

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
January 18, 2018 at 3:00 p.m.  
City County Building, 555 S. 10<sup>th</sup> Street, Lincoln, NE  
Second Floor-Conference Room 210**

**Minutes**

Executive Committee members present: Jane Goertzen, Julie Panko Haberman, Randy Sterns, and Carol Swigart

Executive Committee members absent: Tim Bornemeier, Cherisa Price-Wells, and Gary Targoff

Staff: Jan Norlander-Jensen, Workforce Administrator

Guests:

LeAnn Fry, City of Lincoln-Finance Department  
Michelle Olson, ResCare Workforce Services

The meeting was called to order at 3:00 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; four members of the Executive Committee were present which constituted a quorum.

**Approval of Minutes**

Minutes from the September 28, 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; Jane Goertzen seconded the motion; the motion passed unanimously by voice vote.

**Program Year 2017 Program & Fiscal Performance**

Jan Norlander-Jensen and Michelle Olson presented information on the local one stop system, participant data and performance measures, noting that as of Quarter 1 (July 1, 2017 through September 30, 2017) local area reports were not yet available.

During review of the fiscal data, members noted that information now comes to them from two sources: ResCare Workforce Services as the one stop operator and contractor for Title IB service provision and from the City of Lincoln's Finance Department as the Fiscal Agent.

During the Federal Monitor report issued to the Nebraska Department of Labor on August 31, 2017, the following finding was included: ***Insufficient Cost Allocation Procedures – Greater Lincoln.***

The Greater Lincoln Workforce Development Board requires the City of Lincoln to have a written Cost Allocation Plan (CAP) that is:

- Approved by the board
- Supported by formal accounting records
- Signed by an authorized agency official, and
- Periodically validated and updated and includes a process for reconciliation and adjustment

Costs are then allocated in accordance with the methodology contained in the CAP.

Work should continue in this area and the goal is to have a Cost Allocation Plan completed and available as an action item on the February 13, 2018 full board agenda.

Further discussion then led to a motion by Randy Sterns and a second by Julie Panko Haberman that the Greater Lincoln Workforce Development Board designates the City of Lincoln-Finance Department as responsible for submitting all necessary financial reports, including quarterly reports, to the Nebraska Department of Labor, and the Finance Department is authorized to request up to a 10% increase in the out-of-school spending target to receive disbursements that exceed the established 75% target; a request for greater than a 10% increase requires prior written approval from the Board. This motion passed by roll call vote, 4-0.

### **Update on Local Area Designations**

The Greater Lincoln Workforce Development Area (Lancaster and Saunders Counties) has an initial designation granted by the Governor through 06-30-2018. Members reviewed the designation letter from Governor Pete Ricketts dated June 29, 2017. The Nebraska Department of Labor released a new policy in December 2017 on *Local Areas and Planning Regions*. This new policy includes updated information on both initial designations and subsequent designations for local workforce areas.

If a local board and CEO request subsequent designation for a local area, the request must be approved if the local area, for the two (2) most recent program years of initial designation:

- performed successfully; and
- sustained fiscal integrity.

In addition, if the local area is part of a planning region, the local board and CEO must have participated in a regional planning process that resulted in all the following activities:

- preparation of a regional plan;
- establishment of regional service strategies, including use of service delivery agreements;
- development and implementation of sector initiatives for in-demand industry sectors or occupations for the region;
- collection and analysis of regional labor market data in conjunction with the state;
- establishment of administrative cost arrangements for the region, including pooling of funds for administrative costs;
- coordination of transportation and other supportive services for the region, as appropriate;
- coordination of activities with regional economic development providers; and
- establishment of an agreement concerning how the planning region will:
  - collectively negotiate and reach agreement with NDOL on local levels of performance; and
  - report on the performance accountability measures described in WIOA Sec. 116(c) for the local areas or the planning region.

Responsibility for regional planning is new under WIOA. Staff FTEs have not increased; committee members discussed getting some of the regional planning work done through a professional services contract procedure.

### **Monitoring Reports**

Members reviewed the most recent responses to the Federal Review; corrective action responses are submitted to NDOL monthly. State monitor reports on the Workforce Development Board and Local Grievance Procedures were reviewed. Corrective action is on-going for the provision of training under the grievance procedures.

### **Board Composition**

Members shared ideas on re-vamping the standing committees, with the greatest need in developing a compliance committee. Staff is asked to continue work in this area.

There being no further business or comments from the public, the meeting adjourned at 4:55 p.m.