



GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD

**Tuesday, October 18, 2016 at 9:00 a.m.
Nebraska Educational Telecommunications
1800 N. 33rd Street, Lincoln, NE**

DRAFT MINUTES

Board Members Present

Rod Armstrong
Eric Brouette
Jane Goertzen
Rich Marshall
Randy Sterns
Gary Unrein
Sue White

Jessica Bergmann
Angela Caldwell
Paul Ilich
Sherla Post
Carol Swigart
Brittany Urias

Tim Bornemeier
Deb Cremeens-Risinger
John Markey
Vi See
Gary Targoff
Doug Weinberg

Board Members Absent

Cheryl Brandenburgh
Ron Kaminski
Cherisa Price-Wells

Pat Haverty
Julie Panko-Haberman

Leon Holloway
Joanne Pickrel

Staff

Margaret Blatchford, City Attorney's Office
Jan Norlander-Jensen, Workforce Administrator
Kristi Nydahl, Urban Development Department

Guests

Dave Landis, Urban Development
Vicki Leech, American Job Center
Shari Sanne, Constructors Inc.
Katie Wilson, Associated General Contractors

Call to Order

Carol Swigart called the meeting to order at 9:02 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. She noted again that this is a public meeting. In the past some attendees have said they experienced problems with hearing all presentations and comments. She asked that speakers make every effort to speak loudly so that all may hear you. And if attendees are unable to hear a speaker, please raise your hand.

Minutes from August 30, 2016

Carol directed members to the minutes of the August 30th meeting found on pages 1-4 of the packet and were emailed previously to all members. Sue White moved to approve the minutes; Vi See seconded the motion; and the motion passed by unanimous voice vote.

Member Introductions

Carol Swigart introduced new board member Eric Broulette from Hudl. Self-introductions of all board members followed.

Election of Secretary

The Nominating Committee consisted of Gary Targoff (Chair), Cherisa Price-Wells, and Randy Sterns. Gary offered Tim Bornemeier's name to the board for consideration for the office of Secretary. This office became vacant when Sherri Wimes resigned from the Board due to leaving employment with Ameritas. Gary then asked for nominations from the floor. Hearing none, nominations were closed, ballots were collected and Tim Bornemeier was elected Secretary with 19 votes.

Participant Enrollment and Cost Review

Tim Bornemeier spoke of a Youth Scorecard being developed to track youth enrollments and expenditures in comparison to planned goals to better forecast trends. An example of the scorecard was shared as a work in progress. The goal is to collect data beginning in October. Future versions of the scorecard may include data from co-enrollments and tracking of residents from outside the local area of Lancaster & Saunders counties.

Jan Norlander-Jensen presented information on the agreement between the Board and the City of Lincoln-Urban Development Department WIOA Division regarding WIOA youth service provision for the period July 1, 2016 through June 30, 2017. This agreement is for \$313,251 of Program Year 2016 WIOA youth program funds with 54% of the contract total to be spent on participant costs at an average cost of \$5594.00.

The Greater Lincoln local plan for 2016-2017 is a document executed by the Mayor of Lincoln, the Greater Lincoln Workforce Development Board, and the Nebraska Department of Labor. Attachment F of the local plan shows carry-in funds plus the program year allocation as funds available; projected costs for the year; and participant enrollments and exits. A plan revision is needed to update the amount of carry-in funds, which had been projected as \$206,673.00 while the actual amount was \$180,054, and to apply the approximate percentages negotiated in the contract to the funds available in the plan.

Rich Marshall made a motion to approve a revision to the current local plan to update the WIOA youth funds available, the projected costs, and planned number of participants and exits; Rod Armstrong seconded the motion; motion passed by roll call vote 19-0.

Carol Swigart, Greater Lincoln's Board Chair and member of the Nebraska Workforce Development Board, spoke about a recent policy issued by the Nebraska Department of Labor which states: Under WIOA, chief elected officials (CEOs) and local workforce development boards (local boards) must seek to establish Memorandums of Understanding (MOUs) with required one-stop partners in their respective local workforce development areas. MOUs must include a description of how local boards and required one-stop partners will fund the infrastructure costs and other shared costs of local area one-stop delivery systems.

Carol explained that NDOL will issue further guidance by early 2017, including: defining the methods of funding infrastructure and shared costs at local area one-stop centers under MOUs and under the state infrastructure funding mechanism (state mechanism); and providing an MOU template.

Jan Norlander-Jensen referenced that current cost sharing agreements in Greater Lincoln are effective through December 31, 2016. It is recommended by staff that the current cost sharing model be extended through June 30, 2017. The current cost-sharing model has been in place since 2014 and includes a method of allocation of costs for one Triage Navigator position; the majority of the costs are allocated based on square footage occupied at the American Job Center complex. The Nebraska Department of Labor system partners contribute 63% and the Urban Development system partners contribute 27%. The remaining ten percent (10%) of the cost is paid equally by the remaining eight system partners who are not physically co-located at the American Job Center. Said figure for the remaining partners represents an approximate percentage of 1.25% and is a recognition that the American Job Center provides a

service to their clients that includes access to program information, a resource room for NEworks, job search and other core services and access to a triage navigator.

A motion was made by Deb Cremeens-Risinger to use the existing cost-sharing model in Greater Lincoln through June 30, 2017; it was seconded by Gary Targoff; motion passed by roll call vote 18-0-1 abstention (Vi See).

One Stop System Operator Update

Dave Landis referenced that some of the partners had attended a recent Regional Planning session, the first of three, with Seth Derner and had found it to be challenging. He commented that Lincoln Housing Authority is a new system partner representing HUD funded programs. He spoke of having the first meeting of what is referred to within the contract as the Partners Forum. There was about 50% attendance and Bryan Seck from Prosper Lincoln was introduced. Bryan has a connection with employers unlike most partners who have linkages with HR while he has linkages with CEOs and other leaders doing strategic planning. Bryan would like a written range of services, not by which partner provides which services, to present to employers to identify which services they need. He could then provide to business leaders a one page summary of what the "system" can deliver. Dave said he is still collecting that information but there's still homework to be done with the next meeting being next week or the following week. A second thing that's a commitment under the contract is to do a strategic visioning process for the system. There is an agreement with the Mediation Center to help with this visioning process with the goal of having two sessions, one in the second week of November and the other in the first week of December. Dave explained that the end of that goal is to raise to a consciousness that hasn't existed before that the partners are a system and not just a series of programs. If there was a way in which to see if the One Stop was operating well, it would be in the number of referrals and co-enrollments which would mean multiple partners serving clients in collaboration. So strategic planning activities will take place in November and December. Dave stated that the board has requested this plan to be completed by December 31, 2016 so that's the goal. Dave also mentioned hosting a webinar for all partners on the topic of motivating difficult clients.

Dave then informed the board that one of the two Triage Navigator positions has become vacant. Dave said he will start the employment process to re-fill the vacant Navigator position. During the interim, partners will be used as much as possible but it is likely that there will be portions of the day that there will not be a Triage Navigator available and for those times Dave said they will put up a sign and let people know when they can come back. Questions were asked about re-assigning duties within existing staff and Dave did not identify that as an option as there is a case manager vacancy also within the WIOA provider staff. He said he felt that the best plan was to hire someone as quickly as possible. He was asked how long it takes to fill a position and he responded that the process has started but stated that the process (City) does not move quickly. There's a solicitation process, a weaning of files, then a list of people compiled and then an interviewing process. He characterized it as lightning speed for the city would be two months. A question was asked about using volunteers and he did reply that the work is technical and takes a good long time to learn while dealing with clients who have many needs. He stated he'd be concerned about the complexity and the drop off of knowledge. It was asked if Dave could put out the SOS to partners, especially Employment Services who has knowledge of the computer system, to help out in extra measure until the vacancy is filled to help avoid the come-back-later message. On the board's behalf, Dave was asked to do that at the next Partner Forum.

Another suggestion was made to Dave to check into Kelly Services for a temporary employee. Dave was also asked if there was tracking around traffic times and what is the peak time for usage and is there a way to apply that strategically to staffing levels so your gap is around low traffic times so your risk of people needing to leave and come back for services is minimized. Dave responded that traffic does vary by which day it is, following the unemployment claims cycle but what is being talked about is more the times when the one Triage Navigator is gone, so that's over breaks, lunches, and days off. The question was also asked if TechHire or CONNECT grant could be of help.

Carol Swigart asked if other people do come up with ideas that they email Jan or Dave because providing a professional, consistent level of customer service is important to the folks seeking help.

Work Based Training Models

Carol Swigart read a proclamation from Mayor Chris Beutler proclaiming November 14 through November 20, 2016 as Registered Apprenticeship Appreciation and Awareness days and urged all citizens to learn more about the value of these programs. Deb Cremeens-Risinger, board member and State Apprenticeship Director for the US Department of Labor, thanked Carol for the proclamation and stressed the importance of apprenticeships as “earn while you learn” opportunities enhancing the economic vitality of our city and state.

Katie Wilson of Associated General Contractors (AGC)-Nebraska Chapter and Shari Sanne of Constructors, Inc. presented a plan to train Excavator Operators and Grading Operators during the months of January-February when work is not ongoing. Training was described as two or three weeks in length. Proposed training budgets for land, instructors, materials and equipment totaling between \$260,000 and \$299,000 were presented. Both presenters spoke of the shortage of workers trained for these occupations and that several current operators are retirement age plus. Both indicated interest in identifying any available funding to assist in this project. Paul Illich of SCC asked if they had contacted SCC’s Training Solutions unit and recommended they do so.

Regional Planning

Scott Hunzeker, Research Supervisor for the Nebraska Department of Labor, gave a Southeast Regional Overview including population and labor force statistics, unemployment rates, employment by industry and average wages, industry and occupational projections, commuting patterns in and out of Lancaster County, and other labor force regional statistics. This will serve as good information to use in the regional planning efforts.

Carol Swigart announced that proposed dates for 2017 board meetings are to be determined; please watch for a poll containing possible dates.

There being no further business and no public comment, the meeting adjourned at 10:37 a.m.