

**GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING  
August 17, 2018  
City County Building, 555 South 10<sup>th</sup> Street, Room 303, Lincoln, NE**

**Draft Minutes**

Executive Committee members present: Ashley Krajewski, Julie Panko-Haberman, Randy Sterns, and Carol Swigart

Members absent: Tim Bornemeier, Jane Goertzen, and Gary Targoff

Staff: Jan Norlander-Jensen, Workforce Administrator; Margaret Blatchford, City Attorney's Office

Guests: 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. Notice of this meeting was published in the Lincoln Journal Star and posted on the City of Lincoln's calendar and on the Board's webpage.

Attendance was taken; four of the seven members of the Executive Committee were present which constituted a quorum.

**Approval of Minutes**

Minutes from the May 31, 2018 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 draft meeting minutes were also posted on the Board's webpage. Ashley Krajewski moved approval of the minutes; Randy Sterns seconded the motion; the motion passed unanimously by voice vote.

**Policy Updates**

Prior to the meeting, members had received copies of draft policies on WIOA Eligibility; On-the-Job Training; and Coordination of Services including Supportive Services. Members asked questions on the items included in the Supportive Services listing and decided to establish an overall cost limitation rather than limits by item. Having no further discussion, the following actions were taken:

Motion to approve the WIOA Eligibility policy was made by Randy Sterns and seconded by Ashley Krajewski; motion passed 4-0 by roll call vote.

Motion to approve the On-the-Job Training (OJT) policy was made by Ashley Krajewski and seconded by Julie Panko-Haberman; motion passed 4-0 by roll call vote.

Motion to approve the Coordination of Services including Supportive Services policy was made by Ashley Krajewski and seconded by Randy Sterns; motion passed 4-0 by roll call vote.

**Performance and Monitor Reports**

Members reviewed PY 2018 and 2019 State Performance Levels and discussed adopting the same levels for Greater Lincoln. A motion was made by Randy Sterns and seconded by Ashley Krajewski to accept the state levels for PY 2018 and 2019 as the local area levels for Greater Lincoln; motion passed 4-0 by roll call vote. Carol Swigart will send written notification to Commissioner John Albin of this action.

Members reviewed an NDOL Youth Monitor report with local area response and directed Jan Norlander-Jensen to proceed with the process. Members also reviewed plans for an upcoming federal monitor of the Dislocated Worker Program.

#### **Status of RFP for Regional Services**

On August 3, 2018 Carol Swigart, Pat Haverty and Jan Norlander-Jensen, acting as the Selection Committee, had met and scored the one proposal which was from Gary Targoff. The committee decided to accept the proposal without an oral interview and proceeded to the negotiation portion by asking for additional information: How did the proposer determine the hourly rate of \$70.00 and the number of hours needed to complete the deliverables? Bob Walla then collected a response from Mr. Targoff. Jan Norlander-Jensen collected cost information from fellow GLETA members tallying nine separate consultant hourly rates ranging from \$100.00 to \$187.00. There was a unanimous decision by the Committee to move to the contract execution phase; a contract is being drafted.

#### **Status of Partner Agreements**

Members received an update on both MOU's and on Funding Agreements (FA) for Program Year 2018:

**Memorandums of Understanding:** MOUs for the period July 1, 2018 through June 30, 2021 have been re-written and executed with all required partners.

**Funding Agreements:** These have not been executed; a recent email to partners asked for written responses by Friday, August 24, 2018. A summary of the responses will be shared at the full board meeting on August 28, 2018.

#### **Board Membership and Committees**

Members received an update on the board committees:

The Strategic Initiatives Committee is chaired by Board member Ashley Krajewski. Board members requesting to serve on this committee to date are: Angela Caldwell, Connie Daly, Pat Haverty, Vi See, and Brittany Urias. WIOA requires that standing committees also include non-board members from the community with experience and expertise to be appointed by the Board Chairperson. Community members expressing interest in serving are Laurie Colburn, VR; and Joyce Carroll, Lowe's HR Manager. This committee will set its inaugural meeting date for September.

The Compliance and Accountability Committee is chaired by Board member Tim Bornemeier. Committee members identified to date are:

Rod Armstrong  
 Alexis Dobler\*  
 Chris Callihan  
 Steve Hubka\*  
 Jack Huck\*  
 Julie Panko Haberman  
 Joanne Pickrel  
 \*Community Experts

This committee met on July 18<sup>th</sup> and is working on a scorecard format to analyze and forecast performance.

As Chairperson of the Greater Lincoln Workforce Development Board, Carol Swigart stated action to appoint the individuals listed above to their respective committees.

There being no further miscellaneous, business or comments from the public, the meeting adjourned at 4:10 p.m.