

Nebraska Workforce Development Board
Meeting Minutes
March 9, 2018
Lincoln Marriott Cornhusker Hotel
333 South 13th Street
Lincoln, Nebraska 68508

Agenda Item 1: Call to Order

Chair Mark Moravec called the meeting of Nebraska Workforce Development Board (the Board) to order on March 9, 2018 at approximately 9:30a at the Lincoln Marriott Cornhusker Hotel, 333 South 13th Street, Lincoln, Nebraska.

Agenda Item 2: Roll Call

Lindsey Sullivan, Administrative Assistant called the roll. It was determined that a quorum was established.

Members present (14)

John Albin	Susan Martin	Bradley Schroeder
Amara Meyer sub for	Mark Moravec	Jennifer Sedlacek
Senator Joni Albrecht	Don Nordell	Becky Stitt
Matthew Blomstedt	Courtney Phillips	Carol Swigart
Jason Feldhaus	Terri Ridder	
James Hanson, Jr.	Dave Rippe	

Members Absent (7)

Senator Joni Albrecht	Michael Geary	Lisa Wilson
Bradley Bird	Allan Hale	
Brian Deakin	Governor Pete Ricketts	

Nebraska Department of Labor (NDOL) Staff in Attendance:

Stan Odenthal, Director, Office of Employment & Training
Deb Andersen, WIOA Policy Coordinator, Office of Employment & Training
Danna Bacon, Job Training Program Coordinator, Office of Employment & Training
Lindsey Sullivan, Administrative Assistant, Office of Employment & Training
Thomas Ukinski, Attorney III, Office of the General Counsel
David Branch, Employment Services Program Specialist, Office of the General Counsel
Angela Hansen-Kruse, Office of Employment & Training
Lorena Henandez, Office of Employment & Training

Guests in Attendance:

Phil Baker, Office of Labor Market Information, Nebraska Department of Labor
Tate Lauer, NDE
Linda Black, DED
Valentina Obafunwa, DED
Spencer Hartman, DED
Madhavi Bhadbhade, DHHS
Mark Shultz, VR
Michelle Olson, Lincoln WIOA
Carlos Servan, NCBVI
Dylan Wren, Greater Nebraska
Wendy Sieler, Staff Assistant, Office of Employment & Training, Nebraska Department of Labor
Jan Norlander-Jensen, City of Lincoln, Greater Lincoln Workforce Development Area
Erin Porterfield, Heartland Workforce Solutions, Greater Omaha Workforce Development Area
Alejandra Sinecio, Heartland Workforce Solutions, Greater Omaha Workforce Development

Agenda Item 3: Notice of Publication

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

Agenda Item 4: Approval of Minutes

Mark Moravec asked for a motion to approve the minutes of the December 8, 2017 meeting (Handout 1). James Hanson, Jr. motioned to approve the minutes. Jason Feldhaus seconded the motion. All Members present voted by voice vote to approve the motion, which carried unanimously.

Mark Moravec announced that meeting agendas, minutes, and handouts for meetings of the full board and standing committees are available on the NDOL website at www.dol.nebraska.gov under the heading *Workforce Innovation and Opportunity Act* on the *Nebraska Workforce Development Board* tab.

Agenda Item 5: Combined State Plan Modification (draft)

Mark Moravec introduced agenda item number 5, the draft modification of Nebraska's Combined State Plan, indicating that the plan partners published the draft modification on January 26, 2018 and provided a 30-day public comment period, as required under the Workforce Innovation and Opportunity Act. Mark directed the board to Handout 2, a summary of public comments received and stated that the summary is also available online at dol.nebraska.gov on the *Workforce Innovation and Opportunity Act* page, under the *Manuals, Plans, and Reports* tab. Mark also directed Board Members to Handout 3, a list of plan partner programs and their administering agencies.

Mark Moravec announced that Stan Odenthal, Becky Stitt, and the plan partners would present to the Board regarding the modification:

- Stan Odenthal presented on the Strategic and Operational Planning Elements, WIOA Title I waivers, and modifications to the sections specific to programs authorized by WIOA Titles I and III and the Jobs for Veterans State Grant program.
- Becky Stitt presented, on behalf of the Board's System Alignment Committee, in relation to a particular section of the modification regarding the mandatory annual assessment of core programs and one-stop partner programs. Becky directed Board Members to Handout 5, which outlines proposed assessment criteria and methods.
- Plan partners presented on their programs or modifications to sections of the Combined State Plan specific to their programs.

Mark Moravec asked Members of the Board for comments and questions on the draft modification. Matthew Blomstedt asked whether the discussed changes were already reflected and included in the draft modification. Plan partners advised that many of the changes were already included in the draft published for public comment and that additional changes in response to public comments may be incorporated.

Hearing no additional comments or questions, Mark Moravec called for a motion to approve the draft modification of the Combined State Plan for submission. Bradley Schroeder motioned to approve. Carol Swigart seconded the motion. A roll-call vote was taken and the motion carried unanimously.

Agenda Item 6: NDOL Update

Mark Moravec introduced Stan Odenthal to provide updates to the Board on Nebraska Department of Labor (NDOL) activities, including:

- opening of a new office in Sidney, Nebraska;
- Rapid Response activities in response to recent events regarding Cabela's/Bass Pro Shop in Sidney, Nebraska; and
- NDOL's receipt of a Technical Assistance Training grant from the US Department of Labor Employment and Training Administration, which will fund a workforce conference focusing best practices for serving individuals with disabilities, youth, and dislocated workers.

Agenda Item 7: Next Generation Industry Partnerships

Mark Moravec introduced Linda Black. Linda presented to the Board, on behalf of the Board's Strategic Direction Committee, regarding the ongoing *Next Generation Industry Partnerships* initiative and related activities in the central, northeast, and southeast regions as well as the Lincoln and Omaha metropolitan areas.

Agenda Item 8: Improving Future State Board Meetings

Mark Moravec introduced Stan Odenthal to lead a roundtable discussion on strategies for improving future state board meetings based on location, frequency, duration, and focus of meetings. Discussion was heard among Members of the Board, during which Members agreed that (i) an earlier start time of 9:00a would be preferable; (ii) holding meetings at other locations, including and other cities, would be preferable; and (iii) strategic retreats focused on the Board's purpose, mission, and goals would be beneficial and provide an opportunity for trainings and networking.

When asked to describe a successful meeting of the Board:

- Courtney Phillips indicated she would like more information on Nebraska's workforce needs, training opportunities, and plans and goals for the Nebraska's workforce development system. John Albin and Matthew Blomstedt concurred with Courtney.
- James Hansen, Jr. stated that he would like to have more frequent updates from the local workforce development areas, to increase understanding of local workforce needs.
- Plan partner Tate Lauer (WIOA Title II) asked how the state's success is measured. John Albin answered, through performance metrics negotiated with Federal partners.

Stan Odenthal reminded the Board of vacancies in the business representative category of the Board, inviting the Members of the Board to make recommendations on potential members, giving consideration to industry sectors not currently represented on the Board. Dave Rippe recommended looking at labor studies to support identification of candidates in in-demand industry sectors and occupations. Carol Swigart and Matthew Blomstedt agreed and suggested making connections with the Board of Trustees for the state college system.

Stan Odenthal concluded the agenda topic, suggesting the Board continue to have similar discussions, looking toward improvement and commitment to excellence.

Agenda Item 9: Member Updates

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

Agenda Item 10: Public Comment

Mark Moravec opened the floor for public comment and questions. None were made or asked.

Agenda Item 11: Adjournment

Mark Moravec asked for a motion to adjourn the meeting. Jason Feldhaus motioned to adjourn the meeting. Dave Rippe seconded the motion. All Members present voted by voice vote to adjourn the meeting. The motion carried unanimously. The meeting adjourned at approximately 11:45a.

Handout 2

June 8, 2018
Meeting of the Nebraska Workforce Development Board

Motion to approve the
Greater Lincoln Local Plan Modification, Agenda Item 5.a.

Background. Estimated state allotments for Nebraska’s WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 are detailed in Table 1, pursuant to US Department of Labor Training and Employment Guidance Letter No. 13-17.

Table 1. Estimated PY 2018 allotment for WIOA Title I youth, adult, and dislocated worker programs – State of Nebraska

Program	Estimated PY18 local area distribution \$	Estimated PY18 Governor’s set aside \$	Estimated PY18 total \$	PY17 total \$	Year-to-year change \$
Youth	2,174,843	383,796	2,558,639	2,432,570	126,069
Adult	1,715,156	302,676	2,017,832	2,017,831	1
Dislocated Worker	1,756,164	585,388	2,341,552	2,359,359	(17,807)
Total	5,646,163	1,271,860	6,918,023	6,809,760	108,263

Estimated local area allocations for WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 for the Greater Lincoln Workforce Development Area are detailed in Table 2, pursuant to Nebraska Department of Labor Employment and Training Notice 17-02.

Table 2. Estimated PY 2018 local allocations for WIOA Title I youth, adult, and dislocated worker programs – Greater Lincoln Workforce Development Area

Program	Estimated % of PY18 state allotment	Estimated PY18 allocation \$	PY 2017 allocation \$	Year-to-year change \$
Youth	21.559	468,868	382,028	86,840
Adult	18.972	325,410	272,536	52,874
Dislocated Worker	16.336	286,881	239,965	46,916
Total		1,081,159	894,529	186,630

Mayor Chris Beutler, the Chief Elected Official for the Greater Lincoln Workforce Development Area (CEO), and the members of the Greater Lincoln Workforce Development Board (Local Board) have submitted a request to approve a local plan modification for acceptance of estimated local area allocations for WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 for the Greater Lincoln Workforce Development Area.

Request. The CEO and the Local Board request that the Nebraska Workforce Development Board recommend to the Governor approval of the CEO’s and Local Board’s local plan modification.

Recommendation. Approval of the request.

Handout 3

June 8, 2018
Meeting of the Nebraska Workforce Development Board

Motion to approve the
Greater Nebraska Local Plan Modification, Agenda Item 5.b.

Background.

Matter 1. Estimated state allotments for Nebraska's WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 are detailed in Table 1, pursuant to US Department of Labor Training and Employment Guidance Letter No. 13-17.

Table 1. Estimated PY 2018 allotment for WIOA Title I youth, adult, and dislocated worker programs – State of Nebraska

Program	Estimated PY18 local area distribution \$	Estimated PY18 Governor's set aside \$	Estimated PY18 total \$	PY17 total \$	Year-to-year change \$
Youth	2,174,843	383,796	2,558,639	2,432,570	126,069
Adult	1,715,156	302,676	2,017,832	2,017,831	1
Dislocated Worker	1,756,164	585,388	2,341,552	2,359,359	(17,807)
Total	5,646,163	1,271,860	6,918,023	6,809,760	108,263

Estimated local area allocations for WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 for the Greater Nebraska Workforce Development Area are detailed in Table 2, pursuant to Nebraska Department of Labor Employment and Training Notice 17-02.

Table 2. Estimated PY 2018 local allocations for WIOA Title I youth, adult, and dislocated worker programs – Greater Nebraska Workforce Development Area

Program	Estimated % of PY18 state allotment	Estimated PY18 allocation \$	PY 2017 allocation \$	Year-to-year change \$
Youth	21.772	473,515	455,922	17,593
Adult	22.232	381,309	401,640	(20,331)
Dislocated Worker	48.212	846,684	852,882	(6,198)
Total		1,701,508	1,710,444	(8,936)

Pam Lancaster, Chair of the Chief Elected Officials Board for the Greater Nebraska Workforce Development Area (CEO), and the members of the Greater Nebraska Workforce Development Board (Local Board) have submitted a request to approve a local plan modification for acceptance of estimated local area allocations for WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 for the Greater Nebraska Workforce Development Area.

Matter 2. In accordance with WIOA Sec. 133(b)(4) and the State's Regional and Local Plan policy, a local board may transfer up to 100 percent of allocated funds between its WIOA Title I adult and dislocated worker programs upon the approval of the Governor and the Nebraska Workforce Development Board. The CEO and Local Board have submitted a request to transfer \$200,000 of dislocated worker program funds to its adult program. The Nebraska Department of Labor Office of Finance confirmed the adequacy of funds for the transfer.

Request. The CEO and the Local Board request that the Nebraska Workforce Development Board recommend to the Governor approval of the CEO's and Local Board's local plan modifications (Matters 1 and 2).

Recommendation. Approval of the requests.

Handout 4

June 8, 2018
Meeting of the Nebraska Workforce Development Board

Motion to approve the
Greater Omaha Local Plan Modification, Agenda Item 5.c.

Background.

Matter 1. Estimated state allotments for Nebraska's WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 are detailed in Table 1, pursuant to US Department of Labor Training and Employment Guidance Letter No. 13-17.

Table 1. Estimated PY 2018 allotment for WIOA Title I youth, adult, and dislocated worker programs – State of Nebraska

Program	Estimated PY18 local area distribution \$	Estimated PY18 Governor's set aside \$	Estimated PY18 total \$	PY17 total \$	Year-to-year change \$
Youth	2,174,843	383,796	2,558,639	2,432,570	126,069
Adult	1,715,156	302,676	2,017,832	2,017,831	1
Dislocated Worker	1,756,164	585,388	2,341,552	2,359,359	(17,807)
Total	5,646,163	1,271,860	6,918,023	6,809,760	108,263

Estimated local area allocations for WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 for the Greater Omaha Workforce Development Area are detailed in Table 2, pursuant to Nebraska Department of Labor Employment and Training Notice 17-02.

Table 2. Estimated PY 2018 local allocations for WIOA Title I youth, adult, and dislocated worker programs – Greater Omaha Workforce Development Area

Program	Estimated % of PY18 state allotment	Estimated PY18 allocation \$	PY 2017 allocation \$	Year-to-year change \$
Youth	56.669	1,232,460	1,229,733	2,727
Adult	58.796	1,008,437	1,040,979	(32,542)
Dislocated Worker	35.452	622,599	676,672	(54,073)
Total		2,863,496	2,947,384	(83,888)

Mayor Jean Stothert, the Chief Elected Official for the Greater Omaha Workforce Development Area (CEO), and the members of the Greater Omaha Workforce Development Board (Local Board) have submitted a request to approve a local plan modification for acceptance of estimated local area allocations for WIOA Title I youth, adult, and dislocated worker programs for Program Year 2018 for the Greater Omaha Workforce Development Area.

Matter 2. In accordance with WIOA Sec. 133(b)(4) and the State's Regional and Local Plan policy, a local board may transfer up to 100 percent of allocated funds between its WIOA Title I adult and dislocated worker programs upon the approval of the Governor and the Nebraska Workforce Development Board. The CEO and Local Board have submitted a request to transfer \$300,000 of dislocated worker program funds to its adult program. The Nebraska Department of Labor Office of Finance confirmed the adequacy of funds for the transfer.

Request. The CEO and the Local Board request that the Nebraska Workforce Development Board recommend to the Governor approval of the CEO's and Local Board's local plan modifications (Matters 1 and 2).

Recommendation. Approval of the requests.

Handout 5

ADDENDUM 1.1

Member Programs, Member Agencies, and Voting Members of the Council as of June 13, 2017

Member Program	Member Agency	Voting Member
Career Technical Education	Nebraska Department of Education	Administrator, Career Technical Education
Job Corps (recruitment)	CHP International, Inc./Job Corps	Project Director
Jobs for Veterans State Grants programs (JVSG)	Nebraska Department of Labor	Workforce Administrator, JVSG
Senior Community Services Employment Program (SCSEP)	Nebraska Department of Health and Human Services	Program Coordinator, Medicaid & Long-Term Care, SCSEP
Supplemental Nutrition Assistance Program employment and training programs	Nebraska Department of Health and Human Services	Administrator II, Children & Family Services
Temporary Assistance for Needy Families program	Nebraska Department of Health and Human Services	Administrator II, Children & Family Services
Trade Adjustment Assistance programs (TAA)	Nebraska Department of Labor	Workforce Administrator, TAA
Employment and training programs carried out by Nebraska's community colleges	Nebraska Community College Association	Executive Director
Industry Clusters Programs	Nebraska Department of Economic Development	Targeted Industry, Talent Manager
Economic Development	Nebraska Department of Economic Development	Economic Development Consultant
Office of Labor Market Information	Nebraska Department of Labor	Director, Office of Labor Market Information
Unemployment Insurance program (UI)	Nebraska Department of Labor	Director, UI Division
WIOA Title IB: Adult, Dislocated Worker, and Youth programs	Nebraska Department of Labor	Interim Director or Director, Office of Employment and Training
WIOA Title ID: Migrant and Seasonal Farmworker programs	Proteus, Inc.	Regional Director
WIOA Title ID: Native American WIOA program	Indian Center, Inc.	WIOA Program Director
WIOA Title II: Adult Education and Family Literacy Act programs	Nebraska Department of Education	State Director, Adult Education

Member Program	Member Agency	Voting Member
WIOA Title III: Wagner-Peyser Employment Service programs	Nebraska Department of Labor	Workforce Administrator, Wagner- Peyser
WIOA Title IV: Rehabilitation Services programs	Nebraska Department of Education	Deputy Commissioner / Director
WIOA Title IV: Rehabilitation Services programs	Nebraska Commission for the Blind and Visually Impaired	Executive Director

Board purpose and functions

Purpose

The purpose of the Board is to convene state, regional, and local workforce development system partners to:

- enhance the capacity and performance of Nebraska's workforce development system;
- align and improve the outcomes and effectiveness of Federally-funded (and other) workforce programs and investments; and
- promote economic growth;
- engage workforce development system representatives, including businesses, education providers, economic development, labor representatives, and other stakeholders to help the workforce development system achieve the purposes WIOA; and
- assist in the achievement of the state's vision and strategic and operational goals as described in the combined state plan.

Functions

Under WIOA, the Board is required to assist the Governor by performing certain functions.¹ The required functions focus on two topics: the **workforce development system**² (Table 1) and the **one-stop delivery system**³ (Table 2).

The combined state plan partners support the Board in the performance and fulfillment of its required functions, as indicated in the *Responsible party* columns of Tables 1 and 2.

The remaining required functions represent strategic planning opportunities for the Board.

¹ 20 CFR § 679.130

² The workforce development system is the framework through which workforce development programs are made available.

³ The one-stop delivery system is the mechanism through which job seekers access career and training services and employers access business services.

Table 1. Required functions of the Board: Workforce development system

Focus: Workforce development system – the framework	Responsible party
Development, implementation, and modification of the combined state plan	<ul style="list-style-type: none"> ▪ Combined state plan partners coordinate plan development, implementation, and modification ▪ Facilitated through administrative support provided by NDOL
Review of statewide policies, programs, and making recommendations on actions to be taken by the state to align workforce development programs to support a comprehensive and streamlined workforce development system	Facilitated through administrative support provided by NDOL
Development and continuous improvement of the workforce development system, including: <ul style="list-style-type: none"> ▪ identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among programs and activities; ▪ development of strategies to support career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment, including individuals with disabilities, with workforce investment activities, education, and supportive services to enter or retain employment ▪ development of strategies for effective outreach to and improved access for individuals and employers who could benefit from the workforce development system ▪ development and expansion of strategies to meet the needs of employers, workers, and job seekers particularly through industry or sector partnerships related to in-demand industry sectors and occupations ▪ development and continuous improvement of the one-stop delivery system in local areas, including providing assistance to local boards, one-stop operators, one-stop partners, and providers, including assistance with planning and delivering services, including training and supportive services, to support effective delivery of services to workers, job seekers, and employers ▪ development of strategies to support staff training and awareness across the workforce development system and its programs 	The Board
Identification of planning regions and designation of local areas, after consultation with local boards and CEOs	Facilitated through administrative support provided by NDOL
Development of other policies that may promote statewide objectives for and enhance the performance of the workforce development system	The Board

Table 2. Required functions of the Board: One-stop delivery system

Focus: One-stop delivery system – the mechanism	Responsible party
Development and updating of comprehensive state performance and accountability measures to assess core program effectiveness under WIOA Sec. 116(b)	The Board
<p>Identification and dissemination of information on best practices, including best practices for—</p> <ul style="list-style-type: none"> ▪ effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment ▪ development of effective local boards, which may include information on factors that contribute to enabling local boards to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness ▪ effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences for adaptability, to support efficient placement into employment or career pathways 	Facilitated through administrative support provided by NDOL
<p>Development and review of statewide policies affecting the coordinated provision of services through the one-stop delivery system, including the development of:</p> <ul style="list-style-type: none"> ▪ objective criteria and procedures for use by local boards in assessing the effectiveness, physical and programmatic accessibility and continuous improvement of one-stop centers ▪ guidance for the allocation of funds under the state funding mechanism ▪ policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system 	Facilitated through administrative support provided by NDOL
<p>Development of strategies for technological improvements to facilitate access to, and improve the quality of services and activities provided through the one-stop delivery system, including improvements to:</p> <ul style="list-style-type: none"> ▪ enhance digital literacy skills ▪ accelerate acquisition of skills and recognized postsecondary credentials by participants ▪ strengthen professional development of providers and workforce professionals ▪ ensure technology is accessible to individuals with disabilities and individuals residing in remote areas 	Facilitated through administrative support provided by NDOL
<p>Development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures, including:</p> <ul style="list-style-type: none"> ▪ design implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes ▪ incorporation of local input into the design and implementation to improve coordination of services across one-stop partner programs 	Facilitated through administrative support provided by NDOL