

**CEOB Board Meeting Minutes**

September 29, 2016

9:30 am (CST)

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

**Call to Order**

Pamela Lancaster, CEOB member and CEOB Chair, called the meeting of the Greater Nebraska Chief Elected Officials Board to order at 9:30 am.

**Roll Call**

Roll Call was called by Erica Wertz, Staff Assistant II for the Department of Labor, and a quorum was established.

**Members Present (9):**

Jack Andersen	Hal Haeker
Stanley Clouse (Vice-Chair)	Chuck Harris
Steve Erdman	Pamela Lancaster (Chair)
John Fagot	Joe Hewgley (arrived late)
Kent Greenwalt	

**Members Absent (5):**

Sue Fuchtmann	Hilary Maricle
Timothy Nelsen	
Christian Ohl	
William Stewart	

**Staff and Guests Present (9):**

Nebraska Department of Labor – Shannon Grotrian, Dylan Wren, Erica Wertz, Pat Comfort, Randy Kissinger, Karen Stohs, Becky Maggart  
Greater Nebraska Workforce Development Board – Elaine Anderson, Kelsey Miller

**Notice of Publication**

Erica Wertz, Staff Assistant II for the Department of Labor, 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**

Pamela Lancaster noted all members received the May 26, 2016 CEOB Executive Committee Meeting Minutes prior to the meeting. She called for any corrections or additions. There were two corrections to be made. Jack Anderson called attention the vote for Item 5D on page 4, the count shows “0” for “Against” but should actually be “1” as Steve Erdman voted “Against” for that item. Dylan Wren called attention to the “Staff and Guests Present” section stating that Becky Maggart was not included and should have been. Stan Clouse made a motion to approve the May 26, 2016 CEOB Meeting Minutes. Chuck Harris seconded. Vote as follows:

**For (8):**

Jack Andersen	Hal Haeker
Stanley Clouse (Vice-Chair)	Chuck Harris
Steve Erdman	Pamela Lancaster (Chair)
Sue Fuchtmann	
Kent Greenwalt	

**Against (0):**

**Abstain (1):**

John Fagot

**Members Absent (5):**

Joe Hewgley

William Stewart

Hilary Maricle

Timothy Nelsen

Christian Ohl

*The motion carried.*

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**Old Business**

There was no Old Business to report.

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**New Business**

*Item 6A: Establishing the Executive Committee*

Dylan Wren presented the applicants for the position of Representative of Labor/Workforce. He suggested that the board may want to take the applicants' locations into consideration. Having the ability for its members to meet quickly and consistently would be beneficial to the Executive Committee. Pam Lancaster suggested that once the committee members are selected it could be left up to them to decide where it is convenient to meet.

Chair Lancaster spoke about Gary Kelly as a possible candidate as she knows him personally. Kelsey Miller spoke about Roy Lamb as she works with him and mentioned his interest in the candidacy. There was some discussion. Chuck Harris inquired as to where the other applicants are located and Mr. Wren provided the information.

Stan Clouse made a motion to appoint Roy Lamb II as Representative of Labor/Workforce. Hal Haeker seconded the motion. Vote as follows:

**For (8):**

Jack Andersen

Hal Haeker

Stanley Clouse (Vice-Chair)

Chuck Harris

Steve Erdman

Pamela Lancaster (Chair)

John Fagot

Kent Greenwalt

**Against (0):**

**Abstain (0):**

**Absent (6):**

Sue Fuchtmann

Christian Ohl

Joe Hewgley

William Stewart

Hilary Maricle

Timothy Nelsen

*The motion carried.*

Dylan Wren presented the applicants for the position of Representative of One-Stop Partners. Kelsey Miller, being one of candidates and present at the meeting, said a few words about herself. John Anderson also spoke about working with Ms. Miller. There was some discussion.

Jack Anderson made a motion to appoint Kelsey Miller as Representative of One-Stop Partners. John Fagot seconded the motion. Vote as follows:

**For (8):**

Jack Andersen  
Stanley Clouse (Vice-Chair)  
Steve Erdman  
John Fagot  
Kent Greenwalt

Hal Haeker  
Chuck Harris  
Pamela Lancaster (Chair)

**Against (0):**

**Abstain (0):**

**Absent (6):**

Sue Fuchtmann  
Joe Hewgley  
Hilary Maricle  
Timothy Nelsen

Christian Ohl  
William Stewart

***The motion carried.***

Dylan Wren presented the applicants for the position of Additional Representative. Chuck Harris spoke about Denise Pfeifer as a possible candidate. Stan Clouse spoke about Dan Mauk as a possible candidate. Hal Haeker pointed out that he felt it important to keep the representation out west. There was some discussion.

Chuck Harris entertained a motion to appoint Denise Pfeifer as Additional Representative to the Executive Committee. Kent Greenwalt seconded the motion. Vote as follows:

**For (8):**

Jack Andersen  
Stanley Clouse (Vice-Chair)  
Steve Erdman  
John Fagot  
Kent Greenwalt

Chuck Harris  
Joe Hewgley  
Pamela Lancaster (Chair)

**Against (1):**

Hal Haeker

**Abstain (0):**

**Absent (5):**

Sue Fuchtmann  
Hilary Maricle  
Timothy Nelsen

William Stewart

Christian Ohl

***The motion carried.***

*Item 6B: New Members to the Greater NE Board*

Dylan Wren began by mentioning that there has been difficulty getting candidates that meet the requirements and encouraged the board help find suitable candidates. He then presented the current vacancies on the board, the requirements for those positions and presented the only applicant for the position of Representative of Business. Mr. Wren mentioned some reservations about the applicant's qualifications regarding her policy making abilities. Kelsey Miller spoke about the applicant, Alicia Fries, and her employment position. There was some discussion.

Jack Anderson made a motion to appoint Alicia Fries as Representative of Business. Joe Hewgley seconded the motion. Stan Clouse requested a point of discussion regarding geographical location. The board discussed the matter before proceeding with their vote. Vote as follows:

**For (9):**

Jack Andersen

Stanley Clouse (Vice-Chair)

Steve Erdman

John Fagot

Kent Greenwalt

Hal Haeker

Chuck Harris

Pamela Lancaster (Chair)

Joe Hewgley

**Against (0):**

**Abstain (0):**

**Absent (5):**

Sue Fuchtman

Hilary Maricle

Timothy Nelsen

Christian Ohl

William Stewart

***The motion carried without abstentions.***

Dylan Wren presented the applicants for the position of Representative of Education/Training. There was some concern as there were only two applications. It was pointed out that central Nebraska and southeast Nebraska are both already heavily represented on the board. John Fagot inquired, with only two applications, if word of the position was adequately announced to all the educational institutions. Mr. Wren explained that an email went out to all of the Presidents of community colleges in Nebraska, the Vice Presidents who have met with NDOL, and the office managers from each region. Stan Clouse inquired if applicants from Universities were allowed to apply? Mr. Wren replied that to be considered, an applicant must work for an institution of higher education and that the institution must be on the Eligible Training Provider List. Currently, however, none of the state universities are on that list.

Joe Hewgley pointed out that the western area is very underrepresented and inquired if anyone from that area could be recruited. Mr. Wren replied that the board has the authority to recruit from a specific area if they so choose. After some discussion it was proposed to take some time to reach out to the colleges in the discussed underrepresented areas and to have a deadline for applications set to the end of December, before the board meets in January.

Joe Hewgley made a motion to table this item and continue the decision for appointing a Representative of Education/Training at the next board meeting. Jack Anderson seconded the motion. Vote as follows:

**For (9):**

Jack Andersen

Stanley Clouse (Vice-Chair)

Steve Erdman

John Fagot

Kent Greenwalt

Hal Haeker

Chuck Harris

Pamela Lancaster (Chair)

Joe Hewgley

**Against (0):**

**Abstain (0):**

**Absent (5):**

Sue Fuchtmann

Hilary Maricle

Timothy Nelsen

Christian Ohl

William Stewart

*The motion carried without abstentions.*

*Item 6C: Corrective Action Plan*

Dylan Wren presented that the State Monitor reviewed activities from Program Year 2015, which ended in June, and found several deficiencies. It was found that 6 Youth participants were enrolled incorrectly, as Out-of-School Youth when they were actually In-School Youth. Improper documentation was also found on several of the Youth participants regarding the applicant's household status. Examples of missing information included things like where the applicant is living, who they are living with, and how they are paying rent if they do not have employment, etc. The case notes are being corrected, the 6 participants will be re-classified, and, moving forward, more detailed information will be required.

The State Monitor found an issue with a particular case, a participant was volunteering at the same work site where they were enrolled into a work experience. It was felt that that wasn't appropriate, though the administrative entity did not agree with that finding. Going forward, however, any similar cases will be vigilantly documented as to the reasoning behind the decision; such documentation was lacking in this particular incident.

Regarding Adult Dislocated Workers it was found that documentation was inadequate in identifying whether the participants were in fact laid off, if it was a significant lay-off, and if the workers are likely to return to their work. Mr. Wren explained that it is being worked on to provide adequate documentation to determine eligibility.

The final issue found was regarding coordination of resources and making sure there are other resources available for applicants before the state pays for them. A form exists to document resources, in some offices case workers know the participants and are familiar with each situation. The state monitor, however, has no record of what resources have been made available if it's not recorded on NEworks or the application. Mr. Wren and Shannon Grotrian are trying to correct the situation and provide consistency.

All of these issues are being corrected and plans are being put into place to prevent such findings from occurring in the future. Pam Lancaster commended the Administrative Entity for working hard to correct all the issues that have been neglected. Randy Kissinger inquired about what is considered a "significant lay-

off” for Adult Dislocated Workers. Mr. Wren explained that there isn’t an exact definition but that clarifying that term by the board is included in the local plan. There was some discussion.

*Item 6D: Request for Proposal*

Dylan Wren presented those interested in making a bid on the proposal. The services are Youth, Adult Dislocated Workers, Administrative Entity, One-Stop Service Provider; those applying can bid on all, one, or more of the services. The board will have to vote and what is needed is a ‘work-group’ to make a recommendation to the board in January. There will be the proposal opening on December 1 and then administrative services will be go through the proposals to make sure they meet the RFP criteria. Once completed there will be an evaluation period and that is when there will need to be insight from the CEOB and the full Board members. Mr. Wren made some suggestions for the evaluation process. He also mentioned that the oral interviews will need to be conducted in Lincoln and that the NDOL will likely weigh in as well during the evaluation process. There will also have to be a meeting between January 5<sup>th</sup> and January 11<sup>th</sup> to review the work-group’s recommendation. There was some discussion.

Joe Hewgley recommended to Chair Lancaster to have a deadline of November 15 where if she is not contacted by said deadline with volunteers she can recruit members from the CEOB. There was some discussion. The deadline was agreed upon.

*Item 6E: Performance and Finance Update*

Shannon Grotrian presented the performance report and explained the handout showing Greater NE compared with Statewide (document 16). Dylan Wren further explained why some of the numbers look the way they do. There was some discussion.

Mrs. 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 OS-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 OS-Youth, and \$19,446 for IS-Youth. The current obligation total is \$91,184 for Adult, \$160,189 for DLW, \$95,645 for OS-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 OS-Youth, and \$1,500 for IS-Youth. The projected funded participants for the quarter is 60 for Adult, 27 for DLW, 26 for OS-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 OS-Youth, and \$176,433 for IS-Youth. There was some discussion.

**Board Member Update**

There was no board member updates.

**Public Comment**

There was no public comment.

**Adjournment**

John Anderson moved to adjourn the meeting. Stan Clouse seconded. No further discussion ensued. The motion carried unanimously by voice vote. Pam Lancaster adjourned the meeting at 11:28 a.m.