**Meeting Minutes – GNWDB Executive Committee**

**Thursday, May 04, 2017**

**LOCATION** Grand Island Public Library, 211 N Washington St, Grand Island, NE 68801

**DURATION** 10:00 am to 11:30 am

CALL TO ORDER:

Jill Smith called the meeting of the Greater Nebraska Workforce Development Board’s Executive Committee to order at approximately 10.07 a.m. on Thursday, May 4th 2017.

ROLL CALL:

For the purposes of establishing a quorum, Wendy Sieler called the roll.

PRESENT (6):

Roy Lamb II

Kelsey Miller

Denise Pfeifer

Lisa Wilson – joined meeting at 10:30 a.m.

Stacey Weaver – joined meeting at 10:13 a.m.

Jill Smith

ABSENT (1):

Chris Callihan

STAFF AND GUESTS: Shannon Grotrian, Dylan Wren, Dale Shotkoski, Wendy Sieler

**There was a quorum present at this meeting.**

NOTICE OF PUBLICATION:

Wendy Sieler read the notice of publication.

**“**Adequate legal notice of this meeting was posted in the Beatrice Daily Sun, Columbus Telegram, Grand Island Independent, Hastings Tribune, Kearney Hub, Norfolk Daily News, North Platte Telegraph, Scottsbluff Star-Herald, and the Sidney Sun-Telegraph. Let the record reflect that the notice was published in accordance with the open meeting law requirement and published in the Greater Nebraska area. A copy of the Nebraska Open Meetings Law is available at this meeting and can be obtained from the legal counsel or administrative staff.”

APPROVAL OF MINUTES:

**\*MOTION:**

Each member received a copy of the meeting minutes from the April 26, 2017 Executive Committee Meeting.

Jill entertained a motion to approve the minutes of the April 26, 2017 Executive Committee Meeting. Roy made the motion. Kelsey seconded the motion. Jill asked for further discussion, there was none. Jill asked for a voice vote.

Motion carried.

OLD BUSINESS:

There was no old business to be discussed.

NEW BUSINESS:

**\*MOTION**

Review and Approval of Memorandums of Understanding\*

Jill announced that over the past several weeks the MOU Negotiating Committee had put a lot of time and effort into meeting with the required partners throughout the state. Each member received copies of the MOU drafts by email and paper copies. The Committee has met with the following partners:

* Nebraska VR
* Proteus
* Jobs for Veterans State Grant
* TRADE
* Wagner-Peyser
* Able Network
* Adult Education and Family Literacy Act (AEFLA) at Central Community College
* Career Technical Education at Central Community College
* Unemployment Insurance
* Nebraska Commission for the Blind and Visually Impaired
* Nebraska Department of Health and Human Services
* Adult, Dislocated Worker and Youth

In the future, the Committee will be meeting with the following partners:

* Central Nebraska Community Action Partnership, Inc.
* Indian Center, Inc.

Jill asked if anyone from the MOU Negotiation Committee would like to add any additional comments or give any updates on the outcome of these negotiations.

Roy was the only MOU Negotiation Committee member present at the meeting. Roy said that the negotiations that he sat in on went really well and felt that there was a lot of good dialogue. He also said that the MOUs were a good “blue print” and were very straightforward.

Jill askedDylan if there was anything that the Administrative Entity would like to expand upon regarding the MOU Negotiations.

Stacey came in at 10:13

Dylan began by thanking the members of the MOU Negotiation Committee. He pointed out the MOU packets that were given to each member. The MOU’s are very similar but they include information specific to each partner and their services.

Dylan said that the template used came from NDOL legal counsel which is different than the template that the State advised the Board to use. Attachments were included; Assurances, the Workforce System Design the Basic Career Services Matrix and the One-Stop Operating Budget. Dylan brought up the cost of common areas in the centers such as restrooms and break areas. In Beatrice, the community college has absorbed those costs. In Grand Island, the AJC shares the responsibility for those costs. The One-Stop Operation Budget showed the estimate for those costs.

The State asked that the Administrative Entity submit the signed MOU’s by May 15th. Dylan pointed out that each partner would have their own legal counsel that would need to review the MOUs. Dylan felt that most MOUs would be completed on time but also that there might be a few partners who might not get it submitted in time.

Attachments

Attachment #1: Assurances

These are the standard WIOA assurances. Assurances are done whenever a plan modification is done and is signed by the Board.

Attachment #2: Workforce System

This attachment outlines the roles and responsibility of the Board and partners. There are a few sections that need to be changed or taken out. What will happen in each of the AJC is included in the workforce system. Dylan said that it gives a nice overview of what is going on with the centers. Each partner has their own specialties to bring to the workforce systems.

Attachment #3 and #4: Basic Career Services Matrix (Grand Island and Beatrice AJC)

These attachments outline the specialties of the partners and the specific rolls they will be filling in the workforce system.

Attachment #5 and #6: Individualized Career Services Matrix (Grand Island and Beatrice AJC)

These attachments show individualized career services for both American Job Centers.

Partners

Dylan said that SNAP may be added to the list of partners, even though they are not a required partner. They are currently located in the Grand Island office and co-enrolling participants who come into the office.

Commission for the Blind and Visually Impaired:

If someone who is visually impaired comes into the center, the staff are not trained or equipped to assist these individuals so there are changes to be made in the center in order to assist those individuals. At this point people who need these services are referred to the Commission.

Indian center:

At this point, meeting with this partner has been unsuccessful despite attempts made by NDOL.

Proteus:

The MOU will have to be reviewed by the CEO.

Unemployment:

Dylan said that the director of UI has said that they will sign.

Nebraska VR:

Dylan said that Nebraska VR will be a solid core partner and they are teaming up with Adult Ed. They will have the contracts reviewed together. A lot of strength that they bring to the workforce. Dylan expressed that there were a lot of good opportunities to collaborate with them in the future.

Lisa arrived at 10:30

Community Action Partnership:

Dylan said that he is continuing to try to work with them and come to a resolution. Roy asked what the hang up is. Dylan said that he has called and emailed several times with no success. He also mentioned that the next step is to discuss this with DHHS, who oversees their grants.

WIOA and Wagner Peyser:

Dylan was confident that because these partners were within the Department of Labor, that there wouldn’t be any issues getting the MOU’s signed.

Job Corps:

Pine Ridge is the job provider for CHP International and they recruit people in Nebraska. This is who the contract will be with.

Adult Education:

Originally negotiations started with Central Community College, but now Southeast Community College will be included in the MOU.

National Able:

This MOU is currently under review by their own legal counsel.

Dylan said that the service agreement is the easier part but the funding agreement will be more of a challenge.

Roy asked where Lincoln and Omaha are with their MOU’s. Dylan said that they were about the same point as Greater Nebraska. Dylan mentioned that the partners have been very generous in meeting with and accommodating NDOL. Roy asked how are they were doing in meeting all the timelines. Dylan answered that the deadline is May 15th. Dylan said that he has asked the partners to review. Roy asked if there were any penalties if the MOU’s were not signed by that date. Shannon added that if the Board has done everything they need to do and are waiting for the partners to sign, there are no known severe consequences, like funding. Dylan said that the signed MOUs are the backbone to the centers and the local and regional plan. If they are not singed by September 15, then there would be problems. Dylan said that he hopes to have everything signed by the next board meeting on May 25th**.**

Kelsey asked about some of the partners working with one AJC but not the other. Dylan explained that each partner had boundaries where their service ended. Kelsey asked if Career and Technical Education was available in Beatrice. Dylan answered that it was, but Southeast Community College was just added to the MOU the previous week and the MOU Negotiation Committee hadn’t met with them yet.

Roy asked if partners know when their deadline is. Dylan said that they have the timeline and the date they are needed by. Shannon added that she felt that the partners were being very cooperative with the deadlines.

Jill asked if there was any further discussion. There was none.

Jill entertained a motion to approve the reviewed required partners’ Memorandums of Understanding and their attachments.

Stacey made the motion and Roy seconded the motion.

**For (6):**

Roy Lamb II

Kelsey Miller

Denise Pfeifer

Lisa Wilson

Stacey Weaver

Jill Smith

**Against (0):**

**Absent (1):**

Chris Callihan

Motion carried.

Dylan asked if anyone would like to be on the RFP Committee. Dylan said that the Grand Island Chamber had planned to submit a proposal for the One-Stop Operator. Dylan explained that it will not be as long or as complicated and the previous RFP. Grand Island Chamber was the only bidder. The proposal opening would be on May 10th and the committee would have until the 17th to review the RFP.

Lisa, Stacey, and Jill agreed to be on the RFP Committee.

PUBLIC COMMENT:

Jill asked there was any Public Comment. There was none.

MEETING DATES:

May 25, 2017 – GNWDB and CEOB – Fairfield Inn & Suites – Grand Island

October 26, 2017 – GNWDB and CEOB – Location TBD

ADJOURNMENT:

**\*MOTION**

Jill asked for a motion to adjourn the meeting. Roy made the motion and Denise seconded the motion. With a voice vote the motion was carried. The meeting was adjourned at 10:51 am on May 04, 2017.