

Nebraska

Workforce Development Board

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Nebraska Workforce Development Board Meeting Minutes January 27, 2017

Agenda Item 1: Call to Order

Chair Mark Moravec called the Nebraska Workforce Development Board (NWDB) meeting to order on January 27, 2017, at 9:35 am at The Lincoln Marriott Cornhusker Hotel, 333 S. 13th St., Lincoln, Nebraska.

Agenda Item 2: Roll Call

Linda Pope, Recorder, called roll and stated that a quorum was not established.

Members Present (10):

John Albin	Mark Moravec	Jennifer Sedlacek
Bradley Bird	Courtney Phillips	Carol Swigart
Jason Feldhaus	Bradley Schroeder	Lisa Wilson
Susan Martin		

Members Absent (12)

Tammie Beck	Courtney Dentlinger	Michelle Olson
Matthew Blomstedt	Allan Hale	Governor Pete Ricketts
Brian Deakin	James Hanson Jr.	Terri Ridder
Michael Geary	Don Nordell	Becky Stitt

Nebraska Department of Labor Staff in Attendance:

Joan Modrell, Director, Office of Employment and Training
Angela Hansen-Kruse, Administrator of Workforce Services, Office of Employment and Training
Linda Pope, Temporary Administrative Assistant/Recorder, Office of Employment and Training
Deb Andersen, Policy Coordinator, Office of Employment and Training
Thomas Ukinski, Agency Legal Counsel – General Counsel, Nebraska Department of Labor

Guests in Attendance:

Shannon Grotrian, Administrator of Workforce Services, Greater NE Workforce Development Area
Dylan Wren, Program Coordinator, Greater NE Workforce Development Area
Phil Baker, Research Administrator, NDOL Labor Market Information
Alejandra Sinecio, Heartland Workforce Solutions, Greater Omaha Workforce Development Area

Erin Porterfield, Heartland Workforce Solutions, Greater Omaha Workforce Development Area

Tori Conley, Heartland Workforce Solutions, Greater Omaha Workforce Development Area

Jan Norlander-Jensen, City of Lincoln, Greater Lincoln Workforce Development Area

Vicki Leech, City of Lincoln American Job Center, Urban Development Workforce Investment Program

Danna Bacon, Job Training Program Coordinator, Office of Employment and Training

Agenda Item 3: Notice of Publication

Linda Pope announced the Notice of Public Meeting was duly published in the Beatrice Daily Sun, Grand Island Independent, Lincoln Journal Star, North Platte Telegraph, Omaha World Herald, and Scottsbluff Star-Herald in accordance with the Nebraska Open Meetings Act. Copies of the Act were available from Legal Counsel or administrative staff.

Agenda Item 4: Approval of Minutes

Chair Moravec directed everyone to the October 21, 2016 Meeting Minutes and asked if anyone had any additions or corrections. There were no responses. Absent the quorum, the motion to approve the Minutes was tabled and will be placed on the April 14, 2017 Nebraska Workforce Development Board meeting agenda.

Chair Moravec announced that meeting agendas, minutes, and handouts for full board and standing committee meetings can be found on the website at www.dol.nebraska.gov under the heading "Workforce Innovation and Opportunity Act (WIOA)."

Agenda Item 5: Old Business

A. Greater Omaha Local Area Plan Modification

Chair Moravec reported that the Greater Omaha Local Area Plan Modification was withdrawn because it is undergoing further revisions.

B. Bylaws

Chair Moravec stated that following the release of the WIOA Final Rules, the Board's bylaws were reviewed for compliance purposes. With that review, it was determined that a handful of revisions are necessary to bring the Bylaws into compliance. The material revisions to the Bylaws include the addition of provisions addressing the criteria outlined in the Final Rules on the required content for bylaws of state workforce development boards. The review included:

1. In section 2.6, are provisions on the nomination processes to be followed by the Governor prior to the appointment of members of this Board.
2. In section 2.7, a provision has been added to clarify that there are no term limitations on appointments to this Board.

3. A new provision on Board member participation has been added as Section 8.
4. In Section 4.2, a provision has been added relating to a Board member's ability to assign a designee to attend a meeting of this Board on his or her behalf.
5. In Section 4.5, a provision has been added on the use of technology for meetings of this Board and the Executive Committee.
6. In Section 4.6, language has been added to clarify constraints on proxy voting; and related language has been added in Section 4.7.
7. In Section 5.6, a provision has been added on the use of technology for subcommittee meetings.

Chair Moravec added, in addition to these revisions, several other provisions have been revised to include cross-references to the new proposed provisions.

No action was taken on amending the Bylaws, other than to provide each Board member with a written copy of the proposed amended version as required under Section 6.1 of the Bylaws.

The revised Bylaws will be a voting agenda item at the April meeting.

Chair Moravec asked if anyone had questions and if the Nebraska Department of Labor's Legal Counsel, Thomas Ukinski, had any additions. There were no questions or additions.

C. WIOA Implementation: A Year in Review

Chair Moravec directed the Board Members to an infographic that provided information on 2016 collaborations and achievements and what's ahead for 2017.

He invited Joan Modrell to provide an overview of the document. Ms. Modrell provided the following: WIOA was passed in July 2015 and in Calendar Year 2016 many processes were put into motion. Building a Workforce System is going to be contingent upon collaboration across agencies and community partners with the goal of effectively serving the customers who are the job seekers and employers. Strong partnership is evidenced by the 71% of potential partners that participated in Nebraska's Combined State Plan. Nebraska was one of only four states that had this high collaborative rate. The four core partners are: Vocational Rehabilitation, Wagner-Peyser, WIOA Title I Adult, Youth, and Dislocated Worker Programs, and Adult Education. In 2016 the partners agreed to cost share up to \$100,000 to support planning and training. There was a State level planning process that developed the Combined State Plan. Recently, in the three local areas, start-up funding was provided for local regional planning efforts to begin. The Nebraska Partner Council also supports the collaborative process. It provides the framework and foundation to collaborate in a time efficient manner across State leadership at the agency level while reducing the duplication of efforts. The coordination is achieved through a single vehicle, The Public Sector Partnership, which is made up of nine member agencies and nineteen member programs. Areas discussed include action steps in the Combined State Plan, legislative changes and joint training.

Ms. Modrell continued to provide a summary of the WIOA 2016 Achievements:

- 46 WIOA policies were issued at the State level to achieve WIOA compliance.
- Nebraska was 1 of 30 states that submitted a Combined State Plan which is the gold planning level.
- NEworks launched the Eligible Training Provider program which includes 24 providers and 533 programs to qualify to be on the Eligible Training Provider List.
 - Extensive outreach was done to include apprenticeships on the list.
- Revised the Financial RRS to include obligations in addition to expenses. This will eliminate the Nebraska from being under obligated or expensed.
- Applied for an \$800,000 grant for technology start-up costs.
- Applied for a \$200,000 grant for Statewide Apprenticeship start-up costs.

Ms. Modrell concluded the 2016 Year in Review highlighting what's ahead.

- Certification of Nebraska's American Job Centers before June 30th.
- Common Intake Communication Technology, Phase One, sharing technology, in place by July 1st.
- Workforce System Building that is regional with local areas.
- Industry Sector Partnership Initiative kick-off.

Agenda Item 6: New Business

A. System Alignment Committee Report

Chair Moravec asked Jason Feldhaus to give the Infrastructure Funding update. Mr. Feldhaus made two public announcements stating that Becky Stitt was unable to attend the meeting and deliver the report to the Board due to inclement weather. He also thanked the staff for helping him be prepared for the meeting and doing all of the work that they're responsible for.

Mr. Feldhaus reported that movement is being made into an exciting part of WIOA implementation which involves putting into operation the goals and strategies of Nebraska's Combined State Plan. One primary component of that operationalization is the development, submission, and approval of regional and local plans.

Two additional components, which are equally important, are the:

- negotiation of memorandums of understanding (MOUs) and annual funding agreements between local boards and CEOs and all required one-stop partners; and
- certification of American Job Centers and evaluation of the local workforce delivery systems.

These 3 components are interdependent, especially when it comes to timelines. For that reason, the System Alignment Committee is providing the Board with an all-inclusive timeline.

Mr. Feldhaus referenced a calendar of events for Program Years 2017 and 2018 for:

- development, submission, and review of regional and local plans;

- development, negotiation, and submission of MOUs and annual funding agreements; and
- certification of American Job Centers and evaluation of the local workforce delivery systems.

Mr. Feldhaus commented that Angela Hansen-Kruse who is filling in for Brian Deakin will be providing an overview of timelines relating to regional and local plans; and limited his remarks to timelines involving:

- MOUs and annual funding agreements, and
- certification of American Job Centers and evaluation of the local workforce delivery systems.

Mr. Feldhaus stated the MOU process officially began this week when the state released the policy on MOUs and funding of local workforce delivery system operations.

Mr. Feldhaus stressed the goal as local boards go through the MOU process, is they successfully reach consensus locally so there will be no need to utilize the state funding mechanism. Jason pointed out key dates and action items the Committee and full board will be responsible for.

- The System Alignment Committee is responsible for making a recommendation to the full board on the formula
- The full board, in turn, must make a recommendation to the Governor.
- The public comment period ends the day after the Committee's next meeting on February 22nd.
- Review of the allocation formula and any public comments received will be on the agenda for that meeting of the Committee.
- The Committee will make its recommendation to the full board during the April meeting.

Mr. Feldhaus asked if there were questions on the MOU process. There were no questions.

Mr. Feldhaus then referenced the AJC certification process and stated under WIOA, the AJC certification process is the responsibility of local boards.

He went on to explain the certification process involves 2 primary phases:

The pre-certification phase involves preparation for the review of the AJC:

- confirming that MOUs with all required one-stop partners are in place;
- determining whether the local board has competitively selected the local area one-stop operator; and
- formation of a Local Evaluation and Certification Team that will conduct the certification review.

The certification procedures involve:

- reviewing MOUs for compliance purposes;
- an onsite visit and review and completion of review forms, which must happen by April 28th;
- determining whether the AJC meets certification requirements and notifying the one-stop operator, which must happen by May 31st;
- formally certifying, conditionally certifying, or not certifying the AJC and notifying NDOL, which must happen by June 15th.

Mr. Feldhaus asked if there were any questions around the AJC Certification. There were no questions.

B. Strategic Direction Committee Report

Angela Hansen-Kruse started with an update on the status of Nebraska's Combined State Plan. She shared the Governor had received written notification on June 29th that included a revision request from federal reviewers for the state to reconfigure the planning regions so that the local workforce development areas weren't split across two regions.

Angela went on to explain the Governor filed a waiver with National Office on November 17th, requesting that the reconfiguration requirement be waived.

After several meetings, National Office agreed to allow Nebraska to move forward with the regional designations as originally presented in the Combined State Plan; Nebraska withdrew its waiver and will develop an action plan of the efforts the state will undertake in the coming year to better align the local areas and planning regions. Nebraska's Combined State Plan is approved.

a. Workforce System and Regional Plans Update

Angela Hansen-Kruse continued with an update on the workforce system and regional planning efforts. She explained the workforce system must meet the needs of the full range of job seekers, including those with barriers to employment. The system must also address the specific needs of regional employers and the skills they require in their labor force. Local boards, in partnership with local area CEOs, must submit a local plan. If the local area is part of a planning region, the local board will submit its local plan as part of the regional plan. Angela then reviewed the regional planning timelines:

- During the months of October, November and December, the three planning regions completed their facilitated sessions with Seth Derner at Vivayic. Regional stakeholders discussed topics relating to:
 - examining regional workforce system prototypes
 - defining regional strategies and services and
 - developing implementation strategies
- On December 30th, NDOL released the Regional and Local Plan policy which details the plan requirements and includes a template.

- On January 12th, NDOL hosted a technical assistance call for the 3 local areas on the functionality of the template, including the budget worksheets. 8 representatives from the 3 local areas attended.
- The local boards must submit regional and local plans to NDOL by March 15th.
- The state will review the plans for compliance and provide feedback to the local boards no later than April 15th and identify any deficiencies.
- The local boards have until May 15th to revise their plans to address any deficiencies and resubmit, along with fully executed Memorandums of Understanding with each required one-stop partner.
- The System Alignment Committee will complete their review of the plans on May 24th and the Strategic Direction Committee will do its review on June 8th.
- At the June 23rd Board meeting, the Committees will make a recommendation on approval to the Board.
- The Board's recommendation is sent to the Governor, who determines regional and local plan approval. The Governor will notify the local areas with a final determination by June 30th.

Angela asked if there were any questions on the timelines. There were no questions.

Joan Modrell urged board members for their participation reviewing the local plans. Committee members will be provided summary sheets for review. Joan reminded the board members the System Alignment Committee meets on May 24th and the Strategic Direction Committee meets June 8th.

b. Industry Sector Partnership Initiative

Ms. Hansen-Kruse reviewed that sector strategies are employer driven partnerships, within one industry, that work closely with government, education, economic development, labor and community organizations and:

- share a common mission;
- prepare, develop, and enhance the workforce;
- are industry driven;
- needs driven;
- data driven; and
- part of workforce system and regional planning

Angela then provided the following as recent activities on the initiative.

- Governor Ricketts approved use of Statewide WIOA funds for the Sector Partnership Initiative over the course of the next 2½ years.
- This is a commitment of \$500,000 to move the initiative forward. Staff are working on an implementation timeline and metrics to measure the initiative's success.
- State leadership was instrumental in getting this funding request approved—both Courtney Dentlinger and John Albin have been working with the Governor's office on this.

John Albin added: It is all approved in concept, we just need to put it into finalized form and get the sign-offs on it. We will start out with some pilot projects like most new projects do and we will move beyond that into a full-blown project after that.

A leadership team from Nebraska, with representatives from economic development, education, and labor, will be attending a Next Generation Sector Partnership Academy. Brian Deakin will be attending as both an employer and representative of this Board.

Chair Moravec then asked Phil Baker from Labor Market Information (LMI) to give a presentation on Labor Shed Study updates.

C. Labor Shed Studies Update

Mr. Phil Baker provided board members with a brief history on how the Labor Availability Studies began in partnership with the Department of Economic Development. The Labor Availability Survey is a household survey to find:

- Who is working in the area, types of jobs, what would it take to switch jobs?
- Who is not working and what would it take to re-enter the workforce
- Education & skills identification

Mr. Baker stated that in the last legislative session LB-1110 was passed which included Sector Partnerships and the Continuation of Labor Availability Employee Needs Survey. The following regions will be completed including a report and a pamphlet with information from the following regions by July 2017.

- central
- southwest
- southeast

Mr. Baker described the areas they are currently working on and explained the panhandle area is complete including a household and business survey with cooperation with Department of Economic Assistance. Mr. Baker provided some preliminary results to the central region employer survey including Grand Island, Kearney, and Hastings.

Mr. Baker then opened the floor for questions.

Chair Moravec: A challenge with the low unemployment rate, with 25% of your return indicating that there are quite a few people that currently have a job, but are looking for a better or new job?

Mr. Baker: Yes, we have seen that wages are not the top thing on the list for seeking a new job. Accommodating family and work hours are also high priority issues for the incumbent workforce.

Joan Modrell asked: What is your estimated time of completion for the southwest and central surveys of Nebraska?

Mr. Baker: All areas should be done by July 1st of 2017, based on legislation

Joan Modrell: Regional planning will be taking place this spring with the local areas, this would be key information to have in that regional planning meeting. Can they contact you to get some planning information so that their plan is in line with the survey results?

Mr. Baker: Yes

Jason Feldhaus: Can you define household for me?

Mr. Baker: It is the address of the household. The survey goes to a household and we asked for the respondent to be the person who has the most recent birthday who is 18 years or older in the household.

Chair Moravec: Did the survey have any questions where the employers could record issues related to soft-skills? For example, within the first two weeks of hire, the employee may show up less than half the time?

Mr. Baker: We ask for the top three occupations they have the most trouble hiring. We get information on the quality of the applicants, skills, and training that is needed. Soft-skills may show up in those questions.

Bradley Schroeder: Has Economic Development used surveys to show potential employers or people looking to move to an area that the unemployment rate might be a little bit different than they think?

Mr. Baker: With the previous groups, the northeast, Lincoln, Omaha and panhandle, data was provided to 5 businesses who were looking to come the state, I'm not sure if those businesses came to Nebraska.

Agenda Item 7: Next Board Meeting

Chair Moravec stated that the next meeting is scheduled for April 14, 2017; time and location will be announced at a later date.

Chair Moravec asked if there were any questions or comments from the public. There were none.

Chair Moravec adjourned the meeting.