

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Wednesday, May 10, 2017 at 2:00 p.m.
NET, 1800 N. 33rd Street, Lincoln, NE**

Minutes

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

Board Staff: Jan Norlander-Jensen

The meeting was called to order at 2:05 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 April 11, 2017 Executive Committee meeting of the Greater Lincoln Workforce Development Board were reviewed. Julie Panko-Haberman moved approval of the minutes; Cherisa Price Wells seconded the motion; the motion passed unanimously by voice vote.

Request for Extension of Local Area Initial Designation

A letter was reviewed from John Albin, Commissioner of Labor sent to Mayor Chris Beutler on April 25, 2017 stating:

In January 2016, Governor Ricketts approved your "initial" designation request for the Greater Lincoln Workforce Development Area. Greater Lincoln's approved local area includes Lancaster and Saunders Counties. This initial designation expires June 30, 2017.

It is our intent to renew efforts to align the counties of the local areas with the counties of the planning regions defined in the Combined State Plan. Therefore, I am proposing that the local areas request to extend their initial designation through June 30, 2018. Conversations will begin in earnest this summer, targeting completion of county realignment by the end of 2017. This would give the local areas a six-month transition period.

If you are agreeable to extending the initial designation for the Greater Lincoln Workforce Development Area through June 30, 2018, please complete and sign the enclosed form and return to me.

The committee reviewed the form which requires Board signature and continued their discussion of interest in having the local area be designated in the future as Lancaster and Seward Counties. Cherisa Price-Wells moved approval of the request for extension of local area designation; Julie Panko-Haberman seconded; motion passed by roll call vote 4-0.

Equal Opportunity and Nondiscrimination Policy

Recipients are obligated to ensure nondiscrimination and equal opportunity as well as non-participation in sectarian activities. A recipient is any entity that receives financial assistance under Title I of WIOA including local boards, One Stop Operators, service providers, and sub-recipients.

The committee reviewed a policy developed by the City Attorney's Office on Equal Opportunity and Nondiscrimination for the Greater Lincoln WIOA Program. This policy is a required attachment to the

Local and Regional Plan. A motion to approve the policy was made by Gary Targoff; seconded by Cherisa Price-Wells; motion passed by roll call vote 6-0.

Local and Regional Plan

On the Job Training : On the topic of rate of reimbursement for OJT contractors, minutes were reviewed from a June 23, 2015 Board meeting that stated: To transition to WIOA, Greater Lincoln proposes an employer reimbursement rate of up to 75% dependent on the size of the business. Businesses with 1 – 200 employees can receive up to 75% reimbursement; businesses with over 200 employees can receive up to 50% reimbursement. Reasons to select the size of the employer as the factor determining reimbursement rate include:

Greater Lincoln is new to developing OJT contracts and the category of employer size seems the most straight forward data to start with; as stated this is the factor selected to transition to WIOA and other factors could be added later based on staff experience and employer feedback.

Let's start simple, and evaluate as we go. Also, this is Greater Omaha's proposed policy and there's benefit to having the Lincoln and Omaha policies match. Some employers may have sites in each of the metro areas; consistency would make sense.

The Executive Committee reviewed this past action, discussed other possible reasons for increasing the reimbursement rate to 75%, and decided to keep it simple and maintain current policy for reimbursement rates but remove the "up to" language. A motion was made by Carol Swigart and seconded by Cherisa Price-Wells approving a reimbursement rate of 75% for businesses with 1-200 employees and a rate of 50% for businesses with over 200 employees; motion passed by roll call vote 6-0.

Eligible Training Provider List (ETPL): NDOL has a policy establishing the information requirements, eligibility criteria, performance reporting requirements and standards, and the procedures by which an organization may qualify as a training provider who is eligible to receive funds for the provision of training services through individual training accounts (ITAs). WIOA requires that all training services, except for limited exceptions, be provided through the use of Individual Training Accounts (ITAs) and that eligible individuals must receive ITAs through the one-stop delivery system. Per state policy, providers on the ETPL are the ONLY entities eligible to receive funding through ITAs.

Members discussed which schools are included on the ETPL and application of the state policy in developing a local policy as required as an attachment in the Plan. A motion was made by Carol Swigart to use ITAs for PY 2017; and should a need arise for contracted services, the Board will submit a plan revision to describe the need, criteria to be used in selecting providers, relevance of the specific program, demonstrated performance and all other information as required by state policy; motion seconded by Julie Panko-Haberman; motion passed by roll call vote 6-0.

Budget, Participant, and Exit Summary Sheets: This workbook is provided by NDOL and becomes Attachment 18 of the Plan. The Title IB Provider, Urban Development was asked to draft a recommended budget for Board review. The recommended budget received from Urban Development shows estimated total carry in of approximately \$417,000 and the provider's estimate of funds subject to recapture by the state is \$83,000.

Since NDOL revised their workbook yesterday (05-09-2017) this did not allow sufficient time for staff to update the budget sheets as required. Therefore, this action was tabled for a future meeting.

MOU Update: One Stop partner meetings were completed on May 5, 2017. Staff is working to finalize the Assurances and address the areas identified as deficient in NDOL's evaluation of May 4, 2017. Fully executed MOUs are required for inclusion in the Plan.

Local & Regional Strategies & Elements: The Beatrice AJC is being recommended for conditional certification by the Greater Nebraska Workforce Development Board. That would make the Southeast Region the only region with two (conditionally) certified AJCs so how can we capitalize on that? Also, on May 25, 2017 Jan Norlander-Jensen will be presenting to the GNWDB to request their approval and signature on the GL Plan.

Local & Regional Plan Approval: The Plan is due to NDOL by May 15, 2017. Gary Targoff made a motion to approve the Plan as developed, instruct staff to continue completion and addition of the required elements, and re-submit the Plan to NDOL by the May 15th due date; seconded by Cherisa Price-Wells and approved by roll call vote 6-0.

AJC Certification

This item was addressed at the May 2, 2017 full Board meeting. The Lincoln AJC is designated for conditional certification.

RFP Review/Board meeting schedule

Cherisa Price Wells excused herself from the meeting citing a conflict of interest and left for the remainder of the meeting.

An issue of discussion was the One Stop Operator RFP. Recent technical assistance from the federal level and forwarded by NDOL addressed this question:

1. Can a Local Board issue a Request for Proposal (RFP) or Invitation for Bid (IFB) that does not include any funding?

No. A local workforce development board (WDB) (or State WDB, in the case of single-area states) cannot issue a request for proposal (RFP) or invitation for bid (IFB) that includes no funding, or only includes nominal funding. An RFP or IFB with no funding or nominal funding will restrict competition and will result in either no responses or a limited number of responses from entities already receiving Title I funds. Such an RFP or IFB would violate the prohibition on noncompetitive pricing practices under 2 CFR 200.319(a) and 29 CFR 97.36(c)(1)(iii).

In the case of Greater Lincoln, the Greater Lincoln Board's RFP Selection Committee and Executive Committee chose to publish an OSO RFP without a maximum dollar amount stated, in order to encourage bids and to find out what bidders project their costs to be, based on all services requested. It is the Board's intent to fund the OSO function. In RFP 17-144, the following sections reference costs/funding: 1.2; 1.4.3; 1.14; 4.4; 7.2.; and 8.3.4 and Attachment A and a statement is included: The funding for these services utilizes Federal money.

Members discussed the fact that funds are available, the amount is to be determined on negotiation, and there was no dollar amount included deliberately to encourage respondents to include all costs. Members felt that the RFP was clear on the fact that funds would be made available, there was no need at the present time to clarify, and there was no need to communicate with NDOL on this subject. Carol Swigart moved approval of maintaining the OSO RFP as published; Julie Panko Haberman seconded the motion; motion approved by roll call vote 5-0.

There being no further business, the meeting adjourned at 3:35 p.m.