Development Organization
- Carl Perkins (Post-secondary)
- Department of Human Services
 - TANF
 - Food Stamps Employment and Training Program
- Department of Human Services
 - WIA Title IV (Vocational Rehabilitation Act)
- Job Corps
- Please list Additional Partners

The length of this Plan will be _____ through _____.

We agree with the contents of this Plan.

Submitted on behalf of the partners for this Workforce Investment Area.

(Signature) (Date)

(Signature) (Date)

(Name and Title)

(Name and Title)

(Signature) (Date)

(Signature) (Date)

(Name and Title)

(Name and Title)

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(Name and Title)

(Signature) (Date)

(Name and Title)

(Signature) (Date)

(Name and Title)

Accepted on behalf of the State of Oregon

(Signature)

(Name and Title)

(Date)



LANE WORKFORCE PARTNERSHIP

LOCAL STRATEGIC UNIFIED WORKFORCE PLAN

(July 1, 2007 – June 30, 2009)

AND

CONTRACT

FOR

THE

**LOCAL WORKFORCE INVESTMENT BOARD
FOR LANE COUNTY**

(REGION 5)

PART II

A. IDENTIFICATION OF ENTITY RESPONSIBLE FOR DISBURSEMENT OF GRANT FUNDS

1. *Identify the fiscal agent for Title I of the WIA and describe how that fiscal agent was selected and its legal status.*

The fiscal agent for Title I of the WIA is the Lane Workforce Partnership (LWP). LWP was selected and approved by the Lane County Board of County Commissioners and the Cities of Eugene and Springfield as the local Workforce Investment Board. Lane Workforce Partnership has an Oregon legal status as an ORS 190 public benefit corporation.

LWP is able to use its status as a registered Oregon Charitable Corporation and federal 501(C)3 tax exempt corporation to leverage Title I WIA resources.

B. DESCRIPTION OF LOCAL INDIVIDUAL TRAINING ACCOUNT (ITA) SYSTEM AND PROCEDURES

1. *Describe the local ITA system including:*

- a. *How it is determined an individual will receive an ITA.*

See below.

- b. *How an individual who receives an ITA selects a training provider.*

See below.

- c. *How payments from ITAs will be made.*

See below.

- d. *Whether there are limits imposed on ITAs (e.g., dollar amount and/or duration) by the Local Board.*

See below.

- e. *If limits are imposed on ITAs, how does the local board assure that customer choice in the selection of an eligible training provider is not diminished?*

The Lane Workforce Partnership administers Individual Training Accounts (referred to locally as Scholarships), through an application process. Individuals are given applications to apply for scholarships once they have completed WIA eligibility, career placement testing, development of a training and employment plan, and conducted labor market research. The applications are reviewed by a case manager who ensures that the training that

is being requested is in a growth occupation and that the training provider is on the Eligible Training Provider List. Payments are made directly to the training provider on behalf of the customer. For the last three program years, scholarship awards have been limited to \$3,000 lifetime awards as imposed by the Board of Directors. This amount is reviewed on a regular basis to ensure that the amount does not diminish customer choice and overall success in training completion. To date there has been no significant change in the training completion rate since the adoption of the \$3,000 limit. In fact, the limit has allowed the Lane Workforce Partnership to serve the same amount of customers each year with significantly reduced Title IB adult formula funds.

2. Describe the procedures for ensuring that exceptions to the use of ITAs are justified, including:

There are no exceptions to the use of ITAs. All customers interested in training must apply through the scholarship application process and are limited to \$3,000. The only training programs that are approved outside of this process are training programs that are less than 40 hours in duration – these trainings are documented as intensive services and are not counted as training services.

a. A discussion of how customer choice in the selection of an eligible training provider is maximized;

Customer choice in the selection of an eligible training provider is maximized through the use of a Training Report Card. Lane Workforce Partnership has kept records of the outcomes produced by all of the eligible training providers that have been utilized in Lane County since June 2000. Outcomes, such as training completion rates, training related employment, and training related wages are compiled in a report card format and shared with customers. The report card has enabled customers to easily ascertain information on local training providers and has assisted these customers in making decisions in regards to the training provider that will most likely assist them in meeting their employment goal.

b. A discussion of the local board's intent to use contracts for services in lieu of ITAs for the following exceptions: on-the-job training (OJT) or customized training services; when the local board determines there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs; and when the local board determines there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment;

The Lane Workforce Partnership does not use contracts for services in lieu of ITAs at this time.

- c. *The process to be used in selecting the providers under a contract for services when the local board determines there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs. Address whether the process includes a public comment period for interested providers of at least 30 days;*

This does not apply.

- d. *A brief description of the Local Board criteria to be used in determining “demonstrated effectiveness” for those programs referenced in 2.b (above).*

This does not apply.

C. DESCRIPTION OF COMPETITIVE PROCESS TO AWARD GRANTS AND CONTRACTS

1. *Describe the local area’s competitive process for awarding grants and contracts including WIA IB providers. Include a discussion of the procedures for solicitation, selection and award. Identify the procurement requirements that guide the local area’s actions, whether Federal, State, or local.*

Methods for assuring full and open competition - Lane Workforce Partnership has developed its own procurement policies incorporating Lane County local government guidelines for all competitive procurement actions. Those local government guidelines are Lane County government; Lane Manual, Chapter 21 and Lane County Administrative Procedures Manual, Chapter 2. Additional State and county procurement laws, regulations, and procedures are followed. Specifically, the following procedures will be utilized: Oregon Revised Statutes, Chapter 279 (Public Contracting); Oregon Administrative Rules, Chapter 125 (Public Contract Exemptions); Oregon Attorney General's Model Public Contract Rules Manual.

Procedures for procurement - To assure objective evaluation of awards, Lane Workforce Partnership utilizes the following methods for procuring goods and/or services:

Pricing Agreements -To the extent feasible, government pricing agreements will be used to ensure competitiveness. When government pricing agreements are not deemed appropriate or feasible the following methods will be used:

Quotes - For purchases less than \$5000, Lane Workforce Partnership has authority to select a vendor without obtaining written competitive quotes. This authority is not intended to eliminate competition, but rather to expedite the purchasing process, as the dollar values may not justify further solicitation of quotes. Where feasible and when the item is

available from many vendors, informal competitive quotes will be obtained. For purchases \$5,000 to \$50,000 Lane Workforce Partnership must obtain a minimum of three written competitive quotes. Lane Workforce Partnership maintains a written record of the source and amount of the quotes received. Purchases of \$50,000 or greater require formal competitive bidding or requests for proposals.

Bids - Bids require advertisement, bid security, strict adherence to the bid proposal process, opening of bids, and evaluation of bids. In addition, performance security may be required.

Request for Proposals (RFP's) - Request for Proposals 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. All RFP's must meet the requirements of ORS Chapter 125, 279, and OAR 125-310-025. Additionally, an RFP review committee, comprised of members of the board of directors, reviews all programmatic proposals prior to recommendation to the full board of directors.

Personal and Professional Services Selection - For contracts \$5,000 or less, the Lane Workforce Partnership Director may negotiate a contract with any qualified contractor. For contracts greater than \$5,000 and less than \$50,000, at least three prospective contractors who appear to meet the minimum requirements must be solicited. The minimum requirements are developed by Lane Workforce Partnership and are specific to the individual's personal or professional services solicitation. Lane Workforce Partnership receives recommendations from the County and other sources regarding prospective contractors to solicit. The prospective contractors are all given the same criteria and Lane Workforce Partnership staff review the quotes. This process assures objective evaluation and negotiation. Cost and quality of services are considered when awarding a personal or professional services contract. For contracts greater than \$50,000, at least two of the most qualified prospective contractors must be interviewed prior to selection.

Material Contracts and Materials and Services Contracts - Material contracts and materials and services contracts cover the broad range of contracts in which Lane Workforce Partnership obtains personal property, or personal property with such services that do not fall into the category of personal services or trade-related contracts. Such contracts include purchase of goods, rental, lease and various forms of lease-purchases.

Additionally, Lane Workforce Partnership publishes RFP's, RFQ's, ITB or other solicitations on its website <http://www.invitationtobid.org>. This reduces the cost of complex procurements by making the entire procurement documentation available in an Adobe Acrobat PDF file available for download.

D. DESCRIPTION OF LOCAL BOARD COORDINATION OF LOCAL ACTIVITIES WITH STATEWIDE RAPID RESPONSE ACTIVITIES

1. Describe how the local board ensures coordination of rapid response activities with the state dislocated worker unit. Include policy or procedures which describes:

a. How collaboration between the local board, the State, One-Stop partners, and other applicable entities will occur;

See below.

b. How core services are integrated as part of rapid response assistance, and how delivery on site will be implemented;

See below

c. How timely decisions will be made to request additional funding through such resources as National Emergency Grants and additional assistance projects.

Collaboration - In the event of a significant layoff, the local Lay-Off Assistance Coordinator will contact the State Dislocated Worker Unit prior to an initial on site visit. The local Rapid Response Team is comprised of representatives from The Workforce Network, labor (if applicable), the State Rapid Response Coordinator, and the local Employment Department.

Local Activities Which Support State-wide Activities - Lane Workforce Partnership has been a recognized leader in the state for providing quality rapid response services. Representatives on the local Rapid Response team are active participants in statewide planning committees relevant to dislocated workers. This process of coordination with statewide activities will continue.

Rapid Response Processes Which Allow for Core Services - The Rapid Response Team's current process for on-site services consists of many elements of core services: eligibility, orientation, initial assessment, UI insurance, job search placement, etc.

Additional Funding Requests for Rapid Response Activities - Upon determining the total layoff number, employee survey results, (including those needing retraining vs. those with marketable skills) and local and state resources currently available, a decision is made very early regarding whether the need exists for additional resource acquisition. In the event of a closure where employees are coming from a declining industry and retraining is necessary, the Lane Workforce Partnership will coordinate immediately with the State Dislocated Worker Unit in preparation of a National Emergency Grant.

E. DESCRIPTION OF THE YOUTH PROGRAM DESIGN FRAMEWORK

- 1. *Describe the design framework for the local area's youth program, including how the design encompasses the following strategies:***
 - a. *Preparation for postsecondary educational opportunities;***
 - b. *Strong linkages between academic and occupational learning;***
 - c. *Preparation for unsubsidized employment opportunities; and***
 - d. *Effective linkages with intermediaries with strong employer connections.***

The Lane Workforce Partnership's youth program is implemented through contractual agreements with local school districts and non-profit agencies in Lane County. Services are targeted towards low-income youth between the ages of 14 and 21, who are at risk of dropping out of school and have barriers preventing their successful completion of education and employment goals. All of the Lane Workforce Partnership youth program components are developed with the common understanding that youth are the future workforce. As a result, all services are designed for young people to develop skills that meet the standards of the employers' worksites. Youth providers are required under contract to design programs that will develop their participants' occupational, academic and work readiness skills and introduce them to careers in high wage/high demand occupations. In line with Lane Workforce Partnership policies, youth programs emphasize literacy improvement, computer skill development and the provision of services leading to workforce readiness and occupational skills.

The design framework encompasses the four strategies as shown below:

a. *Preparation for postsecondary educational opportunities*

The Lane Workforce Partnership's youth program design has as its primary purpose to respond to local workforce needs through the following underlying principles:

Education as the first step in workforce development - Most young people have high school completion or its equivalent as their initial program goal. Each youth will participate in the most appropriate option for successfully achieving this benchmark. Services are designed to assist youth with the daily demands of their educational program, achieve academic success, and support youth through mentorships, appropriate counseling and other services designed to keep them positively engaged. Those youth who enter the program as high school graduates or with a GED receive similar services, although with an additional emphasis on improving their academic skill levels, including computer literacy skills, and occupational skill development.

Preparation for post-secondary training - Academic success, research in career pathways and literacy skill development are emphasized in conjunction with preparation for the next step beyond high school, whether that is employment or career development through community college programs, a 4-year education program or private training institutions. All youth receive any combination of these services to plan for their post-secondary life:

- Intensive career exploration focusing on occupations identified as high-growth in the local area by the Lane Workforce Partnership
- Hands-on exposure to these occupations through career fairs, work experience, internships, informational interviews, classroom presentations, etc.
- Connection with industry clusters through paid internships. The Lane Workforce Partnership wants youth to be connected to identified industry clusters with potential for growth. The industry clusters are: transportation/recreational vehicle (RV) manufacturing; health occupations; software development and implementation; computer and electronic product manufacturing; secondary wood products/manufacturing

b. *Strong linkages between academic and occupational learning*

The Lane Workforce Partnership's youth program design emphasizes connecting youth with occupational training through summer programs, internships, customized training at employer worksites and specific skill training opportunities. In addition to those standard program activities, youth providers are also encouraged to register their youth in the following program options:

Professional-technical classes, either in the youths' high schools or *High School Connections* at Lane Community College (LCC) - *High School Connections* provides students with exposure to the community college setting and opportunities to earn college credit and high school credit in the same time frame. After graduation, the college credits can be applied towards postsecondary training programs at LCC.

Participation in Lane County's *Regional Technical Education Consortium (RTEC)* - RTEC emphasizes the development of preliminary skills in automotive technology, manufacturing programs and other college programs and is now one of the program options under *High School Connections*.

Emphasis on more advanced math skills - In addition to the above program design components, the Lane Workforce Partnership is requiring all of its youth contractors to add a new emphasis on higher math skills, particularly algebra. In order to be connected with identified industry clusters or to enter any professional-technical program beyond high school, participants will need at least a year of algebra with a passing grade, or must be able to demonstrate they have the appropriate math skill level. This is a new program component that is in effect at the start of this two-year plan period and is expected to remain an integral part of the program design.

c. *Preparation for unsubsidized employment opportunities*

The Lane Workforce Partnership developed a workforce readiness policy for its youth programs, which youth contractors are required to incorporate when preparing young people for unsubsidized employment opportunities. The policy is defined as: "*The Lane County workforce...will have knowledge of and demonstrate basic job readiness skills. Specifically, the workforce will demonstrate teamwork skills, good work behaviors, good communication skills (writing, verbal and listening), personal and workplace problem-solving skills, technological skills*".

The Lane Workforce Partnership further developed the definition of the workforce readiness areas as shown below.

Teamwork skills - The youth customer will demonstrate these teamwork skills as needed in education and work environments:

- Participate in shared decision-making and goal setting activities with other team members
- Be able to compromise and reach consensus
- Demonstrate courtesy, professionalism and a positive attitude

Problem-solving skills – the youth customer will learn to use these problem-solving skills in education and workplace environments:

- Utilize appropriate thinking skills (ability to learn, reason, think creatively)
- Identify problems and potential solutions
- Assess results of the solution and take corrective action, if needed

Good work behaviors - The youth customer will demonstrate good work behaviors as required in education and workplace environments:

- Maintain personal qualities of responsibility, sociability and integrity
- Demonstrate dress, appearance and personal hygiene appropriate for the environment
- Adjust to change in an accepting and flexible manner
- Complete projects/assignments on time, meeting standards of quality
- Maintain regular attendance and punctuality standards
- Understand and follow health and safety practices as well as education/workplace regulations

Good communication skills (verbal, listening and writing) - The youth customer will learn effective oral, listening and written communication skills as required in education and workplace environments:

- Listen attentively and understand the important points being presented
- Give and receive feedback in a positive manner

- Develop clear and accurate writing skills
- Speak clearly, accurately and appropriately

Technological skills - The youth customer will learn to use technology appropriate to the education and workplace environments:

- Demonstrate computer literacy required for the setting
- Use and maintain technology as required

Education and career development - The youth customer will learn to plan for post-high school experiences and successful employment:

- Be able to identify educational and career goals and develop a plan
- Demonstrate skills for finding employment, preparing for postsecondary education or training programs and applying for registered apprenticeship programs (resume development, cover letters, application completion and interview skills)

Youth contractors are required to measure their participants' level of workforce readiness on a pre and post level, place youth in community-based work settings to demonstrate their work readiness and design a follow-up discussion component to address the youths' experiences. Assessments for workforce readiness include:

- Academic Innovations' *Career Strategies*
- Oregon Reporting Basic Skill Levels Descriptors/Technology
- Career Related Learning Standards
- Learning Resources, Inc.'s *AccuVision Work Readiness System*

d. *Effective linkages with intermediaries with strong employer connections.*

Program providers are required to develop partnerships with local employers, industry representatives and apprenticeship program personnel as part of their essential program design. To assist youth contractors, the Lane Workforce Partnership spearheaded the following employer-based programs:

- The Lane Workforce Partnership’s paid internship program which encourages program providers to develop community-based occupational training opportunities for participants
- The RV (Recreational Vehicle) Manufacturing Consortium, a partnership of the major RV manufacturers in Lane County who are working together on a campaign to attract young people to their industry
- The Community Health Education Network (CHEN), a group of the major health care providers in Lane County who act in an advisory capacity for local program providers interested in introducing their youth to the health industry
- The Workforce Network (TWN), Lane County’s one-stop system. Youth contractors are introducing more of their youth to TWN services (career research, employer interviews, universal services, etc.)

2. Describe how the following ten program elements required in 20 CFR 664.410 are provided within the local youth program design:

As the initial step towards providing the ten mandated services, the Lane Workforce Partnership issues a formal Request for Proposal (RFP) to all potential bidders in Lane County. The RFP specifies the youth program design that all successful bidders will be required to implement, including the ten mandated services as written in the Workforce Investment Act (WIA). Those services are: tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies; alternative secondary school offerings; summer employment opportunities; paid and unpaid work experiences, including internships and job shadowing; occupational skill training; leadership development opportunities; supportive services; adult mentoring for at least 12 months that may occur both during and after program participation; follow-up services for at least a year after youth have left their programs; and comprehensive guidance and counseling, including substance abuse and employment counseling.

The program design also includes program components and program objectives described below, all of which are also approved by the Lane Workforce Partnership. Program providers are required to develop collaborative relationships with other program providers, educational institutions and service agencies. The Lane Workforce Partnership is also placing a continued emphasis on youth providers collaborating with businesses to develop strong connections between youth and labor as well as youth and employers.

They must also follow the Lane Workforce Partnership’s policies for youth services, and link academic and occupational learning in meaningful ways and

provide summer activities as part of the youth's year-round involvement. Another focus area is connecting young people with The Workforce Network. This is especially critical for older youth between the ages of 19 and 21 in need of employment placement assistance.

Lastly, program providers must incorporate these program objectives, which have a direct link to the ten mandated elements, in their contracted programs:

- Provide youth with an array of comprehensive and effective services, including positive community involvement opportunities
- Implement a comprehensive system for youth to develop basic academic, computer and workforce readiness skills to meet employer standards
- Be respectful of youth's varied learning styles
- Emphasize education completion as a priority for all youth, regardless of age
- Place a greater program emphasis on the development of higher math skills and workplace readiness
- Develop strong connections between youth and the employment community
- Connect youth with occupational training through summer programs, internships, customized training at employer worksites and specific skill training opportunities
- Support youth in their programs by providing guidance and counseling, support services, incentives in recognition of their achievements, adult mentors and follow-up services
- Increase services to youth of color and youth residing in rural Lane County, if appropriate to the provider's program design
- Provide youth with opportunities to learn and demonstrate job readiness skills and occupational skills in high-growth industries
- Make certain youth have access to employment opportunities, understand the process for applying for jobs and be able to demonstrate appropriate job search skills

Youth program providers understand that services must be designed to prepare youth to be lifelong learners, contributing members of the community and, most importantly, the future workforce.

F. BUDGET AND PARTICIPANT PLAN

- 1. *Using the format provided in Attachment C, identify the funding and participants planned to be served for each year of this Plan.***

See Attachment C

- 2. *Include enrollment data showing enrollment information for those individuals that are “carried-in” from previous program years.***

See Attachment C

G. LOCAL BOARD APPROVAL PROCESS

- 1. *Describe the approval and documentation process that will be utilized to obtain formal Board approval of any modification or changes to Attachment C, Budget, Participant and Performance Plan per CCWD policy.***

Any major changes to Attachment C, Budget, Participant and Performance Plan per CCWD policy will go through a formal board approval process prior to implementation. Changes will be voted upon by the full board of directors or the Executive Committee. A public notice will be posted for all meetings where actions will be taken.

H. LOCAL LEVELS OF PERFORMANCE NEGOTIATED WITH THE STATE

- 1. *Using Attachment C, identify the levels of performance negotiated with the State for the program years covered by the Plan. Provide the negotiated performance levels for each of the core indicators of performance for the adult, dislocated worker and youth programs, respectively and the two customer satisfaction indicators. Negotiations will take place for the performance targets for year two: July 1, 2008 through June 30, 2009.***

See Attachment C

I. NOTICE OF FUND AVAILABILITY

- 1. *This Plan covers a two-year period. Since funding allocations are provided annually, it is anticipated that the information for the subsequent years will be based on estimated figures when initially submitted. (Areas should use the same funding allocation for planning the subsequent years and be aware this is subject to change when final allocations are issued.) The allocation figures will be revised when they are finalized for the subsequent program years.***

2. *For WIA Title I-B subrecipients, a Notice of Fund Availability (NFA) will be issued upon approval of the Plan or modification if needed. The NFA serves as an obligation of funds to the subrecipient, not the Local Plan or modifications to the Plan.*

J. REPORTING OF CIVIL RIGHTS COMPLIANCE REVIEW, COMPLAINT INVESTIGATION, ADMINISTRATIVE ENFORCEMENT ACTIONS, AND/OR LAWSUITS REGARDING DISCRIMINATION: METHODS OF ADMINISTRATION

1. *According to the Workforce Investment Act and 29 CFR Chapter 37 all the requirements of the Memorandum of Administration must be submitted along with the Local Plan by the local WIA Title I-B subrecipient.*

ATTACHMENT C
WORKFORCE INVESTMENT ACT TITLE I-B
BUDGET, PARTICIPANT and PERFORMANCE PLAN for PY 2007-2008

Service Categories	Number of Participants Registered/Enrolled/Served	Participant Carry-In by Program Year (eg, X# = PY 04; X# = PY 05)	Funding Allocation	Indicator of Performance (TEGL 17-05)	LWIA Performance Target
Adults	Plan for 07/08: 380	PY 04: 19 PY 05: 64 PY 06: 124	\$1,168,743	- Entered Employment Rate	89%
				- Retention Rate	85%
				- Average Earnings	\$10,000
				- Employment & Credential Rate	68%
Dislocated Workers	Plan for 07/08: 460	PY 04: 33 PY 05: 92 PY 06: 155	\$1,113,162	- Entered Employment Rate	91%
				- Retention Rate	92%
				- Average Earnings	\$12,879
				- Employment & Credential Rate	68%
Older Youth Age 19 – 21	45	PY04: 6 PY05: 6 PY06: 14	\$1,369,667	<i>Older Youth</i>	
				- Entered Employment Rate	74%
				- Retention Rate	84%
- Earnings Change	\$3,400				
Younger Youth Age 14 – 18	300	PY04: 17 PY05: 53 PY06: 92		- Employment & Credential Rate	55%
				<i>Younger Youth</i>	
				- Diploma Attainment	75%
				-Skill Attainment	80%
				- Retention	77%

Adults

- Total number of Adults planned to be registered in the Program Year. These are the number of adults who will receive services funded under Title I other than self-service or informational activities.
- Total number of Adults enrolled in previous year/s carried forward.

Dislocated Workers

- Total number of Dislocated Workers planned to be registered in the Program Year. These are the number of dislocated workers who will receive services funded under Title I other than self-service or informational activities.
- Total number of Dislocated Workers enrolled in previous year/s carried forward.

Youth

- Total number of Youth planned to be enrolled in the Program Year.
- Total number of Youth enrolled in previous year/s carried forward.
- NOTE: Attachment C must be submitted for each year of the plan and attached to any modification request to CCWD.

(Revised 6/27/07)

ATTACHMENT D
WIA TITLE I-B
ASSURANCES
AND
DISCLOSURE OF LOBBYING ACTIVITIES

FEDERAL GRANT ASSURANCES

Each Grantee should carefully read and review the WIA Statute and Regulations related to this Assurances form. For purposes of this Grant Contract, “Contract” shall mean “Grant Contract” and “Contractor” shall mean “Grantee.”

The Contractor identified below, through its duly authorized representative, hereby assures and certifies that throughout the period of the grant /contract award and at all times while this Contract is in effect, it will comply with (as they may be amended from time to time), all applicable federal, state and local laws, regulations, ordinances, executive orders, administrative rules and directives, including without limitation: the Title IB of the Workforce Investment Act of 1998 (PL 105-220 29 USC Sec 2801 et seq) and corresponding WIA Regulations (20 CFR 660.300) OMB Circulars A-87 and A-133; all regulations and administrative rules established pursuant to the foregoing, all applicable Oregon Revised Statutes; and all applicable Oregon Administrative Rules.

Without limitation, Contractor assures and certifies that it:

1. Has the legal authority to apply for and receive funds, including federal and state funds, under the grants and programs covered by this Contract, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost) to ensure proper planning, management and completion of the projects, grants and programs covered by this Contract.
2. With respect to Federal funds received by Contractor under this Contract, will comply with the cost principles determined in accordance with the provisions of OMB Circular A-87, “Cost Principles for State, Local and Indian Tribal Governments,” or A-21. “Cost Principles for Educational Institutions” or A-122, “Cost Principles for Non-Profit Organizations” as applicable based on the status of the entity receiving the

Contract, and the cost related provisions of the corresponding regulations found in 29 CFR part 97, 29 CFR Part 95 or 48 CFR Part 31.

3. Will maintain and will permit the Agency, the Oregon Secretary of State's Audit Division, the Oregon Department of Justice, the Federal Department of Labor, Employment and Training Administration through any authorized representative, access to and the right to examine and audit all records, books, papers or documents related to the awards or programs, to satisfy audit and program evaluation purposes and for all other lawful purposes; will establish a proper accounting system in accordance with generally accepted accounting standards and directives of the Federal awarding agencies; and will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
4. Will not permit any person or entity to receive grant or program funds if the person or entity is listed on the non-procurement portion of the General Service Administration's list of parties excluded from federal procurement or non-procurement programs in accordance with Executive Order No. 12,549 and Executive Order No. 12,689 of the President of the United States.
5. Contractor will comply with the following:
 - A. 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 31 USC section 1352. 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.
 - B. The lobbying provisions of 34 CFR Part 82.

Contractor certifies, by signing this agreement to the best of his or her knowledge and belief, that 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 any Federal 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 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 Federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

C. Contractor shall require certification of the foregoing from all recipients of grant or program funds by including it in and requiring that it be included in all contracts pursuant to which grant or program funds are paid.

6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
7. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding Agency.
8. Will comply with all federal, state and local laws, regulations, executive orders, ordinances, administrative rules and directives relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) The Americans with Disabilities Act of 1990 (42 U.S.C. §§12131 et seq.), which protects qualified persons with disabilities from discrimination in employment opportunities and imposes requirements for construction, remodeling, maintenance and operation of structures and facilities; (f) Implementation of the Nondiscrimination and equal Opportunity Provisions of the Workforce Investment Act of 1998 (29 CFR Part 37); (g) ORS Chapter 659, as amended; (h) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and, (i) the requirements of any other nondiscrimination laws, regulations, executive orders or ordinances which may apply to Applicant or the award or programs.
9. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds, unless exempt by the Hatch Act exclusion for individuals employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a state or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization, as provided in 5 U.S.C. §1501(4) (B).
10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

11. Will comply with the applicable requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPPA) (42U.S.C. §§1320d et seq.) and the implementing regulations, 45 CFR 160, which relate to health information privacy and security and the transmission of such information

12. Will comply with the following additional requirements in accordance with WIA:

- A. All proposals, evaluations, periodic program plans, and reports relating to each program will be available for public inspection.
- B. No grant funds will be used for the acquisition of real property or for construction unless specifically permitted by the authorizing statute or implementing regulations for the program.
- C. No grant funds will be used in violation of the prohibitions against use of such funds for religious worship, instruction, or proselytization.
- D. Contractor will cooperate in any evaluation of the program by the Secretary of the United States Department of Labor.
- E. Contractor will use fiscal control and accounting procedures that ensure proper disbursement of and accounting for federal funds.
- F. Contractor will obligate funds in accordance with the timing and other requirements of 29 CFR Part 97.21 or 29 CFR 95.22.
- G. Contractor will furnish reports that the Agency requests or that may reasonably be necessary for the Agency to carry out its responsibilities under the program, and will furnish all annual and other reports required by applicable laws and regulations.
- H. Contractor will keep records that fully show: (1) the amount of funds; (2) how the funds are used; (3) the total cost of the project; (4) the share of that cost provided from other sources; and (5) other records to facilitate an effective audit.
- I. Contractor will keep records to show its compliance with program requirements.
- J. Records will be retained for three years after completion of the projects and Work covered by this Contract and access will be provided as deemed necessary by the Department or the United States Department of Labor.
- K. Contractor will comply with the protection of the rights and privacy of parents and students in accordance with, the Family Educational Rights and Privacy Act of 1974, (20 U.S.C. §1232g).
- L. None of the funds will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

14. Will comply with all applicable requirements of all of the foregoing and all other federal, state and local laws, regulations, ordinances, executive orders, administrative rules and directives applicable to the grants, awards, programs and Work covered by this Contract

15. Debarment, suspension, ineligibility and voluntary exclusion – lower tier covered transactions: As required by Executive Order 12549, Debarment and Suspension, and implemented at 15 CFR Part 26, Section 26.510, Participants Responsibilities, for prospective participants in lower tier covered transactions (except subcontracts for goods or services under the \$25,000 small purchase threshold, unless the subtier recipient will have a critical influence on or substantive control over the award), as defined at 15 CFR Part 26, Sections 26.105 and 26.110:

- A. The prospective lower tier participant certifies, by submission of these assurances, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

16. The Contractor also agrees by signing this Contract that he or she shall require that the language of these assurances be included in all subagreements, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Signature Page

**Program Year 2007 through Program Year 2009
WIA Title I-B Statement of Concurrence for the
Local Workforce Investment Area known as**

Statement of Concurrence

We, the undersigned, do hereby approve and submit this Local Plan, including Attachments A, B, C and D for the Workforce Investment Act Title I-B Adult, Youth and Dislocated Worker Programs.

_____ will be the subrecipient under this Plan.

_____ will be the Administrative Entity under this Plan.

The length of this Plan will be _____ through _____.

We assure that all activities entered into by the subrecipient and/or administrative entity with funds provided under this Plan will be subject to the attached assurances and confined to the described activities.

Submitted on behalf of the Local Workforce Investment Board and Chief Elected Officials for this Local Workforce Investment Area:

(Signature- Chief Elected Official)

(Date)

(Name and Title)

(Signature- Workforce Investment Board Chair)

(Date)

(Name and Title)

Accepted on behalf of the State of Oregon:

(Signature)

(Date)

(Name and Title)



LANE WORKFORCE PARTNERSHIP BOARD OF DIRECTORS

RESULTS POLICIES

THE LANE COUNTY WORKFORCE WILL HAVE THE SKILLS TO OBTAIN AND MAINTAIN MEANINGFUL EMPLOYMENT

A. The workforce has occupational skills and knowledge to obtain and maintain meaningful employment.

1. Current workers have the skills and knowledge to maintain and/or improve their employment opportunities.
2. The emerging workforce has skills to enter the workforce.
 - a. At- risk youth will complete their education and enter the workforce.
3. Transitional workers (low income, dislocated, unemployed) will have the knowledge and skills to find and maintain new and better job opportunities.
4. Educational institutions are influenced to meet current and future workforce training needs.

B. The Lane County workforce (current, transitional and emerging) will have knowledge of and demonstrate basic job readiness skills. Specifically, the workforce will demonstrate:

1. Team work skills
2. Good work behaviors (attendance, timeliness, reliability)
3. Good communication skills (writing, verbal, listening)
4. Personal and work place problem solving skills
5. Technological skills
6. Customer service skills

C. *The Lane County workforce (current, transitional and emerging) will have access to employment opportunities.*

1. The workforce knows about employment opportunities and skills needed to qualify for current and future job opportunities.
2. The workforce knows steps/process to apply for jobs.
 - a. The workforce knows where to go to get job information
 - b. The workforce knows and demonstrates job search skills (how to fill out an application, write resume, write cover letter, etc.).
3. Information and services are customer friendly.
4. Rural workforce has access to similar information as the urban workforce.

D. *Employers have access to the workforce.*

1. Employers know how to access the workforce.
2. Employers know where they can access training for their employees.
3. Employers know how to retain good employees.
4. Rural employers have access to similar information as urban employers.

The Workforce Network
2510 Oakmont Way & 4000 East 30th Avenue
Eugene, Oregon
7/1/06-6/30/07

Attachment 1: Shared Costs Budget

	TOTAL
Cost Types	
Staff Costs	1,498,326
Public Information/Printing/Subscription	9,195
Real Estate & Space Rental & Utilities/Premise Maintenance	110,521
Data Lines/Telephone/Network Charges	53,844
Copier Charges and Equipment/Resource Room Maintenance	7,473
Office Supplies and Postage:	33,235
Purchased Insurance	2,437
G-Stars Maintenance	25,578
Region 5 - Grand Total Shared Costs Budget	<u>1,740,608</u>
Cost Pool A (ED, LWP, LCC)	
Staff Costs	1,249,688
Public Information/Printing/Subscription	9,195
Real Estate & Space Rental & Utilities/Premise Maintenance	40,307
Data Lines/Telephone/Network Charges	29,659
Copier Charges and Equipment/Resource Room Maintenance	7,473
Office Supplies and Postage:	33,102
Purchased Insurance	2,437
G-Stars Maintenance	25,578
Total Cost Pool A	<u>1,397,439</u>
Cost Pool B (LCC, CAF, OVRS)	
Staff Costs	248,638
Public Information/Printing/Subscription	-
Real Estate & Space Rental & Utilities/Premise Maintenance	70,213
Data Lines/Telephone/Network Charges	24,185
Copier Charges and Equipment/Resource Room Maintenance	-
Office Supplies and Postage:	133
Purchased Insurance	-
G-Stars Maintenance	-
Total Cost Pool B	<u>343,170</u>
Check Figure	1,740,608

The Workforce Network
 2510 Oakmont Way & 4000 East 30th Avenue
 Eugene, Oregon

Attachment 2: Cost Allocation Plan & Proportionate Share

Cost Pool A: Square Footage

	Square Footage	% of Total	Shared Costs
LWP	4200.77	39.50%	552,047.52
ED	5515.00	51.86%	724,757.50
LCC	917.96	8.63%	120,633.69
Total	10633.73	100.00%	1,397,438.71

LWP/LCC WIA Square Footage:	
LWP (Oakmont)	838
LCC (Sat Site)	3363
	<u>4201</u>

Cost Pool B: Weekly Hours

	Weekly Hours	% of Total	Shared Costs
LCC	89.20	73.11%	250,907.71
CAF	12.00	9.84%	33,754.40
OVRS	20.80	17.05%	58,507.63
Total	122.00	100.00%	343,169.74

Total Shared Costs Budget (see Attachment #1) \$ 1,740,608.45

Cost Pool A	1,397,438.71
Cost Pool B	343,169.74

	LWP **	ED	LCC	CAF	OVRS	Total System Costs
Allocated Shared Costs Budget (from above)	672,681.21	724,757.50	250,907.71	33,754.40	58,507.63	1,740,608.45
Actual Contributions provided by each partner (Attachment #3)	601,987.19	795,451.52	302,898.13	12,821.79	27,449.82	1,740,608.45
Variance (Allocated Shared Costs less Actual Contributions)	70,694.02	(70,694.02)	(51,990.42)	20,932.61	31,057.81	0.00
Allowable variance (5% of Total Shared Costs Budget)	87,030.42					

** Services provided directly by LWP staff and through sub-contract with LCC staff (See Attachment #3: LWP and LCC Contract)

Square Footage Calculation for LCC:	Total LCC Contract Sq Footage	% attributed to LCC Sq Footage
LCC Contract Expenses	251,018	73%
LCC Contributions - Satellite Site Only	94,255	27%
	<u>345,273</u>	100%

Lane Workforce Partnership
300 Country Club Road - Suite 120
Eugene, Oregon 97401

Attachment # 3 - page 1 of 6

Shared Costs to LWP for Core Services at The Workforce Network
7/1/2006-6/30/2007

Name	FTE	Funding Source	Wages	Benefits	Total	Percent Contributed to Core	Total One-Stop Cost
Career Advisor	5.5	WIA	243,878	163,324	407,202	20.0%	81,440
Career Advisor - Intake	1.5	WIA	66,859	46,573	113,432	100.0%	113,432
Data Entry Operator	1	WIA	36,780	28,032	64,812	0.0%	0
Office Assistant	1	WIA	36,780	28,032	64,812	60.0%	38,887
Workforce Network Super Network Analyst	1	WIA	60,072	38,808	98,880	10.0%	9,888
	1	WIA	55,716	35,352	91,068	13.8%	12,522
Totals:			500,085	340,121	840,206	30.5%	256,169
						Total LWP Contribution:	350,969

Other Materials & Services	Line Item	WIA		Total Budget Amount	Percent of Core Usage	Total One-Stop Cost
		Adults	Dislocated Workers			
	1 Public Information	3,789	2,354	6,143	30.5%	1,873
	1 Printing	2,350	1,489	3,839	30.5%	1,170
	2 Real Estate & Space Rental	62,133	35,857	97,990	30.5%	29,876
	3 Computer Equip & Supplies	3,659	4,054	7,713	30.5%	2,352
	3 Telephone Services-DSL	8,765	5,718	14,483	30.5%	4,416
	4 Copier Maint-Tech Room	1,449	945	2,394	100.0%	2,394
	5 General Office Expense	47,815	28,040	75,855	30.5%	23,127
	5 Postage	3,166	2,006	5,172	30.5%	1,577
	6 Purchased Insurance	4,892	3,100	7,992	30.5%	2,437
	7 Gstars Membership	9,000	9,000	18,000	100.0%	18,000
	7 Printing-Gstars cards	3,789	3,789	7,578	100.0%	7,578
Totals:		150,807	96,352	247,159	38.4%	94,800
				247,159		

Square Footage attributed to Core Services

838

Employment Department
 2510 Oakmont Way
 Eugene, Oregon 97401

Attachment # 3 - page 2 of 6

Shared Costs to ED for Core Services at The Workforce Network
 7/1/2006-6/30/2007

Name	Position	Class/Title	FTE	Funding Source	Wages	Admin costs	Benefits	Total	Percent Contributed to Core	Total One-Stop Cost	
Employment Specialist	BES 2		11	ED	404,619	0	203,555	608,174	100.0%	608,174	
Employment Specialist	BES 2		7	ED	202,309	0	13,149	215,458	50.0%	107,729	
Office Specialist	OS2		1	ED	22,579	0	16,658	39,237	100.0%	39,237	
								862,869			
Totals:										755,140	
										Total OED Contribution	795,452

Line Item	Total Budget Amount	Percent of Core Usage	Total One-Stop Cost
2 Utilities/premise maintenance	40,120	26.0%	10,431
3 Telephone	64,679	26.0%	16,817
3 resource room phones	1,709	100.0%	1,709
3 resource room network	1,440	100.0%	1,440
4 resource room maintenance	2,833	6.0%	170
4 Equipment maintenance	18,880	26.0%	4,909
5 Supplies	18,600	26.0%	4,836
	0	0.0%	0
Totals:			148,261
Square Footage attributed to Core Services			5,515

Lane Community College
4000 East 30th Avenue
Eugene, Oregon 97405

Attachment # 3 - page 3 of 6

Shared Costs to LWP - Subcontract with LCC for Core Services at The Workforce Network
7/1/2006 - 6/30/2007

Position	FTE	Funding Source	Wages	OPE	Balance	Percent Contributed to Core	Total
Project Coordinator	1	WIA	44,706	23,024	67,730	15.0%	10,160
Career Advisor	3	WIA	145,668	75,019	220,687	20.0%	44,137
Cus Serv Spec RC/Tech Rooms	2.31	WIA	90,504	46,610	137,114	100.0%	137,114
Receptionist	1	WIA	24,372	12,552	36,924	100.0%	36,924
Hourly Customer Service Spec	0	WIA	1,376	428	1,804	100.0%	1,804
Financial Specialist	1	WIA	36,258	18,673	54,931	15.0%	8,240
Total			342,884	176,306	519,190	45.9%	238,379
Total contract contribution							251,018

Line Item	WIA		Total Budget	Percent of Core Usage	Total One-Stop Cost
	WIA Adults	Dislocated Worker			
Staff Costs - Travel	667	2,112	2,779	0.00%	0
1 Printing	1,350	4,300	5,650	100.00%	5,650
1 Subscriptions	241	261	502	100.00%	502
3 Telephones	1,660	2,520	4,180	70.00%	2,926
5 General Office Supplies	1,667	5,001	6,668	45.91%	3,062
5 Postage	125	375	500	100.00%	500
			20,279	62.33%	12,640

Square Footage attributed to Core Services 3,363

** Services provided directly by LWP staff and through sub-contract with LCC staff

Lane Community College
4000 East 30th Avenue
Eugene, Oregon 97405

Attachment # 3 - page 4 of 6

Shared Costs to LCC for Core Services at The Workforce Network
7/1/2006-6/30/2007

Position	FTE	Funding Source	Wages	OPE	Balance	Percent Contributed to Core	Total
Instructor	95.0%	Lane	53,331	27,466	80,797	100.0%	80,797
Instructor	80.0%	Lane	46,827	24,116	70,943	100.0%	70,943
Instructor	100.0%	Lane	57,336	29,528	86,864	15.0%	13,030
Instructor	100.0%	Lane	87,756	45,194	132,950	33.0%	43,874
Total			245,250	126,304	371,554	56.2%	208,643
Total LCC Contribution							302,898

Line Item	Lane Community College	Total Budget Amount	Percent of Core Usage	Total One-Stop Cost
2 Building depreciation @ 2.5%	27,572	27,572	81%	22,333
2 Facilities (utilities, janitorial, ins.)	59,850	59,850	80%	47,880
3 Data Lines	5,248	5,248	77%	4,041
3 Computer Equipment deprec @20%	25,975	25,975	77%	20,001
		118,645	79.44%	94,255

Department of Human Services
2885 Chad Drive
Eugene, Oregon 97408
 Attachment # 3 - page 5 of 6

Shared Costs to CAF for Core Services at The Workforce Network 7/1/06-6/30/07

Position Number	Name	Position	Class/Title	FTE	Funding Source	Wages	Benefits	Total	Percent Contributed to Core	Total One-Stop Cost
	SSP McKenzie	CW	C6630	1	TANF	31,164	10,897	42,061	10.0%	4,206
	SSP Springfield	CW	C6630	1	TANF	31,164	10,897	42,061	10.0%	4,206
	SSP West Eugene	CW	C6630	1	TANF	31,164	10,897	42,061	10.0%	4,206
								0		0
Totals:						93,492	32,691	126,183	10.0%	12,618
									Total DHS Contribution:	12,822

Indirect Charges	Line Item	Total Budget Amount	Percent of Core Usage	Total One-Stop Cost
Personnel	Travel Exp	60	100.0%	60
	5 General Office Expense	0	10.0%	0
	3 Computer Equip & Supplies	1,435	10.0%	143
Totals:		1,495	13.6%	203
		1,495		

Office of Vocational Rehabilitation Services
2101 West 11th
Eugene, Oregon 97402

Attachment # 3 - page 6 of 6

Shared Costs to OVRS for Core Services at The Workforce Network
7/1/2006-6/30/2007

Name	Position	Class/Title	FTE	Funding Source	Wages	Benefits	Total	Percent Contributed to Core	Total One-Stop Cost
	ES		1	VR	42,251	24,432	66,683	20.0%	13,337
	HAS II	C6606	1	VR	24,828	10,775	35,603	15.0%	5,340
	HAS II	C6606	1	VR	25,980	11,275	37,255	3.0%	1,118
	OS1	C0103	1	VR	22,044	9,567	31,611	3.0%	948
	VRC-kc	C6647	1	VR	41,244	18,271	59,515	1.0%	595
	VRC-jn	C6647	1	VR	49,752	22,040	71,792	2.5%	1,795
	VRC-jp	C6647	1	VR	39,264	17,394	56,658	2.5%	1,416
	VRC-ap	C6647	1	VR	39,264	17,394	56,658	2.5%	1,416
	VRC-rh	C6647	1	VR	37,452	16,591	54,043	2.5%	1,351
Totals:					322,079	147,739	469,818	5.8%	27,317
								Total OVRS Contribution:	27,450

Indirect Charges	Line Item	Total Budget Amount	Percent of Core Usage	Total One-Stop Cost
	5 General Office Expense	563	23.6%	133
Totals:		563	23.6%	133

RESOURCE SHARING AGREEMENT (RSA)
The Workforce Network Partners and Affiliates
Amended Effective July 1, 2006

PURPOSE AND OVERVIEW

This Resource Sharing Agreement (RSA) establishes the terms and conditions under which the partners and affiliates in The Workforce Network will share resources and fund costs to provide comprehensive workforce development services to the job seeker and employer communities of Lane County. It reflects the particular needs of Lane County’s local and regional economies and is built upon a framework of service delivery and a collaborative network of partner organizations. Through this Agreement, Exhibit A of the Memorandum of Understanding, the partners and affiliates have identified those costs related to the operation and maintenance of The Workforce Network that are of mutual benefit and have identified mechanisms for the payment of these costs. The Agreement contains the following sections:

- I. Partners
- II. Identification of Shared Costs
- III. Proportionate Share and Cost Allocation
- IV. Resource Sharing Agreement
- V. Modification and Reconciliation Process
- VI. Dispute Resolution
- VII. Authority and Signatures

The RSA is effective July 1, 2006 and continues until June 30, 2007.

I. PARTNERS

The Workforce Network’s primary location is at 2510 Oakmont Way, Eugene, Oregon 97401. A satellite site is located on the campus of Lane Community College at 4000 East 30th Street, Eugene, Oregon 97405. Partners are listed below, and all notices regarding this Agreement shall be given to the following partners:

Partners		
Lane Workforce Partnership <i>Hereinafter referred to as LWP</i> 300 Country Club Road, Suite 120, Eugene, Oregon 97401	541-682-3800	WIA Title IB (direct services and LCC sub-contract)
Employment Department <i>Hereinafter referred to as ED</i> 2510 Oakmont Way, Eugene, Oregon 97401	541-686-7601	Wagner-Peyser, UI

Lane Community College <i>Hereinafter referred to as LCC</i> 4000 East 30th Street, Eugene, Oregon 97405	541-463-3000	Carl Perkins
Department of Human Services, Office of Vocational Rehabilitation Services, <i>Hereinafter referred to as OVRS</i> Service Delivery Area 5, 101 30 th Street, Springfield OR 97478	541-726-3541	WIA Title IV
Department of Human Services, Children, Adults & Families <i>Hereinafter referred to as CAF</i> Service Delivery Area 5, 2885 Chad Drive, Eugene, Oregon 97408	541-687-7373	TANF

** Other partners within Region 5 do not receive a value from the identified shared costs.

II. IDENTIFICATION OF SHARED COSTS

The shared costs are shown in the budget document, Attachment 1, and consist of costs incurred by each partner to serve the citizens of Lane County. The shared costs are pooled into Cost Pool A and Cost Pool B for allocation purposes, see Attachments 1 and 2. Each partner provides different services in the two cost pools; therefore, no partner has costs identified for the same service.

Cost Pool A includes ED, LWP and LCC (services at LCC site) and the following activities:

Public Information, Outreach/Recruitment, Determination of Program Appropriateness, Orientation, Resource Center/Tech Room, Initial Assessment, Workshops, Career Information, Job Search Skills & Information, Labor Market Information, Job Referrals, Follow Up, Eligibility Determination, Community Voice Mail Access and G-Stars Database Maintenance.

Cost Pool B includes LCC (services at Oakmont site), CAF and OVRS and the following activities:

Adult and Basic Education Workshops at Oakmont site; Orientation/Information/ Intake for CAF and OVRS services.

The types of costs incurred in the provision of the above universal services are detailed below by center location:

2510 Oakmont Way – Primary One Stop Center

Staff Costs: Salary and benefit costs related to Core A/Public services to the universal Lane County customer. These services include, but are not limited to: program information, job search assistance, job placement, career exploration, skills assessment, workplace math and writing, and other related workshops.

Hynix Technology Center: Salary and benefit costs to provide computer assistance and training to customers in the Hynix Technology Center. Also, staff costs to maintain the Center as needed.

Materials & Services: Public Information/Printing/Subscription costs including the preparation and printing of “branded” materials such as brochures, signage, letterhead, etc. used in promoting the services of The Workforce Network to customers and providing related materials.

Real Estate & Space Rental & Utilities/Premise Maintenance: The costs of the facilities at 2510 Oakmont Way.

Data Lines/Telephone/Network Charges: Charges related to the cost of phones, DSL services and the installation and maintenance of the computer network.

Copier Charges and Equipment/Resource Room Maintenance: Charges for the copy machine located in the Hynix Technology Center and other equipment and maintenance necessary in the One Stop.

Office Supplies and Postage: Costs of copier paper and other resource room supplies. Postage for mailing customer related materials including notification of career fairs, workshops and other activities.

Purchased Insurance: Required general liability property insurance.

G-Stars Maintenance: Cost of a web-based, swipe-card customer tracking system annual fee and swipe cards. (For both sites)

LCC, 4000 East 30th Street – Satellite Site

Staff Costs: Salary and benefit costs related to the provision of Core A/Public services to the universal Lane County customer. These services include, but are not limited to: program information, job search assistance, job placement, career exploration, skills assessment, workplace math and writing, and other related workshops.

LCC Resource Center: Salary and benefit costs to provide computer assistance and training to customers in the LCC Resource Center. Also, staff costs to maintain the Center as needed.

Materials & Services: Public Information/Printing/Subscription costs including the preparation and printing of “branded” materials such as brochures, signage, letterhead, etc. used in promoting the services of The Workforce Network to customers and providing related materials.

Building Depreciation: Lane Community College depreciates the building located at 4000 East 30th Avenue in Eugene. Building depreciation is part of the Resource Sharing Agreement to the extent the building is used for providing Core A/Public services to the universal Lane County customer.

Data Lines/Telephone/Network Charges: Charges related to the cost of phones, DSL services and the installation and maintenance of the computer network.

Office Supplies and Postage: Costs of copier paper and other resource room supplies. Postage for mailing customer related materials including notification of career fairs, workshops and other activities.

III. COST ALLOCATION PLAN

The Shared Costs Budget for July 2006 to June 2007 is \$1,740,608 (See Attachment 1). The methodology used to allocate to the two Cost Pools is: Square footage for Cost Pool A and weekly staff hours worked for Cost Pool B.

Cost Pool A: Square Footage

	Square Footage	% of Total	Shared Costs	LWP/LCC WIA Square Footage:	
LWP	4200.77	39.50%	552,047.52	LWP (Oakmont)	838
ED	5515.00	51.86%	724,757.50	LCC (Sat Site)	3363
LCC	917.96	8.63%	120,633.69		4201
Total	10633.73	100.00%	1,397,438.71		

Cost Pool B: Weekly Hours

	Weekly Hours	% of Total	Shared Costs
LCC	89.20	73.11%	250,907.71
CAF	12.00	9.84%	33,754.40
OVRS	20.80	17.05%	58,507.63
Total	122.00	100.00%	343,169.74

IV. RESOURCE SHARING PLAN

Each partner in The Workforce Network agrees to provide the resources necessary to fund their proportionate share of the Shared Costs Budget based on the Cost Allocation Plan. The partners also agree that differences of more than 5% of the total Shared Costs Budget will be addressed during the Reconciliation Process. The 5% variance is \$87,030.42 for July 2006 to June 2007.

Each partner will pay costs based on the items detailed in Attachment 3. The partners are contributing staff time for the operation of the two centers and other materials and services as necessary.

All budgeted square footage, hours and amounts will be reviewed during the Reconciliation Process.

V. MODIFICATION AND RECONCILIATION PROCESS

Reconciliation: LWP will maintain the information pertinent to this agreement. Each partner will submit actual cost information to LWP quarterly. The Network Consortium, consisting of managers and directors from each partner agency, holds monthly meetings and the reconciliation information will be compiled and distributed at the Network Consortium meeting following the quarterly reconciliation. The Network Consortium will be responsible for adjusting the resources in subsequent periods based on the actual cost data and actual staff hours worked.

Modification: Periodically it may be necessary to make amendments to this RSA. Amendments to this RSA may only be made in writing and are subject to approval by all parties.

Addition or Withdrawal of Partners: Any partner may terminate this Resource Sharing Agreement by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date. Notice of this withdrawal shall be given to all parties at the addresses shown on the first page of this RSA or to their current office. In the event of a withdrawal by a party, this Resource Sharing Agreement shall be opened for Amendment of all the parties.

A new partner may be added to this Resource Sharing Agreement (RSA) by written application provided to all parties at the addresses shown on the first page of this RSA or to their current office. This written application shall be in a form prescribed and agreed to by the parties named herein. The addition of a new partner will be with the unanimous consent of all parties hereto and shall cause a revision or rewrite of this agreement.

VI. DISPUTE RESOLUTION

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the President of the Lane Workforce Partnership who shall place the dispute upon the agenda of a regular or special meeting of the Partnership's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Finally, if the Executive Committee's resolution efforts fail, the matter will be presented to the full Lane Workforce Partnership Board of Directors for consideration and decision. Any party may appeal the final decision of the Lane Workforce Partnership Board of Directors to the Governor's Office of Education and Workforce Policy pursuant to the State's Policy for Dispute Resolution. In any event, all efforts at resolution shall be documented for record.

VII. AUTHORITY AND SIGNATURES

We the undersigned hereby approve The Resource Sharing Agreement for The Workforce Network, Lane County.

Lane Workforce Partnership Board of Directors Representative	
, President	Date

Lane Workforce Partnership	
Chuck Forster, Executive Director	Date

State of Oregon, Employment Department	
Jim Pfarrer, Manager	Date

Lane Community College	
Tim Craig, Director Business Workforce Dev.	Date

Dept of Human Services, Office of Vocational Rehabilitation, SDA 5	
Ken Thorland, Lane Branch Manager	Date

Department of Human Services, Children, Adults and Families, SDA 5	
John Radich, SDA Manager	Date

Confronting The Crisis In The Workforce

ORGANIZATIONAL GOALS AND STRATEGIC OBJECTIVES (July 1, 2007 – June 30, 2009)

In partnership with business and as an investor in workforce development, the Lane Workforce Partnership is dedicated to growing a higher skilled workforce in order to increase the competitive advantage of businesses and to promote a healthy economy for everyone.

GOAL I: TO BUILD A PIPELINE OF HIGHER SKILLED WORKERS TO MEET EMPLOYERS' DEMAND

STRATEGIC OBJECTIVE: <i>Increase academic skills , workforce readiness, and occupational skills of the emerging workforce</i>		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007 - June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008 - June 30, 2009)
<p><i>Internships</i></p> <ul style="list-style-type: none"> • Support internships for youth as an introduction to career pathways and an opportunity for skill development • Create an Recreational Vehicle Consortium Internship Program as a model for other target industries 	<ul style="list-style-type: none"> • # of internship sites • Best practices made available to other cluster industries • Skill gain 	<ul style="list-style-type: none"> • # of interns served • Best practices made available to other cluster industries • Placement into internship-related, unsubsidized employment • Skill gain
<p><i>Workforce Readiness</i></p> <ul style="list-style-type: none"> • Reward youth with positive gains in Learning Resources, Inc. or other work readiness assessment tools with preferred access to worksite placements, internships and/or additional training • Explore creation of board-recognized work readiness certificate for youth portfolios 	<ul style="list-style-type: none"> • # placements of youth with work readiness gains • # of youth with work readiness gains • Job retention • Research activities 	<ul style="list-style-type: none"> • # placements of youth with work readiness gains • # of youth with work readiness gains • Job retention • If certificate is developed, create certificate program and market to businesses
<p><i>Academic Skills Improvement</i></p> <p>Continue supporting programs that promote instruction in Algebra 1, and higher math and literacy, especially those with an integrated curriculum and academic bridge components such as Regional Technical Educational Consortium</p>	<p># of youth with academic skill gains</p>	<p># of youth with academic skill gains</p>

STRATEGIC OBJECTIVE: <i>Increase academic, workforce readiness, and occupational skills of the emerging workforce (Cont'd)</i>		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
<p><i>Earn and Learn</i> Research and increase use of “earn and learn” strategies for youth including paid internships and apprenticeship programs</p>	<ul style="list-style-type: none"> • # of youth with skill gains • job placement and retention • continuation into postsecondary education/training • Development and dissemination of pre-apprenticeship map 	<ul style="list-style-type: none"> • # of youth with skill gains • job placement and retention • continuation into postsecondary education/training • # of youth entering apprenticeships

STRATEGIC OBJECTIVE: <i>Increase training and employment opportunities for transitional workers, including the untapped labor pool in higher wage, high demand occupations and careers, within targeted industry clusters</i>		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
<p><i>Outreach</i></p> <ul style="list-style-type: none"> • <i>Businesses</i>: Provide information to employers that will assist them in recruiting and retaining untapped labor pool populations <hr/> <ul style="list-style-type: none"> • <i>Jobseekers</i>: Increase The Workforce Network outreach to untapped labor pool populations (e.g. 45+ workers, people with disabilities etc.) • Maintain accessibility at The Workforce Network for disabled jobseekers <hr/> <p><i>Training</i></p> <ul style="list-style-type: none"> • Explore use of work-based training opportunities such as on-the-job training and customized employer training 	<ul style="list-style-type: none"> • # of outreach activities • # of employers requesting assistance <hr/> <ul style="list-style-type: none"> • # of customers from untapped labor pool populations accessing TWN • # of tours and outreach events <hr/> <ul style="list-style-type: none"> • Research completed 	<ul style="list-style-type: none"> • # of outreach activities • # of employers requesting assistance <hr/> <ul style="list-style-type: none"> • # of customers from untapped labor pool populations accessing TWN • # of tours and outreach events <hr/> <ul style="list-style-type: none"> • Implement strategies if appropriate
<p><i>Targeted Allocations</i> Allocate training dollars with an emphasis on higher wage, high demand occupations with career path opportunities, especially within targeted industry clusters</p>	<p># of Workforce Investment Act participants training in/entering higher wage, high demand occupations and careers</p>	<p># of Workforce Investment Act participants training in/entering higher wage, high demand occupations and careers</p>

STRATEGIC OBJECTIVE: <i>Upgrade the skills of the current workforce with an emphasis on higher wage, career growth opportunities in targeted industry clusters</i>		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
<p><i>Outreach</i></p> <ul style="list-style-type: none"> <i>Businesses:</i> Provide information to employers about career mapping and other “grow your own” strategies <hr/> <ul style="list-style-type: none"> <i>Jobseekers:</i> Increase access to career/wage progression services for current workers, especially low-wage workers (e.g. 16-29 year olds) 	<ul style="list-style-type: none"> # of presentations, articles or # of businesses that see presentation # of businesses who adopt career ladder/ “grow your own” strategies <hr/> <ul style="list-style-type: none"> # of current workers accessing system # promoted Wage gain 	<ul style="list-style-type: none"> # of presentations, articles or # of businesses that see presentation # of businesses who adopt career ladder/“grow your own” strategies <hr/> <ul style="list-style-type: none"> # of current workers accessing system # promoted Wage gain
<p><i>Wage Progression</i></p> <ul style="list-style-type: none"> Continue wage progression emphasis with low wage current workers <hr/> <ul style="list-style-type: none"> Implement wage progression pilot project with Temporary Assistance for Needy Families/Workforce Investment Act population 	<ul style="list-style-type: none"> Promotion and/or increase in wages Retention rate <hr/> <ul style="list-style-type: none"> 40 Temporary Assistance For Needy Families/Workforce Investment Act customers served 80% placed in healthcare jobs at 20hrs/week and an average of \$10/hr. 	<ul style="list-style-type: none"> Promotion and/or increase in wages Retention rate <hr/> <ul style="list-style-type: none"> Continuation depends on first year results
<p><i>Targeted Allocations</i></p> <p>Continue to invest Employer Workforce Training Funds and Workforce Investment Act wage progression funds in targeted industry clusters</p>	# and % trained in target areas	# and % trained in target areas

STRATEGIC OBJECTIVE: <i>Conduct regular skill gap analyses and communicate results</i>		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
<ul style="list-style-type: none"> • Hold regular manufacturing and healthcare task force meetings to insure regular information flow from industry • Use electronic surveys as needed 	<ul style="list-style-type: none"> • Current and validated information for state of the workforce report • # of meetings • # of attendees 	<ul style="list-style-type: none"> • Current and validated information for state of the workforce report • # of meetings • # of attendees
<ul style="list-style-type: none"> • Identify demand occupations in target clusters, and evaluate training and skill gaps, and produce a report based on the findings • Establish employer-led partnerships to address gaps 	<ul style="list-style-type: none"> • # of reports distributed, partnerships developed • # of WIA participants training in/entering higher wage, high demand occupations and careers 	<ul style="list-style-type: none"> • # of reports distributed, partnerships developed • # of WIA participants training in/entering higher wage, high demand occupations and careers
<p>Provide community with information about higher wage, career growth opportunities by:</p> <ul style="list-style-type: none"> • Creating a target cluster careers web page that includes career maps and cluster snapshots • Providing current career content to the Lane ESD careers website • Continuing sponsorship of career and job fairs 	<ul style="list-style-type: none"> • Creation of webpage • # of visitors • Content provided • # of events sponsored 	<ul style="list-style-type: none"> • # of visitors • Content provided • # of events sponsored

GOAL II: TO ALIGN EMPLOYERS, WORKFORCE, EDUCATION, HUMAN SERVICES AND ECONOMIC DEVELOPMENT POLICIES AND PROGRAMS TO GROW A HEALTHY LOCAL ECONOMY

STRATEGIC OBJECTIVE: <i>Continue to communicate a sense of urgency around the skills crisis and solutions</i>		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
<ul style="list-style-type: none"> • Convene an annual meeting of education, local government, economic development and workforce to inform each other of priorities, challenges and opportunities • Establish working groups as needed 	Meeting held resulting in common action items	Meeting held resulting in joint action items
Publish second State of the Workforce Report	<ul style="list-style-type: none"> • Publish in June 2008 • Launch event 	# of presentations, articles and media coverage resulting from report
Produce Register Guard workforce series	<ul style="list-style-type: none"> • # of articles • Results of publicity 	
Hold periodic forums on workforce challenges and solutions	Host 2 forums	Host 2 forums
Continue Business Workforce Awards Luncheon	<ul style="list-style-type: none"> • Hosted in August • Number of attendees 	<ul style="list-style-type: none"> • Hosted in August • Number of attendees

STRATEGIC OBJECTIVE: Further the development of sector/cluster driven workforce strategies		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
Share consortium best practices with other industries	Share best practices annually	Share best practices annually
Convene manufacturing sector: <ul style="list-style-type: none"> • Conduct manufacturing survey • Organize LWP-sponsored mfg group that meets quarterly • Assist in organizing high performance learning tours 	Implement: <ul style="list-style-type: none"> • Analysis of mfg workforce needs • Local strategy to address needs • Host 2-3 learning tours 	Implement: <ul style="list-style-type: none"> • Analysis of mfg workforce needs • Local strategy to address needs
Explore cross-regional opportunities	Meet with economic development, local board partners and others to assess opportunities	Implement strategies as appropriate

STRATEGIC OBJECTIVE: <i>Identify/align with community and economic development initiatives that foster the board's mission</i>		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
Partner with United Way in the Healthy Economy Healthy Family Initiative	# of community conversations attended	Policy alignment among workforce, economic development, business and education
Conduct a board relationship audit	Audit Completed	
Continue to serve on community and economic development boards	# of interagency projects/collaborations	# of interagency projects/collaborations

STRATEGIC OBJECTIVE: Promote initiatives with K-12 and Lane Community College to align curricula to workforce opportunities and needs		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
Use consortia/industry committees (e.g. Community Healthcare Education Network and Recreational Vehicle Consortium) to ensure curricula is demand-driven	# of courses/curricula for which Lane Workforce Partnership groups serve in advisory capacity	# of courses/curricula for which Lane Workforce Partnership groups serve in advisory capacity
Create a K-12 taskforce of board members and superintendents, or their designees, to promote alignment between education and business needs	<ul style="list-style-type: none"> • Create education-business partnerships • Communicate alignment issues 	<ul style="list-style-type: none"> • Create education-business partnerships • Communicate alignment issues
<ul style="list-style-type: none"> • Conduct series of forums with educators regarding skill gaps • Identify strategies and resources to assist educators 	# of educators who adjust classroom curricula to address gaps	# of educators who adjust classroom curricula to address gaps
Increase K-12 and Lane Community College participation with clusters (continue to use RFP process to drive this)	<ul style="list-style-type: none"> • # of WIA youth involved in cluster activities • Work experiences • Internships 	<ul style="list-style-type: none"> • # of Workforce Investment Act youth involved in cluster activities • Work experiences • Internships

GOAL III: TO INCREASE FEDERAL AND NON-FEDERAL RESOURCES FOR BOARD INITIATIVES

STRATEGIC OBJECTIVE: Support state-wide and regional initiatives to increase funding for workforce development		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
Support State legislative initiatives to increase training investments for current, transitional and emerging workforce	<ul style="list-style-type: none"> • Letters of support • Meetings with legislators 	<ul style="list-style-type: none"> • Letters of support • Meetings with legislators

STRATEGIC OBJECTIVE: Develop and implement alternative funding strategies		
Activity	Outcomes/Measures of Success Year 1 (July 1, 2007-June 30, 2008)	Outcomes/Measures of Success Year 2 (July 1, 2008-June 30, 2009)
Develop corporate sponsorship initiative in response to skills crisis and specific unmet needs	<ul style="list-style-type: none"> • Corporate sponsorship plan • Funds generated 	<ul style="list-style-type: none"> • Corporate sponsorship plan • Funds generated
Continue fee for service activities	<ul style="list-style-type: none"> • Funds generated 	<ul style="list-style-type: none"> • Funds generated

Approved by the Lane Workforce Partnership board on 2/22/07

Region 5 Demand Occupation List Based on Targeted Clusters

Demand occupations within our targeted sectors have been preliminarily identified using data from the *Oregon Employment Projections, 2004-2014* and the *Oregon Labor Market Information System*.

Transportation/RV Equipment Manufacturing:				
Job Title	Skills/Training Required	Lane County Average Wage	Projected Growth % 2004-2014	Total Projected Openings 2004-2014
Sewing Machine Operator	Moderate OJT	\$22,707	8.1%	23
Assembler	Short OJT	\$25,163	15.9%	275
Cabinetmaker/Bench Carpenter	Long OJT	\$27,389	11.7	46
Inspector/QA	Moderate OJT	\$32,415	10%	63
Painters, Transportation Equipment	Moderate OJT	\$35,190	20.2%	21
Machinist	Long OJT	\$38,306	9.3%	23
Interior Design	Bachelor's Degree	\$41,264	22.9	8
Supervisor/Manager of Production Workers	Work Experience/Bachelor's	\$47,342	7.8%	69
Electrical/Electronic Engineering Technician	Associates Degree	\$49,507	19%	24
Electronic Engineer	Bachelor's/Master's	\$66,877	11.5%	10
Electrical Engineer	Bachelor's/Master's	\$76,415	15.4%	10
Wood Products Manufacturing				
Job Title	Skills/Training Required	Lane County Average Wage	Projected Growth % 2004-2014	Total Projected Openings 2004-2014
Laborer and Material Mover	Short OJT	\$24,248	14.1%	251
Carpenter Helper	Short OJT	\$26,854	15.6%	12
Production Worker	Short OJT	\$25,146	14.5%	104
Cabinetmaker/Bench Carpenter	Long OJT	\$27,389	11.7	46
Inspector/Tester	Moderate OJT	\$32,462	5.3%	191
Carpenter	Long OJT	\$38,804	20.3%	219
Industrial Machinery Mechanics	Long OJT	\$41,281	14.4%	61
Supervisor/Manager of Production Workers	Work Experience/Bachelor's	\$47,342	7.8%	69

Software				
Job Title	Skills/Training Required	Lane County Average Wage	Projected Growth % 2004-2014	Total Projected Openings 2004-2014
Customer Service Representative	Moderate OJT	\$28,407	47.3%	951
Computer Support Specialist	Associate's/Bachelor's	\$37,256	27.7%	220
Technical Writer	Bachelor's	\$41,203	20.3%	16
Network Administrator	Bachelor's	\$52,368	17.8%	47
Software Engineer	Bachelor's	\$55,367	21.9%	72
Computer Programmer	Bachelor's	\$58,554	7.8%	20
Computer Systems Analyst	Bachelor's	\$60,845	25.6%	57
Sales Reps, Technical	Bachelor's	\$64,965	17.5%	71
Computer and Information Systems Manager	Bachelor's	\$82,802	23.4%	40
Health Care				
Job Title	Skills/Training Required	Lane County Average Wage	Projected Growth % 2004-2014	Total Projected Openings 2004-2014
Home Health Aide	Short OJT	\$19,957	28.9%	301
Nurse Aide	Short term training	\$23,891	24.4%	320
Pharmacy Technician	Moderate OJT	\$27,414	18.9%	66
Health Information Technician	Associate's	\$28,567	29.7%	88
Medical/Clinical Lab Technician	Associate's	\$28,932	31.3%	51
Medical Assistant	1 year Post Secondary	\$29,561	46.6%	187
Dental Assistant	Moderate OJT/Associate's	\$34,381	27.7%	100
Licensed Professional Nurse	1 year Post Secondary	\$37,367	25.8%	90
Respiratory Therapist	Associate's	\$46,568	33.3%	37
Radiologic Technician/Technologist	Associate's	\$49,099	29.1	43
Medical/Clinical Lab Technologist	Bachelor's	\$52,742	32.4%	46
Registered Nurse	Associate's/Bachelor's	\$61,552	28.6%	717
Medical and Health Service Managers	Bachelor's/Master's	\$81,059	25.8%	57
Pharmacist	Master's/Doctorate	\$90,208	17%	55

Computer and Electronic Product Manufacturing				
Job Title	Skills/Training Required	Lane County Average Wage	Projected Growth % 2004-2014	Total Projected Openings 2004-2014
Laborer and Material Mover	Short OJT	\$24,248	14.1%	251
Semiconductor Processor	Associate's	\$32,056	11.9%	19
Inspector/QA	Moderate OJT	\$32,415	10%	63
Supervisor/Manager of Production Workers	Work Experience/Bachelor's	\$47,342	7.8%	69
Electrical/Electronic Engineering Technician	Associates Degree	\$49,507	19%	24
Electronic Engineer	Bachelor's/Master's	\$66,877	11.5%	10

Education/Training Levels Key:

Short-term OJT (on-the-job) training = 0-30 days

Moderate-term OJT training = 30 days to 1 year

Long-term OJT = 1 year or more, includes apprenticeships

Business members include:

Don Bourland
Regional VP, Human Resources
Peace Harbor Hospital

Chris Monnette
Director
Royal Caribbean International

Jerry Stiltner
Business Manager
Personnel Source, Inc.

Gloria Foust
Director of Human Resources
and Organizational Development

Deanna Ota
Director Human Resources
Monaco Coach Corp.

Michael W. Warner
Director, Human
Resources
Marathon Coach, Inc.
Gary Wildish
Board of Directors
Chambers Construction

Sandra Gerber
Safety & Human Resources
Manager
Twin Rivers Plumbing, Inc.

Brian Patch
Functional Excellence Lead
Invitrogen

David Hauser
President
Eugene Chamber of Commerce

Gary Pierpoint
Owner
Pierpoint & Associates

Diane Wiley
Director
Riverfront Research Park

Shondra Holliday
Business Office Manager
Oregon Spine & Physical Therapy

Rosemary Pryor
Dir. of Marketing and Planning
McKenzie -Willamette Medical
Center

Cheryl Wooden
Human Resoruce
Manager
Trus Joist, A
Weyerhaeuser Business

Carl Hutchison
Director of Operations
Farwest Steel Corporation

Jeri Ray
Insurance Administrator
Timber Products Co.

Bobby Lee
Corporate Communications Officer
Hynix Semiconductor

Annie Sakaguchi
Owner
McDonald's of Springfield

Education representatives include:

Timothy J. Craig, Director
Bus. Workforce Dev. &
Extended Learning
Lane Community College

Debbie Egan
Superintendent
Lane Education Service
District

Krista Parent
Superintendent
South Lane School District

Elected officials include:

Anne Ballew
Councilor
City of Springfield

Bill VanVactor
County Administrator
Representing Lane County
Commissioners

Alan Zelenka
Councilor
City of Eugene

Note: As well as voting members on the board, elected officials serve on the board's Executive Committee.

Labor representatives include:

Dan Campbell
Training Director
Central Electrical JATC

Lucy Lahr
Family Services Coordinator
Dept. of Human Services

Doug McClaughry
Business Representative
Sheet Metal Workers Local #16

Economic development representatives include:

Glenda Poling
Community Development Director
Lane Metro Partnership

Bob Warren
Business Development Officer
Oregon Economic & Community Dev. Dept.

Community-based organization representatives include:

Priscilla Gould
Executive Director
United Way

Susan Walsh
Executive Director
Committed Partners for Youth

Other members include:

Mary Haidar
Tribal Services Specialist
Confederated Tribes of Siletz

John Radich
Service Delivery Area
Manager
Dept. of Human Services

Ken Thorland
Lane Branch Manager
Office of Vocational
Rehabilitation

James F. Pfarrer
Manager
Oregon Employment Dept.

Geni Sustello
Director, Section 8 Program
Housing Authority

Title V (federal Older Americans'
Act)-Experience Works

PURSUANT TO THE

WORKFORCE INVESTMENT ACT OF 1998 (WIA)

This Memorandum of Understanding (MOU) between the parties listed below is hereby Amended effective July 1, 2005

This Memorandum of Understanding (MOU) will serve as an agreement between the Lane Workforce Partnership Board of Directors serving as the local Workforce Investment Board and the consortium partners and affiliates listed below:

Partners

- Department of Human Services, Community Human Services, Service Delivery Area 5 (SDA 5), 2885 Chad Drive, Eugene, Oregon 97408
- Department of Human Services, Community Human Services, Office of Vocational Rehabilitation, Service Delivery Area 5 (OVRS SDA 5), 1077 Gateway Loop, Springfield, Oregon 97477
- Employment Department, 2510 Oakmont Way, Eugene, Oregon 97401
- Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405
- Lane Workforce Partnership, 300 Country Club Road, Suite 120, Eugene, Oregon 97401

Affiliates

- Experience Works, 2510 Oakmont Way, Eugene, Oregon 97401
- Confederated Tribes of Siletz, 1140 Willagillespie Road, Suite 18, Eugene, Oregon 97401
- Job Corps, 2510 Oakmont Way, Eugene, Oregon 97401

The Two Year Compliance Plan, which by this reference is hereby incorporated into and made a part of this MOU, states that the above named partners and affiliates are committing to develop and implement a comprehensive, cooperative workforce development system with services to be delivered via The Workforce Network. The above named partners working as a Consortium will operate the regional system using a franchise approach.

The partners and affiliates agree to the following principles:

- This plan is a work in progress that will change over time to meet the needs of all its customers: employers, job seekers, customers and partners.
- It is recognized that each partner and affiliate to this plan has in place individual funding sources, missions, outcomes, priorities, planning processes and governance structures which must be honored.
- All partners and affiliates will work collaboratively in the design, development and operation of the workforce system. All partners and affiliates will share in the cost of the mutually supported activities that are of benefit to them and their agency.
- Each agency should receive a proportional benefit for all committed resources.

1. **SERVICES AVAILABLE THROUGH THE WORKFORCE NETWORK CENTER**
(Services provided by partner and affiliate staff working in The Workforce Network Center located at 2510 Oakmont.)

Youth Services

- Assessment
- Dropout prevention
- Support Services
- Preparation for employment or post-secondary training
- Training Plans
- Work experience & mentoring
- Follow-up
- Education completion activities
- Counseling
- Leadership development
- Summer employment
- Linkages between academics & occupational training

Universal Job Seeker Services

- Access to Internet for job search
- Computer application tutorials
- Job strategy workshops delivered in both English and Spanish
- Job referrals
- Information and access to public assistance and low income services in Lane County
- Spanish speakers/interpreters available on-site
- Resume Assistance
- Recruitment Fairs
- Employer information forums
- Executive Career Finders Club
- Information and orientation for Vocational Rehabilitation Services
- Information and access to workforce development services for Native Americans
- Access to employers
- Assistance with financial aid
- Information on community resources
- GED Preparation
- Basic Computer Classes
- Workforce Readiness Skills Workshops

Adult and Dislocated Workers Intensive & Training Services

- Skill and needs assessment
- Career exploration and coaching
- Development of individual employment plans
- Evaluation and identification of barriers
- Skills testing
- Support Services
- Vocational Rehabilitation Services
- Training Scholarship Awards
- Veteran job matching services
- Job search clubs
- Specialized training and work experience programs for 55 and older population
- Short-term prevocational services
- Emphasis on wage enhancement and career progression strategies

Employer Services

- Lay off assistance
- Recruitment and job match services
- Linkage with customized skills training providers
- Applicant Testing & skill assessment
- Current Worker Training Grants
- Access to online applicant screening and job matching tool (IMATCH)
- Labor market information
- Access to a skilled workforce
- Recruitment Fairs
- Wage and salary information
- A single point of contact
- Interview and training room space
- Reference checks
- Employer advisory committees
- Applicant screening and quality Referrals
- Subsidized wages/wage reimbursement on eligible employees
- Seminars and conferences
- Analysis of industry trends
- Directory of Employment and training providers

SERVICES PROVIDED THROUGH THE WORKFORCE NETWORK SATELLITE OFFICE
(services provided by WIA title 1B contracted staff working at the Lane Community College Workforce
Development Department)

Universal Job Seeker Services

- Access to Internet for job search
- Computer application tutorials
- Job strategy workshops
- Information and access to public assistance and low income services in Lane County
- Resume Assistance
- Recruitment Fairs
- Employer information forums
- Information and orientation for Vocational Rehabilitation Services
- Access to employers
- Assistance with financial aid
- Information on community resources
- GED Preparation
- Basic Computer Classes

Adult and Dislocated Workers Intensive & Training Services

- Skill and needs assessment
- Development of individual employment plans
- Skills testing
- Vocational Rehabilitation Services
- Career exploration and coaching
- Evaluation and identification of barriers
- Support Services
- Training Scholarship Awards
- Job search clubs
- Short-term prevocational services
- Emphasis on wage enhancement and career progression strategies

Employer Services

- Linkage with customized skills training providers
- Recruitment Fairs
- Directory of Employment and training providers
- Applicant Testing & skill assessment
- Access to online applicant screening and job matching tool (IMATCH)
- Access to a skilled workforce
- Interview and training room space

REFERRAL METHODS

Co-location and integration of partner staff in The Workforce Network Center along with the purchase of a client tracking system, G*STARS™, has enabled the system to operate as a “one-stop”. Customers are provided with seamless referrals among partner programs, which provides for access to all of the services listed in section 1.

3. OPERATION OF THE FRANCHISE SYSTEM

3.1 Governance

Lane Workforce Partnership staff, as part of their responsibility to the Workforce Partnership Board, will coordinate day-to-day management of the system and also coordinate activities of the Consortium. The Workforce Partnership Board, in cooperation with the Chief Elected Officials of Lane County, City of Eugene and the City of Springfield will serve as policy body and final authority for the system.

3.2 Description of the Franchise

As stated in the local Two Year Compliance Plan, the Consortium will oversee the management of the system utilizing a franchise system approach. Developing and implementing services along the franchise concept means there are parameters within which consortium members agree to operate, regardless of location. Logo usage, signage, processes and procedures, data collection, services, forms, marketing materials, and performance outcomes would be some of the items that would be in common. What is agreed upon as necessary and relevant for the operation of The Workforce Network Center and satellite locations, would be necessary to be in place before any location would be certified by the local Workforce Investment Board. When a customer comes in contact with the system (either in person, on the phone, on the Internet, or on paper) they will receive consistent information presented with a common look and feel.

3.3 Resource Contribution to the Franchise

All partners and affiliates are expected to and have agreed to commit the resources identified under Section 3.4 to the operation of hub and satellite locations. Partners and affiliates are expected to maintain and upgrade as needed their computers and software to meet franchise requirements.

3.4 The Workforce Network / One Stop State Policy

All Consortium members and Franchise System participants agree to abide by the One-Stop Policy adopted by the Oregon Workforce Investment Board on January 28, 2000, which is by this reference incorporated into and made a part of this agreement.

4. AFFILIATE SERVICE

4.1 Policies and Procedures

Affiliates may participate in an advisory capacity on the development of The Workforce Network operational policies and procedures.

4.2 Access Responsibilities

Affiliates will make available to customers open ended self-service or assisted service with access to the range of labor market, career development and job placement services.

4.3 Workforce Network / One Stop State Policy

Affiliates agree to abide by the “One-Stop Policy” adopted by the Oregon Workforce Investment Board on January 28, 2000.

4.4 Franchise System

Affiliates agree to the franchise system approach as stated in Lane County’s local Unified Plan.

4.5 Shared Operating Costs

Affiliates will contribute resources as specified in the separate Resource Sharing Agreement which is attached as Exhibit A

4.6 Compliance

Affiliates will comply with all Federal and State laws, regulations and policies that apply to this agreement.

5. FUNDING

5.1 Partner Program Funds

Lane Workforce Partnership: Workforce Investment Act Public Law 105-220; JOBS Prime Contractor (TANF); U.S. Department of Labor, National Reserve Account - Dislocated Worker.

Department of Human Services, Community Human Services, Service Delivery Area 5: Temporary Assistance to Needy Families (TANF); Food Stamp Employment & Training.

Employment Department: Eugene; Wagner-Peyser Act (29 U.S.C. 49); Trade Act (19 U.S.C.) and Veterans Services.

Lane Community College: Carl Perkins and Applied Technology Education Act (20 U.S.C. 2301); Title II Adult Education and Family Literacy.

Department of Human Services, Community Human Services, Office of Vocational Rehabilitation, Service Delivery Area 5: Programs under Title I of the Vocational Rehabilitation Act (29 U.S.C. 720); Vocational Rehabilitation and Client Assistance Program.

5.2 Shared Operating Costs

A Resource Sharing Agreement (RSA) and Cost Allocation Plan for the system overall has been developed in accordance with the Workforce Investment Act as well as with OMB Circulars A-21, A-87, A-110 and 29 CFR 95 & 97 and other federal and state guidelines as appropriate.

5.3 Cost Allocation

In the event that the partners and affiliates decide to pool funds for the combined operation of The Workforce Network Center, the following principle of cost allocation will apply.

The principles for Cost Allocation will be Allowability, Allocability and Reasonableness and Benefit Received (Equity). The Cost Allocation Plan and Resource Sharing Agreement will be reviewed quarterly between all partners.

Modifications will be made in writing before changes are implemented.

Methodology for cost allocation:

- Inclusion of a new or deleted partner in cost sharing.
- Inclusion or deletion of a cost for service or activity.
- Other elements mutually agreed upon which serve the best interests of the overall system.

Lane Workforce Partnership, acting as the fiscal agent for the Workforce Investment Board, will manage the cost allocation process and will maintain accounts for the day to day operation of the system.

5.4 Shared Resources

A separate Resource Sharing Agreement detailing how contributions will be delivered is attached as Exhibit A.

1. DURATION OF MEMORANDUM OF UNDERSTANDING

This MOU shall become effective on July 1, 2005 and remain unless otherwise modified.

2. ADDITION OR WITHDRAWAL OF PARTNERS

Any partner may terminate this Memorandum of Understanding by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date. Notice of this withdrawal shall be given to all parties at the addresses shown on the first page of this MOU or to their current office. In the event of a withdrawal by a party, this Memorandum of Understanding shall be opened for Amendment of all the parties pursuant to Section 7.

A new partner may be added to this Memorandum of Understanding (MOU) by written application provided to all parties at the addresses shown on the first page of this MOU or to their current office. This written application shall be in a form prescribed and agreed to by the parties named herein. The addition of a new partner will be with the unanimous consent of all parties hereto and shall cause a revision or rewrite of this agreement.

3. AMENDMENT PROVISIONS

Periodically it may be necessary to make amendments to this MOU. Amendments to this MOU may only be made in writing subject to approval by all parties and will only become effective upon State approval.

4. DISPUTE RESOLUTION

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the President of the Lane Workforce Partnership who shall place the dispute upon the agenda of a regular or special meeting of the Partnership's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Finally, if the Executive Committee's resolution efforts fail, the matter will be presented to the full Lane Workforce Partnership Board of Directors for consideration and decision. Any party may appeal the final decision of the Lane Workforce Partnership Board of Directors to the Governor's Office of Education and Workforce Policy pursuant to the State's Policy for Dispute Resolution. In any event, all efforts at resolution shall be documented for record.

10. LIABILITY AND INDEMNIFICATION

The political jurisdiction(s) of the chief elected official(s) in a local workforce investment area is liable for any misuse of the Workforce Investment Act (Act) grant funds allocated to the local area under sections 128 and 133 of the Act. 20 CFR § 667.705.

10.1 Responsibility for Funds Provided Under Title IB of the Workforce Investment Act.

(A) In addition to any other remedies available for recovery of funds, if such jurisdiction is a county subject to Article XI, section 10 of the Oregon Constitution, provision for payment of such potential liability shall be made by:

(1) purchase of \$1,000,000 insurance, at the jurisdiction(s) own expense, which may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the political jurisdiction to the Governor's Office.

(B) If insurance is purchased, the political jurisdiction(s) shall furnish acceptable insurance certificates to the Governor's Office at the commencement of this Agreement. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the Governor's Office. The local jurisdiction(s) shall be financially responsible for all pertinent deductibles.

10.2 Responsibility for Other Funds

Each party is liable for any misuse of funds caused by or resulting from its or its officers', employees' or agents' actions or omissions under or relating to this Agreement. Each party is liable for, and shall indemnify the other parties for, any misuse of funds caused by or resulting from its officers', employees' or agents' actions or omissions under or relating to this Agreement.

10.3 Responsibility for Torts

Each party shall be responsible only for the tortious acts, omissions or negligence of its own officers, employees or agents. Subject to Article XI, section 7 or 10 of the Oregon Constitution, if the party is the State or a country, it is responsible only to the extent required by the Oregon Tort Claims Act, ORS 30.260 to 30.300. If the party is any other "public body," as defined in ORS 30.260, it is responsible only to the extent required by the Oregon Tort Claims Act.

10.4 Responsibility for Comprehensive Liability Insurance and Property Damage Insurance

Each party to this Agreement shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its and its officers', employees' or agents' tortious acts, omissions or negligence under this Agreement. Any "public body," as defined in ORS 30.260, may satisfy these requirements in any manner allowed by ORS 30.282. Such public body liability and property damage insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. For all other parties, the insurance shall have a combined single limit per occurrence of not less than an amount set by the Workforce Partnership Board. Insurance coverage may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the party to the local board. In the event of unilateral cancellation or restriction by the insurance company of the insurance policy, the public body or other party shall immediately notify the local board verbally and in writing.

10.5 Responsibility for Employment and Other Related Benefits and Deductions

Each party shall perform under this Agreement as an independent contractor. Each party, with respect to its officers and employees, shall be exclusively responsible for providing for employment-related benefits and deductions that are required by law, including but not limited to federal and state income tax deductions, workers' compensation coverage, unemployment insurance coverage and contributions to the Public Employees Retirement System, if contributions are required.

10.6 No Third Party Beneficiaries

The parties signing this Agreement are the only parties to the Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

11. ASSURANCES

This agreement will be interpreted under Oregon and Federal Law.

Each partner and affiliate warrants that it will comply with all Federal and State laws, regulations and policy that apply to this Agreement.

AUTHORITY AND SIGNATURES: We the undersigned hereby approve and submit the Memorandum of Understanding for The Workforce Network, Lane County's One Stop Career Center System to develop and implement a comprehensive, cooperative workforce development system with services to be delivered via The Workforce Network.

For the Lane Workforce Partnership Board of Directors
Sandra Gerber
Sandra Gerber, President
5-25-05
Date

Lane Workforce Partnership
Chuck Forster
Chuck Forster, Executive Director
05/19/05
Date

State of Oregon Employment Department
Jim Plarck
Jim Plarck, Local Office Manager
5/29/05
Date

Lane Community College
Tim Craig
Tim Craig, Department Director
5-25-05
Date

Department of Human Services, Community Human Services, Office of Vocational Rehabilitation, Service Delivery Area 5
Ken Holland
Ken Holland, Lane Branch Manager
5-26-05
Date

Department of Human Services, Community Human Services, Service Delivery Area 5
John Radich
John Radich, Service Delivery Area Region 5 Manager
5-20-05
Date

Confederated Tribes of Siletz
Delores Bigsley
Delores Bigsley, Chairman

American Association For Retired Persons (AARP)
Daisy Rush
Daisy Rush, Program Director
5/12/05
Date

Job Corps
See attached
Ralph Rookow, President
Date

AUTHORITY AND SIGNATURES: We the undersigned hereby approve and submit the Memorandum of Understanding for The Workforce Network, Lane County's One Stop Career Center System to develop and implement a comprehensive, cooperative workforce development system with services to be delivered via The Workforce Network.

For the Lane Workforce Partnership Board of Directors
Sandra Gerber, President Date

Lane Workforce Partnership
Chuck Forster, Executive Director Date

State of Oregon Employment Department
Jim Pfarrer, Local Office Manager Date

Lane Community College
Tim Craig, Department Director Date

Department of Human Services, Community Human Service, Office of Vocational Rehabilitation, Service Delivery Area 5
Ken Thorland, Lane Branch Manager Date

Department of Human Services, Community Human Services, Service Delivery Area 5
John Radich, Service Delivery Area Region 5 Manager Date

Confederated Tribes of Siletz
Delores Pigsley, Chairman Date

American Association For Retired Persons (AARP)
Daisy Rush, Program Director Date

Job Corps - Dynamic Educational Systems, Inc.
Ralph A. Rockow 5-24-05
Ralph Rockow, Chairman Date

Alignment of Board Results Policy and Organizational Goals with State of the Workforce Report Challenges

Lane County State of the Workforce Challenges	LWP Organizational Goals	LWP Results Policy
<p>1. Many youth are not ready to enter the labor market due to low math, reading and technology literacy and a lack of basic work readiness skills. They are also often unaware of opportunities in local high-demand occupations.</p>	<p>TO BUILD A PIPELINE OF HIGHER SKILLED WORKERS TO MEET BUSINESS DEMAND</p> <p><i>Increase academic, workforce readiness, and occupational skills of low income youth</i></p> <p><u>Internships:</u></p> <ul style="list-style-type: none"> Support internships for youth as an introduction to career pathways and an opportunity for skill development. Create an RV Consortium Internship Program as a model for other target industries. <p><u>Workforce Readiness:</u></p> <ul style="list-style-type: none"> Reward youth with positive gains in LRI or other work readiness assessment tool with preferred access to worksite placements, internships and/or additional training. Explore creation of board-recognized certificate for youth to be marketed to business. <p><u>Academic Skills Improvement:</u></p> <ul style="list-style-type: none"> Continue supporting programs that promote instruction in Algebra 1, higher math and literacy, especially those with an integrated curriculum and academic bridge components such as RTEC <p><u>Earn and Learn</u></p> <ul style="list-style-type: none"> Research and increase use of “earn and learn” strategies for youth including paid internships and apprenticeship programs. <p>TO INCREASE FEDERAL AND NON-FEDERAL RESOURCES FOR BOARD INITIATIVES</p> <p><i>Support state-wide and regional initiatives to increase funding for workforce development</i></p> <ul style="list-style-type: none"> Support State legislative initiatives to increase training investments for current and transitional workers, and youth 	<ul style="list-style-type: none"> Results Policy: <i>The workforce has occupational skills and knowledge to obtain and maintain meaningful employment</i> <ol style="list-style-type: none"> Current workers have the skills and knowledge to maintain and/or improve their employment opportunities. The emerging workforce has skills to enter the workforce. <ol style="list-style-type: none"> At- risk youth will complete their education and enter the workforce. Transitional workers (low income, dislocated, unemployed) will have the knowledge and skills to find and maintain new and better job opportunities. Educational institutions are influenced to meet current and future workforce training needs. Results Policy: <i>The Lane County workforce (current, transitional and emerging) will have knowledge of and demonstrate basic job readiness skills. Specifically, the workforce will demonstrate: team work skills; good work behavior (attendance, timeliness, reliability); good communications skills (writing, verbal, listening); personal and work place problem solving skills; technologies skills; customer service skills.</i> Results Policy: <i>The Lane County workforce (current, transitional and emerging) will have access to employment opportunities</i> <ol style="list-style-type: none"> The workforce knows about employment opportunities and skills needed to qualify for current and future job opportunities. The workforce knows steps/process to apply for jobs. <ol style="list-style-type: none"> The workforce knows where to go to get job information The workforce knows and demonstrates job search skills (how to fill out an application, write resume, write cover letter, etc.). Information and services is customer friendly. 4. Rural workforce has access to similar information as the urban workforce.

Alignment of Board Results Policy and Organizational Goals with State of the Workforce Report Challenges

Lane County State of the Workforce Challenges	LWP Organizational Goals	LWP Results Policy
<p>2. Employers in growing and emerging industries report serious skill shortages in their applicant pools and concerns about a lack of capacity of the current education and training system to meet business training needs.</p>	<p>TO BUILD A PIPELINE OF HIGHER SKILLED WORKERS TO MEET BUSINESS DEMAND</p> <p><i>Increase training and employment opportunities for transitional workers and the untapped labor pool in higher wage, high demand occupations and careers, especially within targeted industry clusters</i></p> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> <i>Businesses:</i> Provide information to employers that will assist them in recruiting and retaining untapped labor pool populations. <i>Jobseekers:</i> Increase TWN outreach to untapped labor pool populations, e.g. 45+ workers, people with disabilities etc. Maintain TWN accessibility for disabled jobseekers. <p><u>Work-based Training:</u></p> <ul style="list-style-type: none"> Explore use of work-based training opportunities such as on-the-job training and customized employer training <p><u>Targeted Allocations:</u></p> <ul style="list-style-type: none"> Allocate training dollars with an emphasis on higher wage, high demand occupations with career path opportunities, especially within targeted industry clusters. <p>TO ALIGN BUSINESS, WORKFORCE, EDUCATION, HUMAN SERVICES AND ECONOMIC DEVELOPMENT POLICIES AND PROGRAMS TO GROW A HEALTHY LOCAL ECONOMY</p> <p><i>Promote initiatives with K-12 and Lane Community College to align curricula to workforce opportunities and needs</i></p> <ul style="list-style-type: none"> Use consortia/industry committees (e.g. CHEN and RV Consortium) to ensure curriculum is demand-driven Create a K-12 taskforce of board members and superintendents or their designees to promote alignment between education and business needs Conduct series of forums with educators regarding skill gaps; identify strategies and resources to assist educators Increase K-12 and L.C.C. participation with clusters—continue to use 	<ul style="list-style-type: none"> Results Policy: <i>The workforce has occupational skills and knowledge to obtain and maintain meaningful employment</i> <ol style="list-style-type: none"> Current workers have the skills and knowledge to maintain and/or improve their employment opportunities. The emerging workforce has skills to enter the workforce. <ol style="list-style-type: none"> At- risk youth will complete their education and enter the workforce. Transitional workers (low income, dislocated, unemployed) will have the knowledge and skills to find and maintain new and better job opportunities. Educational institutions are influenced to meet current and future workforce training needs. Results Policy: <i>Employers have access to the workforce</i> <ol style="list-style-type: none"> Employers know how to access the workforce. Employers know where they can access training for their employees. Employers know how to retain good employees. Rural employers have access to similar information as urban employers. Results Policy: <i>The Lane County workforce (current, transitional and emerging) will have knowledge of and demonstrate basic job readiness skills. Specifically, the workforce will demonstrate: team work skills; good work behavior (attendance, timeliness, reliability); good communications skills (writing, verbal, listening); personal and work place problem solving skills; technologies skills; customer service skills.</i>

Alignment of Board Results Policy and Organizational Goals with State of the Workforce Report Challenges

Lane County State of the Workforce Challenges	LWP Organizational Goals	LWP Results Policy
	<p>RFP process to drive this</p> <p>TO INCREASE FEDERAL AND NON-FEDERAL RESOURCES FOR BOARD INITIATIVES</p> <p><i>Support state-wide and regional initiatives to increase funding for workforce development</i></p> <ul style="list-style-type: none"> • Support State legislative initiatives to increase training investments for current and transitional workers, and youth <p><i>Develop and implement alternative funding strategies.</i></p> <ul style="list-style-type: none"> • Develop corporate sponsorship initiative in response to skills crisis and specific unmet needs. • Continue fee for service activities 	
<p>3. A rapidly changing business environment demands that workers be more flexible and adaptable than ever before. A worker’s knowledge and skills can easily become obsolete without continued training throughout their career span. Businesses are struggling with the challenge of keeping their current workers’ skills up to date.</p>	<p>TO BUILD A PIPELINE OF HIGHER SKILLED WORKERS TO MEET BUSINESS DEMAND</p> <p><i>Upgrade the skills of the current workforce with an emphasis on higher wage, career growth opportunities in targeted industry clusters</i></p> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> • <i>Businesses:</i> Provide information to employers about career mapping and other “grow your own” strategies. • <i>Jobseekers:</i> Increase access to career/wage progression services for current workers, especially low-wage workers, e.g. 16-29 year olds <p><u>Targeted Allocations:</u></p> <ul style="list-style-type: none"> • Continue to invest EWTF and WIA wage progression funds toward targeted industry clusters. <p>TO INCREASE FEDERAL AND NON-FEDERAL RESOURCES FOR BOARD INITIATIVES</p> <p><i>Support state-wide and regional initiatives to increase funding for workforce development</i></p>	<ul style="list-style-type: none"> • Results Policy: <i>The workforce has occupational skills and knowledge to obtain and maintain meaningful employment</i> <ol style="list-style-type: none"> 1. Current workers have the skills and knowledge to maintain and/or improve their employment opportunities. 2. The emerging workforce has skills to enter the workforce. <ol style="list-style-type: none"> a. At- risk youth will complete their education and enter the workforce. 3. Transitional workers (low income, dislocated, unemployed) will have the knowledge and skills to find and maintain new and better job opportunities. 4. Educational institutions are influenced to meet current and future workforce training needs. <ul style="list-style-type: none"> • Results Policy: <i>The Lane County workforce (current, transitional and emerging) will have knowledge of and demonstrate basic job readiness skill. Specifically, the workforce will demonstrate: team work skills; good work behavior (attendance, timeliness, reliability); good communications skills (writing, verbal, listening); personal and work place problem solving skills; technologies skills; customer service</i>

Alignment of Board Results Policy and Organizational Goals with State of the Workforce Report Challenges

Lane County State of the Workforce Challenges	LWP Organizational Goals	LWP Results Policy
	<ul style="list-style-type: none"> Support State legislative initiatives to increase training investments for current and transitional workers, and youth <p><i>Develop and implement alternative funding strategies.</i></p> <ul style="list-style-type: none"> Develop corporate sponsorship initiative in response to skills crisis and specific unmet needs. Continue fee for service activities 	<p>skills.</p> <ul style="list-style-type: none"> Results Policy: <i>Employers have access to the workforce</i> <ol style="list-style-type: none"> Employers know how to access the workforce. Employers know where they can access training for their employees. Employers know how to retain good employees. Rural employers have access to similar information as urban employers.
<p>4. Changes in the global environment have put new pressures on businesses in Lane County, particularly in manufacturing, resulting in increased automation and use of high performance manufacturing techniques. Many cannot afford to retool and retrain workers in these new manufacturing techniques.</p>	<p>TO ALIGN BUSINESS, WORKFORCE, EDUCATION, HUMAN SERVICES AND ECONOMIC DEVELOPMENT POLICIES AND PROGRAMS TO GROW A HEALTHY LOCAL ECONOMY</p> <p><i>Further the development of sector/cluster driven workforce strategies</i></p> <ul style="list-style-type: none"> Share consortium best practices with other industries Convene manufacturing sector: <ul style="list-style-type: none"> Conduct manufacturing survey Organize LWP-sponsored mfg group that meets quarterly Assist in organizing high performance learning tours 	<ul style="list-style-type: none"> Results Policy: <i>Employers have access to the workforce</i> <ol style="list-style-type: none"> Employers know how to access the workforce. Employers know where they can access training for their employees. Employers know how to retain good employees. Rural employers have access to similar information as urban employers.
<p>5. As baby boomers retire, Lane County will face a growing shortage of skilled workers particularly in the trades, transportation, health care and education.</p>	<p>TO BUILD A PIPELINE OF HIGHER SKILLED WORKERS TO MEET BUSINESS DEMAND</p> <p><i>Conduct regular skill gap analyses and communicate results</i></p> <ul style="list-style-type: none"> Hold quarterly Manufacturing and Healthcare task force meetings to insure regular information flow from industry. Use electronic surveys as needed. 	<ul style="list-style-type: none"> Results Policy: <i>Employers have access to the workforce</i> <ol style="list-style-type: none"> Employers know how to access the workforce. Employers know where they can access training for their employees. Employers know how to retain good employees. Rural employers have access to similar information as urban employers.

Alignment of Board Results Policy and Organizational Goals with State of the Workforce Report Challenges

Lane County State of the Workforce Challenges	LWP Organizational Goals	LWP Results Policy
	<ul style="list-style-type: none"> • Identify demand occupations in target clusters and evaluate training and skill gaps. Create a report based on the findings. Establish employer-led partnerships to address gaps. • Provide community with information about higher wage, career growth opportunities by: <ul style="list-style-type: none"> - Creating a target cluster careers web page that includes career maps and cluster snapshots - Providing current career content to the Lane ESD careers website - Continuing sponsorship of youth career fairs - <p>TO ALIGN BUSINESS, WORKFORCE, EDUCATION, HUMAN SERVICES AND ECONOMIC DEVELOPMENT POLICIES AND PROGRAMS TO GROW A HEALTHY LOCAL ECONOMY</p> <p><i>Continue to communicate a sense of urgency around the skills crisis</i></p> <ul style="list-style-type: none"> • Convene an annual meeting of education, local government, economic development and workforce to inform each other of priorities, challenges and opportunities; Establish working groups as needed • Publish second State of the Workforce Report • Write a series of workforce articles for the Register Guard • Hold periodic forums on workforce crisis topics, e.g. baby boomers in transition, multiple generations in the workplace <p>TO INCREASE FEDERAL AND NON-FEDERAL RESOURCES FOR BOARD INITIATIVES</p> <p><i>Support state-wide and regional initiatives to increase funding for workforce development</i></p> <ul style="list-style-type: none"> • Support State legislative initiatives to increase training investments for current and transitional workers, and youth <p><i>Develop and implement alternative funding strategies.</i></p> <ul style="list-style-type: none"> • Develop corporate sponsorship initiative in response to skills crisis and specific unmet needs. • Continue fee for service activities 	

Alignment of Board Results Policy and Organizational Goals with State of the Workforce Report Challenges

Lane County State of the Workforce Challenges	LWP Organizational Goals	LWP Results Policy
<p>6. As the labor pool shrinks, many employers will turn to the “untapped labor pool” to fill open positions. This pool includes older workers, people with disabilities, minority populations and people re-entering the workforce or changing careers.</p>	<p>TO BUILD A PIPELINE OF HIGHER SKILLED WORKERS TO MEET BUSINESS DEMAND</p> <p><i>Increase training and employment opportunities for transitional workers and the untapped labor pool in higher wage, high demand occupations and careers, especially within targeted industry clusters</i></p> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> <i>Businesses:</i> Provide information to employers that will assist them in recruiting and retaining untapped labor pool populations. <i>Jobseekers:</i> Increase TWN outreach to untapped labor pool populations, e.g. 45+ workers, people with disabilities etc. Maintain TWN accessibility for disabled jobseekers. <p><u>Work-based Training:</u></p> <ul style="list-style-type: none"> Explore use of work-based training opportunities such as on-the-job training and customized employer training <p><u>Targeted Allocations:</u></p> <ul style="list-style-type: none"> Allocate training dollars with an emphasis on higher wage, high demand occupations with career path opportunities, especially within targeted industry clusters. 	<ul style="list-style-type: none"> Results Policy: <i>Employers have access to the workforce</i> <ol style="list-style-type: none"> Employers know how to access the workforce. Employers know where they can access training for their employees. Employers know how to retain good employees. Rural employers have access to similar information as urban employers. Results Policy: <i>The Lane County workforce (current, transitional and emerging) will have knowledge of and demonstrate basic job readiness skill. Specifically, the workforce will demonstrate: team work skills; good work behavior (attendance, timeliness, reliability); good communications skills (writing, verbal, listening); personal and work place problem solving skills; technologies skills; customer service skills.</i>
<p>7. The “working poor,” those working full time and still not able to maintain a decent standard of living, continue to struggle in Lane County. This issue in combination with the lack of affordable housing impacts the livability and vitality of the area.</p>	<p>TO BUILD A PIPELINE OF HIGHER SKILLED WORKERS TO MEET BUSINESS DEMAND</p> <p><i>Upgrade the skills of the current workforce with an emphasis on higher wage, career growth opportunities in targeted industry clusters</i></p> <p><u>Wage Progression:</u></p> <ul style="list-style-type: none"> Continue wage progression emphasis with low wage current workers Implement wage progression pilot project with TANF/WIA population. <p>TO ALIGN BUSINESS, WORKFORCE, EDUCATION, HUMAN</p>	<ul style="list-style-type: none"> Results Policy: <i>The workforce has occupational skills and knowledge to obtain and maintain meaningful employment</i> <ol style="list-style-type: none"> Current workers have the skills and knowledge to maintain and/or improve their employment opportunities. The emerging workforce has skills to enter the workforce. <ol style="list-style-type: none"> At- risk youth will complete their education and enter the workforce. Transitional workers (low income, dislocated, unemployed) will have the knowledge and skills to find and maintain new and better job opportunities.

Alignment of Board Results Policy and Organizational Goals with State of the Workforce Report Challenges

Lane County State of the Workforce Challenges	LWP Organizational Goals	LWP Results Policy
	<p>SERVICES AND ECONOMIC DEVELOPMENT POLICIES AND PROGRAMS TO GROW A HEALTHY LOCAL ECONOMY</p> <p><i>Identify/align with community and economic development initiatives that foster the board's mission</i></p> <ul style="list-style-type: none"> • Partner with United Way in the Healthy Economy Healthy Family Initiative Forums • Conduct a board relationship audit • Continue to serve on community and economic development boards <p>TO INCREASE FEDERAL AND NON-FEDERAL RESOURCES FOR BOARD INITIATIVES</p> <p><i>Support state-wide and regional initiatives to increase funding for workforce development</i></p> <ul style="list-style-type: none"> • Support State legislative initiatives to increase training investments for current and transitional workers, and youth <p><i>Develop and implement alternative funding strategies.</i></p> <ul style="list-style-type: none"> • Develop corporate sponsorship initiative in response to skills crisis and specific unmet needs. • Continue fee for service activities 	<p>4. Educational institutions are influenced to meet current and future workforce training needs.</p> <ul style="list-style-type: none"> • Results Policy: <i>The Lane County workforce (current, transitional and emerging) will have knowledge of and demonstrate basic job readiness skill. Specifically, the workforce will demonstrate: team work skills; good work behavior (attendance, timeliness, reliability); good communications skills (writing, verbal, listening); personal and work place problem solving skills; technologies skills; customer service skills.</i> <p>Results Policy: <i>The Lane County workforce (current, transitional and emerging) will have access to employ</i></p> <ul style="list-style-type: none"> • 1. The workforce knows about employment opportunities and skills needed to qualify <i>ment opportunities</i> for current and future job opportunities. 2. The workforce knows steps/process to apply for jobs. <ul style="list-style-type: none"> a. The workforce knows where to go to get job information b. The workforce knows and demonstrates job search skills (how to fill out an application, write resume, write cover letter, etc.). 3. Information and services is customer friendly. 4. Rural workforce has access to similar information as the urban workforce.

The Workforce Network

2510 Oakmont Way
Eugene, Oregon 97401

Workforce Investment Act Methods of Administration

Work Sheet For On-Site Review
April 27, 2005

On Site Reviewer:

Gabriel M. Silva

State Equal Opportunity Officer

Oregon Employment Department
(503) 947-1692

WIA-MOA 2005 WrkSh

Lonnie Bivins, Equal Opportunity Coordinator

Tel: (541) 682-7228

lonnie.bivins@co.lane.or.us

Kristina Payne


Tel: 541-682-7214

kristinap@laneworkforce.org

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Certification

I have reviewed this information and to the best of my knowledge, the enclosed WIA MOA review has been completed and contains accurate information:



Lonnie Bivins, Equal Opportunity Coordinator, Lane Workforce Partnership, Region 5



Kristina Payne, Equal Opportunity Coordinator, The Workforce Network, Region 5

Element 1: Equal Opportunity Officer or Coordinator

Reference:

Code Federal Regulations 37.23
State of Oregon Methods of Administration Document, Pages 5-8
Oregon Workforce Letter No. 2-01 (OWL)

CRITERIA

1. Equal Opportunity Officer/ Coordinator has required Language in his/ her position description.

VERIFICATION:

Yes. A copy of Kristina Payne's newly revised PD is enclosed including an organizational chart.

2. Equal Opportunity Officer / Coordinator is aware of what situations would be deemed a conflict of interest of him / her.

VERIFICATION

Yes. The position description reflects that internal and self-evaluations of performance will be in compliance with the MOA.

3. Equal Opportunity Officer / Coordinator has attended required trainings and meetings for WIA MOA.

VERIFICATION

Yes. MOA Overview Training was provided to Workforce Network staff on April 27, 2005. EOC Kristina Payne was not able to attend the training, however, a two hour one-on-one training session was given to her on March 10, 2005. Training on MOA/EEO was also provided to Workforce staff on February 23, 2005 (per Annual Report of Compliance – training section).

Notices are posted advising customers that an EO Officer / Coordinator is available.

VERIFICATION Yes. Main Lobby Bulletin Board

4. Is the EO Officer's TDD/TTY number public?

VERIFICATION Yes – The Workforce Network number is (541) 682-7208.

AUDIT COMMENT

**Element 2:
Notice and Communication of Non-Discrimination and Equal
Opportunity Policies**

Reference:

29 CFR 37.54(d)(1)(iii), and 29 CFR 37.54(d)(2)(vi) and 64 FR 61730
29 CFR 37.29 through 37.36
State of Oregon Methods of Administration Document, Pages 9-13
Oregon Workforce Letter No. 1-01

CRITERIA

1. Workforce Investment Act posters are posted in English and Spanish.

VERIFICATION

Yes, in the main lobby.

2. Equal Opportunity is the Law is included in applications for initial services, and a record is kept that notices have been received.

VERIFICATION

Yes – Workforce Network has created an Equal Opportunity is the Law form that applicants for services sign stating they have read and understand the EO notice.

3. Recruitment and other public materials, including media broadcasts, include the required equal opportunity tagline.

VERIFICATION

Yes - The training that Workforce Network staff received on April 27, 2005, will be helpful in assuring compliance.

A few copies of brochures and posters were obtained that include the tag line information. A few, however, did not contain that information nor the TTY phone line information but stickers with the tag line information are being applied until the next printing. The tag line is included on the Workforce Network website: www.lanetworkforce.org

AUDIT COMMENT: Some materials available in the lobby from other partner organizations lack tag lines and TDD/TTY numbers. However, a new process has been initiated through the Governor's Office wherein local coordinators for One-stop centers will review their own tag line and assurance information and annually submit an Annual Report of Compliance form stating they have reviewed their forms and are in compliance. The first Annual Report of Compliance report was due from the EOCs to the state Equal Opportunity Officer by April 15, 2005 and Kristina Payne submitted her form as required.

Element 3: Assurances

Reference:

CFR 37.54(d)(1)(iii), and 29 CFR 37.54(d)(2)(i)(iii)(iv), and 64 FR 61730
CFR 37.20 through 37.22
State of Oregon Methods of Administration Document, Pages 14-15
Oregon Workforce Letter No. 2-01 (OWL)

CRITERIA

1. Contracts and grant applications are executed with the required nondiscrimination and equal opportunity language, including programmatic and architectural accessibility.

VERIFICATION

Yes, Kristina, EOC, provided a copy of the "Contract" document that includes the boilerplate language for contracts listed on p.14 and 15 of the MOA.

2. Policies, procedures, and application elements have the required language (page 14 -15 of the State MOA).

VERIFICATION

Yes

AUDIT COMMENT

Element 4: Universal Access

Reference:

29 CFR 37.42
State of Oregon Methods of Administration Document, Pages 16-18

CRITERIA

1. Are vital documents translated into languages designated as "essential?"

VERIFICATION

Yes – Kristina provided copies of documents and other materials translated routinely by the Workforce Network into Spanish. Compliance with LEP requirements was part of the training delivered on April 27, 2005 as well.

2. Has there been a demographic analysis of the population to be served in the local workforce area, using labor market information?

VERIFICATION

Yes – one example of data evaluation was done by Kristina along with an internal report for 2004 that reports Race and Ethnicity of all the people who have used services at the one-stop center. This data is tracked through the membership swipe card process. Copies of the evaluations are provided within this on-site review file. Also provided was the Lane County Local Two-year Compliance Plan, a community and demographic evaluation document. The training provided on April 27, 2005 will be of assistance in developing the community outreach plan as well.

3. Have outreach plans, strategies, and activities been identified for particular population groups? Examples of publicity materials used to expand the diversity of participants?

VERIFICATION

Yes – Centro Latino Americano, a training provider, provides training to Hispanic students that will improve their ability to succeed in school, thus reducing the drop-out rates. The training provided on April 27, 2005 will also be of assistance in developing a community outreach plan.

4. Has outreach plan been mailed to Statewide Equal Opportunity Officer?

VERIFICATION

YES – The Lane County 2 yr. Compliance Plan was provided. This is a work in progress and the training provided on April 27, 2005 will be of assistance in enhancing the community outreach plan.

Current Statewide Equal Opportunity Officer:

Gabe Silva,
Oregon Employment Department, Room 310
875 Union St NE
Salem, OR 97311
(503) 947-1692 gabriel.sr.silva@state.or.us

Element 5: Compliance with Disability Requirements

Reference:

29 CFR 37.7 through 37.9
Section 504 requirements
Subparts B and C of 29 CFR part 32
Part 37.4
29 CFR 37.54(d)(2)(v)
64 FR 61730
Architectural Barriers Act at 41 CFR 101-19.6
State of Oregon Methods of Administration, Pages 19-21
US Department of Labor, Employment & Training Administration Online
homepage <http://www.wdsc/doleta.gov/disability/>

CRITERIA

1. Is a TTY line in use?

VERIFICATION

Yes, the TTY number is (541) 682-7208.

2. If not, is the State relay number (711) used? NO.

3. Are there appropriate handicap parking spaces?

VERIFICATION

Yes – they have five handicap parking spaces available for the parking area out of 76 -100 total spaces.

4. Is there an adaptable computer available for individuals with disabilities?

VERIFICATION

Yes – they have a looping system, Merlin EVS, View Sonic/Graphic Series G810 and JAWS software.

5. Is there a phone available with volume control?

VERIFICATION

Yes – they use a looping audio system, TTY phone line with volume control, and language line.

6. Programmatic and architectural accessibility compliant?

VERIFICATION

Yes

7. Pre-employment/employment medical inquiries limited to those permitted by and in accordance with WIA section 188, Section 504 of the Rehabilitation Act of 1973 (amended), and the Americans with Disabilities Act of 1990 (ADA)?

VERIFICATION

Yes

Element 5: Compliance with Disability Requirements (continued)

8. When required, reasonable accommodation provided to employees and participants?

VERIFICATION

Yes, examples are the large-font computer, workstation that adjusts to customer needs, TTY phone line, volume control devices, Wheel chair access, etc.

9. Signage at a primary entrance to any inaccessible facility, directing users to a location at which they can obtain information about accessible facilities?

VERIFICATION

No area is inaccessible.

10. Accessibility self-evaluation sent to State EO Officer? Yes

VERIFICATION

Yes. Kristina provided the completed self-evaluation on the date of our review on 4-27-05.

AUDIT COMMENT

Element 6: Data and Information Collection and Maintenance

Reference:

29 CFR 37.37

29 CFR 37.40

State Methods of Administration pages 22-23

Temporary Oregon Administrative Rule (OAR) 151-010-0015 Compliance
with the Workforce Investment Act

OWL No. 3-01 Processing Equal Opportunity Discrimination Complaints

CRITERIA

1. Four mandated data elements are collected and reported for each registrant, applicant, eligible applicant, participant, employee, and applicant for employment.

Required data elements:

- Race / ethnicity
- Sex
- Age
- Disability status

Note: The data is captured when a participant receives a service. This does not include self-referred individuals who do not receive assistance from a staff person.

Note: Any recipient in the One-Stop system who reports their data to a state agency, will not need to create a separate report. The State WIA MOA EOO will receive the data from the State agency's reports.

VERIFICATION

Yes, in process – Swipe card collects demographic data including race, sex, age, disability status and gender.

1. One-Stop recipients / partners who do not report their data elements to a state agency, should be collecting that data and reporting it to the named EOC for their One-Stop system. A new process is being initiated through the Governor's Office (12-04) wherein local One-stop Coordinators will submit the Annual Report of Compliance attesting to their compliance to assurances, data collection, etc. That information will then be forwarded to the Statewide EOO.

In addition to Oregon Employment Departments OLMIS data system, the Workforce Network Connection uses swipe card software for data collection purposes and review.

Element 7: Equal Opportunity Monitoring

Reference:

29 CFR 37.51 through 37.54

State Methods of Administration pages 24-28

CRITERIA

1. At a minimum, the recipient / partner has completed a self-assessment on an annual basis, including an assessment of any entities sub-contracted with.

VERIFICATION

Yes – WIA 188 self evaluation, ADA Report, and the Annual Report of Compliance were submitted for the April 27, 2005 on-site review.

2. Significant differences in participation have been investigated.

VERIFICATION

Yes, Kristina provided the Lane County Two-year Compliance Plan which included demographic data for the Lane County area. She also provided data evaluation documentation for the swipe card process used at the Workforce Network. New training received on April 27, 2005, will assist in this monitoring effort as well.

3. Reception and switchboard staff are aware of WIA MOA requirements.

VERIFICATION

Yes, training on April 27, 2005 will help to raise awareness.

4. Center / system staff are aware of the WIA MOA requirements.

VERIFICATION - Yes

5. On-site monitoring visit:

- Corrective Actions recommended in monitoring visit, are resolved.
- Governor's Office has received final report.
- Agency EOO has received final report.
- Local or Regional Workforce Board Chair has received final report.
- Local EO Coordinator has received final report.
- One-Stop Center Manager has received final report.

Element 8: Complaint Processing Procedures

Reference:

OWL No. 3-01 Processing Equal Opportunity / Discrimination Complaints
Title VI & VII of the Civil Rights Act of 1964 (amended), Section 503 and
504 of Rehabilitation Act of 1973 (amended), The Age Discrimination Act of 1975
(amended), Age Discrimination in Employment Act of 1967 (amended), Titles I,
II and II of the Americans with Disabilities Act of 1990, Vietnam Era Veterans'
Readjustment Assistant Act of 1974, Equal Pay Act of 1963, Title IX of Education
Amendments of 1972, Immigration & Nationality Act, Title I of the Workforce
Investment Act of 1998, President's Executive Order 11246

Oregon's Civil Rights Laws

Oregon Revised Statutes (ORS) 182.502

Governor's Executive Order No. 00-09

State Methods of Administration pages 29 - 37

OWL No. 4-01 Plan to Develop A Language Assistance Program for Person
with Limited English Proficiency.

CRITERIA

1. Complaint elements are posted and processed correctly.

Elements:

- Jurisdiction
- Methods of resolution or disposition
- Notice of final disposition
- Processing timeframes
- Recordkeeping

VERIFICATION

Yes – This information is provided in a form that all applicants must sign, titled "Equal Opportunity is the Law" and Through the "Equal Opportunity is the Law" posters in the lobby. Additionally, MOA directives delineate how the EOC's are to process complaints (MOA pages 29-37). No complaints received.

2. Complaints are processed by the designated EOC or EOO.

VERIFICATION

Yes, but none received.

3. Third party complaints have the required written authorization from the complainant.

VERIFICATION None yet filed.

Element 8: Complaint Processing Procedures (Continued)

4. Agency EOO and State EOO are notified when issues arise, or complaints are filed. This would include any administrative enforcement action or lawsuits that are filed alleging discrimination for any WIA MOA protected classes.

VERIFICATION

EOC/EOO is aware of obligations to report such issues and complaints. None filed yet.

5. Complainants have been offered Alternative Dispute Resolution (ADR).

VERIFICATION

None yet filed.

6. Written complaints include the following information:

- Complainant's name and address
- Identity of the respondent
- Description of the complainant's allegations
- Complainant's signature or the signature of the authorized representative

VERIFICATION

Yes - Complaint forms (copies provided to EOOs and EOCs, on the state Equal Opportunity website) ask for this information.

7. Complaints are entered in the Complaint Log.

VERIFICATION

Yes, but zero is mostly noted because no complaints (or very few) are received.

8. Written notification of a complaint receipt has been provided to complainant.

VERIFICATION

Yes, process in place through MOA but no complaints received.

9. Written notification of lack of jurisdiction has been provided to complainant.

VERIFICATION

Yes, process in place through MOA but no complaints received.

Element 8: Complaint Processing Procedures (Continued)

10. Determinations are processed correctly.

Reasonable cause has / has not been determined.

Complainant and respondent have received a written determination.

Initial determinations have been issued if reasonable cause exists.

Final Determinations have been issued.

Corrective Actions have been completed.

VERIFICATION

Processes are in place through the MOA but no complaints.

Element 9: Corrective Actions and Sanctions

Reference:

29 CFR 37.54(C)(VII)

State Methods of Administration pages 39 - 47

OWL 5-01 Compliance with Elements of the State Method's of Administration and Section 188 of the WIA

CRITERIA

1. Corrective Actions are appropriate for the violation identified and designed to end the discrimination and / or redress the specific violation.

VERIFICATION

No violations reported

2. Technical violations have been noted (such as failure to include required language assurances).

VERIFICATION

No violations reported

3. Discrimination violations include findings of: disparate treatment, disparate impact, failure to provide a reasonable accommodation, include "make whole" relief (such as retroactive pay or change of policy).

VERIFICATION

No violations reported

4. Have any sanctions (termination of funding, partial funding, or suspension) been enforced against a recipient / partner / sub-contractor, for WIA MOA reasons?

VERIFICATION

No violations reported

Monitoring Review Summary Comments:

Workforce Network partners include:
Oregon Employment Department
DHS, Vocational Rehabilitation
DHS - Children, Adults and Families
Lane Community College
Lane Workforce Partnership
American Association of Retired Persons
Job Corps