

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, June 6, 2017 at 1:30 p.m.
City Purchasing, 440 S. 8th Street, Lincoln, NE**

Minutes

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

Executive Committee members absent: Jane Goertzen; Randy Sterns

Board Staff: Jan Norlander-Jensen

Board Legal Counsel: Margaret Blatchford

Guests from the City of Lincoln, Urban Development Department:

LeAnn Fry

Dave Landis

Vicki Leech

Pat Posey-Ribeiro

The meeting was called to order at 1:33 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 May 10, 2017 Executive Committee meeting of the Greater Lincoln Workforce Development Board were reviewed. These minutes had been sent by email to the Executive Committee members previously and the meeting minutes were also posted on the webpage. Gary Targoff moved approval of the minutes; Julie Panko-Haberman seconded the motion; the motion passed unanimously by voice vote.

Board Signature Authority

Carol Swigart explained that she would be vacationing out of the country and made a motion to recognize Tim Bornemeier as Acting Chairperson during her absence, allowing him to sign documents on behalf of the Board. Julie Panko-Haberman seconded the motion and the motion passed 4-0 by roll call vote.

Local and Regional Plan

Final Deadline: All information must be submitted to NDOL by Friday, June 16, 2017.

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. Dave Landis, Urban Development Director, presented drafts of these sheets with differing calculations than presented previously; recapturing of funds by NDOL remains a possibility but amounts subject to recapture remain undetermined. A motion was made by Carol Swigart and seconded by Tim Bornemeier instructing Urban Development staff to update the sheets a final time and submit them to Jan Norlander-Jensen no later than end of day on Monday, June 12th. The motion passed by roll call vote 5-0.

MOU Update: Seven MOUs have been signed by the Partner, Board Chair and are in the Mayor's Office for signature:

- Indian Center, Inc.
- Nebraska Commission for the Blind & Visually Impaired

- Nebraska Department of Health and Human Services
- Nebraska Department of Labor
- Proteus, Inc.-Migrant & Seasonal Farmworkers
- Southeast Community College-Career & Tech Ed
- Urban Development-Title IB Provider

Two other MOUs were approved by Department of Education Legal Counsel yesterday so are close:

- Adult Education
- Nebraska VR-just signed by Partner today

Remaining MOUs out with Partners:

- Lincoln Housing Authority-presentation scheduled at their 06-08-2017 Housing Authority Board meeting
- National Able Network
- Community Action Partnership of Lancaster & Saunders Counties

In addition to the MOUs, the following items required in the Plan are incomplete:

- Chief Elected Officials Agreement-Interlocal Agreement-has been updated for WIOA and is on Lincoln City Council agenda for 06-12-2017; Saunders County agenda for 06-13-2017; and Lancaster County agenda for 06-20-2017
- Plan & Assurances Signature Sheets-are in the Mayor's Office pending a response from NDOL on Equal Opportunity responsibilities under WIOA. A request for technical assistance went to NDOL on 05-30-2017 and NDOL's EO Officer has responded to the questions on monitoring responsibilities and referred the cost questions back to NDOL Employment & Training.

Notification to One Stop Operator

A letter was sent to the One Stop Operator from the Board as notice of determination of conditional certification of Lincoln's American Job Center and stating that the Local Evaluation and Certification Team will be scheduling a second on-site evaluation within 30 days of the notice in order to determine progress on resolving the deficiencies. This meeting has been scheduled for Wednesday, June 21, 2017.

The final deadline is September 13, 2017 at which time local boards must certify any eligible conditionally certified comprehensive AJC in the local area. This should be an action item at the full Board meeting on Tuesday, August 29th.

Baseline Evaluation of the Local Workforce Delivery System

By June 15, 2017, each local board must conduct a baseline evaluation of the local workforce delivery system. In addition to the work done at the on-site evaluation of the AJC, the board must include an analysis of the local workforce delivery system including the strengths and weaknesses of the system, which might include the following points:

Because no single agency has the resources or expertise to address the wide array of workforce needs, effective public and private sector partnerships are essential. For that reason, the local area will work to align partner programs more closely to address:

- The high number of underemployed workers who must hold two or more jobs in order to earn a living wage;
- Individuals with barriers or disadvantaged workers such as low-income individuals, individuals with disabilities, ex-offenders, homeless individuals, youth who have aged out of the foster care system, English Language Learners, individuals with low levels of literacy, single parents, farmworkers, those within two years of exhausting lifetime TANF eligibility, and the long term unemployed, and

- The need for a pipeline of workers with the technical skills and work readiness skills desired by employers, particularly related to the local area's high demand, high skill, high wage occupations

The local area has demonstrated a desire to better coordinate services and to leverage resources. One example is that the Supplemental Nutrition Assistance Program (SNAP), defined as an optional partner, has now executed an MOU with Greater Lincoln included within the Nebraska Department of Health & Human Services, Division of Children and Family Services.

It must be noted that the Lincoln Metropolitan Statistical Area (MSA) contains the counties of Lancaster and Seward but the Greater Lincoln Local Area includes the two counties of Lancaster and Saunders. The Greater Lincoln Workforce Development Board has long been of the opinion that the local area should be defined as Lancaster and Seward rather than Lancaster and Saunders.

There is an organizational disconnect between the local area of Lancaster & Saunders counties and the Southeast Region as defined by the Governor as including only Lancaster and 12 counties in southeast Nebraska but leaving out Saunders County which is a part of the Metro Omaha Region. This regional splitting of a two county area has created confusion for the Greater Lincoln Workforce Development Board in its attempts to coordinate strategies between one stop partners in the local area and the region. The Board continues to work on defining local and regional roles in a way that will result in the best service possible for employers and jobseekers.

Carol Swigart instructed staff to submit the Baseline Evaluation as discussed.

Board Meeting Schedule

As Board Chair, Carol Swigart stated that she would look to the RFP Selection Team to advise on scheduling a full board meeting prior to the next scheduled date of August 29, 2017.

There being no further business and no comment from the public, the meeting adjourned at 2:35 p.m.