



GREATER NEBRASKA
WORKFORCE DEVELOPMENT AREA

May 23, 2019 Meeting

Nebraska City, Nebraska

Opportunity + Innovation

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Schedule

May 22, 2019

Strategic Planning Meeting

LOCATION Lied Lodge & Conference Center, 2700 Sylvan Road, Nebraska City, NE

DURATION 3 – 5:30 p.m.

ROOM Marcotte

System Coordination Meeting

LOCATION Lied Lodge & Conference Center, 2700 Sylvan Road, Nebraska City, NE

DURATION 3 – 5:30 p.m.

ROOM Terrace

May 23, 2019

Breakfast

LOCATION Lied Lodge & Conference Center, 2700 Sylvan Road, Nebraska City, NE

DURATION 8 – 8:50 a.m.

Board Orientation

LOCATION Lied Lodge & Conference Center, 2700 Sylvan Road, Nebraska City, NE

DURATION 9 – 10:00 a.m.

ROOM Steinhart C & D

Workforce Development Board & Chief Elected Officials Board

LOCATION Lied Lodge & Conference Center, 2700 Sylvan Road, Nebraska City, NE

DURATION 10:00 a.m. – 12:00 p.m.

ROOM Rosenow C & D

Lunch

LOCATION Lied Lodge & Conference Center, 2700 Sylvan Road, Nebraska City, NE

DURATION 12 – 1:00 p.m.

Reservation have been made for the Timber Dining Hall, purchased separately for your dining pleasure.

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 | | Lori Neukirch |
| 4. Approval of Minutes | Joint Meeting Minutes 1.24.19*** | Lisa Wilson
Pam Lancaster |
| 5. New Business | Administrative Entity | Ashley Mathers |
| | A. Labor Market Information | |
| | B. Performance | |
| | C. State Monitor Review | |
| | D. Infrastructure Agreements | |
| | Appointments | Pam Lancaster |
| | E. Appointment to Workforce Board | |
| | F. Appointment to Executive Committee | |
| | G. Appointment to System Coordination Committee | Lisa Wilson |
| | H. Appointments to System & Strategic Committees | |
| | I. Customer Survey Results | Susan Nickerson |
| | J. Sector Strategies | DED |
| | Strategic Planning Committee Updates | Roy Lamb II |
| | Finance Report | |
| | K. Finance Report | |
| | Program Update | |
| | L. Regional Plan Modification* | Greater Omaha |
| | M. GO Regional Plan Modification* | Greater Lincoln |
| | N. GL Regional Plan Modification* | Roy Lamb II |
| | O. Accepting Program Year 2019 Funds*** | |
| | P. Accepting Program Year 2019 Funds- GO*** | |
| | Q. Accepting Program Year 2019 Funds- GL*** | |
| | R. Bylaws*** | |
| | S. Articles of Incorporation* | |
| | System Coordination Committee Updates | Stacey Weaver |
| | Program Updates | |
| | T. Enrollments | |
| | U. Active Participants by County | |
| | V. State Monitor Review | |

Policy Revisions

- W. Supportive Service*
- X. Complaints, Grievances & Appeals*
- Y. Personally Identifiable Information*
- Z. Adult, DLW, & Youth Eligibility*
- AA. Transitional Jobs*
- AB. On-the-Job Training*
- AC. Rapid Response*

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

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

Thursday, January 24th, 2019

LOCATION – College Park at Grand Island, Extension Room 1
3180 West U.S. Highway 34, Grand Island, NE 68801

DURATION 1:00 pm to 3:00 pm (CST)

CALL TO ORDER:

GNWDB Chair, Lisa Wilson called the meeting of the Greater Nebraska Greater Nebraska Workforce Development Board to order at approximately 1:00 pm. on Thursday, January 24th, 2019.

CEOB Chair Pamela Lancaster called the meeting of the Greater Nebraska Chief Elected Officials Board's Executive Committee to order at approximately 1:00 pm. on Thursday, January 24th, 2019.

ROLL CALL:

Staff Assistant, Lori Neukirch individually called the roll for the GNWDB and CEOB. A quorum was established for each board.

GNWDB Members Present (17):

Elaine Anderson
Cliff Barley
Erin Brandyberry
Wayne Brozek
Ann Chambers
Alicia Fries
Matt Gotschall
Gary Kelly
Greta Kickland
Roy Lamb II
Dan Mauk
Denise Pfeifer
Kim Schumacher
Anita Sutton
Stacey Weaver
Lisa Wilson
Stan Zimbelman

Members Absent (2):

Charlene Lant
Jill Smith

CEOB Members Present (5):

John Fagot
Hal Haeker
Joe Hewgley
Pamela Lancaster
William Stewart

CEOB Members Absent (3):

Bryan Bequette
Stanley Clouse

Christian Ohl

Nebraska Department of Labor (NDOL) Staff in Attendance (5):

Stan Odenthal, Director of Employment and Training
Kelsey Miller, Workforce Services Administrator, Office of Employment and Training
Ashley Mathers, Program Coordinator, Office of Employment and Training
Libby Elder, Legal Counsel, Nebraska Department of Labor
Lori Neukirch, Administrative Assistant

Guest (14):

Dawn Carrillo, Nebraska Department of Labor
Pat Comfort, Nebraska Department of Labor
Dan Curran, Nebraska Department of Economic Development
Ashley Drake, Nebraska Department of Labor
Bernie Hansen, Nebraska Department of Labor
Laura Hart, Nebraska Department of Economic Development
Karly Hernandez, Nebraska Department of Labor
Becky Maggart, Nebraska Department of Labor
Kendrick Marshall, Nebraska Department of Labor
Susan Nickerson, Nebraska Department of Economic Development
Valentina Obafunwa, Nebraska Department of Economic Development
Wendy Sieler, WIOA State Monitor
Karen Stohs, Nebraska Department of Labor
Sherri Thienel, Nebraska Department of Labor

NOTICE OF PUBLICATION:

Lori Neukirch announced that adequate legal notice of this meeting was posted in the Columbus Telegram, Grand Island Independent, Beatrice Daily News, Custer County Chief, Hastings Tribune, Kearney Hub, Norfolk Daily News, North Platte Telegraph, and the Scottsbluff Star-Herald. Let the record reflect that the notice was published in accordance with the open meeting law requirement and published in the Greater Nebraska area. A copy of the Nebraska Open Meetings Law is available at this meeting and can be obtained from the legal counsel or administrative staff.

APPROVAL OF MINUTES:

Joe Hewgley stated that the meeting legally couldn't start before 1:00 pm so Pamela Lancaster changed the start time from 12:59pm to 1:00pm. Lisa Wilson motioned to approve the minutes for the October 18th, 2018 of the joint Greater Nebraska Workforce Development & Chief Elected Officials Board Meeting Minutes. They can be found on page 6 of booklet. Ann Chambers made a correction to the minute's date under Call to Order the year should be corrected from 2017 to 2018. Greta Kickland made the motion and Anita Sutton seconded. All members present voted by a voice vote to approve the motion, which carried unanimously.

Before moving onto CEOB Minutes, Lisa Wilson welcomed our new staff members. Lori Neukirch our Staff Assistant and Karly Hernandez our Job Training Program Coordinator. Lori replaced Wendy and will assist with meeting prep and billing. Karly replaced Danna and will provided support to Great Nebraska.

The board was directed to page 78 of their meeting booklet for more information highlighted in the announcements portion of the agenda.

Pamela Lancaster motioned to approve the minutes for the October 18th, 2018 of the joint Greater Nebraska Workforce Development & Chief Elected Officials Board Meeting Minutes which can be found on page 6 of booklet. No further corrections besides the dates. Joe Hewgley made the motion and William Stewart seconded. All members present voted by a voice vote to approve the motion, which carried unanimously.

ANNOUNCEMENTS:

Pam would like to welcome Anita Sutton to the GNWDB. We are happy to have her join the GNWDB. Her biography can be found on page 78 of booklet.

NEW BUSINESS:

Administrative Entity

Ashley Mathers provided an update on Labor Market Information. She stated October unemployment rates by county are on pages 16 and 17. The current statewide rate is 2.8%, which is much lower than the national rate of 3.9%.

Ashley directed the boards to pages 18-20 for Business Openings and Expansions. From August to October, there were 66 business openings or expansions. On page 21-23 she spoke about October 5th as being Manufacturing Day. It is held on an annual basis to bring attention to manufacturing and address common misperceptions about the industry. Manufacturing is the third largest industry sector in Nebraska, employing 98,108 workers as of 2017. It has a projected sector growth of 6.9% from 2016-2026, which is an estimated addition of 6,729 jobs in the state. Food manufacturing is the largest industry subsector, 37.5% of the industry total. The top occupation is meat, poultry, and fish cutters and trimmers, 10.2% of industry total. The Northeast is the largest region holding 24.9%.

On pages 24-27, Eastern NE Labor Availability Study Spotlight shows an overview of the survey results of NE workers with multiple employers from Columbus, Norfolk, Fremont, Lincoln, Omaha, and Council Bluffs studies completed in 2017 and 2018. The largest percentage of workers that held multiple jobs were located in the Northeast area, 17.6 of all respondents. 49.6 of potential job seekers stated they worked 40-59 hours per week to earn additional income.

On pages 28-32, Labor Availability Study Spotlight provides an overview of expansion issues and reasons for difficulty hiring by industry. Completed in 2017 and 2018 in the same areas indicated not receiving enough applicants as a reason they had difficulty hiring. However, agriculture, forestry, fishing and hunting industry, problems with citizenship or work authorization was the largest obstacle in finding workers at 38.4%. Manufacturing employees reported a lack of work experience for their reason for hiring difficulty at 59%. Pam stated no further questions on this topic.

On page 36, GN performance for PY18. Ashley noted that GN exceeded all goals for the Adult & DLW Programs. For Youth Programs they exceeded all goals except the credential rate attainment where it was 25% short of hitting goal. During the last meeting it was discussed the credential attainment rate being low and was an area of concern during a federal audit. It was believed the rate is low due to incorrect data entry after some training with field staff on properly documenting credential attainment our percentages increased drastically. Expect to see them to continue to rise.

On page 76 it has a map of new enrollments for 2018 by county. 452 participants have been enrolled as of December 15. 2018 was finished out with 475 new enrollments just shy of the goal of 500 the managers and admin staff set.

On page 77 it shows a map of active participants by county as of December 15. Working with our One-Stop operator, the DED plans to expand the locations of where participants are served. Would like to see more enrollments where NDOL offices don't exist. Hopefully this year will see this area expand. Pam and Lisa noted if look at page 76 Hall Co. has 33 enrollments Lancaster Co has 40 and on page 77 Hall Co. has 45 and Lancaster Co 16 active participants. They stated just in Hall Co we cover support for about 700,000-800,000 square miles and the staff are amazing. Matt Gotshall had a question the Graphs on page 76-77 are those ones we're serving in GN office and are not the total. Lancaster Co. is dual enrollments with trade program. Beatrice covers Lincoln as well. Lisa asked about dual enrollments greater 88 or Lincoln do for WIOA and trade is statewide.

One Stop Operator Update

Lisa Wilson introduced Valentina Obafunwa from the NDED to update the boards on Sector Strategies.

Currently there are 5 partnerships. 3 manufacturing partnership & 2 healthcare partnerships. Workforce is a big issue and challenge in the state. All partnerships address workforce issues in region. They work better with schools & community colleges.

SE Region/Greater Lincoln (Healthcare Partnership) includes CHI, Tabitha, St. Elizabeth – Showed video put together last year on how to come together and figure out how to make sure the wonderful healthcare facilities are properly staffed with type of individuals that want to take care of yourselves and family members. Working together can help achieve goal than individually. Leader of Bryan health committed to provide health care for generations to come. Tabitha is a leader in

community. Investing now will make jobs easier for the future. All facing the same issues. Includes Seward, Beatrice and outside Lincoln. Couple of items the group is working one: 1) Care Coordination Group committee - to help patients once they leave hospital that need further care and connect them to long term care facilities. Currently the system is disjointed. The partnership are wanting to purchase software or a subscription service for long term providers can keep track of how many beds they have available to provide patients with the correct information. 2) Another area focusing on is a Talent & Recruitment committee – to connect better with schools and provide internships. Surveys showed that the biggest need is CNA's so a documentation was created to provide students or anyone that are looking for a job the career path and what steps need to take and the education to go from a CNA from an RN.

Omaha Area (Healthcare) – Latest meeting was in September and plan to reconvene at the end of the month.

Central Region (Manufacturing Partnership) – Lisa's part of – Have 3 committees within – for schools, transportation & training.

NE Region (Manufacturing) – Norfolk, Columbus region – Have 3 committees to improve the image of Manufacturing, Talent Pipeline and Infrastructure.

SE Region (Manufacturing) Encompass S.E. NE, Hebron parts of IA & KS – the focus is on marketing manufacturing careers. How to change the image of manufacturing. The group is utilizing Southeast Community College video conference system in various cities throughout the region to reduce drive times for members.

Valentina spoke about the new industry partnership grant –for business partnerships to request funds to excel and propel there initiative for current and new partnership is in works and will discuss further at the next meeting. She asked if there were any questions -

Stacy Weaver asked – If there was a Sign on date if one of things considering is similar to when a student signs up for athletics. A manufacturing council, Namac used and was a success other regions are doing the same. Example what the southeast partnership is doing.

Lisa Wilson introduced Laura Hart for the next item of business on Business Outreach.

Laura Hart from the NDED is on field staff team connecting businesses with workforce solutions. New primary business startups and expansion projects were 28. Moved and closed projects were 38. Business retention expansion visits were 69. Goal was 250 ends in February 1st and have exceeded it at 267. Field staff community development visits were to 66 different communities. 11 different counties were visited. 33 unique contacts initiated strictly for workforce visits where they were called and had issues, 18 were businesses. For example, a business from Beaver city contacted Ashley and Laura directed them to the North Platte office where some workers were needed. The team is looking forward to reaching more rural areas.

Lisa Wilson introduced Susan Nickerson for the next item of business is the Customer Satisfaction Surveys.

Completed second round of customer satisfaction surveys for participants. Results can be found on pages 51-58 in booklet. Survey results are from the last 3 months, September through November. 1200 fewer participants than last time 28.5 fewer responded. First survey yielded 5.98% and this survey 16.2% response. Was in range per the experts. Response rate was a lot higher and happy with results. Will be sending customer service surveys twice a year and employers once a year. Added 2 questions to survey. Did participant come in to file for unemployment and use no other services if said yes was out of results with a thank-you. Other question was which location accessed services. Can sort by sight other than region like first survey. Results done by region added locations together and present them. So can compare the surveys. Questions about surveys on pages 51-57 rating of services, job search ne works by region results. Average rating by region help with resume and cover letter by region, help with job application, help with finding veterans services, Labor market info, help with job interviews, unemployment insurance benefits, help with testing and assessments, help with finding information on training opportunities, overall how satisfied or dissatisfied were with employment services provided, how professional or not staff at AJC were, How accessible or not staff at AJC were, How likely would recommend our services to others. How did hear about jobseeker services. Feel like are on a roll. No assumptions based on 2 survey trends will be doing more surveys and can follow up.

Joe Hewgley stated that one person didn't have access to internet in North Platte, but there are resources there that could off helped there.

Strategic Planning Committee

Lisa introduced Ashley on the next item of business of Spending Trends.

Turn to 41 in books. Number as of November. 30, 2018 had a total of \$1,672,773.52 program funds available. Projected staffing expenses for a 6 month period total is \$269,788.31. Current obligation for all programs is \$523,170.93 and currently funding 282 participants. Question from the strategic meeting was why Dislocated Worker fund obligations so high, Fast Global who bought out Aarons received \$250,000 for On the Job Training. There were 41 done and all successful and employed. Good number and helped a lot of families. Matt Gotschall asked does the government shutdown have any impact on funding. Ashley said received money before shutdown and are not affected at this time.

Lisa introduced Ashley on the next item of business on Returned Funds.

GNWDB must return \$595.35 in PY 2016 youth out of school funds because a returned bill and funds expiring before the money was placed back in our account. Returning \$4,212.80 in PY 2016 youth out of school work experience funds. With our 75% OSY 25% ISY enrollment requirements makes it hard to expend these funds appropriately and in a timely manner. As discussed in yesterday's meeting that the state is currently working on a waiver to change enrollment requirements to 50/50. If happens should provide more flexibility in youth enrollments and make it easier to expend all youth funding appropriately. Must return \$1576.14 in FY2017 DW funds due to a returned bill and funds expiring before the funds were returned to us. Lisa said returned funds go back to the state to be allocated. Ashley states has 2 years but state has 1 year to recapture money. Money goes to state to be used in the 3 local areas.

Program Update

Lisa announced the next item for business is Regional Plan modification update Roy Lamb will address the board on.

The GNWDB in partnership with the CEOB is required to submit and obtain approval for a four-year plan for the planning region and 2 year modification of that plan. The plans support the vision and strategic and operational goals of the state's plan and modification. The regional plan will include regional labor market and economic conditions affecting implementing the plan. Not limiting changes in the financing available to support WIOA title 1 programs & services. Admin staff will schedule an Executive committee meeting in February 2019 to review the modification. Regional and local plan modifications are due no later than April 1st, 2019 to the state. Will recap what was discussed during the committee meeting in a skype call.

Lisa introduced Roy Lamb to speak on the next item of business the E & T Grant Update.

The Project Manager, Scott Asmus started January 21. He previously was the Registered Apprenticeship Program Coordinator and did an incredible job building apprenticeship programs in NE. He will lead a team of five workforce coordinators that will be located in Kearney, Columbus/Norfolk, Scottsbluff and 2 in Lincoln Administration. These positions closed in January and interviews began last week. A grant was received for 2.7 million so can do this for a 2 year period. A question was asked what happens after that period Stan has a plan in place. First 2 years focused on apprenticeship. The 5 New positions will be cross trained on. Once funds run out have plan in place to keep them on.

Lisa introduced Roy Lamb to speak on the next agenda item Articles of Incorporation GNWDB Motion.

Proposed by the committee that the GNWDB approve the revised Articles of Incorporation to include the following changes; He highlight the changes listed on pages 43-44 of the booklet. Discussed article 7 thought should be Incurement but was actually correct should be Inurement. Is a legal term.

Lisa Wilson motioned for the GNWDB to approve the revised article of incorporations. Stacy Weaver made the motion and Roy Lamb seconded the motion. All board members present voted by a roll call vote to approve the motion, which carried unanimously. Pam mention CEOB don't take any action.

Lisa introduced Susan Nickerson to discuss the next agenda item. Senior 50+ Initiative.

She brain stormed at meeting where to find people to fill jobs. Talked to some seniors that want to come back to the workforce part time. Some seniors leave jobs that are physically demanding, have care giving responsibilities, retired early, got bored and looking for another opportunity. Think there's an opportunity to tap into this group. Called together a group to discuss idea with. Put together some labor marketing materials for brochures and added it to the State Fair volunteer packets and a booth at the senior expo. Next event working on is an expo for 55+ seniors Heartland 50 plus expo in GI on April 4th at Heartland event center. Will be an education program on travel, healthy eating & nutrition, continuing education, ID theft. Will have vender booths. Reached out to retired federal group and retired teacher group for feedback. Discovered a workshop through AARP KS, has seven strategies, 50+ job seekers has been used through the US. Planning on 4 similar workshops and goal is to employ 20 people through it. Also idea came out of joint meeting for a mature worker round table. Randy Kissinger spoke with staff to offer it at a Community college. A number of other things could do will discuss at future meetings. Are adding people to group and will send employers a follow-up survey.

Lisa commented when have the expo should put survey together for employers might ask them if they can partner with the group. Pamela commented that the CEOB members may pick up brochures.

System Coordination Committee Policy Revision

Lisa asked Ashley to give an update on the Supportive Service Policy revisions that are on located on Pages 64-70.

Currently have 27 policies in GN one main goal is to streamline and combine a number of policies and cut them by half. Top 3 policy revisions: Created maximum spending cap for specific services, created more in depth descriptions of services, combined the DLW mass Layoff Policy, Relocation Assistance Policy, and supportive service policy into a single document. A lot of discussion in meeting. When Mass layoff policy was originally wrote board was allowed to define what is but can't do that now is done federally so had to take out at the state level.

Stacy will elaborate on the changes. Committee spoke in depth of maximum spending in supportive services. Is on pages 65-70 of booklet. On page 66 there was major discussion on limits with assistance with transportation. Will change some, on auto repair payment cap will change to \$800 from \$500, transportation limit for participants limit from \$2000 to \$2500. Mileage reimbursement will reflect on page 68 – #12 changed the wording to eliminate some school supplies.

Lisa is there a motion from the workforce board to approve the revision of the Supportive Service Policy. Gary Kelly made the motion and Wayne Brozek seconded the motion. All board members present voted by a roll call vote to approve the motion, which carried unanimously.

Program Updates

Lisa stated the next agenda item is Snap – Re-employment Pilot Program Update that is found on page 59. Stacey gave an update of what was discussed at the System Coordination committee meeting. Snap is a partnership designed to focus on individuals and families receiving snap who are working, but lack the skills or resources to further their careers and achieve income independence. In Stage 3 of program which will run thru June 30th, 2019. Program expanded to the North Platte office November 5th, 2018. Currently piloting GI, Hastings, Columbus, Norfolk, Scottsbluff and North Platte. Plan to expand to Sidney and Lexington during phase three. A task force was created to partner with TANF.

Lisa announced the next agenda item is Youth Brochure and asked Stacey to give an update on this topic.

There are 2 separate Youth Brochures. They can be found on pages 59-63. One is youth targeted and one is employer targeted. These are available on the dol.nebraska.gov website under area resources. One aspect that needs updated is some of the office locations. Ann Chambers commented that the 100% needs to be corrected. Kelsey said that they are going to check to make sure that is accurate. Lisa asked if the program year is 2017 or 2018? Ashley will check on getting an up to date current statistic.

Lisa noted the next item of business is State Monitor Review. Stacey updated the board on this topic.

Wendy Sieler, State Monitor, completed an Adult and DLW program review on December 21, 2018. Submission of our response was on January 14th, 2019.

Review the findings on page 71-75. Corrections required are on page 74-75. The response is located in the member's folders to review. On January 17th, the State Monitor sent a Resolution Letter stating the findings were resolved as correction action plan was sufficient to meet standards.

Lisa said the next item of business is American Job Center Certifications. Stacey updated the board on this topic.

The local board is required to assess the effectiveness and to continue to improve local one-stops and every three years has to certify/re-certify at least one. The GI & Beatrice AJC's were last certified in PY17 and next one due June 1st 2020. Are recertifying GI and goal is to certify the Scottsbluff & Columbus career centers into AJCS.

Are asking for volunteers to serve on the committee. Plan to do all four offices in a two-day period. Committee consists of Lisa Wilson, Susan Nickerson, an Adult Ed Rep, Vocational Rehab rep and a Wagner-Peyser representative. If want to volunteer or know of someone who would like to serve on the committee let Ashley or Kelsey know as soon as possible. Some discussion of a conflict of interest for Ann Chambers to serve and will check into it at this time and now just looking for individuals too help with process. Elaine helped out last time. Lisa said got GI & Beatrice in one day adding 2 more areas will split up more. Ashley will have a much more streamline checklist done. Last time was the 1st time certified and was a learning experience.

Lisa said the next business item is the Equal Opportunity Update and asked Stacy to update the board on it.

Continues to be a hot topic with the committee. At this stage Kelsey decided where we are at was something discussed a while ago since it was a hot button and is on the back burner at this point was decided by committee members to continue and vote to proceed with that change.

Lisa next item up for business is where are we going? During each meeting there's a discussion where we are going as a board? Stacey will update what was discussed in the system coordination committee meeting. What looking at is creating a youth council. Checking past experiences of what's been done and worked. Looking at surrounding states to compare to like Kansas. Looking into options. Don't want to duplicate efforts already being done in GI, Kearney & North Platte. Evaluate structure and what options are. Utilize technology since it's a broad area. Figure out how would look and what goal would be. That's the direction considering going.

Lisa asked Roy to update the board on what discussed in the strategic planning meeting. One item discussed Ashley brought up a Youth committee to involve students in group. Still coming up with a scope have a lot of idea for projects. Stan suggested grant writing 101 course. The phone in skype meeting in February will come up with scope and what kind of projects need. Lisa said that needed volunteers for committee.

PUBLIC COMMENT

Lisa the next item of agenda is public comment. Any public comment for the GNWDB? John Fagot brought up about apprenticeships to take a look at bill LB667 and form opinions just introduced has lots of positive aspects. Lisa asked what was it about - John said to strengthen and grant processes for employers and other organization about apprenticeships. Lisa said would be a good thing, personally talk to a lot of employers and Denise said yesterday some of obstacles on employer side for youth is workers comp taking on risk in manufacturing getting money budgeting outside production index so don't go against productivity levels. Lisa will look at if she can so can write grants to offset concerns. John will talk to senators about.

MEETING DATES:

Lisa announced upcoming meeting for GNWDB & CEOB

May 23, 2019 – Lied Lodge, Nebraska City

October 24, 2019 – Hampton Inn, Kearney

Ashley wanted to get the next meetings scheduled for 2020. Talked about changing the months. Ashley will send out survey about topics, dates & times.

ADJOURNMENT:

Lisa Wilson motioned to adjourn the Greater Nebraska Workforce Development Board Meeting at 3:00 pm. Roy Lamb II made the motion and Gary Kelly seconded. All Board members present voted by a voice vote to approve the motion, which carried unanimously.

Pamela Lancaster motioned to adjourn the Chief Elected Officials Board Meeting at 3:00 pm. *William Stewart made the motion and John Fagot seconded. All Board members present voted by a voice vote to approve the motion, which carried unanimously.*

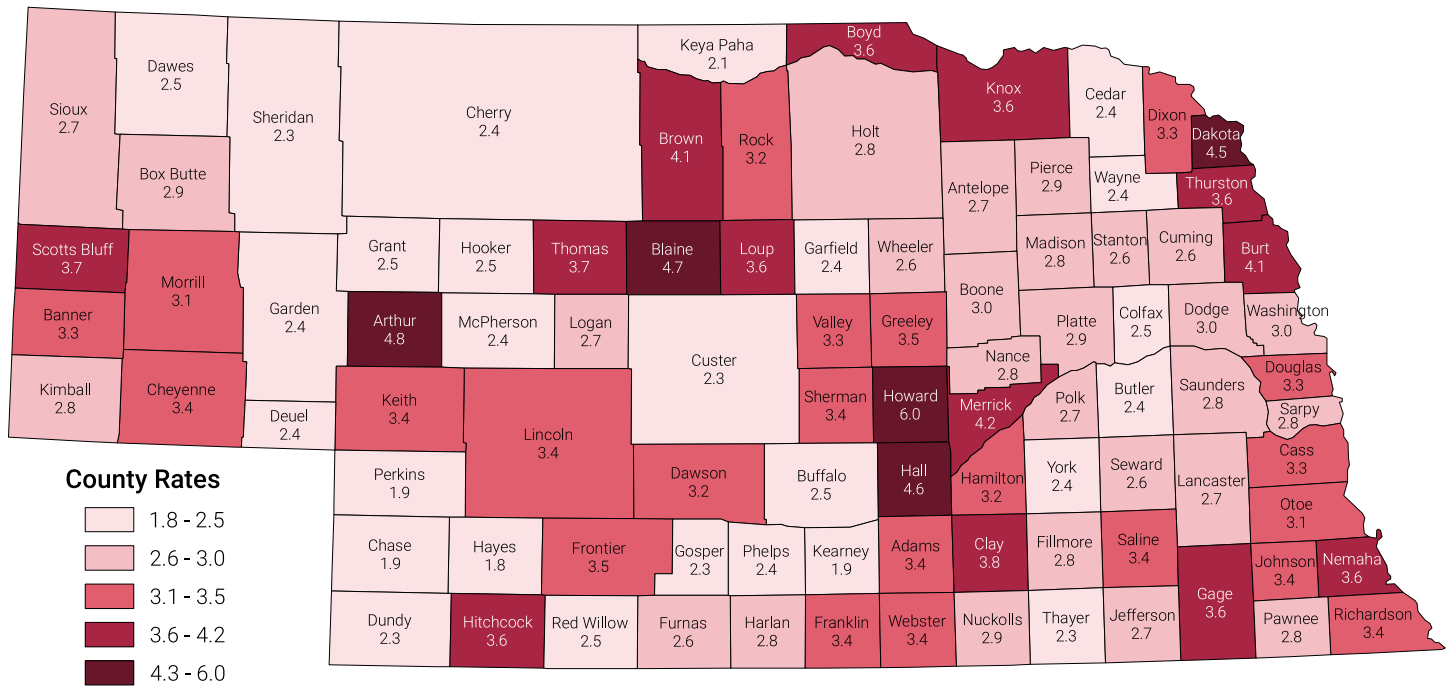
New Business

Agenda Item 5A: Labor Market Information

Background: To assist the Board with making data-driven decisions the following labor market information is provided. This data may help to determine future industry needs, potential workforce disruptions, and 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.

Employment Data | January

January 2019 County Rates



NEBRASKA

January Non-farm Total Employment: 1,009,954
 Manufacturing: 98,837

Nebraska (smooth seasonally adjusted)

January Unemployment Rate: 2.8%
 Change (OTM): 0.0
 Change (OTY): -0.1

Economic Region (not seasonally adjusted)

Central: 2.8%
 Mid Plains: 3.0%
 Northeast: 3.0%
 Panhandle: 3.2%
 Sandhills: 2.9%
 Southeast: 3.1%

OMAHA MSA

(Not Seasonally Adjusted)
 January Unemployment Rate: 3.1%
 January Total Non-Farm: 498,813
 Manufacturing: 33,231

GRAND ISLAND

(Not Seasonally Adjusted)
 January Unemployment Rate: 4.5%
 January Total Non-Farm: 42,778
 Change (OTM): -394 (-0.9%)
 Change (OTY): NA

LINCOLN MSA

(Not Seasonally Adjusted)
 January Unemployment Rate: 2.7%
 January Total Non-Farm: 188,534
 Manufacturing: 13,319








Over-the-month and over-the-year industry comparisons are not available for January due to the annual benchmarking revision process.

Sources:

1. Bureau of Labor Statistics Current Employment Statistics Program
2. Bureau of Labor Statistics Local Area Unemployment Statistics Program

Openings & Expansions | **November**

Kermit Spade, Research Analyst





Business Category	Business Name	Location
 Banking & Finance	A.D. Rutherford	Omaha
	Veridian Credit Union	Omaha
 Food & Entertainment	Altitude Trampoline Park Omaha	Omaha
	J. Gilbert's Wood-Fired Steaks and Seafood	Omaha
	Lucky Bridge Lounge	Blue Springs
 Health & Fitness	Family Vision Clinic	Alliance
	Orangetheory Fitness	Omaha
	ProMedCare	Norfolk
	Syracuse Area Health (Expansion)	Syracuse
 Retail/Sales	CBD American Shaman	Omaha
	D&R Crafts and Collectibles	Beatrice
	Dollar General	Weeping Water
	Finders Keepers Consignment	West Point
	Olive & Ave	Norfolk
 Manufacturing	Norfolk Iron & Metal (Expansion)	Norfolk
 Real Estate & Rental	NextHome Signature Real Estate	Omaha
	R&R Realty Group (Expansion)	Omaha
 Other	Glitter Grooming	West Point
	The Heartland Interior Design LLC	Omaha
	Rockhill Event Center	Plattsmouth
	Showtime Photography	Omaha

Sources:
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 | December

Kermit Spade, Research Analyst

Business Category	Business Name	Location
 Banking & Finance	Calm Water Financial (Expansion)	Norfolk
	Charter West Bank	Lincoln
 Food & Entertainment	AJ's Soda Shop	Scottsbluff
	Cyndi's Fun Fit Golf	Norfolk
	Koen Japanese BBQ & Sushi	Lincoln
	Melody's Home Cooking	Beatrice
	Pizza Ranch	Grand Island
 Retail/Sales	It's \$5	Council Bluffs
 Other	Advanced Technical Services (Expansion)	Lincoln
	Halls Electric & Services (Expansion)	North Platte

Sources:

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 | **January**

Kermit Spade, Research Analyst

Business Category	Business Name	Location
Banking & Finance	First National Bank (New Ownership)	Fairbury
Food & Entertainment	Brewery 719 Cody's Mexican Grill Round 1 Bowling	Alliance Norfolk Lincoln
Health & Fitness	Anytime Fitness (Expansion) Ascend Chiropractic Faith Regional Physician Services Priority Family Medicine SilverRidge Assisted Living (New Ownership) Therapeutic Wellness	Beatrice Lincoln Humphrey Plainview Omaha Crete
Retail/Sales	All Fired Up Bomgaars Tredz Central (Expansion)	North Platte Columbus Cortland
Manufacturing	Valmount	Columbus
Real Estate & Rental	Great Plains Realty RE/MAX Home, Farm, & Ranch	North Platte
Other	Black Hills Energy First State Insurance LinkedIN (Expansion) RailCrew Xpress (Expansion) Xpanxion	York North Platte Omaha Alliance Sidney

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 | February

Kermit Spade, Research Analyst

Business Category	Business Name	Location
Food & Entertainment	527 Brewhouse (Expansion) Runza	Wayne Chadron
Health & Fitness	Pender Care Centre Apothecary (Expansion) Pender Care Centre Apothecary (Expansion)	Emerson West Point
Retail/Sales	Stitches by Kim	Norfolk
Manufacturing	Michael Foods (Expansion)	Wakefield
Other	RailCrew Xpress (Expansion)	Alliance

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.

Graphics by avian on 123rf



Areas of Substantial Unemployment: Nebraska Qualifies Four Areas for 2019

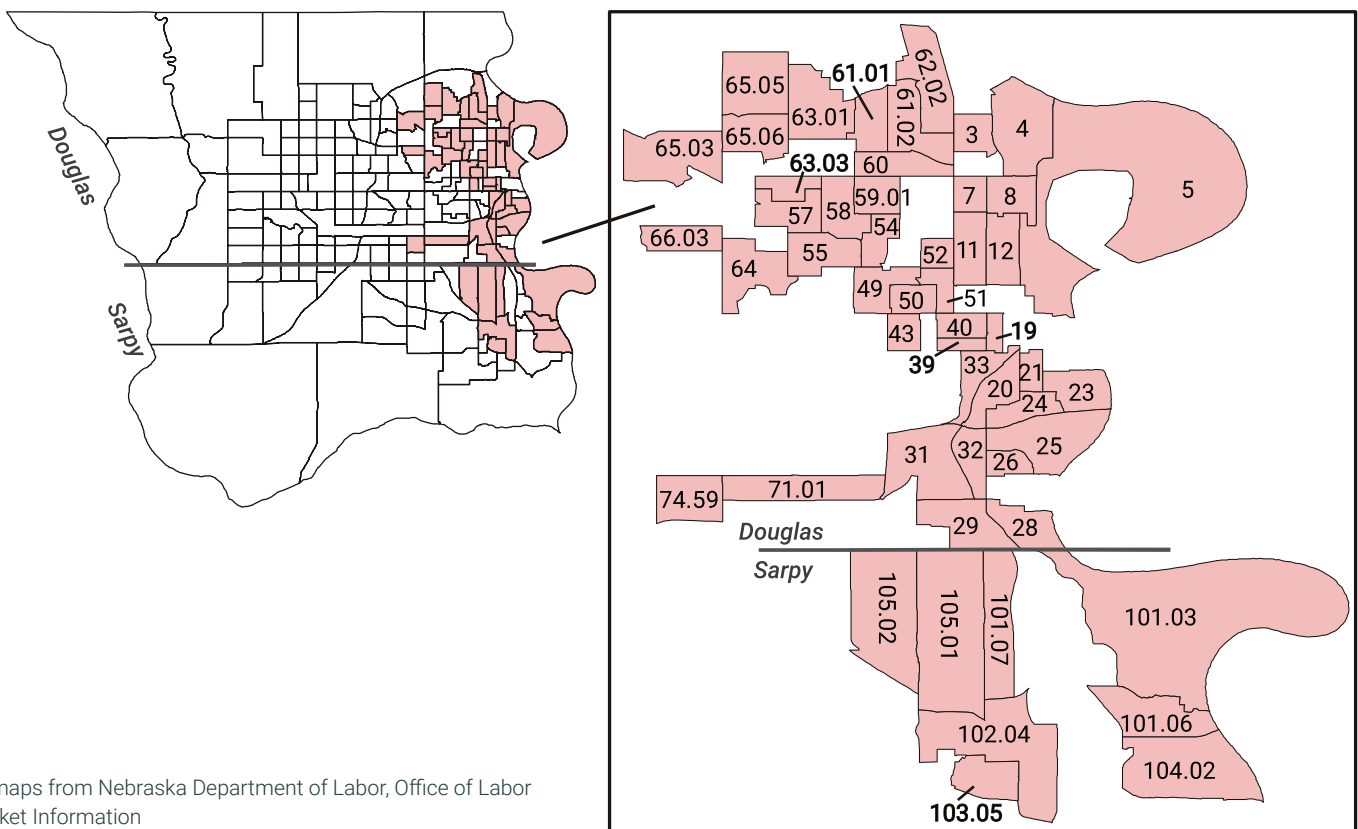
Byron Lefler, Research Analyst

Graphics: Macrovector on 123RF

Each year, the Nebraska Department of Labor (NDOL) conducts a search to identify areas of substantial unemployment (ASUs) throughout the state. This search is a joint effort between NDOL, the United States Employment and Training Administration (ETA), and the United States Bureau of Labor Statistics (BLS). ASUs determine funding allocations under the Adult and Youth Program Activities of the Workforce Innovation and Opportunity Act (WIOA).

For program year 2019, Nebraska had four areas of substantial unemployment (ASUs). These ASUs were **Douglas-Sarpy County** (60 census tracts), **Lancaster County** (9 census tracts), **Hall County** (2 census tracts), and **Scottsbluff County** (3 census tracts).

Douglas-Sarpy County ASU

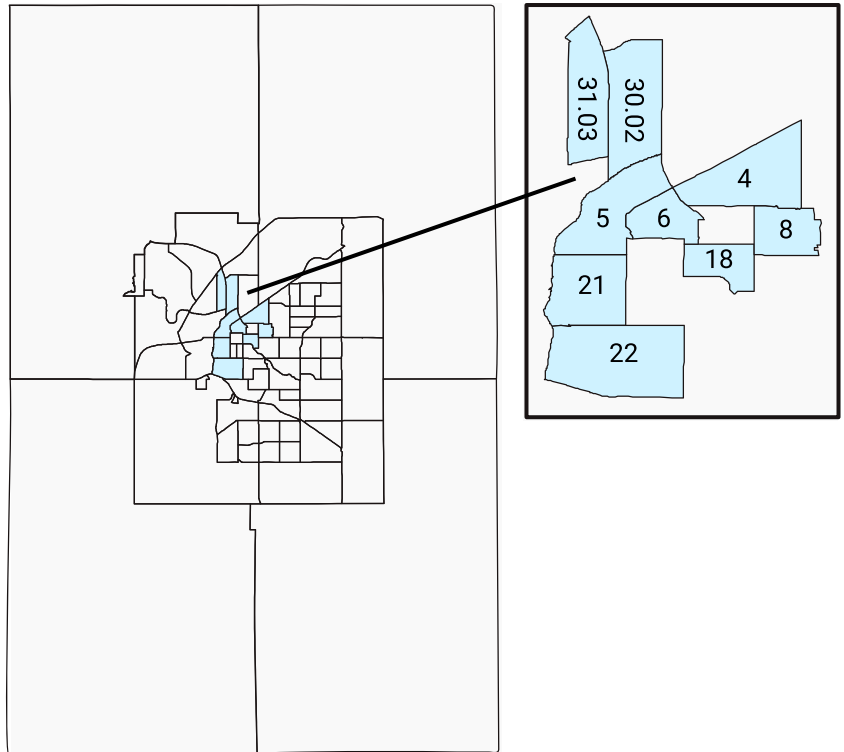


All maps from Nebraska Department of Labor, Office of Labor Market Information

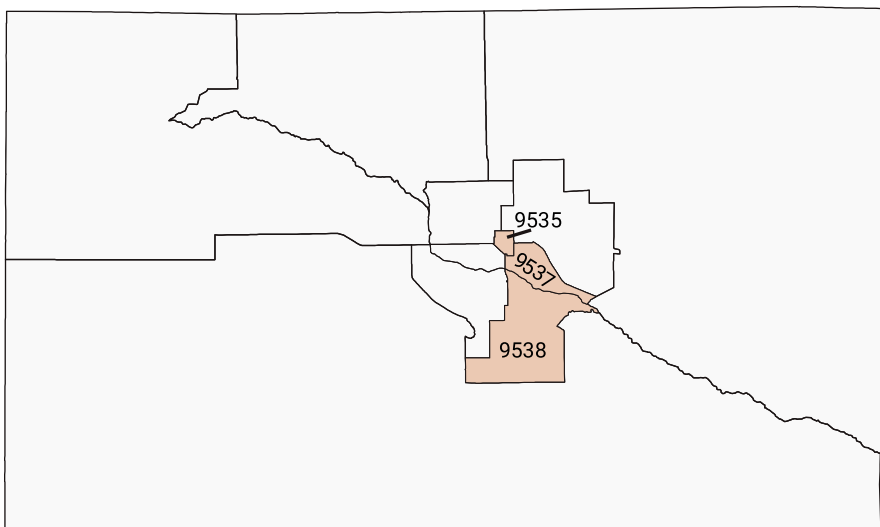
To qualify as an area of substantial unemployment (ASU), an area must meet three requirements:

1. The area must have a 12-month average unemployment rate (not seasonally adjusted) of at least 6.5% for the 12 months ending in June.
2. The area must have a contiguous geography. This geography can be the entire state, a group of counties, census tracts, or any other combination of areas for which the unemployment rate is produced each month. Because Nebraska has a low overall unemployment rate, Nebraska’s ASUs are determined by identifying localized pockets of high unemployment at the census tract level.
3. An ASU must have a population of at least 10,000, based on figures from the United States Census Bureau.

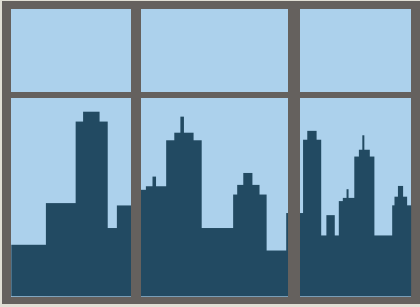
Lancaster County ASU



Scottsbluff County ASU



Designation as an area of substantial unemployment allows an area to receive federal WIOA funding for programs designed to serve unemployed Nebraskans. These programs provide career, training, and supportive services to individuals that meet certain eligibility requirements. WIOA funds are also used to support youth programs that provide career exploration and guidance, continuing support for educational attainment, and training opportunities to help young Nebraskans develop the occupational skills necessary to succeed in in-demand industries and occupations.



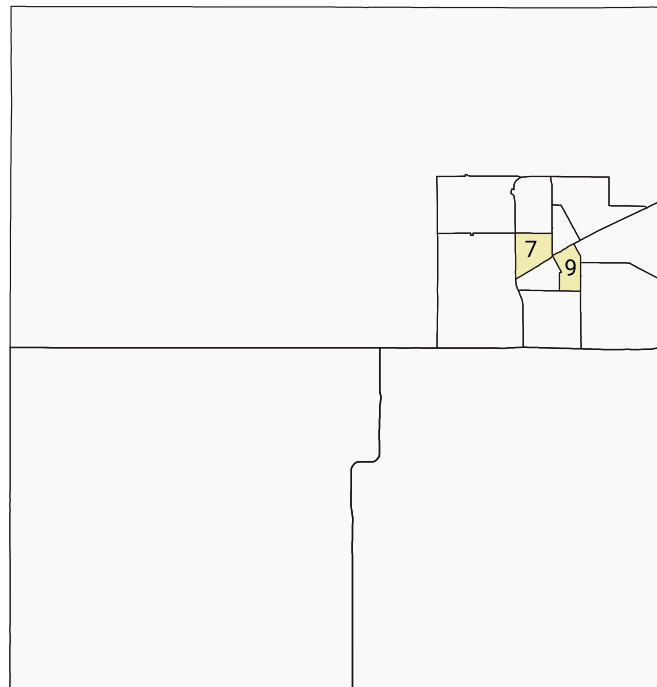
Graphic: Macrovector & neyro2008 on 123RF

For program year 2019, all three of Nebraska's WIOA regions were determined to have areas of substantial unemployment, qualifying them to receive federal funds.

The amount of funding Nebraska receives is determined based on the level of total unemployment within all ASUs throughout the state.

For additional information on Nebraska's 2019 ASUs, contact Byron Lefler, research analyst with the Nebraska Department of Labor's Local Area Unemployment Statistics program, at (402) 471-7079, or by email at Byron.Lefler@Nebraska.gov.

Hall County ASU



For definitions of Nebraska's three WIOA areas and information on the services provided by each WIOA area, visit:

<https://dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/LocalWorkforceDevelopmentAreas>

Agenda Item 5B: Performance

PY 2018 Quarter 2

Nebraska

Adult Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	78%	81.4%	104.4%	78.2%	100.3%
2. Employment Rate (Q4)	79%	77.3%	97.8%	77.2%	97.7%
3. Median Earnings	\$5500.00	\$5565.00	101.2%	\$5385.00	106.1%
4. Credential Rate	56%	38%	67.9%	54%	96.4%
5. Measurable Skill Gains	N/A	26.3%	N/A	38.2%	N/A
Aggregate Score			92.8%	100.1%	

Dislocated Worker Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	87%	87.5%	100.6%	86.8%	99.8%
2. Employment Rate (Q4)	88%	94.8%	107.7%	89.7%	101.9%
3. Median Earnings	\$7200.00	\$7922.00	110%	\$7604.00	\$105.6%
4. Credential Rate	60%	24%	40%	59.6%	99.3%
5. Measurable Skill Gains	N/A	52.1%	N/A	51.7%	N/A
Aggregate Score			89.6%	101.7%	

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%	81.3%	104.2%	77.9%	99.9%
2. Employment, Education or Training Placement Rate (Q4)	77%	73%	94.8%	73.5%	95.5%
3. Median Earnings	N/A	\$4763.00	N/A	\$3346.00	N/A
4. Credential Rate	68%	42.5%	62.5%	40.3%	59.3%
5. Measurable Skill Gains	N/A	7.2%	N/A	39.4%	N/A
Aggregate Score			87.2%	84.9%	

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%	82.8%	106.2%	70.9%	90.9%
2. Employment Rate (Q4)	79%	65.2%	82.5%	96.3%	86.5%
3. Median Earnings	\$5500.00	\$3172.00	57.7%	\$4625.00	84.1%
4. Credential Rate	56%	31.8%	56.8%	44.7%	79.8%
5. Measurable Skill Gains	N/A	17.8%	N/A	31.2%	N/A
Aggregate Score			75.8%		85.3%

Dislocated Worker Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	87%	66.7%	76.7%	62.5%	71.8%
2. Employment Rate (Q4)	88%	50%	56.8%	65.4%	74.3%
3. Median Earnings	\$7200.00	\$11229.00	156%	\$8474.00	117.70%
4. Credential Rate	60%	100%	166.7%	58.3%	97.2%
5. Measurable Skill Gains	N/A	14.3%	N/A	20.8%	N/A
Aggregate Score			114%		90.3%

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%	76.9%	98.6%	73.3%	94%
2. Employment, Education or Training Placement Rate (Q4)	77%	75.8%	98.4%	68.8%	89.4%
3. Median Earnings	N/A	\$4990.00	N/A	\$2817.00	N/A
4. Credential Rate	68%	42.1%	61.9%	33.8%	49.7%
5. Measurable Skill Gains	N/A	3%	N/A	25.6%	N/A
Aggregate Score			86.3%		77.7%

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%	55.6%	71.3%	78.9%	101.2%
2. Employment Rate (Q4)	79%	100%	126.6%	79.3%	100.4%
3. Median Earnings	\$5500.00	\$9161.16	166.6%	\$8646.00	157.2%
4. Credential Rate	56%	20%	35.7%	27.3%	48.8%
5. Measurable Skill Gains	N/A	22.6%	N/A	39%	N/A
Aggregate Score			100%		101.9%

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%	93.3%	106%
3. Median Earnings	\$7200.00	\$7276.00	101.1%	\$9798.00	136.1%
4. Credential Rate	60%	0%	0%	55.6%	92.7%
5. Measurable Skill Gains	N/A	9.1%	N/A	21.1%	N/A
Aggregate Score			82.4%		110.2%

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%	0%	0%	80%	102.6%
2. Employment, Education or Training Placement Rate (Q4)	77%	69.2%	89.9%	81.3%	105.6%
3. Median Earnings	N/A	-	N/A	\$1953.00	N/A
4. Credential Rate	68%	16.7%	24.6%	22.6%	33.2%
5. Measurable Skill Gains	N/A	11/1%	N/A	25%	N/A
Aggregate Score			38.1%		80.5%

Greater Nebraska

Adult Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	78%	85.4%	109.5%	85.8%	110%
2. Employment Rate (Q4)	79%	83.3%	105.4%	81.9%	103.7%
3. Median Earnings	\$5500.00	\$6326.00	115%	\$6193.00	112.6%
4. Credential Rate	56%	43.2%	77.1%	53.6%	95.7%
5. Measurable Skill Gains	N/A	42.1%	N/A	54.6%	N/A
Aggregate Score			101.8%		105.5%

Dislocated Worker Program	PY Goal	Current Quarter		Four Quarters	
		Actual Performance	Percent of Goal	Actual Performance	Percent of Goal
1. Employment Rate (Q2)	87%	89.3%	102.6%	89.8%	103.2%
2. Employment Rate (Q4)	88%	96.2%	109.3%	89.4%	101.6%
3. Median Earnings	\$7200.00	\$7842.00	108.9%	\$7253.00	100.7%
4. Credential Rate	60%	19%	31.7%	41.6%	69.3%
5. Measurable Skill Gains	N/A	65.3%	N/A	66.3%	N/A
Aggregate Score			88.1%		93.7%

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%	86.9%	111.4%	88.1%	112.9%
2. Employment, Education or Training Placement Rate (Q4)	77%	70.6%	91.7%	87.3%	113.4%
3. Median Earnings	N/A	\$5188.00	N/A	\$5247.00	N/A
4. Credential Rate	68%	77.8%	114.4%	62.2%	91.5%
5. Measurable Skill Gains	N/A	11.7%	N/A	52.9%	N/A
Aggregate Score			105.8%		105.9%

Source: ETA Form 9090

Agenda Item **CEOB 5E:**

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).

20 CFR § 679.320(d)(3) requires at least one representative from each of the following governmental and economic and community development entities: (i) Economic and community development entities; (ii) The State Employment Service office under the Wagner-Peyser Act, (29 U.S.C. 49 et seq.) serving the local area; and (iii) The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;

Government and Economic and Community Development Position

It is proposed that the Chief Elected Officials Board appoint Karen Stohs to the Greater Nebraska Workforce Development Board (GNWDB) for a three-year term ending May 23, 2021.

Agenda Item **CEOB 5F:**

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:
Karen Stohs.

Agenda Item **GNWDB 5G:** Motion to Appoint New Member 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 Chair of the Greater Nebraska Workforce Development Board appoint Karen Stohs to the System Coordination Committee for a three-year term ending May 23, 2021.

Agenda Item **GNWDB 5H:** Motion to Appoint Non-board Members to the System & Strategic Committees

Background: To comply with WIOA Sec. 107, standing committees must be chaired by a member of the local workforce development board, may include other member of the local workforce development board, and must include other individuals appointed by the local workforce development board who are not members of their local board and who have demonstrated experience and expertise as determined by the local board.

It is proposed that the Chair of the Greater Nebraska Workforce Development Board appoint Bernie Hansen, Becky Maggart, Lisa Laws and Susan Nickerson to the system coordination committee and Pat Comfort and Randy Kissinger to the strategic planning committee.

Committees

Strategic Planning Committee

*Requires motion and vote.

Committee Chair: Roy Lamb II

Committee Members: Stan Zimbelman, Alicia Fries, Kim Schumacher, Matt Gotschall, Dan Mauk, Roy Lamb II, Erin Brandyberry, Cliff Barley and Denise Pfeifer

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

- | | | |
|-----------------------|---|----------------|
| 1. Welcome | | Roy Lamb II |
| 2. Review of Minutes* | | |
| 3. New Business | a. Finance Report | Ashley Mathers |
| | b. GN Regional Plan Modification* | |
| | c. GO Regional Plan Modification* | |
| | d. GL Regional Plan Modification* | |
| | e. Accepting Program Year 2019 Funds*** | |
| | f. Accepting Program Year 2019 Funds- GO*** | |
| | g. Accepting Program Year 2019 Funds- GL*** | |
| | h. TET Grant Update | |
| | i. Bylaws* | |
| | j. Articles of Incorporation* | |
| | k. Transitional Jobs | |
| | l. Sector Strategies | DED |
| | m. Business Outreach | |
| 4. Adjournment* | | Roy Lamb II |

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

Strategic Planning Committee Meeting Minutes

February 27, 2019; 11:00 – 11:25 a.m.
Conference/ Skype Call

CALL TO ORDER:

Roy Lamb called the meeting of the Strategic Planning Committee is called to order at approximately 11:00 a.m. on Wednesday, February 27th, 2019.

ROLL CALL:

Present (8)

Erin Brandyberry
Alicia Fries
Matt Gotschall
Roy Lamb II
Dan Mauk
Denise Pfeifer
Kim Schumacher
Stan Zimbelman

Absent (1)

Cliff Barley

Staff and Guests Present (6)

Lisa Wilson (GNWDB), Randy Kissinger (NDOL), Kelsey Miller (NDOL), Ashley Mathers, (NDOL) Lori Neukirch (NDOL), Karly Hernandez (NDOL)

REVIEW OF MINUTES

All members received and reviewed the Strategic Planning Committee Meeting Minutes from the January 23rd, 2019 meeting. The minutes were reviewed and approved. Matt Gotschall made the motion and Dan Mauk second the motion. The motion was carried.

OLD BUSINESS

There was no old business to be discussed.

NEW BUSINESS

Where are we going?

Ashley noted that during the January committee meeting it was discussed on creating or taking on a new project, applying for some extra grant funding. A few ideas discussed were using current funds for new projects. Could do this by creating an incumbent worker and/or transitional funds policy and setting aside a percentage of our current funds to fund these projects if the need arises. Another idea was to create a youth council that could include youth participants and parents. The council would be able to apply for some extra grant funding, strengthen current youth connections and potentially create new ones.

Define Resources/ Scope

Roy asked, what everyone's thoughts were and what would like to focus on? How would the policy work? Ashley said with the incumbent workers policy it would help needed skilled workforce lay off employees by assisting workers to obtain necessary skills to retain their employment. Commitment by employer to retain or avert a layoff. Establish policies and create to take it to next board meeting and then vote to approve funding to set aside. If need would arise for a large company layoff and could come in and obligate that money for a business. Transitional jobs is similar to the work experience program what do for youth. Would be for individuals transitioning out of jail, or with significant barriers to employment or chronically unemployed adults.

Karly elaborated on creating the youth council and the benefits a youth council would provide the board and local area. She touched on some topics discussed at the last System Coordination Committee meeting. One of goals for the board this year is to tackle a project for both committees. Ashley spoke about the Strategic Planning Committee taking on and applying for some grant resources and the System Coordination committee if it's logical and reasonable to set up a youth council. Is not mandatory but the US Department of labor recommends the local workforce development boards include a council so can gain knowledge and help better planning for operational issues that is related to youth services. The objective would be to compile resources in the community we serve and connect youth with agencies and providers that best suit their needs. Within the responsibilities would be identifying and accessing what community resources are already available to use and search for ways to partner with them. To come up with different strategies to improve what services could be offered to better serve youth needs. In researching these, some ideas include making policy recommendations for programs that can benefit youth. Helping to design a collaborative community workforce development system to ensure that youth are obtaining comprehensive range of services. Finding new methods on how to leverage resources and coordinate services among all youth serving organizations. Assisting with finding youth source providers looking for improvements that could be made to local youth programs assisting with planning and operational tasks relating to youth services. In contacting different youth councils and committees in Colorado, Iowa, Kansas, Minnesota all of the board representatives spoke highly of their youth councils and the impact they have for their region all have different goals and methods of what they hope to achieve. Three main themes found were to empower to involve youth more in what the board is doing, prepare youth for life and employment and to expand on those partnerships within the community and to make sure there is no duplication of services. One successful example, was a council located in south central Minnesota part of South Central Workforce Council they do a lot of projects and initiatives for the 9 counties they serve. Some topics they talked about at last committee meeting was youth interventions, partnerships with local universities to assist and explore age three occupations, teen parent support groups, cultural awareness projects. They do resource mapping in different youth directories, offer internships. Have vast social media pages and different work skills competitions. They host

career fairs, do financial fitness training, go on different field trips and studies with career frameworks.

Karly spoke with the Assistant Director who spoke highly about youth councils helping focus on more than just youth issues. By developing ways to better coordinate youth activities to avoid duplications and align funding streams. The biggest barriers to incorporate representatives are on the board that are actually youths or parents just because due to school and work and other responsibilities there is often conflict. What try to do is engage youth and parents in different ways. Like different focus group surveys often times have youth participant in, when selecting different service providers. Overall can benefit by coming up with some creative ways to outreach to the in and out of school youth and come up with some great programming to work with community partners.

Ashley said the Strategic Planning Committee would maybe focus on looking into different grants or funding sources. There are quite a few for youth. USDL has a youth build and has a high growth youth offender initiative and job core that can be applied for. US Department of Education and Health and Human Services have some different grants that can be applied for. A lot of them start in the summertime unfortunately, but to get geared up to apply for some of the grants obviously takes time but well worth it if have time and passion for.

Roy asked Karly if the other councils are willing to share their framework and how they were started. She stated when she contacted others they were more than happy and willing to share whatever information we needed. A lot of them had youth councils started prior to 2014 and chose to keep them even though they were not mandated by federal law. They have great reasons for that and invited her to come to a meeting. The other councils will provide any information requested or asked if anyone can come up with some questions for them. Otherwise, Karly asked if she can fill you in with some more details at the next meeting. All are open and willing to share.

Ashley wondered if possible, if the other state youth councils could join in on the next skype call to share some more information? Roy liked the idea. Karly said she would ask them and see who would be willing. Matt G. agreed and thought would be a good idea. Karly knew one thing that was brought up at the last System Coordination committee meeting was the scope of tackling a youth council. A lot of areas looked at like Minnesota that only cover a 9 county region and are nothing like the greater 88.

They cover an expansive area but Kelsey mentioned could focus on specific regions. Not necessarily tackling entire 88 but seeing where services are lacking and go from there. Kim said is a great idea starting with areas that have more need and to have the other states council join in on next the meeting. The other counsels seem successful. Lisa thinks should take a look at it and try it. Roy says we're really not out anything if we try it.

Ashley says the other advantage of having a youth council is that could apply for more resources which would be a huge benefit. Roy likes getting help from the other states councils. Pulling from those resources he would be on board for that. Roy thanked Ashley and Karly. Roy asked for a recap of what the focus will be on and also any next steps to be taken to continue to move forward? Should put in place now or do at next meeting? Karly said she can put together some ideas about some focus areas and some next steps. Also, get in contact with the directors and assistant directors and board members already been in touch with get their input and see their willingness to come to our meeting and take it from there if everyone is alright with that? Roy said was a good idea.

Roy asked Ashley if there was anything else needed to work on for the incumbent work transitional fund dollars and policy or if there was anybody else out there that are doing anything similar in our area? Ashley said in our area, as far as Nebraska goes none of the local areas have an incumbent or transitional worker policy currently. The idea is coming from the federal government. It was brought up in reviews. Is not required to have a policy and have funds set aside. Is highly suggested to have them at this point in case a need arose and would have a business laying off employers. If have the incumbent worker funds and have the policy in place and funding set aside all would have to do is call an executive committee meeting tell them the situation and if approve, would be ideal. Roy noted the only need is for everyone to agree and Ashley could put together the policy and bring it to the May meeting. Matt G supports having the policy in place Nebraska is unique having access to worker training grants for some incumbent workers but yet the State Legislature talks about every year if going to be keep doing or change it. So having the flexibility should we need in the future would be good to have and would support moving forward with the policy development. Ashley will get it going and will bring to next meeting. Roy said sounds great. No further discussion.

PUBLIC COMMENT

There was no public comment at this meeting.

MEETING DATES

May 23, 2019 – GNWDB and CEOB – Lied Lodge, Nebraska City October 24, 2019 –GNWDB and CEOB – Hampton Inn, Kearney

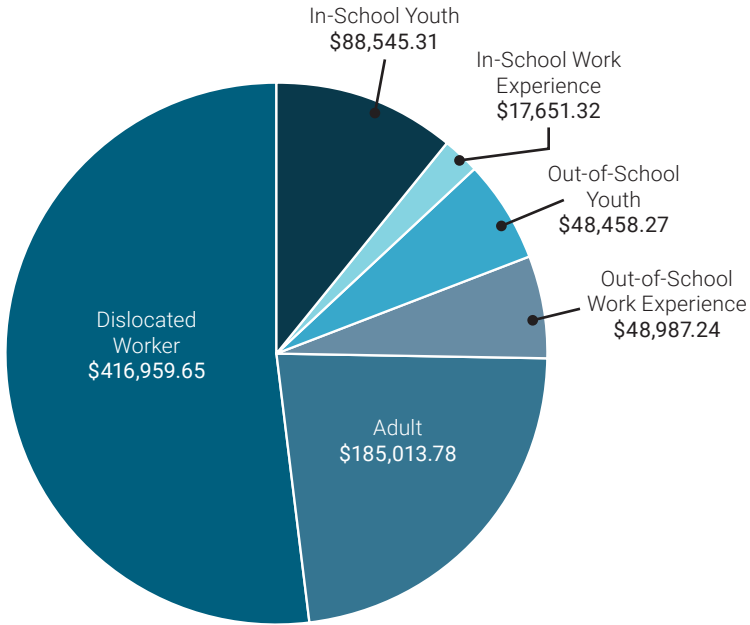
ADJOURNMENT

Dan Mauk made the motion and Lisa Wilson second the motion. Motion carried.

The meeting of the Greater Nebraska Strategic Planning Committee was adjourned at 11:26 a.m. Wednesday, February 26, 2019.

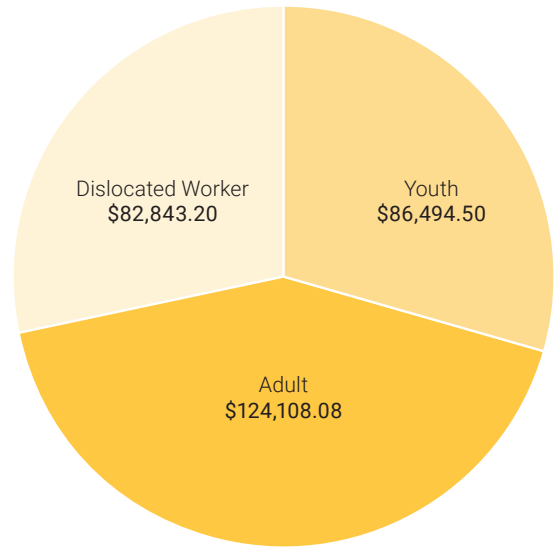
Agenda Item **GNWDB 5K/ Strategic 3a:** Finance Report

Current Funds Available
as of March 31, 2019



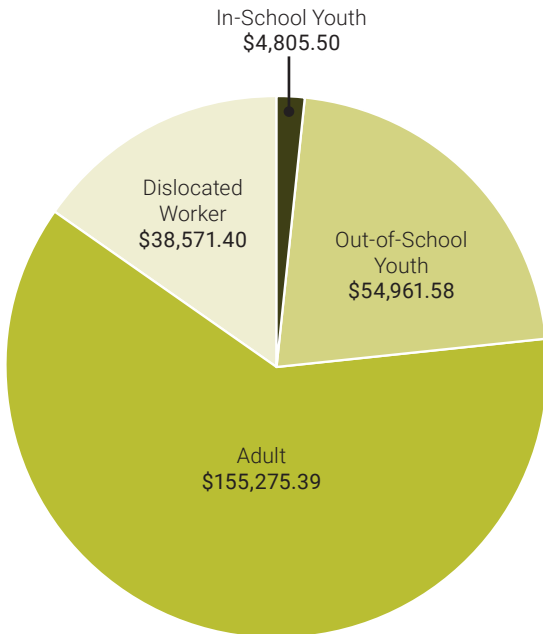
Total: \$805,615.57

Projected
Staffing Expenses
(6 month projections)



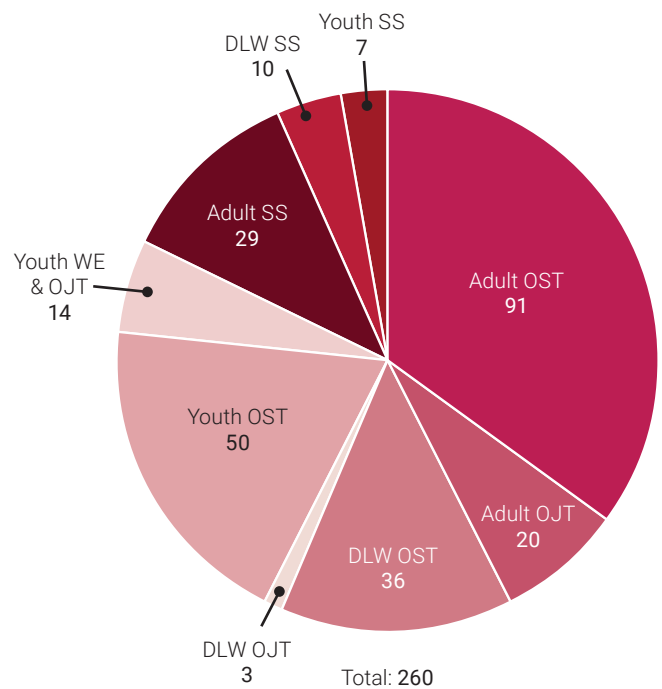
Total: \$293,445.78

Current Obligations
by Program



Total: \$253,613.87

Current Funded Participants
as of April 15, 2019



Total: 260

Agenda Item GNWDB 5L/ Strategic 3b/:

Motion to Approve Greater Nebraska's Regional Plan Modification

Background: The GNWDB in partnership with the CEOB is required to submit and obtain approval for a four-year plan for the planning region and a two-year modification of that plan. The regional and local plan and modifications support the vision and strategic goals of the state's plan and modification.

The local and regional plan modification will include local labor market and economic conditions and other factors significantly affecting the implementation of the plan, including financing available to support the WIOA Title 1 programs and partner-provided WIOA services, local board structure and a need to revise strategies to meet local performance goals established in the plan.

It is proposed that the board approve the Greater Nebraska local and regional plan modification.

Agenda Item GNWDB 5M/ Strategic 3c:

Motion to Approve Greater Omaha's Regional Plan Modification

Background: The Governor has designated the Greater Omaha Workforce Development Area (Greater Omaha) as Douglas, Sarpy, and Washington counties. Within each local area the Governor has designated planning regions. The purpose of identifying regions is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers. Greater Omaha is responsible for the Metro Region (Area 8), which covers Dodge, Douglas, Cass, Sarpy, Saunders, and Washington counties, with Douglas County being the focal county.

The Greater Nebraska Workforce Development Board must guarantee that individuals residing in Dodge and Cass who seek to receive services through Greater Omaha will receive at least the same level of service through that delivery system as that available in Greater Nebraska.

It is proposed that the board approve the Greater Omaha local plan and Metro regional plan modification.

Agenda Item GNWDB 5N/ Strategic 3d:

Motion to Approve Greater Lincoln's Regional Plan Modification

Background: The Governor has designated the Greater Lincoln Workforce Development Area (Greater Lincoln) as Lancaster and Saunders counties. Within each local area the Governor has designated planning regions. The purpose of identifying regions is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both job seekers and employers. Greater Lincoln is responsible for the Southeast Region (Area 7), which covers Fillmore, Gage, Jefferson, Johnson, Lancaster, Nemaha, Otoe, Pawnee, Richardson, Saline, Seward, Thayer, and York counties, with Lancaster County being the focal county.

The Greater Nebraska Workforce Development Board must guarantee that individuals residing in Fillmore, Gage, Jefferson, Johnson, Nemaha, Otoe, Pawnee, Richardson, Saline, Seward, Thayer, and York counties who seek to receive services through Greater Lincoln will receive at least the same level of service through that delivery system as that available in Greater Nebraska.

It is proposed that the board approve the Greater Lincoln local plan and Southeast regional plan modification.

Agenda Item GNWDB 5O/ Strategic 3e/ CEOB 5O: Motion to Approve Plan Modification- Accepting Program Year 2019 Funds

Background: The Nebraska Department of Labor (NDOL) has released Notice 18-05 which provides the Chief Elected Officials and local boards with estimated PY 2019 (July 1, 2019 through June 30, 2020) funding levels for local youth, adult, and dislocated worker programs.

The Administrative Entity has prepared a plan modification, including budget plan worksheets for the youth, adult, and dislocated worker programs using the estimated funding levels described in this notice.

It is proposed that the board approve the plan modification for Program Year 2019 to accept \$479,886 for youth, \$372,933 for adult, and \$800,753 for dislocated worker allocations.

Agenda Item GNWDB 5P/ Strategic 3f/ CEOB 5P: Motion to Approve Metro Regional Plan Modification- Accepting Program Year 2019 Funds (Greater Omaha)

Background: The Nebraska Department of Labor (NDOL) has released Notice 18-05 which provides the Chief Elected Officials and local boards with estimated PY 2019 (July 1, 2019 through June 30, 2020) funding levels for local youth, adult, and dislocated worker programs.

Cass and Dodge counties are part of the Greater Nebraska Workforce Development Area and are also part of the Metro Regional Plan. The Greater Omaha Workforce Development Board is the lead board for this regional area. Since this regional plan modification will affect two Greater Nebraska counties, the board must provide regional approval

It is proposed that the board approve the Greater Omaha Plan modification for Program Year 2019 to accept 1,399,508 for youth, \$1,077,346 for adult, and \$723,271 for dislocated worker allocations.

Agenda Item GNWDB 5Q/ Strategic 3g/ CEOB 5Q: Motion to Approve Southeast Regional Plan Modification- Accepting Program Year 2019 Funds (Greater Lincoln)

Background: The Nebraska Department of Labor (NDOL) has released Notice 18-05 which provides the Chief Elected Officials and local boards with estimated PY 2019 (July 1, 2019 through June 30, 2020) funding levels for local youth, adult, and dislocated worker programs.

Fillmore, Gage, Jefferson, Johnson, Nemaha, Otoe, Pawnee, Richardson, Saline, Seward, Thayer, and York counties are part of the Greater Nebraska Workforce Development Area and are also part of the Southeast Regional Plan. The Greater Lincoln Workforce Development Board is the lead board for this regional area. Since this regional plan modification will affect twelve Greater Nebraska counties, the board must provide regional approval.

It is proposed that the board approve the Greater Lincoln Plan modification for Program Year 2019 to accept \$554,101 for youth, \$365,194 for adult, and \$279,517 for dislocated worker allocations.

Agenda Item GNWDB 5R/ Strategic 3i/ CEOB 5R: Motion to Approve Revised Workforce Board 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 1/18/18. During our PY18 GNWDB State Monitor review, the monitor found the bylaws were missing required components. The following sections were updated:

Membership

Section 1 & 2. Composition of the GNWDB: Amended to include all composition requirements.

Section 5. Participation: Amended to include how board members will participate in convening the one stop delivery system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.

Meeting Procedures, Voting Rights, and Quorum

Section 6. Added to include the proxy/designee process for when a member is absent.

It is proposed that the Chief Elected Officials Board approve the amended Greater Nebraska Workforce Development Board bylaws.

It is proposed that the Greater Nebraska Workforce Development Board approve the amended Greater Nebraska Workforce Development Board bylaws.

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

Greater Nebraska Workforce Development Board Bylaws

Article I. NAME AND PURPOSE

Section I. 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;**

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

- 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.

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

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 GNWDB 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

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

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:

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

1. Call to Order
2. Roll Call
3. Documentation of Compliance With Notice Requirements
4. Approval of Minutes
5. New Business
6. Time and Location for Next Board Meeting
7. 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:

- (a) If the alternative designee is a business representative, he or she must have optimum policy-making hiring authority.
- (b) Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.

Proxy voting is not permitted.

Section 7. QUORUM

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

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

- (a) All members shall comply with the provisions of §§49-1499 through 49-14,103.03 Nebraska Revised Statutes.
- (b) No GNWDB member may receive anything of value as a result of a benefit conferred by the GNWDB upon any person, business or organization.
- (c) 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.
- (d) 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.
- (e) 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.

ARTICLE V. STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1. CREATION OF STANDING COMMITTEES

- (a) There shall be an Executive Committee, and two subcommittees of the Local Board:
1) System Coordination Committee, and 2) Strategic Planning Committee.
- (b) The CEOB or the NWDB Chair may create special committees, ad hoc committees, task forces, or similarly designated groups, as he or she deems necessary or desirable

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

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:

- (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.

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

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

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.

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, 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.

Lisa Wilson
Chair

Pamela Lancaster
CEOB Chair

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 May 23rd, 2019. 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 May 23rd, 2019, 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 May 23rd, 2019 at the regular meeting of the Greater Nebraska Workforce Development Board and Chief Elected Officials Board.

Date

Lisa Wilson, Chair

Date

Pam Lancaster, CEOB Chair

Agenda Item GNWDB 5S/ Strategic 3j:

Motion to Approve Amended Articles of Incorporation

Background: During our January 24, 2019 meeting the board approved the amended Articles of Incorporation. One of the amendments included listing the registered agent as Office of General Counsel. The Secretary of State wouldn't accept the filing, as they required an individual being named as the registered agent. The articles have been amended with Ashley Mathers listed as the registered agent. No further amendments were made.

Office of Legal Counsel & Legislative Affairs
Nebraska Department of Labor
P.O. Box 94600
Lincoln, NE 68509-4600

**NOTICE OF AMENDMENT
TO ARTICLES OF INCORPORATION
OF THE GREATER NEBRASKA WORKFORCE INVESTMENT BOARD, INC.,
NOW NAMED THE GREATER NEBRASKA WORKFORCE
DEVELOPMENT BOARD, INC.**

On this ____ day of _____, 2019, the Articles of Incorporation of the Greater Nebraska Workforce Investment Board, Inc., a Nebraska, nonprofit corporation, were amended and adopted as follows:

Article 1 shall be amended to read as follows:

1. The name of the corporation is Greater Nebraska Workforce Development Board, Inc.

Article 2 shall be restated as follows:

2. The period of duration for said corporation shall be perpetual.

Article 3 shall be amended to read as follows:

3. The purposes for which the corporation is organized are:
 - A. To establish policies, interpretations, guidelines and definitions to implement provisions of Section 107 (a) and (b) of the Workforce Innovation and Opportunity Act of 2014 (WIOA) in the 88-county area designated as “Greater Nebraska”;
 - B. Additional purposes which are exclusively charitable and educational within the meaning of § 501(c) (3) of the Internal Revenue Code of 1986, as amended; and
 - C. To do everything necessary, proper, advisable or convenient for the accomplishment of the purposes set forth above, and to do all other things incidental thereto or connected herewith which are not forbidden by the laws of Nebraska, the Workforce Innovation and Opportunity Act of 2014, or these Articles of Incorporation.

Article 4 shall be amended to read as follows:

4. The street address of the registered office is 550 South 16th Street, Lincoln, NE 68509. The name of the registered agent is Ashley Mathers, 550 South 16th Street, Lincoln, NE 68509.

Article 5 shall be amended to read as follows:

5. The number of directors constituting the Board shall be determined by the Greater Nebraska Chief Elected Officials Board, in accordance with WIOA section 107 (b) (2) (A).

Article 7 shall be amended to read as follows:

7. **INUREMENT OF INCOME.** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable expenses for services rendered, as permitted by Nebraska statutes and Nebraska Department of Labor regulations.

Article 8 shall be amended to read as follows:

8. **LEGISLATIVE OR POLITICAL ACTIVITIES.** Board members shall not use their official authority or influence to interfere with or affect the results of an election or nomination; or directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or carry out any official activities in contravention of the Hatch Act of 1939 or the Hatch Act Modernization Act of 2012.

Article 9 shall be amended to read as follows:

9. **OPERATIONAL LIMITATIONS.** Notwithstanding any other provision of these articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986, as amended; or (b) by a corporation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986, as amended.

Article 10, "Dissolution Clause," shall be deleted.

Article 11 shall be amended to read as follows:

11. **AMENDMENTS TO OR REPEAL OF BYLAWS.** Amendments to or repeal of the corporation's Bylaws must be approved by a vote of two-thirds of the members present constituting a quorum at any regular or special meeting of the Board.

Article 12 shall be amended to read as follows:

12. MEMBERSHIP. Membership shall be made up of individuals appointed by the Chief Elected Officials Board.

Total number of Board members outstanding is 18. Voting is conducted by a quorum consisting of a majority of members present at the meeting. Each member is entitled to a single vote. The Board is not divided into classes entitled to vote separately on the amendments, nor is there a designation of number of votes of each class indisputably voting on the amendments.

Approval by the members of the Amendments to the Articles of Incorporation was secured by roll-call vote of the quorum of Board members present at the meeting held on _____, 2019. The motion to approve the Amendments to the Articles of Incorporation was passed with a vote of _____ in favor, _____ opposed, and _____ abstaining. The record of the motion and approval was delivered to the corporation for inclusion in the minutes and for filing in the corporate records.

DATED this _____ day of _____, 2019

LISA WILSON, CHAIR

Agenda Item **GNWDB 5J/ Strategic 3I**: Sector Strategies

Background: There are currently three manufacturing partnerships and two healthcare partnerships operating in central, northern, eastern and southern Nebraska, and over 300 business leaders and public partners involved. Collectively, these partnerships are focused on: workforce development, marketing their industries, transportation, consumer engagement and behavioral health. With regards to workforce, each partnership is seeking to change the perception of their industries with youth, parents, teachers and counselors. Additionally, they are focused on filling the following high-need occupations:

- High-need Manufacturing Occupations:
 - Assembly, Machinists, Welders, Lab Technicians, and Engineering.
- High-need Healthcare Occupations:
 - Certified Nursing Assistants (CNAs), Certified Medical Assistants (CMAs) Licensed Practical Nurse (LPNs), and Registered Nurses (RN).
- High-need Training (*one partnership focus):
 - Professional development of managers and supervisors.

Specific updates on each region will be provided during the board meeting.

System Coordination Committee

*Requires motion and vote.

Committee Chair: Stacey Weaver

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

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 | Kelsey Miller |
| a. Enrollments | |
| b. Active Participants by County | |
| c. State Monitor Review | |
| d. Supportive Service Policy* | |
| e. Complaints, Grievances, & Appeals Policy* | |
| f. Personally Identifiable Information Policy* | |
| g. Adult, DLW, & Youth Policy* | |
| h. Transitional Jobs Policy* | |
| i. On-the-Job Training Policy* | |
| j. Rapid Response* | |
| k. YouthBuild | |
| l. Employer Survey Results | Susan Nickerson |
| 4. Adjournment* | Stacey Weaver |

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

System Coordination Committee Meeting Minutes

April 3, 2019; 2:00 – 3:00 p.m.
Conference Call

CALL TO ORDER:

Stacey Weaver called the meeting of the System Coordination Committee to order at approximately 2:04 p.m. on Wednesday, April 3rd, 2019.

ROLL CALL:

Present (4)

Elaine Anderson
Ann Chambers
Greta Kickland
Stacey Weaver

Absent (3)

Wayne Brozek
Gary Kelly
Charlene Lant

Staff and Guests Present (9)

Stan Odenthal (NDOL), Ashley Mathers (NDOL), Lori Neukirch (NDOL) Becky Maggart (NDOL), Karen Stohs (NDOL) Pat Comfort (NDOL), Bernie Hansen (NDOL), Lisa Laws (NDOL) Lisa Wilson (GNWDB)

REVIEW OF MINUTES

All members received and reviewed the System Coordination Committee Meeting Minutes from the January 23rd, 2019 meeting, and Stacey Weaver asked for a motion to approve the minutes. Elaine Anderson made the motion and Ann Chambers seconded. All members present voted by a voice vote to approve the motion, which carried unanimously.

OLD BUSINESS

There was no old business to be discussed.

NEW BUSINESS

Survey Status

Ashley updated the committee on the annual business survey for Greater Nebraska that was sent out on April 2nd to employers. It went to any employer that received a staff-assisted service within the last 90 days. The survey is available via Survey Monkey for 15 days and the results will be provided at the May meeting.

2019 Project or Initiative

Ashley stated that during the January meeting it was discussed to create or take on a new project in 2019 by creating a youth council or developing an initiative. Was discussed that the youth council was a large undertaking thought would be best to focus on a smaller youth project first and then continue to learn about the benefits of a youth council and what it could provide for the board. Main objective is to get the ball rolling on accelerating youth services in Greater Nebraska.

Would suggest that the first project to be is applying for a Youth Build grant. Purpose of grant is to promote education and training while endorsing pre-apprenticeships to assist at-risk youth in: completing high school or equivalent degree programs, earning industry recognized credentials for in-demand occupations and undergoing training to build housing for low-income or homeless families and in their communities. Last year the Youth Build grant application was available starting in May with a submission deadline of September. Officially announce Youth Build awards in January 2019. If committee is interested in pursuing the Youth Build grant or another youth related grant can apply on behalf of the board instead of the youth council and began the process in May. Have the potential to receive a fairly substantial amount of funds that can be utilized to enhance youth programs. Recently the US Department of Labor awarded \$85 million to Youth Build

grants across the country. Goodwill Industries in Omaha received \$895,437.00. The award amounts ranged from \$700,000 to \$1.1 million and included 81 rural and urban programs.

The Strategic Committee held a meeting couple weeks ago and are pursuing their own initiative for the year focusing on transitional jobs. The committee positively supports the idea of creating a youth council and wants to learn more. Ashley has spoken to Heather Gleason, Assistant Director from the South Central Workforce Council, and is willing to virtually attend the May committee meeting and talk about their youth council and how to get the youth council up and going and to answer any questions or address any concerns might have. She also mentioned that would like to have the Chair of the South Central Workforce Council present and can obtain varying perspectives on a youth council. The presentation could be beneficial for the committee to review any questions and what the process would look like and everything all around about creating a council. If decide on establishing a youth council if it is the right choice for Greater Nebraska for the future. If open for her to skype in on the call for the next meeting in May to discuss options.

Stacey wanted to open up the meeting for discussion for thoughts on applying for the Youth Build grant. If there are any other ideas about youth related projects that can look into. She's being honest and is a little confused about it. Touched down on the Youth Build grant and looking at doing a youth council she's just trying to figure out what the guidance and direction really is?

Ashley explained at this point recommending to focus first on applying for the Youth Build grant and continue learning about the youth council. Maybe in the future is something can look in to further. But at this time, thinking of applying for the grant is the best focus.

Stacey then asked, where geographically is the South Central Workforce Council located?

Ashley said was a great question and not sure and will have to do more research into it. Maybe Stan would know. He said there are a few councils out there and believe it's the one in Minnesota. Ashley noted that Karly was speaking to someone that was geographically similar as close to us as possible. Stan said there's one from Minnesota and one in Washington that came up on an internet search. Stacey asked if anyone has any input or thoughts? Ann's writing a lot of grants and is busy right now. Knows how difficult it can be and won't be writing the Youth Build grant but will have to be involved as a mandated partner already do the GED etc. Youth Build would be in collaboration with Adult Ed in the 88 counties. Both Adult Ed directors will have to be involved. It is a big project to take on right away. Greta said the Youth Build grant seems like a huge undertaking, as Ann said compared to creating a youth council. What is the intention if were to be awarded a Youth Build grant? Used to have a youth build in Chadron. It involved teachers and staff and crews to build houses. What would do if had this grant and is this what are aiming for?

Ashley said are just aiming for expanding our youth services in general. Not sure of all the details with the Youth Build grant and will have to do some more research into it and what can do with it. The main concern is that have a lot of youth in Greater NE that currently aren't being served. Can't offer a lot of services for In School Youth population at this time and hoping with this funding that can hopefully really expand youth services in general throughout Greater NE.

Greta stated the Youth Build grant they had still didn't address In School Youth because it took on at-risk youth that had already dropped out of school but maybe that's not actually a requirement.

Ashley thought Stan could speak on this. Ashley asked Stan if knew if it was a requirement or not? Stan said the grant announcement has not come out yet for this year that is speculation based on past year's grants. Typically has an at-risk youth component to the grant that would be a major portion. There could be some more flexibility with in-school versus out-of-school just because someone is at risk doesn't mean are out of school. There are some limitations with the funding have with in-and-out of school that could provide opportunity to broaden what are capable of doing with both in-school and out-of-school youth. Definitely worth looking at. Typically the grants go to local areas or local partnerships. Greater NE youth funding is really low for an area size of the geographic build have. Ashley's right in the fact that both areas of administration that Kelsey and her are really looking at all the possibilities to expand the reach what the youth program is capable of doing and broaden some of the activities associated with the youth program. It is really hard to run a youth program in the 88 counties on the budget currently have.

Stacey performed a google search on Youth Build and is trying to wrap brain around what the plan would be for 88

counties. Geographically what is reading that appears to be local and wouldn't be across 88 counties. If don't receive the grant funds from DOL then have to raise own funds from public and private sources. Wondered how would make this happen or if is the direction want to go.

Ashley will do a little more research and bring to the next meeting and define more or write up some scenarios what could do with the funding potentially and base it off of what proposals looked like in the past.

Stacey commented it would have some value for to be able to understand the whole process before making a commitment to pursuing it.

Ann asked if was hearing correctly? That might have someone speak to us most likely from Minnesota at the May meeting and look at this for next year in May to write the proposals?

Ashley said would like to apply for the Youth Build Grant this year which could potentially open up in May. Would like and has been discussed if everyone would like Heather to come and conference in to meeting and discuss more about the youth council and the processes in creating it.

Ann asked, when the Youth Build grant is due and if doing it now?

Ashley answered that the grant opened up last year in May and was due in September. Don't know what the dates are this year yet. That's why wanted to discuss it now so if decided yes that wanted to go after these funds or wanted some scenarios some ideas what could to do with funding if got it we would be able to bring that to the May meeting and really discuss if it's something want to go after or not.

Stacey would like some ideas of scenarios on how to do this across the 88 counties which towns might choose and all those kinds of things because Adult Ed would have to be involved and would like more information.

Ashley asked if would be interested in having Heather come into the next meeting in May to discuss the idea of a youth council or hold off on that for a while and to do the grant and see if want to bring in later on this year or next year?

Stacey wouldn't mind on hearing what the South Central Workforce council has done or learning a little more about theirs. Is concerned about dividing the focus. At this point maybe a matter of Ashley gathering information about the youth build and Heather could provide us information about how their youth council is structured. Maybe that is where can make the decision which direction want to go.

Stacy mentioned at this point the focus is to get a better idea of these two options to determine which direction want to pursue first. Next steps would be to invite Heather and the Chairperson of the South Central Workforce Council to come or skype at the next meeting and for Ashley to do some leg work on understanding Youth build more. She asked if there are any other steps that need to be taken before move forward with further research so can understand what direction going to go? No further discussion was made.

PUBLIC COMMENT

There was no public comment at this meeting.

MEETING DATES

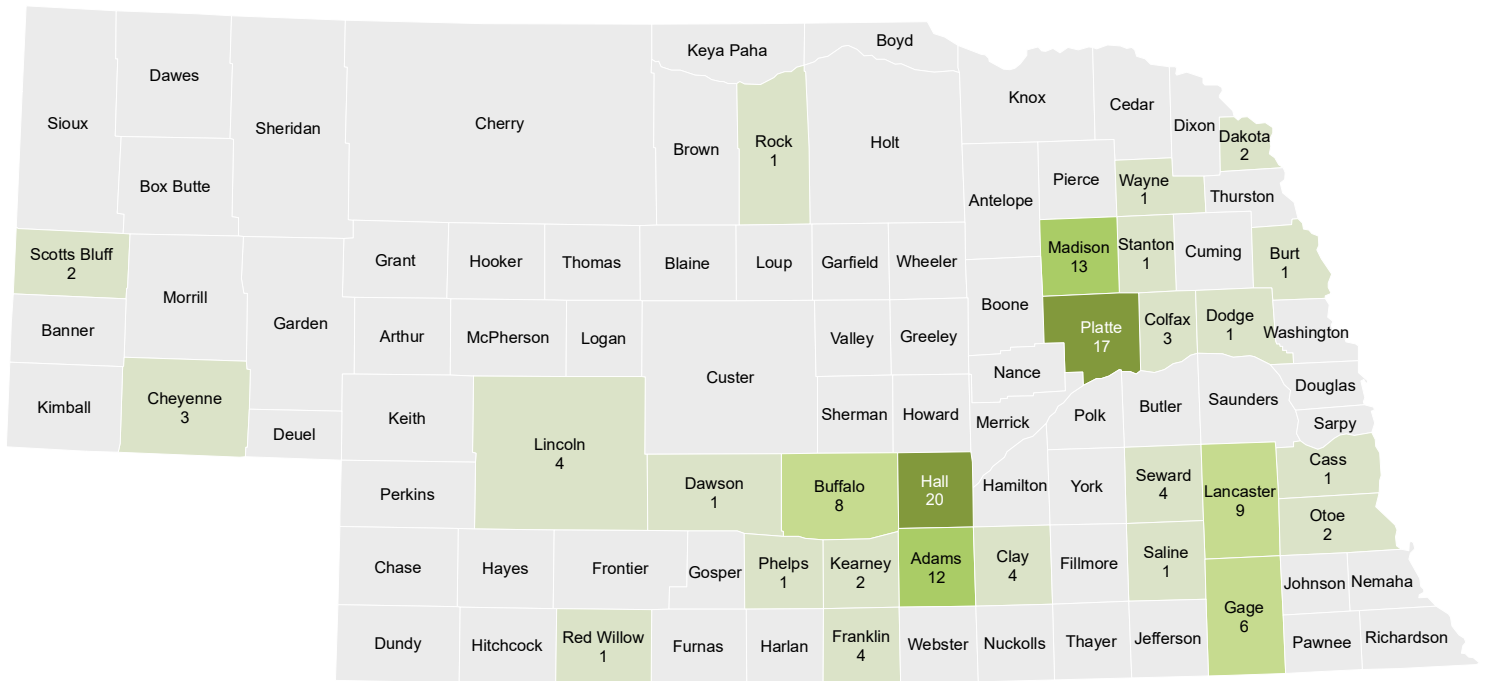
May 23, 2019 – GNWDB and CEOB – Lied Lodge, Nebraska City

October 24, 2019 – GNWDB and CEOB – Hampton Inn, Kearney

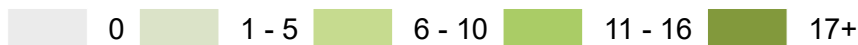
ADJOURNMENT

Stacey Weaver asked for a motion to adjourn the meeting. Ann Chambers made the motion and Elaine Anderson seconded. Members of the Committee voted by voice vote on the motion, which carried unanimously. The meeting of the Greater Nebraska System Coordination Committee was adjourned at 2:26 p.m. on Wednesday, April 3rd, 2019.

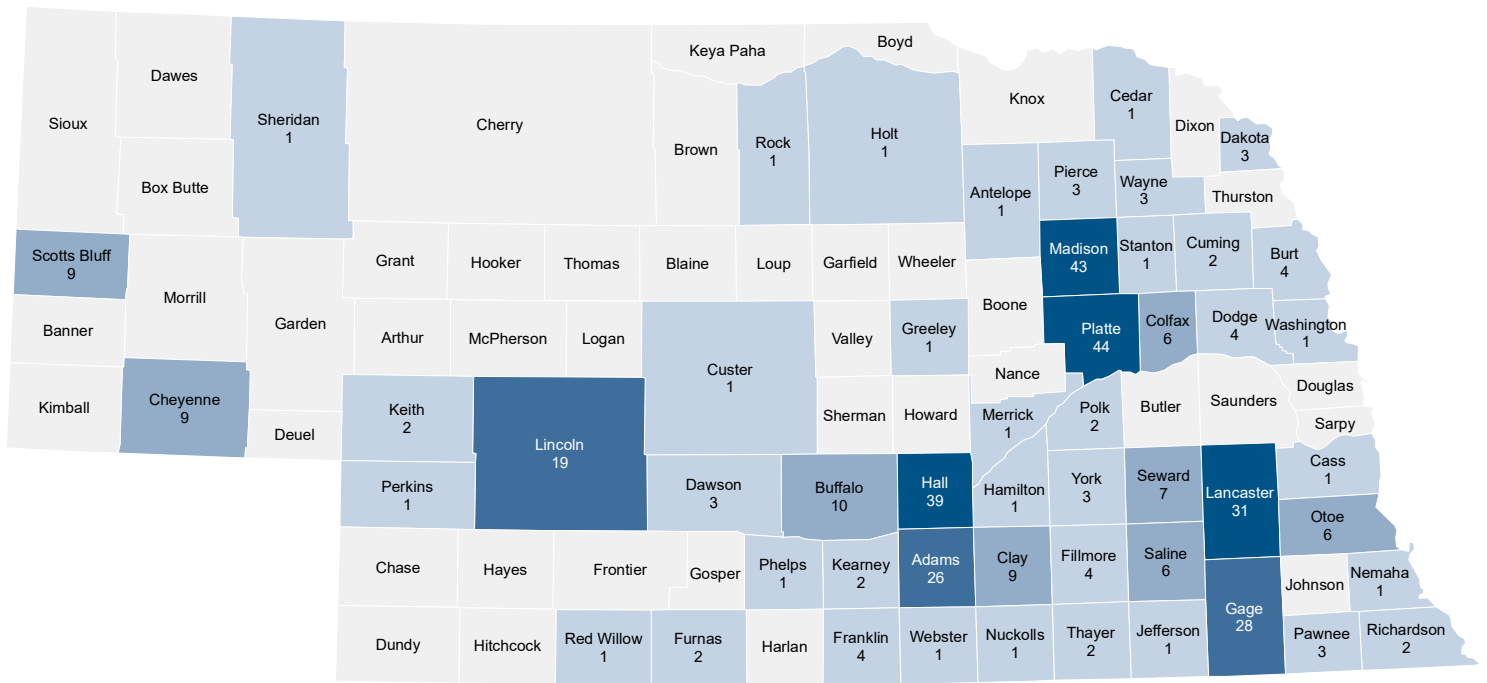
Agenda Item **GNWDB 5T/ System 3a:** New Enrollments by County



Number of New Enrollments



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



Number of Enrollments



Agenda Item GNWDB 5V/ System 3c/ CEOB 5C:

State Monitor Reviews

The State WIOA monitor has completed the following reviews:

PY18 Grievance Procedures Review

PY18 Workforce Development Board Review

The State Monitor has accepted our responses to addressing the discrepancies. Majority of the findings will be resolved during this meeting.

WIOA PY18 Grievance Procedures Review

Greater Nebraska Workforce Development Area
[GNWDA]

Greater Nebraska Workforce Development Area (GNWDA)

Grievance Procedures Review

February 28, 2019

Scope: The Nebraska Department of Labor (NDOL), Office of General Counsel, State Monitor has completed a review of processes and procedures for handling complaints and grievances of a nondiscriminatory nature in comparison to the Act, Federal Regulations, U.S. DOL Civil Rights Center requirements, State MOA, policies and issuances.

Area of Review

Procedures: The GNWDA's current policy on grievances of a non-discriminatory nature is from June 1, 2017 and has not been updated to comply with the State's Grievances and Complaints – WIOA Title 1 policy effective February 12, 2018. The GNWDA must revise their policy to comply with Section 181 of the WIOA Act, 20 CFR 683 Subpart F and the State's Grievances and Complaints – WIOA Title I policy. Local areas must also comply with the language requirements of 29CFR 38.9. Local areas do not need their own criminal complaint policy.

Notification: The GNWDA had no grievances filed against them in PY18.

Record Maintenance: The GNWDA's current policy states that complaint records must be retained for a minimum of three years following resolution of the complaint. This complies with the CFR retention requirements¹.

Corrective Action Required:

Findings requiring corrective action are listed below. 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.

1. The GNWDA must revise their grievance policy to comply with Section 181 of the WIOA Act, 20 CFR 683 Subpart F and the State's Grievances and Complaints – WIOA Title I policy. Local areas must also comply with the language requirements of 29CFR 38.9.

Once the GNWDA Grievance Policy has been revised please send to wendy.sieler@nebraska.gov for review.

¹ 2CFR 200.333

WIOA WORKFORCE DEVELOPMENT BOARD REVIEW

Greater Nebraska Workforce
Development Area [GNWDA]

Greater Nebraska

Workforce Development Board (GNWDB) Review

February 25, 2019

Scope: The Nebraska Department of Labor (NDOL), Office of General Counsel, State Monitor has conducted a review examining the creation of a local Workforce Development Board (WDB) compliant with the composition requirements of the WIOA Act and its implementing regulations. Areas of review included certification by the Governor recognizing the WDB, authorizing functions of a WDB, and performance of WDB in conducting assigned responsibilities. This review has been conducted primarily as a desk review. Some areas listed may be incorporated in other annual reviews.

Board Composition:

WIOA sets standards for establishing a workforce development board (WDB) in each local area of a State to carry out the functions of the local area. Board membership must be consistent with the law, and when the Governor has established criteria for use in local area appointment of members follow such procedures. A board must be seated as follows¹:

1. A majority of the members of the Local WDB must be representatives of business in the local area.
 - a. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration.
2. At least 20 percent of the members of the Local WDB must be workforce representatives. These representatives:
 - a. 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;
 - b. Must include 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. Must include at least one eligible training provider administering adult education and literacy activities under WIOA title II;
4. Must include at least one representative from an institution of higher education providing workforce investment activities, including community colleges; and
5. Must include at least one representative from each of the following governmental and economic and community development entities:
 - a. Economic and community development entities;
 - b. The State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 *et seq.*) serving the local area; and
 - c. The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;

The requirements for Local Workforce Development Board Composition mentioned above are outlined in the WIOA Act Sec. 107, CFR 679.320, and the State's Workforce Development Boards and Chief Elected Official's policy.

¹ 20CFR 679.320

GNWDB Composition

<i>Letters within the "meets requirements" column indicate that even though percentage requirements may have been met, eligibility requirements for specific members have not been met. Please see corresponding section below table.</i>			
1. Membership Category - Local Area Business (minimum 51% of total membership)	#	%	Meets
	Count	Representation	Requirements
Local Area Business - General	8	40.0%	Yes
a. Local Area Business - Small (minimum 2)	3	15.0%	Yes (a)
Total	11	55.0%	Yes

2. Membership Category - Workforce (minimum 20% of total membership)	#	%	Meets
	Count	Representation	Requirements
a. Workforce - Labor Organization (minimum 2)	1	5.0%	No (b)
b. Workforce - Joint Labor-Management or Union-affiliated Sponsor of Registered Apprenticeship Program with the local area, who must be a training director or member of a labor organization (minimum 1)	1	5.0%	Yes (c)
Workforce - Community-based Organization with demonstrated experience and expertise in addressing employment, training, or education needs of individuals with barriers to employment, including organizations that serve Veterans or provide or support competitive integrated employment for individuals with disabilities (additional category)	1	5.0%	Yes
Workforce - Organization experienced in addressing employment, training, or education needs of eligible youth, including out-of-school youth (additional category)	0	0.0%	Yes
Workforce - At least 1 additional representative from above categories to reach 20%	0	0.0%	Yes
Total	3	15.0%	No

Membership Category - Education and Training	#	%	Meets
	Count	Representation	Requirements
3. Education and Training - WIOA Title II, Adult Education and Family Literacy (minimum 1)	1	5.0%	Yes
4. Education and Training - Institution of Higher Education (minimum 1)	1	5.0%	Yes
Total	2	10.0%	Yes

5. Membership Category - Government and Economic and Community Development	#	%	Meets
	Count	Representation	Requirements
a. Government and Economic and Community Development - Economic and Community Development Entity serving the Local Area	2	10.0%	Yes
b. Government and Economic and Community Development - Wagner-Peyser Employment Service Program serving the Local Area	1	5.0%	Yes

c. Government and Economic and Community Development - WIOA Title IV Vocational Rehabilitation Program	1	5.0%	Yes
Total	4	20.0%	Yes

Optional Representation	# Count	% Representation	Meets Requirements
Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;	0	0.0%	N/A
Governmental and economic and community development entities who represent transportation, housing, and public assistance programs	0	0.0%	N/A
Philanthropic organizations serving the local area	0	0.0%	N/A
Other appropriate individuals as determined by the CEO	0	0.0%	N/A
Total	0	0.0%	N/A

- (a) The GNWDB has a member representing a business that operates in Omaha, which is not within the GNWDA. Representatives must represent business in the local area.²
- (b) The Board must include two or more representatives of labor organizations, where such organizations exist in the local area.³ One of these positions is currently vacant. The GNWDB must fill this position. The other Workforce Labor position is occupied by an individual who represents an organization in Lincoln which is not within the GNWDA. Representatives of labor organizations must represent organizations in the local area.
- (c) The GNWDB does not currently have at least 20% of their Board representing workforce organizations.⁴ The Board must maintain the required percentages and numbers of eligible representatives in each category.

When there is more than one local area provider of adult education and literacy activities under Title II, or multiple institutions of higher education providing workforce investment activities the CEO must solicit nominations from those providers and institutions, respectively, in appointing the required representatives.⁵ The board must solicit multiple nominations from eligible providers and institutions in the local area to fill those positions. The two individuals who are occupying the education positions are both from Central Community College.

Standing Committees: Standing committees may be established by the Local WDB to provide information and assist the Local WDB in carrying out its responsibilities under WIOA sec. 107. Standing committees must be chaired by a member of the Local WDB, may include other members of the Local WDB, and must include other individuals appointed by the Local WDB who are not members of their Local WDB and who have demonstrated experience and expertise in accordance with 679.340(b) and as determined by the Local

² 20CFR 679.320(b)
³ 20CFR 679.320(c)(1)
⁴ 20CFR 679.320(c)
⁵ 20CFR 679.320(g)(3)

WDB.⁶ The GNWDB has two standing committees, the Strategic Planning Committee and the System Coordination Committee. Neither standing committee has non board members.

Certification: The Local WDB is appointed by the CEO in each local area in accordance with State criteria established under WIOA sec. 107(b), and is certified by the Governor every two years, in accordance with WIOA sec. 107(c)(2).⁷ The GNWDB was most recently certified for the two year period July 1, 2017 through June 20, 2019. This was documented in a letter signed by the Governor to the GNWDB.

By-Laws: CEO must establish by-laws, consistent with State policy for Local WDB membership, that at a minimum address: the nomination process used by the CEO to select the Local WDB chair and members; The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year; the process to notify the CEO of a WDB member vacancy to ensure a prompt nominee; the proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the requirements at 679.110(d)(4); the use of technology, such as phone and Web-based meetings, that will be used to promote WDB member participation; the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and a description of any other conditions governing appointment or membership on the Local WDB as deemed appropriate by the CEO.⁸

The GNWDB abides by their current bylaws, approved by the CEO on January 18, 2018. The bylaws address all but two required items. These bylaws do not address the process for ensuring local board members actively participate in convening the one-stop deliver system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for the workforce development activities. GNWDB's bylaws do include this language but do not specify how members will ensure that this happens.

The bylaws also do not include the proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the requirements at 20 CFR 679.110(d)(4). These items must be included in the GNWDB bylaws.

Conflict of Interest: A local board member and a member of a standing committee of the local board must not vote on or participate in any decision-making capacity regarding: the provision of services by the member or any entity or class of officials which that member directly represents; or any matter that would provide any direct financial benefit to the member or that member's immediate family. In addition, the local board, as a non-Federal entity, must maintain written standards of conduct covering conflicts of interest and governing the actions of its members and local area staff engaged in the selection, award and administration of contracts as described in 2 CFR 200.318*(c)(1). The GNWDB has included a section on Conflict of Interest in their bylaws.

Plan: The GNWDA Plan includes more detailed information on the functions of the board, regional planning, labor market information and convening with local workforce development system stakeholders.

Agreements: The GNWDB currently has the following active agreements:

- Agreement between the Greater Nebraska Chief Elected Officials Board and the Greater Nebraska Workforce Development Board: Responsibilities and duties, effective July 1, 2017.
- Agreement between the Governor of the State of Nebraska, the Greater Nebraska Chief Elected Officials Board, and the Nebraska Department of Labor: Grant Recipient Services, effective July 1, 2017.

⁶ 20CFR 679.360(a)

⁷ 20CFR 679.350

⁸ 20CFR 679.310(g)

- Agreement between Greater Nebraska Workforce Development Board and the Nebraska Department of Labor: Youth Services, effective July 1, 2017.
- Agreement between the Greater Nebraska Workforce Development Board and the Nebraska Department of Economic Development: One Stop Operator. Effective July 1, 2017.
- Agreement between the members of the Greater Nebraska Chief Elected Officials Board, effective July 1, 2017.
- Required Memorandums of Understanding (MOU) with core partners.

Transparency: The Local WDB must conduct its business in an open manner as required by WIOA sec. 107(e). The WDB must make itself available to the public, on a regular basis through electronic means, open meetings and information about the activities of the Local WDB.⁹

This includes:

- Information about the Local Plan, or modification to the Local Plan, before submission of the plan;
- List and affiliation of local WDB members; selection of one-stop operators;
- Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities;
- Minutes of formal meetings of the Local WDB; and
- Local WDB by-laws, consistent with 20 CFR 679.310(g)

The GNWDB posts all of their draft and approved meeting minutes, materials, agendas and schedule on their website at dol.nebraska.gov. GNWDA provided a public notice from their most recent meeting. They also include information about the Sunshine Provision in their bylaws.

Oversight: The GNWDB does not currently have developed oversight policies and procedures. The GNWDA is currently in the process of creating oversight procedures.

Accessibility: One of the required functions of the local WDB is to assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)¹⁰ Accessibility will be reviewed during the Equal Opportunity/Nondiscrimination review.

Corrective Action Required:

Findings requiring corrective action are listed below. 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.

Board Composition

1. Ensure that at least 20% of the GNWDB is made up of workforce representatives.
2. Ensure that at least two of the workforce representatives are representatives of labor organizations, where such organizations exist in the GNWDA. Where labor organizations do not exist, representatives must be selected from other employee representatives.

⁹ 20CFR 679.390

¹⁰ 20CFR 679.370(p)

3. Ensure that all board members are representing organizations within the local area. Individuals who represent organizations outside of the GNWDA are not eligible to be on the GNWDB. There are currently two individuals who represent organizations outside of the local area.
4. When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA sec. 107(b)(2)(C)(i) or (ii) nominations are solicited from those particular entities

Standing Committees

5. The GNWDB must include non-board members in their standing committees. These members must have demonstrated experience and expertise in accordance with 679.340(b) and as determined by the Local WDB.

Bylaws

6. Bylaws must:
 - a. Include the proxy/designee process for when a member is absent.
 - b. Include the process for ensuring local board members actively participate in convening the one-stop deliver system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for the workforce development activities.
 - c. Clarify the WDB composition section to include all composition requirements.

Oversight

7. Ensure timely completion of oversight policies and procedures.

Agenda Item GNWDB 5W/ System 3d: Supportive Service Policy

Background: The Workforce Innovation and Opportunity Act requires all local boards to develop policies and procedures regarding the provision and coordination of supportive services for adult and dislocated worker participants. Supportive services are also one of the fourteen youth elements that must be made available to participants.

Top policy revisions:

1. Included "no payments in arrears"
2. Removed gas vouchers

It is proposed that the Greater Nebraska Workforce Development Board approve the revised Supportive Service Policy.

Supportive Service Policy

Policy No.	21
Effective Date	5/23/2019
Approval	GNWDB

Reference

Workforce Innovation and Opportunity Act (WIOA) 134; 20 CFR §§ 680.900-680.970; TEGL 19-16, Nebraska Department of Labor (NDOL) Adult and Dislocated Worker Programs Policy.

Policy

Supportive services are available for WIOA Title 1 Adult, Dislocated Worker and Youth programs. Supportive services are one of the 14 youth elements that must be made available to participants.

Supportive services are services that are reasonable and necessary to enable a participant to take part in career services, training services, or youth employment and training activities. Supportive services should not duplicate funds provided by another source. Participants in need of supportive services should be referred to other community resources before WIOA Title 1 funds the service. It may be applicable to cost share with other service providers.

The frequency and utilization of supportive services is determined on an individual basis based on the participant's Individual Employment Plan (IEP) or Individual Service Strategy (ISS). Supportive service dollars are not guaranteed as they are based on availability of program funds.

Supportive services are not intended to meet every need of the participant. Rather, they provide temporary assistance. For this reason, staff should assist the participant in developing a plan to cover the supported cost once WIOA Title 1 funds are no longer appropriate for the individual.

Payments are not allowed for:

- Expenses incurred prior to enrollment in a WIOA program.
- Business start-up costs.
- Rental or utility deposits
- Gas vouchers
- Any service in arrears

Supportive Services

1. Linkages to community services

Assistance in providing linkages, referrals, and accurate information about the availability of supportive service assistance not provided or funded by WIOA. These services may include, but are not limited to Supplemental Assistance Nutrition Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), veteran's assistance funds, financial assistance for education, county public assistance funds, etc.

2. Assistance with transportation

Transportation assistance may include, but is not limited to mileage reimbursement, auto repairs, vehicle liability insurance, bus, or other transportation fares.

Mileage reimbursement assistance may be provided to assist a participant that travels at least 15 miles one-way to get to employment, training, education, work experience, and/ or the local career center. Mileage reimbursement assistance has no cap limit besides the maximum transportation limit of \$2500.

Vehicle liability insurance is limited to three months of liability insurance. Vehicle liability insurance is capped at \$300.

Auto repair payments are limited to repairs of an immediate need. Normal vehicle maintenance costs are not allowed. Auto repairs (including towing) is capped at \$800.

Maximum limit: Transportation limit per participant is \$2500. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

3. Assistance with child care and dependent care

Child care and dependent care assistance may be utilized to help a participant meet their family care needs during WIOA Title I program participation. Dependent care service providers are selected by the participant. Child care and dependent care is only provided for children related by blood, marriage or decree of court, who are living in the participant's residence. Child care and dependent providers must be licensed in order for direct payment or reimbursement. Participants who are employed or attending training and in need of dependent care, should be referred to community dependent care assistance program(s). Ensure WIOA Title I funds do not duplicate childcare assistance available from another source. Participants should be encouraged to take advantage of financial literacy services to assist them with an on-going plan to pay for their dependent care expenses.

Determine allowed dependent care cost

If a participant is receiving child care assistance from another agency, WIOA Title I will pay for the allowed dependent care costs after subtracting the received child care assistance amount. Supporting documentation in this instance must include verification of outside child care assistance.

Maximum limit: Child care and dependent care limit per participant is \$1000. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

4. Assistance with housing

Housing assistance provided to participants allows participants to maintain or obtain adequate or temporary shelter while participating in WIOA Title I services. Housing assistance may include,

but is not limited to the cost for rent, mortgage payment, temporary housing in a motel/hotel or apartment and utility payments. Housing assistance is an emergency intervention; a plan must be established to ensure the client will be able to meet long-term housing needs. Participants should be encouraged to take advantage of financial literacy services to assist them with an on-going plan to pay for their housing expenses.

Maximum limit: Housing limit per participant is \$1000. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

5. Assistance with relocation and pre-employment interviews

Supportive service funds may be utilized to assist a participant with the cost of relocation and pre-employment interviews. Relocation and pre-employment interview assistance is limited to unemployed participants who cannot obtain employment within their commuting area (commute area is considered to be 50 miles) that meets their skill level and/or has a sufficient wage. The relocation or pre-employment interview must be located in Nebraska and for permanent employment. The participant must have secured self-sufficient, long-term employment that has been verified in writing outside their commuting area or have secured a pre-employment interview, documented by a letter from the prospective employer outside their commuting area. Relocation and pre-employment expenses may include:

1. Transportation and lodging for the participant's pre-employment interview
2. Transportation for the participant to the relocation area
3. Lodging for the participant during the relocation transition
4. Transportation of household goods to the relocation area including the cost of renting a trailer, moving truck, or hiring a commercial carrier
5. Temporary storage (up to 60 days) of household effects

Maximum limit: Relocation and pre-employment interview limit per participant is \$2000. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need

6. Assistance with educational testing

Supportive service funds may be utilized to assist a participant with the cost of an exam or educational test to enable them to advance along a career or educational pathway. Examples include but are not limited to ACT exams, high school equivalency exams, NCLEX exam, LPN exam, etc.

Maximum limit: There is no limit on educational testing besides the lifetime supportive service cap but must be based on individual need.

7. Payments and fees for employment and training-related applications, tests, and certifications.

Supportive service funds may be utilized to assist a participant with the cost of employment and training-related applications, exams, or tests to enable them to advance along a career pathway. Examples include but are not limited to fees for post-secondary applications, re-licensing, driver's licenses, background checks, finger printing, etc.

Maximum limit: Employment and training-related cost limit per participant is \$1000. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

8. Reasonable accommodations for individuals with disabilities

Support service funds may be utilized to assist a participant who needs workplace accommodations to enable them to participate in employment, training, education, work experience, career center services, or job searching.

Maximum limit: There is no limit on reasonable accommodations besides the lifetime supportive service cap but must be based on individual need.

9. Legal aid services

Assistance in providing linkages, referrals, and accurate information about the availability of legal aid services in Nebraska. This is a non-funded service.

10. Referrals to health care

Supportive service funds may be utilized to assist a participant with the cost of medical or counseling services. Examples include but are not limited to DOT physicals, drug screens, required immunizations, eyeglasses, etc.

Health care costs are limited to immediate or emergency needs. Routine doctor visit costs are not allowed.

Eyeglasses costs require administrative approval.

Maximum limit: Health care limit per participant is \$800. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

11. Assistance with uniforms or other appropriate work attire and work-related tools

Supportive service funds may be utilized to assist a participant in proper attire and work-related tools for obtaining or maintain employment and/ or training. Examples include but are not limited to scrubs, tools, boots, etc.

Maximum limit: Work attire and work-related tools limit per participant is \$2000. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

12. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes

Supportive service funds may be utilized to assist a participant attending a WIOA approved postsecondary education program with books, fees (non-education) and other necessary items related to their education. Examples include but are not limited to required books, campus parking permits, computer software (Adobe, Microsoft Office), etc.

Schools supplies are not allowed. These include flash drive, pens, notebooks, etc.

Computers may be purchased if it is determined that a personal computer is necessary to participate and complete an approved training program and the participant has no other reasonably available sources for computer access. Computer purchase approvals will be made on a case-by-case basis by the Administrative Entity.

Maximum limit: There is no other limit on books and supplies besides the lifetime supportive service cap and must be based on individual need.

13. Needs-Related Payments

Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training. Unlike other supportive services, in order to qualify for needs related payments a participant **MUST** be enrolled in training.

Eligibility requirements for Needs-Related Payments

To receive needs-related payments a dislocated worker must meet criteria 1 or 2:

1. Be unemployed; and
 - a. No longer qualifies for unemployment compensation or trade readjustment allowance under TAA; and
 - b. Be enrolled in a program of training service by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months.
2. Be unemployed and does not qualify for unemployment compensation or trade readjustment assistance under TAA and enrolled in a program of training services.

Payments

Needs-related payments may be provided while a participant is waiting for training if the participant has been accepted in a training program that will begin within 30 calendar days.

1. Greater Nebraska does not authorize needs-related payments for Adults or Youth.
2. For dislocated workers, payments must not exceed the greater of either of the following levels:
 - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
 - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income.

2018 Poverty Guidelines/ Lower Living Standard Income Level (LLSIL)

Persons in Family/Household	Poverty Guideline	LLSIL	70% LLSIL
1	\$12,140	13,255	9,278
2	16,460	21,703	15,192
3	20,780	29,798	20,859
4	25,100	36,784	25,749
5	29,420	43,418	30,392
6	33,740	50,774	35,542
7	38,060	58,130	40,691
8	42,380	65,486	45,840

Poverty Guideline: For families/households with more than 8 persons, add \$4,320 for each additional person.

LLSIL: For families with more than 8 persons, add \$7,356 for each addition person.

The lower income level is used for determining weekly payment level.

Example: A family size of 1 would receive \$178/ week for a maximum of eight weeks.
($\$9,278/52 \text{ weeks} = \178.42)

Maximum limit: Needs-related payments limit per participant is the maximum weekly unemployment compensation benefit amount times eight and can be received for a maximum of eight weeks. (Example: $\$414 * 8 = \3312) This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

Maximum Payment

Supportive services cannot exceed \$4000 for the participant's entire duration in the program and must follow the maximum payment limits set for specific services. Needs-related payments do not count towards the supportive service maximum and are in addition to life time limits. Supportive service costs are excluded as a part of the training costs.

Documentation

The participant need, necessity of the supportive service, and lack of similar services available in the community must be documented in a case note and be included in the IEP or ISS. A NEworks activity must also be opened.

When multiple options are available for receiving supportive services, documentation must show that a reasonable effort was made to determine the lowest competitive cost available was chosen. Example: Receiving at least two separate quotes for vehicle repairs.

Disclaimer

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Agenda Item GNWDB 5X/ System 3e: Complaints, Grievances, & Appeals Policy

Background: Local boards are required to comply with Section 181 of the WIOA Act, 20 CFR 683 Subpart F and the State's Grievance and Complaints Policy.

Top policy revisions:

1. Combined the Appeals Procedures for Program Participants (#5) and Complaints and Grievances of a Non-discriminatory Nature (#8) Policies
2. Streamlined the policy to align with the state's

The State updated their Grievance and Complaints Policy in February 2018. In order to comply with their policy, it is proposed that the Greater Nebraska Workforce Development Board approve the revised Complaints, Grievances & Appeals Policy.

Complaints, Grievances & Appeal Procedures

Policy No.	8
Effective Date	5/23/2019
Approval	GNWDB

Reference

20 CFR §§ 683.600-683.610; Nebraska Department of Labor’s (NDOL) Grievances and Complaints Policy.

Policy

Complaints & Grievances of a Non-discriminatory Nature

Purpose

The following procedure describe the process by which participants and others affected may file complaints/grievances alleging a violation of the requirements under Title I of the Workforce Innovation and Opportunity Act (WIOA) including grant agreements, grant awards, collective bargaining agreements, failure to receive services, etc.

Reasonable Effort

The American Job Centers and NDOL Offices will make reasonable efforts as provided for in 29 CFR 28.9 to assure that information on the complaint procedure and complaint forms will be understood by individuals, including youth, and limited English speaking participants, in order to meet their language needs and be effectively informed.

Protection

These procedures are designed to ensure that the identity of a person who furnishes information or assists in the investigation of a complaint will be kept confidential to the extent possible consistent with a fair determination on the complaint. A complainant’s rights include freedom from employment termination, discrimination, retaliation, or denial of WIOA benefits to which entitled because the person filed a complaint. The complainant’s identity will be kept confidential to every extent possible unless and until identity is necessary to resolve the issue.

Reprisal

Retaliation is prohibited against a person who files a complaint or testifies. An individual may file a complaint without fear of jeopardizing his/her WIOA participation, employment, advancement opportunities, salary increases, or any other rights and benefits.

Who May File

A complaint may be filed by any person or organization affected by the local Workforce Development System, including but not limited to program participants, contractors, WIOA staff, local area staff, one stop partners, service providers, One Stop Partner staff, applicants for program participation, labor unions, and community based organizations.

Filing Deadline

Non-criminal complaints and grievances of a nondiscriminatory nature should be filed as soon as possible and shall be filed within 180 days of the alleged occurrence.

Complaints Process

If a grievance or complaint is made directly to the State or Secretary they will be referred to the appropriate local area for resolution. Local level procedures shall be exhausted before the complaint may be addressed at the State level. The local area shall either resolve the complaint informally or have a hearing and issue a final local decision within sixty (60) days.

How to File a Complaint

Complaints shall be submitted in writing and contain the following:

- A. Full name, legal address, phone number of the complainant, and email address if available.
- B. Full name, address of the person or entity against whom the complaint is made.
- C. A clear statement of the facts and date(s) of the alleged violation.
- D. If known, the specific areas of Title I WIOA, its regulations, or other terms or conditions believed to have been violated.
- E. A statement as to whether or not the complaint has been filed anywhere else.
- F. If the complainant is represented by an attorney or other representative of the complainant's choice, the name, address and phone number of the representative.
- G. Must state the relief or remedial action sought.
- H. Copies of documents supporting or referred to in the complaint must be attached to the complaint.
- I. The complaint must be signed and dated by the complainant.
- J. The written complaint is to be given to the One-Stop Operator of the American Job Center or mailed to the: Greater Nebraska Workforce Development Area, 550 S. 16th Street, Lincoln, NE 68508
- K. If the complainant is unable to provide a written statement, an alternative method of obtaining written documentation from the complainant shall be pursued, which may include assistance by agency staff or the local service provider.

Where to get a Complaint Procedure/Form

This policy and forms are available upon request at the American Job Centers or any Nebraska Department of Labor Office. Any entity which is awarded Title I funds will provide and publish information on the complaint procedure and have forms available to participants upon request. WIOA case managers are required to explain the process to clients during the initial assessment process and make available a copy of this policy.

Resolving a Complaint

- A. Complainants are encouraged to resolve complaints through informal discussion. If there is a mutually satisfactory resolution from the informal discussion, the One Stop Operator should include documentation in the file and in the complaint log stating the issues and the resolution. The matter would then be considered closed.

- B. If the complaint is not resolved through informal discussion, the complainant can choose to formally file a written complaint with the One Stop Operator.
- C. The One Stop Operator will formally acknowledge its receipt of a complaint within 5 days of receipt by a written acknowledgment. The acknowledgment will be sent to the complainant's last known address on record.
- D. Within 14 days of receiving a complaint, the One Stop Operator will issue and send its initial determination to the complainant's last known address of record. The initial determination shall be construed as an informal resolution and will include:
 - a) Statement of complainant's issues.
 - b) The One Stop Operator's determination.
 - c) Reasons for the determination.
 - d) An offer to accept the determination in writing.
- E. If the determination is not accepted, a hearing may be requested by the complainant. The written request for a hearing must be made in writing by the complainant to the One Stop Operator and received by the One Stop Operator within 5 days of the complainant's receipt of the initial determination decision.
- F. Upon receipt of request for a hearing, the One Stop Operator will arrange it to be heard by a Hearing Committee of the Greater Nebraska Workforce Development Board designated by the Chairperson (hereinafter referred to as Committee) or by a hearing officer as designated by the Committee. The Committee shall have a minimum of 3 members for the hearing.
- G. The hearing will be arranged within 5 days from the date of receiving the request for a hearing.
- H. The complainant will be sent a written notice within 3 days after arranging a date that a hearing has been arranged and provide the location, date, and time of the hearing. The notice will include:
 - a) Identity of Committee or hearing officer as designated by the committee.
 - b) Date, time and place that the hearing will be held.
 - c) Opportunity for the complainant to withdraw the request for a hearing. The request must be received in writing before the date of the hearing and must include a signed statement that the resolution is satisfactory.
 - d) The opportunity to bring witnesses or documentary evidence.
 - e) The opportunity to be represented by an attorney or other representative chosen by the complainant.
 - f) The opportunity to have relevant records and/or other documents surrendered for the hearing.
 - g) The opportunity to question any witnesses.

- I. The hearing will be conducted within 25 days of receiving the request for a hearing. The hearing will be held informally; meaning that formal and/or technical rules of evidence do not apply. Opportunity shall be afforded all parties to present evidence or testimony bearing on the nature of the complaint.
- J. The Committee's decision will be given in writing to the complainant and One Stop Operator within 60 days of the date the formal complaint was received by the One Stop Operator. The decision will include:
 - a) Statement of issues.
 - b) Committee's decision.
 - c) Reason(s) for the decision.
 - d) Recommended action(s).
- K. The One Stop Operator will review and respond in writing to the Committee's decision within 5 days after receiving the decision and provide a copy to complainant. The One Stop Operator's written response to the recommended action will include:
 - a) Summary of facts and findings.
 - b) One Stop Operator response.
 - c) Reason(s) for the response.
 - d) Action(s) to be taken.

State Appeal Procedures

The parties have a right to appeal for a review by the State when no determination is made at the local level within 60 days or a party to the grievance or complaint is dissatisfied with the local decision. The State Department of Labor has issued a process for this appeal, which can be found [here](#) or they may be contacted at:

Nebraska Department of Labor
Office of Employment and Training
550 South 16th Street
Lincoln, Nebraska 68509

Federal Appeal Procedures

All non-criminal grievances and complaints alleging violations of the requirements of WIOA Title I must be first addressed through local area and state procedures. An appeal may be submitted to the Secretary of Labor regarding a non-criminal grievance or complain when no determination is made at the State level within 60 days of filing an appeal or a party to the grievance or complain is dissatisfied with the decision on the state-level appeal filed with NDOL. The State's Grievances and Complaints policy has issued a process for this appeal, which can be found [here](#) or they may be contacted at:

Nebraska Department of Labor
Office of Employment and Training
550 South 16th Street
Lincoln, Nebraska 68509

Statewide Grievances and Complaints

Grievances and complaints from participants and other interested parties affected by Statewide Workforce Investment programs may be submitted to the State at:

Nebraska Department of Labor
Office of Employment and Training
550 South 16th Street
Lincoln, Nebraska 68509

If it is determined that the complaint is directly related to the local WIOA program, then the complaint/grievance will be remanded to the local area grievance process. Local level procedures shall be exhausted before the complaint may be addressed at the State level. The local area shall either resolve the complaint informally or have a hearing and issue a final local decision within sixty (60) days.

Complaints & Grievances of Another Natures

Labor Standard Violation

If an individual alleges a labor standard violation, such violation may be submitted to a binding arbitration procedure if such individual's collective bargaining agreement covering the parties to the grievance provides for an arbitration procedure.

Binding Arbitration

As an alternative to the above, a person alleging a violation of Section 181(b) may submit the grievance to a binding grievance procedure if a collective bargaining agreement covering the parties to the grievance so provides. However, binding arbitration decisions are not reviewable by the Secretary, and the remedies available to the grievant are limited to those set forth in the Act.

Violations of the Relocation Provisions in Section 181(d) of the Act

When the grievance alleges violation of the Relocation Provisions in Section 181(d) of the Act, the grievance may be submitted to the Secretary of Labor for investigation to determine whether the State or local area is in compliance with the Act.

If the Secretary determines that a violation of the relocation prohibitions has occurred, the Secretary shall require the State that has violated such provisions to repay to the United States an amount equal to the amount expended in violation.

Record Retention

Complaint records must be retained by the One Stop Operator for a minimum of three years following resolution of the complaint. The One Stop Operator will maintain a Complaint Log that

records all complaints, oral and written, and will provide this log upon request to the Greater Nebraska Workforce Development Board and to the State Program Monitor for compliance and verification purposes.

Disclaimer

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Agenda Item GNWDB 5Y/ System 3f:

Personally Identifiable Information Policy

Background: To comply with 20 CFR 683.220, recipients and sub recipients of WIOA Title I funds must have an internal control structure and written policies in place that provide safeguard to protect personally identifiable information.

It is proposed that the Greater Nebraska Workforce Development Board approve the Personally Identifiable Information Policy.

Personally Identifiable Information Policy

Policy No.	26
Effective Date	5/23/2019
Approval	GNWDB

Reference

TEGL 39-11.

Policy

Personally Identifiable Information

The Workforce Innovation Opportunity Act (WIOA) requires that recipients of WIOA Title 1 funds provide personally identifiable information (PII) to access WIOA services. PII and other sensitive information must be protected consistent with applicable Federal, State, and local privacy and confidentiality laws. This policy addresses the security of sensitive and non-sensitive PII, for services offered through WIOA Title I.

The Department of Labor has defined two types of PII, protected PII and Non-sensitive PII. The differences between the two are primarily based on an analysis regarding the risk of harm that could result from the release of the PII.

Protected PII

Protected PII is information that if disclosed could result in harm to the individual whose name or identity is linked to that information.

Examples include, but are not limited to, social security numbers, credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers, medical history, financial information and computer passwords.

Non-sensitive PII

Non-sensitive PII is information that if disclosed, by itself, could not reasonable be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

Examples include, but are not limited to, first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race.

Data Protection

1. Data may not be obtained or used for any purpose other than those required by the programs. Access to data is restricted to only those individuals who need it in their official capacity to perform duties in connection with the scope of work.
2. Staff and other personnel who have access to PII are advised of the confidential nature of the information, the safeguards to protect the information and the civil and criminal sanctions for noncompliance with such safeguards. Personnel acknowledge their understanding of these compliance requirements and their liability for improper disclosure during their new-hire orientation.
3. PII will be stored in a secure location that is safe from access by unauthorized persons. Accessing, processing and storing participant data on personally owned equipment at off-site locations is prohibited.
4. Staff must ensure privacy of all PII obtained from participants and/or other individuals and protect such information from unauthorized disclosure. Participants will be required to sign a release of information to listed parties before any PII is shared with another person/agency.
5. Data must be processed in a manner to protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records.
6. All data transmitted electronically must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. Unencrypted sensitive PII must not be emailed.

Data Breach

Any breach of data must be reported in writing to the administrative entity immediately upon occurrence, not to exceed 24 hours after the breach is identified.

Data Retention

Data will be retained for the required three years, then destroyed.

Disclaimer

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Agenda Item GNWDB 5Z/ System 3g:

Adult, DLW, & Youth Eligibility Policy

Background: The Workforce Innovation and Opportunity Act requires all local boards to develop policies and procedures regarding eligibility criteria for the youth, adult, and dislocated worker programs.

Top policy revisions:

1. Combined the Adult Eligibility (#4), DLW Eligibility (#11), Youth Eligibility (23), and Requires Additional Assistance (#20) policies to streamline policies and provide all eligibility requirements in a single document
2. Included DLW- Category 5 Service Member as the current policy only included Military Spouse
3. Included an appendix of WIOA defined terms

It is proposed that the Greater Nebraska Workforce Development Board approve the revised Adult, DLW, & Youth Eligibility Policy.

Adult, Dislocated Worker & Youth Eligibility

Policy No.	11
Effective Date	5/23/2019
Approval	GNWDB

Reference

Workforce Innovation and Opportunity Act (WIOA) 134, 194(12), 194(1), 189(h); 20 CFR §§ 680.120-683.285; Tegl 19-16, Tegl 23-14, Tegl 21-16; Nebraska Department of Labor (NDOL) Program Eligibility for Youth, Adults, and Dislocated Workers Policy.

Policy

The purpose of this policy is to provide guidelines regarding the eligibility criteria for WIOA Title 1 Adult, Dislocated Worker (DLW) and Youth programs.

Eligibility is determined based on information collected during registration and these criteria follow the participant through the entire course of WIOA programs and services attached to that application. If the participant's circumstances change during the WIOA registration cycle (such as a change in economic status, employment status, etc.), the participant remains eligible.

Eligibility for services should not be construed as a guarantee of services. The WIOA program is not an entitlement program.

Employment and training opportunities must be provided to Adults, DLWs, and Youth who can benefit from, and are most in need of, such opportunities.

Section 1. General Eligibility Requirements

All Adults, DLWs, and Youth must meet the following general eligibility criteria:

- Citizens or nationals of the United States; or
- Lawfully admitted permanent resident non-citizen, refugees, asylees, parolees, or other immigrants authorized to work in the United States by the Secretary of Homeland Security, or the Secretary's designee.

All individuals who are male and age 18 or older have complied with the requirements of the Military Selective Service Act.

Section 2. Adult Program Eligibility

To be eligible for career services through the Adult program, an individual must be age 18 or older and meet the general eligibility criteria in section one.

The priority of service policy must be followed.

Section 3. Dislocated Worker Program Eligibility

To be eligible for career and training services through the DLW program, an individual must meet the criteria outlined in one of the following five categories and the general eligibility criteria in section one.

Category 1- Ordinary Layoff

This eligibility category covers an individual who has been terminated or laid off, or who has received a notice of termination or layoff from employment, but not because of a permanent closure or mass layoff, and is either:

- eligible for or has exhausted entitlement to unemployment compensation; or
- has been employed long enough to demonstrate an attachment to the workforce even if not eligible for unemployment compensation due to:
 - insufficient earnings; or
 - having performed services for an employer that is not covered under state unemployment compensation laws.

The individual must also be unlikely to return to a previous industry or occupation.

Category 2- Permanent Closure of Mass Layoff

This eligibility category covers an individual who has been dislocated because of a permanent closure or mass layoff, meaning an individual who:

- has been terminated or laid off, or has received a notice of termination or layoff, from employment because of any permanent closure of or any substantial layoff at a plant, facility, or enterprise; or
- is employed at a facility at which the employer has made a general announcement that the facility will close within 180 calendar days; or
- for purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that the facility will close.

Category 3- Conditions Affecting Self-employment

This eligibility category covers a self-employed individual, including family members and farm workers or ranch hands, who are unemployed as a result of general economic conditions in the community in which the individual resides or a natural disaster.

Category 4- Displaced Homemaker

This eligibility category covers an individual who is dislocated as a displaced homemaker, meaning the individual has been providing unpaid services to family members in the home and:

- has been dependent on the income of another family member but is no longer supported by that income; or
- is the dependent spouse of a member of the US Armed Forces on active duty and whose family income is significantly reduced because of a:

- deployment;
- call or order to active duty; or
- permanent change of duty station or the service-connected death or disability of the service member.

The individual must also be unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

Category 5- Service Member or Military Spouse

Service Member

This eligibility category covers a service member who has separated or is separating from the US Armed Forces with a discharge that is anything other than dishonorable and:

- has received a notice of separation, a Form DD-214 from the Department of Defense, or other documentation showing a separation or imminent separation from the US Armed Forces;
- is eligible for or has exhausted unemployment compensation; and
- is unlikely to return to a previous industry or occupation.

Military Spouse

An individual who is the spouse of a member of the US Armed Forces on active duty is a dislocated worker if that individual:

- has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in the duty station of the service member; or
- is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Section 4. Youth Program Eligibility

Transition of WIA Youth Participants to WIOA Youth Program

WIA youth program participants enrolled in the WIA youth program as of July 1, 2015 are automatically enrolled in the WIOA youth program, even if the participant would not be otherwise eligible. WIOA youth program operators are not required to redetermine eligibility if the participant was determined eligible and enrolled under WIA. WIA youth program participants must be allowed to complete the program services specified in their individual service strategy.

In-school Youth Eligibility

To qualify for the In-school Youth (ISY) program, an individual must meet the criteria outlined below and the general eligibility criteria in section one.

An individual must meet all of the following criteria:

- The individual must provide equal opportunity data on race, ethnicity, age, sex, and disability;
- The individual must be between the ages of 14-21;

- The individual must be attending school, including secondary school or postsecondary school; and
- The individual is a low-income individual.

In addition, the individual must meet at least one of the following criteria:

- The individual is basic skills deficient;
- The individual is an English language learner;
- The individual is an offender;
- The individual is a homeless individual who:
 - a. Lacks a fixed, regular, and adequate nighttime residence and is:
 - i. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. Lives in a motel, hotel, trailer park, or campground due to the lack of an adequate alternative;
 - iii. Lives in an emergency or transitional shelter; or
 - iv. Is awaiting foster care placement;
 - b. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Is a migratory youth who is living under circumstances described in rows a and b of this list;
 - d. Lives in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, similar settings; or
 - e. Is a runaway;
- The individual:
 - a. Is in foster care;
 - b. Has aged out of the foster care system;
 - c. Has attained age 16 and left foster care for kinship guardianship or adoption;
 - d. Is eligible for assistance under the John H. Chafee Foster Care Independence Program; or
 - e. Is in an out-of-home placement;
- The individual is pregnant or parenting;
- The individual is an individual with a disability; or
- The individual requires additional assistance to complete an educational program or to secure or hold employment.

School Status

School status is determined at the time of eligibility and remains the same throughout the individual’s participation in the ISY program. Once enrolled, an ISY may continue to receive services beyond the age 21.

High school equivalency programs and dropout re-engagement programs are not considered schools for purposes of determining school status, with one exception. Individuals attending high school equivalency programs, including programs considered to be dropout re-engagement programs, are ISY when the programs:

- are funded by the public K–12 school system; and
- classify the individuals as still enrolled in school.

An individual enrolled in an alternative school, class, or education program established in accordance with Neb. Rev. Stat. § 79-266 is considered an ISY when the program classifies the individual as still enrolled in school.

Additional Assistance Limitation

Not more than five percent of individuals may be eligible as ISY based solely on a need for additional assistance to complete an educational program or to secure or hold employment. Administrative approval is required to enroll an individual who qualifies solely on a need for addition assistance to complete an educational program or to secure or hold employment.

Out of School Youth Program Eligibility

To qualify for the Out-of-school Youth (OSY) program, an individual must meet the criteria outlined below and the general eligibility criteria in section one.

An individual must meet all of the following criteria:

- The individual must provide equal opportunity data on race, ethnicity, age, sex, and disability;
- The individual must be between the ages of 16-24; and
- The individual is not attending school, including secondary school or postsecondary school.

In addition, the individual must meet at least one of the below criteria:

- The individual is a school dropout;
- The individual is within the age of compulsory school attendance under state law but has not attended for at least the most recent complete school-year quarter or calendar-year quarter;
- The individual is a recipient of a secondary school diploma or its recognized equivalent, a low-income individual, and either basic skills deficient or an English language learner;
- The individual is an offender;
- The individual is a homeless individual who:
 - a. Lacks a fixed, regular, and adequate nighttime residence and is:
 - i. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. Living in a motel, hotel, trailer park, or campground due to the lack of adequate alternative;
 - iii. Living in an emergency or transitional shelter;
 - iv. Is abandoned in a hospital; or
 - v. Is awaiting foster care placement;
 - b. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Is a migratory youth who is living under circumstances described in rows a and b of this list;
 - d. Lives in cars, parks, public spaces, abandoned buildings, substandard housing, bus or training stations, or similar settings; or
 - e. Is a runaway;

- The individual:
 - a. Is in foster care;
 - b. Has aged out of the foster care system;
 - c. Has attained age 16 and left foster care for kinship guardianship or adoption;
 - d. Is eligible for assistance under the John H. Chafee Foster Care Independence Program; or
 - e. Is in an out-of-home placement.
- The individual is pregnant or parenting;
- The individual is an individual with a disability; or
- The individual requires additional assistance to enter or complete an educational program or secure or hold employment and is a low-income individual.

School Status

School status is determined at the time of eligibility determination and remains the same throughout the individual's participation in the youth program. Once enrolled, OSY may continue to receive services beyond age 24.

Low-income Requirements

An individual must be low-income if the individual is the recipient of a secondary school diploma or a recognized equivalent and eligibility as an OSY is based on:

- Basic skills deficiency;
- Being an English language learner; or
- A need for additional assistance to enter or complete an educational program or to secure or hold employment.

Low-income Exception

Up to five percent of all youth (in-school and out-of-school) program participants, who ordinarily would be required to be low-income for eligibility purposes, are not required to meet the low-income requirement for eligibility, provided they meet all other eligibility requirements. Administrative approval is required to enroll an individual who does not meet the low-income guidelines.

Documentation

All eligibility criteria must be documented in the participant file prior to the provision of WIOA services.

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.

Definitions

Definitions in this appendix are provided as supplemental information that supports the provisions of the policy. The terms and phrases defined in this appendix should be read and understood in the context in which they are used in the policy and not as stand-alone information independent of that context.

1. active duty

The term active duty means full-time duty in the active military service of the United States. The term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.

The term does not include full-time National Guard duty.

2. age of compulsory school attendance

An individual who is within the age of compulsory school attendance is an individual who is subject to compulsory school attendance according to state law. In Nebraska, individuals ages six through 17 are required to attend school, with three exceptions:

- the individual has obtained a high school diploma;
- the individual has completed a program of instruction offered by an unaccredited school that is approved by the Nebraska State Board of Education; or
- has reached 16 years of age and has been legally withdrawn from school.

3. attachment to the workforce

The phrase attachment to the workforce means having been employed at least 20 or more hours per week for at least six of the most recent 36 months in a single occupation. The six months need not be consecutive. An employee of a temporary employment agency, in order to demonstrate attachment to the workforce, must have worked on the same assignment for the same number of weekly hours and duration noted above.

4. attending postsecondary school

Attending postsecondary school means enrollment in credit-bearing postsecondary education classes, including credit-bearing:

- community college classes; and
- continuing education classes.

If an individual is enrolled in non-credit-bearing postsecondary classes only, then the individual is not considered to be attending postsecondary school.

If an individual is enrolled in the youth program between high school graduation and postsecondary education, the individual is considered an ISY if they are registered for postsecondary education, even if they have not yet begun classes at the time of Youth program enrollment.

5. attending school (secondary school)

The phrase attending school is defined by state law. Nebraska State Law defines attending

school as enrollment in and regular attendance at a school approved by the Nebraska State Board of Education, including:

- accredited public and private schools;
- accredited denominational and parochial schools;
- schools that elect not to meet accreditation requirements, including home schools; and
- high school equivalency programs, including an alternative school, class, or education program established in accordance with Neb. Rev. Stat. § 79-266 for the benefit of expelled students.

If an individual is enrolled in the Youth program during the summer and is in between secondary school years, the individual is considered an ISY if they are enrolled to continue school in the fall.

6. basic skills deficient

An individual who is basic skills deficient is:

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

Criteria used to determine whether a youth or adult is basic skills deficient includes the following:

- English, reading, writing, or computing skills below the 8th grade level based on a generally accepted standardized test; or
- Determined to have limited English skills based off staff documented observations or a generally accepted ESL test.

Reasonable accommodations in the assessment process will be provided to individuals with disabilities, if necessary.

Note: Basic skills testing instruments utilized to measure skills level and educational gains under WIOA must be deemed suitable by the National Reporting System for Adult Education (NRS).

Approved English reading or writing skills or computing skills tests include:

- Comprehensive Adult Student Assessment System (CASAS) reading GOALS Series. Forms 901, 902, 903, 904, 905, 906, 907, and 908 are approved for use on paper and through a computer-based format. (Approved for ABE through 2/5/2025)
- Tests of Adult Basic Education (TABE 11/12). Forms 11 and 12 are approved for use on paper and through a computer-based format. (Approved for ABE through 9/7/2024)

Approved ESL tests (Approved through 2/2/2021) include:

- Basic English Skills Test (BEST) Literacy. Forms B, C, and D are approved for use on paper.
- Basic English Skills Test (BEST) Plus 2.0. Forms D, E, and F are approved for use on paper and through the computer-adaptive delivery format.
- Comprehensive Adult Student Assessment Systems (CASAS) Life and Work Listening Assessments (LW Listening). Forms 981L, 982L, 983L, 984L, 985L, and 986L are approved for use on paper and through the computer-based delivery format.

- Comprehensive Adult Student Assessment Systems (CASAS) Reading Assessments (Life and Work, Life Skills, Reading for Citizenship, Reading for Language Arts—Secondary Level). Forms 27, 28, 81, 82, 81X, 82X, 83, 84, 85, 86, 185, 186, 187, 188, 310, 311, 513, 514, 951, 952, 951X, and 952X of this test are approved for use on paper and through the computer-based delivery format.
- Tests of Adult Basic Education Complete Language Assessment System-English (TABE/CLAS-E). Forms A and B are approved for use on paper.

7. call or order to active duty

The phrase call or order to active duty refers to the call or order or retention on active duty for members of the uniformed services under 10 USC §§ 688, 12301(a), 12302, 12304, 12304a, 12305, or 12406 or 10 USC Subtitle A Part I Chapter 15, or any other provision of law during a war or during a national emergency declared by the United States President or Congress.

8. deployment

A member of the US Armed Forces is considered to be deployed on any day on which, pursuant to orders, the member is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which the member resides when on duty at the member's permanent duty station or homeport. If the individual is member of a reserve component of the US Armed Forces and is performing active service pursuant to orders that do not establish a permanent change of station, the housing referred to above is any housing (including the member's residence) that the member usually occupies for use during off-duty time when on duty at the member's permanent duty station or homeport. The Secretary of Defense may prescribe an alternative definition of deployment other than that described above.

A member of the US Armed Forces is not deployed when the member is:

- performing service as a student or trainee at a school (including Government school); performing administrative, guard, or detail duties in garrison at the member's permanent duty station; or
- unavailable solely because of a hospitalization of the member at the member's permanent duty station or homeport or in the immediate vicinity of the member's permanent residence; or
- unavailable solely because of a disciplinary action taken against the member.

9. dropout

A school dropout is an individual who:

- is no longer attending any school; and
- has not received a secondary school diploma or a recognized equivalent.

Dropout refers only to an individual who is currently a secondary school dropout, which does not include a youth who previously dropped out of secondary school but subsequently returned. For example, a youth who dropped out of high school in 2015 and returned to high school in 2016 prior to enrollment in the youth program is not a dropout. An individual who has dropped out of postsecondary education is not a dropout for purposes of youth program eligibility.

10. English language learner

English language learner means an individual who has limited ability in reading, writing, speaking, or comprehending the English language and:

- whose native language is a language other than English; or
- who lives in a family or community environment where a language other than English is the dominant language.

11. family

Two or more person related by blood, marriage, or decree of court, who are living in a single residence and are included in one or more of the following categories:

- A married couple and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

12. general announcement

The term general announcement means an announcement to the public by the employer or employer's representative. The general announcement does not need to be in written form, but it must be made to the public, not just the employees of the employer.

13. general economic conditions

The term general economic conditions is defined as one or more of the following:

- A business lost due to the closure or substantial layoff of a primary supplier or primary customer affecting the self-employed individual's products or services;
- A business lost because the product/occupation has little demand within the community or has been declining;
- A business lost because of increased non-labor production costs which are out of the control of management (i.e., energy costs); or
- A business lost because of natural disasters as defined by State or Federal declaration.

14. high-poverty area

A high-poverty area, as it relates to youth eligibility is a Census tract, a set of contiguous Census tracts, a county, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the US Census Bureau), Alaska Native Village Statistical Area or Alaska Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary of Labor in guidance, that has a poverty rate of at least 25 percent as set every five years using American Community Survey 5-year data.

15. individual with a disability

The phrase individual with a disability means an individual with a disability as defined in Section 3 of the Americans with Disabilities Act of 1990.

16. laid off or layoff

For determining eligibility as a dislocated worker, the term laid off or layoff means an individual's employment relationship is or will be suspended by the employer, without cause, for more than 180 calendar days.

17. low-income individual

A low-income individual is an individual who meets one or more of the criteria listed below.

Low-income Eligibility Criteria

1. The individual currently receives or is a member of a family currently receiving assistance through:
 - a. Supplemental Nutrition Assistance Program (SNAP);
 - b. Temporary Assistance for Needy Families Program (TANF);
 - c. Supplemental Security Income through the Social Security Administration (SSI); or
 - d. state or local income-based public assistance.
2. In the past six (6) months, the individual has received or is a member of a family that has received assistance through SNAP, the TANF program, SSI, or state or local income-based public assistance.
3. The individual is in a family whose total family income does not exceed the higher of:
 - a. the current Federally-established poverty line; or
 - b. 70 percent of the Federally-established lower living standard income level (LLSIL).
4. The individual is a homeless individual who:
 - a. lacks a fixed, regular, and adequate nighttime residence and is:
 - i. sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. living in a motel, hotel, trailer park, or campground due to the lack of adequate alternative;
 - iii. living in an emergency or transitional shelter;
 - iv. is abandoned in a hospital; or
 - v. is awaiting foster care placement;
 - b. has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. is a migratory youth who is living under circumstances described in rows 4a and 4b of this Table;
 - d. lives in cars, parks, public spaces, abandoned buildings, substandard housing, bus or training stations, or similar settings; or
 - e. is a runaway.
5. The individual receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act, unless the individual is a recipient of a secondary school diploma or its recognized equivalent.
6. The individual is a foster child on behalf of whom state or local government payments are made.
7. The individual is an individual with a disability whose income meets either of the criteria listed in row 3 of this Table.

A youth who lives in a high-poverty area is automatically considered a low-income individual.

The following types of payments made or in-kind aid to individuals are not considered income when determining low-income eligibility for WIOA Title I programs:

- TANF payments;
- reduced price lunches under the Richard B. Russell National School Lunch Act;
- payments made on behalf of a foster child by state or local government payments; and
- payments made to individuals participating programs authorized under WIOA Title I.

In addition, when determining low-income eligibility for WIOA Title I programs for Veterans and eligible spouses of Veterans, payments made or in-kind aid to individuals from the following sources are not considered income:

- any amounts received as military pay or allowances by any person who served on active duty;
- any amounts received by a Veteran or eligible spouses of Veterans under the following chapters of Title 38 of the US Code:
 - Chapter 13 for service-connected deaths;
 - Chapter 30 for educational assistance;
 - Chapter 30 for peacetime disability or death compensation;
 - Chapter 30 for wartime disability or death compensation;
 - Chapter 31 for training and rehabilitation for Veterans with service-connected disabilities;
 - Chapter 32 for Post-Vietnam Era Veterans' education assistance; and
 - Chapter 35 for survivors' and dependents' educational assistance;
- any amounts received by a Veteran or eligible spouse of a Veteran under 10 USC Chapter 106 for educational assistance for members of the selected reserve; and
- any amounts received by transitioning service members.

When determining low-income status of an individual with a disability, the income of the individual's family must not be considered.

There are no other income exclusions. For the avoidance of doubt, all other types of payments made to individuals are considered income when determining low-income eligibility for WIOA Title I programs, including:

- unemployment insurance benefits;
- child support payments; and
- payments made by state-administered plans for old-age assistance.

18. notice of termination or layoff from employment

A notice of termination or layoff from employment means a written notification from the employer, naming one or more individuals and indicating that employment will cease or has ceased for the individual(s) on a specific date.

19. offender

Offender means an adult or juvenile who:

- is or has been subject to any stage of the criminal justice process and for whom services under Youth, Adult, or Dislocated Worker programs may be beneficial; or
- requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

20. pregnant or parenting

A *pregnant* individual is the expectant mother only.

An individual who is *parenting* is a mother or father, custodial or non-custodial.

21. requires additional assistance

The phrase *requires additional assistance*, is defined by the local board as meeting one or more of the following criteria:

- youth who have not completed high school or other educational programs necessary to secure and maintain entry-level employment;
- youth who are deficient in basic skills and/or pre-employment/work maturity skills, including those needing English as a second language instruction and remedial training for GED;
- youth who have been identified as a dropout risk, unlikely to graduate due to a lack of credits, and other risk factors cited by school, law enforcement, or community officials such as eligibility to receive free or reduced lunch benefits;
- youth who are defined as “neediest” – youth in foster care (especially those aging out of foster care), youth in the juvenile justice system, children of incarcerated parents, migrant youth, Native American youth, Indian youth, and youth with disabilities including learning disabilities;
- youth who reside in a defined Area of Substantial Unemployment; or
- youth who have been unable to obtain or secure employment during the last six months.

22. school

The term *school* is defined by state law. Nebraska State Law defines *school* as a school approved by the Nebraska State Board of Education, including:

- accredited public and private secondary schools;
- accredited denominational and parochial secondary schools;
- schools that elect not to meet accreditation requirements, including home schools; and
- alternative schools, classes, or education programs established in accordance with Neb. Rev. Stat. § 79-266 for the benefit of expelled students.

Nebraska State Law does not include postsecondary institutions in its definition of school. For purposes of this policy, the following providers or programs are considered schools:

- all postsecondary institutions that are accredited according to the requirements of the U.S. Department of Education;
- all private postsecondary career schools that are licensed or authorized to operate by the Nebraska Department of Education; and
- all private postsecondary career schools that are licensed or authorized to operate in other states according to the requirements of the states in which they operate.

Providers of WIOA Title IC (Job Corps), Title ID (YouthBuild), and Title II (Adult Education and Family Literacy Act) programs are not considered schools for the purposes of determining school status.

23. service-connected

The term *service-connected* means, with respect to disability or death, that a disability was incurred or aggravated, or that death resulted from a disability incurred or aggravated, in line of duty in the active military, naval, or air service.

24. temporary recall

The term *temporary recall* refers to a request from an employer for a former worker, who has either received a notice of termination or been terminated from employment, to return to work for 180 calendar days or less. In a *temporary recall*, the employer still intends to terminate the worker.

25. terminated

For determining eligibility as a dislocated worker, *terminated* employment is a permanent situation in which the employer lays off, without cause, and does not plan to rehire an individual. Any documented non-seasonal layoff projected to last one-hundred eighty (180) or more calendar days is a termination of employment.

The intent of this definition is to include only those terminated workers who intend to return to permanent, full-time work.

The following circumstances are not considered a termination of employment:

- seasonal unemployment;
- an end to an assignment through a temporary employment agency;
- a notice of termination that includes a certain or tentative recall date within one-hundred eighty (180) calendar days of the initial layoff date; or
- retirement or other voluntary separation from the workforce.

26. unemployed as a result of a natural disaster

The phrase *unemployed as a result of a natural disaster* means unemployment caused by a major adverse event(s) resulting from natural processes of the Earth or forces other than the acts of human beings, including environmental conditions, such as:

- floods;
- tornadoes;
- earthquakes; and
- other natural events beyond an individual’s control.

The list provided above is not all inclusive of major adverse events that may be considered natural disasters.

27. unlikely to return to a previous occupation or industry

For determining eligibility as a dislocated worker, an individual is *unlikely to return to a previous occupation or industry* if job opportunities in the occupation or industry are significantly diminished for an individual based on one or more of the following criteria:

- official assessments of market demand for products or services in the occupation or industry;

- local labor market conditions for the industry or occupation;
- evolution of skill requirements in the occupation or industry and whether an individual's skills have kept pace over time based on a current skills assessment;
- impact of technology or trade on the industry or occupation.

A separating service member meets the standard of *unlikely to return to a previous industry or occupation*.

Agenda Item GNWDB 5AA/ System 3h: Transitional Jobs Policy

Background: It is highly encouraged that local boards develop policies and procedures regarding transitional jobs. Transitional jobs are time-limited work experiences for adults and dislocated workers with barriers to employment who are chronically unemployed or have inconsistent work history.

It is proposed that the Greater Nebraska Workforce Development Board approve the Transitional Jobs Policy.

Transitional Jobs

Policy No.	27
Effective Date	5/23/2019
Approval	GNWDB

Reference

Workforce Innovation and Opportunity Act (WIOA) 134; 20 CFR §§ 680.180-680.195; TEGL 19-16, Nebraska Department of Labor (NDOL) Work-based Training Policy.

Policy

Background

The Workforce Innovation and Opportunity Act (WIOA) allows local boards to provide transitional jobs, defined as time-limited work experiences that are wage-paid and subsidized, and are in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the board.

Transitional jobs must be combined with comprehensive career services and supportive services. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

There is no requirement that the employer retain the individual upon completion of the transitional job; however, retention is preferred for the benefit of the worker and employer when appropriate.

Funds

The local area may use up to 10 percent of their combined total of adult and dislocated worker allocations.

Example: If a local area receives \$1.5 million in adult funds and \$1.0 million in dislocated worker funds, the local board may use up to \$250,000 for transitional jobs.

Participant Eligibility

In addition to meeting general eligibility requirements for the WIOA program and being unemployed at the date of application to the WIOA program, the participant must also have one or more barriers to employment and be chronically unemployed or have an inconsistent work history. These eligibility requirements must be documented in the participant file.

Barriers to Employment

For participant eligibility for transitional job activities, participants must meet one or more of the following barriers:

1. Low-income individual
2. Individual with a disability

3. Ex-offender
4. Homeless individual
5. English language learner
6. Displaced homemaker
7. Secondary school dropout
8. Basic skills deficient

Chronically Unemployed / Inconsistent Work History

Individuals with chronic unemployment or an inconsistent work history are those who:

1. Have been unemployed for 24 weeks or longer prior to application
2. Were unemployed at least 26 of the 52 weeks prior to application
3. Have held four or more jobs in the 12 months prior to application and are currently unemployed
4. Are on parole or probation, or have been released from prison/jail within the 12 months prior to application

Eligible Employers

Eligible employers can be from the public, private, or non-profit sectors. As transitional jobs are structured to help participants achieve success in the workplace and develop skills needed to obtain and retain unsubsidized employment, the employer must be able to provide supervision and appropriate feedback to the participant at regular intervals during the course of the activity and be willing to participate in the required monthly monitoring conducted by the Career Planner.

An employer will be ineligible if they meet one or more of the following:

1. The employer has recently laid off an individual of the same or equivalent position.
2. The transitional job placement would infringe upon the promotion of or displacement of any currently employed worker or lead to a reduction in their hours.
3. The employer is a private for-profit employment agency including but not limited to temporary employment agencies, employee leasing firms or staffing agencies.

Future transitional job requests from employers will be denied if the requirements set forth in previous worksite agreements were not honored.

Transitional Job Components

Transitional jobs at a minimum must include the following components:

1. Paid work experience of a fixed duration
2. Individualized career services
 - a. At least one must be provided prior to or during the transitional job. (Examples include, but are not limited to: group and/or individual counseling, short-term prevocational services including soft skills training, workforce preparation activities, financial literacy activities, English language acquisition, etc.)

3. Supportive services

- a. At least one must be provided during the transitional job. (Examples include, but are not limited to: linkages to community services, assistance with child care, housing or transportation, assistance with education testing, referrals to health care). See Supportive Services policy for an all-inclusive list.

Length & Wage Limits

Transitional jobs are time limited to no more than 500 hours. Participants can work up to 40 hours or less a week. The participant may be placed with more than one employer during the transitional job activity, but the total number of hours for all worksites may not exceed 500 hours or 26 weeks, whichever comes first.

GN WIOA will pay 100% of the participant's wages. Wages are set at the Nebraska minimum wage (\$9/hr at the effective date of this policy).

The maximum cost to be paid per participant for the work experience component of the transitional job is \$4,500. The supportive service maximum cost to be paid per participant is \$4,000 and must be based off of participant need.

Documentation/ Monitoring

The participant need, eligibility, and all three components of the transitional job must be documented in a case note and the IEP. An NEworks activity must also be opened. Transitional jobs are exempt from the WIOA Eligible Training Provider and Individual Training Account requirements.

A signed Eligibility Summary for Transitional Jobs Activities is required in the participant file prior to opening the activity.

A signed worksite agreement between the service provider and a qualified employer is required in the participant file prior to the start of work.

Monitoring will be completed at least once a month, in person or via phone or email, and must be documented in a case note and IEP. The monitoring should include an evaluation of soft skills and occupational skills.

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 5AB/ System 3i: On-the-Job Training Policy

Background: On-the-Job training (OJT) is one of several types of work-based training. AN OJT is a training strategy that the workforce system can offer local employers and job seekers. OJT puts individuals to work earning a wage while receiving training.

Top policy revisions:

1. Removed Eligible Training Provider list requirement as employers participating in the OJT program are NOT required to be listed on the ETPL.
2. Streamlined the policy to better align with the state's

It is proposed that the Greater Nebraska Workforce Development Board approve the On-the-Job Training Policy.

On-the-Job Training

Policy No.	16
Effective Date	5/23/2019
Approval	GNWDB

Reference

Workforce Innovation and Opportunity Act (WIOA) 134, 181, 194; 20 CFR § 680.320, 680.530, 680.700-680.750, 683.260-683.275, 683.410, 683.600; 29 CFR § 206(a)(1); Tegl 19-16; 84 FR 1167; Nebraska Department of Labor (NDOL) On-the-Job Training Policy.

Policy

Background

An On-the-Job Training (OJT) is training by an employer that is provided to a paid participant engaged in productive work to develop specific occupational skills or obtain specialized skills required by an employer that the participant does not already possess.

Youth Priority

Twenty percent of a state's total WIOA Youth allotment after subtracting the administrative costs must be spent on work experiences for In-School and Out-of-School Youth. OJTs are considered a type of a Youth Work Experience.

Participant Eligibility

To be eligible for OJT services, the trainee must:

1. Be enrolled in the WIOA program; and
2. Have participated in assessment activities; and
3. Have a completed ISS/ IEP; and
4. Be unemployed.

Employed Worker OJT Eligibility

OJTs may be entered into with employed workers when the following additional criteria are met:

1. The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment; and
2. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy.

The local board has set the criteria for a self-sufficient wage at 200% of Federal Poverty Guidelines. An individual in the Greater Nebraska Workforce Development area is considered to not be earning a self-sufficient wage when:

1. The individual's gross earned income is not above 200% of the federal poverty guidelines; or
2. The individual is a member of a family whose combined gross earned income is not 200% of the federal poverty guidelines for its actual family size.

The chart in Attachment A shows family size and the 200% federal poverty guidelines.

Eligible Employers

OJT contracts may be entered into with private-for-profit businesses, private non-profit organizations, and public sector employers prior to a participant starting the new job. Employers receiving OJTs are exempt from the Eligible Training Provider List requirements. With successful completion, it is expected the employer will retain the participant after the training period.

Ineligible Employers

OJTs must not be entered into with an employer who has received payments who has previously exhibited a pattern of failing to provide participants with continued long-term employment as regular employees with wages, benefits (including health benefits), and working conditions at the same level and to the same extent as similarly situation employees.

OJTs may not be written with an employer whose business or any part of its business has relocated and employees at the employer's other location(s) were laid off as a result of the relocation until the employer has been in operation at its current location at least 120 calendar days.

OJTs may not be written with temporary staffing agencies or employee-leasing firms for positions that will be "hired out" to other employers for probationary seasonal, temporary or intermittent employment. The only exception is when the OJT position is with the staffing agency itself and not a position that will be "hired out."

Registered Apprenticeships

OJT agreements may be entered into with Registered Apprenticeship (RA) program sponsors or participating employers in Registered Apprenticeship programs for the OJT portion of the registered apprenticeship program.

Depending on the length of the RA, these funds may cover some or all of the RA training.

Training Requirements

OJTs must be directly linked to an in-demand industry sector or occupation in the local area or planning region, or in another area to which the participant is willing to relocate.

OJT Payment and Training Length

OJT payments to employers are deemed to be compensation for the extraordinary costs associated with training participants and the costs associated with the lower productivity of such participants.

An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Actual training hours will be determined by the OJT Length Determination Form.

Payment rate and rate considerations

The appropriate payment by WIOA Title I is 50 percent of the wages paid by the employer to the participant during the period of the training agreement.

In limited circumstances, the reimbursement may be up to 75 percent of the wage rate of the participant when one or more of the following criteria is met:

Participant Characteristics

1. Felony within seven years of conviction or of incarceration release date
2. 55 and older
3. Received GED within the past year
4. Long term unemployed (27 or more weeks)
5. Physical or mental disability

Employer Characteristics

1. In business for less than three years
2. Business size of 1-50 employees

Wages and Benefits

Since an OJT is employment, state and federal regulations governing employment situations apply. The OJT trainee is an employee of the approved OJT employer. The employer is responsible for payment of wages and benefits to the trainee.

Participants in an OJT must be:

- compensated at the same rates, including periodic increases, as trainees or employees who are situated in similar occupations by the same employer and have similar training, experience, and skills; and
- Provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of job.

WIOA funds are not to be utilized for holidays, sick leave, vacation or overtime hours. Employers will be expected to compensate the trainee for such hours equal to other similarly situated employees and in accordance to state and federal labor law for any overtime hours worked.

Wage Rate Calculations:

- In cases where the OJT is for a salaried position, an hourly rate of pay should be calculated for reimbursement purposes by taking the gross monthly salary, multiplied by 12 then divided by 2080 hours (e.g. \$2,600 x 12 = \$31,200/2080 = \$15).
 - **NOTE:** With salaried positions, be sure that paid time off (i.e. vacation, sick, holiday, PTO) is not reimbursed.
- In cases where the trainee may receive two different rates of pay (e.g. regular rate and shift differential for evening/weekend hours), use the higher wage rate for the total duration to calculate the amount. Extra funds will be de-obligated at the end of the OJT.

OJT Pre-award

Prior to entering into an OJT contract with an employer, a pre-award must be completed by the employer and reviewed and signed off by the Career Planner and Regional Manager.

OJT Contract

An OJT contract with an employer can be written for a maximum of 1040 hours. Under no circumstances can an OJT contract be written for a participant if the hours of training required for the position in which the participant is to be trained is determined to be less than 160 hours.

The number of OJT training hours for a participant must be determined using the following Specific vocational Preparation (SVP) chart. The hours specified must be considered as a starting point for determining actual training hours. If the total number of training hours needed to successfully train a participant for the OJT position cannot be provided during the maximum contract length allowable, as many training hours as possible must be provided.

Occupation specific SVP codes can be found at onetonline.org.

SVP*LEVEL	HOURS
1	80
2	160
3	480
4	640
5	800
6+	960

OJTs are designed to be limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the IEP/ISS of the participant. The OJT training hours for a participant must be reduced if a participant has prior-related employment or training in the same or similar occupation. Previous training or experience, which occurred so long ago that skills gained from that experience are obsolete, may be disregarded to the extent that those skills need to be relearned or re-acquired.

OJT Training Plan

An OJT training plan must be established for each participant placed in an OJT and based on the skills to be acquired during the OJT. Each training plan must be unique and tailored to the specific training needs of the participant.

Records Retention

Each employer providing OJT must maintain records relating to the participant and the OJT for a period of no less than three years from the close of the applicable program year, or longer if any litigation or audit has begun or any claim is instituted which involves these records. In that case, the employer must retain the records for a period of no less than three years from the conclusion or resolution of the litigation, audit findings, or claim. The employer must allow access to those records for authorized entities, including local area staff performing the oversight and monitoring activities.

Documentation/ Monitoring

The participant need and eligibility must be documented in a case note and the ISS/IEP. An NEworks activity must also be opened.

A signed pre-award, contract, and training plan is required in the participant file prior to the start of work.

Monitoring will be completed at least once a month, in person or via phone or email, and must be documented in a case note and ISS/IEP. Monitoring must include participant progress, working conditions, compensation made and benefits provided to the participant, invoicing by and reimbursement to the employer, and recordkeeping and record retention by the employer,

including records describing wages, benefits, time and attendance records, and other personnel records generated and maintained by the employer for other trainees or employees.

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.

Attachment A

Federal Poverty Guidelines and 250% Guidelines

Effective 1/11/2019, these guidelines are subject to change as the federal government issues updated policy guidelines.

Family Size	2019 Poverty Guideline	250% Guideline	Self-Sufficient Hourly Wage
1	\$12,490	\$31,225	\$15.01
2	\$16,910	\$42,275	\$20.32
3	\$21,330	\$53,325	\$25.64
4	\$25,750	\$64,375	\$30.95
5	\$30,170	\$75,425	\$36.26
6	\$34,590	\$86,475	\$41.57
7	\$39,010	\$97,525	\$46.89
8	\$43,430	\$108,575	\$52.20

For families with more than eight person, add \$4,420 for each additional person to the 2019 Poverty Guideline column.

Federal Poverty Guidelines and 200% Guidelines

Effective 1/11/2019, these guidelines are subject to change as the federal government issues updated policy guidelines.

Family Size	2019 Poverty Guideline	200% Guideline	Self-Sufficient Hourly Wage
1	\$12,490	\$24,980	\$12.00
2	\$16,910	\$33,830	\$16.26
3	\$21,330	\$42,660	\$20.51
4	\$25,750	\$51,500	\$24.76
5	\$30,170	\$60,340	\$29.00
6	\$34,590	\$69,180	\$33.26
7	\$39,010	\$78,020	\$37.51
8	\$43,430	\$86,860	\$41.76

For families with more than eight person, add \$4,420 for each additional person to the 2019 Poverty Guideline column.

Agenda Item GNWDB 5AC/ System 3j: Rapid Response Policy

Background: The board approved the Rapid Response policy July 1, 2017. Local areas are not required to have a rapid response policy. State WIOA does not have a Rapid Response policy.

It is proposed that the Greater Nebraska Workforce Development Board approve the removal of the Rapid Response Policy.

Rapid Response Policy	Policy No.	19
Greater Nebraska Workforce Development Area 550 South 16th Street Lincoln, NE 68508 402.471.9878 ndol.greaternebraska@nebraska.gov	Effective Date	7/1/2017
	Supersedes	Rapid Response Policy – Attachment Q
	Revision Date	
	Revision No.	
	Approval	GNWDB

Reference

Workforce Innovation & Opportunity Act (WIOA) Section 134, 133
 20 CFR Part 682, Subpart C
 Nebraska Department of Labor (NDOL) Interim Policy on Rapid Response
 NDOL Rapid Response Manual

Purpose

This policy establishes the process for coordinating state-wide rapid response activities in the local area.

Background

Rapid Response is a required activity under WIOA to be carried out in local areas by NDOL in conjunction with the Greater Nebraska Workforce Development Board (GNWDB), Chief Elected Officials Board (CEOB), and other stakeholders. Rapid Response involves strategies and activities necessary to (i) plan for and quickly respond to announcements of business closures and layoffs and mass job dislocation resulting from natural or other disasters; (ii) deliver services that enable dislocated workers to transition to new employment as quickly as possible; and (iii) address the needs of businesses in transition to prevent or minimize the duration of unemployment.

Action

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

Policy

NDOL’s Rapid Response Unit will coordinate all rapid response activities in the local area. The local area will work in conjunction with the Rapid Response Unit.¹

The local area shall ensure that:

1. If a local representative becomes aware of a potential layoff or closure, they will notify the State Rapid Response Coordinator, via NDOL.RapidResponse@nebraska.gov.
2. A representative of the dislocated worker program provides program specific information at all onsite meetings.

¹ WIOA Section 134(a)(2)(A)

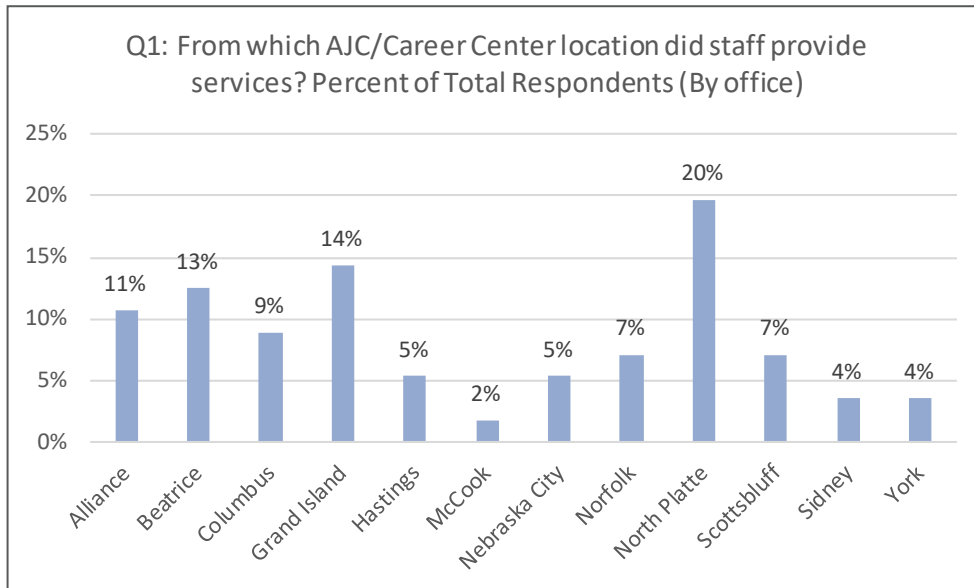
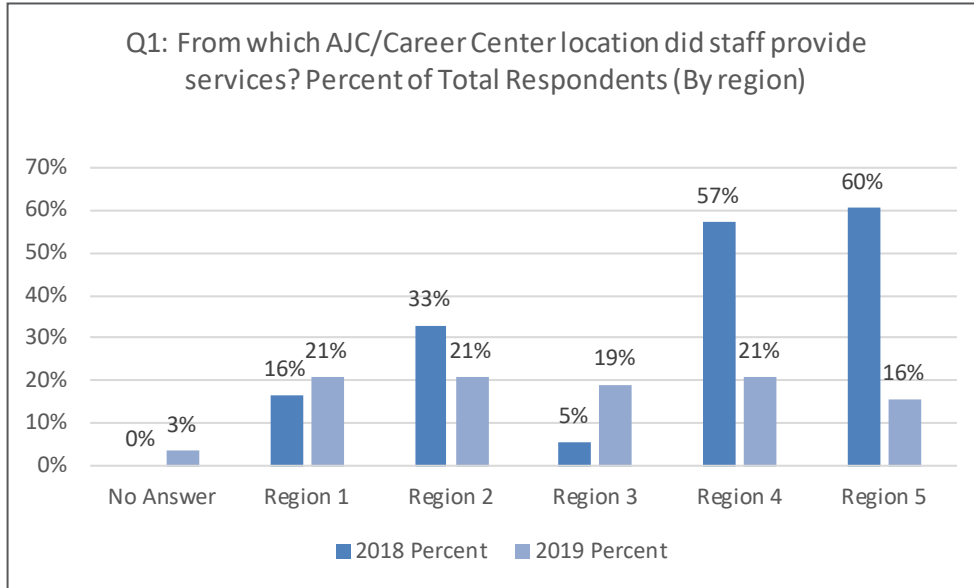
3. When an onsite meeting cannot be arranged, content for outreach to employees and employers is provided to the Rapid Response Unit.
4. The One-Stop Center or affiliated site will provide additional follow-up with employees when needed.
5. Workshops and career fairs, based on identified affected workforce needs, are coordinated in partnership with the Wagner-Peyser Program.
6. Additional community resources, outside of the mandated partners, are identified.
7. The Rapid Response Unit will provided referrals and employee lists when possible.

Disclaimer

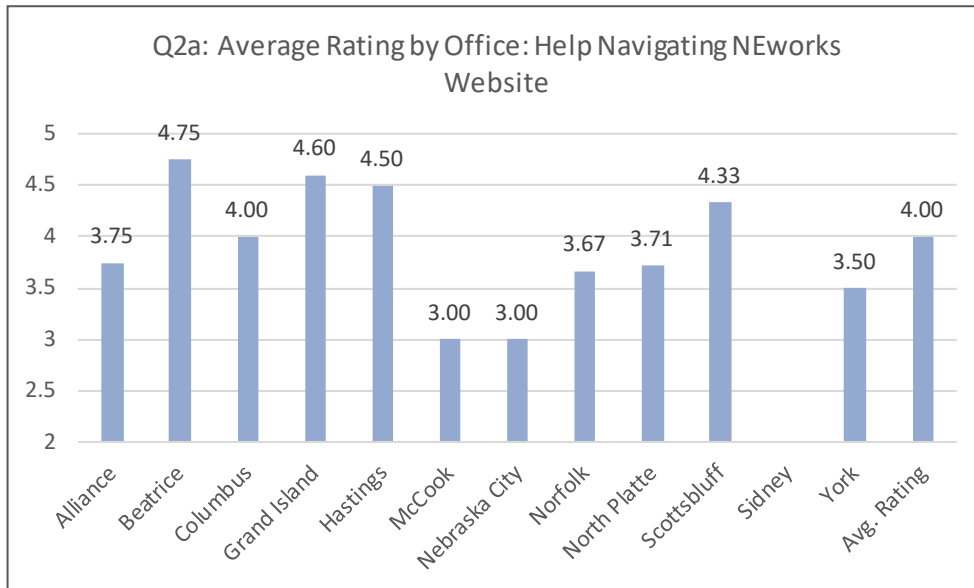
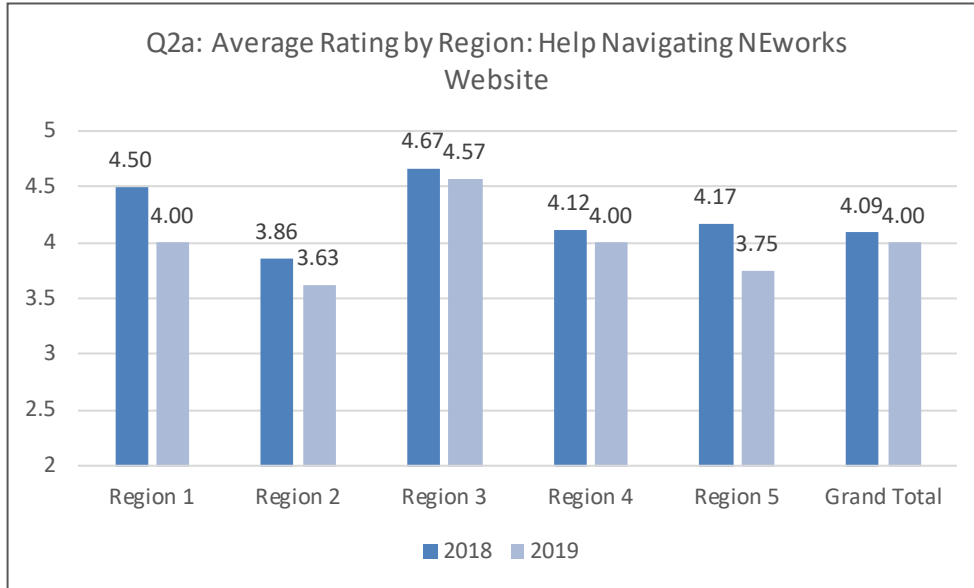
This policy is based on Greater Nebraska's reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.

Agenda Item **GNWDB 5H/ System 3I**: Employer Survey Results

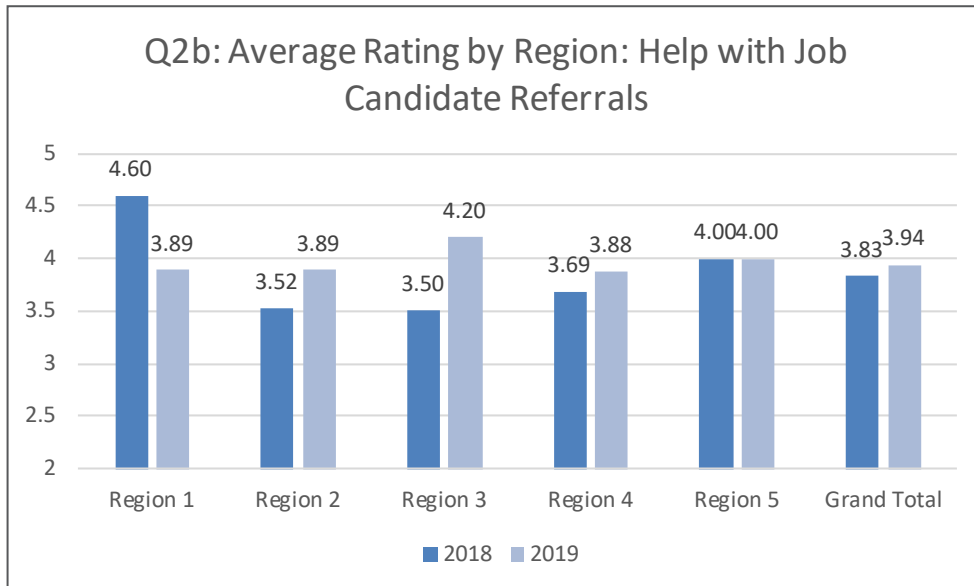
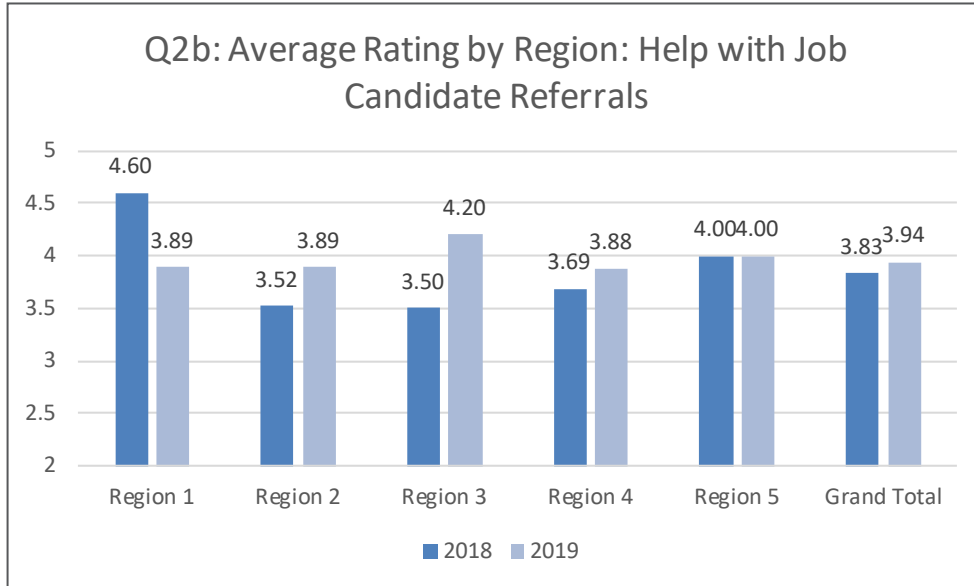
Q1: From which American Job Center (AJC)/Career Center location did staff provide services?



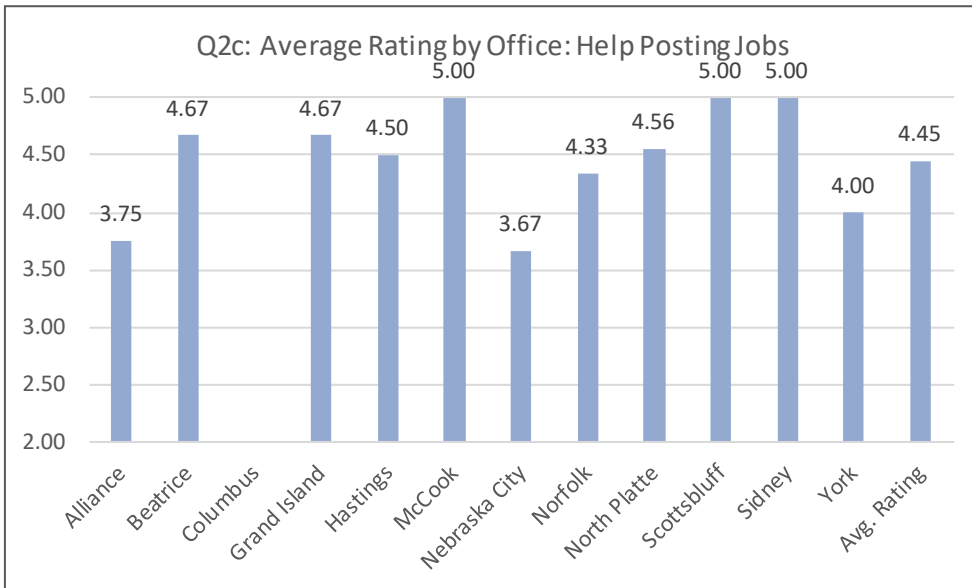
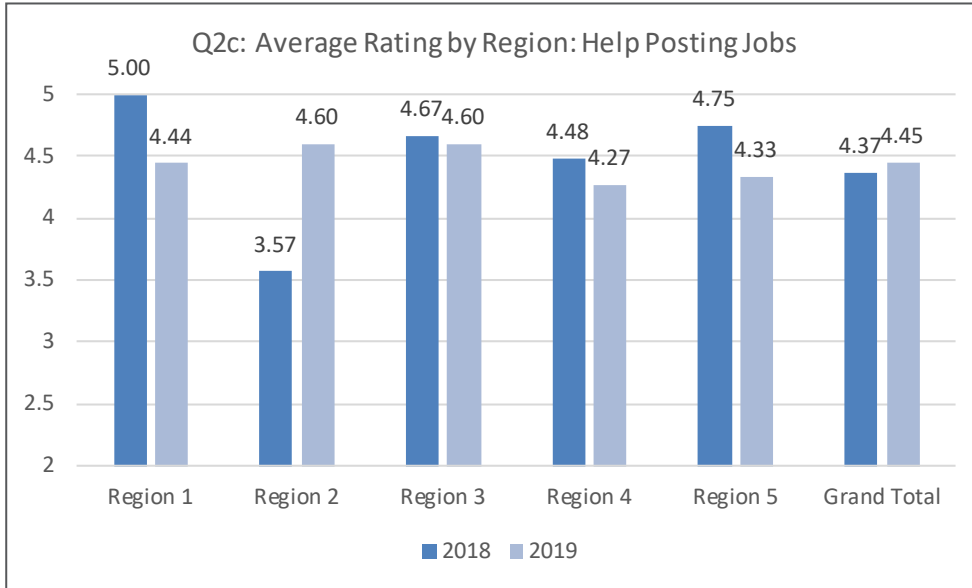
Q2a: On a scale from 1 to 5 with 1 being the lowest and 5 being the highest, how would you rate the provision of the following services:
 Help Navigating the Neworks website (NEWorks.nebraska.gov)



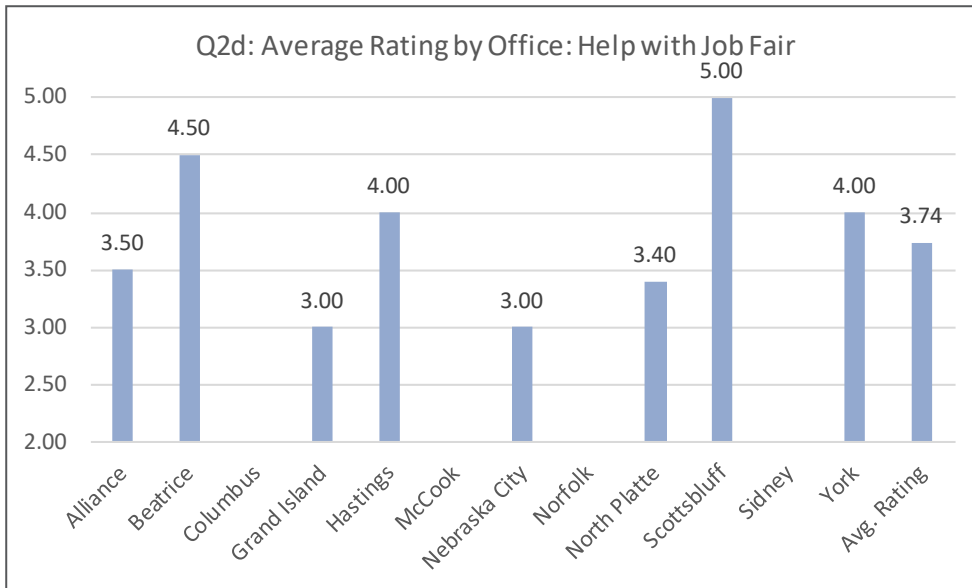
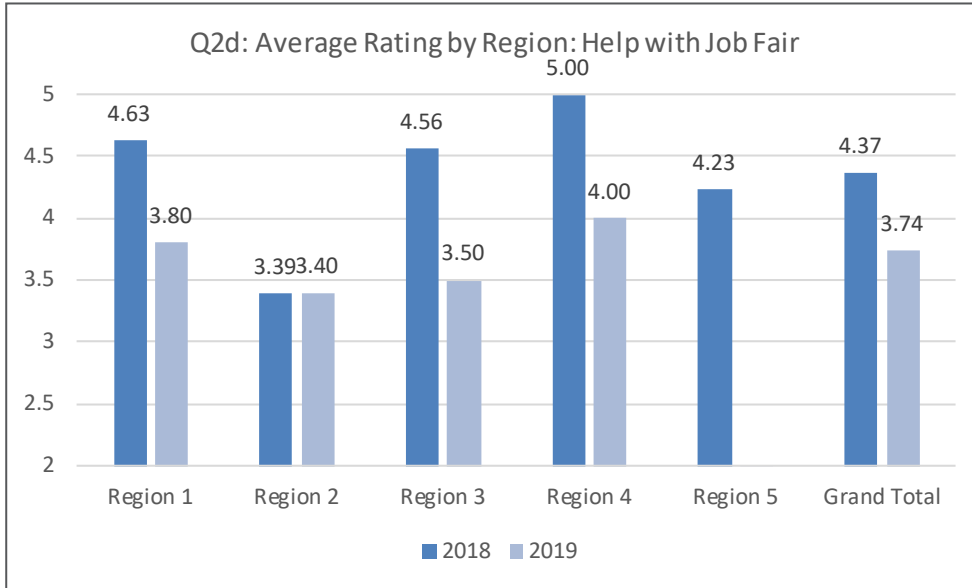
Q2b: On a scale from 1 to 5 with 1 being the lowest and 5 being the highest, how would you rate the provision of the following services:
 Help providing job candidate referrals



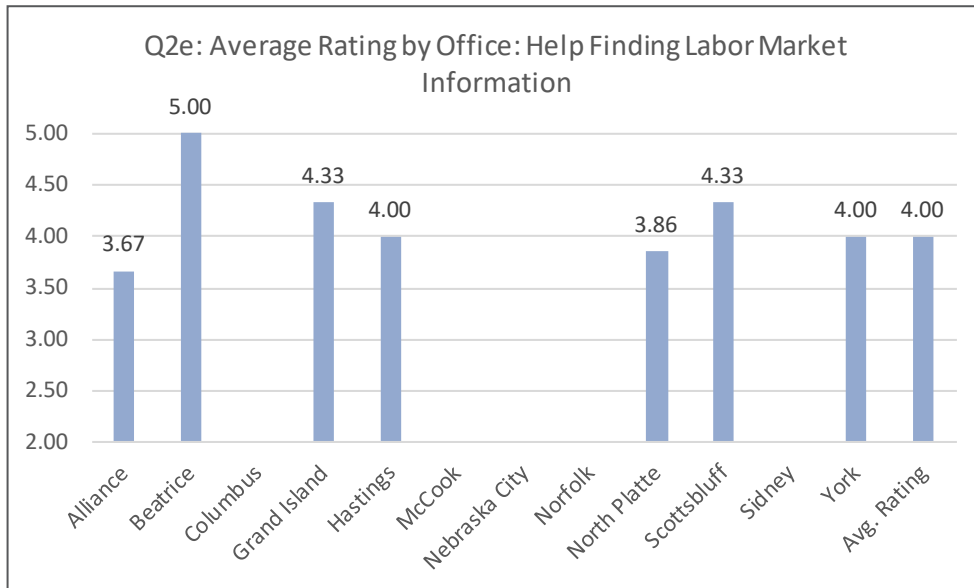
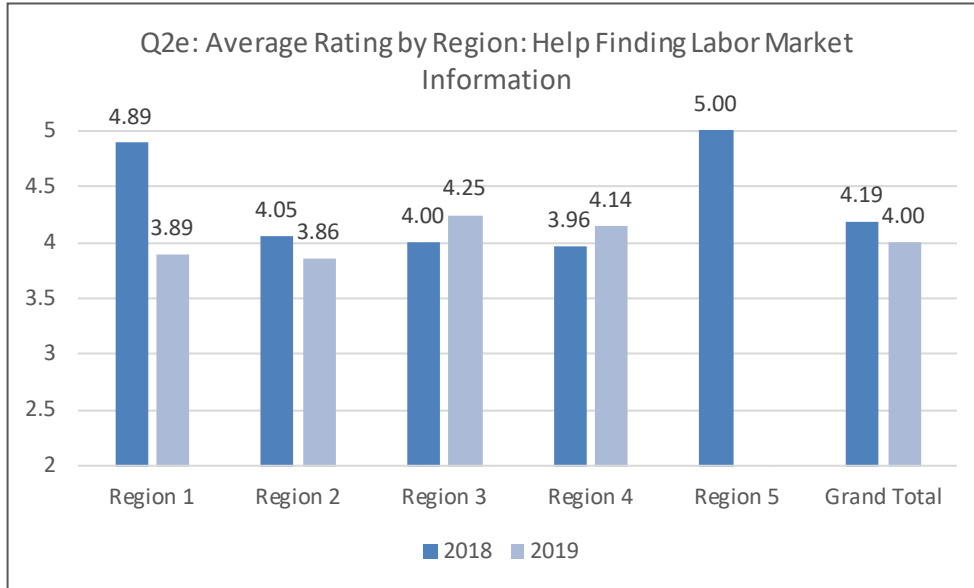
Q2c: On a scale from 1 to 5 with 1 being the lowest and 5 being the highest, how would you rate the provision of the following services:
 Help posting jobs



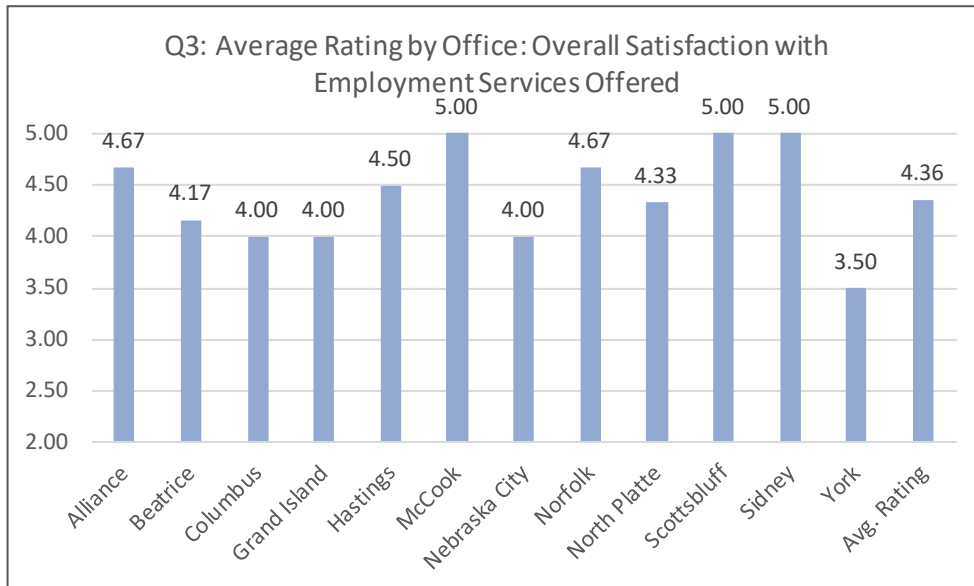
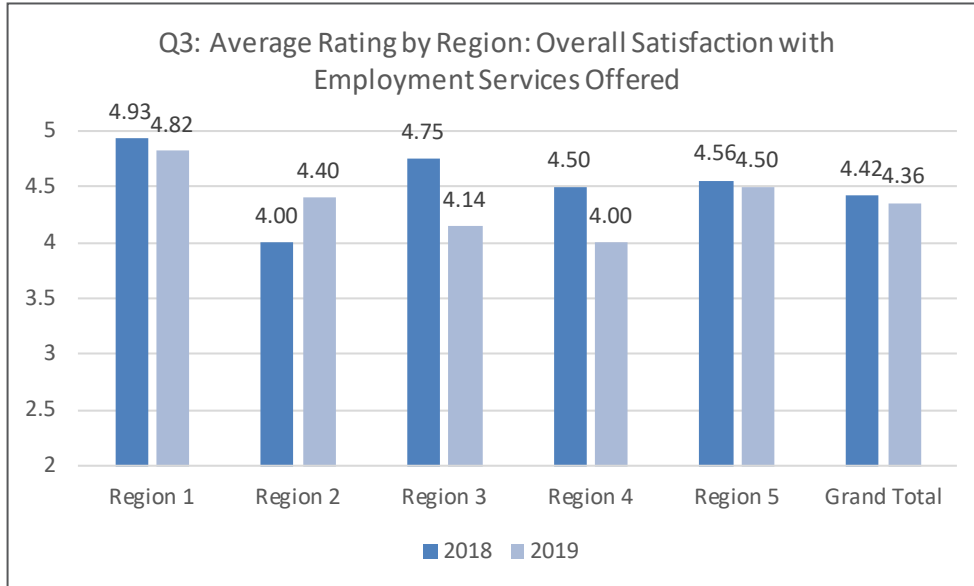
Q2d: On a scale from 1 to 5 with 1 being the lowest and 5 being the highest, how would you rate the provision of the following services:
 Help with a job fair



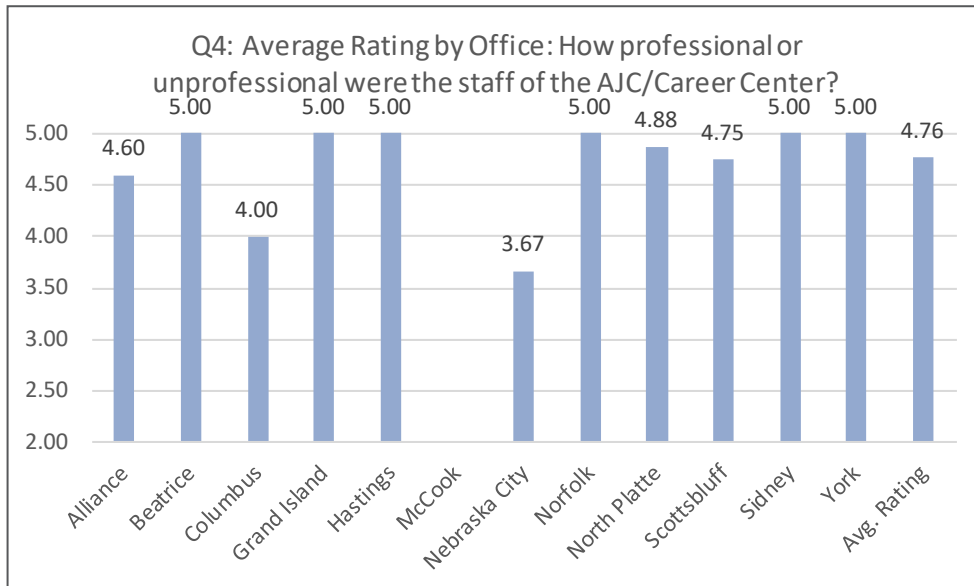
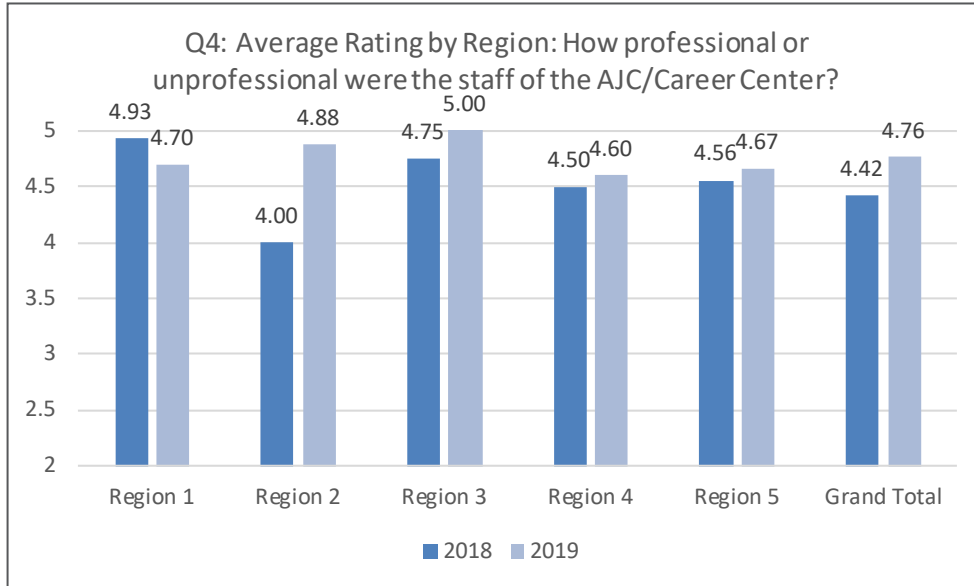
Q2e: On a scale from 1 to 5 with 1 being the lowest and 5 being the highest, how would you rate the provision of the following services:
 Help finding labor market information



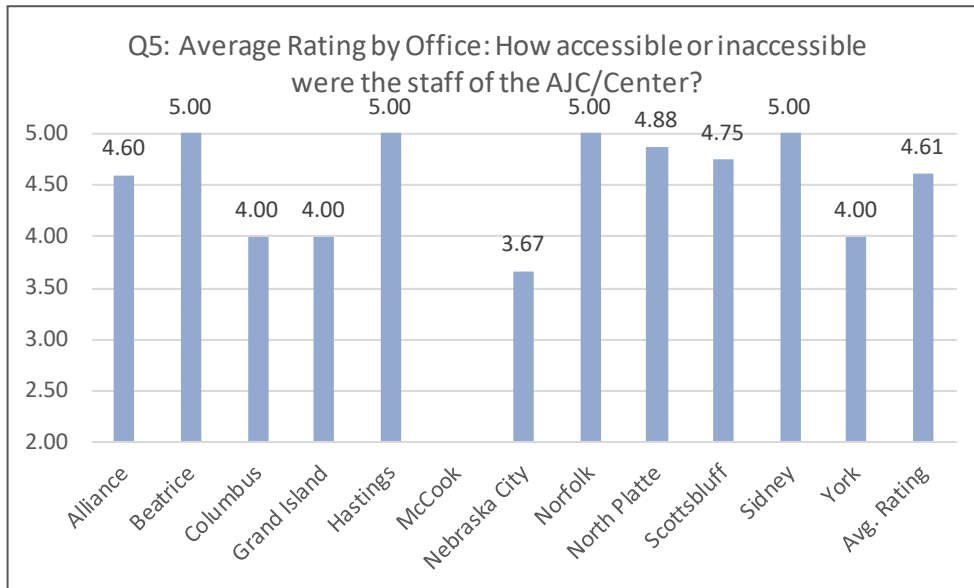
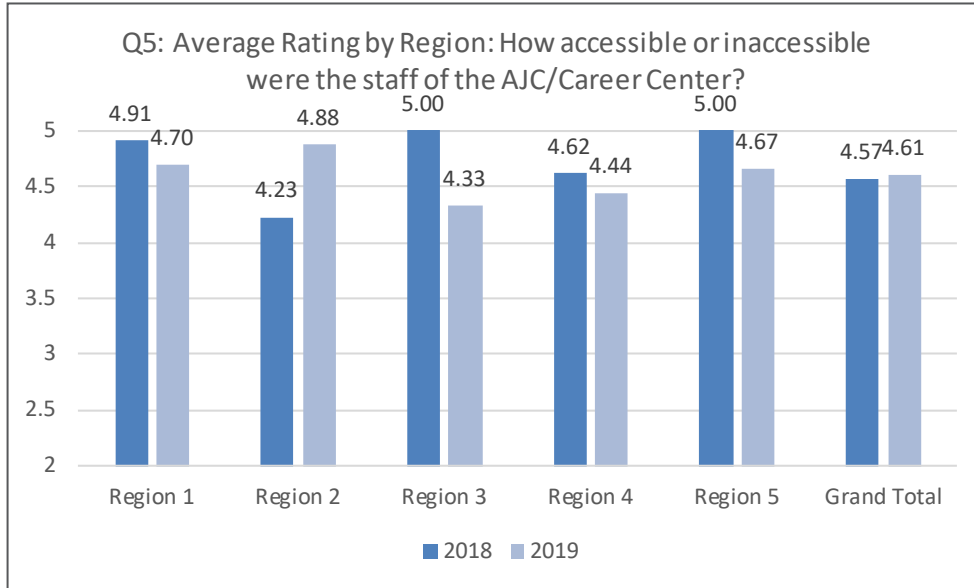
Q3: Overall, how satisfied or dissatisfied were you with the employment services provided to you?



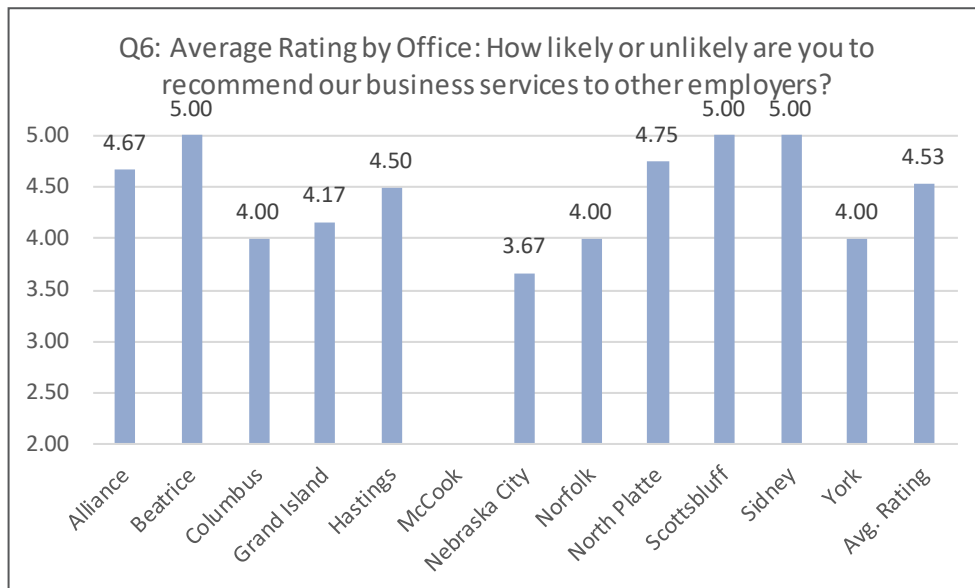
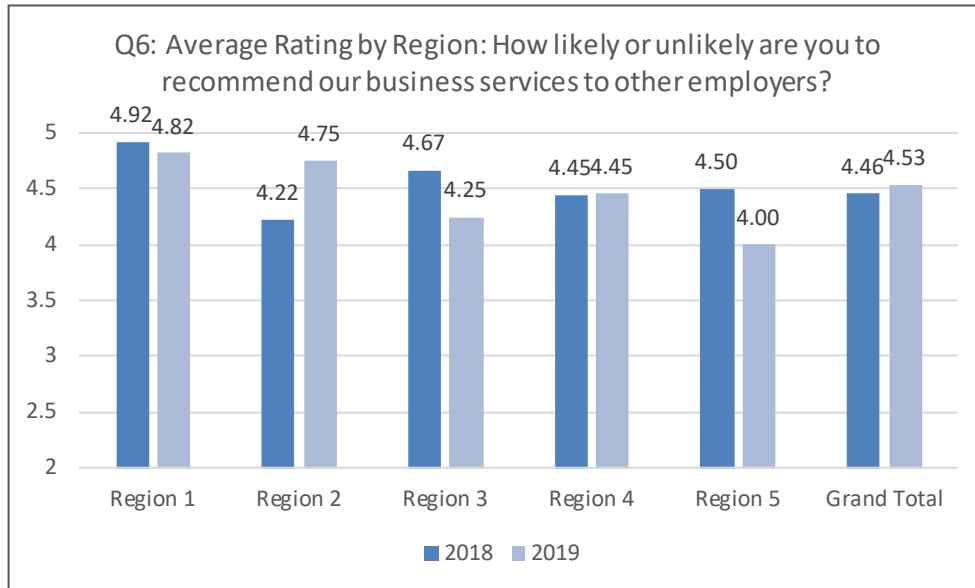
Q4: How professional (prompt, accurate, and businesslike) or unprofessional (impolite, inaccurate, and unbusinesslike) were the staff of the American Jobs Center (AJC)/Career Center?



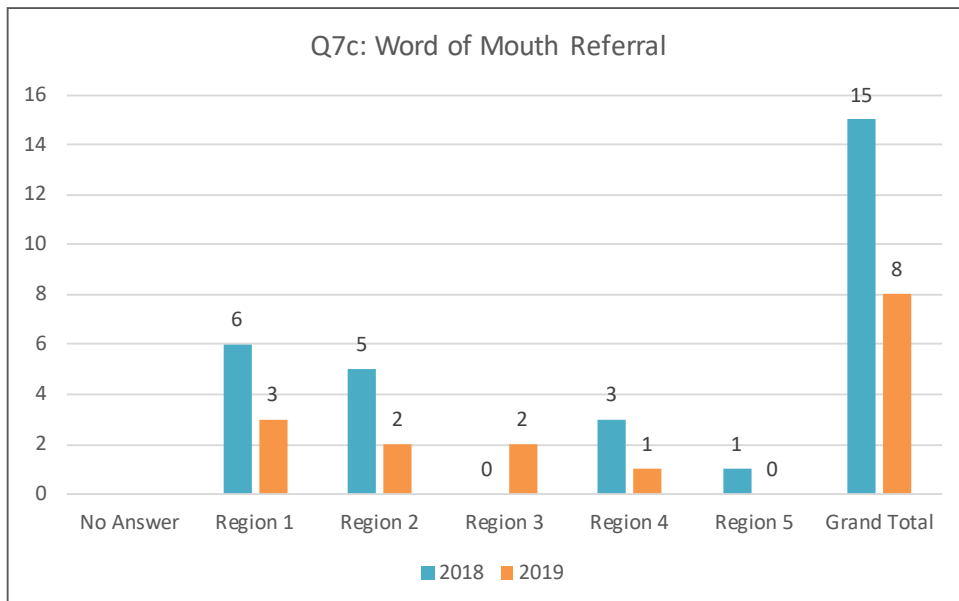
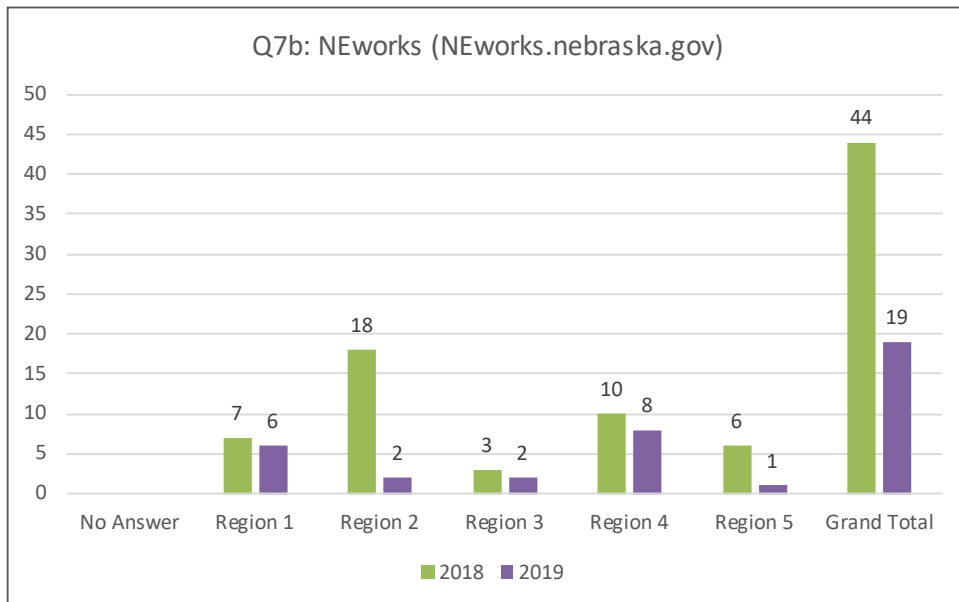
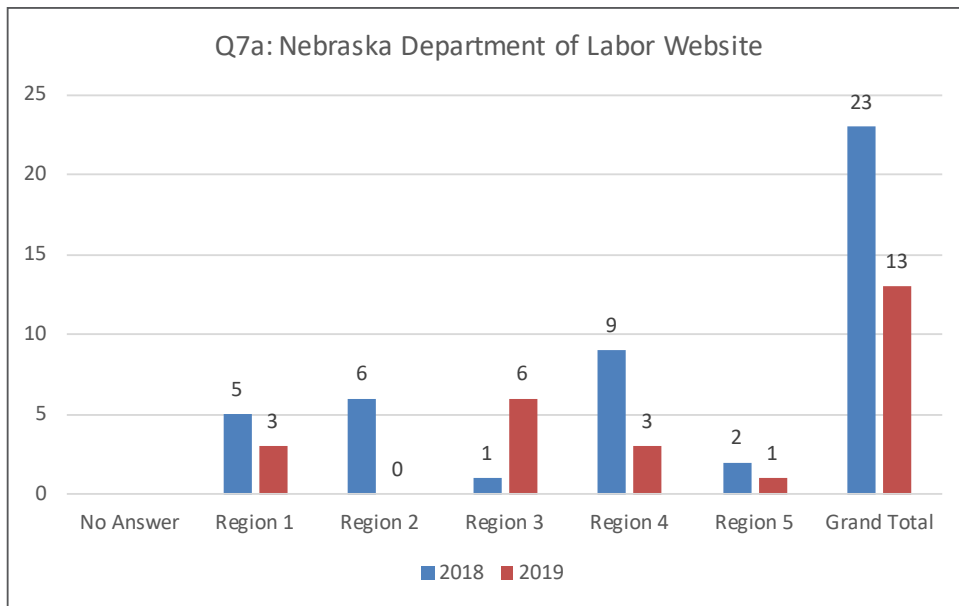
Q5: How accessible or inaccessible were the staff of the American Jobs Center (AJC)/Career Center?

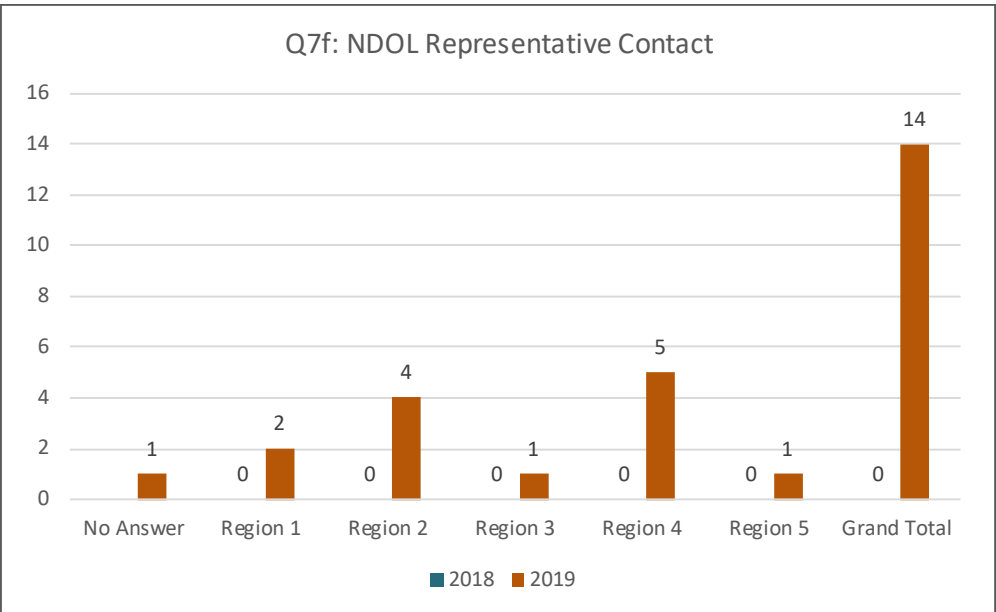
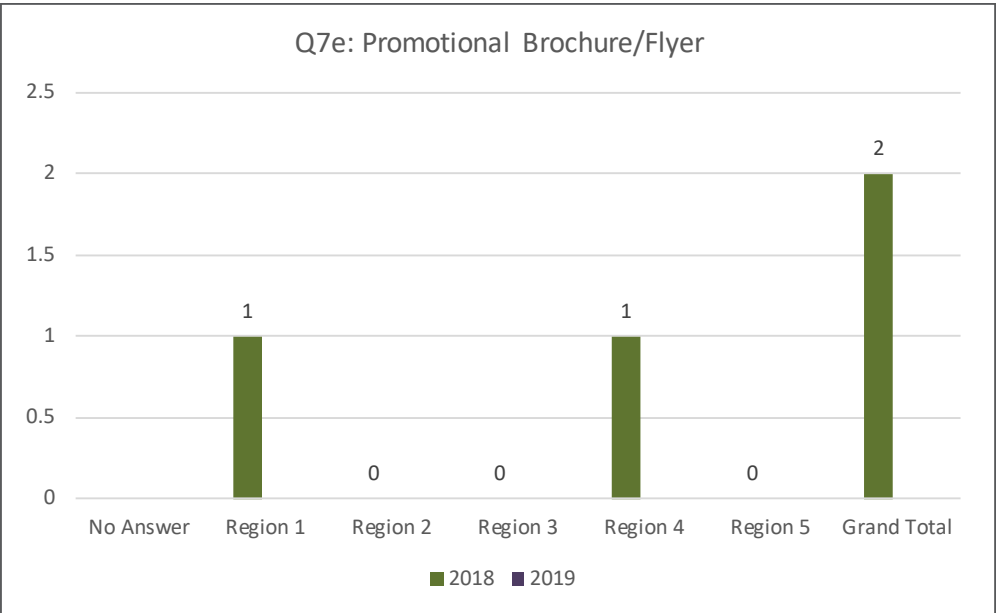
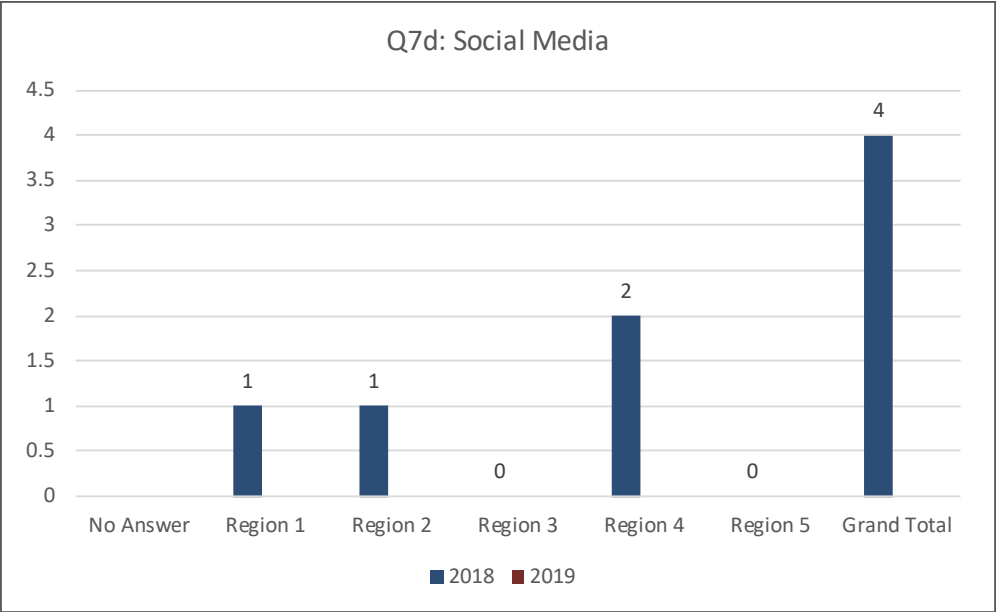


Q6: How likely or unlikely are you to recommend our business services to other employers?

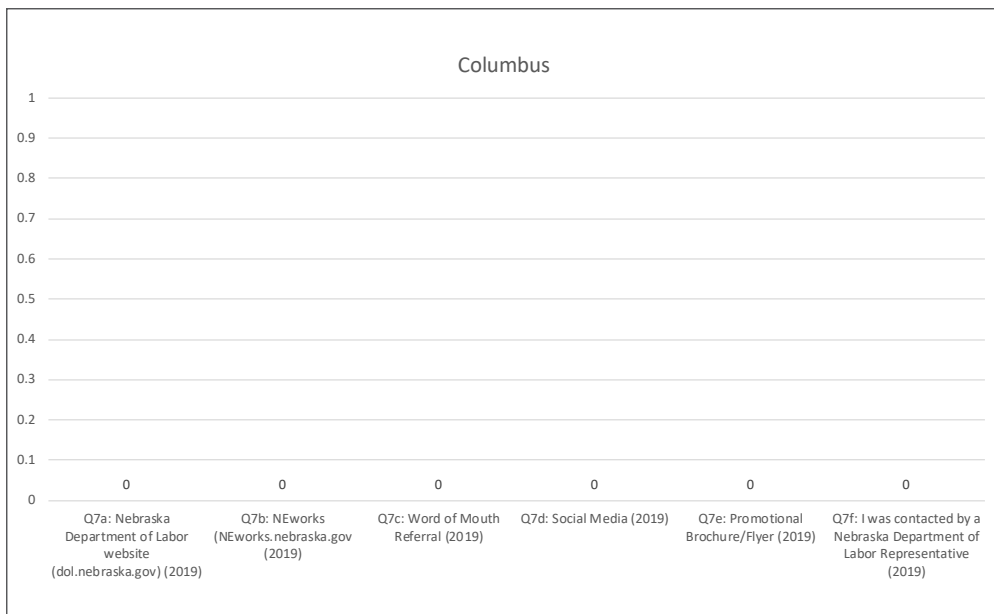
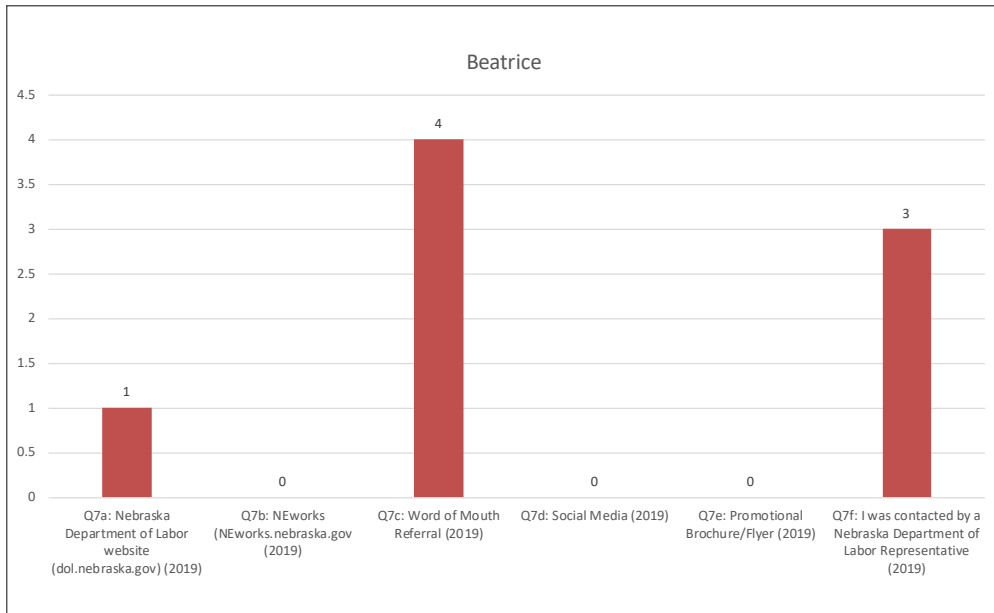
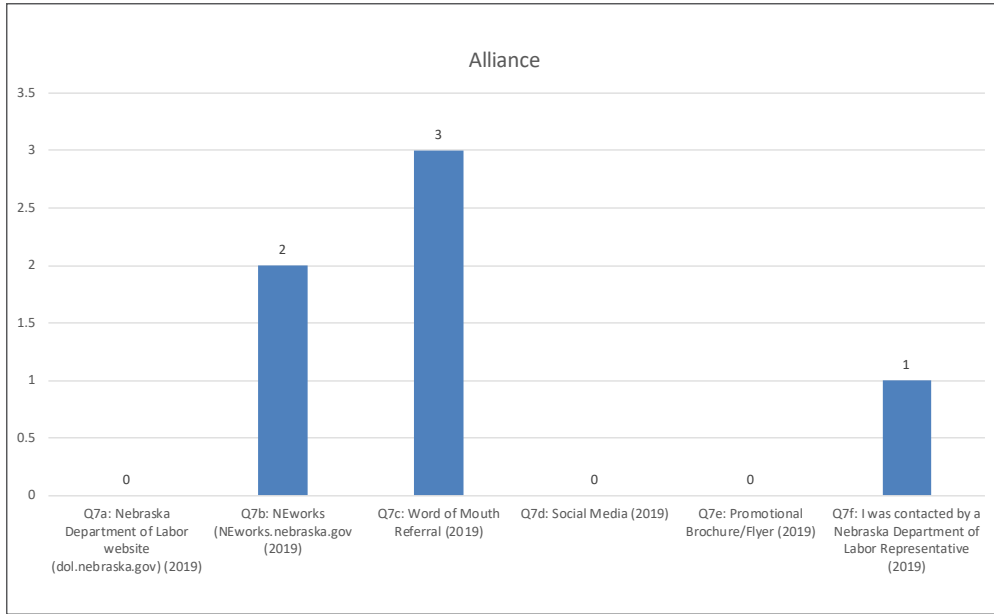


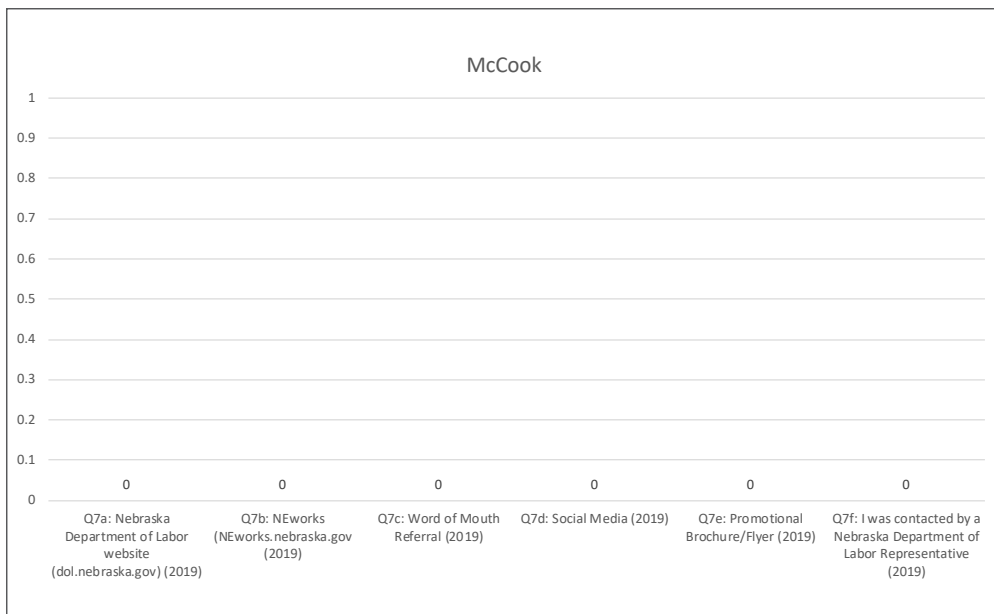
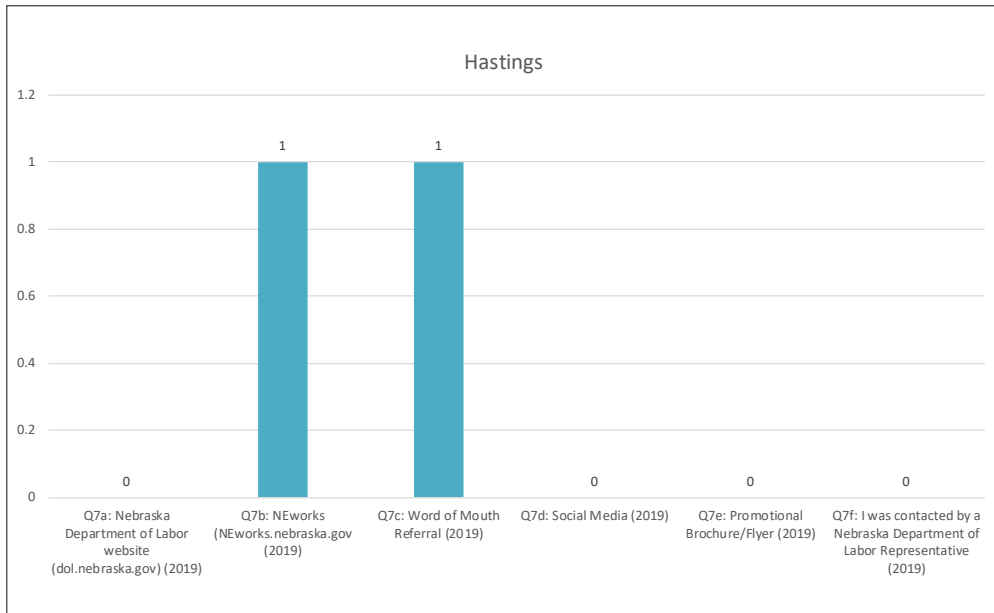
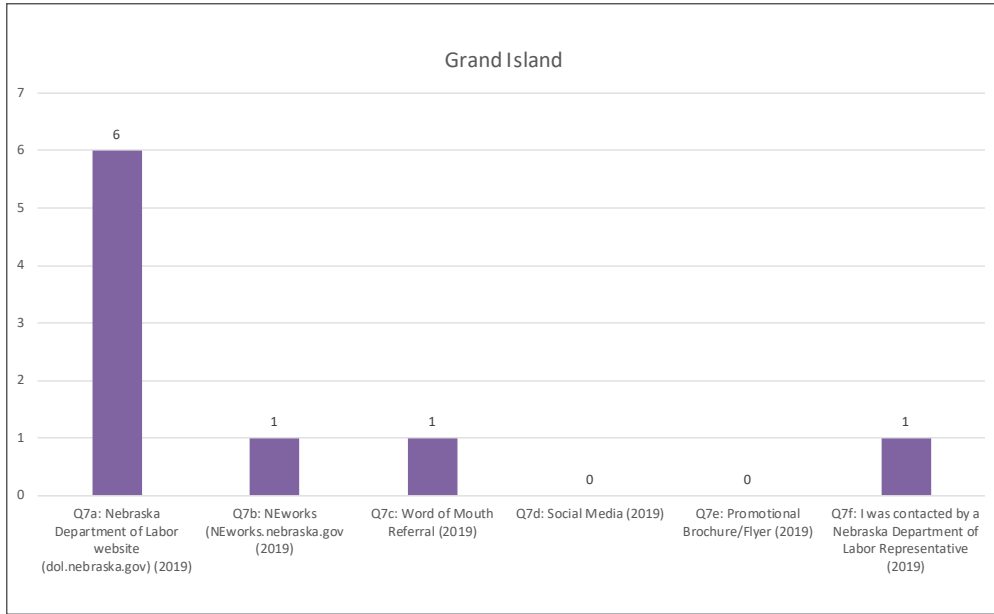
By Region

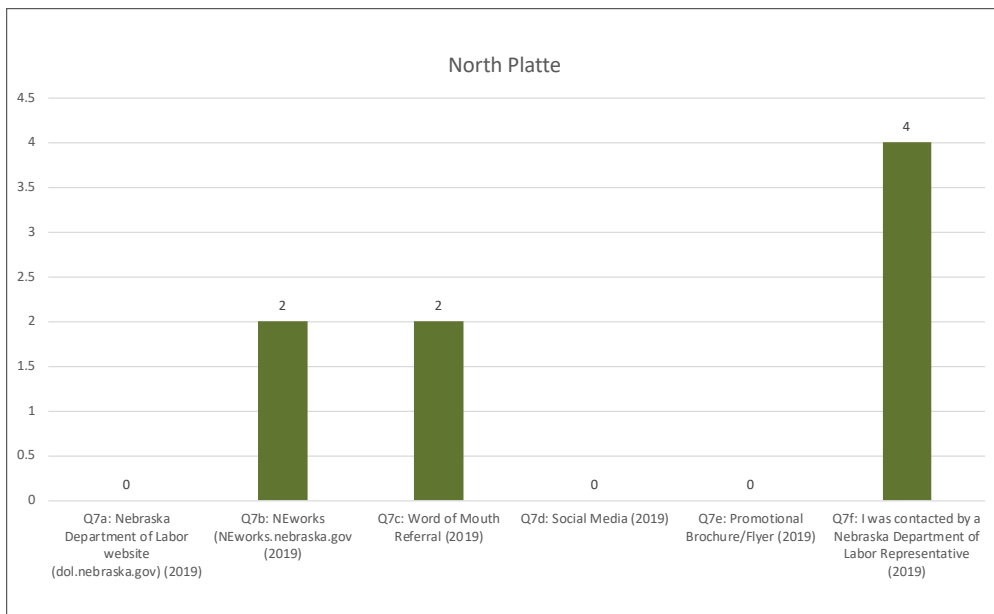
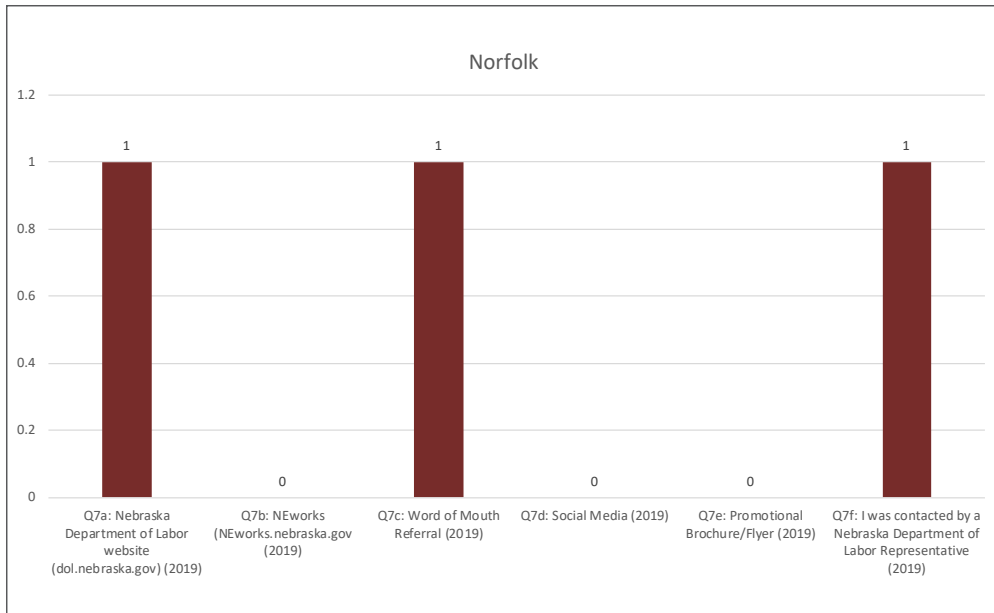
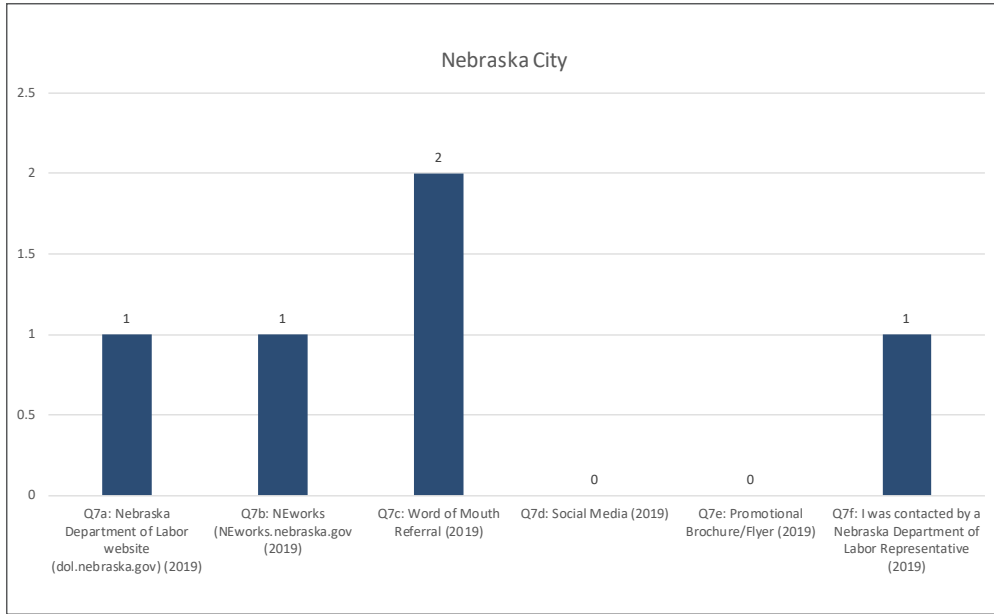


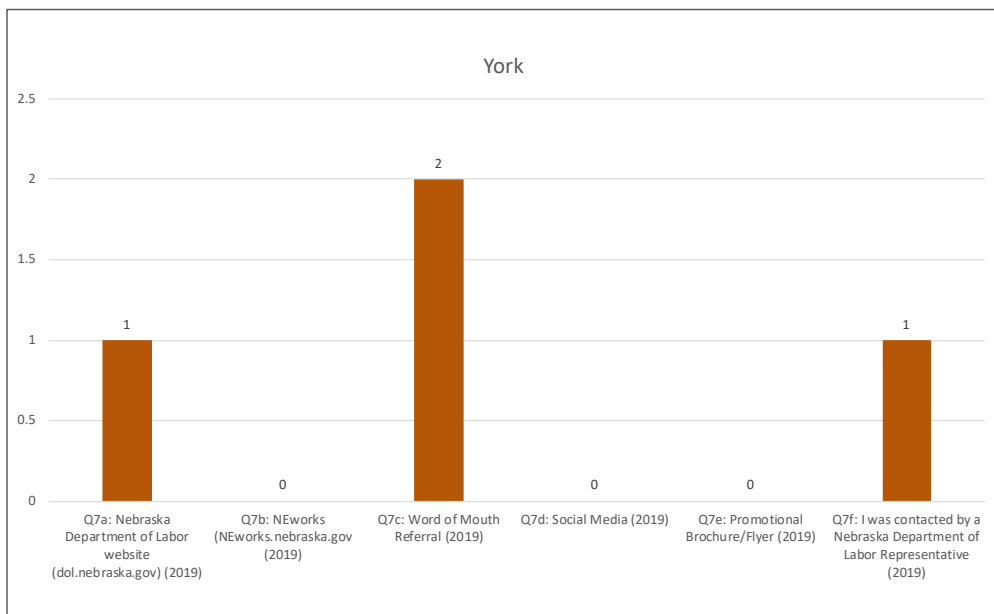
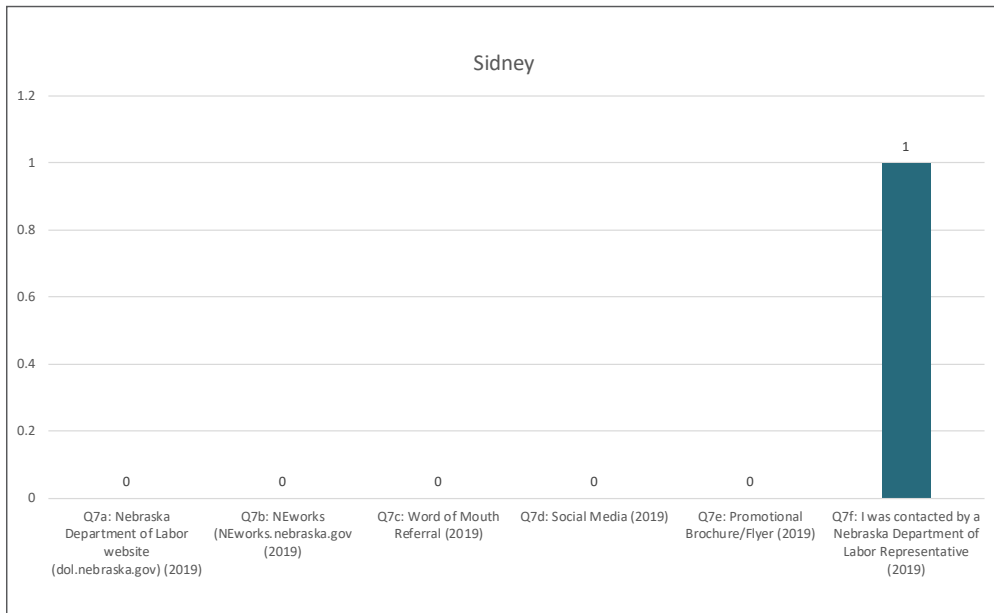
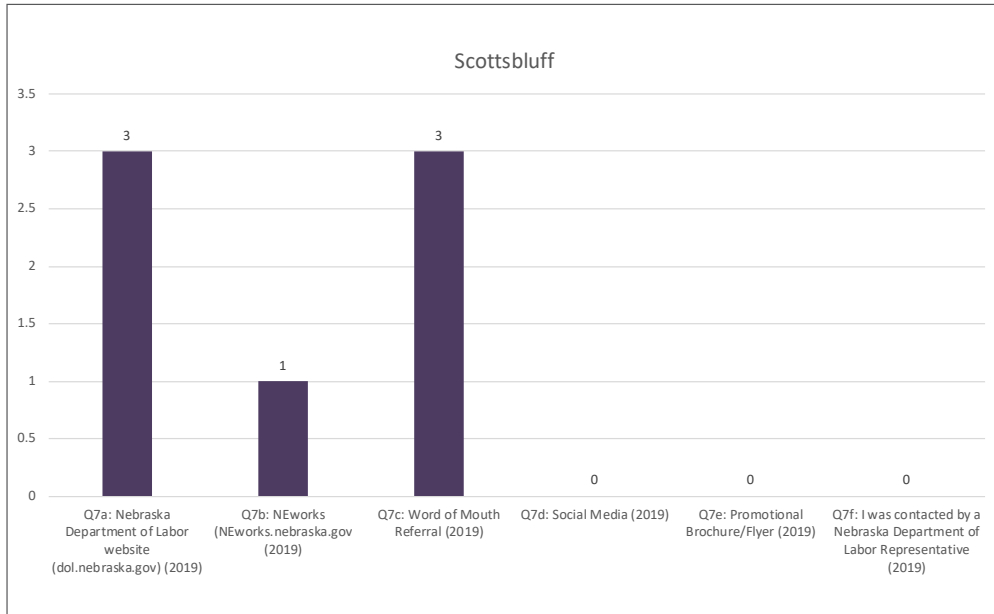


By Office

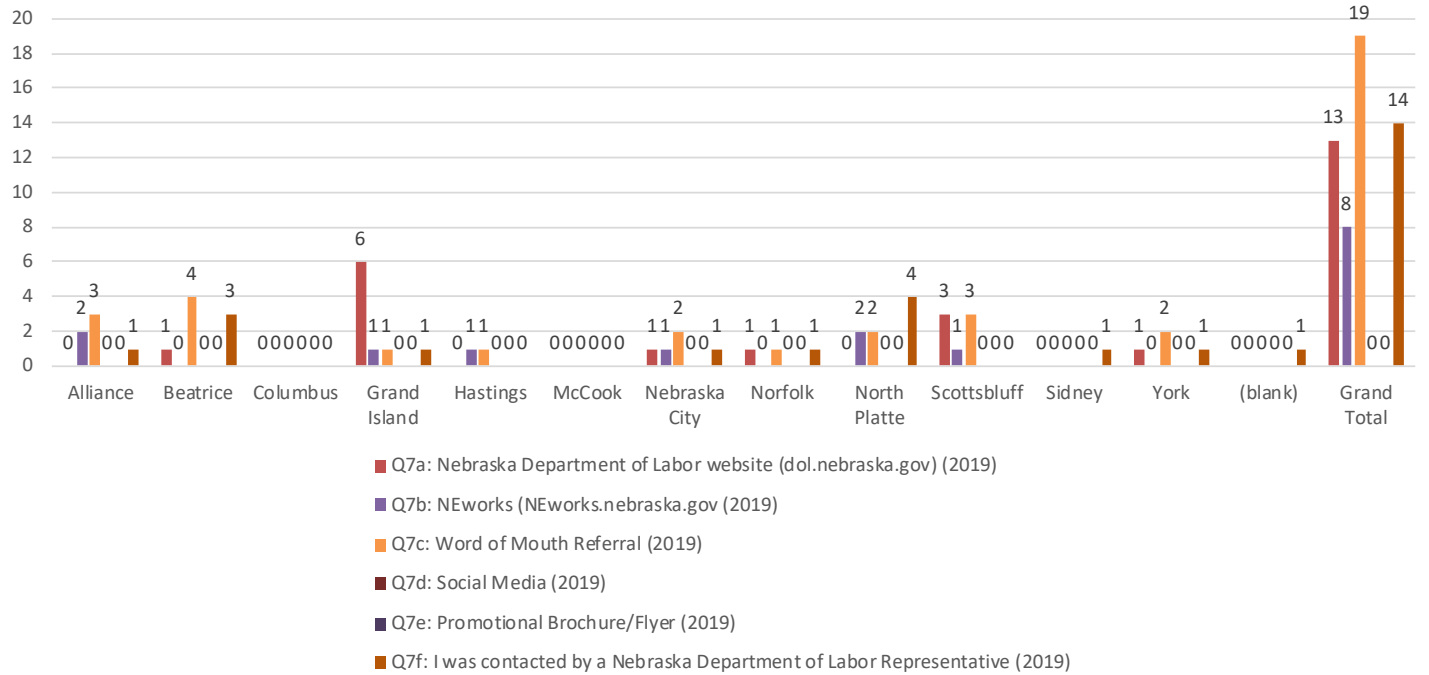




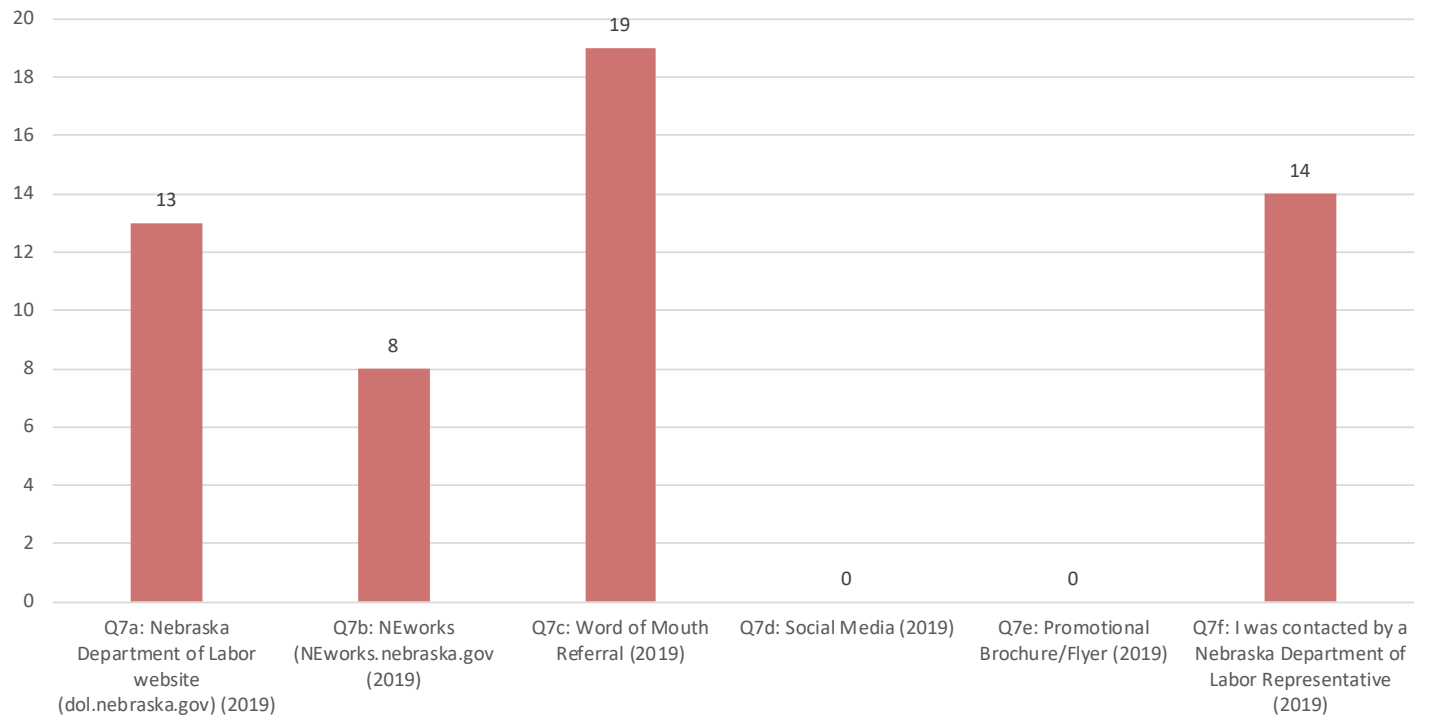




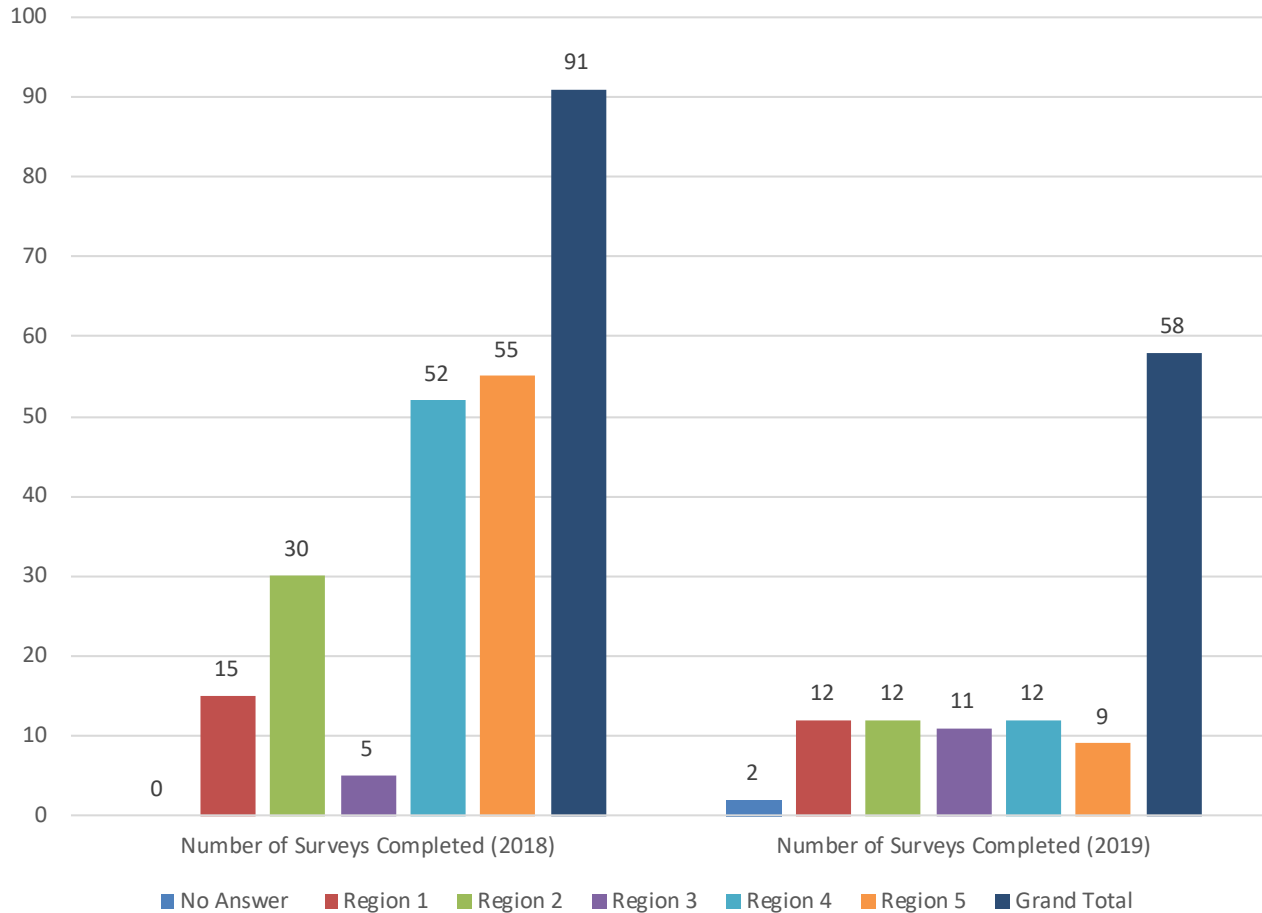
Q7: How did you hear about the employment services? (Please check all that apply) by Office



Q7: Grand Total



Number of Surveys Completed by Region: 2018 and 2019



Comments

- It was only an email to see if we had any job openings or needed any help posting a job opening. There wasn't really any thing to evaluate.

Region 1

- I am very pleased with the Staff at the Alliance Office. They are always very helpful, keep in contact and are very efficient and timely in their postings and follow-up.
- Jill Langemeier and her team are amazing. I really appreciate the professional work they do for us!
- Ne works worked well with me to get my position filled, thank you

Region 2

- Ann is awesome. She visited us initially, made sure our posters were all current. She is available by email whenever I need to contact her. She helps post openings and removes them when I ask her to. Her personal touch is why I use the service
- Everything went as expected

Region 3

- Grand Island has exceptional staff.
- Had 1 job applicant. Used Indeed, had over 20 responses

- I am so glad you are sending this survey out! I just want to mention that the staff in your Grand Island office is great. They have always been ready, able, and hall to assist. They are always a pleasure to work with. Great crew you have there and thank you.
- I did not have an experience to rate, because I called and could not reach anyone. It seems I ended up in a general voicemail box. That being the case, I emailed a representative and am still waiting for a response.

Region 4

- Corrie is the best!
- I wish there would have been more of a turnout at the Syracuse job fair, however you can't control that :)
- Jill in the Alliance Office is also as helpful as the lady from Beatrice. Thanks for all you do for us..
- We contacted the workforce to open our account and have never heard from them again

Region 5

- Megan Buresh was very helpful and kept in touch with me. Great job.

Announcements

Former Board Members



Anita Sutton joined the Greater Nebraska Workforce Development Board in October 2018. She served as the Employment Services Manager for both the Sidney and Alliance NDOL offices since February 2018. Anita has left her role with NDOL to pursue other opportunities. Her drive and dependability will be missed. We wish her all the success in her future plans.

Former Staff Members



Karly Hernandez, Program Coordinator, ended her term with NDOL to pursue other opportunities. Her optimism and welcoming demeanor will be missed. We wish her the best of luck in her future endeavors.

Career Pathways Institute and Partnering Employers Youth Registered Apprenticeship Signing Ceremony- CNH Industrial America LLC (Lisa Wilson)



The Grand Island Independent- Apprenticeship Program Growing by Jeff Bahr

Career Pathways Institute's registered apprenticeship program has substantially expanded its number of students, programs and business partners.

When the program kicked off in November 2017 as the first youth-registered-apprentice program in the state, it had one student and one business partner — Dramco Tool. Seven more business partners have joined the effort. A program Tuesday celebrated the arrival of Anderson Ford, Case IH, Chief Fabrication, Gary's Quality Automotive, Penrose Machining, Roe Buick and Standard Iron. With those companies coming aboard, CPI has started three new apprenticeship programs. Students can now join the world of automotive service technicians, industrial manufacturing technicians and welders.

Five students signed up for the program Tuesday, and CPI Coordinator Dan Phillips expects that number to more than double in the next few weeks. Zane Puncoschar has already started work at Penrose Machining, which pleases company president Gene Penrose. "We need to have the young people come in," Penrose said. "Too many of them don't understand what we do. It's a good profession." Penrose is a precision manufacturing job shop, producing industrial and automotive parts for many companies.

Brandon Church, 17, has started work as an automotive service technician at Gary's Quality Automotive. "I think it's a great program to help these kids out, get them learning young so you have a definition and a direction they want to go in life," said Gary Starkey, owner of the company. Starkey said there is a big shortage of automotive technicians. "We just hope to make this system work, and work well," Starkey said.

The other three students who signed up Tuesday are getting their feet wet with Case IH. Parker Sargent, 17, and Brian Martinez, 16, have their eyes on welding. David Theesen is starting as an industrial manufacturing technician.

Of the five students, two go to Grand Island Senior High, two attend Northwest and one goes to Central Catholic. The students will work full-time in the summer. Some may approach full-time employment during their senior year of high school. At the gathering, Lt. Gov. Mike Foley and State Commissioner of Labor John Albin held up the Grand Island program as a model for the state. Foley said the shortage of workers is a nationwide problem and it isn't going away anytime soon. The birthrate, he said, has never been lower in the history of the country. When Foley travels the state, business owners tell him "I need more workers" and "I cannot grow my company unless you send me more workers." The apprenticeship program is part of the solution, Foley said. "I couldn't be more proud of what's happening in Grand Island."

Albin said apprenticeship programs are part of growing Nebraska. Shortly after he became commissioner of labor, he attended a meeting in Beatrice, where employers complained that young adults "are leaving Beatrice without even knowing what we do." Nine other high schools in the state have followed Grand Island's lead. The programs fit the interests and aptitude of students with employers who welcome them, Albin said. Albin praised the CPI director. "Dan Phillips is great," he said.

In thanking the new business partners, Phillips said the program creates "phenomenal opportunities for our students." Scott Asmus, who is job training program coordinator for the Nebraska Department of Labor, told representatives of the participating companies, "You're truly innovative in your approach." Asmus has traveled to Grand Island frequently to help with the program. District Superintendent Tawana Grover thanked the business community and the Grand Island Area Chamber of Commerce. The best way to prepare young people is to give them "real-world, hands-on experience," Grover said. Every time we hear about progress being made at the state level, Grover said, "we should be very proud" in Grand Island.

Source: https://www.theindependent.com/news/local/apprenticeship-program-growing/article_2ad288da-55b9-11e9-a132-f78452992f1d.html

CNH Industrial America LLC Tour, GNWDB & CEOB Board Meeting 10/18/18





MEDIA RELEASE

FOR IMMEDIATE RELEASE: Feb. 14, 2019

Hall County Supervisor Pamela Lancaster Briefs Capitol Hill Lawmakers on Workforce Development

WASHINGTON – Hall County, Nebraska Supervisor Pamela Lancaster, who chairs the National Association of Counties (NACo) Workforce Development Subcommittee, today briefed lawmakers and staff in Washington, D.C., on workforce development efforts at the local level. Lancaster urged lawmakers to continue to invest in the Workforce Innovation and Opportunity Act, an important federal program that helps jobseekers and businesses overcome challenges and supports county efforts to foster economic growth.

“Counties across the country invest significantly in economic planning and workforce development. We partner with federal, state and local governments, nonprofits and the private sector to address business, jobseeker and community needs,” said Supervisor Lancaster. “These partnerships are essential to providing the education and training individuals need to obtain or retain good jobs.”

Lancaster discussed local workforce systems as effective models that provide public and private-sector leaders with opportunities to design programs and deploy funding to meet unique needs of regional markets.

Across the country, there are a variety of workforce development models. In Nebraska, counties coordinate workforce development services to help businesses and jobseekers connect. Lancaster chairs the Greater Nebraska Workforce Development Area, which serves 88 rural counties.

“Workforce development is a priority for counties of all sizes across Nebraska and across the United States,” she said. “I was honored to represent the county voice on Capitol Hill, to advocate for a stronger federal-state-local partnership that’s necessary to achieve workforce goals in Hall County and beyond.”

Lancaster was joined by leaders from the National League of Cities, National Association of Workforce Boards and the U.S. Conference of Mayors.

Learn more about the role of counties in workforce and economic development [here](#).



Meeting Schedule

Date	Time	Location	Board(s)
October 24, 2019	9 a.m. - 3 p.m. (CT)	Hampton Inn, Kearney	GNWDB & CEOB
January 23, 2020	9 a.m. - 3 p.m. (CT)	TBD, TBD	GNWDB & CEOB
May 28, 2020	9 a.m. - 3 p.m. (CT)	TBD, TBD	GNWDB & CEOB

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

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 Employment and Training</i> Nebraska Department of Labor PHONE 308-221-6959 ashley.mathers@nebraska.gov
One-Stop Operator	Allison Hatch <i>Targeted Industry/Talent Manager</i> Nebraska Department of Economic Development PHONE 402-471-3367 allison.hatch@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.