



## GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD

**Tuesday, May 17, 2016 at 9:00 a.m.**  
**Southeast Community College, 8800 O Street, Lincoln, NE**

### MEETING SUMMARY

#### **Board Members Present-13**

Rod Armstrong  
Pat Haverty  
Joanne Pickrel  
Gary Unrein  
Sue White

Jessica Bergmann  
Paul Ilich  
Cherisa Price-Wells  
Brittany Urias

Jane Goertzen  
John Markey  
Carol Swigart  
Doug Weinberg

#### **Board Members Absent-14**

Tim Bornemeier  
Debra Cremeens-Risinger  
Rich Marshall  
Sherla Post  
Gary Targoff

Cheryl Brandenburgh  
Leon Holloway  
Amy Ostermeyer  
Vi See  
Sherri Wimes

Angela Caldwell  
Ron Kaminski  
Julie Panko Haberman  
Randy Sterns

#### **Staff**

Margaret Blatchford, Law Department  
Jan Norlander-Jensen, Urban Development Department  
Kristi Nydahl, Urban Development Department

#### **Guests**

Andrea Chandler, YESS  
Bonn Khanthasene, YESS  
Vicki Leech, American Job Center  
LeAnn Fry, American Job Center  
Diane Vesely-Robb, Southeast Community College-Lincoln

#### **Call to Order**

Carol Swigart called the meeting to order at 9:05 a.m. by welcoming everyone to the meeting of the Greater Lincoln Workforce Development Board. She stated that the Board follows federal and state guidelines for open meetings and referenced an on-site copy of the Nebraska Open Meetings Act.

Carol announced that due to lack of a quorum, no official business would be conducted. Jan Norlander-Jensen added that today's discussion would be captured in a meeting summary and encouraged members to participate and ask questions for all agenda items.

#### **Minutes from March 29, 2016**

Carol directed members to the minutes of the March 29, 2016 meeting found on pages 1-3 of the packet and emailed previously to all members. Without a quorum, these minutes were presented as information only and will be an action item at an upcoming meeting. Jan Norlander-Jensen called attention to Page 3 to two sections added from the version that had been emailed out (additions are underlined):

*The Accountability Team met on March 28<sup>th</sup>, 2016 to review the documents and recommended approval of the Greater Lincoln Workforce Development Board Monitoring Policy and Plan for submission to the*

Nebraska Department of Labor by the April 1, 2016 deadline. **The Youth program and fiscal monitoring activities will be conducted for Program Year 2015 prior to June 30, 2016.** Procedures for the Adult & Dislocated Worker and the One Stop System Operator will be developed and all areas will be monitored for PY 2016 by the end of third quarter, March 31, 2017.

### **Update on Request for Proposals**

**Margaret Blatchford presented an update on the Requests for Proposals:**

**One Stop System Operator 16-087 and Youth Service Provider 16-086.**

**The due date for proposals to City Purchasing is noon on Friday, April 15, 2016.**

### **Southeast Community College Update**

Dr. Paul Illich presented information on SCC's Facilities Master Plan & Bond Issue 2016. The need to modernize, renovate, rebuild and expand to meet the needs of students and employers was stressed. Focus was given to the proposed Lincoln changes which include plans for a new campus adjacent to the Telegraph District. Additional background information can be found as follows: [www.southeast.edu](http://www.southeast.edu)

Click on Quicklinks in the upper right corner and then Click on Bond Issue 2016 which contains information on the "Summaries by Location" which takes you to the Telegraph District and other locations.

### **WIOA Program Plan & Allocations for July 1, 2016: Monitoring Update**

Jan Norlander-Jensen presented pages 6-7 as information to the full board. The Executive Committee had approved the plan modification previously after significant review and questions. The plan modification is currently in the Mayor's office in line for review and signature. It was provided as a provisional plan to the Nebraska Department of Labor by the May 15, 2016 deadline. Jan called attention to the following:

- Program Year 2016 total allocations are down 18% from the previous year.
- Carry over funds from the previous year had been planned at 9% but are now projected to be 45%.
- Total funds available for Program Year 2016 are \$1,285,545.
- Projected costs per participant range from \$4747 for adult to \$8352 for youth

The Executive Committee will be working with the Urban Development Workforce Program Division to move the division toward developing internal controls/staff practices that track and report referrals and referral sources, applications, enrollments and caseloads with the desired outcomes of increasing the number of participants served and lowering participant costs.

Under Monitoring, corrective action information is being gathered to respond to the Nebraska Department of Labor's State Monitor. The main areas requiring corrective action are:

- Immediate notification to an applicant of the right to file a grievance
- Adherence to record-keeping and Electronic Case Management (ECM) requirements

The corrective action plan must include internal controls used to ensure that implementation of the plan occurs and the Accountability Team will be working to provide the information to NDOL.

### **Update on Requests for Proposals (RFP) for WIOA Youth Provider & One Stop System Operator Selection & Procurement**

Page 8 of the packet contained a summary of the process. Margaret Blatchford, Assistant City Attorney, and Bob Walla, Lincoln/Lancaster Assistant Purchasing Agent worked with the RFP Committee members from the Greater Lincoln Workforce Development Board to develop two (2) Requests for Proposals (RFPs) for WIOA functions.

As GLWDB Chairperson, Carol Swigart was a member of the RFP Committee and appointed the following board members to serve on the committee:

- Gary Targoff, Chair of the One Stop System Committee, and lead on the One Stop System Operator RFP process,
- Tim Bornemeier, Chair of the Youth Committee, and lead on the Youth Provider RFP process,

- Doug Weinberg and Cheryl Brandenburgh as committee members, and
- Jane Goertzen and Sherla Post as alternates

Requests for Proposals were published on March 11, 2016 by the City/County Purchasing Department and proposals were due by noon on Friday, April 15, 2016.

16-086 WIOA Youth Service Provider-One proposal was received from City of Lincoln Urban Development Department (UDD) WIA Division.

16-087 WIOA One-Stop Operator Service Provider-No proposals were received.

had sent over 620 invitations and that special invitations were sent to entities likely to be interested

Margaret Blatchford explained that City Purchasing had made inquiry to some entities that were thought to be possible responders to the One Stop Service Provider RFP, including Urban Development Workforce Program Division, along with Goodwill, DESI, and ResCare Workforce Services which were Omaha RFP responders and also the Center for People in Need. Margaret spoke to Dave Landis, Director of Urban Development and he stated that Urban Development did not respond to the One Stop RFP in hopes of stimulating other responses and to eliminate the perception that because Urban Development has been the provider of the Adult, Dislocated Worker and Youth grants that maybe others thought that only Urban Development could do the One Stop Operator function. The idea was that if Urban Development did not apply then other interested organizations would come forward and apply and then that would stimulate more competition. This was done knowing that the Board wanted more competition but it was not the case that others responded.

Jan Norlander-Jensen re-stated for the board that she had declared an organizational conflict of interest for this RFP process so has not been involved in any phase. Jan asked if Urban Development had shared the information that they were not going to apply prior to the deadline or was that realized at the time of bid opening. Margaret answered that it was not discovered until bid opening and that there had been no polling of possible interested parties prior to bid opening so there was no way of knowing that ahead of time. Purchasing had sent out over 620 notices and had done personal invitations to organizations typically interested in providing that type of service.

May 5, 2016 was the Youth RFP interview conducted by board members Carol Swigart, Doug Weinberg, and Tim Bornemeier. An interview with scoring sheet was done for the sole applicant, City of Lincoln Urban Development Department (UDD) Workforce Program Division. Margaret stated that without a quorum today, this item will be put in front of the Executive Committee for action.

Margaret stated that the next step for the One Stop System Operator process because no proposals were received is to engage in a non-competitive proposal with the City of Lincoln UDD Workforce Program Division because they were the only ones to respond to City Purchasing on the follow up inquiry if they would still be interested. The board can engage in a non-competitive proposal with UDD Workforce Program Division if approved by the Executive Committee and then UDD Workforce Program Division would be asked for a response to the RFP. Margaret described it as a mini-process. Hopefully the end results will be negotiations and contracts for the WIOA Youth Provider and for the One Stop System Operator and for both it would be one year contracts to be negotiated with the option of a one year renewal.

Jan Norlander-Jensen asked if the option to re-bid the One Stop System Operator RFP was discussed and Margaret replied that the Executive Committee had had a good discussion on that topic and the ultimate decision was that there was not sufficient time prior to June 30, 2016 to accomplish a re-bidding. Carol Swigart added that it was felt that the time was not sufficient to accomplish a re-bidding prior to July 1<sup>st</sup>. Margaret reminded the board that this is a transition period and also stated that in her view, if there

had been no responses to Purchasing's follow up inquiries then that maybe sends the message that maybe this transition period is a bit much for other entities to take on.

Joanne Pickerel stated her intent to qualify for the record that the reference to Goodwill must mean Omaha Goodwill which had been a One Stop Operator and service provider for Omaha's Heartland Workforce Solutions. She clarified that Omaha Goodwill would not be able to perform these services in Lincoln without the Lincoln Goodwill's permission. Margaret asked if Joanne had received a letter in the beginning of the RFP process and Joanne stated she had not, but as a Lincoln board member she knew of the RFP. Joanne re-stated that she just wanted to clarify the structure of Omaha Goodwill and Lincoln Goodwill being separate entities and an Omaha response would have to cross Joanne's desk. Margaret reiterated that she thought she had seen Joanne's name on an original invitation; Joanne responded certainly that the first outreach could have gotten past her but the second one could not.

Jan Norlander-Jensen asked if contacts went out by email and by written letter. Margaret Blatchford said she did not know because this was handled by Purchasing; she did not handle this personally. Margaret's impression was that Bob Walla may have made a phone call as it was that type of situation that we needed to do an immediate outreach and we needed a response.

Margaret asked if Joanne wanted a specific inquiry from Bob Walla at City Purchasing and Joanne answered she did not. Margaret then asked if anyone else wanted a specific inquiry from Bob Walla at City Purchasing. Carol Swigart reiterated that the Board did not want this to be a closed process and asked for board members to share anything in their opinion that prevented that.

Margaret asked Cherisa Price-Wells of ResCare Workforce Services if she wanted an inquiry from Bob. Cherisa stated that she did not know who in her company might have been contacted but she was not. She was aware of the RFP and did know that her company had decided not to bid.

Carol Swigart stated that it was the committee's understanding that Purchasing would share any information collected on reasons for not bidding as this information might be usable for future processes.

Reasons for not bidding were not made known formally and Margaret stated it was a discussion and if people wanted to share, they could share. Jan Norlander-Jensen stated that anecdotally the comments shared indicated the amount of money was not sufficient and the response time was too short. As far as response time, Margaret stated this was the normal response time for an RFP and the RFP Committee determined the amount. Carol Swigart said that going forward the possibility of adding the Adult and Dislocated Worker funding to the One Stop Operator RFP would make a more attractive bidding opportunity. Margaret added that she would think that in responding to an RFP, the responding entity would realize that there are negotiations involved and if it's thought that the money is not enough or the scope of the work is too broad, those are matters up for discussion. If there are other reasons precluding entities from applying, then that should be discussed. Margaret explained that the One Stop Operator RFP reflected content as chosen by the RFP committee with ambitious goals and increased responsibilities which are pretty specific. The RFP was put out to reflect where the board would like the one stop operator role to go.

Joanne Pickrel commented that the fact that the system is operating on guidance letters (TEGLs) instead of regulations makes it something that is too difficult; while you may be able to negotiate the scope and money, if the law comes down with other requirements that may make it something very difficult to approach. Once you sign on the dotted line, expectations of you may change.

Margaret Blatchford stated that that's a good point also for the Youth Provider and those final regulations and performance measures are not out yet which makes it even more difficult. Margaret said we can take this and learn from it and we all do the best that we can going forward without final federal regulations.

Jan Norlander-Jensen stated that she would send notice to the full board and to the system partners of the details for the Executive Committee meeting to be held in the near future with the intent to take action on these items.

Carol Swigart shared her appreciation for Margaret's leadership and the RFP Team's commitment. And Margaret also thanked the RFP Committee and the members who participated on the Selection Team for all their time and hard work.

**Prosper Lincoln-Employment Skills**

Bryan Seck and Mike Milborn presented information on the goal to Lift Lincoln Higher by providing opportunities for people to realize career aspirations. Members discussed various topics such as worker shortage; skills gaps and wage mismatches; underemployment; and inter-generational poverty.

There being no further business, the meeting was adjourned at 10:40 a.m.