

NEBRASKA


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DEPARTMENT OF LABOR

GREATER NEBRASKA  
**WORKFORCE DEVELOPMENT AREA**

# Greater Nebraska **Workforce Opportunity and Innovation Act Title 1 Boards**

Meeting Materials — **January 9, 2017**



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# Contents

<b>3-4</b>	Agendas
<b>5-22</b>	Minutes
<b>5-10</b>	Chief Elected Officials Board (CEOB)
<b>11-16</b>	Workforce Development Board (GNWDB)
<b>17-18</b>	Strategic Planning Committee
<b>19-22</b>	System Coordination Committee
<b>23-26</b>	Joint Items
<b>27-29</b>	CEOB Items
<b>30-37</b>	GNWDB Items
<b>38-43</b>	Attachments
<b>44-47</b>	Member Bios

# Agenda – January 9, 2017

**LOCATION** Fairfield Inn & Suites, 805 Allen Drive, Grand Island, Nebraska 68803

**CHIEF ELECTED OFFICIALS** 9:30-11:15 a.m.

**WORKFORCE DEVELOPMENT** 2:15 - 3:30 p.m.

\* Requires motion and vote.

1. Call to Order  
**Pam Lancaster**  
**Lisa Wilson**
2. Roll Call  
**Erica Wertz**
3. Notice of Publications  
**Pam Lancaster**  
**Lisa Wilson**
4. Approval of Minutes\*  
**Pam Lancaster**  
**Lisa Wilson**
5. Old Business  
**Pam Lancaster**  
**Lisa Wilson**
6. New Business  
**Request for Proposal Committee (Joint Items)**  
A. One-Stop Operator\*  
B. Adult & Dislocated Worker\*  
C. Youth\*  
D. Administrative Entity\*  
**Administrative Entity**  
E. Board Appointment – Business\*  
F. Board Appointment – Education\*  
G. Monitor Review  
H. Reduction of FY17 Funding  
I. Finance & Performance Review  
**Strategic Planning Committee**  
E. Regional Planning\*  
F. Financial Reporting Policy\*  
G. Memorandum of Understanding  
**System Coordination Committee**  
H. Customer Satisfaction Surveys  
I. Oversight Policy\*  
J. Incentive Policy\*  
K. Quality Assurance Review  
**Administrative Entity**  
L. Monitor Review  
M. Reduction of FY17 Funding  
N. Transferring Funds\*  
O. Finance & Performance Review  
**Dylan Wren**  
**Shannon Grotrian**  
**Chris Callihan**  
**Stacey Weaver**  
**Dylan Wren**  
**Shannon Grotrian**
7. Board Member Updates  
**Board Members**
8. Public Comment  
**Pam Lancaster**  
**Lisa Wilson**
9. Adjournment\*  
**Pam Lancaster**  
**Lisa Wilson**

# Committee Agendas

**LOCATION** Fairfield Inn & Suites, 805 Allen Drive, Grand Island, Nebraska 68803;

**DURATION** 1-2 p.m.

## Strategic Planning Committee

**Duties:** Employee Engagement, Sector Strategies, Developing Career Pathways, Grant Development, Financial Monitoring, Board Bylaws, Regional Planning

1. Welcome **Chris Callihan**
2. Review of Minutes
3. Regional Planning
4. Financial Reporting Policy **Shannon Grotrian**
5. Memorandum of Understanding
6. Board Member Updates **Board Members**
7. Adjournment **Chris Callihan**

## System Coordination Committee

**Duties:** Performance; One-Stop System; Youth Program; Accessibility, Equal Opportunity, Non-discrimination; Policy Alignment, Local Plan

1. Welcome **Stacey Weaver**
2. Review of Minutes
3. Customer Satisfaction Surveys
4. Oversight Policy
5. Incentive Policy **Dylan Wren**
6. Quality Assurance Review
7. Board Member Updates **Board Members**
8. Adjournment **Stacey Weaver**

# Minutes

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

#### Members Absent (5):

Sue Fuchtman	Timothy Nelsen	William Stewart
Hilary Maricle	Christian Ohl	

#### 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 Fuchtman  
Kent Greenwalt

**Against (0):**

**Abstain (1):**

John Fagot

**Members Absent (5):**

Joe Hewgley  
William Stewart

Hilary Maricle  
Timothy Nelsen

Christian Ohl

The motion carried.

**Old Business**

There was no old business to report.

**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 Fuchtman  
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	Chuck Harris	John Fagot
Hal Haeker	Steve Erdman	Kent Greenwalt
Stanley Clouse (Vice-Chair)	Pamela Lancaster (Chair)	

**Against (0):**

**Abstain (0):**

**Absent (6):**

Sue Fuchtman	Joe Hewgley	Hilary Maricle
Christian Ohl	William Stewart	Timothy Nelsen

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	Joe Hewgley	John Fagot
Chuck Harris	Steve Erdman	Kent Greenwalt
Stanley Clouse (Vice-Chair)	Pamela Lancaster (Chair)	

**Against (1):**

Hal Haeker

**Abstain (0):**

**Absent (5):**

Sue Fuchtman	Hilary Maricle	Christian Ohl
William Stewart	Timothy Nelsen	

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

### Against (0):

### Abstain (0):

### Absent (5):

Sue Fuchtman	Hilary Maricle	Christian Ohl
William Stewart	Timothy Nelsen	

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

### Against (0):

### Abstain (0):



## **Absent (5):**

Sue Fuchtmann  
William Stewart

Hilary Maricle  
Timothy Nelsen

Christian Ohl

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 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 5th and January 11th 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.

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

### Members Absent (6):

Wayne Brozek	Chris Callihan	Cory Goehring
Jill Smith	Christina Thaut	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	Gary Kelly	Roy Lamb II
Dan Mauk	Denise Pfeifer	Lisa Wilson
Ann Chambers	Greta Kickland	Charlene Lant
Kelsey Miller	Stacey Weaver	

**Against: (0)**

**Abstain (0)**

**Absent (6):**

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

The motion carried.

## New Business

### 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	Denise Pfeifer	Roy Lamb II
Dan Mauk	Greta Kickland	Lisa Wilson
Gary Kelly	Stacey Weaver	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

**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  
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 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**

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

### **Public Comment**

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

### **Adjournment**

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.



# Strategic Planning Committee Meeting Minutes

September 29, 2016, 1:00 pm (CST)  
Hotel Grand Conference Center  
2503 S. Locust St., Grand Island, NE

## Call to Order

Shannon Grotrian, Workforce Development Administrator for NDOL, called the meeting of the Strategic Planning Committee Meeting to order at 1:00 pm.

## Roll Call

### Committee Members Present (3):

Roy Lamb II

Denise Pfeifer

Dan Mauk

### Committee Members Absent (4):

Chris Callihan

Christina Thaut

Cory Goehring

Peggy Sendall-Bertrand

### Staff and Guests Present (4):

**Nebraska Department of Labor** – Shannon Grotrian, Randy Kissinger, Becky Maggart, Karen Stohs

## Review of the Minutes

Shannon Grotrian inquired if anyone had any issues with the meeting minutes. She mentioned that they were not included in the packet at today's meeting but mentioned that they had been sent out previously and if anyone needed them emailed to them again to let her know and that if there were any edits or corrections to be made to email her or Dylan Wren.

## Items for Discussion

### Grants

Shannon Grotrian presented for discussion request from Central Community College. NDOL was asked to endorse in America's Promised Grant. The due date, however, has already passed and the committee was unable to meet before today. Such requests usually have a very short window, therefore, the committee must decide how they would like to partner going forward with regard to such endorsements. Mrs. Grotrian invited discussion from the committee members and guests. Some things suggested were that an organization be required to give adequate notice for an endorsement, that perhaps they could send literature that can be distributed among the board members to review, and that a process should be created for getting the input from the board members by a specific deadline. There was some discussion.

### Regional Planning

Shannon Grotrian presented a map showing the areas that need a Regional Plan. She asked which of the areas the committee would like to start with and also mentioned that the State will providing a facilitator for three meetings to assist with the first plan which will be due to the State by March 1, 2017. It is possible for the board to hire their own facilitator if funds allow and that's something that will need to be discussed and decided. Three dates were already selected for the State facilitator based on the dates available; a full day for October 28, and half days for November 9 and December 9.

Mrs. Grotrian also mentioned that the Greater Lincoln local area, which has several of the Greater Nebraska counties within their Regional Planning, has invited the Greater Nebraska Board to participate in their regional meetings. The topic that will be addressed in those meetings is how to serve an individual with multiple needs, how to serve that individual so they

don't have to visit multiple locations to receive workforce services. There was discussion. It was suggested to present the invitation to the entire board to gauge their interest in participating.

Mrs. Grotrian then presented the different areas that require regional planning and inquired which area the committee feels the state-provided facilitator would be most beneficial for utilizing. There was some discussion. It was decided to suggest to the board that the Tri-Cities area be the area for which to use the facilitator because it's the biggest area and could be the most difficult.

### **Employer Engagement – On-the-Job Training**

Shannon Grotrian mentioned that WIOA is gearing more towards work-based learning. She then asked for thoughts on how the board can increase OJTs, what some strategies might be to implement more OJTs, and how they can get employers more engaged. There was some discussion.

Some of the things discussed were that apprentice programs and customized training, from an employer perspective, might be a gateway to OJTs. There could be lack of awareness from the employers, or lack of employee resources available, or that the information may not be reaching the correct people. There is also a statewide initiative on how to bring people back to Nebraska and there is going to be a 'Lunch and Learn' where a brief introduction or flyer could be presented to make the organization's services better known. More exposure in general would be beneficial.

### **Sector Planning**

Randy Kissinger presented that regional planning is employer based and employer driven. We then, as the government, have to figure out how to meet those expectations within the rules and regulations. Having something tangible to offer a targeted audience, something that is straight forward and clearly explains how it can be beneficial, is the most effective way to get employers and employees to participate in programs.

### **Board Member Updates**

The board members shared a bit about things going on in their areas. There was some discussion about unemployment, jobs going overseas, local business closures, employee displacement, employee retention, and customized training.

### **Adjournment**

Shannon Grotrian asked if there was anything else to add. Upon no further discussion the meeting was adjourned at 2:00 pm.

# System Coordination Committee Meeting Minutes

September 29, 2016, 1:00 pm (CST)  
Hotel Grand Conference Center  
2503 S. Locust St., Grand Island, NE

## Call to Order

Stacey Weaver, System Coordination Committee Chair, called the meeting of the System Coordination Committee Meeting to order at 1:04 pm.

## Roll Call

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

### Committee Members Present (7):

Greta Kickland	Gary Kelly	Ann Chambers
Elaine Anderson	Charlene Lant	
Stacey Weaver	Kelsey Miller	

### Committee Members Absent (2):

Jill Smith	Wayne Brozek
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### Staff and Guests Present (3):

Nebraska Department of Labor – Dylan Wren, Erica Wertz, Pat Comfort

## Review of the Minutes

Stacey Weaver inquired if anyone had any issues with the meeting minutes since the last conference call. Dylan Wren apologized for not including a paper copy of the minutes at today's meeting but mentioned that he sent them out about a week after the conference call. There was some discussion and no issues or need for corrections were found.

Gary Kelly made a motion to approve the minutes of the last System Coordination Committee meeting. Ann Chambers seconded.

## Items for Discussion

### Customer Satisfaction Surveys

Dylan Wren presented the topic of Customer Satisfaction to the committee. A report of the activities in the local area over the last year was requested and within that report a customer satisfaction survey was supposed to be created and distributed to employers and participants, but that did not happen. Mr. Wren then asked the committee members for their thoughts on creating one. There aren't a lot of federal requirements so it's primarily up to the board to decide how to proceed. Things to consider are what kind of information to collect from employers and participants, how that information will be useful in making future decisions, what kind of form to use, and who to offer it to, how supportive services can be used to meet the needs of the real people, etc. There was some discussion. Surveys used by other organizations were examined and discussed as examples, their pros and cons, etc. There was much feedback and many ideas from the committee members. A list of sample questions was generated.

## **Customized Training**

Dylan Wren presented the topic of created customized training programs. Customized training requires a significant commitment from the employer; in other words, if a significant contribution is going to be committed to training a group of people for an employer there also needs to be a commitment to hiring those people being trained from the employer. Mr. Wren proposed that the committee begin to think about what a significant contribution for an employer might be. The law allows the local board to determine what such a contribution might be and nothing had to be decided right then and there but he invited the thoughts of the committee members. There was some discussion. It was also pointed out that such a training program would be more of a reciprocal arrangement with the employer, meaning that some of the resources would come from the employer whether that be money, equipment, trainers, or facilities. The idea then would be that the employer would have a pool of qualified candidates to hire upon the completion of the training.

The next committee meeting was scheduled for November 3 at 3:00 pm via conference call.

## **Local Planning**

Due to time restraints this topic was not discussed.

## **Adjournment**

Greta Kickland moved to adjourn the meeting. Ann Chambers seconded. No further discussion ensued. Stacey Weaver adjourned the meeting at 2:07 pm.

# System Coordination Committee Meeting Minutes

November 3, 2016, 3:00 PM – 4:00 PM (CST)

## Customer Satisfaction Measures

### Attendees

Kelsey Miller, Stacey Weaver, Charlene Lant, Greta Kickland, Shannon Grotrian, Dylan Wren, Wendy Sieler

### Members Absent

Ann Chambers, Jill Smith, Gary Kelly, Wayne Brozek

### Guidance: Training & Employment Guidance Letter No. 07-15

Required to measure customer satisfaction for employers and participants of state and local agencies that provide employment and training services.

Must identify approaches and methodologies; including descriptions of how the information will be used to improve customer service.

The Department (USDOL) provides states with flexibility in collection of their customer satisfaction information.

At a minimum, quality customer satisfaction narratives shall include:

### Agenda Item 1:

A description of the local area's planned approach to measuring customer satisfaction, including the type of sampling used (simple random, systematic, stratified, cluster, etc.);

a. Provide a sample of the proposed survey(s);

**Systematic Approach:** All participants and employers receiving services will be invited to participate.

**Cluster Approach:** Participants and employers from two or three regions will be invited to participate.

**Stratified Approach:** A group of participants and employers from each region will be invited to participate.

**Simple Random:** Participants and employers are chosen at random to participate in the survey.

**Proposed Surveys:** Review Attachments A & B, and sample survey.

### Discussion

Dylan Wren started by pointing out the attachments he previously emailed to each attendee. These attachments included; the current Greater Nebraska WIOA Customer Satisfaction Survey, surveys from other states for similar services and possible ideas and questions for both employer and participant surveys. During the last meeting on Customer Satisfaction Measures the Committee leaned toward a systematic approach, in which the survey would be given to all participants and employers following the completion of services.

The Committee discussed different options for administering the surveys. Email was found to be the most convenient for everyone. Most training services and many jobs require an email address. NEworks requires individuals to have an email address. If participants did not have access to the internet, they could access their email at a library or career center.

Members discussed options for taking and submitting the survey(s). Everyone agreed that participants needed to stay anonymous to their case managers in order to get the most accurate results. One option for submitting the surveys

was to have everyone complete their survey through email. By hitting the "submit" button, an email of the survey would be sent directly to a general NDOL email box where the surveys could be accessed by the NDOL office. Dylan said that administrative entity would be able to see these results but the case managers would not see their own clients result. Once the information has been submitted, Adobe Acrobat would be able to compile the data from the surveys. The survey results would then be discussed during board meetings.

The Committee agreed on a systematic approach for the survey(s) which would include all participants and employers who are receiving services.

Employers and participants would need their own surveys. Many states have previously done both a survey for employers and one for participants. For convenience, 5 or 6 questions would be appropriate for an employer survey. Dylan referenced the Training & Employment Guidance Letter for survey requirements. Multiple choice questions would be the most convenient for pulling data from the surveys and utilizing those results. A place for comments would be helpful but overall, the group agreed that free text questions would be difficult to quantify.

### **Agenda Item 1a:**

Provide a sample of the proposed survey(s);

### **Discussion**

The Committee discussed several options for possible survey questions and referenced surveys from other states. The questions were chosen to be the most accurate in determining the efficacy of the services provided. Six questions were chosen for the employer survey and 9 questions were chosen for the participant survey. The participant survey is very similar to a previous one. The committee made a few changes that they found would be most relevant to the participants.

### **See Attachments:**

Greater NE WIOA Customer Satisfaction Survey\_Employer.pdf

Greater NE WIOA Customer Satisfaction Survey\_Participant.pdf

### **Agenda Item 2:**

The number of individuals and employers that will be targeted for customer satisfaction outreach (i.e., how many surveys will be distributed) during each program year;

### **Discussion**

Almost 500 participants exited the program in PY15. This included the Adult, Dislocated Worker and Youth programs. The survey could be offered to everyone who has exited the program.

**Collected information will be reviewed by the Workforce Development Board and used as a reference for creating future local area practices and policies.**

# Joint Items

## **Agenda Item 6A:** Motion to Approve ResCare Proposal for One-Stop Operator

**Background:** Under WIOA sec. 107(d)(10)(A), local workforce development boards must, consistent with WIOA sec.121(d) and with the agreement of the Chief Elected Officials Board for the local area, designate or certify one-stop operators and may terminate for cause the eligibility of such operators. WIOA sec. 121(d)(2)(A) specifies that selection of a one-stop operator must be through a competitive process.

It is proposed that the Greater Nebraska Workforce Development Board/Chief Elected Officials Board vote to approve Arbor E&T, d.b.a 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.

## **Agenda Item 6B:** Motion to Approve ResCare Proposal for Adult & Dislocated Worker Service Provider

**Background:** The Greater Nebraska Workforce Development Board, in agreement with the Chief Elected Officials Board chose to issue a request for proposal on a competitive basis for the Adult and Dislocated Worker Program Service Provider.

It is proposed that the Greater Nebraska Workforce Development Board/Chief Elected Officials Board vote to approve Arbor E&T, d.b.a ResCare 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.

## **Agenda Item 6C:** Motion to Approve ResCare Proposal for Youth Service Provider

**Background:** In compliance with WIOA sec. 123 and Title 20 C.F.R. § 681.400, the grant recipient/fiscal agent has the option to provide directly some or all of the youth workforce investment activities. However, a local workforce development board (LWDB) may choose to award grants or contracts to youth service providers to carry out some or all of the youth workforce investment activities. The LWDB must award such grants or contracts on a competitive basis. Where the LWDB determines there are an insufficient number of eligible youth providers in the local area, such as a rural area, the LWDB may award grants or contracts on a sole source basis.

It is proposed that the Greater Nebraska Workforce Development Board/Chief Elected Officials Board vote to approve Arbor E&T, d.b.a ResCare 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.

## **Agenda Item 6D:** Motion to Renew Nebraska Department of Labor as the Administrative Entity

**Background:** The Greater Nebraska Workforce Development Board, in agreement with the Chief Elected Officials Board chose to issue a request for proposal on a competitive basis for the administrative entity. No proposals were received.

It is proposed that the Greater Nebraska Workforce Development Board/ Chief Elected Officials Board vote to renew their contract with the Nebraska Department of Labor to continue to act as the Administrative Entity.

# Agenda Item 6H (CEOB), Item 6M (GNWDB): Plan Revision to Reduce Fiscal Year 2017 Advance Funding Levels



GREATER NEBRASKA  
WORKFORCE DEVELOPMENT BOARD



Pete Ricketts, Governor

December 29, 2016

Joan Modrell, Director  
Office of Employment & Training  
Nebraska Workforce Development  
550 South 16<sup>th</sup> Street  
Lincoln, NE 58509-4600

Dear Director Modrell:

On behalf of the Greater Nebraska Local Area, I am submitting a Plan Revision. This revision is for the following purpose:

To comply with WIOA Issuance 16-04 dated November 30, 2016 which reduces Fiscal Year (FY) 2017 Advance Funding levels to Greater Nebraska by -\$1,878 for the Adult program and -\$2,973 for the Dislocated Worker Program.

Adult and Dislocated Worker program funds have been subtracted from our Local Plan.

Enclosed is a replacement page of the appropriate attachment to the Plan which has been revised to reflect this reduction in funding:

GN-Attachment B - Adult  
GN-Attachment C - DLW

Also enclosed is a revised Plan Signature sheet signed by the Chief Elected Officials Board chairperson and the chairperson of the Greater Nebraska Workforce Development Board. The effective date of this modification is requested as December 31, 2016.

Sincerely,

Dylan Wren  
Job Training Program Coordinator  
Greater Nebraska Local Area

Attachments

cc: John Albin, Commissioner of Labor  
Lisa Wilson, GNWDB Chairperson  
Pam Lancaster, CEOB Chairperson  
Deb Anderson, Policy Coordinator, Department of Labor

John H. Albin, Commissioner

Department of Labor | ADMINISTRATIVE ENTITY

P.O. Box 94600 OFFICE 402-471-9000  
550 S. 16<sup>th</sup> Street ndol.administrativeoffice@nebraska.gov  
Lincoln, Nebraska 68509

[dol.nebraska.gov](http://dol.nebraska.gov)

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# Agenda Item 6I (CEOB), Item 6O (GNWDB): Finance and Performance Review

## Budget Status - Current Obligations and Expenditures

	Current Funds Available in Request and Reporting System As Of 12/08/16	Expected Staffing Expenses Until 6/30/17 (6 months)	Current Obligation Total	Maximum Quarterly Obligation Per Participant Occupation Skills Training	Projected Funded Participants for the Quarter	Projected Quarterly Obligations	Projected Carry-in Funds for Next Quarter
Adult	\$558,348	\$187,128	\$54,468	\$1,250	56	\$62,500	\$254,252
DLW	\$1,017,749	\$141,030	\$122,478	\$2,500	51	\$127,500	\$626,741
Out of School Youth	\$338,904	\$110,220	\$61,737	\$1,250	61	\$76,250	\$90,697
In School Youth	\$193,598	\$19,446	\$9,892	\$2,000	15	\$30,000	\$134,260

## Status of Enrollments for Neworks

	12/19/2016	11/14/2016
Adult	152	146
DLW	175	184
OSY	79	86
ISY	28	28
<b>Total</b>	<b>434</b>	<b>444</b>

## WIA Common Measures – State PY16 Quarter 1 Closeout Performance

Quarter Ending: 9/30/2016

WIA Performance Measure	Current Quarter				Cumulative 4 Quarter Results		
	PY15 Negotiated Standard	Actual Performance Rate	Numerator / Denominator	% of Negotiated Standard	Actual Performance Rate	Numerator / Denominator	% of Negotiated Standard
<b>ADULTS</b>							
1. Entered Employment Rate	75.0%	82.9%	58 / 70	110.5%	85.2%	224 / 263	113.6%
2. Employment Retention Rate	88.0%	92.2%	83 / 90	104.8%	90.0%	280 / 311	102.3%
3. Average Earnings	\$11,000	\$15,132	\$1,089,539 / 72	137.6%	\$13,739	\$3,544,710 / 258	124.9%
Aggregate Score				117.6%			113.6%
<b>DISLOCATED WORKERS</b>							
4. Entered Employment Rate	89.0%	93.2%	69 / 74	104.8%	93.4%	199 / 213	105.0%
5. Employment Retention Rate	94.0%	96.1%	49 / 51	102.2%	94.6%	158 / 167	100.6%
6. Average Earnings	\$15,000	\$16,928	\$812,556 / 48	112.9%	\$15,463	\$2,304,039 / 149	103.1%
Aggregate Score				106.6%			102.9%
<b>YOUTH COMMON MEASURES</b>							
7. Placement in Employment / Education	71.0%	94.3%	33 / 35	132.8%	81.5%	119 / 146	114.8%
8. Attainment of Degree / Certificate	68.0%	64.3%	27 / 42	94.5%	69.4%	143 / 206	102.1%
9. Literacy & Numeracy	60.0%	17.9%	5 / 28	29.8%	40.2%	39 / 97	67.0%
Aggregate Score				85.7%			94.6%

## WIA Common Measures – State PY16 Quarter 1 Closeout Performance

Quarter Ending: 9/30/2016

WIA Performance Measure	Current Quarter				Cumulative 4 Quarter Results		
	PY15 Negotiated Standard	Actual Performance Rate	Numerator / Denominator	% of Negotiated Standard	Actual Performance Rate	Numerator / Denominator	% of Negotiated Standard
<b>ADULTS</b>							
1. Entered Employment Rate	83.0%	91.9%	34 / 37	110.7%	89.9%	107 / 119	108.3%
2. Employment Retention Rate	88.0%	92.2%	47 / 51	104.7%	90.6%	155 / 171	103.0%
3. Average Earnings	\$10,166	\$15,745	\$582,580 / 37	154.9%	\$14,296	\$1,972,902 / 138	140.6%
Aggregate Score				123.4%			117.3%
<b>DISLOCATED WORKERS</b>							
4. Entered Employment Rate	89.0%	93.7%	59 / 63	105.2%	93.6%	160 / 171	105.1%
5. Employment Retention Rate	94.0%	100.0%	36 / 36	106.4%	96.7%	117 / 121	102.9%
6. Average Earnings	\$15,000	\$17,732	\$620,625 / 35	118.2%	\$15,423	\$1,696,549 / 110	102.8%
Aggregate Score				109.9%			103.6%
<b>YOUTH COMMON MEASURES</b>							
7. Placement in Employment / Education	77.1%	100.0%	7 / 7	129.7%	82.4%	28 / 34	106.8%
8. Attainment of Degree / Certificate	70.3%	75.0%	6 / 8	106.7%	85.3%	58 / 68	121.3%
9. Literacy & Numeracy	66.7%	40.0%	2 / 5	60.0%	38.5%	5 / 13	57.7%
Aggregate Score				98.8%			95.3%

# CEOB Items

## Agenda Item 6E-F: Motion to Appoint New Members to the Greater Nebraska Workforce Development Board (GNWDB)

**Background:** To comply with WIOA Section 107 (b) (2), local board membership, at a minimum, must be composed of the following:

<b>Business</b>	9 +1 (to maintain a majority)	<b>10</b>
<b>Workforce</b>	3 (2 labor + 1 apprentice) + 1 ( to maintain 20%)	<b>4</b>
<b>Education/Training</b>	1 adult education/literacy + 1 higher education	<b>2</b>
<b>Economic/Community Dev.</b>		<b>1</b>
<b>Government</b>	1 Wagner-Peyser + 1 Vocational Rehabilitation	<b>2</b>
<b>Minimum Board Membership</b>		<b>19</b>

### Required Membership Categories and Formula

**Business:** Business owners and other business executives or employers with optimum policymaking or hiring authority who represent businesses with employment opportunities that reflect employment opportunities in the local area.

An individual with “optimum policy-making authority” means an individual who can reasonably be expected to speak affirmatively on behalf of the entity he/she represents and to commit that entity to a chosen course of action

**Education/Training:** A representative of eligible providers administering adult education and literacy activities, and a representative of institutions of higher education providing workforce investment activities.

### Position Appointments

#### 1 Education/ Training Position

It is proposed that the Chief Elected Officials Board appoint \_\_\_\_\_ to the Greater Nebraska Workforce Development Board (GNWDB) for a three-year term ending January 8, 2020.

#### 1 Business Position

It is proposed that the Chief Elected Officials Board provisionally appoint \_\_\_\_\_ contingent upon endorsement by the respective Chamber of Commerce to the Greater Nebraska Workforce Development Board (GNWDB) for a three-year term ending January 8, 2020.

## Workforce Development Board Members

### Business: 9 + 1 (to maintain a majority) = 10

Greta Kickland	Cameco Crow Butte Resources	Renewable Energy	Crawford
Charlene Lant	St. Mary's Hospital	Health Services	Nebraska City
Denise Pfeifer	UTC Aerospace Systems	Precision Metals Manufacturing	York
Jill Smith - Vice Chair	BD Diagnostics - Preanalytical Solutions	Healthcare Manufacturing	Broken Bow
Stacey Weaver	Chief Agri-Industrial	Agricultural Machinery	Kearney
Alicia Fries	Allo Communications	Telecommunications	Imperial
Lisa Wilson - Chair	Case New Holland Industrial (CNHI)	Agricultural Machinery	Grand Island
Peggy Sendall-Bertrand	Advance Services, Inc	Business Management & Manufacturing	Columbus
Wayne Brozek	21st Century Equipment	Agricultural Machinery	Scottsbluff

**VACANT**

**Business**

### Workforce: (2 labor + 1 apprentice) + 1 (to maintain 20%) = 4

Chris Callihan	IBEW Local 265	Apprenticeship Program	Lincoln
Cristina Thaut	Indian Center, Inc.	Native American Youth	Lincoln
Gary Kelly	Thompson Specialty Services	Labor Organization	Omaha
Roy Lamb II	IBEW Local 265	Labor Organization	Lincoln

### Education/ Training: (1 adult education/literacy + 1 higher education) = 2

Ann Chambers	Central Community College	Adult Education & Literacy Activities	Grand Island
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**VACANT**

**Higher Education**

### Economic/Community Development: 1 (1 economic/community development) = 1

Dan Mauk	North Platte Chamber of Commerce	Community Development	Nebraska City
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### Government: (1 Wagner-Peyser + 1 Vocational Rehabilitation) = 2

Kelsey Miller	Nebraska Department of Labor	Wagner-Peyser	North Platte
Elaine Anderson	Nebraska VR	Vocational Rehabilitation	Kearney

# Governor Pete Ricketts

## Nebraska Workforce Development

### Greater Nebraska Workforce Development Area

#### Chief Elected Officials Board - Pamela Lancaster, Chair

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##### Region 1

**Jack Andersen**

County Commissioner,  
Sheridan County

**Kent Greenwalt**

Mayor, City of Terrytown

**Henry "Steve" Erdman**

County Commissioner,  
Morrill County

##### Region 2

**John Fagot**

Mayor, City of Lexington

**Joe Hewgley**

County Commissioner,  
Lincoln County

**William Stewart**

County Commissioner,  
Dawson County

##### Region 3

**Stanley Clouse**

Mayor, City of Kearney

**Hal Haeker**

Mayor, City of Alma

**Pamela Lancaster**

County Commissioner  
Hall County

##### Region 5

**Hilary Maricle**

County Commissioner,  
Boone County

**Christian Ohl**

County Commissioner,  
Madison County

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#### Workforce Development Board - Lisa Wilson, Chair

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##### Region 1

**Greta Kickland**

Camecow Crow Butte Research

**Wayne Brozek**

21<sup>st</sup> Century Equipment

##### Region 2

**Kelsey Miller**

Nebraska Department of Labor

**Alicia Fries**

Allo Communications

##### Region 3

**Lisa Wilson**

Case New Holland Industrial

**Elaine Anderson**

Nebraska VR

**Ann Chambers**

Central Community College

**Stacey Weaver**

Chief Agri-Industrial

**Jill Smith**

BD Diagnostics - Preanalytical  
Solutions

##### Region 4

**Charlene Lant**

St. Mary's Hospital

**Denise Pfeifer**

UTC Aerospace Systems

**Dan Mauk**

Nebraska City Area Economic  
Development Corporation

##### Region 5

**Peggy Sendall-Bertrand**

Advance Services, Inc.

##### Statewide

**Gary Kelly**

Thompson Specialty Services

**Chris Callihan**

IBEW Local 265

**Christina Thaut**

Indian Center, Inc.

**Roy Lamb II**

IBEW Local 265

# GNWDB Items

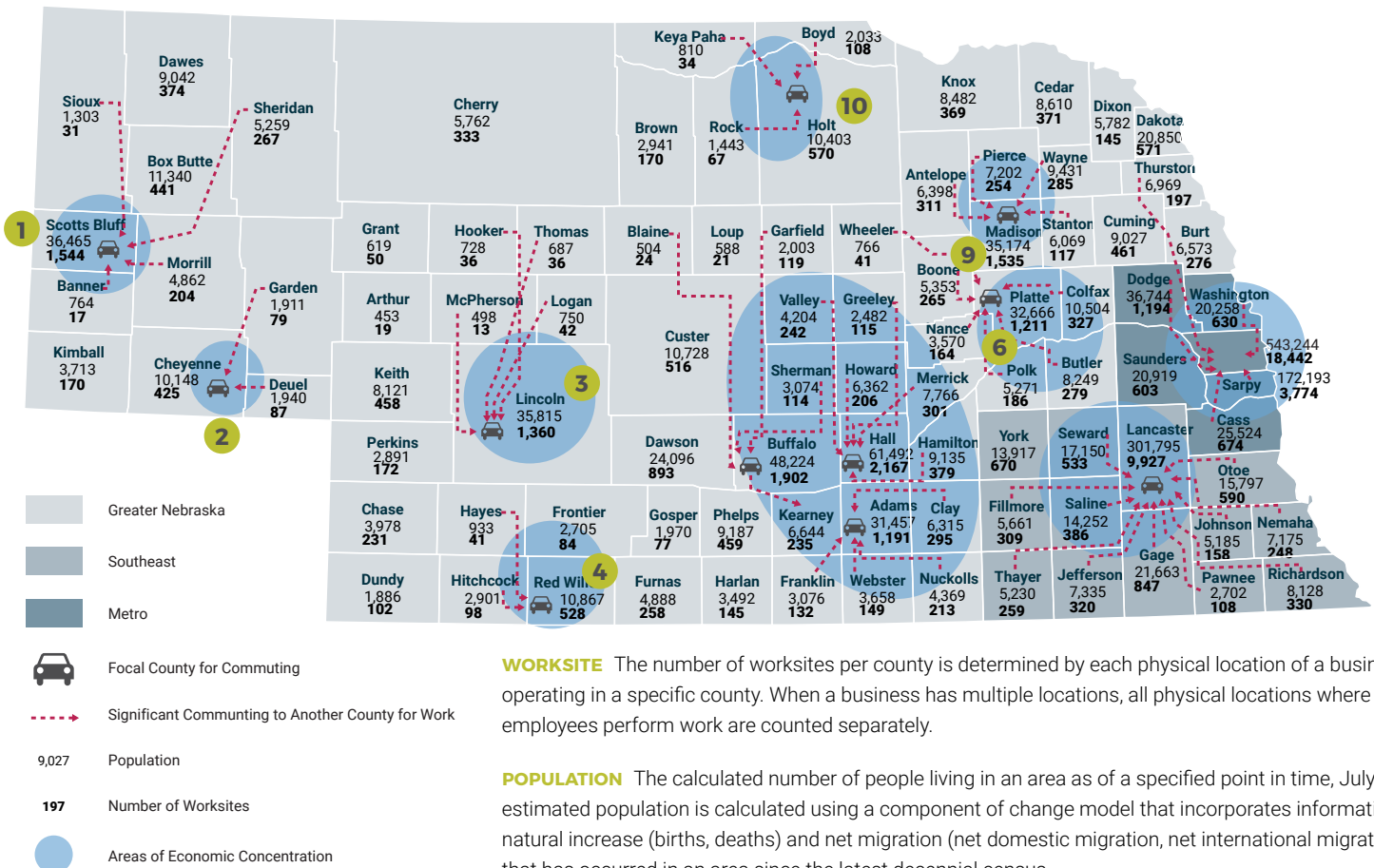
## Agenda Item 6E (Strategic Planning Item 3): Motion to Approve Regional Planning Schedule

**Background:** 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, 2016. Areas 1-6 and 9-10 must be included in the timeline.

It is proposed that the Greater Nebraska Workforce Development Board vote to approve following 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)

## WIOA Planning Regions



**WORKSITE** The number of worksites per county is determined by each physical location of a business operating in a specific county. When a business has multiple locations, all physical locations where employees perform work are counted separately.

**POPULATION** The calculated number of people living in an area as of a specified point in time, July 1. The estimated population is calculated using a component of change model that incorporates information or natural increase (births, deaths) and net migration (net domestic migration, net international migration that has occurred in an area since the latest decennial census).

Sources: Quarterly Census of Employment and Wages, First Quarter 2015: Local Employment Dynamics (LED) Worksites. Commuting Patterns. U.S. Census Bureau. Population Estimates Program. 2014 Population Estimates.

## Agenda Item 6F (Strategic Planning Item 4): Motion to Approve Financial Request & Reporting System Policy

**Background:** To comply with Nebraska Department of Labor’s (NDOL) Interim Financial Request and Reporting System Policy, Change 2, which ensures NDOL’s ability to provide effective oversight of the use of WIOA funds by local boards.

It is proposed that the Greater Nebraska Workforce Development Board vote to approve Financial Request and Reporting System Policy.

### Financial Request and Reporting 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.

Submission is achieved by direct entry of local area expenditures and obligations into RRS.

Obligations means the financial commitments described in Table 1.

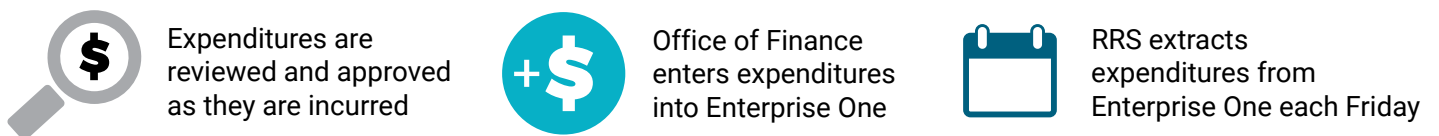
**Table 1. Definition of Obligations**

Type of obligation	Description
<b>Non-participant</b> (see note below this table)	<ul style="list-style-type: none"> <li>• Rent that will be paid during the program year</li> <li>• Orders placed for property and services</li> <li>• Contracts and sub-awards made</li> <li>• Purchase orders</li> <li>• Transactions during a given period that require payment during that same or future period</li> </ul>
<b>Participant</b>	<ul style="list-style-type: none"> <li>• Any financial commitment or “promise” to provide financial support to aid an individual in the participation of a training program</li> </ul>

**NOTE:** Staff salaries are not required at this time.

### Expenditures

Expenditures will be approved by the Administrative Entity and then submitted to the Office of Finance, Nebraska Department of Labor (NDOL). 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 detailed in Table 2.

**Table 2. Due dates for monthly submission of expenditure information and documentation**

Reporting month	Due date	Reporting month	Due date
July	September 1	January	March 1
August	October 1	February	April 1
September	November 1	March	May 1
October	December 1	April	June 1
November	January 1	May	July 1
December	February 1	June	August 1

Expenditures are currently reported in real-time, satisfying this requirement.

### **Obligations**

Non-participant and participant-specific obligations will be tracked through RRS on a real-time basis, as commitments are made. The administrative entity will direct enter each obligation.

The program coordinator and workforce administrator authorize obligations. The administrative assistant and program coordinator are designated to enter obligations into RRS.

### **Oversight**

The administrative entity will run monthly and quarterly obligation reports for oversight purposes.

### **Submission of Quarterly Financial Reports**

The administrative entity on behalf of the board will submit quarterly financial reports to:

- Joan Modrell, Director, Office of Employment and Training, NDOL, [joan.modrell@nebraska.gov](mailto:joan.modrell@nebraska.gov); and
- Kim Schreiner, Controller, Financial Services Division, NDOL, [kim.schreiner@nebraska.gov](mailto:kim.schreiner@nebraska.gov).

Quarterly financial reports will include details on:

- Cash on hand;
- Matching funds;
- Any income or profits earned; and
- Indirect costs.

Reported matching funds and program income, including any profits earned, must be:

- Reported on the accrual basis of accounting;
- Program and activity costs must be reported by cost category in accordance with generally accepted accounting principles; and
- Cumulative by fiscal year of appropriation.

Due dates for submission of quarterly financial reports are detailed in Table 3.



**Table 3. Due dates for submission of quarterly financial reports**

Reporting quarter	Due date	Reporting quarter	Due date
Quarter 1 (July – September)	October 31	Quarter 3 (January – March)	May 1
Quarter 2 (October – December)	January 31	Quarter 4 (April – June)	July 31

**Agenda Item 6G (Strategic Planning Item 5): Memorandums of Understanding & Funding of Local Workforce Delivery System Operations**

**Background:** Under Title 20 C.F.R. § 678.510(a), chief elected officials (CEOs) and local workforce development boards (local boards) must seek to establish Memorandums of Understanding (MOUs) with required one-stop partners in their respective local workforce development areas (local areas), which includes funding of the local workforce delivery system operations.

The chair of the local board must designate a member(s) of the local board who will be responsible for negotiation of each MOU and each funding agreement.

The Greater Nebraska Workforce Development Board (GNWDB) Chair has designated the Strategic Planning Committee to negotiate all MOU and funding agreements.

The Strategic Planning Committee has selected the following member(s) to take the lead on negotiations (with support from the Administrative Entity).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The GNWDB, in agreement with the Chief Elected Officials Board, shall give final approval of all MOU and funding agreements.

**Required One-stop Partners**

The required one-stop partners are the entities responsible for administering the following programs and activities in the local area. Table 1 lists the required one-stop partners and the legislation authorizing their programs.

**Table 1. Required One-stop Partners**

Required One-Stop Partner	Authorizing Legislation
1 Adult Education and Family Literacy Act (AEFLA) program	WIOA Title II
2 Adult, Dislocated Worker, and Youth programs	WIOA Title IB
3 Career and technical education programs at the postsecondary level	Carl D. Perkins Career and Technical Education Act of 2006
4 Employment and training activities carried out by the Department of Housing and Urban Development	Varies depending on current legislative authorization
5 Employment and training activities carried out under the Community Services Block Grant	42 USC 9901 et seq.
6 Ex-offender programs	Second Chance Act of 2007, Section 212
7 Job Corps	WIOA Title IC
8 Jobs for Veterans State Grants programs	38 USC Chapter 41
9 Migrant and Seasonal Farmworker programs	WIOA Title ID

Required One-Stop Partner	Authorizing Legislation
10 Native American programs	WIOA Title ID
11 Programs authorized under Nebraska's Unemployment Compensation law	Neb. Rev. Stat. § 48-617
12 Senior Community Service Employment Program	Older Americans Act, Title V
13 Trade Adjustment Assistance activities	Trade Act of 1974, Title II, Chapter 2
14 Nebraska Vocational Rehabilitation Program	Rehabilitation Act of 1973, Title I, as amended by WIOA Title IV
15 Nebraska Commission for the Blind and Visually Impaired	Rehabilitation Act of 1973, Title I, as amended by WIOA Title IV
16 Wagner-Peyser Act Employment Service program	Wagner-Peyser Act, as amended by WIOA Title III
17 Work, education, and training activities carried out by the Temporary Assistance for Needy Families (TANF) program	Social Security Act, Title IV, Part A
18 YouthBuild programs	WIOA Title ID

### Optional one-stop partners

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. Table 2 lists the optional one-stop partners and the legislation authorizing their programs.<sup>2</sup> The list of potential optional one-stop partners in Table 2 is not exhaustive.

**Table 2. Optional One-stop Partners and Authorizing Legislation**

One-Stop Partner	Authorizing Legislation
1 Employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program	Social Security Act, Section 1148
2 Employment and training programs carried out by the Small Business Administration	Varies depending on current legislative authorization
3 Supplemental Nutrition Assistance Program (SNAP) employment and training programs	Food and Nutrition Act of 2008, Sections 6(d)(4) and 6(o)
4 Client Assistance Programs	Rehabilitation Act of 1973, Section 112
5 Programs authorized under the National and Community Service Act of 1990	National and Community Service Act of 1990
6 Other appropriate Federal, State or local programs, including, but not limited to, employment, education, and training programs provided by public libraries or in the private sector.	Varies depending on current legislative authorization

<sup>2</sup> WIOA Sec. 121(b)(2)(B); 20 CFR § 678.410

## Agenda Item 6I (System Coordination Item 4): Motion to Approve Oversight Policy

**Background:** Under Title 20 C.F.R § 679.370, the workforce development board must conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area. The board must also ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA sec. 116.

It is proposed that the Greater Nebraska Workforce Development Board vote to approve the Oversight Policy. The policy is based on wording in the current local plan.

### Oversight Policy

The Greater Nebraska Workforce Development Board (GNWDB) 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 Workforce Innovation and

Opportunity Act funds awarded by the GNWDB. The committee may examine records (including making certified copies of such records), question employees, interview clients who are receiving assistance under the Workforce Development program, and enter any premise or site in which any part of a 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.

### Performance Oversight Schedule

Frequency	Event	Description	Benchmarks
Monthly	WIOA Report	<ul style="list-style-type: none"> <li>Administrative Entity will review the monthly report data as compared to goals/benchmarks</li> <li>Administrative Entity may impose corrective action for failure to meet goals</li> </ul>	<ul style="list-style-type: none"> <li>Active caseload goals</li> <li>Number of clients enrolled over two years</li> <li>Exited program</li> </ul>
	Quality Assurance Review	<ul style="list-style-type: none"> <li>Administrative Entity will review 8 active files each month for quality</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility</li> <li>Individual Employment Plan/ Individual Service Strategy</li> <li>Expenditure Documentation</li> </ul>
Quarterly	Board Meeting	<ul style="list-style-type: none"> <li>Administrative Entity will report out to System Coordination Committee and Greater Nebraska Workforce Development Board</li> </ul>	<ul style="list-style-type: none"> <li>WIOA Report and Quality Assurance Review results</li> </ul>

## Agenda Item 6J (System Coordination Item 5): Motion to Approve Incentive Policy

**Background:** To comply with C.F.R. §681.640, which clarifies how incentive payments to youth participants should be administered.

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the award of incentives and must ensure that such incentive payments are:

- a. Tied to the goals of the specific program;
- b. Outlined in writing before the commencement of the program that may provide incentive payments;
- c. Align with the local program's organizational policies; and
- d. Are in accordance with the requirements contained in 2 CFR part 200.

It is proposed that the Greater Nebraska Workforce Development Board vote to approve the revised Incentive Policy.

### 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:

#### Credential Attainment (Degree/Certificate)

The goal for this incentive is to encourage participants to obtain a WIOA-recognized credential.

##### *Credential Completion Incentive*

\$150 will be paid for credential completion. The participant must produce a certificate of completion, diploma, or other related documentation.

##### *GED Completion Incentive*

\$125 will be paid upon attainment of the GED. The participant must produce a certificate of completion, diploma or other related documentation.

Credential Incentive Limit: Greater Nebraska will only provide one Credential Incentive per participant. If a participant achieves more than one credential while enrolled in the WIOA program, they are only eligible to receive one Credential Incentive. GED is considered a credential.

### GPA Incentive

The goal for this incentive is to encourage participants to make an effort in their academic endeavors.

**ELIGIBLE:** To be eligible to receive a GPA incentive, participants must participate in training with an Eligible Training Provider or approved institution for which they receive a Grade Point Average (GPA).

**INELIGIBLE:** Youth participating in training programs that do not earn a GPA are not eligible for this incentive. This included Pass-Fail, Satisfactory-Unsatisfactory, etc. programs of study.

The amount of the incentive will correspond to the cumulative GPA at the end of the training program (not quarterly or per semester) as follows:

#### Based on a 4.0 GPA system

\$75 = 2.5 Final GPA

\$100 = 3.0 Final GPA

\$125 = 3.5 Final GPA

\$150 = 4.0 Final GPA

**GPA Incentive Limit:** Greater Nebraska will only provide one GPA Incentive per participant. If a participant participates in more than one program that utilizes a GPA, they are only eligible to receive one GPA Incentive.

### **Work Experience Incentive**

The goal for this incentive is to encourage participants to successfully complete 500 hours of Work Experience.

\$150 will be paid for the successful completion of a 500 hour work experience. The participant must produce a signed letter of reference from the supervisor stating that the participant met all required attendance, work duties, and professional conduct standards.

All incentives must be outlined in the Individual Service Strategy before beginning a program that may provide incentive payments.

## **Agenda Item 6K (System Coordination Item 6): Quality Assurance Review**

### **Client File Review**

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

Twenty percent 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.

## **Agenda Item 6N: Motion to Approve Local Plan Modification**

**Background:** In accordance with Section 133(b)(4) of the Workforce Innovation and Opportunity Act, a local board may transfer, if such transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area under the Adult or Dislocated Worker programs, between such programs.

It is proposed that the Greater Nebraska Workforce Development Local Area transfer the following amount of funds:

- Transfer \$150,000 of Dislocated Worker funds to the Adult program with all funds coming from FY16 funds, effective 01/09/17.

# Attachments

## Attachment 1



GREATER NEBRASKA  
**WORKFORCE DEVELOPMENT AREA**

### Customer Satisfaction Survey - Participant

1. Did you clearly understand your responsibilities to participate in the program?

- Yes     No     Unsure

2. Would you recommend this program?

- 1 - Would not Recommend     2 - Would Possibly Recommend     3 - Would Recommend     4 - Would Strongly Recommend     5 - Would Very Strongly Recommend

4. Did you receive the services needed to achieve your goal as outlined in the plan you developed with your case manager?

- 1 - I Don't Know     2 - Received None of the Services Needed     3 - Received Some of the Services Needed     4 - Received Most but Not All Services Needed     5 - Received All Services Needed

5. Overall were you satisfied with the services in the Workforce Innovation and Opportunity Act Title 1 Program?

- 1 - Very Dissatisfied     2 - Dissatisfied     3 - Neither Satisfied nor Dissatisfied     4 - Satisfied     5 - Very Satisfied

6. How satisfied were you with the professionalism and accessibility of staff?

- 1 - Very Dissatisfied     2 - Dissatisfied     3 - Neither Satisfied nor Dissatisfied     4 - Satisfied     5 - Very Satisfied

7. Were you able to find employment in your career field after you completed this program?

- Not Seeking Employment At This Time     Not Applicable     No, I Did Not Find Employment     Yes, I Found Employment, but Not in My Career Field     Yes, I Found Employment in My Career Field

8. If you found employment, are you likely to keep this job over the next six months?

- Yes     No     Unsure

9. What changes would you suggest to improve the services in this program?

10. Do you want someone to contact you?  Yes  No

**(Optional) Name/information**

Name:

Phone Number:

Email Address:

**Additional Comments**

**Submit Survey**

## Attachment 2



GREATER NEBRASKA  
**WORKFORCE DEVELOPMENT AREA**

### Customer Satisfaction Survey - Employer

1. Did the services provided meet your needs?

- 1 - Not At All Well     2 - Slightly Well     3 - Moderately     4 - Very Well     5 - Extremely Well

2. Please tell us how the program might improve its services to better meet your needs.

3. How satisfied are you with the professionalism and accessibility of staff?

- 1 - Very Dissatisfied     2 - Dissatisfied     3 - Neither Satisfied nor Dissatisfied     4 - Satisfied     5 - Very Satisfied

4. How likely would you be to recommend our business services to other businesses?

- 1 - Not At All Likely     2 - Slightly Likely     3 - Moderately Likely     4 - Very Likely     5 - Extremely Likely

5. How convenient are our business services?

- 1 - Not At All Convenient     2 - Slightly Convenient     3 - Moderately Convenient     4 - Very Convenient     5 - Extremely Convenient

6. What is your overall satisfaction with the service provided?

- 1 - Very Dissatisfied     2 - Dissatisfied     3 - Neither Satisfied nor Dissatisfied     4 - Satisfied     5 - Very Satisfied

7. Do you want someone to contact you?

- Yes     No

8. (Optional) Name/information

Name:

Phone Number:

Email Address:

**Additional Comments**

**Submit Survey**



# Attachment 3

NEBRASKA DEPARTMENT OF LABOR | Chief Elected Officials Board

## Chief Elected Officials Board Meeting

Fairfield Inn & Suites  
Grand Island, Nebraska  
January 9, 2017

**Pam Lancaster, Chair**

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## Request for Proposal (RFP) Committee Recommendations

**Agenda Items**

- 6A. One-Stop Operator\*
- 6B. Adult & Dislocated Worker\*
- 6C. Youth\*
- 6D. Administrative Entity\*

**Members**

1. Ann Chambers - GNWDB
2. Stacey Weaver - GNWDB
3. Gary Kelly - GNWDB
4. Lisa Wilson - GNWDB
5. Stan Clouse
6. Pam Lancaster
7. Hal Haeker

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## Administrative Entity

**Agenda Item**  
6E & F. Board Appointments\*

**Business:** Nominees must be business owners, business executives, or employers with optimum policymaking or hiring authority who represent businesses with employment opportunities (H3) in the Greater Nebraska Local Area.

**Education:** Nominees must represent higher education in the workforce development area, preferably on the vice-president level or higher. The training provider must be on the [Eligible Training Provider List](#).

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## Administrative Entity

**Agenda Item**  
6C. Monitor Review

**Finding #1) WDB Oversight:** The administrative entity should review the Oversight Procedure Policy and plan Board completion of the process. If there have been changes to the oversight procedures a revised policy or WIOA oversight plan is needed. The procedures should be published as an attachment to the local plan when the WIOA Plan is required by the State. (20 CFR § 679.270)

**Corrective Action:** The administrative entity has worked with the System Coordination Committee to update this policy and has created an attachment to the local area plan (GNWDB Agenda Item 6I).

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## Administrative Entity

**Agenda Item**  
6C. Monitor Review

**Finding #2) Allowable Cost and Accurate Reporting:** Work Experience must have academic and/or occupational education component & Incentive Payments must be tied to the goals of the specific program, outlined in writing before the commencement of the program that may provide incentive payments, align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.

**Corrective Action:** 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 (GNWDB Agenda Item 6K).

The administrative entity has worked with the System Coordination Committee to develop a revised incentive policy that meets the requirements found in 20CFR§681.640 (GNWDB Agenda Item 6J).

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## Administrative Entity

**Agenda Item**  
6H. Reduction of FY17 Funding

**Adult Program:** -\$2,973

**Dislocated Worker Program:** -\$1,878

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# Attachment 4

NEBRASKA DEPARTMENT OF LABOR | Greater Nebraska Workforce Development Board

## Workforce Development Board Meeting

Fairfield Inn & Suites  
Grand Island, Nebraska  
January 9, 2017

**Lisa Wilson, Chair**

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## Request for Proposal (RFP) Committee Recommendations

**Agenda Items**

- 6A. One-Stop Operator\*
- 6B. Adult & Dislocated Worker\*
- 6C. Youth\*
- 6D. Administrative Entity\*

**Members**

1. Ann Chambers
2. Stacey Weaver
3. Gary Kelly
4. Lisa Wilson
5. Stan Clouse - CEOB
6. Pam Lancaster - CEOB
7. Hal Haeker - CEOB

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## Strategic Planning Committee

**Agenda Items**

- 6E. Regional Planning Schedule\*
- 6F. Financial Reporting Policy\*
- 6G. Memorandum of Understanding

**Members**

1. Chris Callihan, Chair
2. Peggy Sandall-Bertrand
3. Dan Mauk
4. Roy Lamb II
5. Denise Pfeifer
6. Christina Thaut

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## System Coordination Committee

**Agenda Items**

- 6H. Customer Satisfaction Surveys
- 6I. Oversight Policy\*
- 6J. Incentive Policy\*
- 6K. Quality Assurance Review

**Members**

1. Stacey Weaver, Chair
2. Greta Kickland
3. Charlene Lant
4. Kelsey Miller
5. Ann Chambers
6. Elaine Anderson
7. Wayne Brozek
8. Gary Kelly
9. Jill Smith

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## Administrative Entity

**Agenda Item**

- 6L. Monitor Review

**Finding #1) WDB Oversight:** The administrative entity should review the Oversight Procedure Policy and plan Board completion of the process. If there have been changes to the oversight procedures a revised policy or WIOA oversight plan is needed. The procedures should be published as an attachment to the local plan when the WIOA Plan is required by the State. (20 CFR § 679.270)

**Corrective Action:** The administrative entity has worked with the System Coordination Committee to update this policy and has created an attachment to the local area plan (Agenda Item 6I).

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## Administrative Entity

**Agenda Item**

- 6L. Monitor Review

**Finding #2) Allowable Cost and Accurate Reporting:** Work Experience must have academic and/or occupational education component & Incentive Payments must be tied to the goals of the specific program, outlined in writing before the commencement of the program that may provide incentive payments, align with the local program's organizational policies; and are in accordance with the requirements contained in 2 CFR part 200.

**Corrective Action:** 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 (Agenda Item 6K).

The administrative entity has worked with the System Coordination Committee to develop a revised incentive policy that meets the requirements found in 20CFR§681.640 (Agenda Item 6J).

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# Administrative Entity

**Agenda Item**  
6M. Reduction of FY17 Funding

**Adult Program:** -\$2,973

**Dislocated Worker Program:** -\$1,878



# Administrative Entity

**Agenda Item**  
6N. Transferring of Funds\*

Transfer \$150,000 of Dislocated Worker funds to the Adult program with all funds coming from FY16 funds, effective 01/09/17.



# Administrative Entity

**Agenda Item**  
6O. Finance & Performance Review

	Current Funds Available in RRS As Of 12/08/16	Expected Staffing Expenses Until 6/30/17 (6 months)	Current Obligation Total	Maximum Quarterly Obligation Per Participant OST	Projected Filled Participants for the quarter	Projected Quarterly Obligations	Projected Carry-in Funds for Next Quarter
Adult	\$558,348	\$187,128	\$54,468	\$1,250	56	\$62,500	\$254,252
DLW	\$1,017,749	\$141,030	\$122,478	\$2,500	51	\$127,500	\$626,741
Out of School Youth	\$338,904	\$110,220	\$61,737	\$1,250	61	\$76,250	\$90,697
In School Youth	\$193,598	\$19,446	\$9,892	\$2,000	15	\$30,000	\$134,260



# Administrative Entity

**Agenda Item**  
6O. Finance & Performance Review

Quarter Ending: 5/30/2016

WIA Performance Measure	Current Quarter			Cumulative 4 Quarter Results			
	FY15 Negotiated Standard	Actual Performance Rate	Numerator / Denominator	% of Negotiated Standard	Actual Performance Rate	Numerator / Denominator	% of Negotiated Standard
<b>ADULTS</b>							
A. Federal Employment Rate	88.0%	83.9%	88 / 117	110.7%	89.9%	107 / 119	108.9%
B. Employment Retention Rate	88.0%	92.7%	87 / 93	105.7%	94.5%	153 / 161	110.0%
C. Average Earnings	\$15,194	\$15,740	\$15,582 / 97	104.0%	\$14,792	\$1,972,402 / 134	100.0%
Aggregate score: 111.8%							
<b>DISLOCATED WORKERS</b>							
A. Federal Employment Rate	89.0%	83.7%	107 / 128	104.0%	84.6%	100 / 119	105.1%
B. Employment Retention Rate	88.0%	100.0%	88 / 88	104.0%	96.7%	177 / 183	102.8%
C. Average Earnings	\$15,089	\$17,733	\$16,624 / 93	113.2%	\$15,423	\$1,696,549 / 110	102.8%
Aggregate score: 109.4%							
<b>YOUTH COMMUNITY MEASURES</b>							
A. Placement in Employment / Education	77.0%	100.0%	7 / 7	129.7%	81.0%	10 / 12	106.8%
B. Attainment of Degree / Certificate	70.0%	75.0%	6 / 8	106.7%	65.0%	10 / 15	113.3%
C. Absence & Retention	66.7%	80.0%	7 / 9	102.0%	88.3%	3 / 3	97.2%
Aggregate score: 98.8%							



# Agency Contacts

- Meeting Schedules, Communication, & Expense Reimbursement: **Wendy Sieler**, Staff Assistant  
Office of Employment & Training  
Nebraska Department of Labor  
(402) 471-2565  
[wendysieler@nebraska.gov](mailto:wendysieler@nebraska.gov)
- Board Planning & Support: **Dylan Wren**, Program Coordinator  
Office of Employment & Training  
Nebraska Department of Labor  
(402) 471-9878  
[dylan.wren@nebraska.gov](mailto:dylan.wren@nebraska.gov)
- Program Oversight: **Shannon Grotrian**, Administrator  
Office of Employment & Training  
Nebraska Department of Labor  
(402) 471-9897  
[shannon.grotrian@nebraska.gov](mailto:shannon.grotrian@nebraska.gov)



# Greater Nebraska Meetings

- February 2, 2017 10:30-12:00: Executive Committee  
City of Grand Island Library  
211 N Washington St  
Grand Island, NE 68801
  - May 25, 2017 TBD: GNWDB & CEOB
  - October 26, 2017 TBD: GNWDB & CEOB
- System Coordination Committee** and **Strategic Planning Committee** meetings will be held at each GNWDB scheduled event.



# Board Member Bios

## Greater Nebraska Workforce Development Board

### Region 1



#### **Greta Kickland**

Greta is currently serving as the Human Resource Manager for three of Cameco Resources' U.S. mining sites and has been with Cameco Resources since April of 2008 serving in an HR Generalist capacity. The company has one site in Nebraska in the Chadron/Crawford area, where they employ approximately 45 people. Two Wyoming sites, one near Douglas and the other near Wright, employ an additional 160 people.

Prior to working at Cameco Resources, Greta was a workforce coordinator for the Nebraska Department of Labor in the Chadron office. This was a one-stop, co-located with HHS, Employment First, WIA, and Employment Services. She also performed itinerant services with Vocational Rehab, Unemployment, HUD Training, Job Corps, and Experience Works.



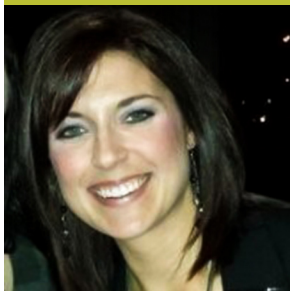
#### **Wayne Brozek**

Wayne is currently a member of LEAD Class 34 through the University of Nebraska. He and his wife Tori own a car wash and a marketing business in Scottsbluff.

He was born and raised in Gering, Neb. and graduated from Gering High. He went to college in Greeley, Colo., then worked 20 years for Garnsey & Wheeler Ford. Wayne spent the next few years in the automotive business and in 2006 had the opportunity to change industries and decided to join an ag dealership. He went to work for 21st Century Equipment, and since 2006, it has grown from 4 dealership locations to 17 locations in three states.

Wayne and his wife have three children: Matt (25), Kelsey (22) and Carson (15). In his spare time, Wayne enjoys spending time camping and boating with his family at the lake.

### Region 2

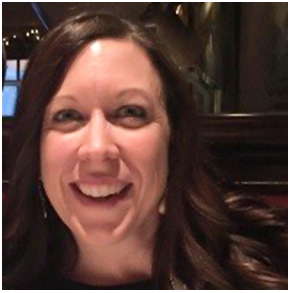


#### **Kelsey Miller**

Kelsey is a public labor exchange expert with the Nebraska Department of Labor, serving as the agency liaison between regional employers and job seekers. She has experience in talent acquisition for businesses and industries in the Mid-Plains region. Kelsey dedicates her time to public service and oversees the day to day operations of the career centers in Lexington and North Platte. She has seen firsthand the power of federally-funded training program and believes in the WIOA program.

Kelsey started with NDOL in August 2009 as a temporary worker and eventually took on the WIA case load in February 2010. She continued as the WIA case manager until becoming regional manager in October 2012.

Kelsey grew up in the small town of Colby, Kan. She graduated from Kansas State University with a degree in sociology and moved to North Platte for her husband's job at the Sutherland Power Plant.



**Alicia Fries**

After a short time in Colorado, Alicia has lived in western Nebraska for 14 years, working in the telecommunications industry, first at BWTelcom in Benkelman and currently at Allo Communications in Imperial. She is the Residential Customer Service Manager for the areas outside of Lincoln.

Alicia is originally from Wahoo, Neb. She graduated from Doane College in 2001. Alicia and her husband Josh live in Imperial with their three children Easton (11), Lukas (8) and Amelia (6).

**Region 3**

**Lisa Wilson, Chair**



Lisa is the Plant HR Manager at CNHI (Case New Holland Industrial). She lives in Grand Island.



**Elaine Anderson**

Elaine is the Office Director for Nebraska Vocational Rehabilitation – Kearney and has served in this role for four years. Prior to this position she was a supervisor, social worker and resource development case worker with the Nebraska Department of Health and Human Services. Elaine is currently pursuing a master’s degree in vocational rehabilitation.



**Ann Chambers**

Ann has been the Adult Education Director for Central Community College in 25 counties for 30 years. She has been a member of the Greater Nebraska Workforce Development Board since its inception.

She is also a member of COABE (Commission on Adult Basic Education) and she participates in the Grow Grand Island/Grandeur Vision committee, as well as a Habitat for Humanity. Ann’s home town is Grand Island and she represents Adult Literacy on the GNWDB.



**Stacey Weaver**

Stacey is the Administrative Manager at Chief Agri in Kearney. She has worked for Chief Industries since 2008 and is currently responsible for managing Human Resources and payroll functions within the Agri Division. She has a bachelor’s degree in sociology with a community emphasis from the University of Nebraska at Kearney.

Stacey is the chair of the Advisory Committee for Skilled and Technical Sciences Small Learning Community at Kearney High School and is also involved with the Make-a-Wish Foundation as a wish granter. She has served on the Greater Nebraska Workforce Development Board since 2013.



**Jill Smith, Vice Chair**

Jill is the HR Manager with BD Diagnostics - Preanalytical Solutions in Broken Bow, Neb. The plant manufactures medical devices such as blood collection tubes and urine testing products, and has injection molding operations. Prior to BD, Jill worked at CNH Industrial from 1996 to 2003 and a non-profit human services organization from 1990 to 1996. Jill has a bachelor's degree in human resource management and sociology from Hastings College and a master's degree in organizational management from University of Phoenix.

Jill has served on the former GNWIB, now GNWDB, since 2004. During her time on the GNWIB, Jill served as the Chair of the Compliance Committee and as a member of the Executive Committee.

**Region 4**



**Charlene Lant**

Charlene is the Director of Operations – Ancillary Services for CHI Health St. Mary's. Her hometown is Nebraska City. Charlene has a bachelor's degree in health (however, she states that "The best education I received was from actual work experience!")

She is a certified Human Resources Professional (PHR), a certified Real Colors Administration Facilitator, and has a Just Culture Certification for Healthcare Managers. Charlene has over 40 years of healthcare related experience with over 30 years in the field of human resources. She is also a member of the United Way of Nebraska City Board and a member of the CHI Health Foundation Board.



**Denise Pfeifer**

Denise lives in Waco, NE and is the HR Manager at UTC Aerospace Systems. She received a bachelor's degree from Concordia University in organizational management and an associate degree from Southeast Community College in their legal secretarial program.

With her husband Rick, Denise has two grown children: Brooke, who is employed with Crete Public Schools; and Cameron, who is a senior at Doane College.



**Dan Mauk**

Dan has been an entrepreneur for much of his adult life, including restaurant development, ownership and operations, retail photography and photo finishing, as well as commercial real estate ventures. His interest in business development led to his role in workforce development and serving on the Greater Nebraska Workforce Investment Board, (now the Greater Nebraska Workforce Development Board).

Dan also has interests in community development, and has served on the TeamMates of Norfolk Board and Lutheran Family Services of Nebraska Board.

Professionally, Dan serves as the Executive Director of the Nebraska City Area Economic Development Corporation. Dan also serves on the US Chamber of Commerce's Committee of 100 (CC100). The CC100 acts as a public policy committee advising the US Chamber Board.

Dan and his wife Linda have four children and eight grandchildren. His hobbies include photography, building personal computers and sports car racing.

## Region 5



### **Peggy Sendall-Bertrand**

Peggy lives in Humphrey, Neb., and is the Director of Operations for Advance Services, Inc. Before working at ASI, she was the program manager at Arbor Education and Training.

## Statewide



### **Gary Kelly**

Gary is from Elkhorn, Neb. and is a Specialty Service Manager for Thompson Electric. He performs electrical work throughout the Greater Nebraska jurisdiction representing union electricians.

Gary has been a member of the board since 2006 and he is very excited about serving with the board under WIOA.

Gary and his wife Kirsten have six children, Alexis (21), Brooke (18), Michael (16), Logan (7), Carson (6), and Joey (5).



### **Chris Callihan**

Chris lives in Lincoln, Neb. and has been the Business Representative at IBEW Local 265 for the last five years. Chris attended Grand Island High School and went on to achieve his LEJATC - Electrical Construction.



### **Roy Lamb II**

Roy is the Training Coordinator for the Lincoln Electrical JATC.



### **Christine Thaut**

Christine spent twelve years working as an educator and informal career advisor at Southeast Community College in Lincoln. Prior to teaching and advising, she was an Assistant Project Manager for two rural education grants in Nebraska. Christine earned her bachelor's degrees in English and political science in 1995 from Hastings College, Hastings, NE; and a master's in English from University of Nebraska, Lincoln, in 1997.

She is the mother of four busy boys. She also volunteers for UNL Extension Master Gardeners, her sons' Boy Scout Pack, Lincoln Public Schools, and the Ponca Tribe of Nebraska, and has helped with event organizing, fundraising, and teaching for each of these groups.

## Greater Nebraska Meeting Dates

Date/Time	Location	Board(s)
February 2, 2017 10:30 a.m. - 12:00 p.m.	City of Grand Island Library 211 N Washington St. Grand Island, NE 68801	Executive Committee
May 25, 2017 TBD		GNWDB and CEOB
October 26, 2017 TBD		GNWDB and CEOB

**System Coordination Committee** and **Strategic Planning Committee** meetings will be held at each GNWDB scheduled event.

## Agency Contacts

Topic	Contact
Meeting Schedules, Communication, and Expense Reimbursement	<p><b>Wendy Sieler</b> Staff Assistant   Employment and Training Nebraska Department of Labor <b>PHONE</b> 402-471-2565 wendy.sieler@nebraska.gov</p>
Board Planning and Support	<p><b>Dylan Wren</b> Program Coordinator   Employment and Training Nebraska Department of Labor <b>PHONE</b> 402-471-9878 dylan.wren@nebraska.gov</p>
Program Oversight	<p><b>Shannon Grotrian</b> Administrator   Employment and Training Nebraska Department of Labor <b>PHONE</b> 402-471-9897 shannon.grotrian@nebraska.gov</p>