

Nebraska Workforce Development Board
Meeting Minutes
September 13, 2019
Administrative Services Building
Development Center, Lower Level
1526 K Street, Lincoln, Nebraska 68508

Agenda item 1. Call to Order

Chair Mark Moravec called to order the meeting of the Nebraska Workforce Development Board (the Board) on September 13, 2019 at approximately 9a at the Administrative Services Building, located at 1526 K Street, Lincoln, Nebraska. Prior to taking up the business of the Board, Chair Moravec introduced a newly appointed Member of the Board, Troy Brooks, Vice President and General Manager of Nucor Steel Nebraska. Chair Moravec also Mary Anne Bradfield, Deputy Commissioner for Reemployment with the Nebraska Department of Labor. Mary Anne has oversight of NDOL's Office of Employment and Training and will assume oversight of NDOL's Unemployment Insurance Division in the near future.

Agenda item 2. Roll Call

Lindsey Sullivan called the roll and determined that a quorum was established.

Members in attendance

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|--------------------------|-----------------------|
| 1. Senator Joni Albrecht | 11. James Hanson, Jr. |
| 2. Greg Adams | 12. Susan Martin |
| 3. Kyle Arganbright | 13. Mark Moravec |
| 4. Phil Bakken | 14. Kyle J. Nixon |
| 5. Troy Brooks | 15. Don Nordell |
| 6. Brian Deakin | 16. Terri Ridder |
| 7. Gary D. Dixon, Jr. | 17. Bradley Schroeder |
| 8. Jason Feldhaus | 18. Jennifer Sedlacek |
| 9. Lindy Foley | 19. Becky Stitt |
| 10. Michael Geary | 20. Lisa Wilson |

Members absent

- | | |
|---------------------------|-------------------|
| 1. Governor Pete Ricketts | 5. Allan Hale |
| 2. John Albin | 6. Dannette Smith |
| 3. Elizabeth Babcock | 7. Carol Swigart |
| 4. Matthew Blomstedt | 8. Paul Turman |

Nebraska Department of Labor (NDOL) Board support staff in attendance

1. Mary Anne Bradfield, Deputy Commissioner for Reemployment
2. Katie Thurber, General Counsel
3. Erin Cooper, Workforce Services Administrator, Office of Employment & Training
4. Brian Potters, Workforce Services Administrator, Office of Employment & Training
5. Deb Andersen, WIOA Policy Coordinator, Office of Employment & Training
6. Dawn Carrillo, WIOA Program Analyst, Office of Employment & Training
7. Wendy Sieler, WIOA Program Specialist, Office of Employment & Training
8. Lindsey Sullivan, Administrative Assistant II, Office of Employment & Training

Agenda item 3. Notice of Publication

Lindsey Sullivan announced that the Notice of Public Meeting was duly published, in accordance with the Nebraska Open Meetings Act, in the Beatrice Daily Sun, Grand Island Independent, Lincoln Journal Star, North Platte Telegraph, Omaha World Herald, and Scottsbluff Star-Herald and on the State of Nebraska Public Meeting Calendar.

Agenda item 4. Approval of Minutes

Chair Moravec called the Board's attention to the draft minutes from the last meeting of this Board held on June 7, 2019, which were included the Board Members' meeting packets as Handout 1. The minutes were also emailed to Members of the Board on August 28, 2019. Chair Moravec asked if the Members had additions or corrections to the minutes. One correction was requested. On page 1 under Agenda item 2. Roll Call, Gary Dixon's last name was misspelled. It should have been spelled D-I-X-O-N. The minutes will be corrected.

Chair Moravec opened the floor for public comment on the draft minutes. No public comments were made. James Hanson, Jr. motioned to approve the minutes of the June 7, 2019 meeting of the Board, as corrected, and Brian Deakin seconded the motion. Members of the Board in attendance voted on the motion by voice vote. The vote carried unanimously.

Chair Moravec reminded the Board that agendas, minutes, and packets provided during meetings of the Board are available on Board's webpage, which is accessible at <https://dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/NWDB>.

Agenda item 5. Old business

a. WIOA Update

Chair Moravec introduced Brian Potters, who provided the Board with the Workforce Innovation and Opportunity Act (WIOA) update. Brian discussed the outcomes of two recent Federal reviews of the State, the Greater Nebraska Workforce Development Area, and the Greater Omaha Workforce Development Area. Copies of the State's responses to the Federal review reports were provided to the Board as Handouts 2 and 3. Brian also updated the Board on State and local area performance reports for Program Year 2018. The Board was provided with a draft of the performance information (Handout 4) that will be submitted by NDOL to the US Department of Labor by October 1, 2019.

a. Bylaws – Proposed Amendment

Chair Moravec directed the Board's attention to a draft of the bylaws showing the proposed changes, which was provided as Handout 5. The draft was also provided to the Members of the Board by email on August 28, 2019. Section 6.2 of the current bylaws of the Board requires that the Members of the Board be provided with written notice of proposed changes to the bylaws at least 10 days in advance of the meeting at which the proposed changes are to be acted upon by the Board. The email sent on August 28, 2019 served as the required written notice.

Chair Moravec asked Deb Andersen to provide the Members of the Board with an explanation of the proposed changes to the bylaws. The proposed change to Section 2.4 was made to identify the Director of Adult Education the individual representing the Adult Education and Family Literacy Act program authorized under Title II of WIOA, in response to a concern raised during a Federal review of Nebraska's Title II program by the US Department of Education. The proposed changes to Section 5.3(a) were made to ensure that the Board's Executive Committee structure aligns with the membership requirements for the full Board, with a majority representing business and at least 20 percent representing workforce. Related changes to Sections 5.9, 5.10., and 5.11 were proposed. The proposed changes to Section 8.1 are required when amending the bylaws.

Chair Moravec opened the floor to the Members of the Board for discussion on the proposed changes. No comments were made by Members of the Board. Chair Moravec opened the floor for public comment on the proposed changes. No public comments were made. Michael Geary motioned to approve the proposed changes to the bylaws. Becky Stitt seconded the motion. Members of the Board in attendance voted by roll-call vote on the motion, which carried unanimously.

b. Subcommittee appointments

Chair Moravec addressed the next order of business, recent Board member and non-Board member appointments to subcommittees of the Board, which were made on September 10, 2019. The Board was provided with Handout 6, the letters of appointment, which include subcommittee membership rosters. In addition to the appointments, the letters also addressed updates that were needed to the subcommittee membership rosters following retirements and job changes by subcommittee members.

Chair Moravec advised the Board of a suggestion that had been made relating to subcommittee meetings. During the March meeting of this Board, the Board discussed holding meetings of all subcommittees immediately following each quarterly meeting of this Board, unless otherwise announced. The suggestion was that scheduling of subcommittee meetings be left up to the chairs of the subcommittees, instead of having standing quarterly meetings immediately following each meeting of this Board. This would allow the chairs of the subcommittees to accommodate the availability of subcommittee members for meetings, which would likely improve member attendance. This would also allow the chairs to schedule meetings based on the responsibilities of their subcommittees and related timelines. Chair Moravec asked for discussion on the suggestion. Members of the Board had no comment on the matter.

Chair Moravec indicated that chairs of subcommittees were free to schedule meetings of their respective subcommittees on an as-needed basis as permitted pursuant to Section 5.6 of the Board's bylaws.

Chair Moravec advised the Board that requests had been made for the provision of clear guidance regarding the roles and responsibilities of the Board's subcommittees. Chair Moravec asked for discussion on this matter. Michael Geary, chair of the Strategy and Innovation Subcommittee, and Terri Ridder, chair of the Evaluation and Review Subcommittee agreed that clarification on the roles and responsibilities of subcommittees would be appreciated. Phil Bakken commented that it would be helpful to include specific detail regarding the roles and responsibilities of all subcommittees in the Nebraska Workforce Development Board Membership Manual.¹

Chair Moravec indicated that before the next meeting of the Board, he and Vice Chair Bradley Schroeder will meet with the chairs, vice chairs, and subcommittee leads to discuss subcommittee roles and responsibilities. Chair Moravec also indicated that the Membership Manual would be revised to include clear guidance regarding the roles and responsibilities of the Board's subcommittees.

c. Subcommittee Reports

The next order of new business was subcommittee reports.

Subcommittee chair Terri Ridder provided the report for the Evaluation and Review Subcommittee.

- Terri indicated that the Subcommittee met on September 12 and 13 to discuss the steps to be taken to begin the evaluation process of the Program Year 2018 performance report for WIOA Title I programs, which will be submitted to the US Department of Labor on or before October 1, 2019. Terri indicated that the Subcommittee plans to meet following submission of the report to discuss possible recommendations to the full Board regarding areas requiring improvement and areas of success.
- Terri advised the Board that the draft performance reports for Program Year 2018 revealed that Nebraska continues to struggle regarding the credential-attainment performance indicator, as mentioned by Brian Potters during his WIOA update. Terri indicated that Brian would provide Subcommittee members with national-level data where Nebraska stands in the ranking of states for this performance indicator. This data assist the Subcommittee in making recommendations for needed improvements.
- Terri also advised the Board that the Subcommittee plans to meet prior to each quarterly meeting of the Board to conduct review of quarterly program performance data and identify other workforce-system matters requiring evaluation and review.

Subcommittee chair James Hanson, Jr. provided the report for the Policy and Oversight Subcommittee.

- James advised the Board that the Subcommittee met with the Combined State Plan partners on July 16 and August 14 to discuss:
 - roles and responsibilities of the Subcommittee and plan partners in the development of the state plan;
 - the upcoming state plan strategy workshop;
 - content required in the state plan; and
 - state plan timelines.

¹ The Membership Manual is accessible at <https://dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/NWDB>.

- James also advised the Board that Phil Bakken had assisted the subcommittee with identification of two individuals who will be facilitating the strategy workshop:
 - Nancy Myers, Organization Development Consultant; and
 - Marjorie Kostelnik, Professor and former Senior Associate to the President of the University of Nebraska.
- James further advised the Board that Phil arranged for funding of Nancy and Marjorie's services to the Board and the plan partners. James indicated that the Subcommittee and plan partners also met on September 9 with Nancy Myers to discuss the format and focus of the workshop. Additional meetings will be held with Nancy and Marjorie as needed to finalize the agenda for the workshop and roles and responsibilities of the Subcommittee members and plans partners during the workshop. The Subcommittee and plan partners are in the process of selecting a date for the workshop, which will likely be held mid to late October. Once the date is selected, an invitation will be sent out to the members of this Board, as well as members of the local workforce development boards and their administrative entity staff members and a venue for the workshop will be selected.

Subcommittee chair Michael Geary provided the report for the Strategy and Innovation Subcommittee. Michael advised the Board that the Subcommittee had not met since its March meeting due to schedule constraints but indicated that the Subcommittee will be convened in the near future to discuss action items relating to the roles and responsibilities of the Subcommittee.

d. Nebraska's Homeless Continua of Care

Chair Moravec introduced Jason Feldhaus, who addressed the Board regarding Nebraska's Homeless Continua of Care. Jason explained the role of Nebraska's Homeless Continua of Care, including the geographic boundaries of each Continuum. Jason advised the Board that the Continua is funded by the US Department of Housing and Urban Development and indicated that the Continua is working to establish partnerships with Nebraska's three local workforce development boards, which will be defined under a memorandum of understanding with each local board. Jason also advised the Board that the Continua wishes to establish a memorandum of understanding with the Board, under which the Board's support of the purposes and activities of the Continua would be defined. Jason indicated that the establishment of the memoranda of understanding with the Board and the local boards would demonstrate the Continua's collaborative approach to delivery of employment and training services for Nebraska's homeless population and would strengthen the Continua's funding applications and improve its delivery of services for homeless individuals. Jason stated that, as a member of the Strategy and Innovation Subcommittee, he would coordinate with Subcommittee chair Michael Geary and have a representative from each Continuum attend a meeting of the Subcommittee in order to identify potential provisions for the memorandum of understanding with the Board. The Subcommittee would then make a recommendation on the memorandum of understanding to the Board at its next meeting.

e. 2019-2020 Meeting Calendar

Chair Moravec addressed the Board regarding the 2019 – 2020 meeting calendar and meeting locations. The Board was provided with a list of suggested meeting dates, times, and locations (Handout 7). Discussion was heard on the proposed meeting dates, times, and location. Chair Moravec indicated that alternative location had been identified, Bennett Martin Public Library located in downtown Lincoln. Chair Moravec stated that the Library's meeting space was available at no cost and that parking near the Library is more plentiful than around the Administrative Service Building. Members of the Board voiced appreciation for the location.

Following discussion, Senator Albright motioned to approve the proposed meeting dates, times, and the Bennett Martin Library location, in lieu of the Administrative Services Building location. James Hanson, Jr. seconded the motion. Members of the Board in attendance voted on the motion by voice vote. The vote carried unanimously. Chair Moravec indicated that calendar invitations would be sent to the Members of the Board.

Agenda item 7. Member Updates

Chair Moravec asked Members of the Board for updates on their respective industries or organizations and local workforce development area activities for the Members who also serve on local workforce development boards. Members of the Board provided updates as requested.

Agenda item 8. Public Comment

Chair Moravec opened the floor for public comment. No public comments were made.

Agenda item 9. Next Meeting – Date and Time

Chair Moravec reminded the Members of the Board that the next meeting of the Board is scheduled for December 6 from 9a to 12p and will be held at the Bennett Martin Public Library located in Lincoln, Nebraska. If the date or time of the meeting changes, members of the Board will be notified by email.

Members of the public may confirm the dates, times, and locations of the meetings of the Board by checking the Upcoming Meeting section of the Board's webpage. The Board's webpage is accessible at <https://dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/NWDB>.

Agenda item 10. Adjournment

Chair Moravec asked for a motion to adjourn the meeting. Phil Bakken motioned that the meeting be adjourned, and Don Nordell seconded the motion. Members of the Board in attendance voted by voice vote on the motion, which carried unanimously. The meeting adjourned at approximately 11:30a.