



Continuous Improvement Committee (CIC) Charter

2025-2026

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Purpose

Ongoing Assessment of Oregon's Public Workforce System—WorkSource Oregon (WSO)

Sponsors

- Governor or Governor's Office Policy Advisor
- Agency Directors
- WTDB Chair
- Oregon Workforce Partnership

Chair

- Kris Latimer, Knife River Corp., WTDB Member, Willamette Workforce Partnership Member
- K'Lynn Lane, Ford Family Foundation and East Cascades Workforce Board Member

Staff Lead

- Ashley Espinoza, Executive Director, Lane Workforce Partnership
- Todd Nell, Director, Workforce and Talent Development Board

Opportunity Statement

The state needs its public workforce system to be responsive, innovative and customer centered. There is an agreed upon need to assess the effectiveness of the state's public workforce system- WorkSource Oregon. That assessment will provide sponsors and stakeholders with recommendations for its continuous improvement.

The assessment will:

- Advance diversity, equity and inclusion
- Align state and local goals and efforts
- Support comprehensive system improvement
- Improve the customer (job seeker and business) experience and promote equitable outcomes
- Improve quality and transparency of WorkSource Oregon resources, program, services and other performance data and system outcomes.

The WorkSource Oregon system, includes:

- i. Higher Education Coordinating Commission (Office of Workforce Investments



and Office of Community Colleges and Workforce Development)

- ii. Local Workforce Development Boards
- iii. Oregon Employment Department
- iv. Oregon Department of Human Services- Self Sufficiency Programs
- v. Oregon Department of Human Services- Vocational Rehabilitation
- vi. Oregon Commission for Blind
- vii. Senior Community Service Employment Program
- viii. Oregon Housing and Community Services
- ix. Others as determined by the Committee

Project Scope

In collaboration, the State WTDB, Local Workforce Development Boards and state agencies shall create a Committee consisting of an equal number of State and Local Workforce Board members representing the private sector and organized labor.

The Committee will be Co-Chaired by a state board and local board member elected by a majority of the Committee. The Committee will be jointly staffed by the Executive Director of the State Board and an Executive Director of a Local Workforce Board, selected by the Oregon Workforce Partnership.

The purpose of the Committee is to develop, solicit for and manage a procurement for a third-party vendor to assess the public workforce system.

- The assessment will be undertaken every even-numbered year.
- The assessment will be jointly supported and participated in by all WSO partners.
- The assessment should be tied with Local One-Stop Operators, center certification requirements and State monitoring efforts.

The Committee will receive the report from the evaluator, seek clarification and/or input from agencies, other program providers and system customers, and develop final recommendations to be considered by the State Workforce Board. The final recommendations will be submitted to the Governor by the State Board no later than December 15th, of even numbered years.

At the discretion of the co-chairs, Committee members, and the WTDB Chair, the scope of the Committee's work can be expanded. For example, if a certain program, initiative, or effort requires an evaluation or other effort, that evaluation can be provided to the Committee for



review and subsequent action.

Timelines

Biennial Assessment Due: December 15th of every even numbered year.

Stakeholders

Staff Leads will report progress to and receive guidance from the Governor's Labor and Workforce Policy Advisor. Stakeholders for this project include, but are not limited to:

- Office of the Governor
- Oregon Legislature
- State WTDB
- Local Board Directors
- Higher Education Coordinating Commission
- All Public WF Agencies- (all 14 programs)
- Community Based Organizations and Non-Profits

Tenets

- Neutrality and public engagement are important to this Committee's success
- Committee's work will be consistent with inclusive and equity frameworks
- Intentional of sector and geographic representation

Membership Goals

- 50/50 state and local board business and labor membership (12)
 - 4 state business
 - 4 local business
 - 2 state labor
 - 2 local labor
- Local (1) and state elected (1) from the current local and state board membership
- Representative of a federally recognized Oregon Tribe (1)
- CBOs that are culturally or constituency specific (2)

Current Members

1. K'Lynn Lane, Co-Chair
2. Kris Latimer, Co-Chair
3. Dave Berger



4. _
5. Susie Calhoun
6. Paul Diaz
7. Brent Kell
8. Joe McFerrin
9. Anne Mersereau
10. Tara Morrell
11. Craig Pope
12. _
13. _
14. Legislator—Vacant
15. _

Expected Outcomes

1. Biennial Assessment
2. Ongoing review, considerations, and recommendations for continuous improvement of WorkSource Oregon and the entire workforce system.

Funding and Resources

Shared Costs: HECC-OWI; OED; ODHS Self Sufficiency and VR; Local Workforce Boards

Project Risks

- Conflict between federal, state and local goals and interests.
- Disagreement on scope or cost of project.
- Different local areas may have different needs requiring separate strategies/programs/services to be developed.
- Organizations engaged in this work are already resource-constrained with current workloads and capacity.
- Contracting process for the assessment project may be subject to protocols or other time intensive constraints and review processes.

Communication

From time to time, attendance by members may not be possible.

To help, meetings are recorded, agendas and materials are saved, and all related information



is posted and made available on the WTDB website.

If a member is unable to attend the entire meeting, we encourage partial-meeting attendance during that portion of the agenda requiring a vote on key decision points.

If any member has questions or need assistance, please reach out to Alea Soboloski at alea.soboloski@hecc.oregon.gov or Todd Nell at todd.a.nell@hecc.oregon.gov.

Sponsor Signatures

Sarah Means, Workforce, Higher Education and Economic Development Policy Advisor

K S Venkatraman, Chair, Workforce and Talent Development Board, Nvidia ret.

Heather DeSart, Chair, Oregon Workforce Partnership

Ben Cannon, Executive Director, Higher Education Coordinating Commission

Liesl Wendt, Director, Department of Human Services

Andrew Stolfi, Director, Oregon Employment Department