



## GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD

Wednesday, June 28, 2017 at 8:30 a.m.  
Southeast Community College  
8800 O Street, Room V-107, 109 Lincoln, NE

### MINUTES

#### **Board Members Present**

Rod Armstrong  
Angela Caldwell  
Jane Goertzen  
Paul Illich  
Vi See  
Brittany Urias

Tim Bornemeier  
Melissa Carpenter  
Pat Haverty  
Rich Marshall  
Carol Swigart

Eric Broulette  
Deb Cremeens-Risinger  
Leon Holloway  
Julie Panko Haberman  
Gary Targoff

#### **Board Members Absent**

Jessica Bergmann  
Ron Kaminski  
Joanne Pickrel  
Randy Sterns

Cheryl Brandenburgh  
Ashley Krajewski  
Sherla Post  
Doug Weinberg

Steve Jones  
John Markey  
Cherisa Price-Wells  
Sue White

#### **Staff**

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

#### **Guests**

Connie Daly, Nebraska Commission for the Blind & Visually Impaired  
LeAnn Fry, City of Lincoln/UDD/AJC  
Bonn Khanthasene, City of Lincoln/UDD/AJC  
J. Kroll, ResCare Workforce Services  
Mike Lang, City of Lincoln  
Vicki Leech, City of Lincoln/UDD/AJC  
Cynthia Nigh, City of Lincoln/UDD/AJC  
Bryan Seck, Prosper Lincoln  
Diane Vesely-Robb, Southeast Community College

#### **Call to Order**

Carol Swigart called the meeting to order at 9:00 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.

#### **Roll Call**

Julie Panko-Haberman called the roll; there were 16 members present which constituted a quorum.

### **Minutes from May 2, 2017**

Carol Swigart directed members to the minutes of the May 2, 2017 meeting. The minutes had been emailed previously to all members. Rod Armstrong moved approval of the minutes; Paul Illich seconded the motion; and the motion passed by unanimous voice vote.

### **Report from the RFP Committee**

Tim Bornemeier as the Chair of the RFP Committee gave the report. The first order of business was to have each Board member fill out a Conflict of Interest Statement regarding the procurement of the WIOA Adult & Dislocated Worker Provider; the WIOA Youth Provider; and the One Stop Operator. RFP committee members have completed forms on file done previously in the procurement process. Once collected, Julie Panko-Haberman stated that no conflicts were reported.

Tim provided the background that Board Chair Carol Swigart had appointed him as Chair of the RFP Committee and appointed board members Jane Goertzen, Julie Panko-Haberman, Randy Sterns, Gary Targoff, and herself (Carol) as committee members. Working with Jan Norlander-Jensen, Bob Walla of Purchasing and Margaret Blatchford of Law, the Committee developed three RFPs:

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

The RFPs were published on April 28, 2017 and closed at noon on May 31, 2017. Within the RFPs, each contained the evaluation factors for the review of proposals which would be evaluated in the order of precedence. For example, the One Stop Operator contained this list of factors:

- 7.2.1 Technical Service Approach
- 7.2.2 Qualifications, Experience and References
- 7.2.3 Project Schedule Details
- 7.2.4 Cost Proposal – “ATTACHMENT A”
- 7.2.5 Quality of Proposal Submission and Response Characteristics and
- 7.2.6 Oral Interviews

7.2.6.1 Scores from the interviews (if applicable) shall be added to the short-listed Firm's respective scores from the initial evaluation to determine the top ranked firm with the highest overall cumulative score.

Each of the RFPs received two responses, one from the City of Lincoln-Urban Development Department and one from ResCare Workforce Services. There were five RFP committee members available to review and score the proposals within the specified time frame. These committee members reviewed and scored the proposals independently.

On June 6, 2017 the RFP committee met at the City Purchasing Office and discussed each proposal, reported their individual scores to Bob Walla, City Purchasing Agent, and learned of the cost proposals provided by each bidder per RFP. Bob had tallied the cost portion separately and calculated points based on the cost information provided. Based on the scoring, the RFP committee decided that interviews were not necessary in order to make a decision that the top ranked firm was ResCare Workforce Services for all RFPs. The committee decided unanimously to recommend award of all contracts to ResCare Workforce Services.

The first motion offered by the RFP Committee was to name the RFP Committee as the negotiating committee and enter into negotiations with the awarded vendor and give the Executive Committee the authority to enter into and approve the contracts. The motion was seconded by Rich Marshall and passed by roll call vote 16-0.

Tim Bornemeier stated the second motion offered by the RFP committee to recommend awarding the Adult & Dislocated Worker grants to ResCare Workforce Services and instruct the Negotiating Committee

to begin contract negotiations with ResCare Workforce Services. The motion was seconded by Rod Armstrong. Hearing no discussion; the motion passed by roll call vote 16-0.

The third motion offered by the RFP committee was to recommend designating ResCare Workforce Services as the One Stop Operator and instruct the Negotiating Committee to begin contract negotiations with ResCare Workforce Services. The motion was seconded by Rod Armstrong. Hearing no discussion; the motion passed by roll call vote 16-0.

The final motion offered by the RFP committee was to recommend awarding the Youth grant to ResCare Workforce Services and instruct the Negotiating Committee to begin contract negotiations with ResCare Workforce Services. The motion was seconded by Pat Haverty; motion passed by roll call vote 16-0.

Carol thanked Tim for his work as committee chair and thanked all members serving on the committee.

### **Chairperson's Remarks**

Carol reported on action taken by the Nebraska Workforce Development Board at its June 23, 2017 meeting which included the following:

- **Board Certification:** The State Board recommended certification of the Greater Lincoln Board for a two year period beginning July 1, 2017 and ending June 30, 2019.
- **Update on Memorandums of Understanding (MOUs):** MOUs are a part of the Plan. Local areas had a dead line of June 16, 2017 to submit final Local & Regional Plans to the Nebraska Department of Labor. As of June 16, 2017 eleven of the twelve required MOUs for Greater Lincoln had been fully executed and were submitted with the Plan. The last MOU has since been executed and will be submitted for inclusion in the Plan according to NDOL's instructions. Since the June 16<sup>th</sup> dead line, two partners have requested a change in MOU language due to their configuration as a state agency. That revision is in process.
- **Southeast Regional & Greater Lincoln Local Plan:** At the June 23<sup>rd</sup> meeting, the State Board identified two deficiencies in the Regional and Local Plan: Missing MOU as described previously and the Chief Elected Officials (CEO) Agreement was submitted missing Lancaster County signatures; (County Board approved it on 06-20-2017). The State Board passed a motion to recommend to the Governor the approval of the Regional and Local Plan for the Southeast Region and Greater Lincoln Workforce Development Area contingent upon the correction of the deficiencies within 30 days.

Carol reported that Officer Elections will be held at the August 29th board meeting for each office of Chairperson, Vice Chairperson, and Secretary. Carol said she has appointed Joanne Pickrel to chair the Nominating Committee and Sherla Post, Brittany Urias, and Rod Armstrong to serve as committee members. The committee is charged with developing a slate of candidates to present to the board.

Having no further business, Carol asked for comments from the public. Connie Daly, Nebraska Commission for the Blind & Visually Impaired (NCBVI), said that she had sent an email to Commissioner of Labor John Albin, Carol Swigart as Board Chair, Dave Landis, and Jan Norlander-Jensen with concerns about the services being delivered to her clients from the Lincoln workforce development system. There has been an app for technology recommended that is not accessible to blind people. There have been tours of businesses for which NCBVI has not been included. She was not sure why she was not included on the Business Task Force. Connie stated that this is a very serious issue. The Commission is a core partner but does not have a seat on the Lincoln local board and does plan to follow up on this. Carol stated that she had received the email and she takes these concerns very seriously. The board recognizes the importance of serving 100% of the population. Carol stated that the board will work with the Commission to resolve these issues.

Hearing no further public comment, the meeting was adjourned at 9:25 a.m.