



GREATER NEBRASKA
WORKFORCE DEVELOPMENT AREA

January 30, 2020 Meeting

Kearney, Nebraska

Opportunity + Innovation

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Schedule

January 29, 2020

STRATEGIC PLANNING MEETING

DURATION: 2:30pm-5:00pm

LOCATION: Kearney Public Library, 2020 1st Avenue, Kearney, NE

ROOM: Niobrara Room

SYSTEM COORDINATION MEETING

DURATION: 2:30pm-5:00pm

LOCATION: Kearney Public Library, 2020 1st Avenue, Kearney, NE

ROOM: Loup Room

January 30, 2020

BREAKFAST

DURATION: 7:00-8:15am

LOCATION: Fairfield Inn & Suites by Marriott Kearney, 510 Talmadge Road, Kearney, NE

The Buckle Tour

DURATION: 8:30-9:45am

LOCATION: 2407 W. 24th St., Kearney, NE

WORKFORCE DEVELOPMENT BOARD & CHIEF ELECTED OFFICIALS BOARD

DURATION: 10:00am– 12:30pm

LOCATION: Kearney Public Library, 2020 1st Avenue, Kearney, NE

ROOM: Platte Room

Board Agenda

* Requires a motion by GNWDB ** Requires a motion by CEOB *** Requires a motion by both boards

1. Call to Order
Lisa Wilson
Pam Lancaster
2. Roll Call
Lisa Wilson
Pam Lancaster
3. Notice of Publications
Yvette Montes Jung
4. Approval of Minutes Joint Meeting Minutes 10.24.19***
Lisa Wilson
Pam Lancaster
5. New Business
Administrative Entity
A. Labor Market Information
B. Regional Updates
C. Performance
Appointments **Pam Lancaster**
D. Appointment to Workforce Board
E. Re-appoint Workforce Board Members
F. GNWDB Vice-Chair Appointment
G. Appointment to Executive Committee
H. System Coordination Chair Appointment **Lisa Wilson**
I. Appointment to Strategic Planning Committee
J. Customer Satisfaction Surveys **Ashley Mathers**
Strategic Planning Committee Updates **Alicia Fries**
Finance Report
K. Finance Report
Program Update
L. Letter of Support*
M. Bylaws***
N. RFP Update
System Coordination Committee Updates **Stacey Weaver**
Program Updates
O. Enrollments
P. Active Participants by County
Q. AJC Certification Committees*
Policy Revisions
R. Equal Opportunity & Non-discrimination***
S. ETPL & Contracting with Training Providers*

T. Audits*

U. Career Planning*

6. Public Comment

Lisa Wilson

Pam Lancaster

7. Upcoming Meetings

Lisa Wilson

Pam Lancaster

8. Adjournment***

Lisa Wilson

Pam Lancaster

Agenda Item GNWDB 4, CEOB 4: Motion to Approve Minutes



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

THURSDAY, OCTOBER 24, 2019

LOCATION: Holthus Convention Center, 3130 Holen Avenue, Meeting Room I, York, NE 68467

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 October 24, 2019 at approximately 10:07 am (CST).

Pam Lancaster, Chief Elected Officials Board (CEOB) Chair, called the CEOB Meeting to order on October 24, 2019 at approximately 10:07 am (CST). She voiced her appreciation for the Administration and noted that combining the GNWDB and the CEOB meetings have worked out extremely well, is very efficient, and is a better use of everyone's time.

AGENDA ITEM #2: ROLL CALL

Yvette Montes Jung, Recorder, called the roll for the GNWDB and a quorum was established. Charlene Lant and Karen Stohs arrived at 10:10 am.

GNWDB Members Present (14):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

Yvette Montes Jung, Recorder, called the roll for the CEOB and a quorum was not established. Bryan Bequette arrived at 10:13 am and a quorum was established.

CEOB Members Present (5):

Bryan Bequette
 Stanley Clouse
 Hal Haeker
 Joe Hewgley
 Pamela Lancaster

CEOB Members Absent (4):

John Fagot
 Tony Kaufman
 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
 Bernie Hansen, NDOL Regional Manager
 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
 Yvette Montes Jung, CEOB/GNWDB Recorder/Staff Assistant I
 Jody Stutzman, Proteus
 Bianca Marino, Ponca Tribe
 Chelsea Luthy, CNEDD
 Wendy Sieler, NDOL
 Dawn Carrillo, NDOL
 Mary Kay Versen, UNCC Adult Education

AGENDA ITEM #3: NOTICE OF PUBLICATION:

Yvette Montes Jung, Recorder, 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 May 23, 2019 CEOB and GNWDB Joint Meeting Minutes. Ann Chambers seconded. A GNWDB voice vote was taken and the motion carried unanimously.

No discussion or corrections were made to the minutes. Joe Hewgley motioned to approve the May 23, 2019 CEOB and GNWDB Joint Meeting Minutes. Hal Haeker seconded. A CEOB voice vote was taken and the motion carried unanimously. Meeting minutes are located on pages 5-12 of the October 24, 2019 Meeting Booklet.

ANNOUNCEMENTS:

Kelsey Miller announced the Governor's appointment of CEOB member, Tony Kaufman, on September 19, 2019. He is currently the mayor of the City of Gering and was unable to attend today's meeting. She introduced NDOL's Deputy Commissioner for Reemployment Services, Mary Anne Bradfield, who currently oversees Employment and Training (E&T) and will soon oversee Unemployment. John Albin, NDOL's Commissioner, was thanked for attending today's meeting and Yvette Montes Jung was introduced as a returning E&T staff member. Profiles are located on pages 116-117 of the meeting booklet.

Ashley Mathers was acknowledged for completing one of her smart goals by means of putting the manual and forms on the internet and she proceeded to instruct board members on how to find board information on NDOL's internet website, <https://www.dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/LocalWorkforceDevelopmentAreas>. Proceed to the three Local Areas, select Greater Nebraska>Area Boards & Meetings tab. Links to Greater Nebraska Workforce Development Board, Greater Nebraska Chief Elected Officials Board, and Greater Nebraska Meetings are available to the public. Meeting material booklets and meeting minutes are located using the Greater Nebraska Meetings link. To access

Operations Manual & Forms, Local & Regional Plan, Plan Modifications & Revisions, Policies, Memorandums of Understanding, Service Agreements, and Request for Proposals, proceed to the three Local Areas, select Greater Nebraska>Local & Regional Plan Documents tab.

Following the presentation, each board member, staff and guest in attendance introduced themselves for the benefit of the Deputy Commissioner for Reemployment Services.

NEW BUSINESS:

AGENDA ITEM #5A: LABOR MARKET INFORMATION

Ashley Mathers briefed the boards with Labor Market Information provided on pages 12-26 of the meeting booklet. The Labor Force by County article focused on Nebraska's 93 counties. Between 2014 and 2018, Nebraska's annual average total statewide employment (not seasonally adjusted) increased by 14,071 workers, or 1.4%. The Openings & Expansions reports, from March through July 2019, reflect a total of 81 new Openings & Expansions in Nebraska, of which 67 were in Greater Nebraska. The Rural Nebraska Demographic Snapshot article includes information on projected populations and the number of ag producers. Overall, of Nebraska's 93 counties, 69 are mostly or completely rural areas. There were no questions or discussion

AGENDA ITEM #5B: REGIONAL UPDATES

Kelsey Miller briefed the boards with Regional Updates using May to September 2019 data located on pages 27-30 of the meeting booklet. She reported regional managers will no longer provide 5-minute briefs on their respective regions. For the benefit of board members interested in other services NDOL provides as a service provider, regional managers have now compiled a list of events that have occurred in each of their respective regions since the last board meeting was convened. Ashley Mathers apologized for the meeting booklet numbers not being in order. There were no questions or discussion.

AGENDA ITEM #5C: PERFORMANCE

Kelsey Miller referred to pages 31-34 for PY2019 Quarter 4 Performance data for the State of Nebraska and the three local areas of Greater Omaha, Greater Lincoln, and Greater Nebraska (GN). Greater Nebraska's data reflects all required federal reporting with Actual Performance currently meeting or exceeding PY Goals in all standards except Credential Rate in the Adult and Dislocated Worker (DLW) programs. It is a fairly new performance standard and the data reflects Actual Performance is below the PY Goal of 56% for Adult (42.4%) and 60% for DLW (42.9%). The DLW Q4 Employment Rate (82.1%) is slightly below the PY Goal of 88%. The Youth Q4 Employment, Education or Training Placement Rate (75%) is slightly below the PY Goal of 77%. Performance data is on participants that have exited the program, are in follow up, or out of follow up. Measurable Skill Gains is in a baseline phase and GN does not have a negotiated goal yet. The United States Department of Labor (USDOL) looks at the State of Nebraska as a whole and GN is just one piece of that. GN is collaborating with the other local areas to figure out ways to meet or exceed their goals.

Pam Lancaster requested clarification on how aggregate scores are over 100%. Ashley Mathers likened it to earning extra credit for anything above their original percentage goal. There were no further questions or discussion on this agenda item.

AGENDA ITEM #5D: INFRASTRUCTURE AGREEMENTS

Ashley Mathers reported Infrastructure Agreements (IFA) were approved at the last meeting and customer served numbers were used to determine allocations for each partner program. The previous IFA expired on June 30, 2019 and the current Agreements will be in effect for a one year period from July 1, 2019 to June 30, 2020 so as to expire at the same time as the Memorandums of Understanding (MOU) agreements. The goal is to create, review, approve, and align the IFA and MOU agreements and have them in effect for a three-year period. Most partners were in agreement on the numbers, and signatures from all partners have been received, except from Adult Education. Ashley Mathers and Kelsey Miller are scheduled to meet with Adult Education on Monday, October 28, 2019 to get consensus on a specific line, specifically recounting the numbers every six months. There were no questions or discussion on this agenda item.

AGENDA ITEM #5E: APPOINTMENT TO WORKFORCE BOARD

Ashley Mathers briefed the CEOB on 20 CFR §679.320(c)(1) which states at least 20 percent of the members of the Local WDB must be workforce representatives. These representatives must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives. Currently only one GNWDB member, Roy Lamb II, is part of a

labor organization. CEOB members were asked to review and consider the nomination form and résumé of Mike Gage. Pam Lancaster commented on his impressive background and asked Roy Lamb II if the Journeyman License Mike Gage attained in Colorado was universal and valid in every state. Roy Lamb II replied the license is not valid in every state but he believes Colorado and Nebraska have an articulation agreement. Further discussion ensued pertaining to his education, current license, and his current status in his labor organization. Ashley Mathers added, if appointed, his three-year term would end on October 23, 2022.

Stanley Clouse motioned to approve appointing Mike Gage 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
Joe Hewgley
Pamela Lancaster

CEOB Members Against (0):

CEOB Members Absent (4):

John Fagot
Tony Kaufman
Christian Ohl
William Stewart

CEOB Members Abstain (0):

AGENDA ITEM #5F: 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 Alicia Fries to the GNWDB for an additional three-year term ending September 28, 2022.

Stanley Clouse motioned to approve re-appointing Alicia Fries to the GNWDB. Joe Hewgley seconded. A CEOB roll-call vote was taken and the motion carried.

CEOB Members For (5):

Bryan Bequette
Stanley Clouse
Hal Haeker
Joe Hewgley
Pamela Lancaster

CEOB Members Against (0):

CEOB Members Absent (4):

John Fagot
Tony Kaufman
Christian Ohl
William Stewart

CEOB Members Abstain (0):

AGENDA ITEM #5G: APPOINTMENT TO SYSTEM COORDINATION COMMITTEE

Lisa Wilson, GNWDB Chair, in accordance with Article V. of the Bylaws, appointed Mike Gage to the System Coordination Committee for a three-year term ending October 23, 2022.

AGENDA ITEM #5H: NON-BOARD MEMBER APPOINTMENT TO STRATEGIC PLANNING COMMITTEE

Lisa Wilson, GNWDB Chair, in accordance with WIOA Sec. 107, appointed Josh Hanson to the Strategic Planning Committee.

AGENDA ITEM #5I: CUSTOMER SURVEY RESULTS

Ashley Mathers reviewed the results of the Customer Satisfaction Surveys available on pages 102-115 of the meeting booklet. She reported customer surveys were sent out in August 2019 to 4,711 individuals who received a staff assisted service in the prior 90 days. 425 responses were received and were broken down by office instead of region. New results show the number of responses received for each location and none of the results were very shocking. Charted results ranged from a 1 (lowest) to a 5 (highest) with a combined average of 4. Over five pages of comments were received and are categorized by region, NEworks and other. Most comments geared towards the career centers and staff were positive and favorable. Unemployment Insurance (UI) related comments or UI only comments are recorded in gray text.

Board members were given an opportunity to fully review the results and comments. There were no questions or discussion on this agenda item.

AGENDA ITEM #5J: SECTOR STRATEGIES

Kelsey Miller presented on behalf of Karrissa Jyles, from the Nebraska Department of Economic Development (DED). Managers are involved in Sector Strategy across the state. There are 5 partnerships, 3 in manufacturing and 2 in healthcare. Northeast Region is a manufacturing partnership with a focus on improving the image of manufacturing, the talent pipeline and infrastructure. Southeast Region is a rural area manufacturing partnership (RAMP) with a focus on career awareness, educational partnerships and outreach, recruiting and talent pools, partnership engagement and regional participation. Central Region is a manufacturing partnership with a focus on building partnerships with schools, creating manufacturing and training opportunities, marketing and branding, air and ground transit, and new websites

AGENDA ITEM #5K: FINANCE REPORT

Kelsey Miller recapped the Finance Report as presented on October 23, 2019 to the Strategic Planning Committee and referenced pages 44-45 of the meeting booklet.

Total Funds Available as of September 20, 2019 is \$633,068.90. In-School (ISY) \$71,705.41; ISY Work Experience \$28,612.42; Out-of-School (OSY) \$212,600.50; OSY Work Experience \$76,879.68; Adult \$135,008.38; and DLW \$108,262.51. The State has not received FY20 funds therefore funds have not been allocated to the three local areas. Adult and DLW program funds have approximately the same amount of money. The board usually transfers funds as needed thus staff are focusing on servicing individuals coming in the door regardless if they are Adult or DLW. A funds transfer will be requested soon. GN has also been providing services to DLW utilizing funds from the Trade and Economic Transition Grant (TET). There is one year is left on that grant. GN is able to leverage funds from both the DLW and TET programs for co-enrollment. At the last board meeting the board approved the waiver for a 50/50 split for ISY/OSY. Currently the focus is on Jobs for American Graduates (JAG) and Youth Registered Apprenticeships.

Total Projected Staffing Expenses for the next 6 months is \$323,446.80. Adult (\$126,335.85), DLW (\$107,574.49), and Youth (\$89,536.46). Expenses include travel, lodging, mileage, computers, IT, indirect costs, pay, and benefits.

Total Program Obligations is \$145,729.45. In-School (ISY) \$5,368.00; ISY Work Experience \$477.00; Out-of-School (OSY) \$58,897.00; OSY Work Experience \$14,130.00; Adult \$56,111.97; and DLW \$10,745.48.

AGENDA ITEM #5L: DISLOCATED WORKER TO ADULT FUNDS TRANSFER

Kelsey Miller cited WIOA Sec. 133(b)(4) and reported the need to transfer DLW funds to the Adult program. In accordance with WIOA Section 133(b)(4), 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. She proposed transferring \$55,000.00 from FY19 DLW funds and \$245,000.00 from future FY20 DLW funds to the Adult program for a total of \$300,000.00. She indicated her reasoning is GN is able to serve more adults utilizing the TET funds that the State has.

Stacey Weaver motioned to approve the \$300,000.00 funds transfer from the DLW Program to the Adult Program. Kim Schumacher seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (13):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (1):

Karen Stohs

AGENDA ITEM #5M: REQUEST FOR PROPOSAL

Lisa Wilson advised that the Request for Proposal (RFP) is designed to solicit proposals from qualified vendors who will be responsible for providing Workforce Innovation and Opportunity Act (WIOA) services in the GN Workforce Development Area. The service provider will act as a combination of all of the following: One-Stop Operator, Service Provider for Adult, Dislocated Worker and Youth programs, and Administrative Entity under WIOA at a competitive and reasonable cost. Proposals that do not conform to the mandatory items as indicated in the RFP will not be considered. Lisa Wilson proposed that the GNWDB approve the content, timeline, and utilization of the State procurement process of this RFP, subject to any minor changes required by the State of Nebraska's RFP process. She recounted GN went through this process about 4 years ago when they were transitioning to WIOA.

Ashley Mathers stated they do have the RFP expected timeline and hope to release it November 1, 2019. It is complete and currently at Nebraska's Department of Administrative Services (DAS) for review to ensure no errors are in it prior to posting.

Ashley Mathers asked for volunteers for the oral interview presentation. Pamela Lancaster, CEOB Chair, and Lisa Wilson, GNWDB Chair, are required to serve on the 5-member Evaluation Committee. Three additional members are needed and if no one volunteers, board members will be randomly selected to serve. The oral interviews are scheduled on January 29, 2020, the same day as the proposed rescheduled committee meetings. This will permit committee members to come in and witness the oral interviews rather than receive the recapped version at the next joint board meeting. She recommended rescheduling the next joint board meeting back one week from January 23, 2020 to January 30, 2020. If the board does not approve rescheduling the meetings, the presentations can be live-streamed.

Pam Lancaster remarked rescheduling is a great idea and thought the process was tough to go through, but was a necessary evil. She added that she would appreciate volunteers to aid in the process and remarked how well GN operates now and thought going through a change would be very stressful. She noted proof is in what has been accomplished all these years and recounted a time when they tried to do it without NDOL, and it was an awful mess.

Lisa Wilson remarked that the process is very stressful and the decisions the 5-panel committee makes effect a large population of the State and 88 counties. The more people that can get involved and engaged the better. It challenges those submitting bids and gives the committee opportunities to ask questions about performance and how will the GN area be serviced by them. She added when they went through the process four years ago, all the performance measures were based on metropolitan areas, and GN is not a metropolitan area.

Ann Chambers remarked last time they went through this process they received a pretty specific evaluation sheet so they knew what to look for and NDOL was able to guide them through some questions. Ashley Mathers stated she and Kelsey Miller are not on the committee but will be there to assist with answering any questions. Kelsey Miller has spent a lot of time and has done a lot of work preparing for this process and has created scoring sheets. Kelsey Miller added that the last RFP had no page limitation and had 57 questions requiring the bidder's response. She streamlined this RFP to have a 100-page limitation and only 20 questions because she noticed several responses on the last RFP were redundant.

Joe Hewgley, Kelsey Miller, Ashley Mathers, and Pam Lancaster further discussed the federal requirements, potential bidders, other service providers, and evaluation questions. Kelsey Miller noted she combined the Adult and DLW, One-Stop Operator, Youth, and Administrative Entity options into one because it made sense to have an all or nothing type bid. She isn't sure if this will encourage or discourage bidders but thought the service provider and administrative entity made sense to go together. NDOL oversees the administrative entity and the service provider. Department of Economic Development (DED) oversees the One-Stop Operator which is currently out of compliance. Bidders are not allowed to sub-contract. Ashley Mathers announced board members interested in volunteering may email her. The plan is to have the RFP's on January 29, 2019 and the board meeting on January 30, 2019 in Kearney.

Greta Kickland motioned to approve the Request for Proposal. Alicia Fries seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (13):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (1):

Karen Stohs

Stanley Clouse motioned to approve the Request for Proposal. Joe Hewgley seconded. A CEOB roll-call vote was taken and the motion carried.

CEOB Members For (5):

Bryan Bequette
Stanley Clouse
Hal Haeker
Joe Hewgley
Pamela Lancaster

CEOB Members Absent (4):

John Fagot
Tony Kaufman
Christian Ohl
William Stewart

CEOB Members Against (0):

CEOB Members Abstain (0):

AGENDA ITEM #5N: ENROLLMENTS

Stacey Weaver recapped the New Enrollments by County as presented on October 23, 2019 to the System Coordination Committee and referenced page 56 of the meeting booklet. Data reflects new program enrollments from January 1, 2019 through September 15, 2019 by county and averaged 30-35 per month. There were no questions or discussion on this agenda item.

AGENDA ITEM #5O: ACTIVE PARTICIPANTS BY COUNTY

Stacey Weaver reported Active Participants by County as presented on October 23, 2019 to the System Coordination Committee and referenced page 57 of the meeting booklet. Data reflects a total of 369 active participants as of September 15, 2019. Results indicate more in companies with office locations available. There were no questions or discussion on this agenda item.

AGENDA ITEM #5P: STATE MONITOR REVIEW

Stacey Weaver reported the State Monitor Review for PY18 One-Stop System Review was completed on July 19, 2019 and a few findings required corrective action that had to be addressed with a plan within 30 days. The three primary areas of concern included:

1. Attachment F-1(cost sharing) was not attached to each MOU. Ashley Mathers brought them into compliance by attaching one to each MOU.
2. GN had several missing MOUs. They operated under the understanding that they were only necessary with required partners that were located at the American Job Centers (AJC) or others that were co-located. The missing agreements were from 3 Adult Ed sites, 3 Native American programs that operate in GN, 3 Career and Technical Ed programs, 5 Community Action Programs, and Housing and Urban Development (HUD). 9 agreements were brought today to be signed and the others are being negotiated.
3. Oversight and staff training. A recommendation was made to document all oversight and staff training. This is in progress and will be outlined in the policy revision later in the meeting.

Detailed reports and findings are located on pages 57-66 of the meeting booklet. There were no questions or discussion on this agenda item

AGENDA ITEM #5Q: FEDERAL AUDIT REVIEW

Stacey Weaver reported USDOL conducted a Key Provisions Review on March 25-28, 2019 on the GN Workforce Development Area. The State of Nebraska issued a response on August 5, 2019. Three of the six findings were specific to GN and all have been resolved.

1. Career Services provided without CEO/Governor Agreement – State & Local Area (Indicator 1.b Implementation)
 - § Ashley Mathers indicated GN did have the agreement, the auditors weren't able to find it when they were looking through the materials. Their response included a copy the agreement and indicated they did have it.
2. Local WDB not monitoring Priority of Service – Greater Nebraska
(Objective 1.e.2 Priority of Service)
 - § The GNWDB priority-of-service plan was provided and will be presented later in a policy revision. Priority of Service - Policy No. 17 dated 10/24/2019 can be located on pages 98-101 of the meeting booklet. It was also addressed by the manual implemented back in August 2019.
3. Non-Compliant OJT Policy – Greater Nebraska
(Indicator 2.i.1 Policies and Procedures)
 - § There was a mistake made in the policy language stating that OJT employers would be required to be on the eligible training provider (ETP) list.
 - § The GNWDB revised its OJT Policy.

Detailed findings, corrective actions, and responses are located on pages 67-74 of the meeting booklet. There were no questions or discussion on this agenda item

AGENDA ITEM #5R: ONE-STOP OPERATOR SERVICE AGREEMENT

Stacey Weaver reported the contract with DED ended June 30, 2019 and technically they are out of compliance. The next step is the RFP to see if there are any interested entities that want to attempt to tackle this. The only other viable option, if the RFP isn't successful, is to turn over the duties to the job center managers. The plan is to issue the RFP and have the responses at the next board meeting. There were no questions or discussion on this agenda item.

AGENDA ITEM #5S: MEMORANDUMS OF UNDERSTANDING

Stacey Weaver referenced the missing MOUs that were findings on the State Monitor Review. It was determined that there were several missing agreements with multiple partners. There are blanket agreements, with the same language as other agreements, being presented for approval today to Northeast Community Action, Southeast Community Action, Community Action Partnership of Mid-Nebraska, Northeast Community College, Ponca Tribe, Mid-Plains Community College (MPCC), Western Nebraska Community College (WNCC), and Winnebago Tribe. They are still in negotiations with HUD, Omaha Tribe, Northwest Community Action, Community Action of Western Nebraska, and Adult Ed. They are missing addendums for two sites under Adult Ed, WNCC and MPCC. Ashley Mathers and Kelsey Miller have scheduled a meeting on Monday, October 28, 2019 for additional negotiations.

Ashley Mathers stated the MOUs were available for review. She explained the reason for the missing agreements was when the MOUs were originally created in 2016, it was the understanding that only partners that were co-located in the AJCs, and a few of the other required partners like Job Corps in Chadron, were required to sign an agreement. All the other Community Actions throughout GN went to HUD sites throughout GN. GN didn't have agreements with any of them because they were not co-located in the AJCs. They are required partners because they are operating and providing services in GN. Agreements have been drafted and distributed for signatures. Only one has been signed and returned. She stated it is a long process.

Ann Chambers and Ashley Mathers discussed the reason why Adult Ed from WNCC and MPCC have not signed. It was explained that the Adult Ed agreement is one agreement over all the sites and only addendums are being requested from Tate for the two sites. Ashley Mathers confirmed that Central Community College (CCC) has also signed an agree-

ment and Ann Chambers did not have to abstain from the vote. TEGL-16-16 is outlined on page 75 of the meeting booklet. There were no further questions or discussion on this agenda item.

Erin Brandyberry motioned to approve the Memorandums of Understanding. Wayne Brozek seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (14):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (0):

AGENDA ITEM #5T: MONITORING POLICY

Stacey Weaver reported that the State Monitor required corrective action to the current oversight policy and procedures. The updated Monitoring Policy (Policy No. 14), is available on pages 76-79 of the meeting booklet. The policy was last updated on July 1, 2017 and oversight procedures were not in place then. The GN Operations Manual was completed and distributed for staff use on August 7, 2019. Approval of this updated Monitoring Policy will resolve the finding and address the main policy revisions to include the One-Stop Delivery System monitoring section and revised Programmatic Monitoring section. This will align with the current monitoring practices and set more realistic and attainable monitoring goals. There were no questions or discussion on this agenda item.

Elaine Anderson motioned to approve the Revised Monitoring Policy. Denise Pfeifer seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (13):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (1):

Karen Stohs

AGENDA ITEM #5U: ADULT AND DISLOCATED WORKER PROGRAM POLICY

Stacey Weaver reviewed the Adult & Dislocated Worker Program Services Policy (Policy No. 4), available on pages 80-84 of the meeting booklet. It is a new policy created to satisfy a WIOA requirement and lists services and training available to Adult and DLW participants and outlines what is available, to include co-enrollment and coordination of services. There were no questions or discussion on this agenda item.

Roy Lamb II motioned to approve the Adult & Dislocated Worker Program Policy. Elaine Anderson seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (13):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (1):

Karen Stohs

AGENDA ITEM #5V: YOUTH PROGRAM POLICY

Stacey Weaver reported on the Youth Program Policy (Policy No. 22), available on pages 85-97 of the meeting booklet. This policy was created to meet another WIOA requirement. Historically, GN hasn't had issues with service providers however this policy will provide necessary clarification if a situation should arise. The policy outlines all required services that must be available and offered to qualified participants and supports existing processes. There were no questions or discussion on this agenda item.

Dan Mauk motioned to approve the Youth Program Policy. Alicia Fries seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (13):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (1):

Karen Stohs

AGENDA ITEM #5W: PRIORITY OF SERVICE POLICY

Stacey Weaver reported on the Priority of Service Policy (Policy No. 17), available on pages 98-101 of the meeting booklet. The purpose of this policy is to provide individualized career and training services to eligible recipients. Veterans or their eligible spouses receiving public assistance, are low-income, or who are basic skills deficient are first priority.

Second priority are non-Veterans and eligible Veteran spouses, and are receiving public assistance, are low-income, or who are basic skills deficient. Third priority are Veterans or their eligible spouses not receiving public assistance, are not low-income, or who are not basic skills deficient. Last priority are individuals who are not receiving public assistance, are not low-income, or those that are not basic skills deficient. Upon initial screening, career center staff will identify covered individuals and inform them of their entitlement, if applicable.

A threshold of 90% is set due to limitation of funds for categories one and two. If individuals are determined eligible for category three or four priority, administrative approval is required. Priority of service guidance applies to the DLW and Youth programs as well.

Ashley Mathers added that categories one through four are law for Adult participant priority. Processes to ensure career planners were assessing a participant's priority prior to enrollment were added to the policy. If there were a funding shortage, Veterans would take precedence and non-Veteran enrollment would have to wait. Anyone can be enrolled for basic career services at any time because there isn't a lot of requirement behind that. Priority of service takes effect when individualized career services and training services are needed. The 90% threshold was set because career planners must enroll 90% of their participants under category one or two. If participants don't meet that criteria, administrative approval is required to enroll them. GN funds are limited and serve a vast area. The other 10% is for the exceptions where category three and four participants need services. There were no questions or discussion on this agenda item.

Charlene Lant motioned to approve the Priority of Service Policy. Wayne Brozek seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (13):

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

GNWDB Members Absent (4)

Cliff Barley
Matt Gotschall
Gary Kelly
Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (1):

Karen Stohs

AGENDA ITEM #6: PUBLIC COMMENT

Lisa Wilson thanked the System Coordination Committee for taking on the responsibility to ensure all policies are legal and in compliance. She also thanked Ashley Mathers and Kelsey Miller.

Stacey Weaver stated the System Coordination Committee decided that the next time survey results were presented, they will look for themes, top three opportunities for improvement, and top three things to celebrate. They will also compare the last two survey results to ensure services were being maintained from one period to the next. They anticipated having employer survey results at the next meeting. To ensure all employers are reached, employers that have had services in the last year, not just within the last 90 days, will be contacted. She added all the UI comments were justified and staff need to be made available for unemployment assistance. She remarked that the system is broken.

Lisa Wilson acknowledge the system was new and felt the conversion to the new system has been a struggle. She recommends anyone having downtime at the end of the year, should start preparing now and prepare their employees. Once the kinks are worked out it may be great but getting through the kinks is difficult.

Pam Lancaster thanked the GNWDB for the Priority of Service Policy. She sits on the National Veterans Board and remarked that the reason they are able to meet, have discussions and experiences, and enjoy the American dream, is directly related to what Veterans do for us. She noted Randy Kissinger has graciously agreed speak to the National Board for Workforce Development at their next national call-in meeting in November and talk about what we do, how we devel-

op a workforce when we have so few people available, and how we find the non-traditional worker. She voiced her appreciation for Randy Kissinger and all members on both boards. She remarked what we do is a great thing.

AGENDA ITEM #7: UPCOMING MEETINGS:

Kelsey Miller reiterated the need to move the board meeting back one week from January 23, 2020 to January 30, 2020 to facilitate the oral presentations on January 29, 2020 prior to the committee meetings on the same day. There were no questions or further discussion on this agenda item from the CEOB.

Hal Haeker motioned to approve changing the next meeting date from January 23, 2020 to January 30, 2020. Bryan Bequette seconded. A CEOB roll-call vote was taken and the motion carried.

CEOB Members For (5):

- Bryan Bequette
- Stanley Clouse
- Hal Haeker
- Joe Hewgley
- Pamela Lancaster

CEOB Members Absent (4):

- John Fagot
- Tony Kaufman
- Christian Ohl
- William Stewart

CEOB Members Against (0):

CEOB Members Abstain (0):

There were no questions or further discussion on this agenda item from the GNWDB.

Roy Lamb II motioned to approve changing the next meeting date from January 23, 2020 to January 30, 2020. Denise Pfeifer seconded. A GNWDB roll-call vote was taken and the motion carried.

GNWDB Members For (14):

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

GNWDB Members Absent (4)

- Cliff Barley
- Matt Gotschall
- Gary Kelly
- Jill Smith

GNWDB Members Against (0):

GNWDB Members Abstain (0):

After the CEOB and GNWDB approved the change, the upcoming meeting schedule is as follows:

CEOB/GNWDB January 30, 2020	9:00 am-3:00 pm	Location-TBD, Kearney
CEOB/GNWDB May 28, 2020	9:00 am-3:00 pm	Location-TBD, Ogallala

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 unanimously. The GNWDB meeting was adjourned at 11:37 am (CST).

Stanley Clouse motioned to adjourn the CEOB Meeting. Bryan Bequette seconded. A CEOB voice vote was taken and the motion carried unanimously. The CEOB meeting was adjourned at 11:37 am (CST).

New Business

Agenda Item 5A: Labor Market Information

Background: To assist the Board with making data-driven decisions, the following labor market information from the Nebraska Workforce Trends publication is provided. Labor market information helps determine future industry needs and potential workforce disruptions, and can aid efforts to ensure the availability of a skilled workforce to drive growth within the state’s high-wage, high-skill, and high-demand industries and occupations.



Openings & Expansions **August**

Kermit Spade, Research Analyst

Business Category	Business Name	Location
Food & Entertainment	Double Dips (Opening)	North Platte
	O Street Nutrition (Opening)	
Health & Fitness	Kopf Orthodontics (Opening)	Norfolk
	Therapy Works (New Location Opening)	Norfolk
Retail/Sales	Bomgaars (Opening)	North Platte
	Cottage Refunk (Opening)	Plattsmouth
	Nexgen Outfitters (Expansion)	Sidney
Other	Advance Services (Expansion)	Alliance
	Agency 39 (Opening)	Sidney
	BellaNova Travel (Opening)	Nebraska City
	Creative Landscapes of Nebraska LLC (Opening)	North Platte
	Overton Veterinarian Clinic (Opening)	Overton
	Top Knot hair salon (Opening)	Norfolk

Source: Nebraska Department of Labor

Openings and expansions listed are a sampling of activity reported for that month. Some activity may have occurred outside the month. If you have an opening or expansion to report, contact us at LMI_NE@nebraska.gov.

Image by
TréVoy Kelly
from Pixabay

NOVEMBER 2019



Openings & Expansions **September**

Kermit Spade, Research Analyst

Business Category	Business Name	Location
Food & Entertainment	Scooters Coffee Shop (Opening)	Lexington
	Sheila's Bar & Grill (Opening)	Clatonia
	The Mechanical Room (Opening)	Beatrice
Health & Fitness	Fountain Point Medical Community (Opening)	Norfolk
Other	Ball, Loudon, Ebert & Brostrom, LLC (Opening)	Lincoln
	Jer's Restoration & Fabrication (Opening)	Beatrice
	Sign Dreamers (Opening)	Beatrice
	Summerland Advocate-Messenger (Opening)	Clearwater

Source: Nebraska Department of Labor

Openings and expansions listed are a sampling of activity reported for that month. Some activity may have occurred outside the month. If you have an opening or expansion to report, contact us at LMI_NE@nebraska.gov.



Openings & Expansions **October**

Kermit Spade, Research Analyst

Business Category	Business Name	Location
Food & Entertainment	Culver's (Opening)	Grand Island
	Just Love Coffee Café (Opening)	Chadron
	Little Caesars (Opening)	Scottsbluff
	Runza (Opening)	Milford
	Scooter's Coffee (Opening)	Scottsbluff
	Talley Ho Vending (Opening)	York
Health & Fitness	Makovicka Physical Therapy (Opening)	Plattsmouth
	Take Back Health & Fitness (Opening)	Sidney
Retail/Sales	Bomgaars (Opening)	North Platte
	Dollar General (Opening)	Elm Creek
	Orscheln (Expansion)	Lexington
Other	ASPM Landscapes (Expansion)	Norfolk
	Four 30 Salon and Boutique (Opening)	Plattsmouth

Source: Nebraska Department of Labor

Openings and expansions listed are a sampling of activity reported for that month. Some activity may have occurred outside the month. If you have an opening or expansion to report, contact us at LMI_NE@nebraska.gov.

Fast Facts

Scott Ferguson, Research Analyst

The Year in Trends

With 2019 drawing to a close, this month's Fast Facts reviews some of the year's most interesting labor market information, featuring highlights from each issue of Trends published during the past 12 months. Catch up on anything you might have missed, and look forward to another year of fascinating data in 2020.

44.6%

The five-year survival rate for new Nebraska businesses established during the first quarter of 2013, according to a Nebraska Department of Labor analysis published in the [January issue](#) of Nebraska Workforce Trends. New businesses in the agriculture, forestry, fishing, and hunting industry had the highest five-year survival rate at 79.7%. (1)

5,400

The average increase in Nebraska employment each year between 2000 and 2017, according to an analysis of employment growth featured in the [February issue](#). Employment gains were highest in the healthcare and social assistance industry, adding 42,545 jobs (a 42.9% increase). (2)

4,120

The number of establishments in Nebraska's food service and drinking places industry subsector as of the second quarter of 2018, according to an industry overview published in the [March issue](#). These businesses provided about 70,000 jobs, making up over 7% of total employment statewide. (3)

90.8%

The expected growth in employment of wind turbine service technicians in Nebraska between 2016 and 2026, based on employment projections for green jobs discussed in the [April issue](#). Other in-demand green jobs included soil and plant scientists and environmental engineers, projected to increase by 12.3% and 13.8% respectively. (4)

100

The number of residents in 'Jobsville, Nebraska,' a hypothetical scale model of the working population of Nebraska, used in the [May issue](#) to represent statewide employment patterns. For example, if Nebraska's entire workforce were reduced to just 100 jobs, 16 of them would be in the office and administrative support occupational group, which was the largest group of occupations in the state. Retail salespersons, heavy and tractor-trailer truck drivers, and cashiers would each account for three of the 100 total jobs in Jobsville. (5)

28,833

The number of Nebraskans who were employed in computer-related occupations in 2016, according to an analysis of technology jobs published in the [June issue](#). Employment in this group of 13 occupations is projected to grow by 15% by 2026, about 67% faster than the overall 9% growth rate for all occupations statewide. (6)

\$39,073

The average annual wage of the ten most common occupations in Nebraska's beverage manufacturing industry, according to a spotlight on the state's emerging craft beer industry featured in the **July issue**. The number of craft brewery establishments in Nebraska has increased 178% from 2011-2018, growing from 18 establishments in 2011 to 50 in 2018. (7)

192,580

The number of working-age residents that Nebraska's urban counties are projected to gain between 2020 and 2050, according to a review of demographic data released in the **August issue** of Trends. Rural counties, in contrast, could see a decline of 64,312 working-age Nebraskans, as the state's overall population rises to a projected 2.27 million residents by 2050. (8)

16,349

The number of 2016-2017 academic year graduates of postsecondary educational programs in Nebraska, based on data from NDOL's Graduate Outcomes Project. In the **September issue**, an analysis of this cohort found that 60.5% had earnings in Nebraska in the first quarter of 2018, with their wages averaging \$9,434 during this three-month period. Those who completed bachelor's degree programs in registered nursing had the highest average earnings in this quarter (\$14,001), and were the most likely to be found working in Nebraska (80.3%). (9)

35

The number of fatal occupational injuries in Nebraska in 2017, according to the U.S. Department of Labor's Census of Fatal Occupational Injuries. The **October issue** of Trends also analyzed the number and rate of nonfatal injuries and illnesses by occupation across Nebraska and the U.S. as a whole. (10)

28%

The percentage of families in Nebraska found to be living in areas with substantial child care shortages, according to a study published by the Center for American Progress in 2018. Nebraska ranked #7 out of the 50 states and Washington, D.C. for the lowest share of families experiencing such shortages. The **November issue** featured an analysis of Nebraska's child care landscape, including an interactive child care dashboard showing data at the city and ZIP code level for communities statewide. (11)

109,600

The number of employees working in Nebraska's retail trade sector as of December 2018. This is down from a ten-year peak of 114,200 in December of 2015, according to an analysis of seasonal employment and retail sales in 2019's final issue of Nebraska Workforce Trends.

Sources:

1. Nebraska Department of Labor. Longitudinal Data System. [Online] November 2018.
2. U.S. Census Bureau. Quarterly Workforce Indicators. QWI Explorer. [Online] [Cited: January 7, 2019.] <https://qwexplorer.oes.census.gov/static/explore.html>.
3. Nebraska Department of Labor, Office of Labor Market Information. NEworks. Industry Profile: Food Services & Drinking Places. [Online] [Cited: February 1, 2019.] networks.nebraska.gov.
4. NEworks: Data Download Center. Long-Term Occupation Employment Projections. [Online] July 2018. [Cited: March 4, 2019.] <https://networks.nebraska.gov/gsipub/index.asp?docid=433>.
5. Occupational Employment Statistics. [Online] May 2017 employment, Fourth Quarter 2018 Wages. Produced February 2019. networks.nebraska.gov.
6. Nebraska Department of Labor. Long-term Occupation Employment Projections (2016-2026)-Nebraska Statewide. NEworks. [Online] July 2018. <https://networks.nebraska.gov/gsipub/index.asp?docid=440>.
7. Brewers Association. Nebraska Craft Beer Sales Statistics, 2018. Brewers Association For Small and Independent Craft Brewers. [Online] May 28, 2019. <https://www.brewersassociation.org/statistics/by-state/?state=NE>.
8. Drozd, David; Deichert, Jerry. Nebraska County Population Projections. [Online] December 2015. [Cited: July 22, 2019.] <https://www.unomaha.edu/college-of-public-affairs-and-community-service/center-for-public-affairs-research/documents/nebraska-county-population-projections-2010-to-2050.pdf>.
9. Nebraska Department of Labor Graduate Outcomes Project, in cooperation with partnering postsecondary educational institutions.
10. Bureau of Labor Statistics. Fatal occupational injuries by selected characteristics, by major event or exposure, Nebraska. [Online] 2017. [Cited: August 29, 2019.] <https://www.bls.gov/iif/oshwc/cfoi/tgs/2017/iiffw31.htm>.
11. Center for American Progress. America's Child Care Deserts in 2018. [Online] December 6, 2018. [Cited: November 3, 2019.] <https://childcaredeserts.org/>.

Agenda Item 5B: Regional Updates (October-December)

Region 1– Scottsbluff

- The Scottsbluff Career Center continues to be active with partners and the community, promoting employment services, training and veteran services.
- On October 31 Deb Sinks, Workforce Coordinator, presented job search and employment information to the Adult Education students on the Scottsbluff Campus of WNCC.
- Lori Marquez, Workforce Coordinator, helped plan and participated in the High School Business & Industry Tour that was held on November 4, 2019. 154 high school students from 8 schools in the area participated. Career Pathways explored were Health Sciences, IT & Communications, Agriculture, Food & Natural Resources and Business, Marketing & Management.
- The Scottsbluff Career Center hosted a Job Fair to highlight job skills of our veteran job seekers on Nov 12. Participating were 17 businesses and 8 resource providers. Platte Valley Companies provided their recently opened Community facility for the event. On November 5, in preparation for the job fair, DVOP AJ Trook conducted two sessions of Job Fair Prep Boot Camp for Veteran job seekers in the Vocational Rehabilitation conference room.
- WNCC and NDOL partnered to host a College Fair at the Career Center on November 18, 2019. Representatives from various divisions participated included Adult Basic Education, Student Services, Academic programs, Financial Aid and Trio. The purpose was to show job seekers the wide variety of ways the community college could help them prepare for today's market place.
- Businesses holding hiring events in our office recently included RailCrew Xpress and UPS.
- On December 12, Manager Pat Comfort presented information to approximately 36 attendees at the Scottsbluff Gering United Chamber of Commerce' annual Lunch-n-Learn. Topics covered were Registered Apprenticeships, On the Job Training and Work Opportunity Tax Credits.
- We continue to partner with other resource providers through WIOA partner meetings, Employ Panhandle, inter-agency meetings and participation in Chamber and Economic Development activities.



Region 1– Alliance & Sidney

Alliance

October:

- Lincoln Administration visited Alliance office
- NDOL attended Chadron State College Job Fair
- NDOL attended the Pine Ridge Job Corps Industrial Conference

November:

- NDOL attended Box Butte Development and Tourism Annual Meeting and Awards Luncheon
- NDOL attended the Pine Ridge Job Corp Industrial Quarterly Council Meeting

December:

- NDOL attended the Chamber Ambassador Christmas Party
- NDOL presented to 18 employers at the Community Huddle information about upcoming job & internship fair
- NDOL presented to Alliance Public Schools on Resume & Job Coaching

Sidney

October:

- NDOL co-hosted a Career and resume presentation to the community at Western Nebraska Community College
- Region 1 Sidney visit by the Commissioner and Deputy Commissioner
- NDOL co-hosted a community Job Fair at the Sidney Community Center with over 15 companies attending
- NDOL co-hosted Manufacturing Appreciation lunch and award ceremony at Western Nebraska Community College
- NDOL presented at the REvision Sidney meeting at the Sidney Public Schools

November:

- Rapid Response information session held for impacted Cabela's/Bass Pro employees
- NDOL attended the Revision Community Engagement Meeting

December:

- NDOL attended Ribbon cuttings at Anderland Reality

Region 2

October:

- Hosted a hiring event for BSB construction in the North Platte office.

November:

- Region 2's Raquel Hernandez-Bourgeois and Keaton Irwin held a booth at the Lexington High School Senior days to promote youth WIOA and Employment and Training services.
- Raquel Hernandez-Bourgeois attended the ESU 16 agency fair representing Region 2 GNWIOA.
- Hosted a Veteran Hiring Fair in the North Platte and Lexington offices.
- Raquel Hernandez-Bourgeois and Jack Kenny held a booth at the North Platte High School Career Expo. Raquel presented on youth WIOA, and Jack presented best practices in resumes, interview techniques, H3 jobs, and labor market information.
- Keaton Irwin presented employment and training programs and NDOL services at the Eddyville & Sumner Career Exploration Day.
- Steph DenBesten started her first workshop at the North Platte Opportunity Center assisting. She has identified several low-income adults interested in continuing their education through WIOA.
- Jack Kenny conducted 6 H2A housing inspections and held 4 re-entry workshops at the Lincoln County Detention Center.

December:

- Jack Kenny presented Employment and Training services at the McCook Senior Career Fair. He identified new partnerships for Migrant Seasonal Farmworkers and Veterans.
- Jack Kenny conducted 5 H2A housing inspections in the month of December as of 12/16/19.



Pictured (L to R) Jack Kenny and Raquel Hernandez-Bourgeois at the North Platte High School Career Expo.

Region 3

The Grand Island and Hastings Career Centers hosted the following employers for on-site job fairs: Gibbon Pack, Tyson Fresh Meats, USDA, TSA, Midwest Express, Bosselman Enterprises, NEworks Training, United Parcel Service, Midwest Express, Principal Financial, and Culver's new restaurant opening in Grand Island.

Staff participated in the following community Job Fair activities. Central Community College PT Job Fair. Grand Island Senior High School Senior Day Expo. Standard Iron MFG Day and Plant Tour. Manufacturing Month Web-

site and Promotion through the Central Nebraska Manufacturing Partnership. Kearney Skilled and Technical Career Day. Railcrew Express. Hooker Brothers Construction working training Mining Grant Assistance. Grand Island Northwest MFG Month. Grand Island Senior High Skills Fair. Grown Grand Island Workforce sustainability Project. Sunheat recruitment project. Amur Financial. Grand Island Regional Medical Center. Central Nebraska Truck Wash recruitment opening. 50+ Expo planning.

Staff participated in the following monthly\quarterly\and community activities and partnerships. Grand Island AJC quarterly partner meetings. EmployGI. EmployHAS. EmployKARNY. Grand Island Chamber monthly meet and greet. Hastings Chamber of Commerce Speed Meeting. Perkins V statewide Planning. **Grand Island Public Schools:** CPI Executive Meeting. GEAR UP BOARD. Multiple JAG presentations. Summer and Senior Job Fair Planning. **Grand Island Northwest High School:** Welder Partner Training. Registered Apprenticeship Presentation. Summer Internship Planning. **Kearney Public Schools:** Registered Apprenticeship Meeting. **Hastings Public Schools:** Summer Internship Planning. Spring Senior Job Fair Planning. IJAG presentation. ESU#9. Transitions Presentation. CNH \ CPI apprenticeship program with LT Governor. CNH MFG month. Central Nebraska Mfg Partnership Quarterlies. Central Community College Apprenticeship presentation. Grow Grand Island Initiative. Grand Island Economic Development Corporation Board Mtg.



Pictured Carrie Keene presenting at the GISH Senior Summit 2019

Staff have been involved in multiple community organizations, groups, schools, the retention and recruitment of businesses, training and retention of our community youth, and engagement of our adult populations.

Region 4

The Staff in Region 4, covering 13 counties, have been staying very busy covering all of NDOL Programs, networking, educating, case managing, assisting individuals, and providing meaningful services. We take pride in reaching out and helping as many individuals, employers, and community members/agencies as possible to share the services we provide. We travel to communities within our area to provide the services needed, whether it be NERES Orientations, Job Fairs, Job Seeker Workshops, WIOA Program Assistance, Apprenticeship Programs, Re-Entry or Employer Connections, there isn't a county in our coverage area that is untouched.

With unemployment rates at an all-time low, employers are in need of employees. We work diligently to help those employers with their immediate needs, and to help connect job seekers directly to the open jobs in their area. Numerous job fairs were held across our coverage area. In September, we held Job Fairs in Crete, collaborating with



Explore It Crete!

interviews in the Beatrice One Stop Location also.

Crete Public Schools Special Programs. There was a Part Time Job Fair held at SCC in Beatrice, specializing in employers who needed part time positions filled. In addition, we had an employer at the One Stop Location on three different Wednesdays during the month holding open interviews to fill positions (Randstad Staffing).

In October and November, Job Fairs continued across our 13 counties with events held in Utica & Milford to help displaced workers from two nursing homes that closed, find new jobs. A Veteran Resource and Job Fair was held in Beatrice and Plattsmouth, collaborating with the American Legion and VFW in those communities. Randstad Staffing continued to hold open interviews and the US Census held open

This Fall Region 4 planned two different projects with area High Schools. Explore It! has been an ongoing event in

Southeast Nebraska for approximately 8 to 9 years that brings area employers and area high schools students together under one roof to educate. We work closely with the area employers to make sure they bring in hands on demonstrations and to be prepared to educate students on what their business is, what kind of jobs are available and the education and skills it takes to get a job with them. In turn, we talk to the students about no matter what their college plan is or military or workforce after graduation, talk to all the employers and you just might learn about a job you never thought of that really interests you. Then after college, come back, build your career and raise your families in the community you already know and love. This year we partnered with Deshler Public Schools in September and held Explore It Deshler! Seven area schools brought in 7th-12th grade students, 330 students, to experience hands on demonstrations and learn all about 22 different employers from the area. We also had 7 breakout sessions the students rotated through to learn about Social Media Risks, Dressing for Success, Risky Behaviors, EducationQuest and Financial Planning.

We also had Explore It Crete! in November. This Explore It was for Crete Public High School exclusively. Approximately 600 students attended from 9th-12th grades. 30 employers attended and brought in hands on demonstrations to engage and interest the students. Breakout sessions were also available for the students to attend which included: EducationQuest, Risky Behaviors, Immigration Law & Policy, LMI/Job Projections, Financial Planning, Excel and Fail on a Job, Social Media Risks, Future Home Ownership, and Motivational Speaker Demoine Adams.

Local communities are continuing to look at and implement Revision in their school districts. Region 4 staff attend these meetings and help with LMI data and any other information needed.

The Re-Entry Program at Nebraska Correctional Center for Women in York and Tecumseh State Correctional Institution are growing and are a positive addition to our staff attending.

Veteran Services and Outreach remain strong in our Region. Assisting military veterans with their employment needs.

Staff continue to attend Open Houses, Ribbon Cuttings, Board Meetings, New Student Orientations at area colleges, Rapid Response Events, Chamber Events, anything that promotes our communities and our businesses.

Region 5– Columbus

- On Thursday, October 24, Fremont High School invited their JAG (Jobs for America's Graduates) students, friends, family and community members to attend their first-ever initiation and installation ceremony. Heidi Young, Fremont's Workforce Coordinator attended the event along with Jim Lambert, from iJAG and multiple FPS teachers. The ceremony included opening and closing remarks by Fremont High's JAG Specialist, Emily Montgomery, installation of officers, the membership pledge, a speech by one of the JAG students, Samantha Cooper, who spoke about "Facing Fears with JAG," and finally the students recited the JAG Creed. Following the ceremony, everyone enjoyed pizza and networking opportunities.
- A Health Care Career Expo took place in Columbus on October 30th targeting SNAP Next Step and TANF participants. A total of 15 area health care employers attended the event, which saw approximately 30 job seekers. This was the first of its kind to be piloted in Columbus and while the turnout was relatively low, it was considered a success due to the low unemployment rate in this area. In addition, it was a great networking opportunity as several service provider staff attended to connect with the employers, obtaining position educational requirements, wage and benefit information, etc. Nebraska VR, Goodwill Industries, Proteus, Ponca Tribe and Centro Hispano were all in attendance.
- DOL relocated its Fremont office to Nebraska VR, located at 827 North D Street, to serve job seekers and employers in Dodge, Burt and Cuming counties. A ribbon cutting ceremony was held on Friday, November 1st welcoming back NDOL's physical presence in the community. Approximately 30 people were in attendance. The office is open from 8 a.m. to 5 p.m., Monday through Friday.



Pictured (L to R) Fremont Mayor, Scott Getzschman, Tara Lea, Fremont Chamber Executive Director, Dave Rangeloff, Heidi Young, Bernie Hansen, Colleen Jensen, DOL staff and Scott Given, Fremont Chamber Chairman of the Board.

- On November 6th Jodie Meyer, Labor Market Information Research Analyst presented at a Community Builders Meeting in Platte Center. She presented on Nebraska's northeast region's labor outlook including 2016-2026 industry projections and H3 data. A total of 20 people were in attendance. The event included tours of local businesses, dinner and several presentations.
- On November 4th, Columbus Career Center staff hosted a Nebraska Teammates Mentor "Huddle" which focused on workforce development. In addition to DOL E & T and LMI staff, representatives were also in attendance from Central Community College and Columbus High School. Topics included "My Next Move," hiring 14 and 15 year olds, work experiences, NEworks, labor market information, H3 jobs, and the WIOA youth program. As a result of the "huddle" Columbus staff were asked to do an "NDOL Commercial" in between featured speakers at a live streamed event entitled "Healthy Relationship Summit" that took place at Central Community College on November 13th.
- Fremont and Columbus hosted Veteran Job Fairs in November. Multiple employers saw a steady stream of Veterans on both days.
- Columbus staff participated in an economic development "blind" business visitation along with representatives from the chamber, Central Community College, NPPD, Nebraska Department of Economic Development, REV Development, Great Plains Communications and Columbus Economic Development Council. The company was Nebraska based, a call center, with 90% in-bound and 10% out-bound calls. The day consisted of presentations by each representative on workforce development, educational services, community overview, fiber/communications & electric services, property infrastructure and building and community tours. Lunch concluded the event.

5- Norfolk

- Norfolk staff participate in the recently formed Employ Norfolk meetings held at Voc Rehab.
- The Norfolk office organized & facilitated a Veterans' job fair at the Norfolk Public Library. Prior to the job fair, the employers were given a presentation on the "Value of Hiring a Veteran." Employers present included the Nebraska Dept. of Transportation, Michael Foods, Elkhorn Rural Public Power District, City of Norfolk / Police Division, Providence Medical Center, Continental, Home Instead Senior Care, US Census Bureau, AWG (Associated Wholesale Grocers), and Faith regional Health Services. DVOP had a booth to assist eligible SBE veterans with NEworks and resume assistance.
- As a result of DVOP networking at the Norfolk Veteran Career Fair, a contact was made at the Norfolk Police Dept. They discussed the possibility of law enforcement coming in to contact with (homeless) veterans and the knowledge of the Norfolk veteran resources in the community. After sharing some of the connections that Mike (DVOP) has with the use of supportive services in local community the officer contacted the Capt. of Operations. Mike & the Capt. Of Operations met with a rep from NENCAP and the Madison County Veteran Service Officer. We came up with the idea of putting together a packet for the officers to carry in their cruisers that could be given to veterans. Packet included local information for emergency housing, food, veteran benefits and future employment. Mike put together 40 packets for cruisers and the PD front office. We are hoping to present at the next officer training to better familiarize the PD about the exact services that we can all provide in a time of need.



Bill Nuss, Workforce Coordinator

Agenda Item 5C: Performance

PY 2019 Quarter 1

Nebraska

Adult Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	78%	76.4%	97.9%	78.7%	100.9%
2. Employment Rate (Q4)	79%	75.9%	96.1%	76.2%	96.5%
3. Median Earnings	\$6000.00	\$5861.00	97.7%	\$6302.00	105%
4. Credential Rate	56%	57.1%	102%	61.9%	110.5%
5. Measurable Skill Gains	N/A	12.4%	N/A	47.6%	N/A
Aggregate Score			98.4%		103.2%

Dislocated Worker Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	87%	85.2%	97.9%	86.1%	99%
2. Employment Rate (Q4)	88%	88.9%	101%	87.1%	99%
3. Median Earnings	\$7500.00	\$6819.00	90.9%	\$7614.00	\$101.5%
4. Credential Rate	60%	50%	83.3%	61.5%	102.5%
5. Measurable Skill Gains	N/A	8.2%	N/A	48%	N/A
Aggregate Score			93.3%		100.5%

Youth Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment, Education or Training Placement Rate (Q2)	78%	75.4%	96.7%	79.4%	101.8%
2. Employment, Education or Training Placement Rate (Q4)	77%	78.3%	101.7%	77.9%	101.2%
3. Median Earnings	N/A	\$2756.00	N/A	\$3533.00	N/A
4. Credential Rate	68%	25.7%	37.8%	40.4%	59.4%
5. Measurable Skill Gains	N/A	6.5%	N/A	41.6%	N/A
Aggregate Score			78.7%		87.5%

Greater Omaha

Adult Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	78%	74.3%	95.3%	74%	94.9%
2. Employment Rate (Q4)	79%	74%	93.7%	70.7%	89.5%
3. Median Earnings	\$6000.00	\$4334.00	72.2%	\$3691.00	61.5%
4. Credential Rate	56%	48.7%	87%	58.5%	104.5%
5. Measurable Skill Gains	N/A	0.0%	N/A	26.5%	N/A
Aggregate Score			87%		87.6%

Dislocated Worker Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	87%	83.3%	95.7%	75.7%	87%
2. Employment Rate (Q4)	88%	75%	85.2%	62.5%	71%
3. Median Earnings	\$7500.00	\$7355.00	98.1%	\$7594.00	101.3%
4. Credential Rate	60%	66.7%	111.2%	80%	133.3%
5. Measurable Skill Gains	N/A	0%	N/A	14.8%	N/A
Aggregate Score			97.6%		98.2%

Youth Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment, Education or Training Placement Rate (Q2)	78%	79.4%	101.8%	76.3%	97.8%
2. Employment, Education or Training Placement Rate (Q4)	77%	76.9%	99.9%	75.7%	98.3%
3. Median Earnings	N/A	\$2128.00	N/A	\$2172.00	N/A
4. Credential Rate	68%	30%	44.1%	450%	73.5%
5. Measurable Skill Gains	N/A	4.3%	N/A	17.2%	N/A
Aggregate Score			81.9%		89.9%

Greater Lincoln

Adult Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	78%	60%	76.9%	72.4%	92.8%
2. Employment Rate (Q4)	79%	75%	94.9%	79.5%	100.6%
3. Median Earnings	\$6000.00	\$22.00	.4%	\$8671.00	144.5%
4. Credential Rate	56%	100%	178.6%	79.4%	141.8%
5. Measurable Skill Gains	N/A	13.2%	N/A	39.7%	N/A
Aggregate Score			87.7%		119.9%

Dislocated Worker Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	87%	100%	114.9%	92.3%	106.1%
2. Employment Rate (Q4)	88%	100%	113.6%	100%	113.6%
3. Median Earnings	\$7500.00	\$11919.00	158.9%	\$8233.00	109.8%
4. Credential Rate	60%	100%	166.7%	60%	100%
5. Measurable Skill Gains	N/A	21.7%	N/A	45.2%	N/A
Aggregate Score			138.5%		107.4%

Youth Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment, Education or Training Placement Rate (Q2)	78%	66.7%	85.5%	71.4%	91.5%
2. Employment, Education or Training Placement Rate (Q4)	77%	100%	129.9%	83.9%	109%
3. Median Earnings	N/A	\$321.00	N/A	\$506.00	N/A
4. Credential Rate	68%	0.0%	0.0%	24%	35.3%
5. Measurable Skill Gains	N/A	9.4%	N/A	48.9%	N/A
Aggregate Score			N/A%		78.6%

Greater Nebraska

+: Performance increased from previous quarter.

Adult Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	78%	81.7%	104.7%	86.1%	110.4%
2. Employment Rate (Q4)	79%	79.3%	100.4%	81.8%	103.5%+
3. Median Earnings	\$6000.00	\$4778.00	79.6%	\$5781.00	96.4%
4. Credential Rate	56%	65.5%+	117%+	61.8%	110.4%+
5. Measurable Skill Gains	N/A	19.2%	N/A	68.9%	N/A
Aggregate Score			100.4%		105.2%

Dislocated Worker Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	87%	85%	97.7%	88.6%	101.8%
2. Employment Rate (Q4)	88%	91.7%+	104.2%+	90.1%+	102.4%
3. Median Earnings	\$7500.00	\$6353.00	84.7%	\$7607.00+	101.4%
4. Credential Rate	60%	47.6%+	79.3%+	59.7%	99.5%
5. Measurable Skill Gains	N/A	9.2%	N/A	53.9%	N/A
Aggregate Score			91.5%		101.3%

Youth Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment, Education or Training Placement Rate (Q2)	78%	72%	92.3%	84.6%	108.5%
2. Employment, Education or Training Placement Rate (Q4)	77%	76.5%+	99.4%+	79.5%	103.2%
3. Median Earnings	N/A	\$2019.00	N/A	\$3133.00	N/A
4. Credential Rate	68%	28.6%	42.1%	55.9%	82.2%
5. Measurable Skill Gains	N/A	5.6%	N/A	50.8%	N/A
Aggregate Score			77.9%		98%

Source: ETA Form 9173

Agenda Item **CEOB 5D**: Motion to Appoint New Member to GNWDB

Background: The Local WDB is appointed by the chief elected official(s) in each local area in accordance with State criteria established under WIOA sec. 107(b), and is certified by the Governor every 2 years, in accordance with WIOA sec.107(c)(2).

A majority of the members shall be representatives of business in the local area, with a minimum of two members representing small businesses as defined by the U.S. Small Business Administration, who:

- Are owners of businesses, chief executives, or operating officers of business, or other business executives or employers with optimum policy making or hiring authority; and
- Represent businesses that provide employment opportunities that include high-quality work-relevant training and development in in-demand industry sectors or occupations in the local area.

It is proposed that the Chief Elected Officials Board appoint _____ to the Greater Nebraska Workforce Development Board (GNWDB) for a three-year term ending October 25, 2020.

Agenda Item **CEOB 5E**: Motion to Re-appoint GNWDB Member

Background: The CEOB must establish term limitations and stagger term appointments to ensure only a portion of membership expire in a given year, in accordance with CFR 20 679.310 (g) (2).

Kim Schumacher and Matt Gotschall's current terms end February 5, 2020. It is proposed that the Chief Elected Officials Board re-appoint Kim Schumacher and Matt Gotschall to the Greater Nebraska Workforce Development Board (GNWDB) for a three-year term ending February 4, 2023.

Agenda Item **CEOB 5F**: Motion to Appoint GNWDB Vice-Chair

Background: The CEOB shall elect the Vice-Chair who is a representative from business and industry that serves at the pleasure of the CEOB. At the request of, or in the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and perform other duties assigned by the Chair or by the Board.

It is proposed that the CEOB appoint _____ to the GNWDB's Vice-Chair position.

Agenda Item **CEOB 5G**: Motion to Appoint New Member to the Executive Committee

Background: To comply with Article V, Section 3 of the Bylaws, the Chief Elected Officials Board shall designate the members of the Executive Committee, consisting of seven members. A majority of Executive Committee members will represent business. Said members to include:

- a. Chair of GNWDB
- b. **Vice-Chair of GNWDB**
- c. Chair of each standing committee
- d. Representative of Labor category
- e. Representative of One-Stop Partners, provided, one person may be designated to represent more than one One-Stop Partner
- f. Additional representatives from the general membership as needed to complete the seven member body and ensure a majority of representatives are from business.

It is proposed that the Chief Elected Officials Board appoint the following member to the Executive Committee: _____.

Agenda Item GNWDB 5H: Motion to Appoint New Chair to the System Coordination Committee

Background: To comply with Article V, Section 3 of the Bylaws, the Chair of the Greater Nebraska Workforce Development Board shall appoint the members to all other committees from the general membership.

It is proposed that the Greater Nebraska Workforce Development Board appoint _____ as Chair of the System Coordination Committee.

Agenda Item GNWDB 5I: Motion to Appoint New Member to the Strategic Planning Committee

Background: To comply with Article V, Section 3 of the Bylaws, the Chair of the Greater Nebraska Workforce Development Board shall appoint the members to all other committees from the general membership.

It is proposed that the Chair of the Greater Nebraska Workforce Development Board appoint _____ to the Strategic Planning Committee for a three-year term ending October 25, 2020.

Committees

Strategic Planning Committee

*Requires motion and vote.

Location: 2020 1st Avenue, Kearney, NE

Room: Niobrara Room

Duration: 2:30pm-5:00pm

Committee Chair: Roy Lamb II

Committee Members: Alicia Fries, Kim Schumacher, Matt Gotschall, Dan Mauk, Roy Lamb II, Erin Brandyberry, Denise Pfeifer

Non-board Committee Members: Pat Comfort, Randy Kissinger, Josh Hanson

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

- | | | |
|-----------------------|-----------------------------|-----------------|
| 1. Welcome | | Alicia Fries |
| 2. Review of Minutes* | | |
| 3. New Business | A. Finance Report | Kelsey Miller |
| | B. Letter of Support* | |
| | C. Bylaws*** | |
| | D. RFP Update | |
| | E. TET Grant Update | |
| | F. Transitional Jobs Update | |
| | G. Sector Strategies | Randy Kissinger |
| 4. Adjournment* | | Alicia Fries |

Agenda Item **Strategic 2:** Motion to Approve Minutes

Strategic Planning Committee Meeting Minutes

Date: Wednesday, October 23, 2019

Location: Kilgore Memorial Library, 520 Nebraska Avenue, York, NE

Duration: 2:30 p.m. – 5:00 p.m.

CALL TO ORDER

Erin Brandyberry called the Strategic Planning Committee (SPC) Meeting to order at approximately 2:30 p.m. (CST) on Wednesday, October 23, 2019.

ROLL CALL

Kelsey Miller called the roll for the Strategic Planning Committee and a quorum was established.

SPC Members Present (7):

Erin Brandyberry
Pat Comfort
Alicia Fries
Matt Gotschall
Randy Kissinger
Denise Pfeifer*
Kim Schumacher

SPC Members Absent (3):

Cliff Barley
Roy Lamb II
Dan Mauk

Nebraska Department of Labor (NDOL) Staff and Guests in Attendance (2):

Kelsey Miller (NDOL)
Josh Hanson (NDOL)
Mary Kay Versen (WNCC Adult Education).

REVIEW OF MINUTES:

All members received and reviewed the May 22, 2019 Strategic Planning Committee Meeting Minutes. No discussion or corrections were made. Matt Gotschall motioned to approve the May 22, 2019 Strategic Planning Committee Meeting Minutes. Kim Schumacher seconded. A voice vote was taken and the motion carried unanimously.

OLD BUSINESS:

There was no old business to be discussed.

NEW BUSINESS:

FINANCE REPORT

Kelsey Miller referenced the Finance Reports located on pages 44 -45 of the meeting booklet.

Total Funds Available as of September 20, 2019 is \$633,068.90.

In-School (ISY): \$71,705.41

ISY Work Experience: \$28,612.42

Out-of-School (OSY): \$212,600.50

OSY Work Experience: \$76,879.68

Adult: \$135,008.38

DLW: \$108,262.51.

Total Projected Staffing Expenses for the next 6 months is \$323,446.80.

Adult: \$126,335.85

DLW: \$107,574.49

Youth: \$89,536.46.

Expenses include travel, lodging, mileage, computers, equipment, IT, indirect costs, pay, and benefits for anyone that charges anything to our grant.

Total Program Obligations is \$145,729.45.

In-School (ISY): \$5,368.00

ISY Work Experience: \$477.00

Out-of-School (OSY): \$58,897.00

OSY Work Experience: \$14,130.00

Adult: \$56,111.97

DLW: \$10,745.48

Kelsey Miller reports that the State has not received FY20 funds therefore funds have not been allocated to the three local areas. Funds are usually received at the beginning of October. These are the funds we have to work with right now. Adult and DLW program funds have approximately the same amount of money. They used to have independent goals for each of the career planners to enroll and serve a certain amount of DLWs and Adults every year, and now they are trying to figure out ways to serve Adults and DLW and will merge the two pots of money. The board can transfer money with a motion at any time. They received a waiver for ISY/ OSY. They were spending 80% of Youth funds on OSY. Now it's 50/50 between ISY and OSY. The difference in funds will help them focus on Jobs for American Graduates (JAG) and Youth Registered Apprenticeships for ISY. There weren't any questions on the Finance Reports.

DISLOCATED WORKER TO ADULT FUNDS TRANSFER

Erin Brandyberry reported the Greater Nebraska Workforce Development Board (GNWDB) will be voting on this subject tomorrow at the board meeting.

Kelsey Miller reports Greater Nebraska (GN) was combining the Adult and DLW pots of money because they see a need for Adults. They have an additional grant called the Trade and Economic Transition (TET) Grant that they have been utilizing, enabling them to serve more Adults with GN funds. They will be transferring \$55,000.00 out of PY19 money, and when they receive allocations for FY20, \$245,000.00 from the DLW fund will go to the Adult fund for a total transfer request amount of \$300,000.00.

Matt Gotschall and Kelsey Miller discussed how the funds are spent. By law, at least 50% must be spent on direct training and supportive services and up to 50% on personnel costs and staffing. Benefits vary by eligibility and requirements for each of the programs. Training includes On-the-job (OJT) training, in-classroom training, and customized training. The transitional jobs policy was passed last time but they haven't utilized any of the funding yet. Supportive services include costs to supplement participant training or their job so they can continue to be employed. There wasn't further discussion on this subject.

REQUEST FOR PROPOSAL

Erin Brandyberry reported the GNWDB will be voting on this subject tomorrow at the board meeting.

Kelsey Miller reports the Request for Proposal (RFP) was initiated because the One-Stop Operator contract with the Nebraska Department of Economic Development (DED) ended at the end of June 2019. Once the contract ended, GN became non-compliant because they no longer had a One-Stop Operator. The State of Nebraska and the United States Department of Labor (USDOL) have been fine with GN not having a One-Stop Operator as long as they show they are making progress towards getting a new One-Stop Operator. One choice was to solicit for an RFP. Through the Workforce Innovation and Opportunity Act (WIOA), they are required to have a competitive bidding process for the One-Stop Operator. WIOA also requires solicitation for bidding every four years. The last RFP process was in 2016 and the next one will be in 2020 for the entire program. At that time, the RFP will solicit bidding for Adult, DLW, Youth, One-Stop Operator, and the Administrative Entity. She hopes this RFP will get published by November 1st. It's currently with NDOL's Legal de-

partment and they will work with the Nebraska Department of Administrative Services (DAS) to ensure it gets published. This may push the January board meeting back a week to give them the option of bringing the presenter to the board meeting so board members can see the presentation. She is unsure of who the potential bidders may be. The next RFP will be combining the four options instead of dividing them. All four pieces either stay or go to ensure no one can just be the Service Provider or Administrative Entity. They have to take on all or none.

An Evaluation Committee will be created and will include the Chief Elected Officials Board (CEOB) Chair, Pam Lancaster, and the GNWDB Chair, Lisa Wilson. They will seek volunteers at the board meeting. Volunteers can be anyone, even those who are currently a service provider. Most meetings can be done virtually, except the oral interviews (in-person presentations), and will include reading the submitted RFPs. No additional travel will be involved because they are trying to schedule the oral interviews around the next board meeting in January. This RFP has been limited to 20 questions and 100 pages because the last RFP had 57 questions and was unlimited. One bidder submitted a 187-page RFP. Kelsey Miller hopes responses will be shorter and more concise.

Matt Gotschall and Kelsey Miller discussed reasons why DED may have ended their contract. DED was given a priority list on what the One-Stop Operator was expected to achieve and eventually didn't see the value or benefit of it. DED will not likely be a bidder on this RFP. If there are no bidders, or no appropriate bidders, it will default to the NDOL and only with good reason. The 5-person Evaluation Committee will make the decision to keep NDOL, or choose somebody else, and present their selection to the board to vote on. There wasn't further discussion on this subject.

TET GRANT UPDATE

Kelsey Miller reports NDOL hired six new staff members that started in March 2019 and started enrollments in April. Due to turnover and staff working on other grants, GN staff was utilized. TET is a state-wide grant and mirrors the DLW program because she knows what works and doesn't work. She is the Administrator over both programs and began utilizing DLW case managers throughout GN to leverage funding. Currently there are 104 TET enrollments and GN works with the other two local areas to ensure they can also capitalize on available TET funding. There are 2 co-enrollments for Greater Omaha, 1 co-enrollment with Greater Lincoln, and 101 in Greater Nebraska. It has saved a lot of money and they currently have approximately \$220,000.00 in obligations and have spent approximately \$45,000.00. The funds have basically been used to supplement GN programs. Currently, 54 participants receive supportive services, 24 utilize OJT, 20 of those are in Sidney, and 38 receive occupational skills training. There is a big project in Sidney with Cabela employees and several have been hired by UST Global. They have 6 quarters where they have to enroll 50 people in each quarter in order to meet their 300 participant goal. At the moment, they are 5 over their goal. There wasn't any discussion or questions on this subject.

TRANSITIONAL JOBS

Kelsey Miller reports they chose to implement the Transitional Jobs project at the May 2019 board meeting. Out of FY20 funds, \$45,000.00 will be set aside for the project to allow completion of 10 transitional jobs. Transitional Jobs haven't been implemented because FY20 funds haven't been received yet. All forms have been created and all field staff have received Transitional Jobs training. As soon as funding is available, Transitional Jobs will be put in place. She hopes there will be 1-2 participants by the next board meeting. There wasn't any discussion or questions on this subject.

SECTOR STRATEGIES

Kelsey Miller states they have a Next Gen Industry Partnership and Karissa Jyles, from DED, will present the board with all of the sector strategies tomorrow. There are a total of 5 partnerships, 3 in manufacturing and 2 in healthcare. Workforce has been identified as a top issue in all of the partnerships.

Northeast Sector Strategy is manufacturing. Their top focuses are:

1. Improving the image of manufacturing
2. Talent pipeline
3. Infrastructure

Southeast Sector Strategy is manufacturing. Their top focuses are:

1. Career awareness
2. Educational partnerships and outreach
3. Recruiting and talent pools
4. Partnership engagement and regional participation

Randy Kissinger reported Tri-Cities Sector Strategy is manufacturing and they meet quarterly.

1. Transportation

- a. Transportation Committee met with the Grand Island Regional Airport and had private pilots fly corporate people back east, predominately to Chicago and the east coast, because there wasn't a direct link.
- b. Grand Island Regional Airport is tied to Dallas with their essential air.
- c. Kearney and Grand Island Airports now work together and Kearney now flies that way and has service to Denver.
- d. The group studies Grand Island bussing and when they are unable to get the appropriate people here from Pennsylvania, the group studies how to get flights and Ubers in the Tri-Cities.

2. Education

- a. The group analyzes how to reach kids. Employers have put together a profile of things they are willing to do with the schools and it has been disbursed to the schools and through the Educational Service Units (ESU).
- b. They are willing to host interns, partnerships and job fairs.
- c. There will be presentations to every ESU in the area and they are trying to reach counselors to get the kids involved.
- d. Broken Bow Custer Counts with BD has a mobile STEM lab. Manufacturers sponsor it and it goes to every school in their region as needed or for several weeks at a time.
- e. ESU 10 in the Holdrege area are in the process of building a mobile STEM lab for their school as a direct relationship. They understand that we have to educate and expose the kids to this. That is their emphasis for the manufacturing piece.
- f. A lot of small manufacturers have only one training person and as a result, have formed a training group with the manufacturers and meet on a regular basis. There is a lot of movement and a lot of activity.
- g. Instead of bringing students to the manufacturers, they bring the manufacturers to the school without safety concerns or the hazards of visiting the plant in person.

3. Branding

- a. They want to develop a branding for this quarter in this year for the Tri-City manufacturers.
- b. The impetus has been SkillsUSA. They have forged a group and are trying to recruit kids into manufacturing and are marketing the Tri-Cities within a 60-mile radius through the ESUs, partnerships, and mobile STEM labs.

- c. It's an open, fluid group with members coming and going as needed.

The committee discussed additional strategies such as tours conducted through FaceTime where students can be engaged and ask questions. Labor and Economic Development put together industry videos. The Hastings Area Manufacturing Association hired a videographer and have done some promotion pieces to take to the ESUs and the schools. Grand Island does a lot of apprenticeship activities that include studying how to conduct work-based learning in schools that don't have funding or pathways, getting school credit for 16 and 17 year olds who are working 20 hours in a shop, or finding opportunities for high school seniors that have already met their credits and don't need to go to school. It was stated that corporations are reluctant to bring 16 year olds to work on company premises.

Kelsey Miller solicited ideas and input from the committee to help drive GN's focus and direct their path. Currently the SPC is a program oversight committee within a program oversight board. She asked committee members to consider other opportunities or grants to seek that will enable staff to help businesses in Nebraska. She reports GN doesn't get very much funding allocated to them and they will eventually have to seek additional grant opportunities. Discussion ensued regarding the Statewide Strategy Workshop next week and the expectation that ideas will stem from that workshop. The board members expected to attend the workshop are Matt Gotschall, Denise Pfeifer, Wayne Brozek, and Karen Stohs. Matt Gotschall confirmed he would be attending the workshop and he has met with the Department of Education regarding the federal Perkins Act Reauthorization that is tied to workforce development, youth programming, and getting individuals into the workplace.

Randy Kissinger asked Kelsey Miller to discuss GN's PY19 Quarter 4 Performance numbers on page 34 of the meeting booklet. She reviewed the stats and the TET Grant. She reports it makes sense to utilize GN staff so more money can be spent on participants. Although it is good to have program oversight and good to see what we excel at, it matters how great we are as a state, not how great we are as GN. The three local areas of Greater Nebraska, Greater Omaha, and Greater Lincoln, brainstorm to figure out what works and what doesn't work. They definitely have areas for improvement.

Pat Comfort added she has noticed GN is serving the harder, if not the hardest to serve clients and asked if the feds can lower the goals once negotiations are over. Kelsey Miller replied and stated that the feds set the goals for the State, then the State negotiates the goals with each local area. A recent USDOL report showed the State of Nebraska is meeting 95% of their goal in serving priority populations (people identified as having barriers to employment). USDOL reached out to the State to determine how the State was able to reach such a high percentage of their goal and asked for best practices so they can share those ideas with other states.

PUBLIC COMMENT:

There was no public comment.

MEETING DATES:

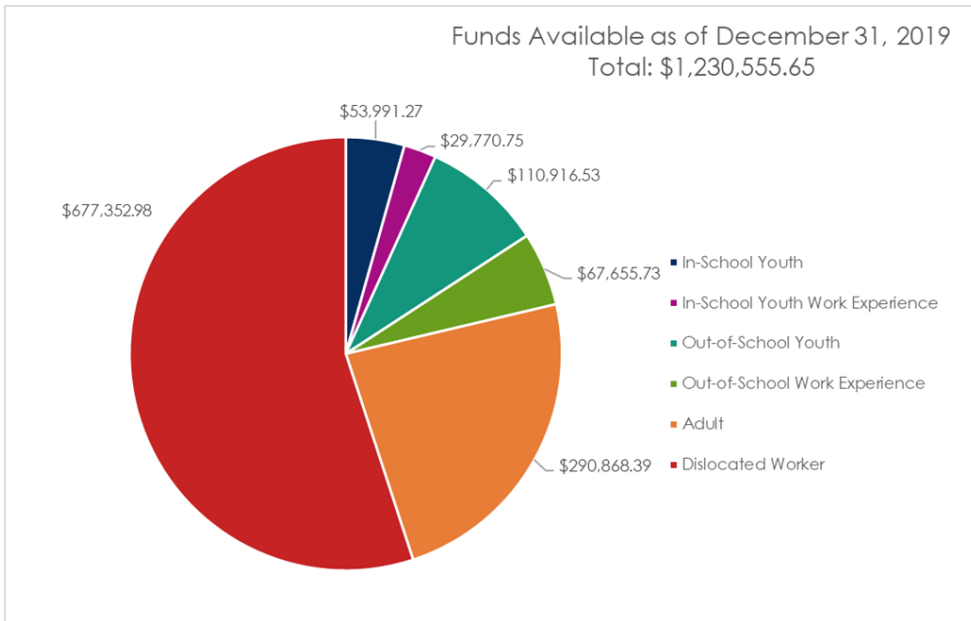
The next CEOB/GNWDB Joint meeting is tentatively scheduled on January 23, 2020, or changed to January 30, 2020, if approved by the board at tomorrow's board meeting, and located in Kearney.

Another meeting is scheduled on May 28, 2020 and located in Ogallala.

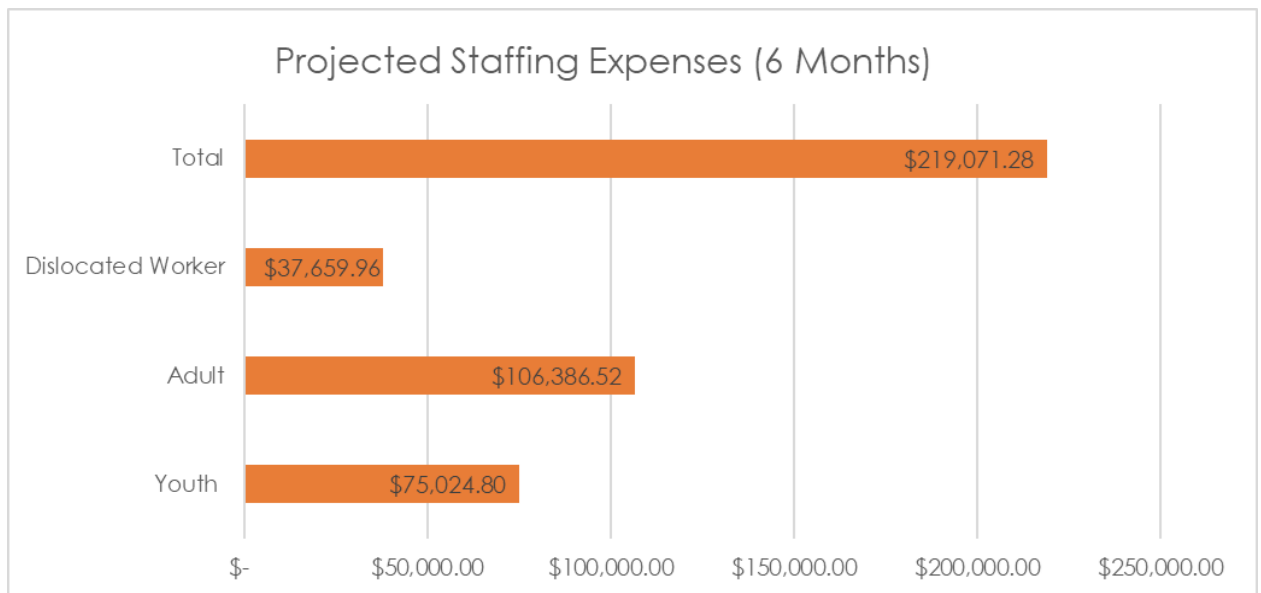
ADJOURNMENT:

Erin Brandyberry adjourned the Strategic Planning Committee meeting at 3:20 pm (CST).

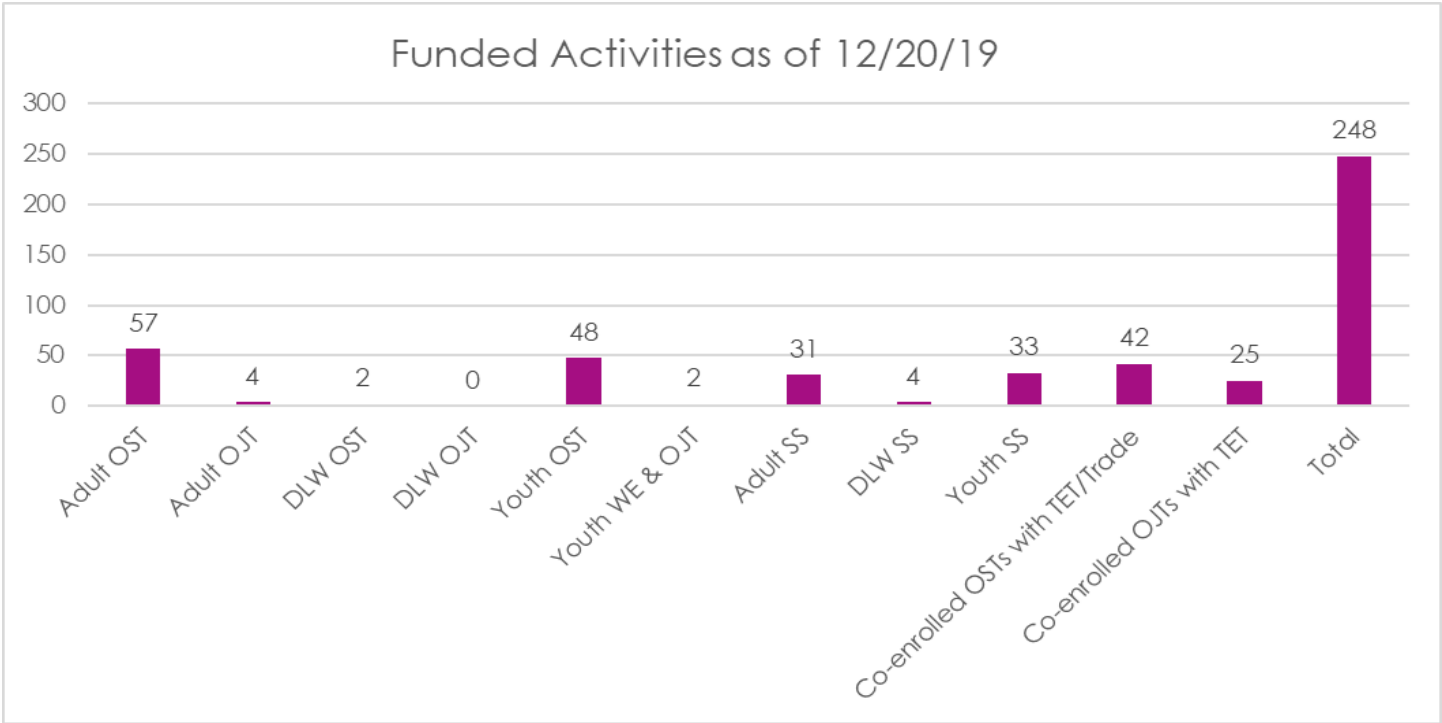
Agenda Item GNWDB 5K/ Strategic 3A: Finance Report



These funds do not include the \$300,000 DLW to Adult funds transfer approved at the October 24, 2019 meeting.

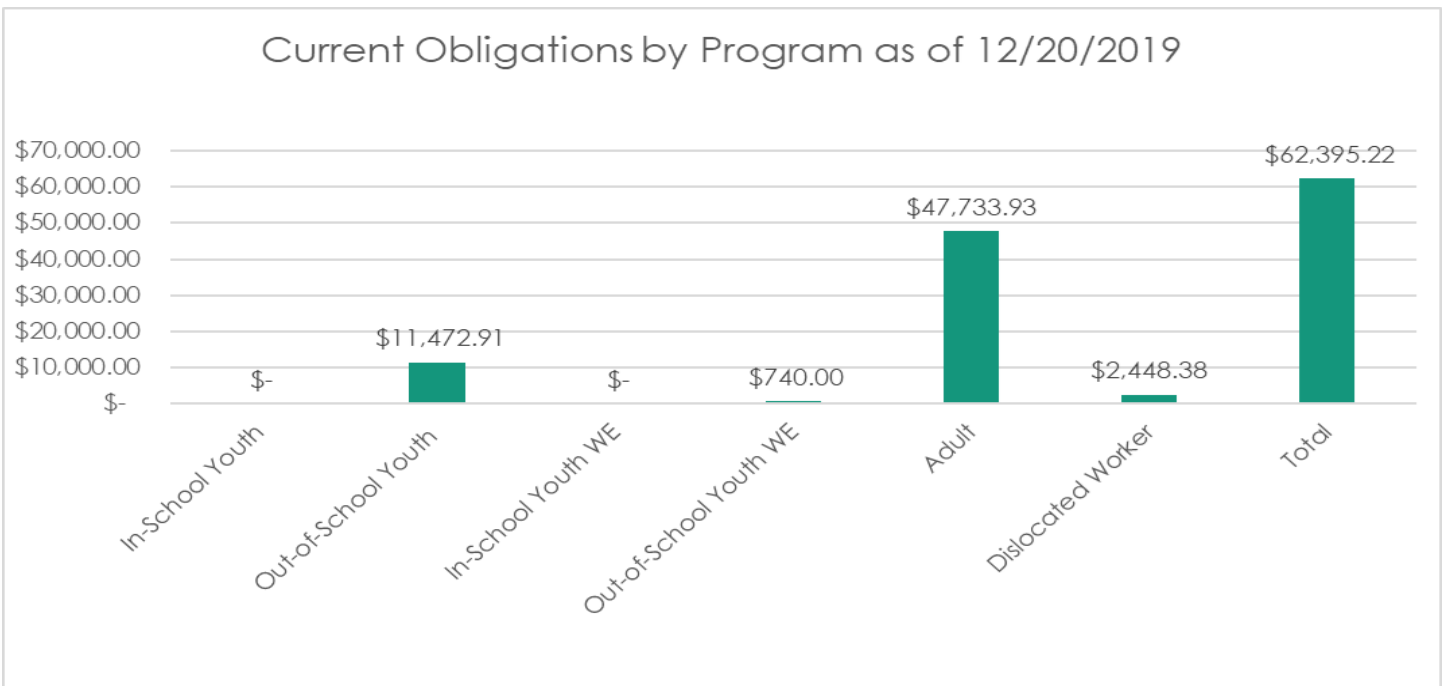


Location	Full-time Equivalent (FTE)	FY20 Fund Stream	PY19 Fund Stream	Total Allocations
Sidney/Alliance	0.9	\$34,000.00	\$6,704.40	\$40,704.40
Scottsbluff	0.45	\$17,000.00	\$6,405.00	\$23,405.00
Region 2	0.5	\$19,000.00	\$9,350.00	\$28,350.00
Region 3	1.5	\$57,000.00	\$1,636.44	\$58,636.44
Region 4	1.25	\$47,000.00	\$14,593.00	\$61,593.00
Columbus	0.5	\$19,000.00	\$5,973.00	\$24,973.00
Norfolk	0.9	\$34,000.00	\$5,883.74	\$39,883.74
Total	6	\$227,000.00	\$50,545.58	\$277,545.58



Total active participants in a non-funded activity as of 12/20/2019: 85

Total active participants as of 12/20/2019: 333



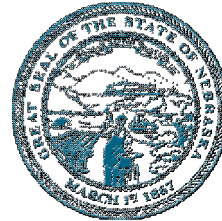
Agenda Item **GNWDB 5L/ Strategic 3b:** Letter of Support

Background: 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.

It is proposed that the Greater Nebraska Workforce Development Board approve the letter of support for the Fairbury Housing Authority.



GREATER NEBRASKA
WORKFORCE DEVELOPMENT BOARD



January 30, 2020

Twilya L'Ecuyer, Executive Director
Fairbury Housing Authority
105 West 5th St.
Fairbury, NE 68352

Dear Ms. L'Ecuyer,

On behalf of the Greater Nebraska Workforce Board, I'm delighted to express our support and commitment to Fairbury becoming a part of Rural Futures Institute's 2020 Fellowship Program.

As Nebraska faces skills gap shortages in its workforce, workforce organizations across Nebraska have been working closely with Nebraska's business community to find solutions to address these needs.

Developing creative projects to engage high-risk populations and assist them in increasing their skills will grow our workforce by creating a pipeline of talent. We feel this project will have a positive effect on the Jefferson County community.

The Greater Nebraska Workforce Board is willing to actively assist Fairbury Housing Authority in implementing this project through the following activities:

- Providing guidance and expertise related to building new training programs for high-risk populations;
- Dedicating to co-enroll participants in the Greater Nebraska Title 1B Workforce Innovation and Opportunity Act program; and
- Providing local board support to this great initiative/

The Greater Nebraska Workforce Development Board is committed to providing the above services and investigate ways this type of work can be expanded across the State.

Sincerely,

Lisa Wilson

Greater Nebraska Board Chair

Agenda Item **GNWDB 5M/ Strategic 3c/ CEOB 5M:** Bylaws

Background: To comply with WIOA and State Policy, the Chief Elected Officials Board must establish bylaws for the Greater Nebraska Workforce development Board. The CEOB and GNWDB approved the current bylaws 5/23/2019.

Greater Nebraska Workforce Development Board Bylaws

Article I. NAME AND PURPOSE

Section 1. NAME

The name of this organization shall be the Greater Nebraska Workforce Development Board hereinafter **sometimes referred to as the "GNWDB" or the "Board"**.

Section 2. OFFICE OF THE GNWDB

The principal office of the GNWDB shall be located at the office of the Nebraska Workforce Development Liaison, currently the Commissioner of Labor, Nebraska Workforce Development, Department of Labor, 550 South 16th Street, Lincoln, Nebraska 68509.

Section 3. PURPOSE

The purpose of the Greater Nebraska Workforce Development Board shall be to carry out such duties as delegated to it by the memorandum of understanding established between the Greater Nebraska Chief Elected Officials (hereinafter "CEOB") and GNWDB, and the duties said forth under the provisions of the Workforce Innovation and Opportunity Act Section 107 (a) and (b), as amended, or any subsequently enacted statutory authority.

ARTICLE II. MEMBERSHIP

Section 1. COMPOSITION OF THE GNWDB

In accordance with Section 107(b)(2)(A) and (B) of the federal Workforce Innovation and Opportunity Act, the board shall consist of the following members with representation as follows:

1. A majority of the members shall be representatives of business in the local area, with a minimum of two members representing small businesses as defined by the U.S. Small Business Administration, who:
 - Are owners of businesses, chief executives, or operating officers of business, or other business executives or employers with optimum policy making or hiring authority; and
 - Represent businesses that provide employment opportunities that include high-quality work-relevant training and development in in-demand industry sectors or occupations in the local area.
2. Not less than 20 percent of the members of the local board shall be workforce representatives. These representatives must include:
 - Two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;
 - One or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.
3. The local board shall include at least one eligible training provider administering adult education and literacy activities under WIOA title II.

4. The local board shall include at least one representative from an institution of higher education providing workforce investment activities, including community colleges.
5. The local board shall include at least one representative from each of the following governmental and economic and community development entities:
 - Economic and community development entities;
 - The State Employment Service office under the Wagner-Peyser Act serving the local area; and
 - The programs carried out under title I of the Rehabilitation Act of 1973.

The local board may also include such other individuals or representatives of entities as the CEOB determines appropriate.

The members of the local board shall represent diverse geographic areas of the State of Nebraska, including urban, rural, and suburban areas.

Section 2. APPOINTMENT AND REMOVAL

Subsection a. The Chief Elected Officials Board (CEOB) shall make all appointments to the GNWDB, which shall conform to the requirements of Section 107 of the federal Workforce Innovation and Opportunity Act and state statute, including the Nebraska Workforce Innovation and Opportunity Act. The CEOB may remove any member, at any time, with or without cause. Absence from three (3) consecutive Board meetings may result in removal from the Board.

Subsection b. The CEOB and administrative staff will solicit nominations. All nominations that meet the required membership criteria will be reviewed by the CEOB. The CEOB will then appoint the most suitable candidate, ensuring:

- Business representatives are appointed from individuals who are nominated by local business organizations and business trade associations;
- Labor representatives are appointed from individuals who are nominated by local labor federations; and
- Will solicit nominations from all eligible providers in the local area of adult education and literacy activities and higher education seats to review for appointment.

Subsection c. Individuals serving on the Board who subsequently retire or no longer hold the position that made them eligible board members may not continue to serve on the Board as a representative of that segment.

Section 3. TERM OF APPOINTMENTS

Except as provided in Section 2 above, all members shall serve for a term of three years. Appointments will be staggered to ensure that the terms of only a portion of the total membership expire in a given year.

Section 4. RESIGNATION

When members deem it necessary to resign from their appointment to the GNWDB, they shall tender their resignation to the CEOB with copies to the Chair. Such resignation shall be deemed effective upon acceptance of the CEOB. In the event that the Chair resigns, the Vice-Chair shall serve as Acting Chair until such time as the local board elects a new Chair.

Section 5. VACANCY

In the event of a vacancy, the CEOB shall appoint another individual to serve, for the remainder of the unexpired term, in accordance with Section 2 herein.

Section 6. COMPENSATION

Members of the Board shall not receive compensation for their services, but may be reimbursed actual and necessary expenses directly related to the discharge of the Board's affairs.

ARTICLE III. OFFICERS

Section 1. CHAIR

The GNWDB shall elect a Chair who is a representative from business and industry that serves at the pleasure of the GNWDB. The Chair shall preside at all meetings of the Board and appoint Chairs and members of all standing and special committees and task groups as deemed necessary or desirable unless otherwise specifically provided for within these Bylaws. The Chair shall represent the Board and has the authority to speak on its behalf before the Governor, Legislature and at all public meetings and functions. The Chair shall have the authority to and shall perform such other duties and functions as may be required by the GNWDB, its bylaws, applicable state and federal statutes, and regulations.

Section 2. VICE-CHAIR

The **CEOB** shall elect the Vice-Chair who is a representative from business and industry that serves at the pleasure of the GNWDB. At the request of, or in the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and perform other duties assigned by the Chair or by the Board. The Vice-Chair shall have the authority to and shall perform such other duties and functions as may be required by the GNWDB, its bylaws and applicable state and federal statutes and regulations.

Section 3. ABSENCE OF GNWDB OFFICERS

In the event that the Chair and Vice-Chair are going to be absent from a meeting, the Chair shall designate a member of the GNWDB as the Acting Chair, who shall preside at such meeting only.

Section 4. VACANCIES

Vacancies in the offices of Chair or Vice-Chair shall be filled by election by the CEOB.

Section 5. PARTICIPATION

Board members will actively participate in convening the one-stop delivery system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities. Members will ensure active participation through the creation and use of Memorandums of Understanding, the Regional and Local Plan and one stop operator.

ARTICLE IV. MEETING PROCEDURES, VOTING RIGHTS, AND QUORUM

Section 1. MEETING TIME AND PLACE

The GNWDB shall hold meetings at least annually and at such other times and places as determined by the Board. Additional meetings may be held at the call of the Chair or Executive Committee.

Section 2. MEETING NOTICE

Notice of all meetings requiring public notice shall be in accordance with the Nebraska Open Meetings Act, (Neb. Rev. Stat. §84-1407 through 84.1414). Written notice of each meeting shall be sent to members prior to the scheduled meeting along with a copy of the proposed minutes of the previous meeting. The notice shall specify the time, date, location, and proposed agenda for the meeting.

Section 3. PUBLIC MEETINGS

All meetings of the GNWDB and its committees shall be conducted in accordance with the Nebraska Open Meetings Act.

Section 4. CONDUCT OF MEETINGS

Subsection a. Unless the Board, by majority vote, shall direct otherwise, the order of business at regular meetings shall be:

Call to Order

Roll Call
Documentation of Compliance With Notice Requirements
Approval of Minutes
New Business
Time and Location for Next Board Meeting
Adjournment

Subsection b. Non-members of the GNWDB shall be permitted to comment on any agenda item(s) requiring action by the Board at such time as "public comment" is solicited by the presiding officer, which, in any event, shall occur at least once prior to the time that any formal action is taken on the item. Non-members may also submit written comment on any agenda item(s), which comment shall be made a part of the permanent record of the meeting. The presiding officer, unless otherwise prescribed by rules adopted by majority vote, may in his/her discretion, limit the amount of time for discussion on any particular agenda item, which limit shall be announced at the time that the agenda items is brought up for discussion.

Subsection c. Each member present shall be allowed to cast one vote.

Subsection d. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of the Board's meeting unless those rules are inconsistent with law, these bylaws, or they are waived by majority vote.

Section 5. MANNER OF VOTING

The vote on all questions duly moved and seconded shall be by roll call vote. No question shall be deemed to have passed unless it has received a majority vote.

Section 6. PROXY

A proxy may be designated by a member in the board member's absence. The member must send the proxy's name and title to the Chair prior to a scheduled board meeting.

The proxy/ designee must meet the following requirements:

If the alternative designee is a business representative, he or she must have optimum policy-making hiring authority.

Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.

Proxy voting is not permitted.

Section 7. QUORUM

A majority of the members shall constitute a quorum. No non-members may be seated at the Board as a representative of a member, nor shall any such representative be counted for purposes of determining a quorum.

Section 8. CONFLICT OF INTEREST

All members shall comply with the provisions of §§49-1499 through 49-14,103.03 Nebraska Revised Statutes.

No GNWDB member may receive anything of value as a result of a benefit conferred by the GNWDB upon any person, business or organization.

A Local Board member must disclose with particularity the nature and extent of any financial interest in or affiliation with any person, business or organization that is seeking anything of value from the GNWDB prior to consideration of the request by the Local Board. A disclosure period will be provided to the members.

When a potential conflict exists, the Local Board Member must prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict, and if he or she will not abstain from voting, deliberating, or taking other action on the matter, the statement shall state why, despite the potential conflict, he or she intends to vote or otherwise participate; and deliver a copy of the statement to the Board Chair, who shall cause the statement to be filed as a matter of public

record.

No member shall vote on a question in which he or she has a direct or indirect personal or pecuniary interest not common to other members of the GNWDB. The member of the State Board may abstain from voting, deliberating, or taking other action on the matter on which the potential conflict exists. The minutes of the meeting shall record compliance with this requirement. The interested member may briefly state his or her position regarding the subject or may answer questions of other members, since his or her knowledge may be of assistance.

Section 9. TECHNOLOGY

The use of technology, such as web-based meetings, may be used to promote board member participation, to the extent allowable under the Nebraska Open Meetings Act.

Section 10. 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.

ARTICLE V. STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1. CREATION OF STANDING COMMITTEES

There shall be an Executive Committee, and two subcommittees of the Local Board: 1) System Coordination Committee, and 2) Strategic Planning Committee.

The CEOB or the GNWDB Chair may create special committees, ad hoc committees, task forces, or similarly designated groups, as he or she deems necessary or desirable

Section 2. APPOINTMENT OF CHAIR

The Chair of the GNWDB shall serve as Chair of the Executive Committee. The Chair of all other committees shall be representatives of business and industry elected by a majority vote of each committee.

Section 3. APPOINTMENT OF MEMBERS

The CEOB shall designate the members of the Executive Committee, consisting of seven members. A majority of Executive Committee members will represent business. Said members to include:

Chair of GNWDB

Vice-Chair of GNWDB

Chair of each standing committee

Representative of Labor category

Representative of One-Stop Partners, provided, one person may be designated to represent more than one One-Stop Partner

Additional representatives from the general membership as needed to complete the seven member body and ensure a majority of representatives are from business.

The Chair of the GNWDB shall appoint the members to all other committees from the general membership.

Section 4. VOTING RIGHTS

Subsection a. Only GNWDB members appointed to serve on any standing or special committee or subcommittee shall have voting rights on those committees.

Subsection b. All actions or recommend actions shall be by majority vote.

Section 5. COMMITTEE MEMBERSHIP

GNWDB members may serve on more than one committee, subcommittee, special committee, ad hoc committee,

task force, or other group that currently exists or that may be created under these bylaws.

Section 6. COMMITTEE MEETINGS

- a. Committees, subcommittees, special committees, or groups created under these bylaws shall meet on an “as needed” basis subject to the call of the Chair of the GNWDB and/or the committee or group Chair.
- b. When required by Nebraska Open Meetings Act, notice of all meetings shall be in accordance with the Nebraska Open Meetings Act. Written notice of each meeting shall be sent to members prior to the scheduled meeting along with a copy of the proposed minutes of the previous meeting. The notice shall specify the time, date, location, and proposed agenda for the meeting.
- c. Pursuant to the Nebraska Open Meetings Act, subcommittees created under these bylaws, including but not limited to the System Coordination Committee and the Strategic Planning Committee, can take no formal action, hold no hearings, have no policy making authority, and shall not be considered public bodies for the purposes of the Nebraska Open Meetings Act.

Section 7. EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of seven GNWDB members, including the GNWDB Chair and Vice-Chair Chairs, Chairs of each Subcommittee, one representative of labor, one one-stop provider representative, and any other members required from business and industry in order to ensure that the majority of Executive Committee members represent business. The Executive Committee shall have the authority to act on behalf of the GNWDB on issues that require action to develop or implement the local plan between scheduled Board meetings, and may exercise such other powers and perform such other duties or functions as may be authorized by majority vote of the Board. The Executive Committee, as a public body, is subject to Nebraska’s Open Meetings Act.

- a. **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.**

Section 8. SYSTEM COORDINATION COMMITTEE

There shall be a System Coordination Committee consisting of members appointed by the Chair in accordance with these bylaws. The System Coordination Committee shall be a subcommittee of the Local Board. This subcommittee shall be assigned duties and responsibilities associated with Performance, **Roles and Resources associated with One-Stop Partners/System (move to Strategic Committee)**, Youth Program, Accessibility, Staff Training, Continuous System Improvement, Policy Alignment, Technology Solutions, Public Sector Partnerships, System-related Grant Applications, Local Area Plans, and other duties as assigned by the Chair of the Local Board. As provided in Section 6 of Article V, the System Coordination Committee, as a subcommittee of GNWDB, is not a public body and is not subject to the Nebraska Open Meetings Act.

Section 9. STRATEGIC PLANNING COMMITTEE

There shall be a Strategic Planning Committee consisting of members appointed by the Chair in accordance under these bylaws. The Strategic Planning Committee shall be a subcommittee of the Local Board. This subcommittee shall be assigned duties and responsibilities associated with Employer Engagement, Industry-focused Sector Strategies, Career Pathways, Connecting Workforce Efforts, Regional Plans, Bylaw Review, Financial Monitoring, Workforce-related Grant Applications, and other duties as assigned by the Chair of the Local Board. As provided in Section 6 of Article V, the Strategic Planning Committee, as a subcommittee of GNWDB, is not a public body and is not subject to the Nebraska Open Meetings Act.

ARTICLE VI. AMENDMENTS

Section 1. AMENDMENTS

These bylaws may be amended or repealed by a vote of two-thirds of the members present at any regular or special meeting of the Board.

Section 2. WRITTEN NOTICE

Written notice of proposed bylaw changes shall be sent to members at least ten days in advance of the meeting at which they are to be acted upon. Such notice shall include both the proposed change and the section that it supersedes.

**ARTICLE VII.
SUSPENSION OF BY LAWS**

Section I. SUSPENSION OF BYLAWS

The GNWDB with the approval of the CEOB may, by a vote of two-thirds of the members present, suspend all or any part of these bylaws when to do so would not be in conflict with the laws of the State of Nebraska or applicable federal laws.

**ARTICLE VIII.
EFFECTIVE DATE**

Section I. EFFECTIVE DATE

These bylaws shall become effective immediately upon approval of two-thirds (2/3) of the members present at the meeting of the CEOB and GNWDB.

Notice of these Bylaws was sent to the members of the CEOB and GNWDB on January 30, 2020. These Bylaws of the Greater Nebraska Workforce Development Board were adopted by a vote of ___ in favor, ___ in opposition, and ___ abstaining, the same constituting more than two-thirds of those members of the CEOB present on January 30, 2020, and adopted by a vote of ___ in favor, ___ in opposition, and ___ abstaining, the same constituting more than two-thirds of those members of the GNWDB present on January 30, 2020 at the regular meeting of the Greater Nebraska Workforce Development Board and Chief Elected Officials Board.

Date

Lisa Wilson, GNWDB Chair

Date

Pam Lancaster, CEOB Chair

Agenda Item GNWDB 5N/ Strategic 3d/ CEOB 5N: Request for Proposal Update

Background: The Request for Proposal (RFP) is designed to solicit proposals from qualified vendors who will be responsible for providing Workforce Innovation and Opportunity Act (WIOA) services in the Greater Nebraska Workforce Development area. The service provider will act as a combination of all of the following: One-stop Operator, Service provider for Adult and Dislocated Worker program services, Service provider for Youth programs, and Administrative entity under WIOA at a competitive and reasonable cost. Proposals that do not conform to the mandatory items as indicated in the RFP will not be considered.

System Coordination Committee

*Requires motion and vote.

Location: 2020 1st Avenue, Kearney, NE

Room: Loup Room

Duration: 2:30pm-5:00pm

Committee Chair: Stacey Weaver

Committee Members: Elaine Anderson, Wayne Brozek, Ann Chambers, Stacey Weaver, Gary Kelly, Greta Kickland, Charlene Lant, Mike Gage, Karen Stohs

Non-board Committee Members: Bernie Hansen, Becky Maggart, Lisa Laws

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

- | | |
|---|----------------|
| 1. Welcome | Stacey Weaver |
| 2. Review of Minutes* | |
| 3. New Business | Ashley Mathers |
| A. Enrollments | |
| B. Active Participants by County | |
| C. Internal Audits | |
| D. AJC Certification Committees | |
| D. PY18 Youth Monitor Review | |
| E. Equal Opportunity & non-discrimination Policy*** | |
| F. ETPL & Contracting with Training Providers Policy* | |
| G. Audits Policy* | |
| H. Career Planning Policy* | |
| I. Customer Survey Results | |
| 4. Adjournment* | Stacey Weaver |

Agenda Item **System 2:** Motion to Approve Minutes

System Coordination Committee Meeting Minutes

Date: Wednesday, October 23, 2019

Location: Kilgore Memorial Library, 520 Nebraska Avenue, York, NE

Duration: 2:30 p.m. – 5:00 p.m.

CALL TO ORDER

Stacy Weaver called the System Coordination Committee (SCC) Meeting to order at approximately 2:30 p.m. (CST) on Wednesday, October 23, 2019.

ROLL CALL

Yvette Montes Jung called the roll for the System Coordination Committee and a quorum was established.

SCC Members Present (9):

Wayne Brozek
Ann Chambers
Bernie Hansen
Greta Kickland
Charlene Lant
Lisa Laws
Becky Maggart
Karen Stohs
Stacey Weaver

SCC Members Absent (2):

Elaine Anderson
Gary Kelly

Nebraska Department of Labor (NDOL) Staff and Guests in Attendance (3):

Ashley Mathers (NDOL)
Yvette Montes Jung (NDOL)
Dawn Carrillo (NDOL)

REVIEW OF MINUTES:

All members received and reviewed the May 22, 2019 System Coordination Committee Meeting Minutes. No discussion or corrections were made. Greta Kickland motioned to approve the May 22, 2019 System Coordination Committee Meeting Minutes. Wayne Brozek seconded. A voice vote was taken and the motion carried unanimously.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

ENROLLMENTS

Ashley Mathers presented the New Enrollments by County chart located on page 56 of the meeting booklet. There were 321 new enrollments from January 1, 2019 to September 15, 2019. Ann Chambers asked if the statistics were good or bad. Ashley Mathers replied that it was good and they have averaged 30-35 new enrollments each month. Greater Nebraska (GN) does exceptionally well and has double the combined totals of Greater Lincoln (GL) and Greater Omaha (GO).

ACTIVE PARTICIPANTS BY COUNTY

Ashley Mathers presented Active Participants by County data located on page 57 of the meeting booklet. As of September 15, 2019, there were 369 active participants. A report with a chart will be presented to the entire board at the board meeting. All active participants from PY15 to PY18 are included and averaged 700 per

year.

STATE MONITOR REVIEW

Ashley Mathers presented the WIOA PY18 One-Stop Delivery System Review issued by the State Monitor. The entire report is located on pages 58-66 of the meeting booklet. GN didn't have very many findings. The major finding was Attachment F-1, the Infrastructure Agreements (IFA) spreadsheet, was not attached to all of the Memorandums of Understanding (MOU) that are located on the NDOL website. She brought GN into compliance by posting Attachment F-1 below each MOU on the NDOL website.

Another finding was several missing MOU partners. When the MOUs were initially created and completed, they were only done with partners who were located in the American Job Centers (AJC), or were required partners like Job Corps, that were not located in the AJC. Even if partners are not located in or near an AJC, they still must have a MOU, although they may not have to pay towards the IFA costs. Ashley reports she has been diligently working towards getting MOUs with all of the partners, especially from the Community Actions. There are 6 or 8 different Community Action partners. There are over 90 Department of Housing and Urban and Development (HUD) partners that are in charge of their own MOU and must have an individual MOU signed for each one, eliminating the option to complete one blanket HUD agreement. She doesn't have all of them signed yet because there are so many, but she does have some. She and Kelsey Miller plan on meeting with Tate next Monday to have him sign addendums for the 3 Adult Ed sites. There are 3 Native American programs that operate in GN that didn't have an MOU signed: Winnebago Tribe, Omaha Tribe, and Ponca Tribe. All MOUs, except Omaha Tribe, will be signed tomorrow by Pam Lancaster, Chief Elected Officials Board (CEOB) Chair and Lisa Wilson, Greater Nebraska Workforce Development Board (GNWDB) Chair. The 3 Career and Technical Ed program MOUs will be signed tomorrow as well. In addition, 5 Community Action programs and HUD were missing. MOUs from all but one of the Community Action programs will be signed tomorrow and the MOUs from HUD will be signed by January's meeting.

Committee members discussed the Native American programs. Any Native American program that operates in GN, that receives Indian and Native American (INA) funding, is a required WIOA partner. The Kansas-Nebraska Tribe is not. Per the INA list that was distributed via a Training and Employment Guidance Letter (TEGL), only the Omaha, Winnebago, and Ponca Tribes in Nebraska are required partners. Karen Stohs remarked that they have a representative from Kansas that comes up to Southeast Nebraska to serve some clients and they do have WIOA funding. Ashley stated if they were serving our clients, we potentially could/should have an agreement with them and asked for their information to be sent to her. She stated that the Omaha and Winnebago Tribes have been a little bit difficult to get in contact with and is hopeful that their agreements will be signed by January.

Another finding was the oversight procedures and policies hadn't been updated since 2017 and it needed updating. This topic will be discussed later in the meeting.

Charlene Lant asked for the timeline to have all the corrective actions completed. Ashley Mathers stated there wasn't necessarily a timeline. Once she gets the audit findings from the State Monitor, she has 30 days to respond to the State Monitor with a projected timeline. At the January 2020 board meeting, she will present the findings of a PY18 Youth program audit in which the findings have already been corrected because all the new material she implemented in PY19 wasn't in effect at the time. Even though the mistakes have already been corrected, she still had to write a response.

Ann Chambers asked if GN receives more corrective actions than GL or GO. Ashley Mathers indicated that she didn't know because she does not have access to that information but Wendy Sieler, the State Monitor, was in attendance at the other committee meeting today and could possibly answer that question. Becky Maggart asked if it was public information and Ashley indicated that she posts GN's meeting booklets publicly but was unsure if GL or GO posts their information publicly. Stacey Weaver stated that the meeting minutes from GL and GO should be available for public review.

FEDERAL AUDIT REVIEW

Chris Mendoza from the United States Department of Labor (USDOL) conducted a federal review on March 25-28, 2019 on the State and GN. The report is located on pages 67-74 of the meeting booklet. The State issued their response on August 5, 2019. Three of the six findings were GN's responsibility and all corrective actions for GN have been resolved.

Finding 1: Career Services were provided without the CEO/Governor Agreement – State & Local Area.

Finding 1 Response: GN did already have the agreement in place and included it in their response.

Finding 3: Local Workforce Development Board (WDB) not monitoring Priority of Service – Greater Nebraska.

Finding 3 Response: A Priority of Service Policy has been created and will be presented and reviewed later in the meeting. Field staff have been implementing the new manual since August 2019 which includes the new Priority of Service guidelines.

Finding 6: Non-Compliant On-the-Job Training (OJT) Policy – Greater Nebraska. Finding 6 Response: There was a small excerpt on how the OJT employers had to be on the Eligible Training Provider List (ETPL). This is not true. OJT employers do not have to be on the ETPL. The policy just needed updating because it hadn't been revised since 2017. That part of the policy was removed and the board will vote on the change. The full report is included in the meeting booklet for review. Greta Kickland and Ashley Mathers discussed Finding 5: Affiliate AJC not accessible – State & Sidney Affiliate. The accessible door at the Sidney facility was not operating properly. The door only works from the inside going out. The landlord will have to be contacted to fix it. It was fixed for a while, then it broke again.

INTERNAL AUDITING

Ashley Mathers announced an internal auditing report will be presented at every committee meeting moving forward. The updated policy documents the kind of auditing the GN Administrative Entity (AE) will be doing. The State Monitor found a discrepancy in the oversight policy during the PY18 One-Stop System Review. Part of the corrective action was updating the Monitoring Policy. Comprehensive biweekly file reviews and quarterly Priority of Service reports are required as part of programmatic monitoring and have been added to the policy. The AE is required to provide a report to the System Coordination Committee. The Monitoring Policy requires the AE to conduct one biweekly file review. Since July 2019, the AE has reviewed seven files. Career planners are required to provide a status update within 2 weeks to ensure the findings are corrected. All files had findings, though the majority of them were minor. The main recurring findings were indexing documents incorrectly and inconsistent Individual Employment Plans (IEPs). An enrollment checklist was created to avoid indexing documents incorrectly and a new section covering IEPs is included in the new manual. IEP training for field staff is being planned and coordinated with other program coordinators to ensure consistency across NDOL.

The Priority of Service report was generated on October 2, 2019. There were 28 Adults enrolled and all of them met at least the low-income requirement and 18 met multiple priority requirements. A policy goal was set to have at least 90% of enrollments meet a Category 1 or 2 priority guideline. Category 1 is a Veteran who is low-income, receiving public assistance, or is basic skills deficient. Category 2 is any non-Veteran who is low-income, receiving public assistance, or is basic skills deficient. If a career planner wants to enroll someone under Category 3 or 4 (not low-income, not receiving public assistance, or not basic skills deficient) they must obtain AE pre-approval. There must be exigent circumstances in order to get Category 3 or 4 approvals.

ONE-STOP OPERATOR SERVICE AGREEMENT

Ashley Mathers reported that the contract between Department of Economic Development (DED) and NDOL ended on June 30, 2019 because they decided the partnership wasn't working. Since the contract ended sooner than expected, the AE met with Legal to discuss what could be and should be done to fill DED's role since they were now out of compliance. USDOL is aware that both boards are now out of compliance. Two options were given. Service providers (managers) take over the One-Stop role again. In order to do that, they would have to issue the Request for Proposal (RFP) to ensure there weren't any other interested parties. On-

ly then would they be able to transfer the duties to the managers. The other option is to simply go out for RFP and see if anyone is eligible. Either way they must proceed with the RFP process. The RFP process has been initiated and is expected to be issued November 1, 2019. The timeline will be reviewed tomorrow at the board meeting.

MEMORANDUMS OF UNDERSTANDING

The GNWDB will vote on this tomorrow at the board meeting. As a result of the One-Stop Audit, it was found that agreements with required partners were missing. NDOL Legal will be in attendance at the meeting and will acquire the signatures of both Lisa Wilson (GNWDB Chair) and Pamela Lancaster (CEOB Chair). During the audit, some language was found to be incorrect. Legal advised the AE to fix the new agreements instead of re-signing all of the agreements. Language corrections can be made to the new agreements to get them into compliance since they will have to be renewed regardless since they all expire in 2020.

MONITORING POLICY

The GNWDB will vote on this tomorrow at the board meeting. The background and policy are located on pages 75-79. Ashley Mathers noted that the meeting booklet was misnumbered. The Monitoring Policy is part of the oversight policy and procedures that needed updating because it hadn't been updated since July 1, 2017. One of the top policy revisions was the One-Stop Delivery System section because the prior policy didn't acknowledge the required assessment of the AJCs which are required to be assessed every three years. The other revision was updating the Programmatic Monitoring section to align with the current monitoring practices and set forth more attainable monitoring goals. The previous policy didn't allow for a realistic timeline to review a file thoroughly, therefore making it difficult for the AE to complete a file review in a timely manner. A typical file review can take approximately 2 hours to complete with problematic files taking up to 4 hours each. This made it unrealistic to complete a file review once a week. The revised policy allows for a more realistic goal of one randomly selected biweekly review. Priority of Service monitoring guidance was also added to the policy. The GN Operations Manual was distributed for staff use on August 7, 2019 and approval of this policy will resolve the finding.

Stacey Weaver asked who is primarily responsible for conducting monitoring. Ashley Mathers stated she was the primary person that conducts both monitoring and reporting. She added that Kelsey Miller sometimes conducts monitoring and the System Coordination Committee monitors the AJCs.

ADULT AND DISLOCATED WORKER PROGRAM POLICY

The GNWDB will vote on this tomorrow at the board meeting. The background and policy are located on pages 75 and 80-84. This is a brand new policy since there hasn't been a policy that lists all of the basic career and training services that are available to participants. It is a requirement to have such a policy in place. It is cut and dry, straight from law and it aligns with the State's policies. Not much was added other than a few things Local Areas can set and nothing was changed from what the board previously set and had in other policies and guidelines. Committee members asked if this policy mirrored the policies of GL or GO. Ashley Mathers replied that she hasn't looked at their policies but is aware that Omaha is updating all of their policies because they have new service providers.

YOUTH PROGRAM POLICY

The GNWDB will vote on this tomorrow at the board meeting. The background and policy are located on pages 75 and 85-97. Ashley Mathers reports that this is also a brand new policy. It follows law pretty closely and aligns with the State's WIOA policies. There is a section that varies slightly because they can select service providers for the youth programs a little differently than they can for the Adult and Dislocated Worker programs. ETPL providers don't have to be used. The first section of the policy addresses Service Provider Selection and Procurement. GN doesn't have any contracted service providers because they have plenty of ETPL providers throughout GN. The Program Design section also includes co-enrollments which has been a topic of discussion with career planners due to limited funding in GN. They are enrolling a lot of people and

want to help them as best as they can. Due to the co-enrollment requirement, there's been a big push for co-enrollment. If there is a program to co-enroll in, every participant should be co-enrolled. Partnerships with the TET grant for DLW and the Supplemental Nutrition Assistance Program (SNAP) are available for co-enrollment. The SNAP Next Step partnership can pay up to \$3,000 in educational assistance for each participant.

Ann Chambers and Ashley Mathers discussed whether the policy differentiated between In-School Youth and Out-of-School Youth. On some parts of the policy it does, specifically under the Expenditures section, the OSY Expenditure Requirement, and the Work Experience Priority. It is generally the same for most, although they cannot spend Individual Training Account (ITA) funds on In-School Youth. It is a very lengthy policy because so much comes straight from law and it is required to be included. Incorporating the legal language and requirements into the policy keeps us safe but limits customization.

Charlene Lant and Ashley Mathers discussed interpreting and incorporating legal language into policy. Ashley is the primary developer and author of GN policies. Kelsey Miller provides program oversight and reviews and compares policies to local board requirements to ensure compliance.

Stacey Weaver and Ashley Mathers discussed the Program Elements section of the policy. In the Local Area, all 14 program elements must be made available to all youth participants. As service providers we don't have to provide the service ourselves, we just have to make the service available to youth. We can refer out to other programs like Adult Education to provide the actual service.

PRIORITY OF SERVICE POLICY

The GNWDB will vote on this tomorrow at the board meeting. The background and policy are located on pages 75 and 98-101. Ashley Mathers reports this policy will bring us into compliance with the One-Stop Monitoring Review (One-Stop Delivery System Review). The existing policy was updated by adding the Adult Program Priority Requirements. The rest of the policy didn't change much.

Adult Program Priority Requirements

Services to eligible Adult Program participants must be provided in the following order:

First, to Veterans and eligible spouses of Veterans who are:

- Recipients of public assistance;**
- Low-income; or**
- Basic skills deficient**

Second, to individuals who are not Veterans and eligible spouses of Veterans but are:

- Recipients of public assistance;**
- Low-income; or**
- Basic skills deficient**

Third, to Veterans and eligible spouses of Veterans who are not:

- Recipients of public assistance;**
- Low-income; or**
- Basic skills deficient**

Last, to persons who are not:

- Recipients of public assistance;**
- Low-income; or**

Basic skills deficient.

A recipient of public assistance, low-income, or basic skills deficient Veteran or eligible spouse takes precedence, with all other qualifying requirements being equal, over a recipient of public assistance, low-income, or basic skills deficient, non-covered person in obtaining individualized career services and training services. This does not allow for bumping of non-covered persons who had previously been accepted into a program prior to the covered person applying within the same program. Priority of service applies up to the point that the participant receives approval to begin an individualized career or training service. At that point, the participant should continue to receive services as needed, even if participants with higher priority must wait to receive services because funds are limited. However, if there is a waiting list, the Veterans or eligible spouse receive access to the service instead of or before the non-covered person on the waiting list. Veterans and eligible spouses receive priority of service in all WIOA Title I programs.

Recipients of Public Assistance, Low-Income, or Basic Skills Deficient Exception

Greater Nebraska requires at least 90% of Adult enrollments meet category one or two eligibility. Administrative approval is required to enroll an individual under priority category three or four.

Prior to enrollment, career planners must determine what level an Adult participant must receive priority of service:

- Determine if the individual is a Veteran or eligible spouse.
- Determine if the individual is low-income or a recipient of public assistance.
- If the individual is not low-income, they must complete the Basic Skills Screening Tool. If the individual answers no to any of the questions on the screening tool or is unable to complete the form without assistance, they are considered basic skills deficient.
- Case note order of priority.

Ashley Mathers noted that the policy specifically states individualized and training services. Anyone can be co-enrolled for basic career services but priority of service isn't effective until it comes to individualized and training services. The Basic Skills Screening Tool is a 7-question form that the participant completes. Types of questions asked are, "Can you read basic instructions without assistance?"; "Do you need help completing this form?"; and "Can you do basic double-digit math, addition and subtraction?" It's very basic. If an individual answers no to any of the questions, or if they can't complete the form on their own behalf due to the inability to read English (or something similar), they automatically qualify as basic skills deficient for eligibility. After the individual completes the form, the career planner case notes the order of priority that the individual receives. The 90% threshold is set for the Adult enrollments because basically everyone is eligible to enroll in WIOA. Everyone could probably benefit from WIOA services to a degree, but may not really need the assistance. GN doesn't have the funds to enroll every individual into individualized and training services. In GN, we have chosen to focus on the populations (low-income, basic skills deficient, recipients of public assistance) that are most in need of our services. The other 10% is for those individuals that don't meet that low-income guideline but would really benefit from our services and in those instances we really want to help those people when we can. We just can't offer our funding to everyone.

Greta Kickland and Ashley Mathers discussed examples of utilizing the 90% threshold. The low-income threshold is incredibly low. For a household of 1, the 6-month income must be under \$6,000. If someone is working part-time, making \$10 an hour, they do not meet the guidelines. An individual may exceed the guidelines if they work a 4-month temp job with good pay, even though they didn't work the last 6 months prior to the temp job. These individuals may need assistance to gain the skills needed to attain full-time sustainable jobs.

CUSTOMER SURVEY RESULTS

Charted results are located on pages 102-110 and feedback and comments on pages 110-115. Due to GN no longer having a One-Stop Operator to conduct surveys, Ashley Mathers created, distributed, and compiled survey results. It was a learning curve and very eye-opening. A total of 4,711 surveys were sent out in August

2019 because 4,711 individuals received a staff-assisted service in the prior 90 days. 425 responses were received and charted results are now broken down by office instead of region, as recommended by Susan Nickerson from DED. There's a lot of data to interpret and a lot of good information is available. None of the results were really shocking. Most responses were favorable and individuals stated they would recommend services to others. The one surprise was the amount of comments and feedback received, over 5 pages of comments. Many of the comments regarding the local offices and frontline staff were very encouraging. 99% of the negative responses received were Unemployment Insurance (UI) related. Unemployment related comments, that are unemployment specific, are in recorded in grey text. The committee was asked to review the survey results and provide feedback.

Stacey Weaver and Ashley Mathers discussed the survey format Susan Nickerson from DED previously used. Although SurveyMonkey continues to be used and was delivered through NEworks, a new account had to be created and the survey had to be recreated because DED was no longer the One-Stop Operator and their account could not be used. The same questions were used and everything else was exactly the same. Learning how to compile the results was a learning curve and a week was spent trying to get charts made and surveys compiled for each office. A decent amount of survey responses were received, close to 10%.

Ann Chambers noted that there were a lot of angry comments. Ashley Mathers agreed and cited that those were UI comments. Stacey Weaver added she has dealt with UI a lot recently and has had some angry comments herself. Many of the committee members added they have dealt with UI a lot recently as well. Ashley stated that it should get better sooner rather than later because Commissioner John Albin hired a new Deputy Commissioner, Mary Anne Bradfield, and has combined the roles of the Employment & Training (E&T) Director and the UI Director. Hopefully Ms. Bradfield will see the disconnect between the programs, and finally receive the feedback that the field has been giving for years, that we need UI in the field offices and we need UI training. Stacey stated that UI needs training as well so that her employees are not training UI on the Short-Time Compensation (STC) program. It's a program they offer and they don't even know about it. They argue with her staff about it too. Ann added that it was nice to see the grey comments so that something gets done about it because you can't fix what you don't know. Ashley remarked that she and Kelsey Miller felt it was important to differentiate the comments. NDOL's Public Information Officer (PIO) recommended they share the comments with UI. There has been a lot of UI staff turnover with their director recently leaving for a federal job a few months ago. UI's transition onto NEworks has not been going incredibly well but the process should be much more seamless in approach and design. Stacey added that once they get the system figured out, like giving employers access to the point where they can actually respond and report on it, it will be better to have it all on one system instead of divided between UI and NEworks.

Stacey Weaver felt it wasn't necessary to review every question but asked if Question 1 applied only to this reporting period. Ashley Mathers confirmed that the 425 responses were for this reporting period only and are broken down by location. There are 54 responses that didn't indicate where services were received, therefore they are not represented on the chart.

The three response options were:

- (Blue) - I came in for services offered at the American Job Center (AJC)/Career Center and did not file for Unemployment Insurance (UI).
- (Red) - I came in to file for Unemployment Insurance (UI) assistance and also received other services offered by the American Job Center (AJC)/Career Center.
- (Green) - I came in to file for Unemployment Insurance (UI) assistance only. No other services were sought or provided.

Stacey Weaver asked if longer term comparisons will be available, to include this round of surveys. Ashley replied that she could create a chart for each question if that's what the committee would like to see. Questions 3 through 7 ask to rate services based on a 1 to 5 scale. Most services averaged a 4 and were quite good.

Charlene Lant asked if themes have been identified and if so, does the board have a responsibility to ask for the top 3 to be addressed. She also asked for the top 3 dissatisfiers and referenced a comment on page 113, under Region 2, that reports the customer was not acknowledged. She remarked that kind of service shouldn't happen and staff should acknowledge customers with a smile and say I'll be with you in a moment. If customer service is a theme, she thinks that should be something the board addresses and would like to know what the major themes are. Ashley Mathers replied that she hasn't identified themes because the survey has been changed the last couple of times by Susan Nickerson from DED who made suggestions and improvements to it and had it tweaked to perfection. Ashley offered to bring the top 3 best and top 3 worst issues to the next meeting.

Ashley Mathers reported that GN has authority over the AJCs and if there is an issue with an AJC, it's the board's responsibility to correct whatever the issue is. To our advantage, our administrator is the administrator over the career centers and the career centers follow AJC requirements. If any of the local offices notice a theme within their office, the managers would want to know about it so they can address the issue. The managers received all of the comments and reached out to those individuals that wanted to be contacted. Bernie Hansen asked to keep in mind the staffing levels at the various offices and added that her office is pretty small. They are down 2 staff members and if available staff are helping other clients or are on the phone, they will not be greeted until someone is available. She admits that has happened on occasion and they do their best. Stacey Weaver recommended adding a sign that says we'll be with you shortly. Bernie replied that they do have a sign and to keep in mind sometimes individuals can be very demanding. Charlene Lant recommended acknowledging clients even if staff are busy.

Stacey Weaver remarked on a comment that resonates with her regarding the Short Time Compensation program. The last comment on page 111 refers to a laid-off individual that is still attached to their employer and asked not to be offered other job services while they are still attached to their employer. Stacey advised her employees that they do not have to do away with certification because they are on a short time compensation plan and noted when they submit their initial claim, they have to check mark they understand they have to submit weekly and won't receive any benefit if they make over their amount. She remarked that is not true and employees are really frustrated and it's extremely confusing. Having field staff available to help would be huge. Ashley pointed out that the Regional Managers see this every day.

Bernie Hansen asked when the next round of surveys would go out and Ashley Mathers replied in November 2019. The participant survey results would be back in time to be reported at the January 2020 meeting. Stacey Weaver asked when this round of surveys was sent out and Ashley replied these participant surveys were sent out in August 2019 to individuals that received staff assisted services in the prior 90 days. Stacey and Ashley discussed the timeline for the employer surveys. Susan Nickerson's guidance will be followed and customer surveys will be sent the next time to any customer that has had a staff assisted service within the last year. Ashley remarked the policy states we distribute voluntary surveys 3 times a year and noted the employer surveys will be sent in March. She is really excited to see the results of the next surveys. Committee members continued to review survey comments and feedback.

Ann Chambers and Ashley Mathers discussed whether or not committee members must vote on the asterisked items on the agenda. They do not vote on anything in the committee meetings, only at the board meeting, by the board members.

Ashley Mathers and Kelsey Miller are working on personal development by reviewing the Code of Federal Regulations (CFR) and WIOA law. There are many things said to be requirements of both boards, like voting, that are simply not true. Some things that were done in the past weren't always correct. They need to know 100%, what is a requirement and what isn't. Changes will come once all requirements are known.

Committee members were advised that the GN manual and forms are accessible from any computer with an internet connection on the NDOL website at <https://www.dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/LocalWorkforceDevelopmentAreas>, under the Local Workforce Development Areas tab. Meeting

booklets, minutes, resources and publications are usually posted there prior to committee and board meetings. From the **Local Workforce Development Areas** tab, scroll down and select the **Greater Nebraska** tab, then **Area Boards & Meetings**. Committee members requested to be notified once all upcoming meeting materials were posted so they could thoroughly review the materials prior to the meeting. Usually materials are ready and posted 2 weeks prior to the meeting.

PUBLIC COMMENT:

There was no public comment.

MEETING DATES:

Upcoming meetings are scheduled on January 23, 2020 in Kearney, NE and May 28, 2020 in Ogallala, NE.

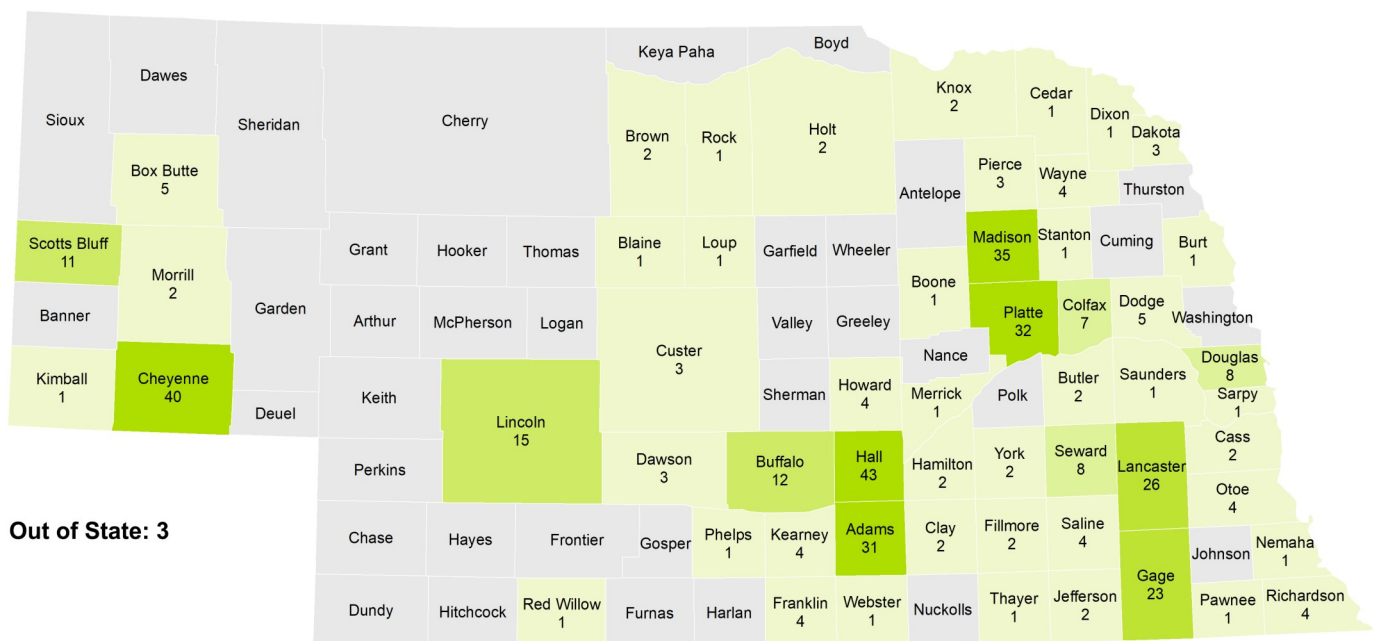
January’s meeting may change to January 30, 2020 if the board votes to approve the change at tomorrow’s board meeting. Accommodating the RFP timeline is the reason they are asking to move the meeting to January 30th. The RFP oral presentations are set for the morning of, or late morning of, January 29th. Any board member, not already on the RFP Committee, may attend and watch the presentations before they vote the following day at the board meeting. The RFP oral presentations will be conducted in Kearney.

ADJOURNMENT:

Ann Chambers motioned to adjourn the System Coordination Committee meeting and Lisa Laws seconded. A voice vote was taken and the motion carried unanimously. Stacey Weaver adjourned the meeting at 3:40 pm (CST).

Agenda Item **GNWDB 50/ System 3a**: New Enrollments by County

* Total new enrollments between 1/1/2019-12/18/2019: 384

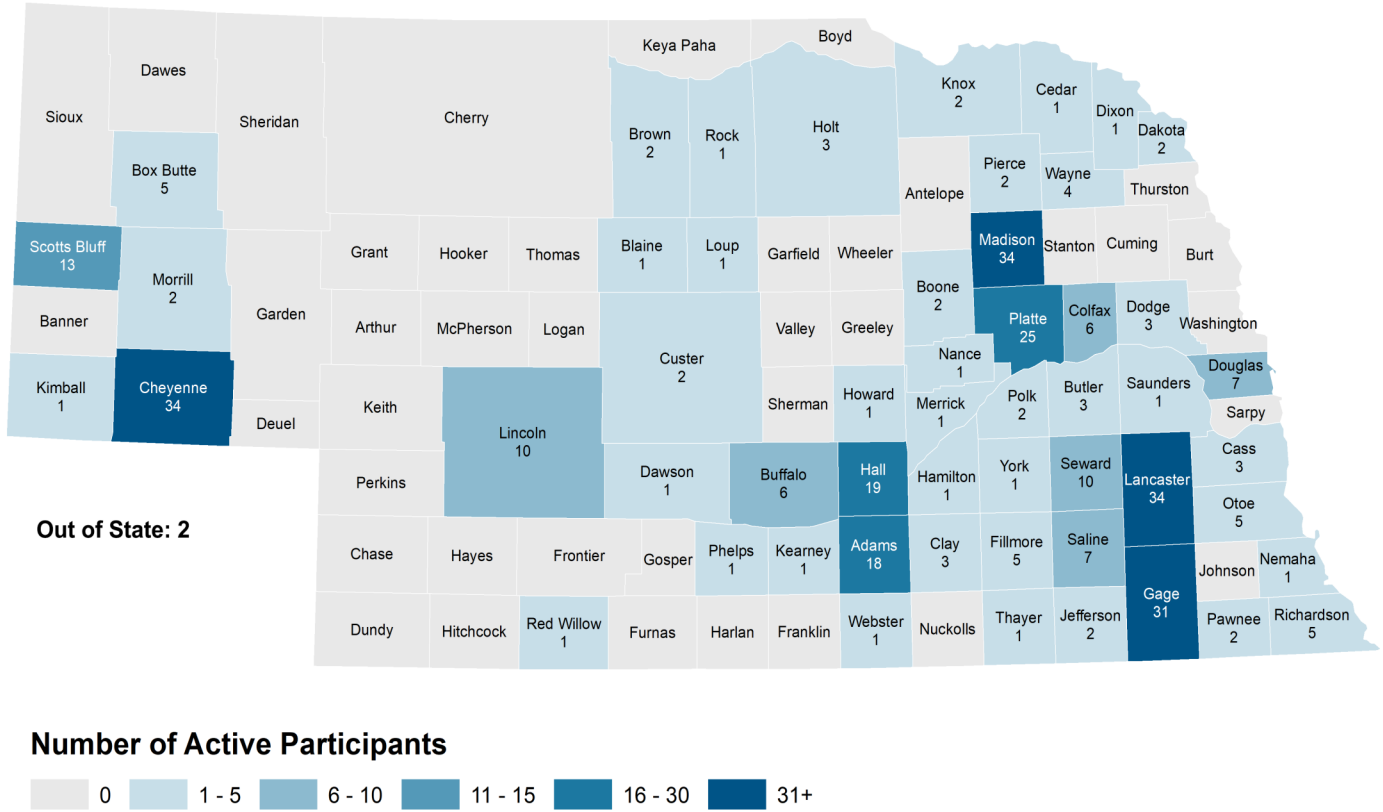


Number of New Enrollments



Agenda Item GNWDB 5P/ System 3b: Active Participants by County

* Total active participants by county as of 12/18/2019: 333



Agenda Item GNWDB 5Q/ System 3d: AJC Certification Committees

Background: Local boards must assess the effectiveness, physical and programmatic accessibility, and continuous improvement of its local one-stop delivery system at least once every three years. The Board must also certify at least one comprehensive one-stop center at least once every three years. If the Board has designated a one-stop partner site as an affiliate site, they must also certify that site. The Board will appoint a committee consisting of five board members or partners to complete the on-site assessment.

Agenda Item System 3e: PY18 Youth Monitor Review

The State WIOA monitor has completed the following review:

PY18 Youth Review

The State Monitor has accepted our responses and resolved the findings. This review was for PY18 but completed in PY19. Majority of the findings had been resolved prior to the report being issued.

October 11, 2019

Kelsey Miller

Administrator of Workforce Services
Office of Employment and Training
Nebraska Department of Labor

550 S. 16th St.

Lincoln, NE 68509

RE: PY18 GNWDA Youth Program Review

The Nebraska Department of Labor, Office of Employment and Training State Monitor has completed a review of the Greater Nebraska Workforce Development Area (GNWDA) Youth Program.

Corrective action is required within the scope of this review. A corrective action plan and/or corrective action steps already taken with supporting documentation must be submitted to the State Monitor, Office of Employment and Training no later than November 10, 2019. Corrective action plans must include internal controls used to ensure that implementation of plan occurs.

Thank you for your assistance in this review. Please feel free to contact me at (402) 471-9870, or by email at wendy.sieler@nebraska.gov if there are any questions.



Wendy Sieler

State Monitor

cc:

John Albin, Commissioner, Department of Labor

Mary Anne Bradfield, Deputy Commissioner for Reemployment, Department of Labor

Brian Potters, Administrator of Workforce Services, Department of Labor

Katie Thurber, General Counsel, Department of Labor

Kelsey Miller, Administrator of Workforce Services, Department of Labor

Lisa Wilson, Chair, Greater Nebraska Workforce Development Board

Pam Lancaster, Chair, Chief Elected Officials Board

John H. Albin, Commissioner
Department of Labor
550 S. 16th Street OFFICE 402-471-9000
P.O. Box 94600
Lincoln, Nebraska 68509
dol.nebraska.gov

WIOA PY18 Youth Program Review

Greater Nebraska Workforce Development
Area [GNWDA]

NEBRASKA

Good Life. Great Connections.

Wendy Sieler, State Monitor
Office of General Counsel
Nebraska Department of Labor

WIOA Title I Youth Programs provide high quality services for youth and young adults beginning with career exploration and guidance. Participants in these programs receive continued support for education attainment and opportunities for occupational skills training in in-demand industries and occupations. The goal is that the individual will be placed in a good job along a career pathway or enrollment in a postsecondary education.

Scope: The NDOL, Office of General Counsel, State Monitor has completed a review the Local Workforce Development Area's (WDA) WIOA Youth program design and delivery including service provider selection, one-stop services, eligibility and activities comparing program administration, operations and delivery to the Act, it's implementing regulations, Federal and State guidance, State WIOA polices, Nebraska Statutes and the local plan. Fields of review may include program design, coordination, outreach, enrollment, assessment, determining and documenting eligibility, activities, closures, WDA goals, percentages expended, management information system accuracy and record maintenance.

Sample: A sample pool consisting of participant's files to be examined was randomly selected from NEworks reports of enrollments, activities and closures. The goal is to have a sample size equaling 10% percent of those reported by NEworks as receiving service during the period of review. For reports showing 25 or less participants, 100% of the sample will be used. If 10% of the sample equaled less than 25 participants, then 25 case files were randomly selected and reviewed. This review included 25 enrolled and 23 exited participant files within the period of review.

Corrective Action Required:

Findings requiring corrective action are listed within this report. A corrective action plan should include: steps to resolve these systemic findings, follow up steps, assignment of responsibility for ensuring implementation and description of supported steps already taken. Please include dates when the issue(s) is expected to be resolved. This plan should be submitted by the Administrative Entity to the State Monitor within 30 days of the receipt of this monitor report.

Areas of Review:

Local Workforce Development Boards (WDB): Each local board must ensure that its selection and procurement of eligible youth service providers complies with the requirements of the State's Youth policy as well as the procurement policy. The local area's plan must describe the design framework for its local youth program, including how the 14 program services required under 20 CFR 681.460 are made available within that framework.¹ The WDB must also ensure a local policy is established that includes a method for determining when an objective assessment and/or individual service strategy (ISS) is not required due to the availability of a recent objective assessment or ISS developed under another education or training program. They are also responsible for developing policies and procedures regarding the provision and coordination of supportive services for youth program participants.²

Policies: The GNWDB has policies and procedures in place for the Youth program. These policies cover eligibility, priority of service, youth incentives, work-based learning, personally identifiable information (PII) and supportive services. During the period of review, the GNWDA utilized a Youth manual that has since been replaced. The GNWDA now has one manual for Adult, DLW and Youth programs.

Youth Standing Committee: WIOA eliminates the requirement for local WDBs to establish a youth council. However, the Department encourages local WDBs to establish a standing committee to provide information and to assist with planning, operational, oversight and other issues relating to the provision of services to youth. If the local WDB does not designate a standing youth committee, it retains the responsibility for all aspects of youth formula programs. The GNWDB does not have a Youth Council/Committee. The board does have a standing committee, the System Coordination Committee that assumes this responsibility.

Oversight: As stated in the GNWDA Monitoring Policy, the System Coordination committee is assigned the responsibility of program oversight for local area.

Involvement: The WDB shall ensure that parents, participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the programs design.³

If a parent, participant or community member in the GNWDA were interested in serving on the board or a committee, they would be referred to the Administrative Entity, provided a nomination form and the board would make the decision if they were qualified to serve in any vacant positions. If a participant, parent, or community member had any suggestions in the design and implementation of the 14 elements, they could call or email the suggestions to the Administrative Entity. The Administrative Entity could also set up a meeting with them to discuss the elements and gather their input. If a participant inquired about becoming a mentor or tutor, the Career Planner would refer them to a mentoring program to sign up as a volunteer so they could be matched with a candidate.

Area for Improvement: Local WDBs must ensure that parents, youth participants, and other members of the community with experience relating to you programs are involved both in the design and in implementation of its youth programs. ⁴

1 20 CFR 681.420(b)

2 TEGL 9-16

3 20 CFR 681.420(g)

4 20 CFR 681.420

Recommendation It is recommended that the GNWDA take a more proactive approach in by including parents, participants and other members of the community with youth-related experience, in the design and implantation of the program. These individuals could serve as board members or non-board members on a standing committee as long as the committee meets the requirements of WIOA. 5

Eligibility and Enrollment: 6

Self-Attestations (SA) were used to support eligibility in some cases but it appears from this review, that it is not a regular practice to use. SAs should only be used if all other attempts to gather sufficient documentation were unsuccessful.

One participant's documentation was under two different spellings in ECM. When performing a search on this participant, only some documentation is available. This individual is also not searchable by SSN.

Finding: One individual's NEworks account showed them as Out of School, but a SA filled out by the individual indicated that they were attending school.

Finding: Four individual case files were missing essential documentation supporting eligibility. In one file, a social security card was used to support pregnant/parenting eligibility. This is not sufficient to support eligibility. Other missing eligibility documentation included support for low income, pregnant or parenting and high school diploma.

Exits:

Twenty-three individual exited case files were examined for this review. Based on the sample pool for this review, the GNWDA are regularly conducting follow-up with their participants as required. All required follow-ups for each quarter that had passed, were completed in NEworks by staff.

Individual Service Strategy (ISS):

Finding: Two individuals were missing copies (signed) of their ISS in ECM.

Program: Local programs must make each of 14 services available to youth. The local plan must describe the design framework for youth programs in the WDA, and how the 14 program elements are to be made available within that framework. The GNWDA covers the 14 required services for Youth Program Design.

Finding: Youth services are provided in only three out of the nine centers within the Greater Nebraska Area. The Greater Nebraska Regional and Local plan for the period of review states that there are three full time staff between those regions who provide youth services. Local WDBs must either co-locate WIOA youth program staff at one-stop centers and/or ensure one-stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs. 7

⁵ WIOA sec. 107(b)(4)

⁶ 20 CFR 681

⁷ 20 CFR 681.700



October 21, 2019

Wendy Sieler, State Monitor
Office of Employment & Training
Nebraska Department of Labor
550 South 16th Street
Lincoln, NE 68508

RE: WIOA PY18 GNWDA Youth Program Review

Dear Ms. Sieler,

The local area has prepared a corrective action plan to address the following findings:

1. Eligibility and Enrollment
2. Individual Service Strategy
3. Program

Please feel free to contact me with any questions or if you need additional documentation.

Sincerely,

Ashley Mathers, Job Training Program Coordinator
Nebraska Department of Labor – Greater Nebraska Workforce Development Board

Attachment: Youth Program Corrective Action Plan

cc: Lisa Wilson, GNWDB Chair
Pamela Lancaster, CEOB Chair
John Albin, Commissioner, Department of Labor
Katie Thurber, General Counsel, Department of Labor
Kelsey Miller, Administrator of Workforce Services, Department of Labor
Mary Anne Bradfield, Deputy Commissioner for Reemployment, Department of Labor
Brian Potters, Administrator of Workforce Services, Department of Labor

Lisa Wilson, Chair

Pam Lancaster, Chief Elected Officials Board Chair

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WIOA PY18 GNWDA Youth Program Review Response

Corrective Action Plan:

Response: Eligibility and Enrollment:

- a) **OSY vs. ISY:** This participant was properly enrolled as an OSY. The vague self-attestation statement provided is deceiving and can lead you to believe the participant should have been enrolled as an ISY. In the ECM file, documentation is indexed under *School Records* showing the participant dropped out of high school. The activities included in the participant's NEworks file confirms the individual was attending the Adult Education program and not another form of "school". According to 20 CFR 681.230, for purposes of WIOA, providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, and dropout re-engagement programs are not considered to be schools for the purposes of determining school status. TA was provided to the local office on 10/21/2019 to ensure all self-attestation statements provide sufficient detail.
- b) **Missing Documentation:** April 10, 2019 the administrative entity implemented the [Youth Enrollment Checklist](#) for field staff to utilize when enrolling a new youth participant. The checklist includes all sections of the NEworks WIOA application, acceptable documentation for each category, and the correct ECM index for each document. NEworks is deceiving as it provides a vast list of acceptable documents for many of the eligibility categories. Staff received TA on April 10, 2019 that the only acceptable verification documents are those listed on the Enrollment Checklist.

For the participant missing the high school diploma, there was nowhere in the application indicating the diploma was used for verification and WIOA did not assist the participant in obtaining their high school diploma. The education section in the WIOA application was completed and all questions were verified using Applicant Statement or Attestation. The self-attestation in ECM did list the participant's education. The participant had obtained their high school diploma prior to program participation. I do not believe this participant needed the high school diploma in their file.

Response: Individual Service Strategy (ISS):

- a) **Missing ISS in ECM:** The GN Operations Manual was released on August 7, 2019. [Section 4 Documentation](#) reviews documentation requirements including the requirements to have participants sign and upload the ISS into ECM. TA was provided on this section of the manual on October 8, 2019.

Response: Program:

- a) **Youth Services:** The Regional and Local Plan does indicate youth services are only available in three regions. Youth services were expanded across all regions of Greater Nebraska in July 2018 and all Greater Nebraska staff have been cross-trained in the adult, DLW, and youth programs. During the next plan update, Greater Nebraska will include the following: Youth services are available throughout the entire Greater Nebraska local area. One-stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Agenda Item **GNWDB 5R/ System 3f/ CEOB 5R:** Equal Opportunity & Non-discrimination Policy*

Background: All recipients of WIOA Title I financial assistance must comply with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 and its implementing regulations provided at 29 CFR Part 38. Service providers are not required to designate an EO Officer. The obligation for ensuring service provider compliance with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 and 29 CFR Part 38 rests with the Governor or local area grant recipient (i.e., Chief Elected Official), as specified in the state's nondiscrimination plan.

Top 3 Policy Revisions:

- Revised the policy to align with the State's Nondiscrimination and EO policy and included local area complaint procedures
- Combined the Accessibility and EO and Nondiscrimination policies (Basically they were the same policy. One just had more detail than the other)
- Appointed an EO Officer

Equal Opportunity & Nondiscrimination

Policy No.	12
Effective Date	1/30/2020
Approval	CEOB

Reference

Workforce Innovation and Opportunity Act (WIOA) 188; 29 CFR § 38.1-38.8, 68.72; 20 CFR § 683.285; TEGL 1-05; TEGL 37-14; Nebraska Department of Labor (NDOL) Nondiscrimination and Equal Opportunity Policy, Change 2.

Policy

All recipients of WIOA Title I financial assistance must comply with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 and its implementing regulations provided at 29 CFR Part 38. The obligation to comply with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 or 29 CFR Part 38 are not excused or reduced by any state or local law or other requirement or private organization rules or policies.

Applicability

The requirements of WIOA Sec. 188 and 29 CFR Part 38 apply to each recipient of WIOA Title I financial assistance, each one-stop partner, and its programs and activities, that are part of the one-stop delivery system, and the employment practices of each recipient, to the extent the employment is in the administration of or in connection with programs and activities conducted under WIOA Title I or the one-stop delivery system.

The requirements of WIOA Sec. 188 and 29 CFR Part 38 do not apply to programs or activities that are financially assisted under laws other than WIOA Title I and are not part of the one-stop delivery system, including programs or activities implemented under the Workforce Investment Act of 1998, contracts of insurance or guaranty, or Federal procurement contracts, with the exception of contracts to operate or provide services to Job Corps Centers.

Prohibitions

In general, recipients are prohibited from using any method that has the purpose or effect of subjecting individuals to discrimination on a prohibited ground due to the recipient's administration of facilities and programs providing aid, benefits, service, or training.

Discrimination and Harassment

It is against the law for recipients of federal financial assistance to discriminate or harass any individual on the basis of race, color, religion, sex, national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of WIOA, on the basis of the individual's citizenship status or participant in any WIOA Title I financially assisted program or activity. In addition, a recipient must not exclude any individual from, or restrict any individual's participation in, any program or activity based on the recipient's belief or concern that the individual will encounter limited future employment opportunities because of the individual's race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship status, or participation in a WIOA Title I financially assisted program or activity.

A recipient must not communicate any information that suggests, by text or illustration, that the recipient treats beneficiaries, registrants, applicants, participants, employees or applicants for employment differently on any prohibited basis described in 29 CFR § 38.5, except when such treatment is permitted under 29 CFR Part 38 or Federal law.

Intimidation and Retaliation

A recipient must not discharge, intimidate, retaliate, threaten, coerce or discriminate against any individual because the individual has, with regard to the requirements and obligations of WIOA Sec. 188 or 29 CFR Part 38:

- filed a complaint alleging a violation;
- opposed a practice prohibited by the nondiscrimination and equal opportunity provisions; or
- furnished information to, or assisted or participated in any manner in, an investigation, review, hearing, or any other activity related to any of the following:
 - administration of the nondiscrimination and equal opportunity provisions;
 - exercise of authority under those provisions;
 - exercise of privilege secured by those provisions; or
 - otherwise exercised any rights and privileges under the nondiscrimination and equal opportunity provisions.

Assistance for Facilities for Religious Instruction or Worship

WIOA Title I program funds must not be used to subsidize the employment of individuals participating in WIOA Title I programs where the participant would be carrying out the construction, operation, or maintenance of any part of any facility that is used or will be used for religious instruction or worship.

Exceptions and Limitations

The prohibition against use of WIOA Title I funds for facilities for religious instruction or worship, as described above, does not apply to maintenance of a facility that is not primarily or inherently devoted to religious instruction or worship when the organization operating the facility is part of a program or an activity providing services to WIOA Title I participants.

WIOA Title I funds may be used to support employment and training in religious activities when the assistance is indirect. Financial assistance for employment in religious activities is considered indirect when the participant has been provided with a genuine and independent opportunity to choose the provider of the employment, even where the local WIOA Title I service provider pays the provider of employment directly. Financial assistance for training in religious activities is considered indirect when the participant:

- is given a genuine and independent private choice among training providers or program options, which must be provided in a manner that maximizes informed consumer choice; and
- can freely elect, from among those options, to receive training in religious activities.

For training in religious activities, individual training accounts (ITAs) are considered indirect assistance.

Physical and Programmatic Accessibility

Each program or activity, must be operated in a manner that makes it readily accessible to qualified individuals with a disability. A qualified individual with a disability is an individual who, with or without a reasonable accommodation for his or her disability, meets eligibility requirements.

Each recipient must insure that no qualified individual with a disability may be excluded from participation in, or be denied the benefits of a recipient's service, program, or activity or be subjected to discrimination by any recipient because a recipient's facilities are inaccessible or unusable by individuals with disabilities.

Program accessibility requires the provision of reasonable accommodations for individuals with disabilities, making reasonable modifications to policies, practices, and procedures, administering programs in the most integrated setting appropriate, communicating with persons with disabilities as effectively as with others, and providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

In determining what types of auxiliary aids and services are necessary, a recipient must give primary consideration to the requests of individuals with disabilities. In order to be effective, auxiliary aids and services must be provided in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of the individual with a disability. Some examples include: qualified interpreters, video remote interpreting service, text and video-based telecommunications products and systems, videotext displays, and telephone handset amplifiers.

Assurances

Each recipient of WIOA Title I financial assistance must provide written assurances that it will adhere to and comply with the requirements of WIOA Sec. 188 and 29 CFR Part 38.

- In the case of the Greater Nebraska Workforce Development Board (GNWDB), the assurances are included in the WIOA Title I grant agreement with Nebraska Department of Labor (NDOL).
- For all other recipients of WIOA Title I financial assistance provided through the local board, the assurances are made part of the memorandum of understanding (MOU) agreement between the recipient and the local board.

Equal Opportunity Officer

Every recipient must designate an Equal Opportunity Officer (EO Officer), except small recipients and service providers. A small recipient is defined as a recipient that serves fewer than 15 program participants during one grant year (program year) or employs fewer than 15 employees on any given day during one grant year.

In Greater Nebraska, NDOL is the WIOA Title I grant recipient agency and Kelsey Miller is the Greater Nebraska EO Officer related to the grant.

Kelsey Miller
 Administrator of Workforce Services, Greater Nebraska EO Officer
 Nebraska Department of Labor
 600 E. Francis St, Suite 9
 North Platte, NE 69101
 (308) 535-8340

The EO Officer is responsible for:

- serving as the recipient's liaison with Civil Rights Center (CRC);

- monitoring and investigating the recipient’s activities, and the activities of the entities that receive WIOA Title I financial assistance from the recipient, to make sure that the recipient and its sub recipients are not violating their nondiscrimination and equal opportunity obligations;
- reviewing the recipient’s written policies to make sure that those policies are nondiscriminatory;
- developing and publishing the recipient’s procedures for processing discrimination complaints and making sure that those procedures are followed;
- reporting directly to the Commissioner of Labor and the NDOL State-level EO Officer on nondiscrimination and equal opportunity matters;
- undergoing training (at the recipient’s expense) to maintain competency as an EO Officer; and
- if applicable, overseeing the development and implementation of the recipient’s Methods of Administration.

Service providers are not required to designate an EO Officer. The obligation for ensuring service provider compliance with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 and 29 CFR Part 38 rests with the Governor or local area grant recipient (i.e., Chief Elected Official), as specified in the state's nondiscrimination plan.

Equal Opportunity Notice

Each recipient of WIOA Title I financial assistance must provide initial and continuing notice that it does not discriminate in the delivery of programs and services or employment on the basis of race, color, religion, sex, national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of WIOA, on the basis of the individual’s citizenship status or participant in any WIOA Title I financially assisted program or activity.

The following specific wording is placed on EO Notice posters and in written EO policy statements:

Equal Opportunity is the Law

“It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex, age, disability, or political affiliation or belief or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual’s citizenship status or participation in any WIOA Title I financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

If you think that you have been subjected to discrimination under a WIOA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient’s Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.”

This notice, in the form of Nebraska’s Equal Opportunity is the Law poster, must be posted prominently in a reasonable numbers and placed where customers and staff frequent.

The Equal Opportunity Notice must also be:

- on the recipient's web site pages;
- disseminated in internal memoranda and other written or electronic communications with staff;
- included in employee and participant handbooks or manuals regardless of form, including electronic and paper form if both are available;
- provided to each participant and employee; and
- made part of each participant’s and employee's file and be a part of both paper and electronic files, if both are maintained.

In addition, the Equal Opportunity Notice must be:

- provided in appropriate formats to registrants, applicants, eligible applicants/registrants, applicants for employment and employees and participants with visual impairments;
- provided to participants in appropriate languages other than English; and
- initially published and provided within 90 calendar days of the latter of January 3, 2017 or the first date the requirements of WIOA Sec. 188 and 29 CFR Part 38 apply to the recipient (i.e., within 90 days of first becoming a recipient).

Note: When the Equal Opportunity Notice has been given in an alternate format to registrants, applicants, eligible applicants/registrants, participants, applicants for employment and employees with a visual impairment, a case note that the alternate-format notice has been given must be made a part of the employee's or participant's file.

EO Tagline

Recruitment brochures and other materials, including pamphlets, flyers, and other publications distributed or communicated in written or oral form, electronically or on paper, for customers, staff or the general public that describe programs financially assisted under Title I of WIOA or the requirements for participant by recipients and participants will include the following EO tagline:

“Equal opportunity Program/Employer. Auxiliary aids and services are available upon request to individuals with disabilities.”

If a phone number is included, the tagline must also include the telephone number of the text telephone (TTY) or other equally effective telecommunications systems, such as a relay service, video phone, or captioned telephone used by the recipient.

Program information that is broadcast in the news media and electronically such as on television and radio or on a large screen monitor must also include the tagline.

Orientations

During each presentation to orient new participants, new employees, and/or the general public to its WIOA Title I financially assisted program or activity, a recipient must include a discussion of rights under the nondiscrimination and equal opportunity provisions of WIOA, including the right to file a complaint of discrimination with the recipient or CRC Director. This information must be communicated in appropriate languages and in formats accessible for individuals with disabilities. When possible, the Equal Opportunity Notice should be provided in print and signed by WIOA Title I program participants and employees of the recipient and retained on file.

Affirmative Outreach

Recipients must take appropriate steps to ensure that they are providing equal access to their WIOA Title I financially assisted programs and activities. These steps should involve reasonable efforts to include members of the various groups protected under 29 CFR Part 38, including but not limited to:

- individuals with limited English proficiency;
- individuals with disabilities;
- persons of different sexes and age groups; and
- persons of various racial and ethnic/national origin groups and religions.

Collection and Maintenance of EO Data

Each recipient must collect data and maintain records the CRC Director finds necessary to determine whether the recipient has complied or is complying with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 and 29 CFR Part 38. The system and format in which the records and data are kept must be designed to allow the Governor and CRC to conduct statistical or other quantifiable data analyses to verify the recipient's compliance with WIOA Sec. 188 and 29 CFR Part 38.

EO data must be collected for all WIOA Title I financially assisted programs for applicants, registrants, eligible applicants/registrants, participants, trainees, employees, and applicants for employment by race/ethnicity, sex, age, and where known, disability status. Beginning on January 3, 2019, each recipient must also record the limited English proficiency and preferred language of each applicant, registrant, participant, and trainee. This collected information must be stored in a manner that ensures confidentiality, and must be used only for the purposes of:

- recordkeeping and reporting;
- determining eligibility, where appropriate, for WIOA Title I financially assisted programs or activities;
- determining the extent to which the recipient is operating its WIOA Title I financially assisted program or activity in a nondiscriminatory manner; and
- other uses authorized by law.

In Greater Nebraska, this information is recorded in the NEworks labor exchange system for applications, registrants, participants, and trainees. Employee's EO data is maintained on file.

Medical and Disability Information

Any medical or disability-related information obtained about a particular individual, including information that could lead to the disclosure of a disability, must be collected on separate forms. All such information, whether in hard copy, electronic, or both, must be maintained in one or more separate files, apart from any other information about the individual, and treated as confidential. Whether these files are electronic or hard copy, they must be locked or otherwise secured (for example, through password protection).

Complaints

Each recipient must maintain discrimination complaint logs, and submit to CRC upon request, with the name and address of the complainant, the basis of the alleged discrimination (ex: race, color, religion, sex, national origin, etc.), a brief description of the complaint, the date filed and the disposition of the complaint.

Information that could lead to identification of a particular individual as having filed a complaint must be kept confidential.

Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.

A service provider's responsibility for collecting and maintaining the information required under this section may be assumed by the Governor or local area grant recipient, as provided in the state's nondiscrimination plan.

Information to be Provided to CRC

Each recipient must promptly notify the CRC Director when any administrative enforcement actions or lawsuits are filed against it alleging discrimination on the basis of race, color, religion, sex, national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of WIOA, on the basis of the individual's citizenship status or participant in any WIOA Title I financially assisted program or activity.

This notification must include the names of the parties to the action or lawsuit, forum in which each case was filed, and relevant case numbers.

Compliance Reviews and Complaint Investigations

Each recipient, as part of a compliance review or monitoring activity conducted or carried out by the CRC Director, must provide the following information:

- the name of any other Federal agency that conducted a civil rights compliance review or complaint investigation, and that found the grant applicant or recipient to be in noncompliance, during the two years before the grant application was filed or CRC began its examination; and
- information about any administrative enforcement actions or lawsuits that alleged discrimination on any protected basis, and that were filed against the grant applicant or recipient during the two years before the application or renewal application, compliance review, or monitoring activity.

This information must include the names of the parties, forum in which each case was filed, and relevant case numbers.

At the discretion of the CRC Director, recipients may be required to provide, in a timely manner:

- any information and data that the Director considers necessary to investigate complaints and conduct compliance reviews on bases prohibited under the nondiscrimination and equal opportunity provisions of WIOA and 29 CFR Part 38; and
- the particularized information and/or to submit the periodic reports that the CRC Director considers necessary to determine compliance with the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 38.

Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.

Records Retention and Access

The following records, whether they exist in electronic form (including email) or hard copy, must be retained for a period of not less than three years from the close of the applicable program year:

- records of applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment; and
- other records as are required under 29 CFR Part 38 or by the CRC Director.

Where a discrimination complaint has been filed or compliance review initiated, every recipient that possesses or maintains any type of hard-copy or electronic record related to the complaint (including records that have any relevance to the underlying allegations in the complaint, as well as records regarding actions taken on the complaint) or to the subject of the compliance review must preserve all records, regardless whether hard-copy or electronic, that may be relevant to a complaint investigation or compliance review, and maintain those records for a period of not less than three years from the date of final action related to resolution of the complaint or compliance review.

Each recipient must permit access by the CRC Director or the Director's designee during its hours of operation to its premises and to its employees and participants, to the extent that such individuals are on the premises during the course of the investigation, for the purpose of conducting complaint investigations, compliance reviews, or monitoring activities

associated with a state's development and implementation of a nondiscrimination plan, and for inspecting and copying such books, records, accounts and other materials as may be pertinent to ascertain compliance with and ensure enforcement of the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 38.

Asserted considerations of privacy or confidentiality are not a basis for withholding information from CRC and will not bar CRC from evaluating or seeking to enforce compliance with the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 and 29 CFR Part 38.

Whenever any information that the Director asks a recipient to provide is in the exclusive possession of another agency, institution, or person, and that agency, institution, or person fails or refuses to furnish the information upon request, the recipient must certify to CRC that it has made efforts to obtain the information and that the agency, institution, or person has failed or refused to provide it. This certification must list the name and address of the agency, institution, or person that has possession of the information and the specific efforts the recipient made to obtain it.

Complaint Filing Procedures

Any individual, or individual's representative, who believes that the individual or any specific class of individuals, has been or is being subjected to discrimination, harassment, or retaliation prohibited under WIOA Sec. 188 or 29 CFR Part 38 may file a written complaint. The complaint may be filed with the Greater Nebraska EO Officer or the Director, Civil Rights Center, U.S. Department of Labor, Room N4123, 200 Constitution Avenue, NW, Washington, DC 20210.

Generally, a complaint must be filed within 180 days of the alleged discrimination, harassment, or retaliation. However, for good cause shown, the CRC Director may extend the filing time. The time period for filing is for the administrative convenience of CRC, and does not create a defense for the respondent.

Required Content

Each complaint must be filed in writing, either electronically or in hard copy, and must contain the following information:

- the complainant's name, mailing address, and, if available, email address (or another means of contacting the complainant);
- the identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination);
- a description of the complainant's allegations, which must include enough detail to allow the CRC Director or the recipient, as applicable, to decide whether CRC or the recipient, as applicable, has jurisdiction over the complaint; the complaint was filed in time; and the complaint has apparent merit, in other words, whether the complainant's allegations, if true, would indicate noncompliance with any of the nondiscrimination and equal opportunity provisions of WIOA Sec. 188 or 29 CFR Part 38; and
- the written or electronic signature of the complainant or the written or electronic signature of the complainant's representative.

A complaint may be filed by completing and submitting CRC's Complaint Information Form and Privacy Act Consent, which may be obtained either from the recipient's EO Officer or from CRC. The forms are available electronically on CRC's website and in hard copy via postal mail upon written request to Director, Civil Rights Center, U.S. Department of Labor, Room N4123, 200 Constitution Avenue, NW, Washington, DC 20210.

Complaint Processing Procedures

Greater Nebraska will issue a written notice of final action on complaints within 90 calendar days of the date on which the complaint is filed. Complaint procedures include:

1. Acknowledgement Letter

Within ten (10) calendar days of the filing of the complaint, the EO Officer will provide initial, written notice to the complainant acknowledging receipt of the complaint. The notice will include:

- notice that the complainant and the respondent has the right to be represented by an attorney or other individual of their choice in the complaint process;
- notice of rights contained in 29 CFR § 38.35;
- notice that the complainant has the right to request and receive, at no cost, auxiliary aids and services, language assistance services, and that this notice will be translated into the non-English languages; and
- informed of the Greater Nebraska Equal Opportunity & Nondiscrimination policy to initially attempt resolution of the complaint through mediation, which is an alternative dispute resolution (ADR). The mediation process is explained to the complainant.

2. Alternative Dispute Resolution

An ADR is a process where all parties agree on a resolution to the discrimination complaint without going through the entire complaint process. The process must be directed by the EO Officer or his/her designee who does not have a conflict of interest in the complaint. It is the complainant's choice to use ADR or the customary process. The complainant may attempt ADR at any time after the complainant has filed a written complaint with the recipient, but before a Notice of Final Action has been issued.

Within twenty (20) calendar days of the filing of the complaint, the complainant accepts or rejects the offer of mediation.

- a) If mediation is accepted, it is held within thirty (30) calendar days of the filing of the complaint.
- b) If an agreement is reached that is satisfactory to both parties, the complaint is resolved.
- c) A party to any agreement reached under ADR may file a complaint with the Director of the CRC in the event the agreement is breached. In such circumstances, the following rules apply:
 - a. The non-breaching party may file a complaint with the Director of the CRC within 30 days of the date on which the non-breaching party learns of the alleged breach;
 - b. The Director of the CRC must evaluate the circumstances to determine whether the agreement has been breached. If it is determined the agreement has been breached, the complainant may file a complaint with the CRC based upon his/her original allegation(s), and the Director of the CRC will waive the time deadline for filing such a complaint.
- d) If the parties do not reach an agreement under ADR, the complainant will be given a Notice of Final Action of the right to file a complaint with the Director of the CRC within 30 days of the notice date.

3. Mediation Not Accepted

If mediation is not accepted within thirty (30) calendar days of the filing of the complaint, a notice to the complainant is sent that contains the following information:

- a. A list of the issues raised in the complaint; and
- b. For each issue, a statement whether the local area will accept the issue for investigation or reject the issue, and the reasons for each rejection.

4. A Period for Fact-finding

A period for fact-finding or investigation of the circumstances underlying the complaint must be completed within sixty (60) calendar days of the filing of the complaint.

5. Notice of Final Action

A written Notice of Final Action, provided to the complainant within ninety (90) calendar days of the filing of the complaint and contains the following information:

- a) for each issue raised in the complaint, a statement of either:
 - the recipient's decision on the issue and an explanation of the reasons underlying the decision; or

- a description of the way the parties resolved the issue.
- b) notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the Notice of Final Action is received if the complainant is dissatisfied with the recipient's final action on the complaint.

Notice of Recipient's Lack of Jurisdiction

If a recipient determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination. This notice of lack of jurisdiction must include:

- a statement of the reasons for that determination; and
- notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the notice.

Failure to Comply

Whenever the Secretary of Labor finds that a state or other recipient of WIOA Title I financial assistance has failed to comply with the requirements of WIOA Sec. 188 or 29 CFR Part 38, the Secretary must notify the state or recipient and must request that compliance takes place. If within a reasonable period of time, not to exceed 60 days, the state or recipient fails or refuses to comply, the Secretary may refer the matter to the United States Attorney General with a recommendation that an appropriate civil action be instituted or take such other action as may be provided by law.

Once a referral is received or if the United States Attorney General has reason to believe that the state or recipient of WIOA Title I financial assistance is engaged in a pattern or practice of discrimination, the United States Attorney General may bring a civil action in any appropriate district court of the United States for such relief as may be appropriate, including injunctive relief.

Disclaimer

This policy is based on Greater Nebraska's reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.

Agenda Item GNWDB 5S/ System 3g: ETPL & Contracting with Training Providers Policy*

Background: The State Monitor required corrective action to our current oversight policy and procedures. The Monitoring policy was last updated July 1, 2017. Previously, we did not have oversight procedures. The Greater Nebraska Operations Manual was completed and distributed for staff use on August 7, 2019. Approval of this updated Monitoring Policy will resolve this finding.

Top policy revisions:

- Included all ETPL responsibilities of the Board (some were missing)
- Combined the ETPL and Contracting with Training Provider policies
- Revised/clarified the Selecting Training Providers process.

It is proposed that the Greater Nebraska Workforce Development Board approve the ETPL & Contracting with Training Providers Policy.

Eligible Training Providers & Contracting With Training Providers Policy

Policy No.	11
Effective Date	1/30/2020
Approval	GNWDB

Reference

20 CFR 680.320 and 20 CFR 680.340-680.530. Nebraska Department of Labor's Adult and Dislocated Worker Programs policy and Eligible Training Providers policy.

Policy

Eligible Training Providers

Nebraska's Eligible Training Provider List (ETPL) is a list of training providers that are qualified to receive WIOA funding for providing training services to eligible individuals through approved training programs, including Registered Apprenticeship programs.

The Governor has designated Nebraska Department of Labor (NDOL) as the agency responsible for determining the eligibility of training providers. NDOL plays a leadership role in ensuring success of the Nebraska Eligible Training Provider (ETP) program in partnership with local boards and the one-stop delivery system. For information regarding eligibility criteria, the eligibility process, etc. see NDOL's Eligible Training Providers Policy.

Training providers on the Eligible Training Provider List (ETPL), or the ETPL of a state with which Nebraska has a reciprocal agreement, are the only entities eligible to receive funding through Individual Training Accounts (ITA). Training may also take place as specified in the Contracting with Training Providers section. For additional information on ITAs see Greater Nebraska's Individual Training Accounts Policy.

Nebraska's ETPL is accessible online at NEworks.nebraska.gov under Job Seekers: Training Services, look for ETPL Approved Programs. Training providers that would like be included on the ETPL can learn more at dol.nebraska.gov.

The responsibilities of the Greater Nebraska Workforce Development Board (GNWDB) regarding the ETPL include:

- Carrying out procedures assigned by NDOL;
- Working with NDOL to ensure sufficient numbers and types of providers are serving the local area, including training providers with expertise in serving individuals with disabilities and adults in need of education and literacy activities;
- Ensuring the dissemination and appropriate use of the ETPL through the local one-stop delivery system; and
- Ensuring informed consumer choice as described in Greater Nebraska's Individual Training Accounts Policy.

In addition, the GNWDB may:

- Make recommendations to NDOL on the process used in determining eligibility of training providers and programs;
- Require supplemental (not alternative) criteria and information from local training providers as criteria to become or remain eligible in the local area;
- Set higher local levels of performance for training providers than those established by NDOL as criteria to become or remain eligible to provide training services in the local area; and
- Supplement the criteria and information requirements established by NDOL in order to support informed consumer choice and the achievement of local performance indicators including:
 - o Information on training programs that are linked to in-demand occupations in the local area;

- o Performance and cost information, including program performance and cost information, for the local outlet(s) of multi-site eligible training providers;
- o Information that shows how programs are responsive to local requirements; and
- o Other appropriate information related to the objectives of WIOA.

GNWDB has not established any additional criteria for training providers to meet to become or remain eligible to provide training services in the local area.

Contracting with Training Providers

Not all allowable types of training services are subject to the requirements of the eligible training provider provisions. Contracts for training services may be used instead of ITAs when the GNWDB has fulfilled the consumer choice requirements described in Greater Nebraska’s Individual Training Accounts [Policy](#). Training services exempt from the ETPL requirements include:

1. On-the-job-training (OJT), customized training, incumbent worker training, or transitional jobs (TJ) training services.
2. The GNWDB determines:
 - a. If there is an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITAs.
 - b. If there is a program of training services having demonstrated effectiveness in serving individuals with barriers to employment offered in the local area by a community-based organization or other private organization.
 - c. It would be most appropriate to contract with an institution of higher education or other accredited, authorized, or licensed provider of training services, in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit consumer choice. Providers of training services must be authorized by accrediting or governing authorities to provide training services in Nebraska or to Nebraska residents.
3. The GNWDB provides training services through a pay-for-performance contract.

Individuals with barriers to employment include the following:

- a. displaced homemakers;
- b. low-income individuals;
- c. Native American Indians, Alaska Natives, and Native Hawaiians;
- d. individuals with disabilities;
- e. older individuals, i.e., those aged 55 or over;
- f. ex-offenders;
- g. homeless individuals;
- h. youth who are in or have aged out of the foster care system;
- i. individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- j. eligible migrant and seasonal farmworkers, defined in WIOA sec. 167(i);
- k. individuals within two (2) years of exhausting lifetime eligibility under Temporary Assistance for Needy Families (TANF);
- l. single-parents (including single pregnant women);

- m. long-term unemployed individuals; or
- n. other groups determined by the Governor to have barriers to employment.

Selecting Training Providers

On-the-job training, customized training, incumbent worker training, and transitional jobs contracts are approved by the local office Managers.

The Strategic Planning Committee is responsible for reviewing training service contracts meeting exemption two (2) or three (3) listed above. The committee will utilize the criteria listed below to determine if a recommendation to approve the contract should be made to the GNWDB. The committee will:

1. Ensure the training program falls under one of the exempt categories listed above.
2. Ensure the program was not approved as an eligible training program by NDOL.

Note: Priority will be given to training provider institutions that are approved to be on the ETPL by NDOL, but the individual program was not.

3. Training is limited to short-term training (no more than six months).
4. Ensure the training program serves to provide needed training to participants in order to follow a career path that will lead to high wage, high skill, and high demand (H3) employment.

For an occupation to be considered H3 it must meet the following criteria:

- i. Occupations are high wage when at least half of their wage measures are at or above the regional average for all occupations.
 - ii. Occupations that require some college, no degree, or a higher level of educational attainment are high skill, as well as occupations that require a high school diploma or equivalent plus long-term on-the-job training, an apprenticeship, or internship/residency.
 - iii. The number of annual openings, net change in employment, and growth rate determine whether an occupation is high demand.
5. Determine if there is an insufficient number of eligible providers. To determine if there is an insufficient number of eligible providers the board must:
- a. Assess the number of training providers on the ETPL within a 50 mile commuting distance of the participant. If there are no training providers within a 50 mile commuting distance of the participant, this would deem an insufficient number of eligible providers.

This will be defined by the committee. There is nothing stated in law on how to determine an insufficient number of eligible providers. Above is an example that could be used.

- b. Follow the Department of Administrative Services Procurement Policy including providing a thirty (30) day public comment period for interested providers.
6. Ensure the training demonstrates effectiveness particularly as it applies to individuals with barriers to employment to be served. To demonstrate effectiveness the program and provider must:
- a. Demonstrate adequate management, administrative capacity, and resources (financial and personnel) necessary for the proper operation of the training program;
 - b. Demonstrate that all educational programs are sound, current and that the employment community is actively involved in discussions about how to develop and maintain programs that are relevant, current, and accurately reflect industry requirements;
 - c. Demonstrate appropriate admission requirements, recruitment practices, student services, and monitoring of student progress toward graduation, ensuring to effectively serve individuals with barriers to employment;

- d. Measure student outcomes quantitatively based on measures such as, program completion, attainment of the skills, certificates, or degrees the program is designed to provide, placement after training in unsubsidized employment, and retention in employment.
- e. Describe how the program relates to the workforce investment needs identified in the Greater Nebraska Local Plan; and
- f. Provide written assurances that it complies with the requirements of WIOA sec. 188 and 29 CFR Part 38 and the Americans with Disabilities Act, as amended.

If training is in response to a mass layoff, the committee may exclude factors two and three in their determination.

If the above criteria is met, the Strategic Planning Committee will make a recommendation to the GNWDB to approve the contract. Procurement and selection of providers based on conditions two (2) or three (3) must adhere to the requirements of the Uniform Guidance.

Disclaimer

This policy is based on Greater Nebraska’s reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.

Agenda Item GNWDB 5T/ System 3h: Audits Policy*

Background: The board approved the Audits policy July 1, 2017. Local areas are not required to have an Audits policy.

It is proposed that the Greater Nebraska Workforce Development Board approve the removal of the Audits policy.

Audits Policy	Policy No.	3
Greater Nebraska Workforce Development Area 550 South 16th Street Lincoln, NE 68508 402.471.9878 ndol.greaternebraska@nebraska.gov	Effective Date	7/1/2017

Reference

Workforce Innovation and Opportunity Act, Section 184; Workforce Innovation and Opportunity Act - Notice of Proposed Rulemaking, 20 CFR 667.200, 667.500, 667.510; 29 CFR 97.26 and 29 CFR 95.26; Single Audit Act Amendments of 1996; OMB Circular A-133; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule; Standards for Internal Control in the Federal Government (Green Book); Federal Register/Vol. 68, No. 124/Friday, June 27, 2003, P. 38401-38402, NDOL Preliminary Policy on Audits & Audit Review.

Purpose

To ensure that all Federal funds are expended in accordance with applicable laws and regulations, audit standards have been established.

Background

All entities that received funds issued **on or after** December 26, 2014, are bound by the audit requirements of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Final Rule (Uniform Guidance).

All governmental and non-profit organizations that received funds issued **prior** to December 26, 2014, **and** which will have funding actions, allotments, or incremental funding actions taking place after December 26, 2014, are bound by the audit requirements of the Uniform Guidance for the new funds only.

All governmental and non-profit organizations that received funds issued **prior** to December 26, 2014, **and which will not** have additional funding actions taking place after December 26, 2014, may continue to follow the terms and conditions as outlined in their award documents, including the audit requirements of OMB Circular A-133 (A-133).

Action

This policy takes effect immediately. Questions and comments should be submitted in writing to the Greater Nebraska WIOA Mailbox: ndol.greaternebraska@nebraska.gov.

Definitions

“Non-Federal entity” means a State, local government, Indian tribe, institution of higher education, or non-profit organization that carries out a federal award as a recipient or subrecipient. **Greater Nebraska is a subrecipient of WIOA funds and is considered a “non-Federal entities.”**

“Pass-through entity” means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program. If the non-Federal entity for the local area provides a subaward to a subrecipient to carry out part of a federal program, the subrecipient is considered a “pass-through entity.” **The State of Nebraska, City of Omaha, and HWS are pass-through entities.**

“Subrecipient” means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a federal program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. HWS, as a non-Federal entity that receives a subaward from the City of Omaha, is a subrecipient. **ResCare, as a non-Federal entity that receives a subaward from HWS, is also a subrecipient.**

“Subaward” means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

“Contractor” means an entity that receives a legal instrument (i.e., contract) by which a non-Federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

Policy

Subrecipient/Contractor Determination

The non-Federal entity may concurrently receive federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with federal awarding agencies and pass-through entities. Payments received for goods or services provided as a contractor are not federal awards. Therefore, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. The federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.

Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- Determines who is eligible to receive what federal assistance

- Has its performance measured in relation to whether objectives of a federal program were met
- Has responsibility for programmatic decision making
- Is responsible for adherence to applicable federal program requirements specified in the federal award
- In accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity

Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the non-Federal entity receiving the federal funds:

- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the federal program
- Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.

In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

General

Threshold and Time Frame

Each non-Federal entity that received a grant prior to December 26, 2014 and expended a total amount of federal awards equal to or in excess of \$500,000 in any fiscal year shall have either a single audit or a program-specific audit made for such fiscal year in accordance with this policy unless they qualify for the limited exceptions under the Single Audit Act Amendments. The exceptions included under OMB Circular A-133 are:

- A state or local government that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, is permitted to undergo its audits biennially. Audits conducted biennially shall cover both years within the biennial period; and
- Any non-profit organization that had biennial audits for all biennial periods ending between July 1, 1992, and January 1, 1995, is permitted to undergo its audits biennially. Audits conducted biennially shall cover both years within the biennial period.

Similarly, each non-Federal entity that received a grant on or after December 26, 2014, and expended a total amount of federal awards equal to or in excess of \$750,000 in any fiscal year must have either a single audit or a program-specific audit made for such fiscal year in accordance with this policy unless they qualify for the limited exceptions under the Single Audit Act Amendments. These exceptions include those in A-133, but adds to the first set of exceptions that an Indian tribe that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, is permitted to undergo its audits biennially.

In most cases, the auditee's compliance responsibility for vendors or contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with laws, regulations, and the provisions of contracts or grant agreements in the case of grants that fall under A-133, or with federal statutes, regulations, and the terms and conditions of federal awards for grants under the Uniform Guidance. State and local governments should use their own procedures to ensure that the contractor has complied with laws and regulations affecting the expenditure of federal funds.

Government Auditing Standards (Green Book)

The audits shall be made by an independent public accountant in accordance with generally accepted government auditing standards (GAGAS) covering financial audits.

Auditor Selection

In arranging for audit services, the procurement requirements of state policy shall be followed.

In requesting proposals for audit services for grants received **before December 26, 2014**, the objectives and scope of the audit must be made clear. Factors to be considered in evaluating each proposal for audit services include the responsiveness to the request for proposal, relevant experience, availability of staff with professional qualifications and technical abilities, the results of external quality control reviews, and price.

In requesting proposals for audit services for grants received **on or after December 26, 2014**, the objectives and scope of the audit must be made clear, and the non-Federal entity must request a copy of the audit organization's peer review report which the auditor is required to report under GAGAS. Factors to be considered in evaluating each proposal for audit services include the responsiveness to the request for proposal, relevant experience, availability of staff with professional qualifications and technical abilities, the results of peer and external quality control reviews, and price.

In any case, an auditor who prepares the indirect cost proposal or cost allocation plan may not also be selected to perform the audit when the indirect costs recovered by the auditee during the prior year exceeded \$1 million. This restriction applies to the base year used in the preparation of the indirect cost proposal or cost allocation plan and any subsequent years in which the resulting indirect cost agreement or cost allocation plan is used to recover costs.

Whenever possible, the auditee must make positive efforts to utilize small businesses, minority-owned firms, women's business enterprises, and (for grants that fall under the Uniform Guidance) labor surplus area firms, or the Federal Acquisition Regulation (FAR) ([48 CFR](#)), as applicable.

Auditor Responsibilities

Audits must be conducted in accordance with GAGAS. The auditor shall:

- Determine whether the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles;
- Determine whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole;

With respect to internal controls pertaining to the compliance requirements for each major program - obtain an understanding of such internal controls, assess control risk, and perform tests of controls unless the controls are deemed to be ineffective; and

- Determine whether the non-Federal entity has complied with laws, regulations, and the provisions of contracts or grant agreements in the case of grants that fall under A-133, or with federal statutes, regulations, and the terms and conditions of federal awards for grants under the Uniform Guidance, that may have a direct and material effect on each of its major program.

Pass-Through Entities Responsibilities

In terms of grants received **before December 26, 2014**, each pass-through entity shall:

- Provide subrecipients with the program names (and any identifying numbers) from which federal assistance is derived, and the federal requirements which govern the use of awards;
- Monitor the subrecipient's use of federal awards through site visits, limited scope audits, or other means;
- Review the audit of a subrecipient as necessary to determine whether prompt and appropriate corrective action has been taken with respect to audit findings pertaining to federal awards provided to the subrecipient; and
- Require each of its subrecipients of federal awards to permit, as a condition of receiving federal awards, the independent auditor of the pass-through entity to have such access to the subrecipient's records and financial statements as may be necessary.

In terms of grants received **on or after December 26, 2014**, all pass-through entities must:

- Ensure a subaward is clearly identified to the subrecipient and provide the subrecipient with the program names (and any identifying numbers) from which such assistance is derived, and the federal requirements which govern the use of such awards;
- Evaluate each subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring. This evaluation may include the results of previous audits including whether the subrecipient receives a Single Audit in accordance the audit requirements contained in the Uniform Guidance Subpart F, and the extent to which the same or similar subaward has been audited as a major program;
- Consider imposing specific subaward conditions upon a subrecipient if appropriate;
- Monitor the activities of the subrecipient as necessary to ensure the subaward is used for authorized purposes, and in compliance with federal statutes, regulations, and the terms and conditions of the subaward, and that subaward performance goals are achieved; this monitoring must include:
 - o Reviewing financial and performance reports required by the pass-through entity;
 - o Following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the federal award; and
 - o Issuing a management decision of the audit findings pertaining to federal awards the pass-through entity makes to subrecipients, and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary.
- Verify that the subrecipient is audited as required by the Uniform Guidance Subpart F when it is expected that the subrecipient's federal awards expended during the respective fiscal year equaled or exceeded the \$750,000 threshold set forth in §200.501 Audit requirements;
- Consider whether the results of the subrecipient's audits indicate conditions that necessitate adjustment to the pass-through entity's own records; and
- Consider taking enforcement action against noncompliant subrecipients.

Auditors Report

The auditor's report shall state that the audit was conducted in accordance with A- 133 or the Uniform Guidance, whichever is applicable, and include the following:

- An opinion (or disclaimer of opinion) as to whether the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles and an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole.
- A report on internal control over the financial reporting and compliance with laws, regulations, and the provisions of contracts or grant agreements in the case of grants that fall under A-133, or with federal statutes, regulations, and the terms and conditions of the federal award for grants that fall under the Uniform Guidance, noncompliance with which could have a material effect on financial statements.
- For a grant that falls under the Uniform Guidance, a report on compliance for each major program and report and internal control over compliance.
- For a grant that falls under A-133, a report on compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements.
- A summary of the auditor's results which shall include:
 - o The type of report the auditor issued on:

- § financial statements of the auditee (i.e., unqualified opinion, qualified opinion, adverse opinion, or disclaimer of opinion) for grants under A- 133; or
- § whether the financial statements audited were prepared in accordance with generally acceptable accounting principles (i.e., unmodified opinion, qualified opinion, adverse opinion, or disclaimer of opinion) for grants under the Uniform Guidance.
- o Where applicable:
 - § A statement that reportable conditions in internal control were disclosed by the audit of the financial statements and whether any such conditions were material weaknesses for grants under A-133; or
 - § A statement about whether significant deficiencies or material weaknesses in internal control were disclosed by the audit of the financial statements for grants under the Uniform Guidance.
- o A statement as to whether the audit disclosed any noncompliance which is material to the financial statements of the auditee.
- o Where applicable:
 - § A statement that reportable conditions in internal control were disclosed by the audit and whether any such conditions were material weaknesses for grants under A-133; or
 - § A statement about whether significant deficiencies or material weaknesses in internal control over major programs were disclosed by the audit for grants under the Uniform Guidance.
- o The type of report the auditor issued on compliance for major programs (i.e., unmodified opinion, unqualified opinion, qualified opinion, adverse opinion, or disclaimer of opinion).
- o A statement as to whether the audit disclosed any audit findings which the auditor is required to report as Audit Findings.
- o An identification of major programs; the Uniform Guidance adds, “by listing each individual major program; however in the case of a cluster of programs only the cluster name as shown on the Schedule of Expenditures of federal awards is required.”
- o The dollar threshold used to distinguish between Type A and Type B programs.
- o A statement as to whether the auditee qualified as a low-risk auditee.
- Findings relating to the financial statements which are required to be reported in accordance with GAGAS.
- Findings and questioned costs for federal awards which shall include audit findings:
 - o Audit findings (e.g., internal control findings, compliance findings, questioned costs, or fraud) which relate to the same issue should be presented as a single audit finding.
 - o Audit findings which relate to both the financial statements and federal awards should be reported in both sections of the schedule. However, the reporting in one section of the schedule may be in summary form with a reference to a detailed reporting in the other section of the schedule.

Submission of Audit Reports

The audit [which includes funds awarded by the Nebraska Department of Labor] shall be completed and the data collection form and reporting package as identified in OMB Circular A-133 or the Uniform Guidance, shall be submitted within the earlier of 30 days after receipt of the auditor’s report(s), or nine months after the end of the audit period (unless a longer period is agreed to in advance by the cognizant or oversight agency for grants under A-133, or unless a different period is specified in a program specific audit guide for grants under the Uniform Guidance). If the due date falls on a Saturday, Sunday, or federal holiday, the reporting package for a grant under the Uniform Guidance is due the next business day.

Submit to the federal clearinghouse designated by OMB and to: Office of Finance

Nebraska Workforce Development-Department of Labor 550 South 16th
P.O. Box 94600 Lincoln, NE 68509

The link to the federal clearinghouse currently designated by OMB is: <https://harvester.census.gov/facweb/default.aspx/>

Unless restricted by law or regulation, the auditee shall make copies available for public inspection.

Retention of Records

Auditees shall keep one copy of the data collection form and one copy of the reporting package on file for three (3) years from the date of submission to the federal clearinghouse. Pass-through entities shall keep subrecipients' submissions on file for three (3) years from date of receipt, and the Uniform Guidance adds that auditees must not impose any other record retention requirements with some exceptions, including in the case any litigation, claim, or audit is started before the expiration of the three-year period.

An auditor must retain audit documentation and reports (referred to as "working papers" by A-133) for a minimum of three (3) years after the date of issuance of the report(s) to the auditee, unless the auditor is notified in writing by the cognizant or oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. When the auditor is aware that the federal agency, pass-through entity, or auditee is contesting an audit finding, the auditor must contact the contesting parties for guidance prior to destruction of the audit documentation and reports.

Regulations applicable to A-133 provide that records must be retained beyond the prescribed period if any litigation or audit has begun, or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records must be retained until resolution of the litigation, audit, or claim or until the end of the regular three-year record retention period, whichever is later.

Audit documentation (or working papers) must be made available upon request to the cognizant or oversight agency for audit or its designee, cognizant agency for indirect cost, a federal agency, or the Government Accountability Office at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities consistent with the purposes of the Uniform Guidance.

Cost of Audits

Allowable Costs

Under A-133

Unless prohibited by law, the cost of audits are allowable charges to federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars, the FAR (48 CFR parts 30 and 31), or other applicable cost principles or regulations.

Under the Uniform Guidance

A reasonably proportionate share of costs of audits required by, and performed in accordance with, the Single Audit Act as amended, as implemented by requirements of the Uniform Guidance, are allowable audit costs.

The costs of a financial statement audit of a non-Federal entity that does not currently have a federal award may be included in the indirect cost pool for a cost allocation plan or indirect costs proposal.

Pass-through entities may charge federal awards for the cost of agreed-upon-procedures engagements to monitor subrecipients who are exempted from the requirements of Single Audit Act and Subpart F of the Uniform Guidance only if the agreed-upon-procedures engagements are:

- Conducted in accordance with GAGAS attestations and standards;
- Paid for and arranged by the pass-through entity; and
- Limited in scope to one or more of the following types of compliance requirements: activities allowed or un-

allowed, allowable costs/cost principles, eligibility, and reporting.

Unallowable Costs

A non-Federal entity is prohibited from charging to any federal award more than a reasonable proportionate share of the cost of any such audit. The percentage of the cost of audits charged to federal awards shall generally not exceed the ratio of total federal awards expended by such non-Federal entity during the applicable fiscal year or years, to such non-Federal entity’s total expenditures during such fiscal year or years. However, if there is documentation demonstrating a higher actual cost of auditing the federal awards portion, then a greater percentage may be charged, as appropriate.

Under A-133

The cost of auditing a non-Federal entity which has federal awards expended of less than \$300,000 (**\$500,000 for fiscal years ending after December 31, 2003**) per year is unallowable. However, a pass-through entity may charge for the cost of limited scope audits to monitor its subrecipients provided the subrecipient does not have a single audit.

Under the Uniform Guidance

Any costs when audits required by the Single Audit Act and Subpart F of the Uniform Guidance have not been conducted or have been conducted but not in accordance with the Single Audit Act and Subpart F are not allowable audit costs. Additionally, any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F because its expenditures under federal awards are less than, \$750,000 for grants awarded (or

\$500,000 for grants awarded prior to December 26, 2014) during the non-Federal entity’s fiscal year are not allowable audit costs.

Disclaimer

This policy is based on Greater Nebraska’s reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.

Agenda Item GNWDB 5U/ System 3i: Career Planning Policy*

Background: 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.

It is proposed that the Greater Nebraska Workforce Development Board approve the removal of the Career Planning policy.

Career Planning Policy	Policy No.	7
Greater Nebraska Workforce Development Area 550 South 16th Street Lincoln, NE 68508 402.471.9878 ndol.greaternebraska@nebraska.gov	Effective Date	7/1/2017

Reference

Workforce Innovation and Opportunity Act (WIOA), Section 3, 129, and 134; WIOA Notice of Proposed Rulemaking (WIOA NPRM), 20 CFR § 680.110, 680.150, 680.180, 680.210, 680.220, 680.900, 680.910, 681.240, 681.310, 681.450, and 681.570; Workforce Innovation and Opportunity Act Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Notice of Proposed Rulemaking, 20 CFR § 678.430; Federal Register/Vol. 65, No. 156/Friday, August 11, 2000; Youth Program Design policy; Attainment of a Degree or Certificate Performance Measure policy; Program Exit policy; Eligibility for Adult Programs policy; Eligibility for Dislocated Workers policy; Eligibility for Youth Programs policy; Equal Opportunity and Nondiscrimination policy; Application Time Limit policy; Local Plan Instructions; TEGL 17-05; NDOL Preliminary Policy on Career Planning.

Purpose

To identify program requirements for providing career planning activities in the local area.

Background

The term “career planner,” used in the Workforce Innovation and Opportunity Act (WIOA), replaces the term “case manager,” used in the Workforce Investment Act of 1998. Career planners assist in determining if the adult or dislocated worker has “the skills and qualifications to successfully participate in the selected program of training services.” In 20 CFR § 680.340(c) of the WIOA NPRM, career planners are identified as having a consultation role in assisting the participant in selecting an eligible training provider. It is presumed that career planning is a service conducted from the time an individual is enrolled through the four quarters of follow-up after program exit. Career planning is a component of individualized career services, and is not a stand-alone activity. Career planning is a continual service provided to adult, dislocated workers and youth to ensure their success in WIOA.

Action

Effective 7/1/2017, regional managers, workforce coordinators, and other service provider staff must implement this policy.

Definition

CAREER PLANNING.—The term “career planning” means the provision of a client-centered approach in the delivery of services, designed—

- (A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- (B) to provide job, education, and career counseling, as appropriate during program participation and after job placement.

Policy

WIOA Section 3(8) defines **career planning** as the provision of a client-centered approach in the delivery of services, designed:

- To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- To provide job, education, and career counseling during program participation and after job placement.

Initial Assessment for Eligibility

The initial assessment provides preliminary information about the individual’s skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs.

As a basic career service for adults and dislocated workers, the initial assessment is intended to be a brief, preliminary information gathering process that, among other things, provides sufficient information about an individual's basic literacy and occupational skill levels to enable the One-Stop operator to make appropriate referrals to services available through the One-Stop operator and partner programs.

WIOA section 3(5) defines **basic skills deficient** as an individual who:

- Is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- Is a youth or adult that the individual is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

When choosing who shall participate in the Title I programs, refer to the "Eligibility for Adult Programs" policy, the "Eligibility for Dislocated Workers" policy, and the "Eligibility for Youth Programs" policy. In addition, special care must be exercised to not discriminate on the basis of race, color, national origin, sex, age, disability, religion, political affiliation or belief, participant status, and against certain noncitizens. Refer to the "Equal Opportunity and Nondiscrimination" policy in regard to providing reasonable accommodations to qualified individuals with disabilities who are applicants.

Information and Referral

Local areas shall ensure that each participant or applicant who meets the minimum income criteria for consideration as an eligible youth be provided:

- Information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or One-Stop partners, including those receiving funds under WIOA Title I, Subtitle B Workforce Investment Activities and Providers; and
- Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

To meet the basic skills and training needs of a youth applicant, each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

Registration and Participation

Registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application. Participation occurs after the registration process of collecting information to support an eligibility determination and begins when the individual receives a staff-assisted WIOA service, which does not include self-service or informational activities.

- Adults and dislocated workers who receive services funded under Title I other than self-service or informational activities must be registered and must be a participant.
- The WIOA Participation Date is the date following a determination of eligibility to participate in the program when the individual begins receiving a service funded by the program in either a physical location (One-Stop Career Center) or remotely through electronic technologies. The WIOA Participation date is the official point when the participant begins being counted in performance measures.
- In Nebraska, there is a limit of 90 days for validity of an application as it relates to eligibility. If over 90 days elapse between the WIOA Application Date and the WIOA Participation Date, then the application will be closed.

Enrollment

Enrollment in the WIOA youth program requires the collection of information to support an eligibility determination and participation in any of the fourteen WIOA youth program elements.

- All youth who participate in the youth program must be enrolled in the WIOA program in order to receive any youth services.
- A youth’s dropout status is determined at the time of WIOA youth program enrollment. An individual who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 75 percent expenditure requirement for out-of-school youth.
- Employment Opportunity data must be collected on every individual who is interested in being considered for WIOA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from a grant recipient or designated service provider.

Eligibility for Training Services – See policy 4, Adult Eligibility and policy 11, DLW Eligibility

Objective Assessment

Local youth programs must provide an objective assessment of the academic levels, skill levels, and service needs of each participant. The assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants.

A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.

Individual Employment Plan – Adult & DLW

- The individual employment plan (IEP) is an individual career service, under Section 134(c)(2)(A)(xii)(II), that is jointly developed by the participant and career planner when determined appropriate by the One-Stop operator or One-Stop partner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.
- If determined appropriate based on the need of the individual participant, the “combination of services” includes supportive services.
- The development of an IEP is only one of the career services that will be provided to adults and dislocated workers determined to be in need of such service; it is not a condition to receive that service.

Individual Service Strategy - Youth

- Local youth programs must develop Individual Service Strategies (ISS) for each participant that are directly linked to one or more of the indicators of performance described in Section 116(b)(2)(A)(ii) of WIOA, and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the objective assessment.
- A new service strategy for a youth participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant.

Supportive Services – See policy 21, Supportive Services

Training Decisions for Adults and Dislocated Workers

After an interview, evaluation, or assessment, and career planning before deciding on training, the career planner must ask these questions:

1. Has the participant met the qualifications to be eligible for training services (i.e., received either an interview, planning or any other method through which the One-Stop operator or partner can obtain information and make an eligibility determination to be determined eligible for training service)?

- There is no federally-required minimum time period for participation in career services before receiving training services.

2. Does the participant have the skills and qualifications to successfully complete the selected training program?
3. Is the program of training services directly linked to the employment opportunities either in the local area or in another area to which the participant is willing to relocate?
4. Is there another funding source willing to pay the costs of the training, including such sources as state-funded training funds, Trade Adjustment Assistance and Federal Pell Grants?
5. If funding is limited in the local area, does the adult participant meet the priority requirements given to recipients of public assistance and other low-income individuals?

Selection by the participant of eligible providers is made in consultation with the career planner. [Refer to Eligible Training Provider and Individual Training Account policies.]

Exits

For purposes of performance calculations, exit is the last date of service after which an individual received services through the adult, dislocated worker, or youth program under WIOA Title I, the Adult Education and Literacy program under WIOA Title II, or the employment services authorized by Wagner Peyser as amended by WIOA Title III, and no future services other than follow-up services are planned. Ninety days of no service does not include self-service or information-only activities or follow-up services.

Everyone who has a WIOA Participation Date in NEworks shall be assigned a WIOA Case Closure when he or she is finished receiving WIOA-funded services and is not scheduled for future services. In NEworks, the WIOA Case Closure interface is only available after each valid activity has an actual end date. The Case Closure is initially subject to change for 90 consecutive calendar days, at which time if no further services have been received, it becomes the official outcome/exit date. Every WIOA participant receiving an exit date shall be counted in WIOA performance with the exception of a participant satisfying one of the following global exclusions, either at the time of exit or during the three-quarter measurement period following the exit quarter: institutionalized; deceased; health/medical; family care; relocated to a mandated program (youth only); reservists called to active duty who choose not to return to WIOA; or invalid or missing social security number. For more detailed information, refer to the “Program Exit” policy.

Follow-Up/Post Placement Contact

Adult and dislocated workers follow up services, as described in Section 134(c)(2)(A)(xiii) of WIOA and 20 CFR § 678.430(c), must be made available, as appropriate, for a minimum of 12 months following the first day of employment, to registered participants who are placed in unsubsidized employment. Follow-up services must be provided, as appropriate, including: counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Local programs must make follow-up services available to all youth participants for not less than 12 months after the completion of participation. Follow-up services are critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. A list of potential follow-up services for youth can be found at 20 CFR § 681.580(b). Follow-up services may be provided beyond 12 months at the state or local board’s discretion. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

Documentation

An individual’s case file must contain a determination of need for training services under 20 CFR § 680.210, as determined through the interview, evaluation, or assessment, and career planning informed by local labor market information and training provider performance information, or through any other career service received. There is no requirement that career services be provided as a condition to receipt of training services; however, if career services are not provided before training, the local board must document the circumstances that justified its determination to provide training services without first providing the career services described in 20 CFR § 680.220(a). There is no federally-required minimum time period for participation in career services before receiving training services. The case management file for enrollments prior to July 1, 2012 may be either hard copy, electronic, or both. All case management/career planning files that would be subject to a Federal or State Monitor review because the application date is on or after July 1, 2012 will be electronic.

For registered participants, a standardized electronic record that includes appropriate performance information must be maintained at the local level.

Procedure

The operations manual will outline career planning best practices.

Disclaimer

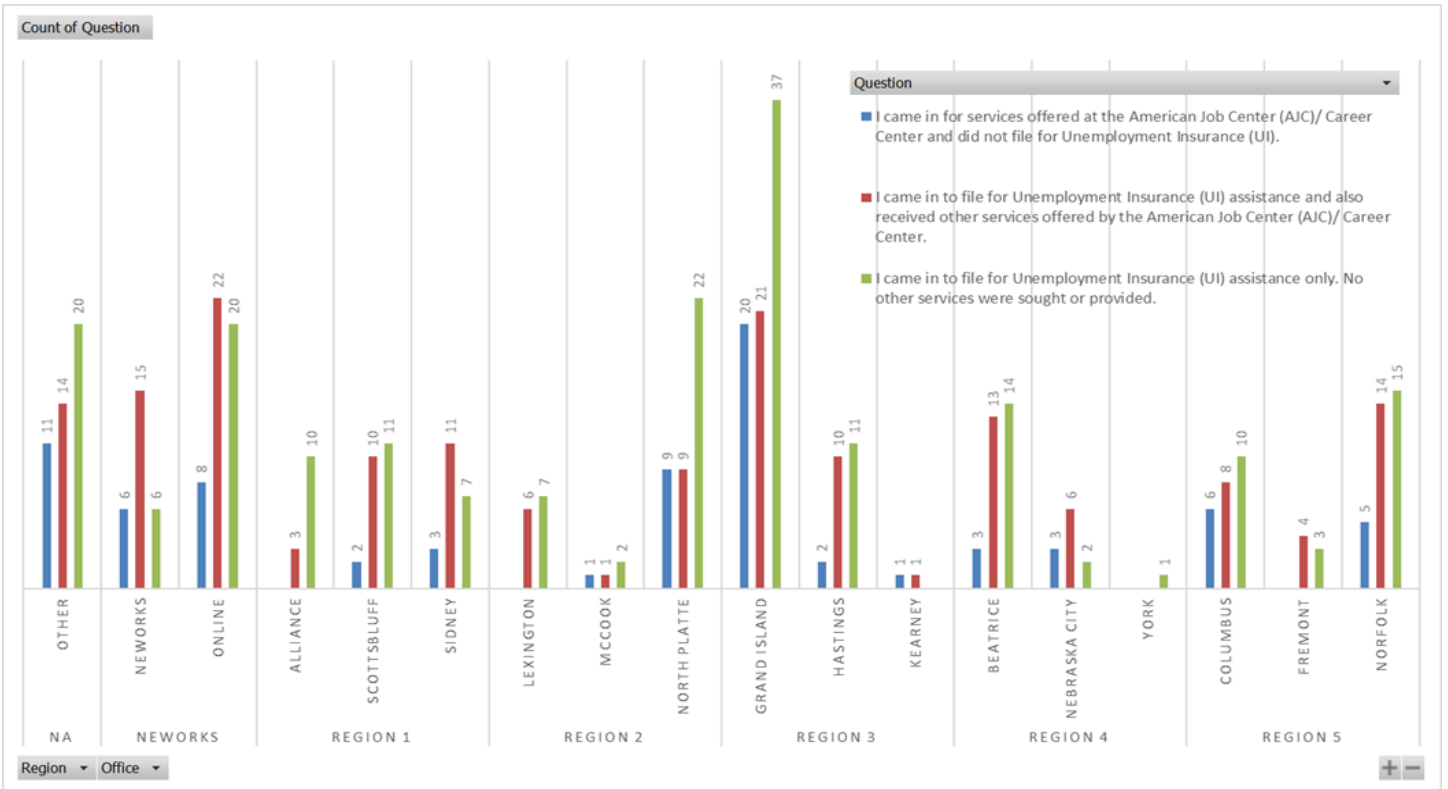
This policy is based on Greater Nebraska's reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.

Agenda Item GNWDB 5J/ System 3j: Customer Survey Results

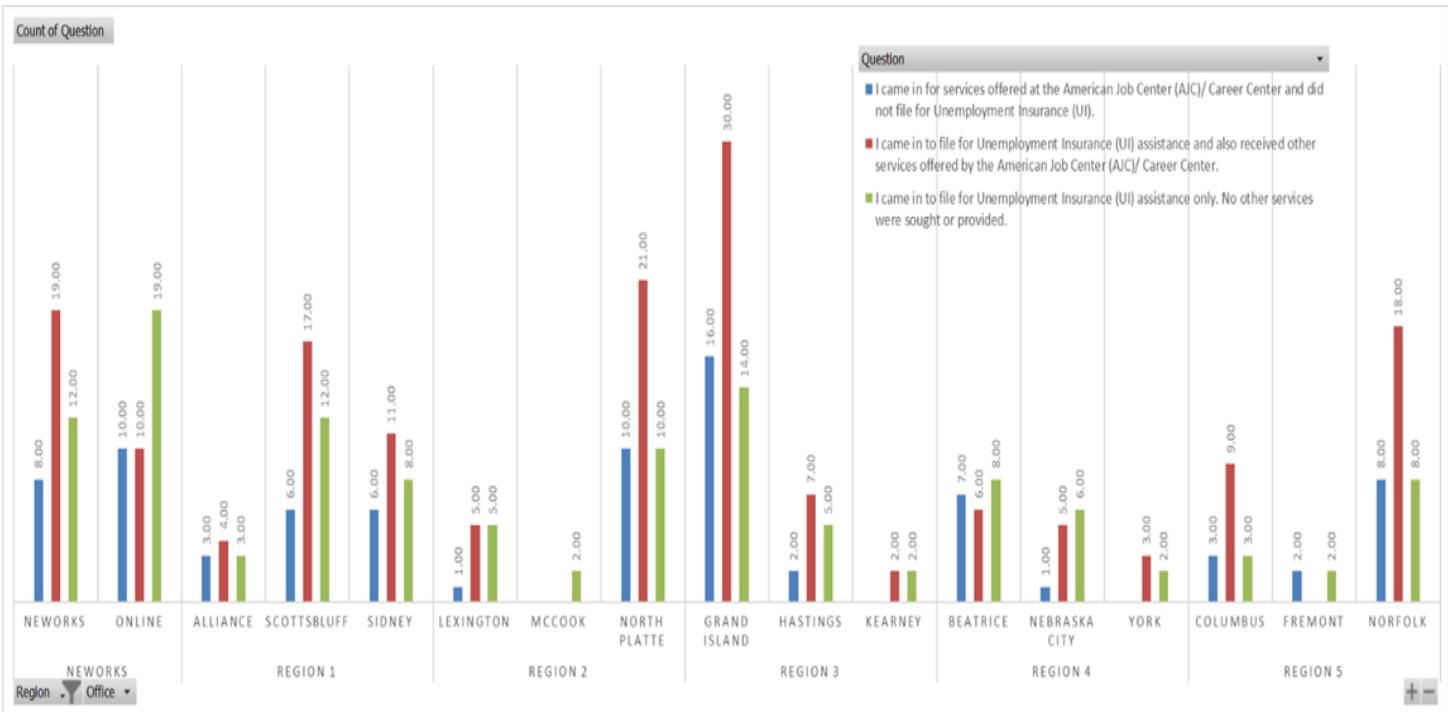
1. Why did you come to the American Job Center (AJC)/ Career Center for assistance?

*There were a total of 447 responses received. An increase of 22 from the previous surveys.

November 2019

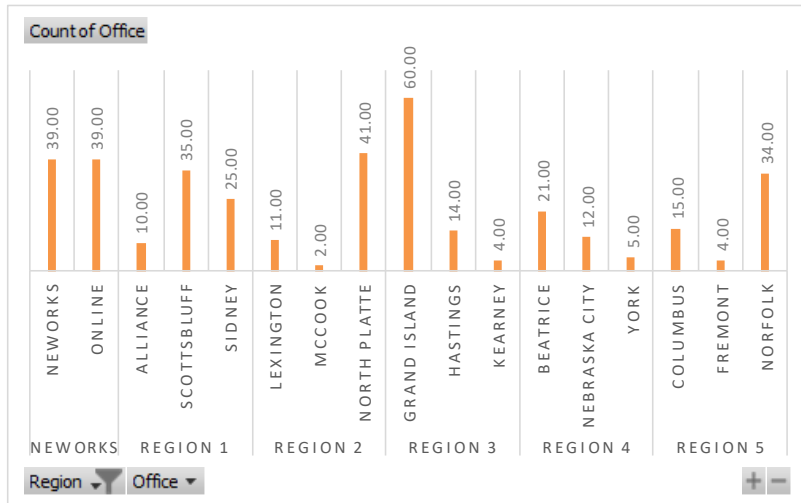


August 2019

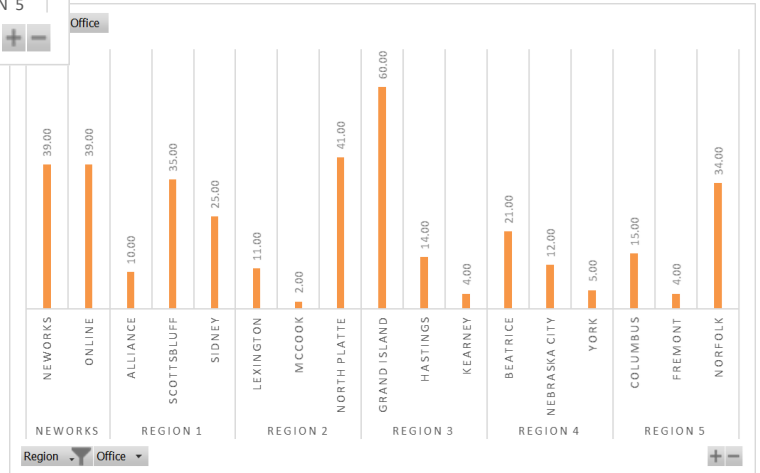


2. Which American Job Center (AJC)/ Career Center location did you visit for assistance?

October 2019



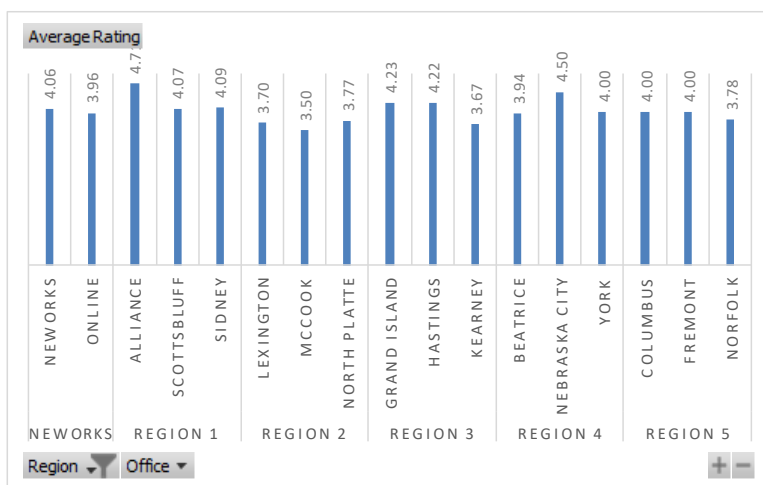
August 2019



3. On a scale from 1 to 5 with 1 being the lowest and 5 being the highest, how would you rate the provision of the following services:

a) Help with job search using the NEworks website (NEworks.nebraska.gov)

October 2019



August 2019



b) Help with resume and/or cover letter

October 2019



August 2019



c) Help with job application

October 2019

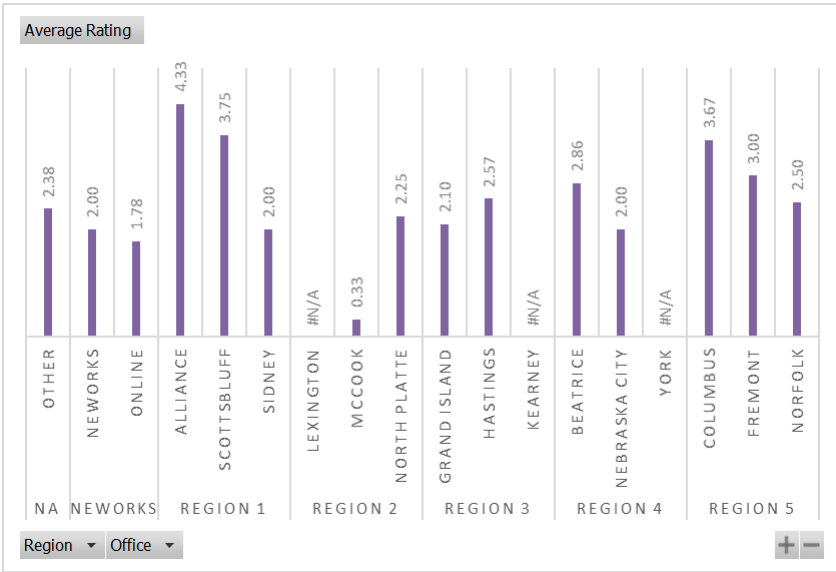


August 2019

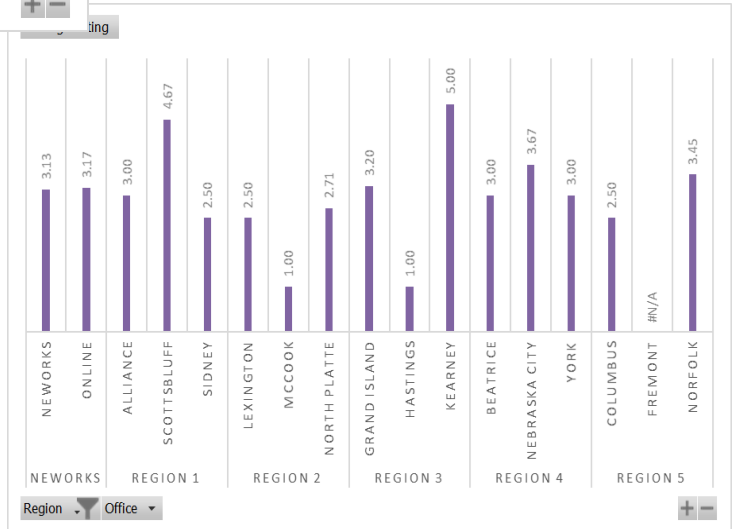


d) Help with Veteran services

October 2019



August 2019

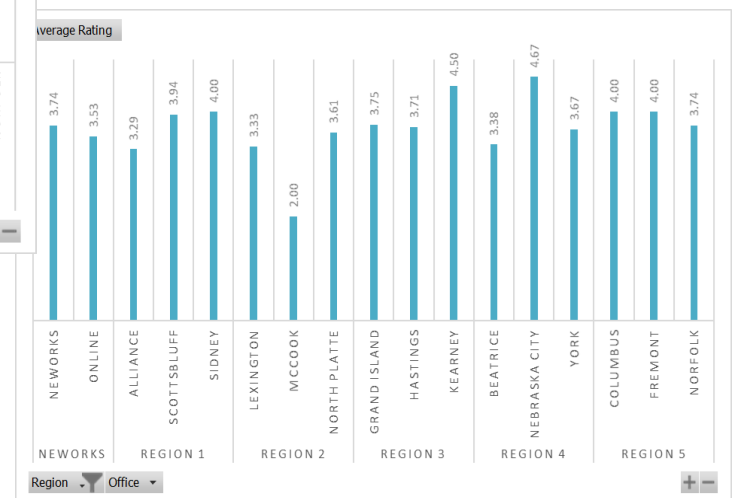


October 2019

e) Help with labor market information



August 2019



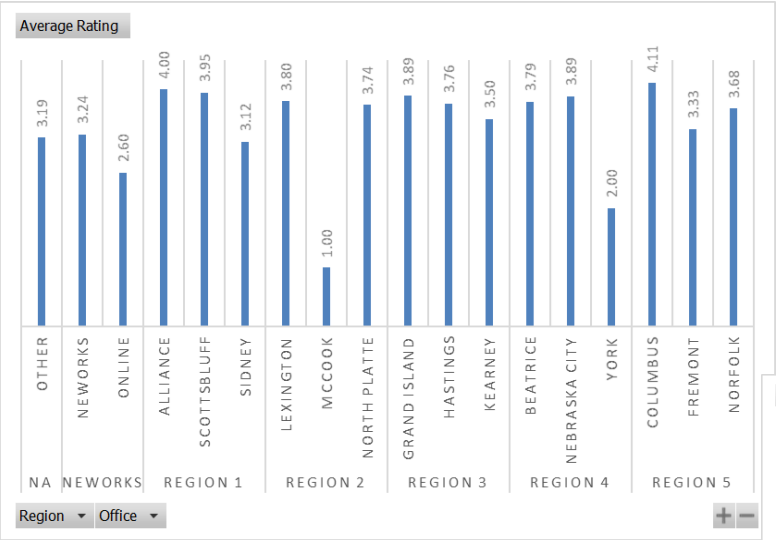
October 2019 f) Help with a job interview



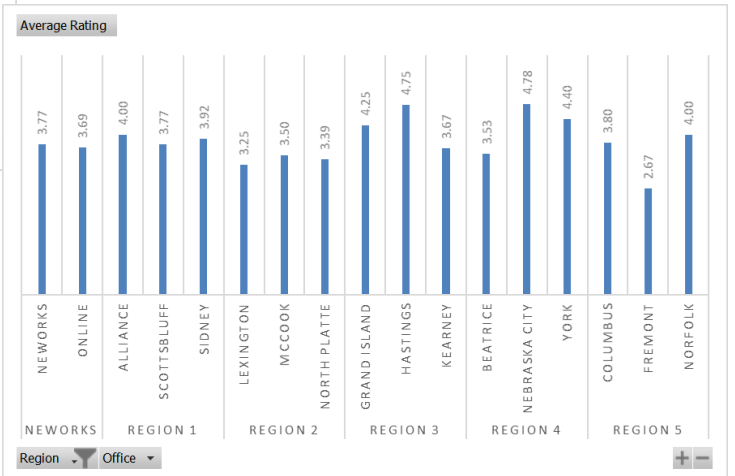
August 2019



October 2019 g) Help with filing Unemployment Insurance benefits



August 2019



h) Help with testing and/or assessments

October 2019



August 2019



October 2019

i) Help finding information on training opportunities



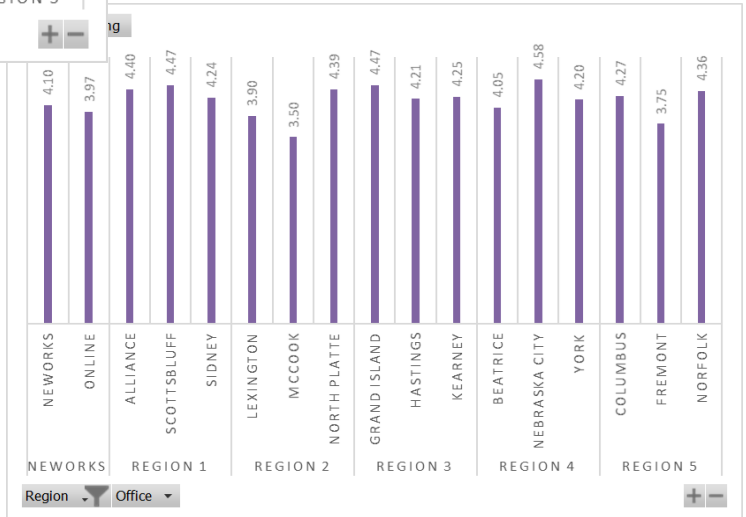
August 2019



October 2019 4. Overall, how satisfied or dissatisfied were you with the employment services provided to you?



August 2019



5. How professional (prompt, accurate, and businesslike) or unprofessional (impolite, inaccurate, and unbusinesslike) were the staff of the American Job Center (AJC)/ Career Center?

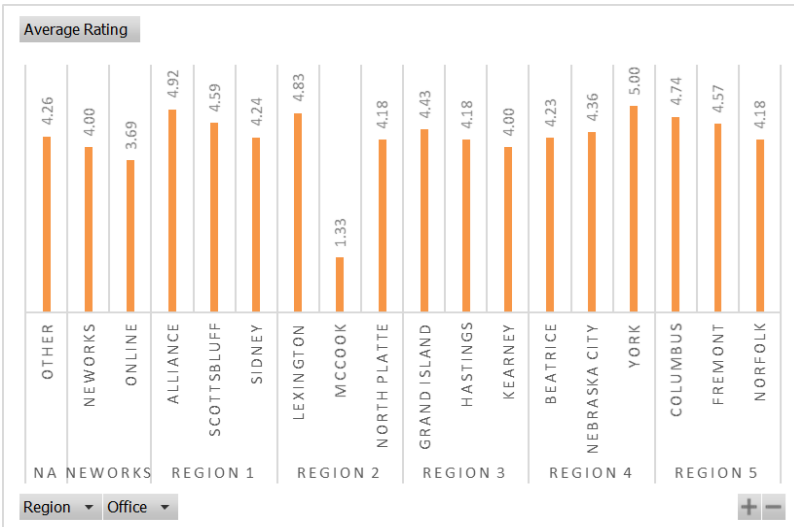
October 2019



August 2019



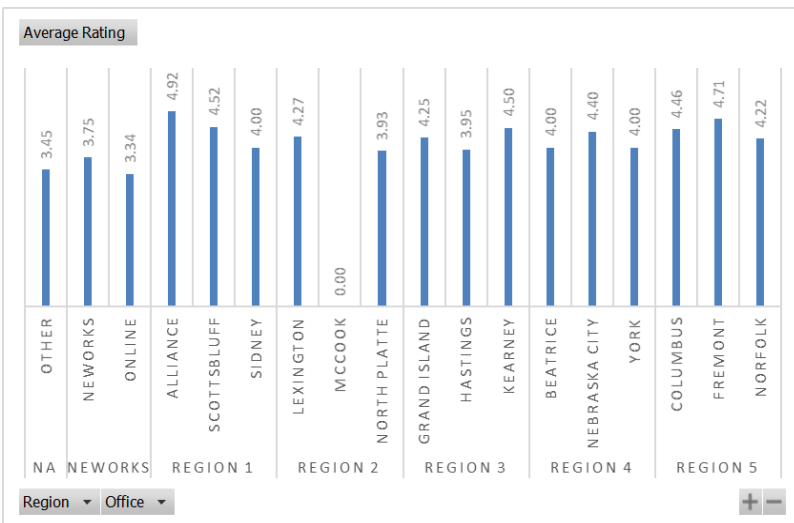
October 2019 6. How accessible or inaccessible were the staff of the American Job Center (AJC)/ Career Center?



August 2019



October 2019 7. How likely or unlikely are you to recommend our services to others?

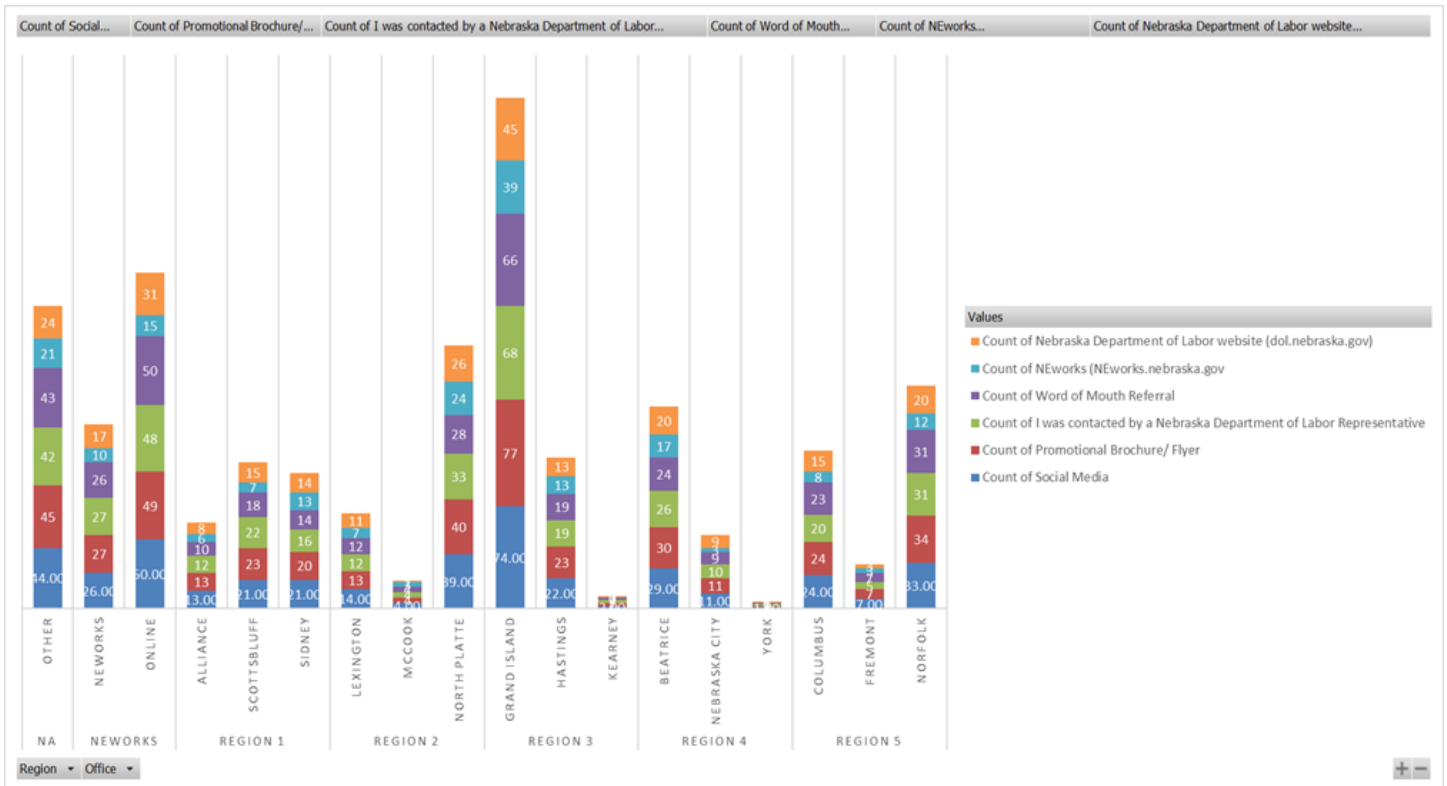


August 2019

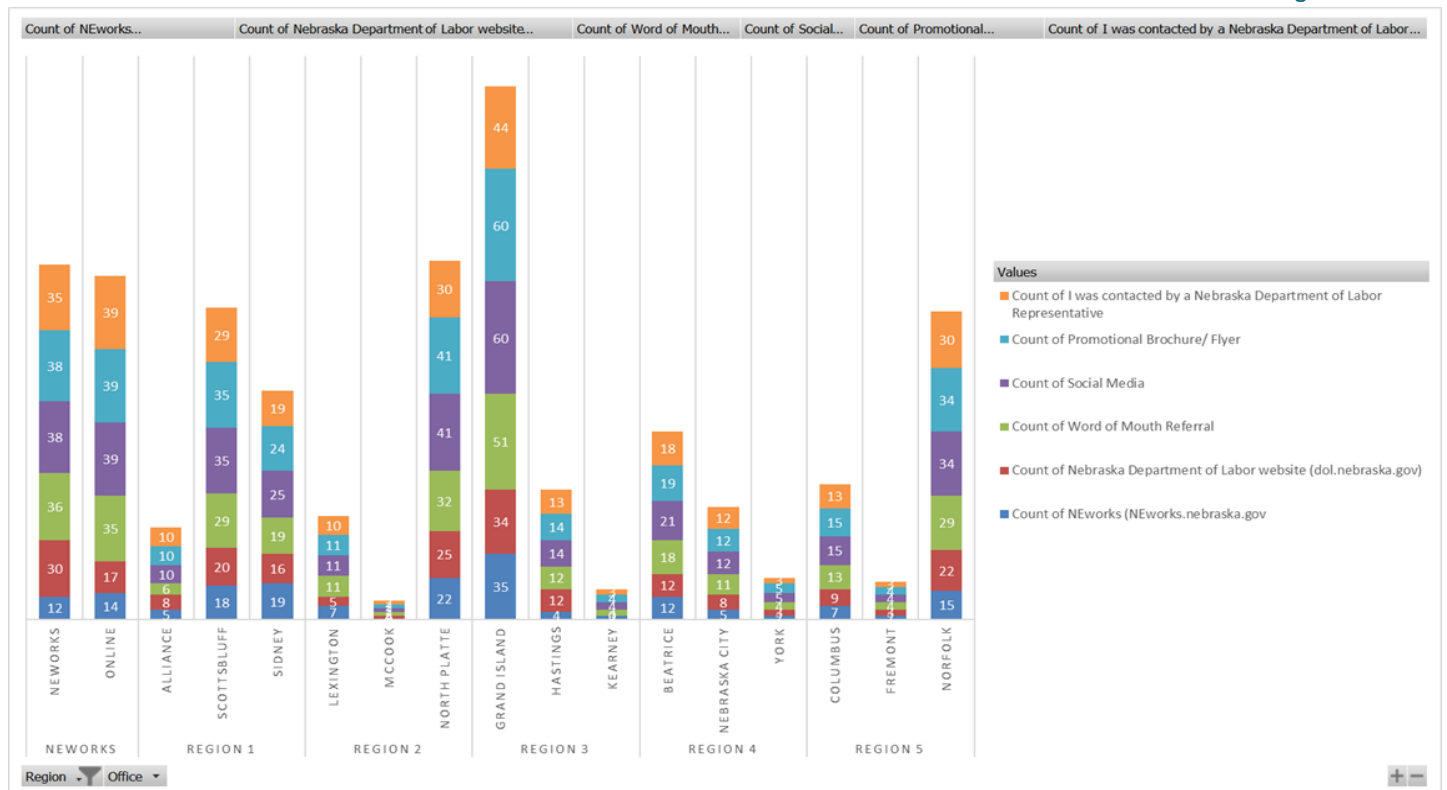


8. How did you hear about the jobseeker services? (Please check all that apply)

October 2019



August 2019



9. Please use the space below to provide any comments or feedback:

*Unemployment related comments denoted in gray text

Comments

Other

- all the personal was kind and very helpful.
- Applying for unemployment benefits through NE Works is a complete joke. Clearly it is designed for people to give up as the process for gaining unemployment benefits is so daunting and confusing, people give up. Very disappointing. Nebraska DOL won on my case. I gave up.
- During my conversations with the Dept of Labor, it was never mentioned that my benefits were probably going to be denied so I continued filing my weekly certifications for job seeking. Ultimately, they were denied for unrealistic reasons. Also, the NEWorks.Nebraska.gov website is atrocious to navigate.
- Every person I spoke with was professional and caring. They offered me advice on my cover letter and resume. The NE Works emails I would get using the Virtual Recruiter were a joke! I received one or two emails per day over the course of about 90 days; over the course of about 180 emails, only one job had even a slight possibility of being relevant to me.
- I am extremely satisfied with the level of help I receive every time I call Nebraska unemployment.
- i think that the state of ne needs to pay more attention to the employees rather than the employer. Cause like me I quit cause my employer would yell and scream at me and now I have to fight to get my benefits.
- I was sent out 3 letters at once, making me very confused as to what my current statuses are. I've tried contacting by phone & the phn# 4024582500 loops around & disconnects. We had to move & my employer doesn't give the option to transfer to another location unless you're taking classes. You have to quit, forfeiting your seniority & insurance...then reapply as a new hire. So I had to quit prior to moving.
- Might as well not have any employees working for the department of labor. Constantly referring you to use the website.
- thank you
- The lady that helped me was standoffish.. She was able to answer my questions somewhat but was very vague and basic... not in the least personable.
- the person i talked over the phone about my unemployment status was very rude.
- The website is the biggest issue. difficult to navigate, to much clutter. does not record all information required for unemployment claims. The only bright light about the system, would be the employees. I have nothing but praise for the way they helped me resolve the websites inadequate performance
- There needs to be more employees to assist applicants always
- Very helpful an very easy to work on line
- Very satisfied with the site

NEworks

- I have been looking for a job, I haven't been contacted yet.
- I have not talked or seen anyone, its all been online figure it out for yourself.
- I Want taxes taken out of my unemployment checks but can not figure out how to do so.
- It took over a 11/2 months to have anyone even look at my application. Then I had to have additional info in by a 3 day window or they were gonna pass me over? I have paid into this for 30 years, never needed

it before & I have to fight to get money owed to me in case of no job/income coming in? People rely on this to get em by & you think we should be ok with excuses of your back logged?

- Other than the glitch that occurred that delayed my weekly benefits the assistance I receive from NeWorks staff is excellent
- there is no point in filing for unemployment, only spouse abuse is the only reason to quit a job in Nebraska. I feel, in my opinion, that given my age, color and sex has played a part in denial of benefits
- Waiting for benefits to begin, wish there was a defined date for the first payment. I've received my debit card a week ago, and have no way to purchase groceries or pay bills. I understand it can take awhile, however, I would have appreciated an email stating what was going on.

Online

- Easy to search for a job. Learning to navigate website took a lot of time. Lots of great help finding a job
- I appreciated the general resume writing advice, but most people seeking employment can't afford these prices for a professionally written resume.
- I did everything online and it was a very easy to maneuver around the website I had no problems whatsoever got my claim done in a timely manner and every time I've looked for a job on NE Works everything is gone well and they prompt me into helping me apply
- I did not go to a physical location. My feedback is based on the interactions I have had with unemployment workers via phone call, and online. This website is HIGHLY NON USER FRIENDLY & you can never reach a representative on the phone who can help or provide accurate information.
- It isn't an easy site to navigate if you don't have some computer experience.
- Its been a month and I still haven't received my unemployment pay
- On lay off, took 6 weeks to get unemployment started. Need doing this for 4 years now and this year sucks. Didn't have data for phone(no unemployment payments) so disqualified for a week! I work seasonal, I count on every penny I get. And laid off for 6 months and unemployment DOES NOT COVER IT LIKE EMPLOYERS SAID
- Rook way way way to long for benefits ti be accepted .. 6 weeks it took thats 6 weeks qith no money and 3 kids to support snd somehow get gas money to get to interview
- The website is impossible. Too complicated with too much going on. Also it looks like a website from the days of dialup.
- These unemployment thing is a joke and when i called to ask for help i got told to go find a job ... really
- took almost 3 weeks to hear anything on my unemployment filed and did everything asked and still took almost a month
- Very professional people help me to get a job
- why is it so hard to get unemployment or told you cant get it while already attending college and make it hard for you ...

Region 1 Alliance

- I did not go to the office, only accessed the website to update my password
- I think the people in alliance and in Lincoln were great help
- Resume review request to Donna Kuskie was forwarded and replied to promptly. My prior experience with the Sidney Center last year was less than satisfactory.

Scottsbluff

- AJ Trook out of Scottsbluff was Excellent in helping me get a great resume and application help and ideas. Really appreciated his professional help
- I am very satisfied with all the people here and the services provided.
- I was treated very well and they helped me above and beyond that they needed to great people
- I went in with resume in hand I was expecting help in finding open jobs in a field that matched my skill set was disappointed when I was told to set at a computer and look threw the job postings.
- SOME OF THE ANSWERS DEPEND ON TIME OF DAY AND STAFF AVAILABILITY. BUILDING IS HARD TO FIND AND THE WEB SITE IS NOT USER FRIENDLY
- Terrific assistance from the Veterans Dept. Wills do it again if necessary

Sidney

- Everyone here is Sidney was amazing the lady that contacted me about my claim was the rudest person I have ever been in contact with. Made me feel like a criminal.
- helpful service
- I'm not very good at this so I'm still trying to figure it out. I am struggling a bit and I'm sure others are better than I am. Please be patient with me. Thank you!
- It has been months since I was in. If my information has been used since, it was not with my consent or knowledge.
- Jodi Brost was wonderful!!
- The staff at the job service was wonderful and helped with what ever i needed. Very Profesional
- The woman I spoke with was actually awful and not helpful. She made me feel useless and picked at everything almost in a competitive manner.
- There is just a few comments. 1. The Website sometimes does not register the jobs that you looked at and then you still have to enter them manually. 2. The question on the Certification form/Re-Certification that ask if you are in school or in training does not work correctly. I was coming away from my time in the training program through the Department of Labor trying to answer the question honestly. I answered yes because of the fact that I had been in the training program although not actual school. My honest answer created an issue with re-certification, and held up my ability to get back to collecting unemployment. I think the question should be two different questions. Are you attending school? and then Are you in a training program? Therefore, the future user's will have a clearer understanding as to what question is being asked. Thanks, Karen
- Website didn't show me using it for work search when I did. Not cool as it disqualified me from payment when I did what was required.

Region 2

Lexington

- Website isn't that easy to navigate. I maybe mistakes which cost me payment for the week. It needs to be easier or better steps.

McCook

- I feel that I was not treated fair in the judgement of my unemployment claim with Denvey Ford. I should not have been penalized 13 week for hating my work and people I worked with. I can see a couple weeks but 13 was not right!!!

- Nebraska department of labor is a joke. I've never been so unsatisfied with anything in my life. Hopefully my railroad career will continue and then I'll never have to deal with the politics of this corrupt department again

North Platte

- 5 contacts per weeks is too many. You end up making contacts you have no interest in and or chance of employment just to make the report. Depending on the job you are seeking, Finance for instance..... There is not that many options to contact. If you want to be a C-store clerk go for it. For a professional employment search you use outside sources and not much on NE Works. You are on your own unless you fit the box. Staff doesnt care if you get a job or not.
- Have an error sent out about attending a 30 min coaching session. Was sent out to me scheduled for 28th of nov. which received email that it was in error. And waiting for office to open back up due to being closed from Thursday on until now so that I may reschedule the course I'm to take
- I am grateful for unemployment. I feel that sometimes my unemployment benefits are under attack because so far I have been unable to find a job. I have uncontrolled circumstances that limit the times I am available to work and I feel like I am constantly being scrutinised for situations that are out of my control. I have filled out probably 100 job applications and people who are struggling because of circumstance shouldn't have to constantly defend themselves when they are trying to do the right thing. No one asks to have a child with disabilities or to not be hired by employers because of that.
- I am not happy with the department of unemployment because the rob the Americans who pay their wages and then make them fight for what they are in titled to. In my opinion.
- I have a seasonal job as a ups driver helper but still need a regular job and I would probably need training or schooling. thank you
- I have been filing by job search every week for 3 months and have not received and benefits to this day only 2 employees told me to appeal and the and that is as far as it has gone. The month of Oct and Nov talked with a Lori in Lincoln for a whole month even helped me look for jobs not once did she have any answer when I would get benefits or tell me to appeal. I have never filed for unemployment in my life this has been a terrible experience.
- I have been trying to apply since September. I have called every week and because of a flaw in their system my case has not moved forward at all. Nobody calls back or has a answer.
- I wanted to file for unemployment. I had to file in another state (OK). I was told that I had to register I Nebraska at NEnebraska.gov. They gentleman helped me file for the unemployment but when it came to register for Nebraska I had no help and did not understand the process. I asked a couple different people and no one was able to help me. They have me a number to call Oklahoma unemployment to ask them what to do next or to even ask about my claim. They had a phone that I could use but when I used it, the call would not go through several times that I tried. I am still unaware of anything more that I am to do.
- I was told I would be enrolled in getting my CDL and it seems its like I'm playing phone tag could be me but I just need to know when and wear to get my CDL certificate
- Local assistance from Steph was great. However, my several interactions with staff from the Lincoln office were frustrating and generally unhelpful. I spoke with several individuals and/or left messages and it took days or weeks to get a response. My last unemployment claim was never processed because it was when the site was down (in September, I believe) and I finally recieved a phone message about it in November. I called back the next day, left a message and have never heard back.
- most of your people are helpful, All but ONE and i wish i had her name , she was very disrespectful,
- need for vet rep.

- Ok
- Support for jobseekers on the professional, technical, and executive level is very lacking.
- There is no support for professionals and professional career development whatsoever. No one even seems to try. I was told they were going to look into helping me get my SHRM-SCP to help make me more employable, I was not even told no. I got no answer one way or the other. It is apparent to me people are only interested in helping those that can be employed immediately for minimum wage.

Region 3

Grand Island

- Computer site very hard to follow not at all user friendly. Needs work difficult to understand and follow.
- Detail to resume was not thorough.
- Disappointed I did not have anyone to discuss any problems within 50 miles of where I live. I traveled to Grand Island for assistance, they helped me understand the format and how to get the information I needed. Also giving me their contact information for future problems. I was asked to go to an interview in Norfolk, NE. Which I did not know was a office I could have gone to for assistance. The staff person who made the appointment was there, but sent me to interview with another staff member. I still felt my questions were not answered fully. Because he did not know why I was required to come in. All in all I finally received my unemployment benefits, until recently. I have been cooperating with all the requirements, but do not understand the wait. 4 weeks.
- Dont have very good computer skills
- Extraordinary disappointed in the help I received. Called in to the number 3 times with no resolution, went into Grand Island office with no resolution except to call in. Called back and didn't resolution until I demanded to speak to a supervisor. Very frustrating experience that took 3 weeks to get a resolution that should have happened on the first phone call.
- good job
- great service
- had problem with website
- have trouble navigating wed sight not very computer smart
- I answered neutral on staff. The job service person was very helpful but the front desk person was short with me and borderline rude.
- I needed help filing my unemployment claim and they did a fantastic job. Awesome people.
- I would prefer being assigned an individual to work with so that I had a go to person for questions, for difficulties with the system and for suggestions and support. it is not a simple system and I was frustrated often with the on-line filing.
- Keep up the good work.
- Most of the jobs in the job search are for guys.
- nice people
- Not sure why I got this email but filled out tom the best of my knowledge
- Stop having to put in New password every time we reopen claim. Make sure all computers are working in staff stores.
- Thank you guys for the great experience in helping me out you we're so helpful

- thank you to Mandy Puente and Rhonda Jenkins for their over the top help!! both individual ladies are sooo helpful!!! Thank you again
- The day I came to file my claim I was left to figure it out on my own due to a meeting all staff was attending. I was referred to the call center for assistance and they suggested I go to the job search center. Overall I feel that my direct request to have someone hold my hand as I went through the process of setting up my claim was completely ignored and I am now in week 5 with active issues that may have been preempted had I recieved the requested assistance. The adjudicator I have has a clear lack of understanding to nearly everything I have had to try to explain about company policy at my previous employer explicitly the fact that I had to pay back my previous employer earned wages for PTO that I used during my employment that was not earned. PTO is available jan 1 for the year, if employment is terminated any used PTO not accrued will be taken from the last paycheck. The adjudicator ask me about PTO paid in March????While I was still employed??? My final work week was the week of labor day in september. My last paycheck was less than a full 80hour check due to my PTO usage. I paid back nearly 1 full week.
- the lady was very helpful and nice
- The new unemployment filing process is horrible
- The people there are easy to communicate with and helped me with problem. There is a person in Lincoln I think that is not helpful and depending on mood , they are unhelpful. I was denied payment I think because of her, and finally with help from my her dept was approved.
- The website for filing has got very complicated in the last year. No confirmation number very long. But manage to get it done.
- The website is not user friendly.
- This was the friendliest group of employees I could want to work with
- With only 2 weeks of benefits remaining, did NEWorks reach out to me to offer any assistance. I had to do all the online myself without guidance. I "fell thru the cracks" and had to get it correct or loose out on my weekly payment. Once Liane contacted me, she was so very helpful. It would have been nice to have her assistance, guidance and personal help in week 1 rather than in week 13! I feel I could have benefited from her assistance and possibly been hired before my benefits ran out. She is an asset to you and she needs to be recognized for her professionalism.
- Would like to see the NEworks job search to go back to the last one seen instead of going to the very beginning every time you apply for a job
- You where and or are very helpful. Thanks for that.

Hastings

- I Believe I'll find a job soon
- I call phones in talk to staff direct me go online to file unemployment insurance and hang up the phones
- I feel its very difficult on the Networks site to complete 5 application a week when the jobs that I'm qualified for are not available or too far away.
- I have always appreciated how well I was treated and got my questions answered at the Assistance center.
- some job only listed on other job sights
- The sight is a bit difficult to access from cell phone, not real clear on where you need to go, better on computer

Region 4

Beatrice

- Expand the occupation list
- Here is the problem file your week unemployment claim with the site needs to improve for off seasonal workers than a person that is unemployed that has no job what so ever...the off seasonal people don't need to put in for job reference
- I am having trouble with the NE Works website presently as I get a 404 error when I click on the warning saying I have an incomplete unemployment claim started today 12-2-2019.
- I am registered in the RTAA program. It seems to take a VERY long time to receive the wage differential payments.
- I have been unemployed for 3 months without checks. After 2 months I stopped trying, even after following requirements. Website is very hard to navigate.
- I want to thank everyone on the staff at Beatrice and point out that I have been on both sides of the 'isle' now as both an employer and now a person looking for a job. They have been very helpful with both aspects of the process and would highly recommend them in other situations. Furthermore I think Job NEWorks is a very good resource that is often overlooked.
- Lea was very helpful always sit down got me going
- My situation in looking for a job search at 71 years old is unique. The staff has helped me work through all of my needs.
- Person I talked to, was very knowledgeable.
- Poorly designed website, hard to find information and correct descriptions.
- This is the second time filling this survey out.
- Very helpfull. The changeover to the new upgrade was a little confusing. Got it worked out with Sandy.

Nebraska City

- Hello, I would say this in front of millions of people: "I can not say enough about my Rep Lisa Craig located at the Nebr.City NE. office (I think she must have been sent from heaven!) I had just finished one of many chemo treatments at the NMC when I had an appt. with her. I was feeling VERY DOWN..However, when I left her office I was laughing and feeling SO CONFIDENT!!! Please pat that Lil gal on the back for me..Too bad there aren't more angles running around like Lil LISA!!! Thank You, for making me feel whole and important. Diana-Platts. NE
- I am very satisfied with unemployment services.
- I had a nice experience and very friendly and helpful.
- My actual in-office experience has been positive and informative. However I have had to call into the main offices in Lincoln 5+ times in under 2 weeks and in each call, I was only given part of the information that was needed to complete my unemployment claim. It became a very frustrating and disheartening process.
- Well done

Region 5

Columbus

- I would like to discover where I stand with my status

- None at this time
- Susie and Bernie in Columbus were extremely helpful because I was affected by the March flooding. However those in Lincoln were not as helpful nor cooperative.
- Susie did a fantastic job helping me. It was a new experience for me and she didn't make me feel dumb.
- Suzi & Rebecca are Very helpful
- They are there to help when I need it
- Your Staff are absolutely wonderful!! Thanks to their expertise, during a time when I was low as I could get after being laid off, they were able to help me in so many ways!

Fremont

- They need to remove old jobs in the job search. There are a lot of them that you need to have a college degree to apply

Norfolk

- Helpful
- I lost the phone call Kim didn't know what Lincoln was talking about and she never called me back! I'm stressed out over this
- I was very thankful for a local office so I could stop in and get my questions and concerns squared away. Because it can be very stressful and worry some with out income and being confused with the networks website.
- This whole process needs simplified!
- Tisha and Ed are the best help for all of my issues, they returned all my calls and made sure I was doing my claims correctly! Thank you for all your help!
- very helpful
- Web site is terrible
- You guys found ever reason to take my unemployment away so very dissatisfied.

Top 3 Celebrations

1. Response rate increased by 22 individuals.
2. Received a larger number of non-unemployment related comments.
3. Region 5 increased their ratings in all but four questions.

Top 3 Opportunities

1. Question 1, individuals who only came in to file unemployment only increased drastically. I believe this is why the majority of our responses had decreased ratings.
2. Question 3D, dropped by almost one point. Online and Region 2 respondents are the individuals who provided the low ratings.
3. The individuals who accessed services online only provided the lowest ratings on every question.

Announcements

New GNWDB Member



Mike Gage is the President of I.B.E.W. Local 1920 in North Platte, currently serving his second term in office. He has been a Diesel Electrician at Union Pacific Railroad for 15 years. Before the railroad Mike was a commercial electrician in Colorado and Nebraska. He is eager to build working relationships and networking with the GNWDB. Mike and his wife Julie live in North Platte.

Collins Aerospace Tour, October 2019



Meeting Schedule

Date	Time	Location	Board(s)
May 28, 2020	9 a.m. - 2 p.m. (CT)	TBD, Ogallala	GNWDB & CEOB
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

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

* Dates and locations are tentative and will be approved by the GNWDB & CEOB January 30, 2020.

Agency Contacts

Topic	Contact
Meeting Schedules, Communication, and Expense Reimbursement	Employment and Training Nebraska Department of Labor NDOL.GreaterNebraska@nebraska.gov
Board Planning/Support, Program Coordination, and Compliance	Ashley Mathers <i>Program Coordinator</i> Greater Nebraska Workforce Development Area Nebraska Department of Labor PHONE 308-221-6959 ashley.mathers@nebraska.gov
One-Stop Operator	Employment and Training Nebraska Department of Labor Ndol.greaternebraska@nebraska.gov
Program Oversight	Kelsey Miller <i>Workforce Administrator</i> Nebraska Department of Labor PHONE 308-535-8340 kelsey.miller@nebraska.gov

Equal Opportunity Program/Employer TDD: 800-833-7352

Auxiliary aids and services are available
upon request to individuals with disabilities.

