

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
May 4, 2016 at 10:30 a.m.**

**County City Building-Room 215
555 S 10th Street, Lincoln, NE**

Minutes

Executive Committee members present: Cherisa Price-Wells, Randy Sterns, Carol Swigart, Gary Targoff
Members absent: Tim Bornemeier, Julie Panko Haberman, Sherri Wimes

Board Staff: Jan Norlander-Jensen

City of Lincoln Staff:
Margaret Blatchford, City Attorney's Office
Vicki Leech, Urban Development
Bob Walla, City & County Purchasing

The meeting was called to order at 10:35 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 December 15, 2015 Executive Committee meeting of the Greater Lincoln Workforce Development Board were reviewed. Gary Targoff moved approval of the minutes; Cherisa Price-Wells seconded the motion; the motion passed unanimously.

Review of Competitive Selection Processes (RFPs)

At the request of the Chairperson and by unanimous agreement, Agenda Item V was moved up to be the next agenda item. Urban Development staff persons Jan Norlander-Jensen and Vicki Leech were excused from the meeting at 10:42 a.m. leaving Margaret Blatchford, City Attorney's Office and Bob Walla, City & County Purchasing to present information. Discussion on the agenda item followed. The discussion concluded and Urban Development staff re-joined the meeting at 11:10 a.m.

Plan Modification for Program Year 2016-Formula Allocations

Jan Norlander-Jensen presented the proposed plan modification process and time line as:

- ❖ Allocations from NDOL received 04-15-2016 and plan modifications due back to NDOL by 05-15-2016
- ❖ Legal Notice published
- ❖ Plan Modification consists of:
 - Signature Page from Board and Mayor
 - Assurances signed by Board and Mayor
 - Cover letter
 - Modified pages of the Plan
 - Updated Budget, Participant and Exit Summary attachments
- ❖ Program Provider, Urban Development, prepares first draft of budget and enrollment summaries
- ❖ Executive Committee meets 05-04-2016 to review proposed budgets/enrollments; takes action
- ❖ Plan Modification shared with Lancaster and Saunders Counties
- ❖ Plan Modification forwarded to the Mayor for review and signatures
- ❖ Plan Modification sent electronically to NDOL by the due date of 05-15-2016

Information on the allocations and the proposed budgets were reviewed.

Jan then presented information on the Greater Lincoln allocations, proposed expenditures and carry out funds along with planned enrollment figures and corresponding costs per participant for the period July 1, 2016 through June 30, 2017.

A. New Program Year Allocations (no program/admin break out)

	PY 16 Allocations	PY 15 Allocations	Difference	% Decrease
Adult	286,974	324,418	(37,464)	12%
Dislocated	167,448	216,774	(49,326)	23%
Youth	378,353	472,157	(93,804)	20%
Total	832,775	1,013,349	(180,594)	18%

B. Carry Out Funds from July 1, 2015 through June 30, 2016

	Planned C/O	Projected C/O	Difference
Adult Program	53,515	115,767	+62,252
Dislocated Program	10,000	96,611	+86,611
Youth Program	21,518	206,673	+185,155
Administration	10,133	33,719	+23,586
Total	95,166	452,770	+357,604

Original planned figure of \$95,166 of PY15 carry-out is 9% of NOA of \$1,013,349

Projected amount 8 weeks away from end of PY15 of \$452,770 of carry-out is 45% of NOA of \$1,013,349.

C. Total Funds Available for PY 2016

Adult	\$ 374,044
Dislocated Worker	247,314
Youth	547,191
Admin	116,996
Total	\$ 1,285,545

Program Year 2016 Planned Expenditures and Enrollments

Adult Program

49.9% planning budget for Participant Costs; 51.1% planning budget for Other Costs (staff, operations, etc)
\$51,238 identified for carry out which is 20% of new program allocation

Cost per adult projected as \$4747 which is \$322,806 divided by 68 enrollees.

Actual cost per adult in year ending 6-30-2015 was \$6436 which was \$308,955 divided by 48 enrollees

Dislocated Worker

58% planning budget for Participant Costs; 42% planning budget for Other Costs
\$0 identified for carry out which is 0%

Cost per dislocated worker projected as \$6183 which is \$247,314 divided by 40 total enrollees.

Actual cost per dislocated worker in year ending 6-30-2015 was \$5,255 which was \$110,352 divided by 21 enrollees.

Youth

46% planning budget for Participant Costs; 54% planning budget for Other Costs
Total staff costs including non-Work Experience and Work Experience equals \$243,646

\$129,588 identified for carryover which is 38% of new program allocation

Cost per youth projected as \$8352 which is \$ 417,600 divided by 50; of the 50 enrollees, 43 are expected to carry over into the next year.

Actual cost per youth in year ending 6-30-2015 was \$8,116 which was \$284,071 divided by 35 enrollees.

Members discussed questions and concerns on the low expenditure rates and low enrollment figures for the current program year. Vicki Leech, Program Manager explained that there was a decision made to not re-fill one staff vacancy and that the new WIOA focus on out-of-school youth required a new recruitment and enrollment strategy. Questions were raised about planned enrollments and resulting costs per participant for the year beginning July 1, 2016. The committee discussed that more enrollments were desired with the most funding possible going into participant costs. It was suggested that committee questions be presented in writing to the program delivery staff with a request for a written response prior to plan submission to the Mayor. Cherisa Price-Wells made a motion and Randy Sterns seconded the motion to approve the plan modification on the condition that their questions be answered in writing by May 10, 2016. The motion passed by roll call vote 4-0.

Oversight & Monitoring Update

Jan Norlander-Jensen called attention to the following items regarding current monitoring reviews:

City Ombudsman

An applicant filed a complaint with the City Ombudsman alleging discrimination by City of Lincoln, Workforce Program staff located at the American Job Center. This was investigated by Lin Quenzer, City Ombudsman and Lin issued a final determination stating no evidence of discrimination was found.

Lin made the following recommendations to the provider:

1. In addition to, or in place of, the WIOA Services document, at the initial meeting, prospective applicants should be given a detailed outline of the processes of Career Services programs along with a rough time-frame to complete all required documents and tests.
2. Prospective applicants should be provided with the One Stop Employment Solutions Service Guide, Notice of Applicant's Rights and the Pre-application upon the initial meeting.
3. Because there are several fields in the Career Services category that require courses to be passed unassisted, there should be a notification to the prospective applicants about what Americans with Disabilities Act (ADA) accommodations may or may not be available to them.

The provider is in the process of reviewing and modifying internal procedures.

Nebraska Department of Labor

Sue DeMoss, State Monitor, has the following reviews in process:

Adult, Dislocated Worker, Youth Eligibility

EEO

Grievances and Non-discrimination Complaint Procedures

These reviews may produce concerns in common with the above recommendations. Sue is doing an exit interview with UDD-Workforce Program staff on May 6, 2016. The following week she is conducting an exit interview with the Board Administrator and the Accountability Team.

Jan stated she would keep the Accountability Team and the Executive Committee informed of the on-going reviews and that there is board input to be requested on the corrective action steps necessary to achieve compliance.

There being no further business, the meeting adjourned at 12:40 p.m.