

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
April 11, 2017 at 1:30 p.m.  
Southeast Community College-Room 304  
301 S. 68<sup>th</sup> Street Place, Lincoln, NE**

**Minutes**

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

Other Board member present: Jane Goertzen  
Board Staff: Jan Norlander-Jensen

Other City Staff: Margaret Blatchford, Opal Doerr, Dave Landis, Vicki Leech, Bob Walla

The meeting was called to order at 1:36 p.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 1, 2016 Executive Committee meeting of the Greater Lincoln Workforce Development Board were reviewed. Carol Swigart moved approval of the minutes; Julie Panko Haberman seconded the motion; the motion passed unanimously by voice vote.

**Designation of the Local Evaluation & Certification Team**

Carol Swigart presented information on the AJC Certification Process. WIOA requires each local board to certify at least one comprehensive American Job Center (AJC). A Local Evaluation Team will evaluate, conduct and complete a certification review and forward a recommendation to the full board. Evaluation elements include effectiveness; physical accessibility; programmatic accessibility; and continuous improvement.

The local team must include the Chair of the local board or the local board's designee along with additional members. As Board Chair, Carol presented her recommended roster:

- Ashley Krajewski, Board Chair's designated co-lead\*
- Julie Panko-Haberman, Board Chair's designated co-lead\*
- Vicki Leech, representative of Adult, Dislocated Worker and Youth programs
- Diane Vesely-Robb, representative of Adult Education and Family Literacy Act
- Brittany Urias, representative of Employment Services\*
- Jessica Bergmann, representative of VR\*
- Connie Daly, representative of Nebraska Commission for the Blind & Visually Impaired
- Karen Stohs, out-of-area representative of Employment Services (inclusion of out-of-area rep is considered to be a "best practice")
- Joanne Pickrel, Goodwill Industries\*
- Angela Caldwell, Manpower\*

(Indicates member of the Greater Lincoln Workforce Development Board\*)

An on-site evaluation must be conducted no later than April 28, 2017. The local board must notify each one stop operator of the local board's determination of certification, conditional certification or non-certification by May 31, 2017. A 90 day time period is available to remedy deficiencies in the case of conditional certification. By September 13, 2017 the local board must certify any eligible conditionally certified AJC.

Tim Bornemeier moved approval of the Greater Lincoln Evaluation & Certification Team as presented; Cherisa Price-Wells seconded the motion and the motion passed by roll call vote 5-0.

Committee members next reviewed details for a Continuity of Service Policy. This policy is required in the event of non-certification of the AJC. This policy is an attachment to the WIOA Local and Regional Plan and proposes that in the event that the Lincoln AJC is not certified, the board will declare a non-competitive sole source procurement naming the board as the interim one stop operator, submit a Plan Revision approved by the Chief Elected Official to NDOL to request the Governor's approval, followed by 16 weeks to publish an RFP, select a vendor, and execute a new contract. Julie Panko Haberman moved approval of the Continuity of Service policy as presented, Cherisa seconded the motion and the motion passed 5-0.

The location of Lincoln's AJC is SCC Downtown Campus-Education Square which houses several of the required one stop partners. The quality of the location is an evaluation item in the certification process. The current lease between SCC and the City of Lincoln expires September 30, 2017. It is recommended that the location be maintained for now. Once the One Stop Operator selection process concludes, the board may choose to initiate an evaluation of the location to include one stop partner input and determination of fiscal impact. Members discussed the overall location and that available parking is limited during AJC business hours. Julie Panko Haberman moved approval of the AJC location and renewal of the lease with staff instructed to investigate short term flexibility in lease arrangements; Randy Sterns seconded the motion and it passed by roll call vote 5-0.

### **One Stop System Operator & Provider Performance**

Dave Landis presented an update on both One Stop Operator activities and the Adult, Dislocated Worker, and Youth provider enrollments and fiscal obligations. The Committee members had received monthly reports previously, and discussed:

- Provider Participant Dashboard comparing actual enrollments to planned enrollments
- One Stop Operator activity report (February) – noting that a request had been made for the February report to include action on the six action steps including proposed schedules, completion percentages, identification of barriers, and overall time lines which did not happen
- One Stop Operator original contract budget and a request to modify the budget

Dave Landis shared his best estimates on the six action steps and noted that future monthly reports would include these details. The Committee members reviewed the One Stop Operator's request for a modification to the budget which keeps the contract amount at \$60,000 but distributes staff charges differently, eliminating charges for Landis and increasing other Urban Development staff's charges. Tim Bornemeier moved approval of the budget modification; Randy Sterns seconded the motion and it passed by roll call vote 5-0.

### **Status of Board Reviews**

The following monitor reviews are on-going:

- One Stop Operator Fiscal & Program Performance
- Program Eligibility and File Review

The initial 13 files reviewed indicated deficiencies in the areas of missing documents, dates not matching, and failure to follow operational procedures. For these 13 files, written information and documentation must be supplied to remedy each deficiency/discrepancy identified. The Provider is also being asked to respond to questions on:

Who has responsibility for accuracy and completeness of files? Describe the internal management controls:

- How and when are files reviewed?
- Who reviews the files?
- How and where are the results of the reviews documented?
- How are corrections made and documented if applicable?

A response from the provider has been requested by April 19, 2017. The Board's consultant is under contract until June 30, 2017. These 13 files will be reviewed again by the consultant after the Provider's responses are received.

**Request for Proposals (RFP) Process and Time Lines**

Jan Norlander-Jensen read into the minutes:

The Greater Lincoln Workforce Development Board's bylaws state the following:

**Section 8. CONFLICT OF INTEREST**

Board members are subject to Chapter 2.54 of the Lincoln Municipal Code, Sections 49-1499 through 49-14,103.03 Nebraska Revised Statute, 2 CFR 200.318(c)(1) and Section 107(h) of WIOA, and state policies regarding WIOA.

- (a) A Board member must disclose with particularity the nature and extent of any financial interest in or affiliation with any person, business or organization that is seeking anything of value from the GLWDB prior to consideration of the request by the Board.
- (b) Under Section 107(h) of WIOA, board members may not vote on a matter under consideration and may not participate in any decision making capacity regarding the provision of services by such member or by an entity that such member represents or that would provide direct financial benefit to such member, or the immediate family of such member, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein.
- (c) Neither membership on the board or a committee nor the receipt of funds to provide training and related services, by itself, violates these conflict of interest provisions.

The Board requires fairness and objectivity during all phases of the procurement process. Does any board member here today have an apparent or real conflict of interest involving the competitive process to select a one-stop operator?

Margaret Blatchford introduced a correction for the record: Does any board member here today have an apparent or real conflict of interest involving the competitive process to select a one-stop operator, WIOA Adult/Dislocated Worker Provider, or Youth Provider?

Cherisa Price Wells answered yes and completed and signed the conflict-of-interest form which remains on file with the Workforce Administrator, Jan Norlander-Jensen. Cherisa then exited the meeting as had Dave Landis and Vicki Leech.

Board members reviewed the draft RFPs which had been shared for comment prior to the meeting. Tim Bornemeier, Chair of the RFP Selection Team, led the discussion and the recommended changes were made. A motion was made by Julie Panko Haberman for approval of the RFPs with staff instructed to proceed with publication in accordance with the City's Purchasing Office; Randy Sterns seconded the motion and the motion passed by roll call vote 4-0.

There being no further business, the meeting adjourned at 3:10 p.m.