**Meeting Minutes – Workforce Development Board**

Fairfield Marriot, 805 Allen Drive, Grand Island, Nebraska 68803

2:15 – 3:30 p.m.

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| *January 9, 2017* |  |

**CALL TO ORDER**

The meeting of the Greater Nebraska Workforce Development Board was called to Order at 2:15 PM on January 9, 2017.

**ROLL CALL**

For the purposes of establishing a quorum Erica made the roll call.

**Members Present (11):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

Kelsey Miller

**Members Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**Staff and Guests Present (6):**

Shannon Grotrian (NDOL), Dylan Wren (NDOL), Erica Wertz (NDOL), Kim Schumacher (Cargill), Matt Gotschall (Central Community College), Cherisa Price Wells (ResCare),

**NOTICE OF PUBLICATION**

Lisa asked Erica to read the notice of publication

**“**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 requirement and published in the Greater Nebraska area. A copy of the Nebraska Open Meetings Law is available at this meeting and can be obtained from legal counsel or administrative staff”.

**APPROVAL OF MINUTES**

**\*MOTION:**

Lisa confirmed that everyone had received a copy of the minutes from September 29, 2016 Greater Nebraska Workforce Development Board meeting.

Lisa asked for a **motion to approve the September 29, 2016 Greater Nebraska Workforce Development Board meeting\*.** There were no corrections to be made. Dan made the motion to approve the September 29, 2016 Greater Nebraska Workforce Development Board meeting minutes. Chris seconded.

**Voice approved. Motion carried.**

**OLD BUSINESS**

Lisa asked if there was any old business that needed to be discussed. There was none.

**NEW BUSINESS**

Effective September 29, 2016 Alicia Fries now holds one of the business positions for the board. Alicia has worked in telecommunications for 14 years and is currently working for Allo Communications in Imperial, NE. She is the Residential Customer Service Manager for the areas outside of Lincoln. Alicia lives in Imperial with her husband and three children.

**\*MOTION**

Lisa presented Agenda Item 6-a, **motion to approve ResCare Workforce Services for the One-Stop Operator\*.**

OnSeptember 9th of 2016 the Department of Labor on behalf of the CEOB and GNWDB issued a request for proposal to provide the Workforce Innovation and Opportunity Act Title 1 Services. Four options for bidding included; One-Stop Operator, Adult and Dislocated Worker Service Provider and Youth Service Provider. ResCare submitted their proposals for four of the five options. No proposals were submitted for the Administrative Entity. On January 4th, 2017 the RFP Committee met with ResCare Workforce Services to conduct oral interviews.

Lisa Presented the Board Recommendations:

**Recommendation #1** – The GNWDB and CEOB ask Nebraska Department of Labor Commissioner, John Albin to continue providing WIOA Title 1 programs, one-stop operator services, and administrative entity services.

Lisa explained the reasons for this.

-The bidder has a lack of WIA/WIOA experience and actual performance history for a rural geographical area as big as the Greater Nebraska Area.

-ResCare’s purposed cost per participant was not as competitive as that of the NDOL’s for two out of three options.

-ResCare’s number of participants served was not as competitive as NDOL’s for two out of three options.

-For the past 10 years, NDOL has done an excellent job in program performance, enrollment goals and expenditure benchmarks.

**Recommendation #2** – The board remain open to issue a new RFP if the circumstances change in the future.

**Recommendation #3 -** Ask administrative entity to draft options for rebidding on the One-Stop operator role as soon as possible.

Dylan handed out notes from the RFP Committee Oral Interviews. Chris asked for a timeline on this decision for reissuing an RFP. Dylan explained that March, at the earliest, is the most realistic date. Dan asked if NDOL didn’t want to continue or if they were unable to continue providing this service. Dylan explained that NDOL was open to providing services and that the decision was for the board to make. Dan mentioned that not as many people would be able to be served if ResCare became the One-Stop because their cost per participant was higher than NDOL’s.

**\*MOTION**

Lisa asked for a **motion to approve ResCare Workforce Services as the One-Stop Operator** beginning July 1, 2017. A vote against this motion would result in the Nebraska Department of Labor continuing to function as the One-Stop Operator. Stacey made a motion to approve ResCare Workforce Services as the One-Stop Operator. Chris seconded the motion.

**For (0):**

**Against (10):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

**Abstain (1):**

Kelsey Miller

**Absent(6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**The motion to approve ResCare Workforce Services as the One-Stop Operator was rejected.**

**\*MOTION**

Lisa presented Agenda Item 6-b, motion to approve **ResCare Services for Adult and Dislocated Worker Service Provider\*.** Lisa asked if there were any questions. There were none.

Lisa asked for a motion to approve ReCare Workforce Services as the Adult and Dislocated Worker Service Provider beginning July 1, 2017. A vote against this motion would result in the Nebraska Department of Labor continuing to function as the Adult and Dislocated Service Provider. Roy made the motion to approve ReCare Workforce Services as the Adult and Dislocated Worker Service Provider. Chris seconded the motion.

**For (0):**

**Against (10):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

**Abstain (1):**

Kelsey Miller

**Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**The motion to approve ResCare Services for Adult and Dislocated Worker Service Provider was rejected.**

**\*MOTION**

Lisa presented Agenda Item 6-c**, motion to approve ResCare for the Youth Service Provider\*.** Lisa asked if there were any questions. There were none.

Lisa asked for a motion to approve ReCare Workforce Services as the Youth Service Provider beginning July 1, 2017. A vote against this motion would result in the Nebraska Department of Labor continuing to function as the Youth Service Provider. Chris made the motion to approve ReCare Workforce Services as the Youth Service Provider. Stacey seconded the motion.

**For (0):**

**Against (10):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

**Abstain (1):**

Kelsey Miller

**Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**The motion to approve ReCare Workforce Services as the Youth Service Provider was rejected.**

**\*MOTION**

Lisa presented Agenda Item 6-d**, motion for the board to Renew Nebraska Department of Labor as the Administrative Entity \*.**

There were no bids for the Administrative Entity. Lisa asked for a motion for the board to Renew Nebraska Department of Labor as the Administrative Entity. Ann made the motion for the board to Renew Nebraska Department of Labor as the Administrative Entity. Roy seconded.

**For (10):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

**Against (0):**

**Abstain (1):**

Kelsey Miller

**Absent (4):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**Motion carried.**

**\*MOTION**

Chris Callihan presented Agenda Item 6-e, **motion to approve the Regional Planning Schedule\***

To comply with Nebraska Department of Labor’s (NDOL) Regional and Local Plan Policy, the board must provide a regional and local plan timeline for preparation of the regional plans for the remaining areas of economic concentration. Area Five, which includes Grand Island, Hastings, and Kearney will be submitted as part of the regional and local plan no later than March 15, 2017. Areas 1-6 and 9-10 must be included in the timeline. On page 30 you will find a map of WIOA planning regions and the time line. It is proposed that the Greater Nebraska Workforce Development Board vote to approve this timeline.

**April 2017**

Area 1 – Scotts Bluff (Scottsbluff)

Area 2 – Cheyenne County (Sidney)

**July 2017**

Area 3 - Lincoln County (North Platte)

Area 4 – Red Willow (McCook)

**November 2017**

Area 6 – Platte County (Columbus)

Area 9 – Madison (Norfolk)

**September 2017** Area 10 – Holt County (O’Neill)

Lisa asked if there were any questions. There were none. Lisa asked for a motion to approve the regional planning schedule. Dan made a motion to approve the regional planning schedule. Denise seconded the motion.

**For (11):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

Kelsey Miller

**Against (0):**

**Abstain (0):**

**Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**Motion carried.**

**\*MOTION**

Chris presented Agenda Item 6-f**,** **Motion to Approve Financial Request & Reporting System Policy\*.**

It is proposed that the Greater Nebraska Workforce Development Board vote to approve Financial Request and Recording System Policy. Effective October 1, 2016 The Greater Nebraska Workforce Development Board will submit financial information and supporting documentation through the Request and Reporting System (RRS) at least once per month on local area expenditures and obligations.

Expenditures will be approved by the Administrative Entity and then submitted to the Office of Finance, Nebraska Department of Labor. Submissions will include any required supporting documentation. The Office of Finance will enter expenditures into Enterprise One, NDOL’s general ledger system, this information is then uploaded into RRS each Friday.

The workforce administrator is designated to approve expenditures. The local area acknowledges NDOL’s due dates for submission of expenditure information and documentation. This information is detailed in Table 2 of handout 6-f.

As financial commitments are made, non-participant and participant-specific obligations will be entered and tracked in RRS by the administrative entity.

For oversight purposes, the administrative entity will run monthly and quarterly obligation reports. Quarterly financial reports include details on; cash on hand, matching funds, any income or profits earned and indirect costs. Due dates for submission of quarterly financial reports are detailed in Table 3 of 6-f on page 33 of the meeting materials packet.

Lisa asked if there were any questions. There were none. Lisa asked for a motion for the board to approve the Financial Request & Reporting System Policy. Roy made the motion to approve the Financial Request and Reporting System Policy. Chris seconded the motion.

**For (11):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

Kelsey Miller

**Against (0):**

**Abstain (0):**

**Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**\*MOTION**

Chris presented Agenda Item 6-g, **Memorandums of Understanding and Funding of Local Workforce Delivery System Operations**.

Chief Elected Officials and Local Workforce Development Boards are required to Establish Memorandums of Understanding (MOU) with required one-stop partners in their local workforce development areas. This includes funding of the local workforce delivery system operations. The chair of the local board must designate a member or members of the local board who will be responsible for negotiation of each MOU and each funding agreement. In agreement with the Chief Elected Officials Board, The Greater Nebraska Workforce Development board will give final approval of all MOU and funding agreements. On page 33, table 1 outlines the required one-stop partners and the legislations authorizing their programs.

Other Federal, state and local entities responsible for administering employment and training programs and activities in the local area may serve as optional partners in the local area workforce delivery system if the local board and CEO approve the entities’ inclusion. Optional one-stop partners and their authorizing legislation are listed in Table 2 on page 34. This list of potential option one-stop partners is not exhaustive.

The committee has designated Chris Callihan and Dan Mauk to represent Greater Nebraska. An invitation to participant will be extended to Gary Kelly as well.

Lisa asked Randy to explain the MOU’S. Randy explained that the MOU process formalizes what is already being done. The law requires MOU’s with mandated partners. The goal is to consolidate as much as possible, by service provider, by partner and by region. Lisa asked if there were any questions. There were none.

Stacey Weaver presented Agenda Item 6-h, **Customer Satisfaction Surveys**.

The local area is required to measure customer satisfaction for employers and participants. At the November 3rd meeting the board created customers satisfaction surveys to meet this requirement. See attachment 1 and 2 (pages 38-40). All participants and employers will be invited to provide feedback when exiting the program or completing an on-the-job training. Information collected will be reported out to the board. Lisa asked if there were any questions. There were none.

**\*MOTION**

Stacey presented Agenda Item 6-i**,** the **motion to approve the** **Oversight Policy\*.**

It is proposed that the Greater Nebraska Workforce Development Board vote to approve the Oversight Policy. The Greater Nebraska Workforce Development Board System Coordination Committee is assigned the responsibility of program oversight for the Greater Nebraska Workforce Development area.

The Committee has the authority to monitor all recipients of the Workforce Innovation and Opportunity Act funds awarded by the Greater Nebraska Workforce Development Board, examine records, question employees, interview clients, and enter any premise or site in which any part of the program or activity of a recipient is conducted or records of the recipient are kept.

At each meeting the GNWDB will review the budget status, including current obligations and expenditures, status of enrollments, and most recent quarterly performance results. The service provider will also be present at each meeting to present on these items as needed and answer any questions. The Administrative Entity will review client files on a regular basis, searching for compliance with eligibility, employment strategy implementation, and fiscal regulations. Results will be presented to the Committee and GNWDB. Findings will also be shared with the service provider. Depending on the severity or frequency of the findings, corrective action may be required.

**For (11):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

Kelsey Miller

**Against (0):**

**Abstain (0):**

**Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

Motion Carried.

**\*MOTION**

Stacey presented Agenda Item 6-j**, the Motion to Approve the** **Incentive Policy\*.**

Program participants may receive monetary stipends as incentive for recognition and achievement directly tied to training activities and work experiences.

Incentives may be awarded for: There were some adjustments made at the System Coordination Meeting.

**Credential Attainment** of a degree or certificate.

* $200 will be paid for credential completion. This is limited to one Credential Incentive per participant.

Incentives may be awarded for: **Attainment of the GED**

* $200 will be paid upon attainment of the GED.

Incentives may be awarded for: based on the **GPA** system.

* Participants will be paid between $75 and $150 to correspond with their cumulative GPA. Participants are limited to one GPA Incentive at the end of their training program.

Incentives may also be awarded for **Work Experience**.

* Once they have completed 250 hours (within one year) of work experience and have met all required attendances, work duties and professional conduct standard participants will be paid $200.

Lisa asked for a Motion to approve the Incentive Policy. Chris made the motion. Roy seconded.

**For (11):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

Kelsey Miller

**Against (0):**

**Abstain (0):**

**Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**Motion carried.**

Stacey presented Agenda Item 6-k**, Quality Assurance Review**.

The administrative entity has reviewed twelve (12) Work Experience enrollments since July 1, 2016 and is in the process of bringing eight (8) into compliance. Finance will be notified to make any needed adjustments for expenditures on youth that do not meet the twenty percent (20%) academic/occupational component requirement.

Twenty percent (20%) of all assigned cases including Adult, Dislocated Worker, and Youth Programs were reviewed in December 2016. The compliance check included:

* Has eligibility been determined and proper documentation been provided?
* Has supporting documentation been provided to confirm household and living arrangement?
* Has the Individual Employment Plan been completed, updated, and saved in ECM?
* Has the coordination of resources been documented?

All files were found to be in compliance. In accordance with the proposed Oversight Policy, monthly and quarterly quality assurance reviews will be conducted and presented to the board. Lisa asked if there were questions. There were none.

Dylan presented Agenda Item 6-l**,** the **Monitor Review**.

Dylan pointed out that most of the findings were corrected with the motions at this meeting. The board needed an oversight policy. The board had one in the local plan but it needed to be formalized. The second finding was allowable costs and accurate recording. Work Experience needed an academic component. Dylan said that this should be resolved. Incentives also needed to be directly tied to the results of the program.

Dylan presented Agenda Item 6-m**, Reduction of FY17 Funding**.

For all local areas, reduction in funding. The program budget has been adjusted. Adult, -$1878 -$2973 DLW. Dylan said this does not have a big impact on the funds and that there is plenty available.

**\*MOTION**

Dylan presented Agenda Item 6-n, the **Motion to Transfer Funds\*.**

The adult program is adequately funded but the board would like to transfer $150,000 from the Dislocated Worker program funds to Adult program funds.

Lisa asked for a motion for the board to transfer $150,000 of Dislocated Worker funds to the Adult program with all funds coming from FY16 funds, effective 01/09/17.

**For (10):**

Alicia Fries

Wayne Brozek

Lisa Wilson

Elaine Anderson

Ann Chambers

Stacey Weaver

Denise Pheifer

Dan Mauk

Chris Callihan

Roy Lamb II

**Against (0):**

**Abstain (1):**

Kelsey Miller

**Absent (6):**

Gary Kelly

Jill Smith

Peggy Sandall-Bertrand

Greta Kickland

Charlene Lant

Cristina Thaut

**Motion carried.**

**\*MOTION**

Shannon presented Agenda Item 6-o, **Finance & Performance Review.**

Shannon presented the information for the finance review. She explained the tables on page 25 of the meeting materials packet, showing the current and projected totals for Adult, Dislocated Worker, Out of School Youth and In School Youth. Dylan pointed out that the program is very well funded at this point. The program was preparing for a transition to a new service provider. Dylan said that he did not believe those funds would be needed for that. Dylan pointed out that the enrollment numbers would be reported to the board more often than in the past.

Shannon presented on the performance review. She explained that we are going from WIA to WIOA and that anyone enrolled after July 1, 2016 will be on WIOA reporting. The WIA reporting has anyone enrolled before June 30th, 2016. She pointed out that as people exit the program, the totals will get smaller and smaller. Dylan mentioned that one of the positive things about the new performance measures is that they are shared with the core partners of WIOA.

**BOARD MEMBER UPDATES (2 MINUTES EACH)**

Agenda Item 6-l is Board Member Updates. This agenda item will allow each of us the opportunity to provide a brief snapshot of workforce conditions in your area, and any new initiatives or trends we should be aware of. Lisa took the time to introduce two candidates to the board.

Lisa introduced Kim Schumacher to the board. Kim said that she has worked for Central Community College for many years and currently works for Cargill. Kim is very interested in helping out, not only participants but also the employers of Greater Nebraska.

Lisa introduced Matt Gotschall with Central Community College. Worked with One-Stop career centers for 20 years in Kansas and Nebraska. Matt is also Division Regional Vice President of Workforce Development and Learning Services throughout Nebraska.

**MEETING DATES**

February 2, 2017 – Executive Committee – City of Grand Island Library

May 25, 2017 – GNWDB and CEOB – Location TBD

October 26, 2017 – GNWDB and CEOB – Location TBD

**PUBLIC COMMENT**

No public comment.

**ADJOURNMENT**

**\*Motion:**

Lisa adjourned the Greater Nebraska Workforce Development Board meeting at 3:33 P.M. on January 9th, 2017.