

**Full Board Meeting Minutes**  
September 29, 2016  
2:15 pm (CST)

Hotel Grand Conference Center  
2503 S. Locust St., Grand Island, NE

**Call to Order**

Lisa Wilson, Chair, called the meeting of the Greater Nebraska Workforce Development Board to order at approximately 2:21 pm on September 29, 2016.

**Roll Call**

Roll Call was called by Erica Wertz, Staff Assistant II, and a quorum was established.

**Members Present (11):**

Elaine Anderson	Dan Mauk
Ann Chambers	Kelsey Miller
Gary Kelly	Denise Pfeifer
Greta Kickland	Stacey Weaver
Roy Lamb II	Lisa Wilson
Charlene Lant	

**Members Absent (6):**

Wayne Brozek	Jill Smith
Chris Callihan	Christina Thaut
Cory Goehring	
Peggy Sendall-Bertrand	

**Staff and Guests Present (8):**

Nebraska Department of Labor – Shannon Grotrian, Erica Wertz, Dylan Wren, Pat Comfort, Randy Kissinger, Karen Stohs, and Becky Maggart

CEOB – Pam Lancaster

**Notice of Publication**

Erica Wertz, recorder for the Greater Nebraska Workforce Development Board, announced adequate legal notice of this meeting was posted in the Beatrice Daily Sun, Columbus Telegram, Grand Island Independent, Hastings Tribune, Kearney Hub, Norfolk Daily News, North Platte Telegraph, Scottsbluff Star-Herald, and the Sidney Sun-Telegraph. Let the record reflect that the notice was published in accordance with the open meeting law requirements and published in the Greater Nebraska area. A copy of the Nebraska Open Meeting Act was available at this meeting and could be obtained from legal counsel or administrative staff.

**Approval of Minutes**

Lisa Wilson confirmed all members received a copy of the May 26, 2016 Greater Nebraska Workforce Development Board Meeting Minutes. She called for any corrections. There were none. Dan Mauk moved to approve the May 26, 2016 Greater Nebraska Workforce Development Board Meeting Minutes. Charlene Lant seconded. Motion carried by voice vote. No further discussion ensued.

**Old Business**

Dylan Wren discussed how the board approved increasing reimbursement rates for On-the-Job Training to 75%, it was submitted to the state for review and they are asking the board to define the term “Long Term Unemployment.” Prolonged unemployment is 15 weeks whereas Long Term Unemployment is 27 weeks. Mr. Wren inquired the board to clarify which they intended to use. It was decided that 27 weeks was what the board had previously discussed and agreed upon. Ann Chambers made a motion to define Long-Term Unemployment as a period of 27 weeks or more. Dan Mauk seconded. Vote as follows.

**For (11):**

Elaine Anderson	Dan Mauk
Ann Chambers	Kelsey Miller
Gary Kelly	Denise Pfeifer
Greta Kickland	Stacey Weaver
Roy Lamb II	Lisa Wilson
Charlene Lant	

**Against: (0)**

**Abstain (0)**

**Absent (6):**

Wayne Brozek	Jill Smith
Chris Callihan	Christina Thaut
Cory Goehring	
Peggy Sendall-Bertrand	

**The motion carried.**

**New Business**

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*Item 6A: Strategic Planning Committee Update*

Shannon Grotrian gave an update on what was discussed at the Strategic Planning Committee Meeting including: employer engagement in regard to On-the-Job training, exposure to employers, how to handle grants that come in between meetings, and regional planning.

*Item 6B: System Coordination Committee*

Stacey Weaver from Chief-Agriculture presented an update including: customized training, what a “significant cost” is, and customer satisfaction surveys.

*Item 6C: Short-term Training Caps*

Stacey Weaver presented a proposal discussed in a System Coordination Committee meeting on July 21, 2016 to reestablish the short-term training caps. On October 24, 2013 the short-term training cap was established under WIA. Currently, there is no short-term training cap and reestablishing it would allow more participants to earn their CDL. There was discussion.

Stacey Weaver entertained a motion to reestablish short-term training caps at \$4500 per participant for CDL training and \$2500 for all other training. Greta Kickland made a motion. Gary Kelly seconded. Vote as follows.

**For (9):**

Elaine Anderson	Dan Mauk
Gary Kelly	Denise Pfeifer
Greta Kickland	Stacey Weaver
Roy Lamb II	Lisa Wilson
Charlene Lant	

**Against (0)**

**Abstain (2):**

Ann Chambers	Kelsey Miller
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**Absent (6):**

Wayne Brozek	Peggy Sendall-Bertrand
Chris Callihan	Jill Smith
Cory Goehring	Christina Thaut

**The motion carried.**

*Item 6D: Combine Training Caps*

Stacey Weaver presented the proposal to the board regarding Combine training caps. The current policy does not prevent a participant from receiving funds from both categories of On-the-Job training and occupational skill training; a participant can receive a total \$15,000. The System Coordination committee proposes that a cap be established for a maximum amount of \$7000 per participant for Occupation training only, \$7000 per participant for On-the-Job training only, and \$9000 for a combination of both types of training. The \$1000 for supportive services is treated separately. There was some discussion.

Gary Kelly made a motion to establish the proposed training caps. Dan Mauk seconded. Vote as follows.

**For (9):**

Elaine Anderson	Dan Mauk
Gary Kelly	Denise Pfeifer
Greta Kickland	Stacey Weaver
Roy Lamb II	Lisa Wilson
Charlene Lant	

**Against (0)**

**Abstain (2):**

Ann Chambers	Kelsey Miller
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**Absent (6):**

Wayne Brozek	Peggy Sendall-Bertrand
Chris Callihan	Jill Smith
Cory Goehring	Christina Thaut

**The motion carried.**

*Item 6E: Life-Time Training Caps*

Stacey Weaver presented the proposal regarding life-time training caps; that with approval from the Administrative Entity former participants of the program are able to reenter it and receive services again. It was also mentioned that this is usually a rare occurrence but one that needs clarity on how such situations should be handled. The committee explored many possibilities such as placing a \$7000 life-time training cap on participants reentering the program, providing non-funded basic career services, etc. In the end it was concluded that each situation is different. The System Coordination committee proposed that the board allow the administrative entity to authorize and determine whether full cap be offered to returning participants, take into consideration the participants current situation, evaluate why the participant is likely to succeed, and determine how much has already been expended on the participant. There was some discussion.

Dan Mauk made a motion to approve the proposal to allow the Administrative Entity to determine each participant's situation. Denise Pfeifer seconded. Vote as follows.

**For (11):**

Elaine Anderson	Dan Mauk
Ann Chambers	Kelsey Miller
Gary Kelly	Denise Pfeifer
Greta Kickland	Stacey Weaver
Roy Lamb II	Lisa Wilson
Charlene Lant	

**Against (0)**

**Abstain (0)**

**Absent (6):**

Wayne Brozek	Peggy Sendall-Bertrand
Chris Callihan	Jill Smith

Cory Goehring

Christina Thaut

**The motion carried.**

*Item 6F: Attachment K*

Stacey Weaver presented the proposal for Attachment K. Since the last board meeting in May the System Coordination committee was unsatisfied with the draft and suggestions were made. The Nebraska Department of Labor legal counsel revised the draft. It is intended to provide reasonable steps for people with limited English proficiency access to services; the participant cannot use their minor child as in interpreter for communication but has the option of bringing an adult family/friend. There was some discussion.

Dan Mauk made a motion to accept the new draft proposal of Attachment K. Gary Kelly seconded. Vote as follows.

**For (11):**

Elaine Anderson  
Ann Chambers  
Gary Kelly  
Greta Kickland  
Roy Lamb II  
Charlene Lant

Dan Mauk  
Kelsey Miller  
Denise Pfeifer  
Stacey Weaver  
Lisa Wilson

**Against (0)**

**Abstain (0)**

**Absent (6):**

Wayne Brozek  
Chris Callihan  
Cory Goehring

Peggy Sendall-Bertrand  
Jill Smith  
Christina Thaut

**The motion carried.**

*Item 6G: Request for Proposal*

Dylan Wren presented the Request for Proposal and those who have expressed interest in potentially putting in a bid or that will be attending the conference the following week. Mr. Wren explained that what the committee needs to decide is how to make decisions. The proposal opening is going to be on December 1 and then have an evaluation period. Between the proposal opening and evaluation period administrative services will do a review to make sure the candidates meet the basic requirements.

Mr. Wren call for some volunteers from the board to participate in evaluating each proposal and can then provide suggestions to the board. There was some discussion.

Ann Chambers, Lisa Wilson, Stacey Weaver, and Gary Kelly volunteered to participate in the evaluation process.

*Item 6H: Executive Committee*

Dylan Wren presented what was decided by the CEOB regarding the executive committee. They will make the decisions when the board cannot meet as a full group; the rules still apply and they have to comply with the Open Meetings Act. Notice will have to be given and every member must attend in order to have a quorum. Mr. Wren then presented the members elected to the vacant spots by the CEOB.

*Item 6I: Corrective Action Plan*

Dylan Wren presented the errors found by the State Monitor. There were Youth participants that were classified incorrectly, there was insufficient documentation provided regarding the Youth participants, and that a work experience was created for a Youth participant who was already volunteering at the same worksite. Plans are in place to address these problems and correct these actions.

There were also some issues with Adult and Dislocated Workers. The documentation was found to be lacking and the term “significant layoff” needed more a more clarifying definition. Moving forward there will be better documentation and a conduction of monthly spot checks to make sure everything is in compliance. Gary Kelly inquired if there would be any penalty or repercussions. Mr. Wren and Shannon Grotrian explained that this was an internal audit but there will be a follow-up investigation but that the positive side is there is a chance to correct things and improve by next year.

*Item 6J: Financial Reporting*

This item could not be discussed as legal counsel has not reviewed the policy.

*Item 6K: Performance and Finance Update*

Shannon Grotrian presented the performance numbers and explained the information provided on the handout (document 16). Ann Chambers inquired about the Youth figures for Greater Nebraska on line #9 showing as 0%. Shannon explained the information regarding that figure. There was no further discussion.

Shannon Grotrian then presented the quarterly finances and explained the handout (document 17). The current funds available in RRS as of 9/12/16 is \$433,335 for Adult, \$716,347 for DLW, \$457,107 for OOS-Youth, and \$214,473 for IS-Youth. The Expected staffing expenses until 3/1/17 (6 months) is \$187,128 for Adult, \$141,030 for DLW, \$110,220 for OOS-Youth, and \$19,446 for IS-Youth. The current obligation total is \$91,184 for Adult, \$160,189 for DLW, \$95,645 for OOS-Youth, and \$17,094 for IS-Youth. The maximum quarterly obligation per participant OST is \$1,100 for Adult, \$2,500 for DLW, \$2,000 for OOS-Youth, and \$1,500 for IS-Youth. The projected funded participants for the quarter is 60 for Adult, 27 for DLW, 26 for OOS-Youth, and 1 for IS-Youth. The projected quarterly obligation is \$66,000 for Adult, \$42,500 for DLW, \$52,000 for OOS-Youth, and \$1,500 for IS-Youth. The Projected Carry-in Funds for next quarter is \$89,023 for Adult, \$193,280 for DLW, \$290,324 for OOS-Youth, and \$176,433 for IS-Youth. There was no further discussion.

*Item 6L: Negotiated Levels of Performance*

Shannon Grotrian presented the Negotiated levels of Performance and explained the information provided in the handout (document 25). The Nebraska Department of Labor completed negotiations with the US Department of Labor for state performance levels for Program Years 2016 and 2017. There was some discussion.

Stacey Weaver made a motion to approve the negotiated levels of performance. Greta Kickland seconded. Vote as follows.

**For (11):**

Elaine Anderson	Dan Mauk
Ann Chambers	Kelsey Miller
Gary Kelly	Denise Pfeifer
Greta Kickland	Stacey Weaver
Roy Lamb II	Lisa Wilson
Charlene Lant	

**Against (0)**

**Abstain (0)**

**Absent (6):**

Wayne Brozek	Peggy Sendall-Bertrand
Chris Callihan	Jill Smith
Cory Goehring	Christina Thaut

**The motion carried.**

*Item 6M: Regional Planning*

Shannon Grotrian shared that NDOL has offered a facilitator to help with conducting their regional planning; they were giving three dates with which to use this resource. The facilitator will help set up the regional plan for only one area out of the multiple areas that each require a plan. The board would need to decide which

area they would like to use the facilitator's assistance. This was discussed in the Strategic Planning committee and the suggestion is to use the state facilitator for the Tri-Cities area because it is the largest and may be the most difficult.

Gary Kelly made a motion to take the committees suggestion to use the state facilitator for the Tri-Cities area regional plan. Dan Mauk seconded. Motion carried by voice vote.

Shannon also mentioned the Greater Lincoln planning area, which encompasses many of the southeast county areas. The Greater Lincoln Board has extended an invitation to the Greater Nebraska Board to attend their regional planning sessions. The Board will be kept in the loop of what goes on but the members are invited to participate in their planning process. Dylan Wren offered to email the dates out and let the board members respond back if they are interested in attending.

### **Board Member Updates**

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Board Members went around the table and gave a brief update or passed if there was none.

### **Public Comment**

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Those in attendance shared a bit about the goings-on in their areas.

### **Adjournment**

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Lisa Wilson entertained a motion to adjourn. Dan Mauk moved to adjourn the meeting. Gary Kelly seconded. No further discussion ensued. Motion carried unanimously by voice vote. Chair Wilson adjourned the meeting at 3:52 pm.