



GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD

Tuesday, May 2, 2017 at 8:30 a.m.
Nebraska Educational Telecommunications
1800 North 33rd Street, Lincoln, NE

MINUTES

Board Members Present

Rod Armstrong
Cheryl Brandenburgh
Jane Goertzen
Julie Panko Haberman
Cherisa Price-Wells
Gary Targoff
Sue White

Jessica Bergmann
Angela Caldwell
Paul Illich
Joanne Pickrel
Randy Sterns
Brittany Urias

Tim Bornemeier
Deb Cremeens-Risinger
Ashley Krajewski
Sherla Post
Carol Swigart
Doug Weinberg

Board Members Absent

Eric Broulette
Leon Holloway
Rich Marshall

Melissa Carpenter
Ron Kaminski
Vi See

Pat Haverty
John Markey
Gary Unrein

Staff

Margaret Blatchford, City Attorney's Office
Opal Doerr, Urban Development
Jan Norlander-Jensen, Workforce Administrator

Guests

Joyce Carroll, Lowes
LeAnn Fry, American Job Center
J. Kroll, ResCare Workforce Services
Dave Landis, Urban Development
Vicki Leech, American Job Center
Erin Porterfield, Heartland Workforce Solutions
Diane Vesely-Robb, Southeast Community College

Call to Order

Carol Swigart called the meeting to order at 8:34 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 February 28, 2017

Carol Swigart directed members to the minutes of the February 28th meeting found on pages 1-3 of the packet. These minutes had been emailed previously to all members. Julie Panko-Haberman moved to approve the minutes; Joanne Pickrel seconded the motion; and the motion passed by unanimous voice vote.

Consent Agenda

Items listed on the consent agenda are considered non-controversial. The consent agenda provides a method for expeditious handling of items that do not require discussion. The items listed on the consent agenda will be approved by a single roll call vote. Any item on the consent agenda may be removed by the Chairperson if a member of the public requests to speak on the matter or if there is a request by a board member. Items removed from the consent agenda will be placed as the next item on the agenda for the board's discussion and vote.

1.1 Staff recommendation to revise the Greater Lincoln Local Plan to reduce \$477 of Adult funds and \$270 of dislocated worker funds due to a reduced state allotment from the US Department of Labor; there will be no decrease in the number of expected enrollments

1.2 Extend current agreements with the City of Lincoln-Urban Development for WIOA One Stop Operator and Youth services beginning July 1, 2017 until new contracts are executed

2.1 Items removed from the consent agenda

No items were requested for removal. Joanne Pickrel made a motion to approve the consent agenda, Sherla Post seconded the motion and the motion passed by roll call vote, 19-0.

Chairperson's Remarks

Carol Swigart reported that the certification of the Greater Lincoln Workforce Development Board is still in progress. Jan will be contacting some members for additional information about "optimum policy making authority." While documentation provided in 2015 was acceptable then, additional interpretation now applies and additional information is being requested by NDOL.

Commissioner of Labor John Albin has sent a letter to the Chief Elected Officials in the three local areas recommending that the current local area designations be extended for one more year, through June 30, 2018. For Greater Lincoln that designation is Lancaster and Saunders Counties. He'd like the local areas to work with the State Board to have serious discussions about matching local areas to planning regions. This item of business will be addressed at the Executive Committee meeting scheduled for Wednesday, May 10th at 2:00 p.m. at NET at which time the Committee will also be putting finishing touches on the Plan. The Committee will also evaluate work-load of the board to determine if a full board meeting is needed in late June-early July.

Chairperson Carol Swigart appointed Jane Goertzen to the Executive Committee. The vacancy on the committee due to Sherri Wimes' resignation was never filled. Jane is HR manager at Crete Carrier which represents a high demand industry in the local area: Transportation, Distribution & Logistics, and has been recognized for their hiring of Veterans.

Update on RFP Issuances

Carol Swigart introduced the topic and Tim Bornemeier gave the update. RFPs were published by the City of Lincoln's Purchasing Office on April 28, 2017 as follows:

17-143	WIOA Adult & Dislocated Worker Provider
17-144	One Stop System Operator Services
17-145	WIOA Youth Provider

The deadline for questions/clarification is May 24, 2017 and the proposal submittal deadline is May 31, 2017. The RFP Committee is Tim Bornemeier (Chair), Jane Goertzen, Julie Panko-Haberman, Randy Sterns, Carol Swigart, and Gary Targoff.

Tim emphasized the statement included in the meeting packet: **No direct contact regarding this RFP is allowed between Vendor, Elected Officials, the Board, or any other City staff regarding this RFP, with the exception of the Purchasing Department throughout the proposal submittal process.**

Memorandums of Understanding

Gary Targoff reported on the progress of negotiating Memorandums of Understanding (MOUs) with the required partners and referred members to a draft copy of the document. This foundation MOU intends to create a cooperative and mutually beneficial relationship between the board and the partners of the

workforce system to coordinate the resources of the system. The board has held individual meetings with all required partners to negotiate the foundation MOU. The board believes that consensus will be reached with all required partners and that MOUs will be negotiated successfully. Below is the dead line: May 15, 2017 NDOL's deadline for MOUs to be included in the Greater Lincoln local and regional plan; collection of signed documents will continue as necessary

A motion was made by Joanne Pickrel and seconded by Ashley Krajewski to approve the foundation MOU with the adding of Assurances and to move forward with the negotiation process with all partners; motion passed by roll call vote, 19-0.

American Job Center Certification

Julie Panko-Haberman and Ashley Krajewski gave the report. WIOA requires each local board to certify at least one comprehensive American Job Center (AJC). A Local Evaluation and Certification Team conducted an on-site evaluation of Lincoln's AJC according to NDOL policy.

The Local Team approved by the Executive Committee on 04-11-2017 was:

- Ashley Krajewski, Board Chair's designated co-lead*
- Julie Panko-Haberman, Board Chair's designated co-lead*
- Vicki Leech, representative of Adult, Dislocated Worker and Youth programs
- Diane Vesely-Robb, representative of Adult Education and Family Literacy Act
- Brittany Urias, representative of Employment Services*
- Jessica Bergmann, representative of VR*
- Connie Daly, representative of Nebraska Commission for the Blind & Visually Impaired
- Karen Stohs, out-of-area representative of Employment Services (inclusion of out-of-area rep is considered to be a "best practice")
- Joanne Pickrel, Goodwill Industries*
- Angela Caldwell, Manpower*

(Indicates member of the Greater Lincoln Workforce Development Board*)

The on-site evaluation on April 20, 2017 was attended by all team members with the exception of Connie Daly who did an on-site evaluation on April 27, 2017. Evaluation elements included effectiveness; physical accessibility; programmatic accessibility; and continuous improvement.

Evaluation Team members were assisted by Jan Norlander-Jensen, Workforce Administrator for the Board and Dave Landis, One Stop Operator. Vicki Leech, in her role as Urban Development Program Manager, provides oversight to on-going operations of the AJC's Resource Room and supervises the employees working in the Resource Room. That role creates an organizational conflict of interest for Greater Lincoln's AJC certification process and going forward, it is recommended that Vicki be considered a staff resource rather than a member of the Local Evaluation Team. Karen Stohs, Beatrice Regional Manager for NDOL, has agreed to represent Employment Services and the Adult, Dislocated Worker and Youth programs. A motion was made by Cherisa Price-Wells and seconded by Gary Targoff to remove Vicki Leech from the Evaluation Team and recognize Karen Stohs as the Title IB (Adult, Dislocated Worker, and Youth) representative and the out-of-area Employment Services representative; motion passed by roll call vote 19-0.

The AJC's current business hours are 8:00 a.m. to 5:00 p.m. Monday-Friday. The Board is asked to discuss and confirm the continuation of these hours as regular business hours. Also, the certification process expects the One Stop Operator to post directions for arranging for services outside of regular business hours and that these directions shall be clearly stated and available to the public, including individuals with disabilities. Discussion followed on the need to be flexible in service hours to meet customers' needs and several options were discussed: staggered hours, evaluating alternative hours, and surveying the jobseekers using the Resource Room. Erin Porterfield offered that the Omaha AJC has opened on Saturdays for special events and they are thinking of test driving an extended hours'

model. Brittany Urias spoke of the benefits gained by the Virtual Services Unit (VSU) in working a 10 AM to 7 PM shift. A motion was made by Cherisa Price-Wells and seconded by Paul Illich to confirm the AJC's business hours as 8:00 am to 5:00 pm with a request to staff to evaluate and report back on providing services outside of regular business hours; motion passed by roll call vote 19-0.

At the on-site evaluation, written documentation satisfied requirements in the following areas:

- One Stop Operator Competitive Selection Process
- Continuity of Service Plan provided to One Stop Operator
- Local Board Consideration of AJC proximity to public transportation
- Access to employment services and business services provided at the AJC
- Title IB staff stationed at the AJC

These five areas found to be in compliance were offset by approximately 40 areas lacking written documentation or lacking completion of action steps such as the MOU negotiations.

Based on the team's recognition that action steps are in place now to achieve compliance, the Local Evaluation Team recommended Conditional Certification of Lincoln's American Job Center. The Team submitted to the Board a completed Review Form and Signature Page indicating decision to recommend Conditional Certification. A motion was made by Gary Targoff and seconded by Ashley Krajewski to accept the committee's recommendation of Conditional Certification and to empower the Executive Committee to notify the One Stop Operator by May 31, 2017; motion passed by roll call vote 19-0.

Policy Updates

Monitoring-The board reviewed monitoring policy changes: replacing the term "oversight" with "monitoring" where appropriate; defining the board's monitoring as separate activities above and beyond the monthly oversight activities; and removing reference to "on a regular basis" and defining monitoring frequency to be at a minimum of once per Program Year. Joanne made a motion and Cheryl seconded the motion to approve these changes to the Monitoring Policy; motion passed by roll call vote 19-0.

Chief Elected Officials Agreement for WIOA-The members reviewed the draft between the City of Lincoln and Lancaster and Saunders counties to be recognized as the Greater Lincoln local area and to continue the designation of the Mayor of Lincoln as the Chief Elected Official and the City as grant recipient and fiscal agent. A motion was made by Ashley Krajewski and seconded by Julie Panko-Haberman to approve this agreement for execution; motion passed by roll call vote 19-0.

Organizational Agreement for the City's multiple functions-Margaret Blatchford presented this agreement for board action. The City-Board-CEO agreement defines responsibilities of the various city departments and functions while demonstrating compliance with WIOA and corresponding regulations. Rod Armstrong moved approval of the agreement; Ashley Krajewski seconded; motion passed 19-0 by roll call vote.

Greater Omaha Local and Metro Regional Plan

Lead local boards are required to secure the signatures from the Board Chairperson and the Chief Elected Official from other local areas within their region. Erin Porterfield, Executive Director of Heartland Workforce Solutions (HWS), presented information on HWS and on the Metro Regional Plan which includes Saunders County in its region. Members discussed demand occupations, commuting patterns, and collaboration by industry strategies. Paul Illich spoke of the need for a pipeline to pump people into Nebraska with an organized strategy to draw people in. Angela Caldwell moved approval of the Metro Regional Plan; Cherisa Price-Wells seconded the motion; and the motion passed by roll call vote 18-0.

Carol Swigart called the members attention to the slide showing enrollment figures, which are on the increase for Adult, Dislocated Workers, and Youth.

There being no further business and no public comment, the meeting adjourned at 10:37 a.m. The remaining 2017 meeting dates are August 29 and October 26; meeting locations TBD.