



GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD

Tuesday, May 19, 2015 at 9:00 a.m.

Nebraska Educational Telecommunications, 1800 N 33<sup>rd</sup> Street, Lincoln, NE

**MINUTES**

**Board Members Present**

Rod Armstrong  
Angela Caldwell  
Jane Goertzen  
Ron Kaminski  
Julie Panko Haberman  
Vi See  
Carol Swigart  
Sherri Wimes

Jessica Bergmann  
Debra Cremeens-Risinger  
Leon Holloway  
Rich Marshall  
Joanne Pickrel  
Liz Shotkoski  
Gary Targoff

Tim Bornemeier  
Susan Fallon  
Paul Illich  
Amy Ostermeyer  
Jill Schreck  
Randy Sterns  
Sue White

**Board Members Absent**

Cheryl Brandenburgh  
Sherla Post

Pat Haverty  
Cherisa Price-Wells

John Markey

**Staff**

Margaret Blatchford, City Attorney's Office  
Jan Norlander-Jensen, Urban Development Department

**Guests**

Connie Daly, Nebraska Commission for the Blind and Visually Impaired  
Jessica James-Grant, Lincoln Indian Center  
Vicki Leech, Urban Development, American Job Center

**Call to Order**

Leon Holloway called the meeting to order at 9:02 a.m. by welcoming everyone to the first meeting of the Greater Lincoln Workforce Development Board. He stated that the board follows federal and state guidelines for open meetings and referenced an on-site copy of the Nebraska Open Meetings Act. Leon explained that he had agreed to chair the meeting until officers were elected at which time the new Chairperson would preside.

**Meeting Summary of May 6, 2015**

Leon directed members to the summary of the final meeting of the previous board, the Greater Lincoln Workforce Investment Board, found on page 2 of the meeting packet. This summary had been emailed out for prior review. No board approval of this summary was required.

**Member Introductions**

Members present introduced themselves and told about their jobs, their employers and their interest in workforce development.

### **Adoption of Bylaws**

Leon introduced the proposed bylaws as Agenda Item IV, beginning on page 3 of the packet, and asked Jan Norlander-Jensen to say a few words on the subject. Jan stated that the proposed bylaws were emailed previously to the members and that they include the purpose of the new board and define membership, officers, meetings, the Executive Board, committees, procedures, and assurances. Bylaws require adoption by a roll call vote of two-thirds of the quorum present. Gary Targoff asked a question about the Executive Committee (Board) and members reviewed the language found on page 7 that differentiates the Executive Board from standing and special committees. Carol Swigart moved approval of the bylaws, Vi See seconded the motion and the motion passed by roll call vote, 22-0.

### **Election of Officers**

Leon informed the members that for the election of officers, voting would be by ballot separately for Chairperson, Vice-Chairperson and Secretary. Leon asked Margaret Blatchford to run the election.

Margaret confirmed that since the bylaws were adopted as proposed, Article III states that officers of the board are the Chairperson, Vice-Chairperson and Secretary and are elected by ballot for two year terms, and that the Chairperson and Vice Chairperson must be representatives of business. Page 3 in the meeting packet contained the list of the 16 board members representing business.

Margaret then asked for nominations from the floor. Joanne Pickrel offered a slate of candidates as:

- Chairperson – Carol Swigart
- Vice-Chairperson – Cherisa Price-Wells
- Secretary – Sherri Wimes

Gary Targoff offered support for that slate and stated that each of the individuals had done great work as officers for the previous board. Each candidate gave a brief bio and willingly accepted nomination. In Cherisa's absence, Jan offered a summary of Cherisa's employment history and involvement with the past board.

Margaret asked for additional nominations from the floor. Hearing none, nominations were closed and members voted by ballot by office. The results of the election were:

Carol Swigart elected as Chairperson by 22 ballots; 0 write-ins

Cherisa Price-Wells elected as Vice-Chairperson by 22 ballots; 0 write-ins

Sherri Wimes elected as Secretary by 22 ballots; 0 write-ins

Members gave the candidates a round of applause and Carol Swigart began chairing the remainder of the meeting, thanking Leon for being the introductory chair.

### **Committee Appointments**

Carol spoke about her anticipation of the opportunities presented by the Workforce Innovation and Opportunity Act (WIOA) and began by referencing that standing committees must be chaired by a member of the board and may include other board members and other individuals with the appropriate experience and expertise.

Carol then appointed Liz Shotkoski to chair the Youth Committee and thanked her for her past leadership of the Youth Council. Page 9 in the meeting packet gave a preliminary description of the committee's purpose to advise the board on design and delivery of services to youth with an emphasis on out-of-school youth.

Carol also appointed Gary Targoff to chair a One Stop System Committee noting Gary's background in the private sector and with the state departments of Economic Development and Labor. While with Labor, Gary was the Operations Manager for the Balance of State Comprehensive Employment & Training Act (CETA) program. This committee will include all system partners and will advise the board on one stop system delivery and the American Job Center.

**Board and Chief Elected Official Agreement**

Carol referred to pages 9 and 0-12 in the meeting packet as a draft of the Greater Lincoln Workforce Development Board and Chief Elected Official Agreement. This agreement is between the Mayor of Lincoln and the board and it outlines the authority and responsibilities of each. Margaret offered comments regarding the agreement and the expanded role of the board as compared to under WIA legislation. Rod Armstrong made a motion to approve the agreement; Rich Marshall seconded the motion and the motion passed by roll call vote 22-0.

**Plan Modification for July 1, 2015 through June 30, 2016**

Carol referred to page 9 in the meeting packet for a short summary of the passage of WIOA and the purpose of the plan modification. Greater Lincoln will operate under a modified local plan from July 1, 2015 until June 30, 2017. The modified local plan will serve as a transitional plan during the first two program years of WIOA implementation.

This plan modification incorporates certain compliance elements of WIOA based on preliminary state policy issued by the Nebraska Department of Labor (NDOL). This policy can be found at <http://www.dol.nebraska.gov/answers/wioa>. Local areas have until May 29, 2015 to submit plan modifications to NDOL.

Jan Norlander-Jensen described the plan modification as including certain compliance elements such as descriptions of program eligibility, youth program elements and an update of the signature sheet, assurances and affected policies and procedures. She went on to reference the three local workforce areas in the state (Greater Lincoln, Greater Nebraska, and Greater Omaha) and the role of the City of Lincoln’s Urban Development Department which provides an administrator for the board and serves as the one stop operator organization and the provider of adult, dislocated worker and youth programs.

For Program Year 2015 (July 1, 2015 through June 30, 2016) Greater Lincoln will receive \$1,013,349 in the adult, dislocated worker and youth allocations which is an increase from Program Year 2014 of approximately 6.7% or \$64,219.00. With the estimated carry-in dollars, available funding for Program Year 2015 is projected as \$1,221,828.00. The PY 2015 estimated expenditures and enrollments are:

	<b>Cost</b>	<b>Number Served</b>	<b>Cost Per Participant</b>
Adult	\$372,650	78	\$4,778
Dislocated Worker	\$222,920	34	\$6,556
Youth	\$541,225	60	\$9,020
<b>Total</b>	<b>\$1,136,795</b>	<b>172</b>	<b>\$6,609</b>

WIOA funds are also used for staffing and operations of the Resource Room at the American Job Center. The Resource Room experiences over 1,000 job seeker customer visits per month. Amy Ostermeyer asked if the 1,000 figure represented actual job seekers and Jan responded that it was the number of customer visits and not an unduplicated total number of users. Joanne Pickrel made a motion to approve the plan modification and to direct staff to submit the required documents to NDOL by the due date; Julie Panko-Haberman seconded the motion and the motion passed by roll call vote, 22-0.

**Next Steps**

Carol Swigart referred to page 13 in the meeting packet and commented on the next steps for the board. Options for meeting dates were discussed and the dates selected were June 23, August 25 and October 27. Meetings will begin at 9:00 AM and agendas will be prepared with the goal of lasting no longer than 90 minutes.

**Public Comment/Adjourn**

Carol thanked everyone for their attendance at the meeting and asked for final comments from board members and from the public. Hearing none, she asked for a motion to adjourn; Ron Kaminski so moved; meeting adjourned at 9:55 AM.