

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING**

**August 19, 2015  
County City Building, Conference Room 210  
555 S. 10<sup>th</sup> Street, Lincoln, NE**

**Minutes**

Executive Committee members present: Julie Panko Haberman, Cherisa Price-Wells, Liz Shotkoski, and Carol Swigart

Members absent: Gary Targoff and Sherri Wimes

Board Staff: Jan Norlander-Jensen

City of Lincoln Staff:

Margaret Blatchford, City Attorney's Office

Dave Landis, Urban Development

Vicki Leech, Urban Development

The meeting was called to order at 10:12 a.m. by Carol Swigart, Chairperson of the Greater Lincoln Workforce Development Board. She announced that the meeting was being conducted in accordance with the Nebraska Open Meetings Act. A copy of the Act was available in the meeting room.

**Approval of Minutes**

Minutes from the April 28, 2015 Executive Committee meeting of the Greater Lincoln Workforce Investment Board were reviewed. Liz Shotkoski moved approval of the minutes; Cherisa Price-Wells seconded the motion; the motion passed unanimously.

Carol Swigart noted that the second paragraph on page 2 of the April 28<sup>th</sup> minutes addressed expectations for enrollment levels and service outside of Lincoln under the Workforce Investment Act. A motion was made by Carol Swigart and seconded by Julie Panko-Haberman to approve an expectation of the provider to meet 85% of planned WIOA enrollment figures inclusive of enrollments from all counties. The motion passed 4-0 by roll call vote.

**Greater Lincoln Workforce Development Board Membership**

Carol Swigart reviewed a current list of board members and noted the following vacancies: Nebraska Department of Health & Human Services-Jill Schreck is to be replaced by Douglas Weinberg and that appointment is in the process of being made. The Nebraska Department of Labor-Employment Services representative was Susan Fallon and that vacancy is to be replaced but that process has not begun. Hiring information is pending from the Labor Department.

There is another resignation from the board occurring at the end of the month and it's from Liz Shotkoski who is taking a new job with Ameritas. Liz's departure leaves a business vacancy which will be filled by the Mayor's Office. It also leaves an immediate vacancy for a Chairperson of the Youth Committee. Liz said she recommends Tim Bornemeier, a business board member from World's Foremost Bank, Cabela's, for this appointment and Carol concurred. Jan Norlander-Jensen was asked to contact Tim to determine his interest.

**Committee Updates**

Jan Norlander-Jensen reported that the One Stop System Committee had met on August 5<sup>th</sup> and has their next meeting scheduled for August 26<sup>th</sup>. The main discussion points include adding definition to the following items:

Employer driven; meeting the needs of employers  
Cohesive employer outreach function/One Stop System business unit  
Common definitions within the system (job ready)  
Development of system tools/Employer data base  
Common staff training, competency-based

Liz Shotkoski reported that the Youth Committee had met on July 30<sup>th</sup> and their next meeting is to be scheduled. The committee is particularly interested in working to recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth. At the next meeting they want to begin reviewing available resource directories, etc to determine what else needs to be gathered.

Carol Swigart thanked Liz for the fantastic job she has done throughout the years with the Youth Council and as an Executive Committee member. The attendees agreed and gave Liz a round of applause.

Julie Panko-Haberman reported that the Transition Committee met on August 18<sup>th</sup> and the next meeting is to be scheduled. Local Area Designation/Economic Regions is the current discussion topic. Based on the previous day's discussion with the Nebraska Department of Labor and the City of Lincoln representatives, a local area of Lancaster and Seward Counties is supported by economic data and by economic practice.

### **Oversight & Monitoring**

Jan Norlander-Jensen referred to page 5 of the meeting packet and talked about Section 107 of WIOA which lists the Board's responsibilities as:

A. In partnership with the Chief Elected Official (Mayor of Lincoln):  
Conduct oversight with respect to local programs of youth activities, local employment and training activities, and the one-stop delivery system in the local area; ensure the appropriate use and management of funds; and for workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes under the performance accountability system. As background, Jan referred to the fact that the Nebraska Department of Labor monitors all three local areas and provides reports to the local Board and Chief Elected Official(s). The Program Year 2015 NDOL monitoring schedule was then reviewed.

Jan noted that WIOA calls for more robust monitoring efforts by local boards. A recent conference call with Stacy Okeefe, Federal Project Officer for Nebraska, addressed Greater Lincoln's 2012 competitive procurement through RFP of a youth provider and the monitoring requirements for local boards. Ms. Okeefe stated that formal monitoring must be done by the Greater Lincoln Board and that monitoring must cover both program and fiscal. Work will begin this quarter by Jan to put together an Oversight and Monitoring Plan for the board's consideration. Members instructed Jan to look at what other local areas are doing in monitoring and asked that she review in-state practices as well as what practices occur in the GLETA states. It was noted that Carol Swigart, Board Chairperson, receives all NDOL monitor reports and responses.

B. In terms of the selection of operators and providers:  
with the agreement of the CEO, designate or certify one-stop operators and terminate for cause the eligibility of such operators; identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (if there is a sufficient number of such providers in the local area), based on recommendations of the youth standing committee if established, and terminate for cause the eligibility of such providers; identify eligible providers of training services; identify eligible providers of career services, if the one-stop operator does not provide such services, by awarding contracts; and work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

It was discussed that the City of Lincoln, Urban Development Department is the current one stop operator and has a non-financial agreement with the board to perform this function. Expenses are paid by WIA/WIOA funds and partner contributions but have not been tracked separately by the board.

To prepare for competitive procurement of a One Stop Operator to take effect July 1, 2016, it is necessary to know the costs of this function. Carol Swigart moved and Cherisa Price-Wells seconded a motion to ask Urban Development as the current one stop operator to provide to the board on a monthly basis an itemized listing of expenses covering all one stop operator functions for the period September, October, and November 2015; the motion passed by roll call vote 4-0.

### **Program Delivery Update**

Dave Landis provided a handout on customer traffic at the American Job Center which showed 1181 customer visits in July 2015 and a total of 1473 visits through 8/11/2015.

Staff estimates that Program Year 2014 WIA actual performance will exceed the negotiated standards for Greater Lincoln. Dave noted that an increase in enrollments is needed. There have been new enrollments in this first 5 weeks of the program year, with the new enrollment goals at the end of first quarter (September 30, 2015) being a total of 10 adults, 3 dislocated workers, and 12 youth. Currently in school youth enrollments outnumber out of school enrollments. Because of the new requirement to have a minimum of 75% of expenditures going to out of school youth, this bears close watch by provider staff. All dislocated workers and a majority of adult training enrollments are in classroom, with 4 adults in OJTs and 2 adults in apprenticeship at IBEW.

There is also a requirement that a minimum of 20% of youth funds be spent on work-based learning activities such as work experience. Members questioned what all could be counted under the category. Example: A youth participant enrolled in classroom training may be placed with an employer in an occupational or work setting (example, LPN student enrolled at a local community college and placed at a hospital for clinical practicum). Can the expenses incurred during placement at an employer's worksite be counted toward meeting the 20% minimum work experience expenditure rate for the local area? Jan Norlander-Jensen will ask that this question be addressed at a September 29<sup>th</sup> technical assistance session for GLETA members presented by USDOL staff.

There is a staff vacancy due to a retirement. The current job description is for a Community Resource Specialist and emphasizes the job duties as eligibility determination, case management, and advocacy. Dave Landis stated he contacted the City of Lincoln HR department to add a sentence about contacting employers for on the job training and placement. He decided against asking HR to revise the entire job description because it would result in significant delay in re-hiring for the position. However he stated his intent to initiate the process of updating the job description to be in place for any future vacancies. He also asked if a board member would be willing to serve on the selection committee for this hire. Cherisa Price-Wells volunteered to participate.

In the handout provided by Dave Landis, it stated that financial literacy is a required element for adults and youth and the current provider is not prepared to deliver this service. The provider requires a competitive bidding process and is looking for a contractor to deliver financial literacy services for a two quarter pilot of January through June, 2016. The cost is estimated up to \$12,000 and approximately 33 participants would be pre-tested to determine need for this service. Members asked about the competitive procurement process, the cost per participant and the deliverables, and asked if a pay-for-performance arrangement could be negotiated. A motion was made by Carol Swigart and seconded by Julie Panko-Haberman to ask Urban Development to research first the RFI and RFQ processes for use in the financial literacy provider procurement process, and if not allowable, to proceed with the RFP process to include a board member on the selection team, and with an emphasis on outcomes and cost per participant. The motion passed by roll call vote 4-0.

It was also noted that the provider had previously informed the Youth Council and the Board Chairperson of the need to issue a competitive procurement for a contractor to develop a youth outreach & marketing plan and had received permission from the Board Chairperson to proceed with this procurement. Executive committee members expressed a preference for board representation on this selection team also and would like representation in all future selection processes.

### **That Vision Thing**

Members shared impressions of the July 29<sup>th</sup> focus group held in Lincoln on “Building Nebraska’s Workforce System.” They also discussed informing the board of the ongoing discussion with the Nebraska Department of Labor to determine economic regions and local service areas.

The Board receives updates and has representation on other local initiatives such as:

- The Career Academy
- Southeast Community College 2015-2019 Strategic Plan
- Lincoln Vision Plan
- Prosper Lincoln

Maintaining involvement with these community initiatives is vital to developing the Board’s strategic plan.

The next full Board meeting is Tuesday, August 25, 2015 at 9:00 AM at NET, 1800 N. 33<sup>rd</sup> Street, Lincoln, NE

There being no further business, the meeting adjourned at 11:50 AM.