

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
Tuesday, September 12, 2017 - 1:30 p.m.
City County Building, 555 S. 10th Street, Lincoln, NE
Human Rights Commission Conference Room**

Minutes

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

Executive Committee members absent: Jane Goertzen; Gary Targoff

Board Staff: Jan Norlander-Jensen

Board Legal Counsel: Margaret Blatchford

Guests:

Wendy Sieler, Nebraska Department of Labor, Greater Nebraska

Dylan Wren, Nebraska Department of Labor, Greater Nebraska

The meeting was called to order at 1:37 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.

Attendance was taken by roll call; five members were present which constituted a quorum.

Approval of Minutes

Minutes from the June 6, 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 board's webpage. Julie Panko Haberman moved approval of the minutes; Randy Sterns seconded the motion; the motion passed unanimously by voice vote.

American Job Center Certification

Julie Panko Haberman presented a summary of the efforts of the Local Evaluation and Certification Team as they had re-visited the Lincoln American Job Center to evaluate, conduct and complete a certification review and forward a recommendation to the full board.

Local Team members are:

- Ashley Krajewski, Board Chair's designated co-lead*
 - Julie Panko-Haberman, Board Chair's designated co-lead*
 - 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") and WIOA Title IB provider
 - Joanne Pickrel, Goodwill Industries*
 - Angela Caldwell, Manpower*
- (Indicates member of the Greater Lincoln Workforce Development Board*)

Based on the results of these follow-up efforts, the Local Evaluation and Certification Team is recommending certification. This is a unanimous recommendation from the team and is based upon review of available documentation, acknowledgement of plans in place, and a practical assessment of progress and time lines for developing statewide and local area systems. The team placed a good deal of emphasis on the need for continuous improvement particularly in the area of customer service delivery, while being mindful to set realistic goals given our programs' resources.

Areas noted for continuous improvement include:

- Standards and processes for integration of services and referrals both for jobseekers and employers
- Streamlining of intake and assessment methods and information collected
- Clarification of methods of service delivery particularly those attributed to direct linkage
- Customer feedback to be standardized and results disaggregated
- Cross training of staff and assembly of functional teams, and
- Analysis of staff training needs and skills gaps

It was noted that the board should regularly review progress in these areas. The board would also like to see a ranking of risk for these areas that are emphasized for improvement.

A motion was made by Tim Bornemeier and seconded by Randy Sterns to accept the recommendation of the Local Evaluation and Certification Team and certify Lincoln's American Job Center. The motion passed by roll call vote, 5-0. This action will be reported to the One Stop Operator and to the Nebraska Department of Labor.

Annual Funding Agreement

Jan Norlander-Jensen presented a summary of the requirements and time lines for Greater Lincoln to negotiate Funding Agreements with each required partner. It should also be noted that NDOL Legal Counsel has indicated that a revised MOU/AFA policy will be issued soon.

Gary Targoff and Jan have participated in several meetings and conference calls with the partners. Methodologies discussed have included cost sharing based on square footage occupancy, staff FTEs, equal shares, number of customers, and taking an average of the numbers (blended method). No one formula is perfect; the number of customers enrolled per partner has seemed to be the most palatable to the most partners and was endorsed in writing by the core partners. Dylan Wren commented that Greater Nebraska had considered similar methodologies with the same reactions from partners.

The budget developed for the period October 1, 2017 through June 30, 2018 includes Infrastructure Costs and Career Services/System Costs and totals \$70,783.36. Members reviewed the budget and the methodology. Concerns were raised about the fairness of this method; the discrepancies between the largest payers and the smallest payers; and dissatisfaction that this method does not encourage partners to increase enrollments and participation in the system, it does just the opposite. Members did recognize that it is a place to start. Billing will be conducted by the City of Lincoln's Finance Department based on actual quarterly expenditures.

A motion was made by Julie Panko Haberman and seconded by Randy Sterns to approve the AFA methodology of number of clients served to be used for cost sharing during the period October 1, 2017 through June 30, 2018; to notify each partner and request a written response of agreement or disagreement. In the case of Community Action Partnership of Lancaster and Saunders Counties' (CAPLS) position that the agency does not currently provide employment and training activities with CSBG funding, staff is directed to negotiate a cost sharing agreement with CAPLS for this time period at a rate no less than the amount of the smallest partner's share. The motion passed by roll call vote 4-0-1 with one abstention from Cherisa Price Wells.

Members went on to discuss that board and local staff will work with the CAPLS, and state level decision makers in the Nebraska Department of Labor and the Nebraska Department of Health & Human Services

to clarify interpretation, application and requirements of this CSBG-funded agency to participate in the Greater Lincoln system.

ResCare Workforce Services Contract

Transition meetings continue between staff from the City of Lincoln, the current service provider –Urban Development, and ResCare Workforce Services as the designated provider as of October 2, 2017.

WIOA program funds available for contracting with ResCare for the period October 2, 2017 through June 30, 2018 have been identified as:

Adult	\$ 235,675.00
Dislocated Worker	202,885.78
In School Youth	121,317.24
Out of School Youth	201,329.27
Total	\$ 761,207.29

These amounts reflect the projected available program funding with reserves set aside by City Finance for final UDD payroll, any staff payouts for vacation, etc. and possible claims for Unemployment Insurance benefits. There is also a set aside of approximately 10% of program funds to accommodate special projects, dislocations, etc.

After recent review of current UDD funding commitments to current participants, it appears that almost all of the funding is committed, leaving little remaining for ResCare to do new enrollments. To manage this, UDD has been instructed to halt new enrollments. A transfer \$50,000 from Dislocated Worker Funds to Adult Funds may allow ResCare to have some adult enrollments and is requested by ResCare for consideration.

A motion was made by Randy Sterns and seconded by Tim Bornemeier to approve transfer of \$50,000 from Dislocated Worker Funds to Adult Funds with staff completing the required Plan Modification. The motion passed by roll call vote 4-0-1 with one abstention from Cherisa Price-Wells.

Other discussion items included ResCare’s planned staffing model; plans for staff training; equipment transfer and needs; IT and networking; and finalizing budget figures, performance incentives and narratives in the draft contracts. Margaret Blatchford, City Law Department, will be communicating by email with the Negotiating Committee and an Executive Committee meeting will be scheduled for the last week in September.

Federal Monitor Report

Jan Norlander-Jensen presented information on the Federal Monitor Report which includes findings for Greater Lincoln in the areas of:

- Participant file documentation lacking for priority of service, follow-up services, and consumer choice; and an indication of delay of exits
- Lack of availability of career services at the AJC
- Insufficient cost allocation procedures

Areas of Concern noted in the report include:

- Career Services Charts in MOUs Not Fully Accurate
- One Entity Serving as OSO and WIOA Title I Provider

Staff will work with Greater Omaha and the Nebraska Department of Labor to develop corrective action responses.

There being no further business or comments from the public, the meeting adjourned at 3:15 p.m.