

# Chief Elected Officials Board & Greater Nebraska Workforce Development Board Joint Meeting Minutes

**THURSDAY, January 30, 2020**

**LOCATION:** Kearney Public Library, Platte Room, 2020 1<sup>st</sup> Avenue, Kearney, NE

**DURATION:** 10:00 am to 12:30 pm (CST)

## **AGENDA ITEM #1: CALL TO ORDER:**

Lisa Wilson, Greater Nebraska Workforce Development Board (GNWDB) Chair, called the GNWDB Meeting to order on January 30, 2020 at approximately 10:25 am (CST).

Pam Lancaster, Chief Elected Officials Board (CEOB) Chair, called the CEOB meeting to order on January 30, 2020 at approximately 10:25 am (CST).

## **AGENDA ITEM #2: ROLL CALL**

Ashley Mathers called the roll for the GNWDB and a quorum was established.

### **GNWDB Members Present (17):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Karen Stohs  
Stacey Weaver  
Lisa Wilson

### **GNWDB Members Absent (1):**

Gary Kelly

Ashley Mathers called the roll for the CEOB and a quorum was established.

**CEOB Members Present (5):**

Bryan Bequette  
Stanley Clouse  
Hal Haeker  
Tony Kaufman  
Pamela Lancaster

**CEOB Members Absent (4):**

John Fagot  
Joe Hewgley  
Christian Ohl  
William Stewart

**Nebraska Department of Labor (NDOL) Staff and Guests in Attendance (18):**

John Albin, NDOL Commissioner  
Mary Anne Bradfield, Deputy Commissioner for Reemployment Services  
Pat Comfort, NDOL Regional Manager  
Libby Elder, NDOL Legal Counsel  
Katie Thurber, NDOL Legal Counsel  
Josh Hanson, NDOL Regional Manager  
Randy Kissinger, NDOL Regional Manager of Labor  
Lisa Laws, NDOL Employment Services Manager  
Becky Maggart, NDOL Employment Security Manager  
Ashley Mathers, Greater Nebraska Program Coordinator  
Kelsey Miller, Workforce Services Administrator  
Andy Huls, ResCare  
Stan Odenthal, Skills for Careers  
Ashley Drake, NDOL Employment Services Supervisor  
Mary Kay Versen, WNCC Adult Education

**AGENDA ITEM #3: NOTICE OF PUBLICATION:**

Ashley Mathers reported that adequate legal notice of this joint meeting was posted in the Grand Island Independent, Beatrice Daily Sun, and the Scottsbluff Star-Herald. The notice was published in accordance with the Open Meetings Act and a copy was available for review.

**AGENDA ITEM #4: APPROVAL OF MINUTES:**

No discussion or corrections were made to the minutes. Dan Mauk motioned to approve the October 24, 2019 CEOB and GNWDB Joint Meeting Minutes. Roy Lamb II seconded. A GNWDB voice vote was taken and the motion carried.

No discussion or corrections were made to the minutes. Stanley Clouse motioned to approve the October 24, 2019 CEOB and GNWDB Joint Meeting Minutes. Bryan Bequette seconded. A CEOB voice vote was taken and the motion carried unanimously.

#### **ANNOUNCEMENTS:**

Ashley Mathers announced that the Workforce Development Excellence Award Program is currently seeking applications and reviewed the requirements.

Kelsey Miller announced updates to the Board Expense Reimbursement Forms.

#### **NEW BUSINESS:**

##### **AGENDA ITEM #5A: LABOR MARKET INFORMATION**

Ashley Mathers briefed the boards with Labor Market Information provided on pages 17-21 of the meeting booklet. The Openings & Expansions reports, from August through October 2019, reflect a total of 34 new Openings & Expansions in Nebraska, of which 29 were in Greater Nebraska. The Fast Facts: The Year in Trends provided a review of interesting labor market information from 2019.

##### **AGENDA ITEM #5B: REGIONAL UPDATES**

Kelsey Miller briefed the boards with Regional Updates data located on pages 22-26 of the meeting booklet. She reported regional managers have compiled a list of events that have occurred in each of their respective regions since the last board meeting was convened.

##### **AGENDA ITEM #5C: PERFORMANCE**

Kelsey Miller referred to pages 27-30 for PY2019 Quarter 1 Performance data for the State of Nebraska and the three local areas of Greater Omaha, Greater Lincoln, and Greater Nebraska (GN). Kelsey Miller directed the boards to the GN results on page 30. She reported that Ashley Mathers included plus sign (+) next to the areas where GN increased their performance from the previous quarter. GN increased their performance in 12 of the categories.

Ashley Mathers added that one thing not seen in the performance included in the book is the increase in performance after the field staff complete their quarterly performance review. Typically, GN's performance that is reported to the Feds is a bit higher than the performance numbers we see in the meeting booklet. Pam Lancaster added the results in the meeting booklet look pretty good. Lisa Wilson concurred. Stacey Weaver thanked Ashley Mathers for adding the + next to the increased numbers as it is much easier to decipher the results.

**AGENDA ITEM #5D: APPOINTMENT TO WORKFORCE BOARD**

Ashley Mathers briefed the CEOB that WIOA requires the majority of board members be representatives of business in the local area. Greater Nebraska currently has one business representative position open as Jill Smith is resigning from her role. CEOB members were asked to review and consider the nomination form and resume of Mindie Druery. If appointed, she will finish Jill Smith's three-year term ending October 25, 2020.

Stanley Clouse motioned to approve appointing Mindie Druery to the GNWDB. Bryan Bequette seconded. A CEOB roll-call vote was taken and the motion carried.

**CEOB Members For (5):**

Bryan Bequette  
Stanley Clouse  
Hal Haeker  
Tony Kaufman  
Pamela Lancaster

**CEOB Members Absent (4):**

John Fagot  
Joe Hewgley  
Christian Ohl  
William Stewart

**CEOB Members Against (0):**

**CEOB Members Abstain (0):**

**AGENDA ITEM #5E: RE-APPOINT WORKFORCE BOARD MEMBER**

Ashley Mathers briefed the CEOB on 20 CFR §679.310 (g)(2) which states the CEO must establish by-laws, consistent with State policy for Local WDB membership, that at a minimum address the term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year. She proposed re-appointing Kim Schumacher and Matt Gotschall to the GNWDB for an additional three-year term ending February 4, 2023.

Tony Kaufman motioned to approve re-appointing Kim Schumacher and Matt Gotschall to the GNWDB. Hal Haeker seconded. A CEOB roll-call vote was taken and the motion carried.

**CEOB Members For (5):**

Bryan Bequette  
Stanley Clouse  
Hal Haeker  
Tony Kaufman  
Pamela Lancaster

**CEOB Members Absent (4):**

John Fagot  
Joe Hewgley  
Christian Ohl  
William Stewart

**CEOB Members Against (0):**

**CEOB Members Abstain (0):**

**AGENDA ITEM #5F: APPOINTMENT TO GNWDB Vice-Chair**

Ashley Mathers briefed the GNWDB that the GNWDB shall elect the Vice-Chair who is a representative from business and industry that serves at the pleasure of the GNWDB. She proposed the GNWDB appoint Stacey Weaver to the Vice-Chair position.

Denise Pfeifer motioned to approve appointing Stacey Weaver to the GNWDB's Vice-Chair position. Jill Smith seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (17):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Karen Stohs  
Stacey Weaver  
Lisa Wilson

**GNWDB Members Absent (1):**

Gary Kelly

**GNWDB Members Against (0):**

**GNWDB Members Abstain (0):**

**AGENDA ITEM #5G: APPOINTMENT TO EXECUTIVE COMMITTEE**

Ashley Mathers briefed the CEOB that to comply with Article V, Section 3 of the Bylaws, the CEOB shall designate the members of the Executive Committee, consisting of seven members. A majority of Executive Committee members will represent business.

She proposed that the CEOB appoint the following member to the Executive Committee: **Mindie Druery**.

Stanley Clouse motioned to approve appointing Mindie Druery to the Executive Committee. Bryan Bequette seconded. A CEOB roll-call vote was taken and the motion carried.

**CEOB Members For (5):**

Bryan Bequette  
Stanley Clouse  
Hal Haeker  
Tony Kaufman  
Pamela Lancaster

**CEOB Members Absent (4):**

John Fagot  
Joe Hewgley  
Christian Ohl  
William Stewart

**CEOB Members Against (0):**

**CEOB Members Abstain (0):**

**AGENDA ITEM #5H: APPOINTMENT TO SYSTEM COORDINATION COMMITTEE CHAIR**

Lisa Wilson, GNWDB Chair, appointed Greta Kickland to the System Coordination Committee Chair.

**AGENDA ITEM #5I: APPOINTMENT TO STRATEGIC PLANNING COMMITTEE**

Lisa Wilson, GNWDB Chair, appointed Mindie Druery to the Strategic Planning Committee.

**AGENDA ITEM #5J: CUSTOMER SURVEY RESULTS**

Ashley Mathers reviewed the results of the Customer Satisfaction Surveys available on pages 91-108 of the meeting booklet. She reported customer surveys were sent out in November 2019 to 4,113 individuals who received a staff assisted service in the prior 90 days. Decrease of 598 individuals from the August survey. 447 responses were received an increase of 22 from the August survey and were broken down by office. The August survey charts were included to compare results. The top three celebrations and top three opportunities were included on the last page of comments as requested by the System Coordination Committee.

Board members were given an opportunity to fully review the results and comments. Stacey Weaver added the System Coordination Committee discussed drafting a letter of concern to send to Unemployment Insurance regarding the complaints received to ensure they are aware and making steps towards improving. Lisa Wilson added the comments geared toward specific staff at the career centers were very impressive and wanted to thank them for their dedication and customer service. Tony Kaufman raised the question of how the results are translated from input to action item. Ashley Mathers responded the surveys are fairly new and just received the final modifications for the surveys sent out in August 2019, so the System Coordination Committee is just now at a place where they can interpret the results into action items.

**AGENDA ITEM #5K: FINANCE REPORT**

Alicia Fries recapped the Finance Report discussed during the Strategic Planning Committee meeting on January 29, 2020 and referenced pages 39-40 of the meeting booklet.

The first chart reviews the Funds Available as of December 31, 2019. The second chart includes the Projected Staffing Expenses. The third charts reviews the Adult and Dislocated Worker (DLW) Allocations provided to each office based off FTE. The remaining two charts review Current Funded Activities and Current Obligations by Program as of 12/20/2019.

**AGENDA ITEM #5L: LETTER OF SUPPORT**

Alicia Fries recapped that Fairbury Housing Authority is seeking community support for their Rural Futures Institutes (FRI) 2020 Fellowship Program. They are hoping to sponsor two fellowship students the summer of 2020 to identify funding opportunities and area/regional partnerships to develop a job training program that targets at risk youth and adult populations in the area.

Matt Gotschall motioned to approve the Letter of Support. Greta Kickland seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (16):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Stacey Weaver  
Lisa Wilson

**GNWDB Members Absent (1):**

Gary Kelly

**GNWDB Members Against (0):**

**GNWDB Members Abstain (1):**

Karen Stohs



**AGENDA ITEM #5M: BYLAWS**

Alicia Fries directed the board to page 42 of the meeting booklet. There were two sections added to the bylaws including:

1. Letters of Support: Letters of support may be reviewed and approved by the Chair or Vice-Chair on behalf of the Board, when no funds are being promised. Letters of support that include funding obligations must be reviewed and approved by the Executive Committee or Board.
2. In the event that a discretionary grant opportunity arises and the application deadline has a short turnaround time, the Chair or Vice-Chair can provide an electronic approval for the Administrative Entity to apply for the grant. The grant application would then be added to the next board agenda to be reviewed by the Board.

Roles and Resources associated with One-Stop Partners/System, currently a System Coordination Committee duty will now be a Strategic Planning Committee duty.

Article III. Officers Section 4. Vacancies needs removed.

Lisa Wilson asked Ashley Mathers to go into more detail on the need for the additions. Ashley Mathers commented that many of the requests for letters of support and discretionary grant applications have a short turnaround time and to streamline the process the Chair and Vice-Chair can make those decisions in a more timely fashion and the full board can be updated at the next scheduled meeting.

Wayne Brozek motioned to approve the Bylaws. Elaine Anderson seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (17):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk

**GNWDB Members Absent (1):**

Gary Kelly



Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Karen Stohs  
Stacey Weaver  
Lisa Wilson

**GNWDB Members Against (0):**

**GNWDB Members Abstain (0):**

Hal Haeker motioned to approve the Bylaws. Bryan Bequette seconded. A CEOB roll-call vote was taken and the motion carried.

**CEOB Members For (5):**

Bryan Bequette  
Stanley Clouse  
Hal Haeker  
Tony Kaufman  
Pamela Lancaster

**CEOB Members Absent (4):**

John Fagot  
Joe Hewgley  
Christian Ohl  
William Stewart

**CEOB Members Against (0):**

**CEOB Members Abstain (0):**

**AGENDA ITEM #5N: REQUEST FOR PROPOSAL**

Discussion was held on the RFP. Public comment was provided by Katie Thurber, General Counsel for the Nebraska Department of Labor. She outlined potential issues with the received bid and stated she will send a letter to the board. She also forwarded legal questions to USDOL.

**AGENDA ITEM #5O: ENROLLMENTS**

Stacey Weaver recapped the New Enrollments by County as presented to the System Coordination Committee and referenced page 58 of the meeting booklet. Data reflects new program enrollments from January 1, 2019 through December 18, 2019 by county. There were a total of 384 new enrollments during that timeframe. There were no questions or discussion on this agenda item.

**AGENDA ITEM #5P: ACTIVE PARTICIPANTS BY COUNTY**

Stacey Weaver reported Active Participants by County as presented to the System Coordination Committee and referenced page 59 of the meeting booklet. Data reflects a total of 333 active participants on December 18, 2019. Stacey Weaver added that she questioned why counties

had more active than new enrollments and that is due to the length of time a participant can be in the program. There were no questions or discussion on this agenda item.

**AGENDA ITEM #5Q: AJC CERTIFICATION COMMITTEES**

Stacey Weaver reported the Board is required to appoint the AJC certification committees. The committees consist of five board members or partners. Working with the local offices we have had a few individuals volunteer to serve on each of the committees. The volunteers to appoint include:

**Grand Island**

Ann Chambers, Adult Education  
DJ Plautz, VR Manager  
Kimberly Fonseca, Proteus  
Jose Zapata, National Able  
Lisa Wilson, Chair

**Beatrice**

Denise Pettinger, VR  
Ryan Hinz, Crete Public Schools Special Programs  
Cheryl Severance, Blue Valley Comm. Action  
Lynn Saffer, Adult Education  
Lisa Wilson, Chair

Stacey Weaver motioned to approve the AJC Certification Committees. Kim Schumacher seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (14):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith

**GNWDB Members Absent (1):**

Gary Kelly

Stacey Weaver

**GNWDB Members Against (0):**

**GNWDB Members Abstain (3):**

Ann Chambers  
Karen Stohs  
Lisa Wilson

**AGENDA ITEM #5R: EQUAL OPPORTUNITY & NON-DISCRIMINATION POLICY**

Stacey Weaver reviewed the Equal Opportunity and Non-discrimination Policy, on pages 66- 75. Stacey Weaver recapped the changes to the policy including combining the Accessibility and Equal Opportunity and Nondiscrimination policies, included local area complaint procedures, and appointed an Equal Opportunity Officer. Previously, we were under the impression the State's officer was ours, but found out that was inaccurate. Language included in the updated policy removed the expanded language behind "sex." Originally this expanded language was included in the policy including transgender, sexual orientation, etc. Discussion was held on if including just "sex" was all inclusive or not.

Charlene Lant motioned to approve the Equal Opportunity and Non-discrimination Policy as revised. Kim Schumacher seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (14):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Karen Stohs  
Lisa Wilson

**GNWDB Members Absent (2):**

Gary Kelly  
Karen Stohs

**GNWDB Members Against (3):**

Ann Chambers

**GNWDB Members Abstain (0):**

Dan Mauk  
Stacey Weaver

Stanley Clouse motioned to approve the Equal Opportunity and Non-discrimination Policy as revised. Tony Kaufman seconded. A CEOB roll-call vote was taken and the motion carried.

**CEOB Members For (5):**

Bryan Bequette  
Stanley Clouse  
Hal Haeker  
Tony Kaufman  
Pamela Lancaster

**CEOB Members Absent (4):**

John Fagot  
Joe Hewgley  
Christian Ohl  
William Stewart

**AGENDA ITEM #5S: ETPL & CONTRACTING WITH TRAINING PROVIDERS POLICY**

Stacey Weaver reviewed the Eligible Training Provider List (ETPL) & Contracting with Training Providers policy, available on pages 76-79. The policy was updated to include all ETPL responsibilities of the board, combined the ETPL and Contracting with Training Providers policies, and clarified the selecting training provider's process. Discussion was held on how providers are added to the ETPL list.

Greta Kickland motioned to approve the revised ETPL & Contracting with Training Providers policy. Alicia Fries seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (16):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Stacey Weaver

**GNWDB Members Absent (1):**

Gary Kelly

Lisa Wilson

**GNWDB Members Against (0):**

**GNWDB Members Abstain (1):**

Karen Stohs

**AGENDA ITEM #5T: AUDITS POLICY**

Stacey Weaver reported that the board approved the Audits policy July 1, 2017. Local areas are not required to have an Audits policy. There were no questions or discussion on this agenda item.

Wayne Brozek motioned to remove the Audits Policy. Ann Chambers seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (15):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Stacey Weaver  
Lisa Wilson

**GNWDB Members Absent (2):**

Gary Kelly  
Matt Gotschall

**GNWDB Members Against (0):**

**GNWDB Members Abstain (1):**

Karen Stohs

**AGENDA ITEM #5U: CAREER PLANNING POLICY**

Stacey Weaver reported that the board approved the Career Planning policy July 1, 2017. Career planning does not need to be a stand-alone policy and is covered in the Adult and DLW Programs policy and Youth Program policy.

Roy Lamb II motioned to approve the removal of the Career Planning Policy. Jill Smith seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (16):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Stacey Weaver  
Lisa Wilson

**GNWDB Members Absent (1):**

Gary Kelly

**GNWDB Members Against (0):**

**GNWDB Members Abstain (1):**

Karen Stohs

**AGENDA ITEM #6: PUBLIC COMMENT**

Katie Thurber responded to comments on the customer satisfaction surveys. She reviewed that the surveys went out in August and a new unemployment system went live October 1. We are actively making changes to the system and everything is now done in NEworks.

**AGENDA ITEM #7: UPCOMING MEETINGS:**

Pam Lancaster reviewed the upcoming scheduled meetings for the GNWDB and CEOB:

February 14, 2020- GNWDB and CEOB- Central Community College, Grand Island

May 28, 2020 – GNWDB and CEOB – TBD, Ogallala

Kelsey Miller added that we would like to schedule the next few meeting dates and locations. We are proposing:

October 22, 2020*	9 a.m. - 2 p.m. (CT)	TBD, Grand Island	GNWDB & CEOB
January 28, 2021*	9 a.m. - 2 p.m. (CT)	TBD, York	GNWDB & CEOB
May 27, 2021*	9 a.m. - 2 p.m. (CT)	TBD, Valentine	GNWDB & CEOB

Stanley Clouse motioned to approve the meeting dates and locations. Bryan Bequette seconded. A CEOB roll-call vote was taken and the motion carried.

**CEOB Members For (5):**

Bryan Bequette  
Stanley Clouse  
Hal Haeker  
Tony Kaufman  
Pamela Lancaster

**CEOB Members Absent (4):**

John Fagot  
Joe Hewgley  
Christian Ohl  
William Stewart

Denise Pfeifer motioned to approve the meeting dates and locations. Stacey Weaver seconded. A GNWDB roll-call vote was taken and the motion carried.

**GNWDB Members For (17):**

Elaine Anderson  
Erin Brandyberry  
Wayne Brozek  
Ann Chambers  
Alicia Fries  
Mike Gage  
Matt Gotschall  
Greta Kickland  
Roy Lamb II  
Charlene Lant  
Dan Mauk  
Denise Pfeifer  
Kim Schumacher  
Jill Smith  
Karen Stohs  
Stacey Weaver

**GNWDB Members Absent (1):**

Gary Kelly



Lisa Wilson

**GNWDB Members Against (0):**

**GNWDB Members Abstain (0):**

**AGENDA ITEM #8: ADJOURNMENT:**

Roy Lamb II motioned to adjourn the GNWDB Meeting. Wayne Brozek seconded. A GNWDB voice vote was taken and the motion carried. The GNWDB meeting was adjourned at 12:15 pm (CST).

Tony Kaufman motioned to adjourn the CEOB Meeting. Bryan Bequette seconded. A CEOB voice vote was taken and the motion carried. The CEOB meeting was adjourned at 12:15 pm (CST).