



GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD

*Tuesday, August 28, 2018 at 8:30 a.m.
The Career Academy, 8800 O Street, Room 200, Lincoln, NE*

DRAFT MINUTES

Board Members Present

Tim Bornemeier	Cheryl Brandenburgh	Angela Caldwell	Connie Daly
Leon Holloway	Paul Illich	Steve Jones	Julie Panko Haberman
Joanne Pickrel	Sherla Post	Randy Sterns	Carol Swigart
Brittany Urias	Sue White		

Board Members Absent

Rod Armstrong	Jessica Bergmann	Eric Broulette	Chris Callihan
Melissa Carpenter	Deb Cremeens-Risinger	Jane Goertzen	Pat Haverty
Ron Kaminski	Ashley Krajewski	Rich Marshall	Cherisa Price-Wells
Vi See			

Staff

Jan Norlander-Jensen, Workforce Administrator
Opal Doerr, City of Lincoln-Urban Development
Scott Tharnish, Fiscal

Guests

Dawn Carrillo, Nebraska Department of Labor
Alexis Dobler, Capital One
Jeremy Hobbs, ResCare
J Kroll, ResCare
Kelsey Miller, Nebraska Department of Labor
Michelle Olson, ResCare
Bryan Seck, Prosper Lincoln/LPED
Grant Schmidt, Cornhusker Bank

Call to Order

Carol Swigart called the meeting to order at 8:37 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. A copy of the Nebraska Open Meetings Act was presented and was available for review upon request. Notice of this meeting was published in the Lincoln Journal Star, posted on the Greater Lincoln Workforce Development Board webpage, and on the City of Lincoln events calendar.

Carol Swigart announced that Chris Callihan, Business Manager at IBEW #265 has been newly appointed to the board and expects to attend the next board meeting.

Carol Swigart also announced that Gary Targoff is transitioning from being a board member to becoming a contractor for the board doing regional planning.

Roll Call

Julie Panko Haberman called the roll; there were 14 members present at the time of the roll call, which constituted a quorum.

Minutes from May 8, 2018

Carol Swigart directed members to copies of the minutes from the May 8, 2018 meeting. The minutes had been emailed previously to all members. There were no additions or corrections offered. A motion to approve the May 8, 2018 minutes was made by Tim Bornemeier and seconded by Sue White. The motion passed by unanimous voice vote.

Update of Board Bylaws

Carol Swigart directed the Board to the proposed bylaw changes in their packets. Both marked up and final versions had been previously emailed to all board members. Julie Panko Haberman, as Board Secretary, formally introduced the revised bylaws for the consideration of the board. The changes bring the bylaws into compliance with federal and state requirements. Carol Swigart opened the floor for discussion about the changes; there were no comments.

A motion to approve the updated Board Bylaws was made by Connie Daly and seconded by Paul Illich; motion passed by roll call vote with 14 votes aye, 0 votes nay, and 0 abstentions.

Update of Coordination of Services/Supportive Services Policy

Carol Swigart directed the board to the revised Coordination of Services/Supportive Services Policy in their packet. The revised policy was emailed previously to all board members. Jan Norlander-Jensen explained that the changes had been identified as required during a federal monitoring visit. Eliminated from the text was a reference to provision of supportive services during follow-up for Adult and Dislocated Workers. Also, books, supplies, and other costs were added into allowable items to better support classroom training.

Approval of the amended Coordination of Services/Supportive Services Policy was moved by Sherla Post and seconded by Steve Jones; motion passed by roll call vote with 14 votes aye, 0 votes nay, and 0 abstentions.

Executive Committee Update

The Executive Committee met twice since the last board meeting. Carol Swigart summarized actions taken at each meeting.

At the May 31st meeting, the Executive Committee:

- Approved contract renewals with ResCare Workforce Services for One Stop Operator and for WIOA Service Provider-renewals were approved for the period July 1, 2018 through June 30, 2019
- Approved an increase of Work Experience Wages-hourly wage was raised from \$9.00 to \$10.00
- Approved issuing an RFP to competitively select an entity to conduct regional planning to develop, align and integrate workforce service delivery strategies in the Southeast Nebraska Region; established a Selection Committee and Negotiating Committee.
- While not an action item, the Committee discussed status of Memorandums of Understanding (MOUs), Funding Agreements-MOUs were re-written and have since been executed with all required partners; Funding Agreements were paused when all partners with the exception of Adult Education/Family Literacy agreed to a proposed Program Year 2018 budget and continued use of the cost sharing methodology based on total numbers served

At the August 17th meeting, the Executive Committee:

- Approved the WIOA Eligibility Policy
- Approved the On-the-Job Training Policy
- Approved the Coordination of Services/Supportive Services Policy

- Approved acceptance of the State PY 2018 & 2019 Performance Levels as the Greater Lincoln Performance Levels
- Acknowledged action taken by the Chair to negotiate a contract with Gary Targoff Associates as the entity to conduct regional planning
- Reviewed the NDOL Youth Monitor Report and directed the Workforce Administrator to respond
- Directed the Workforce Administrator to continue polling the required partners to determine consensus on the proposed cost sharing budget and methodology for PY 2018 with an update to be provided at the Board meeting on August 28, 2018
- Board Chair appointed members to the two standing committees: Strategic Initiatives and Compliance & Accountability—see membership lists in Agenda Item VII.

Actions Taken by the Governor and the Nebraska Department of Labor

Carol Swigart shared the information that on June 29, 2018 Governor Ricketts notified Mayor Beutler that Greater Lincoln’s Initial designation as a local workforce development area was extended until subsequent designation is determined.

Also, on August 13, 2018 staff was notified that the Southeast Region is being defined going forward as a 14-county region to include Saunders County.

Board Committee Updates

► *Strategic Initiatives Committee*

Board members appointed by Carol Swigart to serve on this committee to date are: Angela Caldwell, Connie Daly, Pat Haverty, Vi See, and Brittany Urias. Non-board members with experience and expertise appointed to serve on this committee are Laurie Colburn, VR; and Joyce Carroll, Lowe’s HR Manager. This committee will set its inaugural meeting date for September.

► *Compliance and Accountability Committee*

Board members appointed by Carol Swigart to serve on this committee. To date committee members are Rod Armstrong, Alexis Dobler*, Chris Callihan, Steve Hubka*, Jack Huck*, Julie Panko Haberman, and Joanne Pickrel. (* = Community Experts)

To provide some context, Tim Bornemeier reminded the board of the Compliance and Accountability Committee’s purposes: overseeing finances, monitoring performance of contracts, conducting certifications, and assessing performance.

In the committee’s first meeting a month ago, they discussed the focus of all these purposes. All agreed that none of the committee efforts would be about assigning blame. Rather, the committee will develop tools that help the board identify both good and bad trends earlier, allowing time and opportunity to make any needed adjustments.

Tim Bornemeier had used performance scorecards in the past and found them to be very useful tools in identifying trends. He and co-worker, Alexis Dobler from Capital One, prepared a rough draft scorecard (spreadsheet) for discussion at a second committee meeting. While that meeting was held digitally and there were some technical problems, the committee still made progress on the scorecard.

Alexis Dobler displayed the scorecard in its current iteration. It includes monthly, quarterly, year-to-date goals and performance data for each program and the One Stop Operator. The scorecard uses more detailed, layered information so that it should be possible to identify specific changes or actions. Participant data will be provided by NE Works and fiscal data will be provided by the City of Lincoln.

Right now, much of the performance data is from the previous provider. This is still a “fix it/re-check it” time period as records from past participants are reviewed. Once more current data is added to the scorecard, the board will be able to use the scorecard to spot trends.

1st Job Lincoln

A 1st Job-Lincoln update was provided. Sherla Post spoke of Cornhusker Bank's positive experience during this, their first year of participation with 1st Job Lincoln. Their 1st Job Lincoln intern, Grant, worked out so well, he ended up being hired by the bank as a regular employee after the internship. Grant then shared his sense of success at being a summer intern for both Cornhusker Bank and for LES. He has plans to continue his education at SCC.

Leon Holloway spoke about Duncan Aviation's very positive experiences with their 1st Job Lincoln intern. They were so impressed they have offered to hire him.

The Career Academy – Year 4

Dr. Dan Hohensee provided an update on The Career Academy (TCA), with the assistance of current TCA students sharing their experiences in the various pathways. Some of the phrases that have special meaning for TCA this year:

- Y4 (Year 4) do more.
- Life always begins with one step... outside of your comfort zone.

Dr. Hohensee displayed slides showing the different education/training pathways and the enrollment in each over time. He discussed new pathways, like Criminal Justice. On this day, 544 youth are using the TCA facility regularly.

Public Comment/Adjourn

Carol Swigart acknowledged Bryan Seck's new role with LPED.

There being no further comments, the meeting was adjourned at 9:55 a.m.