

Nebraska Workforce Development Board
Meeting Minutes
March 6, 2020, 9a – 12p
Nebraska Educational Telecommunications (NET)
(AKA Terry M. Carpenter Telecommunications Center)
1800 North 33rd Street, Lincoln, Nebraska 68503

Agenda item 1. Call to Order

Chair Mark Moravec called to order the meeting of the Nebraska Workforce Development Board (the Board) on March 6, 2020 at approximately 9a at Nebraska Educational Telecommunications (NET), 1800 North 33rd Street, Lincoln, Nebraska.

Agenda item 2. Roll Call

Yvette Montes Jung called roll and advised Chair Moravec that quorum was established.

Members in attendance

- | | |
|-----------------------|-----------------------|
| 1. Greg Adams | 10. Tate Lauer |
| 2. John Albin | 11. Susan Martin |
| 3. Troy Brooks | 12. Mark Moravec |
| 4. Brian Deakin | 13. Don Nordell |
| 5. Gary D. Dixon, Jr. | 14. Terri Ridder |
| 6. Jason Feldhaus | 15. Bradley Schroeder |
| 7. Michael Geary | 16. Becky Stitt |
| 8. Allan Hale | 17. Paul Turman |
| 9. James Hanson, Jr. | 18. Lisa Wilson |

Members absent

- | | |
|---------------------------|----------------------|
| 1. Governor Pete Ricketts | 7. Anthony Goins |
| 2. Senator Joni Albrecht | 8. Kyle J. Nixon |
| 3. Kyle Arganbright | 9. Jennifer Sedlacek |
| 4. Elizabeth Babcock | 10. Dannette Smith |
| 5. Phil Bakken | 11. Carol Swigart |
| 6. Lindy Foley | |

Nebraska Department of Labor (NDOL) Board Support Staff

- | | |
|---|--|
| 1. Maryanne Bradfield, Deputy Commissioner for Reemployment Services | 4. Dawn Carrillo, WIOA Program Analyst, Office of Employment & Training |
| 2. Brad Pierce, Workforce Services Administrator, Office of Employment & Training | 5. Deb Andersen, WIOA Policy Coordinator, Office of Employment & Training |
| 3. Erin Cooper, Workforce Services Administrator, Office of Employment & Training | 6. Yvette Montes Jung, Employment Services Program Specialist, Office of Employment & Training |

Agenda item 3. Notice of Publication

Yvette Montes Jung announced that the Notice of Public Meeting was duly published, in accordance with the Nebraska Open Meetings Act, in the Beatrice Daily Sun, Grand Island Independent, Lincoln Journal Star, North Platte Telegraph, Omaha World Herald, and Scottsbluff Star-Herald. Yvette also announced that notice of the meeting was posted on the State of Nebraska Public Meeting Calendar.

Agenda item 4. Approval of Minutes

Chair Moravec called the Board's attention to the draft minutes from the last meeting of the Board held on December 6, 2019, which were included in the Board Members' meeting packets as Handout 1. The minutes were emailed to Members of the Board on March 5, 2020. Chair Moravec asked if Members Board had additions or corrections to the minutes. No additions or corrections were provided.

Chair Moravec opened the floor for public comment on the draft minutes. No public comments were made. James Hanson, Jr. motioned to approve the minutes of the December 6, 2019 meeting of the Board, and Michael Geary seconded the motion. Members of the Board in attendance voted on the motion by voice vote. The vote carried unanimously.

Chair Moravec reminded the Board that agendas, minutes, and packets provided during meetings of the Board are available on Board's webpage, which is accessible at <https://dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/NWDB>.

Agenda item 5. Old business

a. Proposed MOU with the Homeless Continua of Care

Michael Geary addressed the Board regarding the proposed memorandum of understanding (MOU) between the Board and Nebraska's homeless continua of care, a matter that was first raised and discussed during the September 13, 2019 meeting of the Board. Michael reminded the Board that Jason Feldhaus presented to the Board during the September meeting regarding the continuums' interest in entering into an MOU with the Board. At that time, it was agreed that the Strategy and Innovation Subcommittee would consider the request and make a recommendation to the Board. The Strategy and Innovation Subcommittee met with Randy McCoy and Jeffrey Chambers on January 14, 2020. Randy is the Executive Director for the Metro Continuum of Care for the Homeless. Jeffrey is the Project Director in the Center for Children, Families, and the Law at the University of Nebraska – Lincoln. The purpose of the meeting was to hear from Randy and Jeff on the possibility of implementing an MOU between the Board and the three homeless continuums of care in Nebraska.

Randy and Jeffrey informed the subcommittee that the three continuums apply annually for funding from Housing and Urban Development (HUD) to provide homeless-related services in their respective geographic areas. During the 2019 application cycle, HUD asked about the continuums' relationships with the Board and the local workforce development boards, asking specifically if MOUs were in place with the boards that define how the continuums and boards work together to support the provision of services to individuals experiencing homelessness. Since that time, the continuums have worked to establish MOUs with the local boards. The Metro Continuum is entering into an MOU with the Greater Omaha Workforce Development Board; and the Center for Children, Families, and the Law is entering into an MOU with the Greater Nebraska

Workforce Development Board. The Lincoln-area continuum is working to establish an MOU with the Greater Lincoln Workforce Development Board. Michael directed the Board's attention to Handouts 5 and 6, copies of the Greater Omaha and Greater Nebraska MOUs.

Randy and Jeff advised subcommittee members that the purpose of an MOU with the Board would be to memorialize the Board's support of the statewide efforts of the three continuums and their partnerships with the local boards as they work to insure:

- co-enrollment in workforce and homeless assistance programs for individuals experiencing homeless; and
- prioritized access to employment or training programs for the homeless and those at risk of homelessness.

Michael advised the Board that the subcommittee members voted to recommend to the Board the establishment of an MOU between the Board and the three continuums of care.

Chair Moravec opened the floor for discussion regarding the subcommittee's recommendation. Hearing none, Chair Moravec asked for a motion regarding the recommendation. Vice-Chair Bradley Schroeder motioned that the Board establish an MOU with the continuums. Terry Ridder seconded the motion. Members of the Board in attendance voted by roll-call vote on the motion. All but one Member of the Board voted in favor of the establishment of an MOU. Lisa Wilson abstained from the vote. The motion, therefore, passed.

Chair Moravec asked Deb Andersen to assist Michael Geary in coordinating with NDOL Legal to begin work on the MOU.

b. Subcommittee Roles and Responsibilities

Chair Moravec addressed the Board on the topic of subcommittee roles and responsibilities, a topic that was discussed at length during the December 6, 2019 meeting of the Board. Chair Moravec reminded the Board that during that discussion the comments of the Board Members focused generally on three topics:

- frequency and conduct of subcommittee meetings;
- roles and responsibilities of the Board's subcommittees in relation to the Board's required functions; and
- structure of the Board's subcommittees.

On the topic of the frequency and conduct of subcommittee meetings, opinions varied among Board Members.

- Some said they prefer quarterly face-to-face meetings immediately following Board meetings.
- Some said they would prefer to have subcommittee meetings occur as breakout sessions during Board meetings.
- Some said they are comfortable with a mix of face-to-face and virtual meetings held on an as-needed basis.

Chair Moravec reminded the Board that its bylaws are flexible on this matter, leaving decisions up to the chairs of the subcommittees when it comes to the frequency and conduct of Board meetings.

On the topic of subcommittee responsibilities and the Board's required functions, it was generally agreed:

- that some functions are very technical, time sensitive, and best handled by a structured subcommittee; and
- some are more tenuous and could be handled by a less structured subcommittee.

On the topic of the Board's subcommittee structure, Chair Moravec reminded the Board that a question was raised during the December meeting as to whether the Board needs three subcommittees. Chair Moravec commented on that possibility, saying there are factors to keep in mind while considering such a change.

- Responsibilities of the Evaluation and Review Subcommittee are technical and time sensitive, like those of the Policy and Oversight Subcommittee.
- If the Evaluation and Review Subcommittee were disbanded and its members reappointed to the other two subcommittees, there might be issues relating to the establishment of quorum of the full Board during subcommittee meetings.
- Any change to the structure of the Board's subcommittees would have to be based on an amendment of the Board's bylaws.

Chair Moravec opened the floor for further discussion on the question.

- Terry Ridder, former chair of the Evaluation and Review Subcommittee, commented on the possibility of changing the structure. She indicated that she agreed with the proposed change as that subcommittee's responsibilities align more closely with those of the Policy and Oversight Subcommittee.
- Vice-Chair Bradley Schroeder agreed with Terry. He further commented that the responsibilities of the Evaluation and Review Subcommittee seem better assigned to NDOL for fulfillment.
- Lisa Wilson also agreed with Terry and Vice-Chair Schroeder regarding disbanding of the Evaluation and Review Subcommittee. She further commented that the Greater Nebraska Workforce Development Board has two subcommittees and is able to meet its responsibilities with just two.
- Michael Geary asked for clarification regarding Chair Moravec's remarks relating to quorum. Chair Moravec asked Deb Andersen to provide that clarification.
 - Deb explained that the reappointment of Board Members from the Evaluation and Review Subcommittee to the other two subcommittees may result in the establishment of a quorum of the full Board in the event of full attendance of Board Members at a given subcommittee meeting.
 - Chair Moravec asked if exclusion of Executive Committee members from participation on subcommittees would resolve the quorum issue for the subcommittees.
 - Deb indicated that that exclusion of the Executive Committee members would resolve the quorum issue for the subcommittees but would result in the exclusion of the contributions of the Executive Committee members to the work of the subcommittees.
 - James Hanson, Jr. asked if some Board Members could be designated as non-voting subcommittee members.
 - Deb advised that all Board Members have voting rights on the subcommittees on which they serve.
 - Commissioner John Albin provided further clarification regarding the Nebraska Open Meetings Act and quorum of the full Board, stating that quorum is

dependent upon the number of Board Members present at a given location, regardless of the reason for their presence. He commented further that changing voting status would not resolve the quorum issue. Commissioner Albin also stated that he liked the idea of excluding Executive Committee members from subcommittee service, as that approach would segregate the functions of the subcommittees from those of the Executive Committee, which has the ability to act on behalf of the full Board.

- o James Hanson, Jr. indicated he agreed with the exclusion of Executive Committee members from subcommittee service based on Commissioner Albin's further clarification, acknowledging that 100 percent attendance of Board Members at a subcommittee meeting was highly unlikely.
- o Commissioner Albin further commented in response to James' remarks. He agreed that the chance of 100 percent attendance by Board Members at a subcommittee meeting is remote. However, if attendance did reach 100 percent for a particular subcommittee meeting, the meeting would have to be adjourned because the subcommittee would not have issued the required public notice for that meeting. Commissioner Albin also reminded the Board that should the proposed alternative subcommittee structure not work the Board could change the structure and reiterated his support for the exclusion of Executive Committee members from subcommittee service.

Chair Moravec concluded discussion of the possibility of revision of the Board's subcommittee structure by asking if a vote should be taken regarding the restructuring. Deb Andersen advised the Board that procedural steps would need to be taken to effect that change. Specifically, the bylaws of the Board would need to be revised. To revise the bylaws, the proposed changes would need to be provided to the Board Members at least 10 days prior to the public meeting at which the Board intended to take action to approve changes to its subcommittee structure. Deb advised the Board that it had not met that standard at that point in time. Deb indicated that the proposed changes to the subcommittee structure could be acted upon during the June meeting of the Board.

Chair Moravec stated that the proposed revision of the Board's bylaws to effect a change to the structure of the Board's subcommittees would be considered during the June meeting of the Board.

Agenda item 6. New business

a. 2020 Workforce Development Excellence Award Task Force

Chair Moravec addressed the Board on the topic of the *2020 Workforce Development Excellence Award*. The Board established the *Workforce Development Excellence Award Program* in December of 2018. Through the program, the Board recognizes an individual or organization, on an annual basis, for exceptional contributions or achievements in the area of workforce development in Nebraska. The award recipient is selected from the submitted nominations by a five-member task force that includes the Chair and Vice-Chair of this Board and the chairs of the Board's subcommittees. Chair Moravec reminded the Board that the office of chair of the Evaluation and Review Subcommittee is currently vacant, so he announced that he was temporarily appointing the vice-chair of the subcommittee, Lisa Wilson, to the 2020 selection task force.

Chair Moravec reminded the Board Members that nominations for the 2020 award must be submitted by March 31, 2020 to the WIOA policy mailbox ndol.wioa_policy@nebraska.gov.

b. Blueprint Nebraska

Jim Smith, Executive Director of Blueprint Nebraska, presented to the Board on the findings of Blueprint Nebraska's public report, "Growing the Good Life" (published in July 2019).¹ His presentation was provided as Handout 2.

c. Subcommittee Reports

Evaluation and Review Subcommittee

The report for the Evaluation and Review Subcommittee was provided by subcommittee vice-chair Lisa Wilson regarding the subcommittee's review of the WIOA Annual Statewide Performance Report Narrative for Program Year 2018.² Lisa's presentation was provided as Handout 3.

Lisa reminded the Board that the WIOA annual performance report narrative for Program Year 2018³ provides information regarding Nebraska's progress toward meeting its strategic vision and goals for the state's workforce system as they relate to WIOA Title I youth, adult, and dislocated worker programs and Title III Wagner-Peyser Employment Service. Lisa advised the Board that Nebraska performed well, overall, during Program Year 2018.

Customer satisfaction outreach activities were not a strong point.

- The state requires each local board to conduct customer satisfaction assessments regarding the effectiveness of their local one-stop delivery systems and one-stop centers, including how well the system and centers:
 - integrate available services for job seekers and employers;
 - meet the workforce development needs of job seekers and employment needs of local employers;
 - operate in a cost-efficient manner;
 - coordinate services among the one-stop partner programs; and
 - provide access to one-stop partner program services to the maximum extent practicable, including providing services outside of regular business hours where there is a workforce need identified by the local board.
- During Program Year 2018, all three local areas struggled to produce generalizable results or did not conduct the required outreach altogether.
 - Greater Lincoln Workforce Development Area
 - Results of customer satisfaction outreach to a sample of Title I program participants were not generalizable or representative of the participant population.
 - Results of outreach to other one-stop customers did not provide sufficient information to make a determination.
 - Outreach to employers and one-stop partners did not occur at all.
 - Greater Nebraska Workforce Development Area
 - Results of customer satisfaction outreach to a sample of Title I program participants did not provide sufficient information to make a determination on their generalizability.
 - Outreach to one-stop partners was not performed.

¹ The report is accessible at https://blueprint-nebraska.org/wp-content/uploads/2019/08/BlueprintNE_Public.pdf.

² The narrative is accessible at <https://dol.nebraska.gov/webdocs/getfile/5f7f3553-0007-42bd-8fb6-03036370ac2c>.

³ Program Year 2018 began July 1, 2018 and ended June 30, 2019.

- Results of customer satisfaction outreach to a sample of employers were generalizable to the employer population.
- Greater Omaha Workforce Development Area
 - Customer satisfaction outreach to Title I program participants and one-stop partners was not performed.
 - Outreach to employers was performed but results were not generalizable to or representative of the population size.
 - Outreach to other one-stop customers was performed and the results were generalizable.
- NDOL will provide technical assistance to the local areas regarding survey generalizability.

Evaluation and research was another weakness during Program Year 2018.

- States are required to conduct evaluations of activities of WIOA Title I programs in order to promote continuous improvement and research, test innovative services and strategies, and achieve high levels of performance and outcomes.
- According to the US Department of Labor, the labor availability and skills gap studies conducted by NDOL do not adequately satisfy the evaluation requirement.
- Nebraska is not the only state struggling to meet this requirement. For that reason, the US Department of Labor published several evaluation resources in December, including an *evaluation readiness assessment tool* and an *evaluation design assessment tool*.
 - The *evaluation readiness tool* is designed to help state workforce agencies develop a clear understanding of their readiness to conduct rigorous evaluation, identify their strengths and deficiencies, and establish feasible steps to improve evaluation capacity and meet WIOA evaluation requirements.
 - The *evaluation design assessment tool* is a resource intended for state workforce agencies that are ready to conduct rigorous evaluations. Its main purpose is to highlight the major design and implementation issues that agencies should consider when planning an evaluation project. It is also meant to help identify challenges, potential opportunities, and areas where technical assistance or additional resources may be needed.
- Prior to USDOL's release of those resources, NDOL identified at least one methodology that could be used to conduct evaluations, the Provus Discrepancy Model, an alternative strategy for evaluating programs where performance standards are established.
- NDOL is working to identify the best approach to meeting the evaluation requirement.

Co-enrollment of Trade program participants in local adult or dislocated worker programs was also a challenge during Program Year 2018.

- As of May 2019, only 36 percent of Trade program participants were enrolled in Title I adult or dislocated worker programs, well short of the Federally established target rate of 50 percent even though co-enrollment of Trade program participants has been required under state policy for a number of years.
- The state's policy regarding co-enrollment was recently revised to explicitly state that co-enrollment of Trade program participants in local adult or dislocated worker programs is mandatory.
- NDOL has provided technical assistance to Trade program staff and local area adult and dislocated worker program staff on several occasions and will continue to do so as needed.

Performance among the state's youth, adult, and dislocated worker programs at the state level is much better than originally thought.

- Since the State's annual performance report narrative was submitted at the end of November, USDOL provided NDOL with an analysis of Program Year 2018 performance of Nebraska's youth, adult, and dislocated worker programs and the Wagner-Peyser Employment Service.
- The analysis included USDOL's calculations of adjusted levels of performance and revealed that Nebraska, at the state level, did not fail to meet performance on the credential attainment indicator for the youth program as stated in the report.
- Guidance provided in USDOL's assessment also revealed that statements in the report relating to local area performance are no longer accurate.
 - Regarding youth program performance on the credential attainment indicator, it is likely that only one local area (Greater Lincoln) failed to meet performance on that indicator for the second consecutive year, rather than all three local areas. Confirmation of this assumption is pending NDOL's calculation of adjusted levels of performance Program Year 2018 (within the next few months).
 - Regarding adult program performance on Q4 employment rates, all local areas met performance on that indicator.
 - Regarding dislocated worker program performance on the Q2 and Q4 employment rates, all local areas met performance on those indicators.
- NDOL is looking into the possibility of submitting these revisions to USDOL and Nebraska Legislature.

Expansion of Registered Apprenticeship programs continues in Nebraska.

- Nebraska received an ApprenticeshipUSA Accelerator Grant in 2016 to support expansion of Registered Apprenticeship programs across the state.
- Since receiving the grant, employer participation in Registered Apprenticeship increased by 40 percent.
- Expansion of Registered Apprenticeship programs in Nebraska has extended to programs for youth.
 - Prior to 2017, there were no Nebraska employers sponsoring youth Registered Apprenticeship programs.
 - As of November 2019, 14 public and private high schools had been approved as non-sponsoring intermediaries and 21 businesses were participating as sponsors.

Jobs for American's Graduates (JAG) is another successful initiative in Nebraska.

- JAG was established in 1980 to help high-barrier youth graduate from high school and make successful transitions to postsecondary education or meaningful employment.
- JAG provides student participants with more than 80 competencies that lead to successful outcomes, including workplace readiness and life skills.
- JAG has been successfully implemented by states around the country for decades.
- NDOL began introducing JAG in Nebraska in the fall of 2018.
- As of November 2019, three schools had launched JAG with nearly 75 students enrolled.

The layoff aversion strategy for Ariens Company and FAST Global Solutions was another success.

- In 2018, NDOL was informed about the upcoming closure of Ariens Company in Auburn and the elimination of up to 175 advanced manufacturing jobs.
- Initially, NDOL worked with local organizations to share information with potential buyers about employment and training services available through WIOA Title I programs.

- Once FAST Global Solutions announced its intent to purchase the Ariens Company building and retain all Ariens employees, a Rapid Response event was held at the Ariens facility for over 150 employees.
- All of those employees completed one-on-one appointments with NDOL staff.
- Approximately 40 of those employees were identified as needing employment and training assistance through the Greater Nebraska dislocated worker program.
- Several of those individuals received on-the-job training funded by the program.

Policy and Oversight Subcommittee

Subcommittee chair James Hanson, Jr. provided the report for the Policy and Oversight Subcommittee. James advised the Board that the subcommittee and state plan partners continued work on the state plan.

- The subcommittee created a manual for plan development, which was provided as Handout 4.
- In that handout, timelines for submission of the state plan were provided on page 8.
- Subcommittee members and plan partners met January 16 – 17, 2020 to discuss and make decisions on content for the plan.
- The current draft of the state plan was published for public comment on January 30, 2020 and accessible online at dol.nebraska.gov and may be accessed by clicking on:
 - *Employment and Training*, then
 - *Workforce Innovation and Opportunity Act*, then the
 - *Manuals, Plans, and Reports* tab.
- A public hearing was held on February 10, 2020 in Lincoln and simultaneously broadcasted to nine additional locations across the state.
- Plan partners are currently entering content into the state plan portal.
- The plan will be submitted to Federal reviewers no later than April 1, 2020.

Strategy and Innovation Subcommittee

Subcommittee chair Michael Geary provided the report for the Strategy and Innovation Subcommittee. Since the December meeting of the Board, the Strategy and Innovation Subcommittee met twice. The first meeting was held January 14, 2020 to discuss the proposed MOU with Nebraska's homeless continuums of care (as discussed earlier in the meeting). The second meeting was held February 27, 2020. The purpose of the second meeting was to discuss how the subcommittee could best support the Board's goal of alignment of workforce-focused groups and initiatives in order to enhance collaboration and eliminate duplication of effort, as discussed during the December 6, 2019 meeting of the Board.

Michael reminded the Board that during the December 2019 meeting several Board Members indicated that they were aware of numerous workforce-focused groups and initiatives operating across the state, some of which are mentioned in the draft minutes of the December Board meeting of the Board. Board Members also talked about compiling and maintaining a list of those groups and initiatives and working to connect with them and learn about their efforts. During its February 2020 meeting, the subcommittee discussed approaches to identifying the groups and initiatives and decided to recommend a low-tech, networking method: distribution of a form. A preliminary draft of the form was provided as Handout 7.

Michael advised the Board that the presented draft was very basic in form and that the idea behind its simplicity is that it could be completed by anyone who is aware of workforce-focused group or initiative. Michael also stated that the subcommittee's intended use of the form would be its wide distribution in digital and paper format to:

- support compilation of a list of groups and initiatives while not over-burdening them with completed requests for information from numerous sources; and
- provide access to that list to the Board and the identified groups and initiatives, as well as employers, workers, and job seekers that may be interested in or benefit from the purposes of those groups and initiatives.

Michael advised the Board that the subcommittee would like feedback on the form. Specifically, the subcommittee asked if the Board had recommended changes on the form or feedback on the subcommittee's approach. The Board Members made no recommendations on the form and did not provide feedback on the subcommittee's proposed approach. Michael indicated that the subcommittee would move forward to determine methods for operationalizing use of the form and development of the publically available list and take the imperative to "keep it simple." He also said that the subcommittee would report to the Board during the June meeting and will rely upon the Members of the Board to participate and promote this initiative of the Board once it is implemented fully.

d. Member Updates

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

Agenda item 7. Public Comment

Chair Moravec opened the floor for public comment. No public comments were made.

Agenda item 8. Next Meeting – Date and Time

Chair Moravec reminded the Members of the Board that the next meeting of the Board is scheduled for June 5, 2020 from 9a to 12p and will be held at the Administrative Services Building, Development Center, Lower Level, 1526 K Street, Lincoln, Nebraska. If the date or time of the meeting changes, Members of the Board would be notified by email.

Members of the public may confirm the dates and times of the meetings of the Board by checking the Upcoming Meeting section of the Board's webpage. The Board's webpage is accessible at <https://dol.nebraska.gov/EmploymentAndTraining/LCRWP/WIOA/NWDB>.

Agenda item 9. Adjournment

Chair Moravec asked for a motion to adjourn the meeting. Michael Geary motioned that the meeting be adjourned, and John Albin seconded the motion. Members of the Board in attendance voted by voice vote on the motion, which carried unanimously. The meeting adjourned at approximately 11a.