Greater Lincoln  
Workforce Investment Board  

2014 Meetings Schedule and Minutes  

All Workforce Investment Board meetings are open to the public. A public meeting notice is published in the *Journal Star* newspaper.  

For 2014, Board meetings will be held at:

- February 12, 9:00 am: The Cornhusker Hotel, 333 S. 13th Street, Lincoln, NE; in Yankee Hill 3
- May 14, 9:00 am: Southeast Community College, 8800 O Street-Rooms V103-104
- August 13, 9:00 am: Southeast Community College, 8800 O Street-Rooms V103-104
- November 5, 9:00 am: Nebraska Educational Telecommunications (NET), 1800 N. 33rd Street, Lincoln, NE

Agendas and minutes to all 2014 Workforce Investment Board meetings will be included in this document. For convenient access, the meetings will be bookmarked. (See the page icon with the blue ribbon in the upper left of your document window.)

Call 402-441-7117 or email jnjensen@lincoln.ne.gov for further information about Workforce Investment Board meetings.

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**ACCOMMODATION NOTICE**  
The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public’s access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402-441-7624 as soon as possible before the scheduled meeting date in order to make your request.

**AVISO DE ACOMODACION**  
La ciudad de Lincoln cumple con el Título VI de la Ley de Derechos Civiles de 1964 y los lineamientos de la Sección 504 de la Ley de Rehabilitación de 1973. El garantizar el acceso de los ciudadanos para participar en las reuniones públicas es una prioridad para la ciudad de Lincoln. En caso de que usted se encuentre en la necesidad de hacer arreglos razonables con el fin de asistir o participar en una reunión pública realizada por la ciudad de Lincoln, por favor contacte al Director de Equidad y Diversidad, de la Comisión de Derechos Humanos de Lincoln, al 402-441-7624 lo antes posible antes de la fecha de la reunión programada con el fin de presentar su solicitud.
GREATER LINCOLN LOCAL WORKFORCE INVESTMENT BOARD
Wednesday, February 12, 2014 - 9:00 a.m.
The Cornhusker Hotel, 333 S. 13th Street, Lincoln, Nebraska
in Yankee Hill 3

Agenda

I. Call to Order/Open Meetings Act

II. Member Introductions & Announcements

III. Approval of Minutes from May 22, 2013

IV. Consent Agenda
   Items listed on the consent agenda are considered non-controversial. The consent agenda provides a method for expeditious handling of items that do not require discussion. The items listed on the consent agenda will be approved by a single roll call vote. Any item on the consent agenda may be removed by the Chairperson if a member of the public requests to speak on the matter or if there is a request by a board member. Items removed from the consent agenda will be placed as the next item on the agenda for the board’s discussion and vote.

   1.1 Youth Council recommendation to extend the WIA Youth Service Provider contract with the City of Lincoln-Urban Development Department for the period July 1, 2014 through June 30, 2015 with continuous oversight of WIA performance outcomes by the Board and the Youth Council

   1.2 Member Engagement Committee recommendation to amend the Board bylaws to change terms of office from one year to two years for the Board officers (Chairperson, Vice-Chairperson and Secretary)

   2.1 Items Removed from Consent Agenda

V. Election of Officers

VI. One Stop Operator & WIA Service Provider Report

VII. Board & Committee Actions
   • Workforce Investment Plan: July 1, 2014-June 30, 2017
   • WIB/Chief Elected Official Agreement

VIII. Community Opportunities
   • Hiring Our Heroes Job Fair
   • 1st Job Lincoln
   • Civil Rights Conference-Fair Housing & Equal Employment
   • LPED Business Survey

IX. Results of LPS Bond Issue

X. Public Comment/Adjourn

Next Meeting is Wednesday, May 14, 2014
at Southeast Community College, 8800 O Street-Rooms V103-104
GREATER LINCOLN WORKFORCE INVESTMENT BOARD
February 12, 2014- 9:00 a.m.
Cornhusker Marriott Hotel
333 South 13th Street, Yankee Hill 3, Lincoln, Nebraska

Minutes

BOARD MEMBERS PRESENT:
Carol Andringa  Cheryl Brandenburgh  Angela Caldwell
Connie Daly  Judy Fischer  Jane Goertzen
Julie Groeteke  Pat Haverty  Leon Holloway
Jack Huck  Ken Inness  Jessica James
Debra Jenkins  Ron Joyce  David Landis
Tate Lauer  Kal Lausterer  Stephanie Mahony
John Markey  Rich Marshall  Dave Masilko
Amy Ostermeyer  Jackie Ostrowicki  Julie Panko Haberman
Joanne Pickrel  Sherla Post  Cherisa Price-Wells
Jill Schreck  Vi See  Liz Shotkoski
Gail Sutter  Carol Swigart  Gary Targoff
Gerry Tyler  Brittany Urias  Laura Williams
Sherri Wimes

BOARD MEMBERS ABSENT:
Tanner Andrews  Susan Billups  Donna Bristol
Vicki Rasmussen  Sheri Robertson  Randy Sterns
Matthew Wegener  Sue White

CITY OF LINCOLN STAFF PRESENT:
Margaret Blatchford, Law Department
Vicki Leech, Urban Development Department
Jan Norlander-Jensen, Urban Development Department
Kristi Nydahl, Urban Development Department

GUESTS PRESENT:
Érick Buckwaller, Nebraska Commission for the Blind & Visually Impaired
Sarah McCarter, Manpower
Andrew Wallace, Nebraska Department of Labor

Call to Order
Carol Swigart called the meeting to order at 9:01 a.m. It was announced that this Board complies with the Nebraska Open Meetings Act and a copy of the Act was available in the meeting room. Carol thanked members for being flexible and adjusting to a change in location. The original meeting location at Lincoln Public Schools District Office had meeting space but not parking space available. A meeting room will be re-scheduled at LPS for a later meeting date.

New Member Introductions
Carol Swigart welcomed new members to the Board:
Julie Groeteke-Northwestern Mutual
Pat Haverty-Lincoln Partnership for Economic Development
Stephanie Mahony-Experience Works
Jackie Ostrowicki-University of Nebraska
Brittany Urias-Nebraska Department of Labor
Approval of Minutes
Minutes from the Board meeting held May 22, 2013 were reviewed by Board members. Kal Lausterer moved approval, Liz Shotkoski seconded the motion and it passed by unanimous voice vote. Carol noted that in 2013 the originally scheduled September and December Board meetings were combined into a November 6th tour of the new American Job Center; no business was conducted at that gathering.

Consent Agenda
Carol Swigart introduced the items listed on the consent agenda. This item is considered non-controversial. The consent agenda provides a method for expeditious handling of items that do not require discussion. The consent agenda included:

1.1 Youth Council recommendation to extend the WIA Youth Service Provider contract with the City of Lincoln-Urban Development Department for the period July 1, 2014 through June 30, 2015 with continuous oversight of WIA performance outcomes by the Board and the Youth Council

1.2 Member Engagement Committee recommendation to amend the Board bylaws to change terms of office from one year to two years for the Board officers (Chairperson, Vice-Chairperson and Secretary)

2.1 Items Removed from Consent Agenda

As there was no discussion, Connie Daly moved approval, Jack Huck seconded the motion, and it was approved by roll call vote with 33 yes and one abstention (Landis).

Results of LPS Bond Issue/Capital Career Center Update
Jack Huck reported that a piece of the bond issue approved by voters is related to the Career Academy that SCC is planning as a cooperative venture with Lincoln Public Schools. The support for that component came from a number of business & industry sectors around the community and many of the members and their organizations/companies are represented around the Board table today. This body as a whole was very supportive very early on in the process of the career academy and the role it plays in the future of Lincoln’s workforce. Jack gave a great big thank you to all of the board members and the organizations they represent. The bond issue passed by a very positive vote of approximately 66% to 34%.

Jack stated that In terms of where we go from here, in the coming months if you take a drive out East O Street you will see activity starting to occur very quickly. Jack said that SCC has been poised to go if the bond issue passed. A lot of architectural design work and specifications have been drawn. The contractor of record, Hampton Construction, has been selected through a competitive bidding process. Hampton will be starting to put out their bid packages for earth work, etc. as early as next week. Dirt moving should start happening either by late March or the first of April.

Plans are for the facility to be available and students to be enrolled by August 2015. A lot of hard work is ahead for all involved.

Jan Norlander-Jensen asked if building visuals would be available when the Board next meets on May 14th at SCC-88th & O Street and Jack answered yes. Gary Targoff asked how the industry advisory groups were being selected and Carol Andringa answered that this area is still being developed.

Election of Officers
Julie Panko-Haberman thanked the Member Engagement Committee for their work on officer elections. They had the foresight to recommend amending the bylaws so officers serve two year terms and they also pursued the slate of candidates to be presented. Julie asked each
committee member to stand and be recognized: Gail Sutter, Jane Goertzen, Laura Williams, Leon Holloway, Sherla Post and Sue White (absent).

Julie informed the members that she would be presenting the slate of candidates and asking each candidate to say a few words about their qualifications. Introductions were made as follows:

**Carol Swigart for Chairperson** -- Carol is a charter member of the Board and has served as both Secretary and Vice Chairperson. She is completing her first term as Chairperson. Carol added that she is a small business owner as President of Hillaero Modification and represents the Lincoln Board on the Nebraska Workforce Investment Board and as a member of its Performance Committee.

**Cherisa Price-Wells for Vice Chairperson** -- Cherisa was appointed to the Board in 2007 and is completing her first term as Vice Chairperson. Cherisa added that she is a member of the Executive Committee, the Youth Performance Action Committee (YPAC), the WIA Operations Committee and she serves on the state Performance Committee. She is the Program Manager for ResCare Workforce Services, a for-profit business.

**Sherri Wimes for Secretary** -- Sherri was appointed to the Board in 2009 and is completing her second term as Secretary. Sherri added that she is a Vice President, Human Resources for Ameritas Life Insurance Corp and before that she worked for the State of Nebraska.

Julie then opened the process for nominations from the floor. Hearing none, a motion was made by Dave Landis and seconded by Cheryl Brandenburgh to close nominations. A motion was then made by Dave Landis and seconded by Connie Daly to accept the slate of candidates.

Members then voted by ballot by office with the results as follows:
- Chairperson – Carol Swigart was elected with 37 votes
- Vice Chairperson – Cherisa Price-Wells was elected with 37 votes
- Secretary – Sherri Wimes was elected with 36 votes

**One Stop Operator and WIA Service Provider Report**

Dave Landis, Director of Urban Development reported that the American Job Center (AJC) has been operational in the new location, SCC-Education Square, Suite 205 since October 2013. The City of Lincoln-Urban Development functions as the One Stop Operator as chosen and certified by the Board and the Mayor of Lincoln. Urban Development also is designated by the Mayor of Lincoln as the service provider for WIA Adult and Youth programs and is continuing as the Youth Service Provider as chosen by the Board and the Mayor.

Dave reported that the cost of the move to the new location was about $62,000 which included the construction of some space, the moving of furniture and moving other things into storage. Bills have paid for $52,000 with another $10,000 yet to be paid.

Usage of the AJC and the Resource Room has averaged 1400 customer visits monthly. November was the lowest month at 1215 visits and January was the highest with 1531 customer visits. Mr. Ki-Raka Atwater, as the Triage Navigator, welcomes customers as the first face of the American Job Center, provides orientation to the Center, helps clients determine the purpose of the visit, refers clients to partner agencies, manages wait time for customers, logs services into NEworks and tracks customer volume. And Experience Works has placed two participants to help at the front desk registering individuals, manning the copier and fax machines, and answering the phone.

Dave reported that the current plan is to fund the Triage Navigator position in the coming year with a 60% contribution from the Nebraska Department of Labor, 30% from the One Stop Operator/City of Lincoln and 10% from our other partners. That is a one year plan for the purpose of analyzing the navigator’s time and how it is spent. Dave stated that he thought we
need to do that in more than just a mechanical or numerical quality. We need to do that for a qualitative measure as well. Not every contact with the navigator takes the same amount of time or energy so there might be 100 contacts that are less than a minute and 10 contacts that take 30 minutes or more. These contacts cannot be counted numerically identically and we need to find a way in this coming year to evaluate both qualitatively and quantitatively the work of the navigator because it is our assumption in the year after this current temporary funding we will ask our partners and ourselves to bear the burden of the navigator in relation to how much of the workload of the navigator they are in fact responsible for.

A handicapped accessible mechanism is being installed on the main door at a total cost of $1,855. Thanks go to Joanne Pickrel of Goodwill Industries for committing $1,000 towards this cost and Jack Huck of SCC for contributing his electrician to install the connection needed. The two meeting rooms at the AJC named the Monet and Picasso Rooms are frequently in use for staff and client purposes. All partners now have a link to their web sites on each of the computers in the resource room.

Unfortunately, because of declining federal funds and because of two costly things that we had to absorb on a short term: first, the retirement pay out of Dan Cain and secondly, the move, our resources are spread quite thin and we have instituted a wait list policy for both adult and youth. We hope that this is a temporary phenomenon and fully expect that it is.

**WIA Programs**

There are 16 current Adult enrollments and 28 current Youth enrollments. Due to limited funding a Wait List Policy has been developed for Adult and Youth applicants. There are currently 67 individuals on the Adult wait list and 9 individuals on the Youth wait list. Once federal allocations are known, enrollments will resume.

There are 32 active enrollments in the Dislocated Worker program and the program is open to new enrollments. Since December staff members have participated in Rapid Response events for ConAgra Foods, Novartis and the National Rural Electric Cooperative Association (NRECA).

Urban Development is entering into an agreement with the Nebraska Department of Labor to deliver the Trade Adjustment Assistance (TAA) services. The TAA Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. There are 30 active enrollments in TAA.

Overall performance shows above standard in Adult & Dislocated Workers and 2 of 3 Youth measures. The Youth Placement in Employment/Education remains below standard with staff working had to raise this number.

| Provisional WIA Performance for July 1, 2013 through September 30, 2013 |
|-----------------------------------------------|------------------|------------------|
| Adults                                       | 2013 Standard    | 1st Quarter Actual |
| Entered Employment                           | 93.8%            | 100.0%            |
| Employment Retention                         | 95.0%            | 100.0%            |
| Average Earnings                             | $12,800          | $13,674           |
| Dislocated Workers                           |                  |                  |
| Entered Employment                           | 95.3%            | 100.0%            |
| Employment Retention                         | 98.3%            | 100.0%            |
| Average Earnings                             | $16,000          | $17,771           |
| Youth                                        |                  |                  |
| Placement in Employment/Education            | 60.0%            | 42.9%            |
| Attainment of Degree/Certificate             | 72.9%            | 83.3%            |
| Literacy & Numeracy                          | 57.5%            | 85.7%            |
There was recently a 33 year old single mother who graduated from Southeast Community College’s Auto Collision Repair Program. She and her significant other who also recently graduated from Southeast Community College have now in their household about $70,000 of income. They were working before, they had jobs, but they still had to have food stamps, Medicaid and childcare assistance to keep the family going. Today, they have no assistance from the State.

**Board & Committee Actions**

Carol reminded the members that Greater Lincoln will be submitting a new Local Workforce Investment Strategic Plan for the period of July 1, 2014 through June 30, 2017.

The local Workforce Investment Act (WIA) plan provides the local strategy for addressing customers’ workforce needs using a system that is delivered through integrated, user-friendly services accountable to the customers and to the public. The plan serves as a compliance document necessary for a local area to receive federal funding. It is developed according to instructions issued by the Nebraska Department of Labor and must be formatted consistent with the plan content outlined in the instructions. Below is this year’s planning timetable.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 6, 2014</td>
<td>Preliminary draft plan will be posted on the City of Lincoln website following publication of a Legal Notice</td>
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<tr>
<td>March 14, 2014</td>
<td>State website available to upload local plan and attachments</td>
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<tr>
<td>April 7, 2014</td>
<td>Local Workforce Investment Boards electronically submit 1 copy of proposed plan and required attachments to NDOL after 30 days of public comment</td>
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<tr>
<td>April 30, 2014</td>
<td>Greater Lincoln Youth Council meeting</td>
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<tr>
<td>May 5, 2014</td>
<td>Copy of proposed plan, with State staff comments, forwarded to Compliance Committee of Nebraska Workforce Investment Board</td>
</tr>
<tr>
<td>May 14, 2014</td>
<td>Greater Lincoln Workforce Investment Board meeting</td>
</tr>
<tr>
<td>May 21, 2014</td>
<td>State Performance Committee meets and reviews local plan</td>
</tr>
<tr>
<td>June 2, 2014</td>
<td>Final plan to be posted and 1 fully executed copy electronically submitted to NDOL</td>
</tr>
<tr>
<td>June 20, 2014</td>
<td>NWIB meets and makes recommendation to Governor</td>
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<tr>
<td>June, 2014</td>
<td>Governor approves local plans before July 1</td>
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The current local WIA plan is posted on the city’s website at [www.lincoln.ne.gov](http://www.lincoln.ne.gov) search word: workforce; or the plan can be found within the Urban Development Department under [http://lincoln.ne.gov/city/urban/reports/workforce-plan.htm](http://lincoln.ne.gov/city/urban/reports/workforce-plan.htm)

Staff members are beginning to review the plan for updates and you will be contacted by email or at committee meetings for your input. Ideas being considered for adding to the text of the plan are:

- Incorporation of data from the “Vital Signs” initiative
- Addition of data relevant to the underemployed and long term unemployed
- Increased focus on entrepreneurship
- Collaboration with the Capital Career Center

Greater Lincoln is updating all of its foundation documents which are attachments to the plan and include:

- Memorandums of Understanding (MOUs) with all partners
- Local Elected Officials Agreement (Mayor of Lincoln, Lancaster & Saunders county officials), and
- WIB/Chief Elected Official (CEO) Agreement

Carol noted that all members received an updated WIB/CEO Agreement by email on January 31st to review prior to this meeting. Carol asked the Board for action to approve this Agreement. A motion was made by Dave Landis and seconded by Ron Joyce to approve the WIB/CEO Agreement; motion passed by roll call vote: 36-0.
Carol then stated that in order to meet the state’s timetable for the plan, she asked the Board to authorize its Executive Committee to approve and submit the plan. A motion was made by Dave Landis to authorize the Executive Committee to approve and submit the plan. The motion was seconded by Gerry Tyler and passed by roll call vote: 36-0.

**Community Opportunities**
Information was provided through members’ reports and handouts on the following:

**2014 Civil Rights Conference-Fair Housing & Equal Employment:** This conference is April 1st from 8 a.m. to 4 p.m. at The Cornhusker Hotel at a cost of $45.00 which includes lunch and meeting materials. More information can be found at [http://lincoln.ne.gov/city/mayor/human/index.htm](http://lincoln.ne.gov/city/mayor/human/index.htm)

**Hiring Our Heroes Job Fair:** This Job Fair is April 1st from 10:00 a.m. to 2:00 p.m. at the Lancaster Event Center, 4100 North 84th Street. Andrew Wallace from the Nebraska Department of Labor gave more background information and offered to be the Board’s contact person at [Andrew.Wallace@nebraska.gov](mailto:Andrew.Wallace@nebraska.gov)

**1st Job Lincoln:** Leon Holloway provided background on this initiative of the Lincoln Human Resource Management Association (LHRMA). The program matches IT talented high school students with local employers offering paid summer internships. Judy Fischer spoke about Cabela’s participation last summer and showed a power point presentation developed by their intern, Josh Jones. More information is available at [http://lincolnhr.org/blog/1st-job-lincoln-project/](http://lincolnhr.org/blog/1st-job-lincoln-project/)

**LPED Business Survey:** Pat Haverty provided information on this year’s Business Retention & Expansion survey by the Lincoln Partnership for Economic Development along with various community partners. Data collected is used as an economic development tool and is presented at the annual LPED breakfast which will be June 18th. Cheryl Brandenburgh spoke of the participation of Black Hills Energy staff this year and noted that the goal was to complete 100 surveys.

**Make It Work for Lincoln:** Julie Panko-Haberman provided information about this initiative by the Lincoln Chapter of the American Society for Training & Development (ASTD). ASTD-Lincoln established the Knowledge Management Council and its ultimate goal is to prepare a workforce that possesses the abilities required by employers and provide training and education for those who are willing and able to work at a higher level.

The three major steps to accomplish this are

- Identify shortfalls in training and education in Lincoln and surrounding areas by surveying businesses and households
- Locate existing resources and partner with education and training providers to create and modify programs that address these misalignments
- Establish an ongoing network to facilitate communication among workers, employers, and education and training providers to ensure that needs, as they change, are met into the future

This initiative is called “Make It Work for Lincoln.” On behalf of the Knowledge Management Council of ASTD-Lincoln, WIB members are invited to attend a gathering to explore this initiative on Thursday, March 20th, 11:30 am -1:00 pm at Bryan Health Systems-East Campus Conference Center. Details are being finalized and invitations will follow.
Upcoming Meeting Date

The next Board meeting is scheduled for May 14, 2014 at Southeast Community College, 8800 O Street, Rooms V103-104. There being no further business, the meeting adjourned at 10:24 a.m.
I. Call to Order/Open Meetings Act

II. Approval of Minutes from February 12, 2014

III. One Stop Operator & WIA Service Provider Report

IV. Consent Agenda
   Items listed on the consent agenda are considered non-controversial. The consent agenda provides a method for expeditious handling of items that do not require discussion. The items listed on the consent agenda will be approved by a single roll call vote. Any item on the consent agenda may be removed by the Chairperson if a member of the public requests to speak on the matter or if there is a request by a board member. Items removed from the consent agenda will be placed as the next item on the agenda for the board’s discussion and vote.

   1.1 Executive Committee recommendation to extend the One Stop Operator contract with the City of Lincoln-Urban Development Department for the period July 1, 2014 through June 30, 2015

   2.1 Items Removed from Consent Agenda

V. Greater Lincoln Workforce Investment Plan
   July 1, 2014 through June 30, 2017

VI. Capital Career Center
    High School Career Academy

VII. Community Opportunities
    2014 Economic Development Breakfast
    American Job Center Open House
    1st Job Lincoln Update
    Make It Work for Lincoln Update
    Other Updates

VIII. Public Comment/Adjourn

Next Meeting is Wednesday, August 13, 2014 at 9:00 a.m.
Minutes

BOARD MEMBERS PRESENT:
Tanner Andrews    Carol Andringa   Julie Groeteke
Jack Huck         Jessica James   Debra Jenkins
David Landis      Stephanie Mahony John Markey
Rich Marshall     Dave Masilko    Michelle Olson
Jackie Ostrowicki Julie Panko Haberman Joanne Pickrel
Sherla Post       Cherisa Price-Wells Jill Schreck
Vi See            Randy Sterns   Gail Sutter
Carol Swigart     Gary Targoff   Brittany Urias
Sue White         Laura Williams  Sherri Wimes

BOARD MEMBERS ABSENT:
Susan Billups   Cheryl Brandenburgh   Donna Bristol
Angela Caldwell Connie Daly   Judy Fischer
Jane Goertzen   Pat Haverty   Leon Holloway
Ken Inness     Ron Joyce   Kal Lausterer
Amy Ostermeyer Vicki Rasmussen   Sheri Robertson
Liz Shotkoski   Gerry Tyler   Matthew Wegener

CITY OF LINCOLN STAFF PRESENT:
Vicki Leech, Urban Development Department
Jan Norlander-Jensen, Urban Development Department

GUESTS PRESENT:
Samantha Burkhalter, Job Corps CHP
LeAnn Fry, WIA
Sherry Hageman, WIA
Rob Quinn, Council of Carpenters
Steve Sheridan, ResCare

Call to Order
Carol Swigart called the meeting to order at 9:05 a.m. It was announced that this Board complies with the Nebraska Open Meetings Act and a copy of the Act was available in the meeting room.

Approval of Minutes
Minutes from the Board meeting held February 12, 2014 were reviewed by Board members. Joanne Pickrel moved approval, Gary Targoff seconded the motion and it passed by unanimous voice vote.

One Stop Operator & WIA Service Provider Report
Vicki Leech provided a handout and shared a summary of activity. Visitors to the American Job Center (AJC) still average around 1200 per month; most come to file for unemployment insurance (UI) benefits and do the required job search. Also customers request assistance with registration in NEworks.
Six Job Fairs have been held at the AJC (Veterans, Imko, Gallup, WIS International, Outcome Outsourcing, Time Warner Cable).

There has only been one Dislocated Worker Rapid Response event which was for Transport Plus. Sixteen individuals were affected by this closure. A face-to-face presentation was not requested by the company so only program information was provided.

Duncan Aviation is interested in developing On the Job Training (OJT) contracts with our office.

Current enrollment levels are:
Adults - 14        Dislocated Workers – 28        Trade Adjustment Assistance enrollees – 25
Hopefully we will have the Summer Youth Program materials ready for distribution in June. This year the Summer Youth Program will consist of one week of education and three weeks of work experience. Current Youth Program enrollments are 6 Younger Youth and 11 Older Youth.

Jan Norlander-Jensen referred members to Page 7 in the materials showing the Provisional Performance Data for the quarter ending 12/31/13. Each measure shows a cumulative 4 quarter figure above 90% of the negotiated standard. 3rd Quarter data will be shared when received from the Nebraska Department of Labor.

As a part of the WIA Operations Committee, Cherisa Price-Wells chaired the Center Certification Team. The team met in October and again this past Monday to review the elements required for certifying the American Job Center as a comprehensive one stop. They reviewed full service features, physical layout, partner participation, Memorandums of Understanding (MOUs), lease arrangements, availability of services, community usage, and continuous improvement. The unanimous recommendation from the team is to approve certification of the American Job Center.

**Consent Agenda**
Carol Swigart introduced the items listed on the consent agenda. These items are considered non-controversial. The consent agenda provides a method for expeditious handling of items that do not require discussion. The consent agenda included:

1.1 Executive Committee recommendation to extend the One Stop Operator contract with the City of Lincoln-Urban Development Department for the period July 1, 2014 through June 30, 2015

1.2 Recommendation of the WIA Operations Committee’s Center Certification Team to certify Lincoln’s American Job Center as a comprehensive one-stop center for the period May 15, 2014 to June 30, 2016

As there was no discussion, Rich Marshall moved approval, Laura Williams seconded the motion, and it was approved by roll call vote with 25 yes and one abstention (Landis).

**Greater Lincoln Workforce Investment Plan**
Carol Swigart explained that the local Workforce Investment Act (WIA) plan provides the local strategy for addressing customers’ workforce needs and serves as a compliance document necessary for a local area to receive federal funding. The Greater Lincoln draft plan was submitted to Nebraska Department of Labor by the April 7, 2014 due date. Comments from the State Review Team were received on May 5, 2014 and additional information is being added to the following topics:
- Population statistics including diversity
- Service strategies to accommodate individuals with limited English speaking abilities
- Available statistics on under-employment
- Customer survey strategy
- Distribution of grievance and complaint procedures to all individuals

The final Plan must be posted to the city website and 1 fully executed copy electronically submitted to NDOL by June 2, 2014.

Planning allocations have been received for Program Year 2014 and below is a comparison to 2013:

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<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>Difference</th>
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<tr>
<td>Adult</td>
<td>$277,001</td>
<td>$318,683</td>
<td>$ 41,682</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>$200,841</td>
<td>$159,910</td>
<td>($40,931)</td>
</tr>
<tr>
<td>Youth</td>
<td>$393,627</td>
<td>$470,537</td>
<td>$ 76,910</td>
</tr>
</tbody>
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**Total Change** $77,661

Jan Norlander-Jensen explained that staff are beginning to draft the projected budget, expenditure and enrollment sheets for review and action by the Greater Lincoln Executive Committee at their meeting on Thursday, May 29th at 12:30 p.m. at Urban Development, 555 S. 10th Street, Lincoln. This is a public meeting so if you’d like to attend, please RSVP to Jan Norlander-Jensen at jnjensen@lincoln.ne.gov so
materials will be prepared in the correct quantity. Carol Swigart asked if members had any questions. Hearing none, she thanked staff members for their hard work in preparing the Plan.

High School Career Academy
Carol Andringa of LPS spoke about the major career pathways being included at the career center:

- Agriculture, Food and Natural Resources (including spaces for bio-science, food processing, a freestanding greenhouse and more).
- Business, Marketing, Management and Entrepreneurship (including spaces for financial services, business management marketing, an enterprise center that vends products from all career pathway areas and more).
- Human Sciences, Education (including spaces for culinary classes, early childhood, K-12 education and more).
- Technical Skills and Trades (including spaces for Engineering, Manufacturing, Welding, Construction Trades and more).
- Communications and Information systems (including spaces for a bench work lab area for hands-on work, programming and networking, network simulation/telebroadcasting and more).
- Health Sciences (including spaces for a simulation exam room, simulation lab and more).

She explained that introductory courses will be added at all high schools for the 9th and 10th graders to become more familiar with these career pathways. Also there are plans to provide career education in the earlier elementary grades. Lots of work is going into consulting with the employer community and in developing curriculum.

Several Board members spoke on the importance of the Technical Skills and Trades as pathways. Rich Marshall along with Rob Quinn talked about the importance of apprenticeship and mentoring in the carpenter trades and about the new training facility being built in Omaha. There are 32 facets of entry with internships for four years to work while you go to school. The work while you learn premise is very important as is knowing that education can continue after graduation. John Markey of IBEW agreed with the importance of apprenticeships and said the electrical trades are very much in need of talented students to learn the skills to fill quality jobs. When the local economy slowed down several years ago, some members chose to take employment with the railroad but now trainees are very much needed to learn the trade. Tanner Andrews of Andy’s Appliance Repair also spoke of the need to educate parents and that a 4 year college pathway is not for everyone. He also commented that an occupation such as appliance repair can be somewhat recession resistant and that young people need more education on what jobs and salary levels are available.

Jack Huck next addressed the physical structure of the career academy and provided a handout with a site plan and floor plans. He walked the members through the Career Center concepts, pathways, guiding principles, and components. The expectation is that the Career Center students will have higher graduation rates and be 7.5 times less likely to drop out of high school. The education provided will prepare students to graduate from high school and be career and college ready.

Carol Swigart thanked Jack Huck for the information and for his years of service on the Board. Jack is retiring from Southeast Community College on June 30, 2014. Carol also thanked Laura Williams for her years of service to the Board; Laura is retiring from Tabitha. Members enjoyed cake in honor of the retirees.

Community Opportunities
Carol Swigart reminded members of the Information on community opportunities and encouraged members to attend both the Lincoln Vital Signs breakfast and the LPED Economic Development Breakfast:

Lincoln Vital Signs is a collaborative project of many of Lincoln’s charitable organizations and has current data in seven key areas: Community Profile, Economy and Workforce, Basic Needs, Education, Health, Safety, and Community Involvement and Culture. Lincoln Vital Signs is hosting a Community Breakfast Meeting on June 4, 2014 at The Cornhusker Hotel beginning at 7:30 a.m. The topic is Collective Impact 101, the cost is $10.00 per person and registration is online at www.lcf.org/LVS-FSG

Lincoln Partnership for Economic Development (LPED) is hosting the annual Economic Development Breakfast on June 18, 2014 at The Cornhusker Hotel beginning at 7:30 a.m. An individual ticket is $35.00. Registration is online at LCOC.com or contact Ashley Schroeder at 402-436-2355.
The Board’s Executive Committee is in the early stages of planning an **Open House for the American Job Center** to include Southeast Community College and the Nebraska Department of Labor. The goal is for a date in June as yet to be determined; more details will follow.

The **Make It Work for Lincoln** initiative will see survey distribution this summer. The Metro survey is a household survey being conducted in the Omaha - Lincoln areas to project labor availability. The business survey is separate and is Lincoln based to better understand employers’ needs and skills gaps.

**Upcoming Meeting Date**
The next Board meeting is scheduled for Wednesday, August 13, 2014 at a location to be announced. There being no further business, the meeting adjourned at 10:24 a.m.
DRAFT AGENDA

I. Call to Order/Open Meetings Act

II. Approval of Minutes from May 14, 2014

III. Chairperson’s Remarks

IV. Community Initiatives
   • Vital Signs Lincoln, Sarah Peetz, Lincoln Community Foundation
   • Business Conditions & Indicators Report, Pat Haverty, LPED
   • Make It Work for Lincoln, Julie Panko Haberman, LES & ASTD
   • Career Academy Update, Carol Andringa, LPS

V. Operator & WIA Service Provider Report

VI. SIDES: Technology to assist employer reporting and UI claims

VII. Public Comment/Adjourn

NEXT MEETING

Wednesday, November 5, 2014, at 9:00 a.m.
Nebraska Educational Telecommunications
1800 N. 33rd Street, Lincoln
GREATER LINCOLN WORKFORCE INVESTMENT BOARD  
Wednesday, August 13, 2014 - 9:00 a.m.  
Southeast Community College, 8800 O Street, Lincoln, NE 
Rooms V-103 & V-104

Minutes

Board Members Present:
Carol Andringa  Cheryl Brandenburgh  Connie Daly  
Pat Haverty  Leon Holloway  Jessica James  
Debra Jenkins  Ron Joyce  David Landis  
Kal Lausterer  Stephanie Mahony  John Markey  
Jackie Ostrowicki  Julie Panko Haberman  Joanne Pickrel  
Sherla Post  Cherisa Price-Wells  Vicki Rasmussen  
Jill Schreck  Gail Sutter  Carol Swigart  
Gary Targoff  Gerry Tyler  Sue White

Board Members Absent:
Tanner Andrews  Susan Billups Rabick  Angela Caldwell  
Judy Fischer  Jane Goertzten  Julie Groeteke  
Ken Inness  Rich Marshall  Dave Masilko  
Michelle Olson  Amy Ostermeyer  Sheri Robertson  
Vi See  Liz Shotkoski  Randy Sterns  
Brittany Urias  Matthew Wegener  Sherry Wimes

Staff:
Vicki Leech, Urban Development Department  
Jan Norlander-Jensen, Urban Development Department  
Kristi Nydahl, Urban Development Department

Guests:
Dr. Dan Hohensee, Lincoln Public Schools Career Academy  
Dr. Paul Illich, Southeast Community College  
Sarah Peetz, Lincoln Community Foundation

Call to Order
Carol Swigart called the meeting to order at 9:04 a.m. It was announced that this Board complies with the Nebraska Open Meetings Act and a copy of the Act was available in the meeting room.

Carol Swigart also pointed out provisional data for third quarter performance on the handout supplied in the meeting packet. Performance standards have been negotiated for next year and there are minor increases in 5 of the 9 standards.

Carol referred to the new legislation passed to replace WIA and it’s the Workforce Innovation and Opportunity Act (WIOA). It was signed into law by President Obama on July 22, 2014. Draft regulations from the US Department of Labor are to be published in January 2015. Workforce Boards will maintain much of the same structure with the exception that the number of required members will be reduced. The business majority requirement will remain. WIOA has an emphasis on work based learning, including on-the-job training (OJT) and registered apprenticeship, alignment of core programs for integrated planning and service delivery, and alignment of technology and data systems across the core programs. Other key concepts are local and regional planning, workforce research and analysis, and effective technology strategy.

Approval of Minutes
Minutes from the Board meeting held May 14, 2014 were reviewed by the members. Dave Landis moved approval, Julie Panko Haberman seconded the motion and it passed by unanimous voice vote.
Community Initiatives

Lincoln Vital Signs
Sarah Peetz with the Lincoln Community Foundation spoke about the 2014 Lincoln Vital Signs initiative.

The Lincoln Vital Signs is a collaborative project of many of Lincoln’s largest public and private charitable organizations. The website has current data about Lincoln in seven key areas: Community Profile, Economy and Workforce, Basic Needs, Education, Health, Safety, and Community Involvement and Culture.

Lincoln’s state of well being is one of the highest in the country and the city benefits from population growth and increased diversity. Although Lincoln has low unemployment and a highly educated workforce, Lincoln’s wages are lower than the national average even when adjusted for a lower cost of living. Lincoln’s poverty rate has increased dramatically over the past 10 years and is now higher than the national average. While facing a 21% increase in enrollment and a 133% increase in the number of students receiving free lunch (a proxy for low income) since 2000, Lincoln Public Schools (LPS) achievement and graduation rates continue to improve.

Lincoln’s children are particularly vulnerable. The number of children in poverty has doubled to 22% (12,500) since 2008. There has been a 133% increase in LPS students receiving free lunch since 2000. There are disparities in educational attainment for children that are racial/ethnic minorities and receiving free/reduced lunch. On any given day, 1,000 children are in out-of-home placement.

Sarah invited members to attend a seminar hosted by the Food Bank of Lincoln and the Lincoln Community Foundation on Friday, September 26 at the Hilton Garden Inn. The purpose of the event is to begin to build a comprehensive approach to reduce poverty. To RVSP, call 402-466-8170 or email Alynn Sampson at asampson@lincolnfoodbank.org

Business Conditions & Indicators Report
Pat Haverty with the Lincoln Partnership for Economic Development shared the 2014 Business Conditions & Indicators Report. The report is designed to inform business leaders, government officials and the community about the perceptions of doing business in Lincoln by our primary employers/businesses. There were 77 surveys completed this year for the Business Retention & Expansion (BR&E) program. The top strength of the community was identified as the positive employee work ethic. Worker quality received an above average rating by Lincoln businesses. The main weakness of Lincoln’s workforce continues to be worker availability in the scientific and technical fields.

Make it Work for Lincoln
Julie Panko Haberman presented information about Make It Work for Lincoln. The Nebraska Department of Economic Development and the Nebraska Department of Labor are conducting surveys this summer and fall to determine labor availability in the metro area and employer needs in the Lincoln area. Results will be compiled and analyzed by Dr. Eric Thompson of the Bureau of Business Research. The Lincoln Chapter of the Association for Talented Development (ATD) will host a capstone event on Thursday, December 4th from 7:30 am to 9:30 am at Nebraska Innovation Campus Grand Ballroom. Registration details will be shared closer to the event.

Career Academy Update
Carol Andringa and Dr. Dan Hohensee gave an update on The Career Academy. The curriculum for 15-16 pathways is being finalized. There will be approximately 40 students per pathway with a total of 500 students per session. Open houses will be held in September and October with registration starting on November 1st. Sessions will run from 8:10-10:10 a.m. and 12:45-2:45 p.m. Transportation will be provided. Dan will present in more detail at the November WIB meeting.

American Job Center & WIA Program Report
Vicki Leech provided a handout and shared a summary of activity. Visitors to the American Job Center (AJC) still average around 1000 per month; most come to file for unemployment insurance (UI) benefits and do the required job search.

The addition of the Nebraska Department of Labor Lincoln office down the hall has improved joint services. Staff are able to refer individuals to the Reemployment Services workshops and one-on-one consultations. There were three hiring events held by Time Warner Cable in the AJC since May 1st. They also advertised for 24 job fairs and seven hiring events.
Current WIA enrollment levels are:
Adults - 18        Dislocated Workers – 23        Trade Adjustment Assistance enrollees – 23

The new focus for youth programs is in place. The Summer Youth Program is in full swing with 8 youth in work experience. Evaluations from the one week of education were very positive. Current enrollment levels for youth are: Younger Youth–9 and Older Youth–10.

SIDES Technology
Ron Joyce with Unemployment Insurance presented information on SIDES: Technology to assist employer reporting and UI claims. SIDES stands for State Information Data Exchange System. SIDES is a free program that is electronically transmitted. Because there are only 10 days for employers to respond and the postal service is unreliable, this new program can provide information the same day a claim is filed. There is a single point of contact and SIDES is available 24 hours a day. Using the program will reduce Unemployment Insurance taxes, decrease costs, save time and protect data. Savings will be reflected in the decrease in the amount of mail sent. Previously, there were 250,000 pieces of mail sent out. Program implementation will occur the end of September 2014 and the program is considered mandatory by the U.S. Department of Labor.

Upcoming Meeting Date
The next Board meeting is scheduled for Wednesday, November 5, 2014 at 9:00 a.m. at Nebraska Educational Telecommunications, 1800 N. 33rd Street, Lincoln, NE. There being no further business, the meeting adjourned at 10:40 a.m.
GREATER LINCOLN LOCAL WORKFORCE INVESTMENT BOARD

Wednesday, November 5, 2014, 9:00 a.m.
Nebraska Educational Telecommunications (NET), 1800 N. 33rd Street, Lincoln, NE
Meeting & Events Room

DRAFT AGENDA

I. Call to Order/Open Meetings Act

II. Approval of Minutes from August 13, 2014

III. Chairperson’s Remarks, Carol Swigart

IV. Community Initiatives
   • The Career Academy, Dr. Dan Hohensee, LPS
   • Make It Work for Lincoln, Julie Panko Haberman, LES & ASTD

V. WIA Year End Report & American Job Center Cost Sharing, David Landis

VI. Workforce Innovation & Opportunity Act, Executive Committee Members

VII. Public Comment/Adjourn

NEXT MEETING
To Be Determined