



GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD

**Thursday, January 26, 2017 at 8:30 a.m.
Southeast Community College
8800 O Street, Room V-104, Lincoln, NE**

DRAFT MINUTES

Board Members Present

Rod Armstrong
Melissa Carpenter
Pat Haverty
Joanne Pickrel
Vi See
Doug Weinberg

Tim Bornemeier
Debra Cremeens-Risinger
Leon Holloway
Sherla Post
Carol Swigart

Eric Broulette
Jane Goertzen
Julie Panko Haberman
Cherisa Price-Wells
Brittany Urias

Board Members Absent

Jessica Bergmann
Paul Illich
John Markey
Gary Targoff

Cheryl Brandenburgh
Ron Kaminski
Rich Marshall
Gary Unrein

Angela Caldwell
Ashley Krajewski
Randy Sterns
Sue White

Staff

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

Guests

LeAnn Fry, American Job Center
Dave Landis, Urban Development
Vicki Leech, American Job Center
Bryan Seck, Prosper Lincoln
Diane Vesely-Robb, Southeast Community College

Call to Order

Carol Swigart called the meeting to order at 8:36 a.m. by welcoming everyone to the meeting of the Greater Lincoln Workforce Development Board. The Board follows federal and state guidelines for open meetings and Carol referenced an on-site copy of the Nebraska Open Meetings Act.

Minutes from October 18, 2016

Carol Swigart directed members to the minutes of the October 18th meeting found on pages 1-4 of the packet. These minutes had been emailed previously to all members. Sherla Post moved to approve the minutes; Vi See seconded the motion; and the motion passed by unanimous voice vote.

One Stop System Operator Update

Carol Swigart referred to the current \$60,000 contract with the City of Lincoln-Urban Development Department to perform the duties of the One Stop System Operator through June 30, 2017; deliverables include strategic planning sessions to be conducted by The Mediation Center and employer outreach and marketing functions by Prosper Lincoln.

Dave Landis, Urban Development Director, spoke as the One Stop Operator. He handed out materials on the Partners' strategic planning session. Dave referenced materials shared previously on the numbers of people served in the most recent period, and said they have not changed particularly and noted they were not up to what the Board wanted. It was clarified that the numbers included in the packet have to do with the provider's enrollment of Adult, Dislocated Worker, and Youth participants and do not reflect the numbers tracked as customers of the American Job Center and the Resource Room.

Dave mentioned that staff hiring had taken place for the provider staff with two new case managers, one of them which is bilingual, and two new Triage Navigators for the One Stop. He gave a summary of outreach efforts being done by the provider staff, particularly for youth. Dave then spoke of the One Stop system activities and referenced a Partners' Forum that he regularly convenes. He also referenced the two subcontracts issued for one stop operator functions with:

- The Mediation Center to oversee a process of strategic planning
- Prosper Lincoln for outreach to the employer community

The strategic planning process produced a vision of a system to deliver locally coordinated, proactive, and responsive services for jobseekers, employers, and partners to maximize opportunities for earning, learning and thriving. The Guiding Principles were listed as: Coordinated, Proactive, Responsive and Adaptable.

Recommended action steps were shared as:

Task 1 Establish a team to develop and carry out activities to provide training and information aimed at **increasing awareness of partner services**. The team will work to identify webinars that may be offered to all to help them develop their skills and understandings.

Task 2 Develop a **Wikipedia or agency web site** that has contact information, etc

Task 3 Tasks focus on making **better referrals** and increasing the value of **co-enrollments**. Referrals have a variety of characteristics (e.g., intentional, service, job) that influence how they are to be done. Making better referrals will involve increasing the number of referral providers, understanding how non-networks users/providers make referrals, and insuring partner follow-up after referrals are made. Look to increase co-enrollments.

Task 4 **Invite job seekers and employers to provide feedback** and help with planning. We will need to identify the type and areas of feedback that will be most helpful. Reactions to the vision statement and comments on accessibility (including for those who are non-tech savvy) might be especially helpful at this point. We need to focus on the items that we can change versus those that we cannot. Facilitated group discussions would be a good device for getting helpful information from a mix of current participants/users.

Task 5 Collaborate with Corrections to provide **more services to inmates**. There is a lot happening in Corrections now so we need to keep alert to possibilities for working in this arena. Our focus is especially on helping inmates re-enter society. What can be done for inmates prior to release that will be most helpful? How can we identify employers who will hire people with records? Attention needs to be given to increasing outreach to those on probation and parole. RentWise can be a resource, especially for youth coming out of the foster system.

Task 6 Removing barriers. The initial task is to identify the barriers plus ways to overcome them that all partners and employers perceive

Dave stated that the majority of the time has been spent working on Tasks 1 & 3. An event was held to better acquaint partner staff with one another; future such events are planned. Dave felt that the experience was valuable. Also, web pages are being reviewed to figure out how to better organize on-line information by service rather than by service provider. According to Dave, Bryan Seck has emphasized that employers would like to not have to deal with individual people identified with programs so much as they'd like to have workers to hire and they would like to have specific services. Those two things were felt to be critical. Bryan produced a list of employers he'd worked with and about half were familiar with the American Job Center; Dave said he felt that could be improved.

Tim Bornemeier expressed appreciation for the progress made in the development of the six action steps and asked Dave how he planned to continue to give the Board transparency to the movement on these items. Tim asked Dave how he will give the Board information on completion percentages, identification of barriers, and time lines especially since some tasks have been referred to as "low hanging fruit" but some appear to be longer objectives. Tim mentioned that this progress is lined up against the award of the contract itself, so he asked what would be the associated time lines and how does that all fit into Dave's plan. Dave agreed that a time line by task made sense, but said he recognized the time line of the contract more so as a one year contract that goes until July 1 and it's part way through. Dave offered that he guessed they would work as hard as they can and do as many things as they can by July 1. But if the Board was to say that they would like to have a work schedule and dates, he would understand that request.

Tim Bornemeier re-capped his thoughts and asked again how Dave will continue to give updates to the Board on the transparency of the movement on these tasks as applicable to the tasks as outlined.

Comments were offered on Task 5-suggesting closer collaboration with Corrections- that perhaps the other local areas, especially Omaha, would have good ideas to share. Carol thanked Dave for the report.

WIOA Adult, Dislocated Worker and Youth Provider Update

Background: The City of Lincoln-Urban Development Department serves as the provider of WIOA Adult and Dislocated Worker services as designated by the Mayor of Lincoln. Urban Development is under contract to serve as the provider of WIOA Youth services, selected as the sole respondent by RFP process as published in March 2016. Urban Development has performed these functions since the previous legislation, the Workforce Investment Act (2001).

Jan Norlander-Jensen referred to information in the packet on statewide and Lincoln's performance for the period ending June 30, 2016 on Final Performance for WIA Common Measures. Lincoln has done very well in meeting federal performance measures. Jan then referred to new information which was presented by the Nebraska Department of Labor to the Nebraska Workforce Development Board in October comparing the enrollment figures and costs per participant for the three local areas. Lincoln shows significantly fewer enrollments and higher costs per participant for the year ending June 30, 2016. In Lincoln, there was also a significant amount of unspent funds as of June 30. This information supports the Board's ongoing concern of too few enrollments, slow expenditures, and high costs per participant.

When asked about plans to increase enrollments, Dave said he agreed that they were not spending money as quickly as they'd like or that the Board would like. The case numbers were not something that they liked. He identified that the numbers are not something that they endorse and the numbers are low and they should get more people enrolled and money out the door.

Dave explained they now have a full complement of case managers and a back log of work. He said that he could not absolutely guarantee that that will result in a huge increase of enrollments. He said he doesn't know. He said he thought that the aberrant numbers for Lincoln are at least significantly in part because of the Lincoln labor market but that could be wrong. They don't know why. The AJC remains

busy, outreach remains active, but enrollment numbers into the Adult, Dislocated Worker and Youth programs remain low. Dave said their metrics for how they conduct the resource room remain high, but identified the glaring difference between Lincoln's number of Adult-Dislocated Worker-Youth enrollments and the other two areas.

Pat Haverly asked if the 68 new enrollments for the year ending 6-30-2016 were historically different; Dave responded that the carry over money was higher than historical norms and he would say there has been a difference and it's more dramatic than in the past. Jan Norlander-Jensen remarked that if you go back in Board minutes, the low enrollments have been of concern to the Board for quite some time but now it's become lower enrollments and could become a financial peril if expenditure and obligation rates are not met. Margaret Blatchford asked for clarification of the rates and Jan replied that it's a two year expenditure requirement at the local level with a requirement of 80% obligation of new money per year. A provider has two years to spend 100% of an allotment; but new funds received each year must be 80% obligated by the end of the first year. Penalty for not meeting the 80% obligation rate is not clear in recent state policy and that will be a future question.

Vicki Leech offered her projection that the 80% obligation rate will be met by 06-30-2017, and they are not at risk of losing any two year money. She projected that the approximate amounts that will be left as carry-in on 06-30-17 looked to be:

- Adult-\$19,000
- Dislocated Worker-less than \$20,000
- Youth-probably going to be pretty well spent

Margaret Blatchford asked considering the amount of youth carry-in funds, on what was the money spent. Vicki answered the money was spent on staff for youth for case management, occupational skills training at SCC, and for the requirement of 20% to be spent on work experience (actual is 28%). Youth are placed at various work sites. Another requirement is 75% of the funds must be spent on out of school youth and the program is at 82%.

Margaret asked if Vicki had ideas to increase enrollments. Vicki answered by describing the youth outreach efforts and said they have helped. (This list has been attached to the end of the minutes.) For adult-dislocated worker, a change is that staff will be working closely with the Adult Education provider. Historically they have not enrolled adults who needed GED or were in need of ESL, and they are now enrolling those individuals. Vicki thought that would be a huge change. When asked why these clients were not served before, Vicki replied it was not her decision.

Cherisa Price-Wells asked if the goal is to increase enrollments but the money appears to be obligated, will there be money to be spent on these increased enrollments. Vicki answered yes that the money to be spent on new enrollees had been factored in. Cherisa then pointed to the reference of a goal of increasing enrollments to 213 and asked if that could be done on the budget they have and Vicki answered yes.

Discussion followed on future Memorandums of Understanding (MOUs) and if the vision process is considering the role of the resource room and what is the right level of monetary support for resource room functions. Deb Cremeens-Risinger asked about the results of enrollees as to their employment status and wages and the most recent figures were reviewed.

Plan Modification to increase planned enrollments through 6/30/17

Carol Swigart explained that at the December 1, 2016 meeting of the Executive Committee, members reviewed a comparison of average cost per participant in each of the three local areas and noted the differences.

	<u>Lincoln Plan Goals</u>	<u>2015 Statewide Average</u>
• Adult:	\$4,747 cost per	\$3,025
• Dislocated Worker	\$6,183 cost per	\$3,328
• Youth:	\$8,352 cost per	\$4,287

After much discussion, the Executive Committee members had agreed that a program delivery system designed to produce results at (or below) statewide average costs should be the goal for Greater Lincoln.

A motion was passed by the Executive Committee to recommend to the full Board a modification of the current Local Area Plan for the period ending 06-30-2017. This modification will increase the number of Adult, Dislocated Worker, and Youth expected enrollments by applying the statewide average cost per participant as pro-rated for the final two quarters of the year: January 1, 2017 through June 30, 2017. This recommendation increases expected enrollments for the full program year from 143 (carry-in and new) to approximately 213.

A motion was made by Joanne Pickrel to instruct staff to modify the Plan to increase Adult, Dislocated Worker and Youth planned enrollments and expenditure rates by applying the statewide average cost per participant as pro-rated for the final two quarters of the year: January 1, 2017 through June 30, 2017. The motion was seconded by Pat Haverty and passed by a roll call vote of 15-0.

Options for issuance of Requests for Proposals (RFP’s) for WIOA functions

Carol Swigart explained that at the December 1, 2016 meeting of the Executive Committee, the possibility of issuing RFPs to include the functions of Adult, Dislocated Worker and Youth Service Provider and the One Stop System Operator, with an intended effective date of October 1, 2017 were discussed. The committee approved a motion to forward the recommendation to the Mayor. This recommendation is now under consideration. The current contracts with Urban Development to function as Youth Provider and One Stop System Operator are from July 1, 2016 through June 30, 2017 with a one year extension based on mutual consent.

The Executive Committee has been reviewing program information prepared by NDOL and by Urban Development and the committee’s concerns continue regarding prolonged staff vacancies; low enrollment figures; slow obligation and expenditure of participant funds; and higher costs per participant than the statewide average. Board action may be required once the Mayor’s decision is known.

Local and Regional Strategic Plan requirements and time line

For Program Years 2017 through 2020 (July 1, 2017 through June 30, 2021), each local board must:

- prepare a 4-year regional and local plan based on the requirements established
- submit a 4-year regional and local area plan no later than March 15, 2017; publish a draft by February 15, 2017

If the local area is part of a designated planning region, the local board is also required to submit its plan as part of a regional 4-year plan. The Greater Lincoln Workforce Development Board is the lead local board for the Southeast Region which covers Fillmore, Gage, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Richardson, Saline, Seward, Thayer, and York counties, with Lancaster County being the focal county.

A motion was made by Sherla Post, and seconded by Joanne Pickrel to instruct staff to work with Board and committee members to prepare and publish a draft Local and Regional Plan by February 15, 2017. The motion passed by roll call vote, 15-0

Southeast Community College Update

Bev Harvey, Vice President Student Services, Lincoln Campus Director gave an update on Southeast Community College’s plans for meeting the needs of students and businesses in the 15 county SCC area. Since the bond issue did not pass, there are no immediate plans for extensive infrastructure projects but

rather assessing individual program enrollment levels, waiting lists, etc. and moving some programs to different facilities. Enrollment growth is back on the up-tick with a count of 9200 students for fall quarter on all campuses. There is also consideration to move from the quarter system to the semester system.

There being no further business and no public comment, the meeting adjourned at 10:08 a.m.

The next meeting of the full Board is Tuesday, February 27, 2017 at 8:30 a.m. at Nebraska Educational Telecommunications (NET), 1800 N 33rd Street, Lincoln, NE.

YESS Outreach/Meeting/Training Schedule September-December 2016 (WIOA Youth Program)

If meeting participation is indicated with no other notation, please infer that a brief intro. RE: YESS & any relevant program updates are being provided.

September

9/8-A-Learn & Earn to Achieve Potential (LEAP) Mtg.
9/14-A-Cedars Transitional Housing (Sarah Gilbert)
9/20-A-Project Search (Special Education as Requirements in Charter Schools) Mtg. (NE VR, LPS, ESU 6)
9/21-A-Active Community Team (ACT) Meeting Wahoo (Saunders)
9/27-A-Job/Resource Fair at NE High (30+Human Service Agencies & Employers)
9/27-A-Southeast Community College Adult Ed. + ESL

October

10/2-A-Colon (Saunders)
10/4-A&B-South Lancaster (Denton, Sprague, Hallam- road to Firth closed)
10/6-A&B-Meet & Greet at AJC
10/12-A-Community Action (Emailed Vi See, was referred to Georgann Roth)
10/13-A&B-Case Manager Training & Employer Fair at Center for People in Need
10/18-B-North Lancaster (Bennet, Roca, Hickman, Panama, Firth)
10/25-A&B-Lincoln Housing Authority
10/25-A-Bridges 2 Independence-email, Region V-Maggie Montoya
10/26-A- S. Saunders (Valparaiso & Ceresco, met with applicant in Wahoo)

November

11/1-A&B-Waverly (Lancaster)+Ashland (Saunders)
11/2-A-Community Action-Georgann Roth RE: possible WE positions
11/3-A&B-Meet & Greet at AJC
11/8-A-Your Money, Your Goals Training
11/8-B-Center for People in Need
11/15-A-Project Search Mtg.-Job Fair Planning
11/16-A-PRESENTER at ACT in Wahoo, met with applicant in Wahoo, outreach to Mead, Yutan (Saunders)
11/17-A-Connected Youth Initiative Employment & Education Committee Mtg., NCBVI-emailed
11/18-A-New Americans Task Force (NATF) Mtg.
11/22-A-HUB-visited with Lindsey Drake and will follow up 12/8 B-Indian Center
11/29-B-Juvenile Probation contacted Kerry Dean, Kerry will get back to us RE: present at staff meeting

December

12/1-B-Meet & Greet at AJC
12/6-A-Assistive Tech. Partnership, Project Search Job Fair Planning Meeting at VR, Wahoo for client meeting
12/8-A-Your Money, Your Goals Training, Part II
12/13-B-Lincoln Police Department
12/16-A-Rapport International (Translation/Interpretation)met at NATF mtg., requested more info on YESS
12/20-B-People's City Mission Men's Shelter
12/20-A-Wahoo-Saunders Co. Youth Services Prevention Mtg. (Malmo, Weston, Prague)
12/29-B-Matt Talbot

A=Andrea, B=Bonn

Updated 12/1/16