**Meeting Minutes – GNWDB Executive Committee**

**Wednesday April 26th, 2017**

**LOCATION** Grand Island Public Library, 211 N Washington St, Grand Island, NE 68801

**DURATION** 10:00 am to 11:30 am

CALL TO ORDER:

The meeting of the Greater Nebraska Workforce Development Board’s Executive Committee was called to order at approximately 10:10 a.m. on Wednesday April 26th, 2017.

ROLL CALL:

For the purposes of establishing a quorum, Wendy Sieler called the roll.

**Present (5):**

Kelsey Miller

Denise Pfeifer – Arrived at 10:32 a.m.

Lisa Wilson

Stacey Weaver

Jill Smith

**Absent (2):**

Roy Lamb II

Chris Callihan

STAFF AND GUESTS (4): Shannon Grotrian, Dylan Wren, Wendy Sieler, Thomas Ukinski

A quorum was present.

NOTICE OF PUBLICATION:

The notice of publication was read by Wendy Sieler.

“Adequate legal notice of this meeting was posted in the Beatrice Daily Sun, Columbus Telegram, Grand Island Independent, Hastings Tribune, Kearney Hub, Norfolk Daily News, North Platte Telegraph, Scottsbluff Star-Herald, and the Sidney Sun-Telegraph. 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:

Lisa introduced the next agenda item, Approval of the Minutes. All present members of Executive Committee received a copy of the meeting minutes for the February 02, 2017 meeting for review. Lisa asked if there were any corrections to be made. There were none.

**\*MOTION:**

Lisa entertained a motion to approve the minutes of the February 02, 2017 Executive Committee Meeting. Stacey Weaver made the motion to approve the February 02, 2017 Meeting Minutes and Kelsey Miller seconded the motion. There was no further discussion and with a voice vote, the Executive Committee approved the Meeting Minutes for February 02, 2017.

**The motion carried.**

OLD BUSINESS:

Lisa asked Dylan to update the Committee on the Local and Regional Plan.

Local and Regional Plan

Dylan explained the Local and Regional Plan was sent to the State. The State reviewed the plan and gave a list of things that needed to be added/corrected.

Chapter 1: Labor Market - The Board will need to address how individuals with disabilities will be served. Dylan explained that this section needed more detail.

Chapter 2: Vision Goals and Strategies – This section was accepted and does not require any changes to be made.

Chapter 3: Integration of Strategies and Services – Dylan noted that there were several changes that needed to be made in this section. Details about how services would be integrated with Greater Nebraska’s Partners need to be included.

Chapter 4: Operating Systems and Policies – This section needed more clarification on what steps would be taken to accomplish the goals of the Board.

Chapter 5: Performance Goals and Evaluations – the Board will need to expand upon how the Board will be able to continuously improve. This will include Shannon Grotrian and Dylan sharing information about the details of what is happening and sharing that information with the local areas.

Chapter 6: Technical Requirements and Assurances – Dylan said that for the most part, this section went well but some of it was not complete at the time including the MOU’s and Operating Budget.

Dylan explained that he and Shannon had just been to the Scottsbluff Regional Planning Session and were currently working on the Scottsbluff plan.

NEW BUSINESS:

Certification of the Comprehensive American Job Centers

On April 18th The Job Certification Committees performed audits on the Grand Island American Job Center and the Beatrice American Job Center. Each AJC Job Certification Committee member was given a packet of evaluation forms to complete based on their view of each job center. All present Committee members received a copy of the combined evaluations for both job centers.

Dylan explained that Greater Nebraska needs to have at least one Comprehensive American Job Center or in order to receive funding. Services need to be provided from all of the required partners at the Comprehensive American Job Center(s). Executive Committee Members Lisa Wilson and Kelsey Miller were also a part of the Job Center Certification Committee.

**\*MOTION**

 Certification of the Comprehensive American Job Center- Grand Island\*

The Job Center Certification Committee for Grand Island met on Monday, April 21st 2017 to discuss the outcome of the individual evaluations for the Job Center. Dylan asked for Lisa and Kelsey to voice their comments.

Lisa noted that both job centers were doing what they needed to do but with Grand Island specifically, there is not enough room to accommodate all the required partners. She also stated that the Board would overcome these barriers once the MOUs were complete. The biggest barrier is connecting the Grand Island Job Center with the partners.

Kelsey said that she thought that everything would be addressed in the MOUs or will be corrected to meet the minimum criteria before the July due date.

Dylan asked Shannon to explain the timeline. Shannon said that the Board must certify any conditionally certified center on September 13th. Lisa added that there was more time to complete the MOUs than the Board originally thought and that most MOUs will be completed next month in May of 2017.

Stacey asked for some clarification regarding which required partners were located at the job centers. Lisa answered that only partner that Grand Island shares a space with is Nebraska VR. Dylan added that he had discussed with Adult Education about the possibility of teaching a class or a skill assessment test on a regular basis. The barrier with that is the lack of space.

Lisa stated that with the RFP timeline and with the 90 day timeline starting in June, the Board continues to build the foundation and said that she didn’t think the Board would miss the target date of September 13th, 2017.

Dylan explained that if the Board doesn’t get a bidder for the One-Stop Operator they will need to discuss with the State about hiring someone.

Kelsey asked for the deadline to receive a bid. Dylan answered that proposal opens on May 10th, 2017 and the RFP committee will complete its review between May 12th and May 17th.

Denise came in at 10:32

Shannon mentioned that oral presentations are currently scheduled for May 24th but the date would probably need to be changed since that is the day before the GNWDB and CEOB Board Meeting.

Lisa entertained a motion to conditionally certify the Grand Island American Job Center. Stacey made the motion. Jill seconded the motion.

**For(4):**

Kelsey Miller

Lisa Wilson

Stacey Weaver

Jill Smith

**Against (0):**

**Abstain (1):**

Denise Pfeifer.

**Absent (2):**

Roy Lamb II

Chris Callihan

**Motion carried.**

**\*MOTION**

 Certification of the Comprehensive American Job Center-Beatrice \*

**LISA:** We will now review the evaluations for the Beatrice American Job Center. You have all received a copy of the combined evaluations for the Beatrice American Job Center.

The biggest difference from Grand Island from Beatrice is that Beatrice is on the Southeast Campus and the majority of their partners are within the same building. The only partner that is not in the building is Adult Education but they are still on the same campus.

Grand Island has someone who works at the front desk which could be cross trained and provide direct linkage. Beatrice does not have front desk staff and would need to hire someone. Stacey inquired about the reasoning for Grand Island being the “main” job center. Lisa answered that Grand Island is centrally located and is the largest city in the local area.

Dylan added that his interpretation of the policy is that the Board will need to visit every site and meet with them. Grand Island and Beatrice covers a large area. If we had a site in North Platte area it would help cover that part of the state.

Lisa Wilson, Kelsey Miller, Dylan Wren, and Shannon Grotrian have visited both sites.

Both job centers are meeting with their partners but are now being advised to have quarterly, consistent, formal and documented meetings. Lisa mentioned that one of the struggles for both job centers, is the lack of public transit. Committee members continued to look through the combined evaluations for both Grand Island and Beatrice.

Lisa entertained a motion to conditionally certify the Beatrice American Job Center. Jill Smith made the motion. Stacey Weaver seconded the motion.

**For(5):**

Kelsey Miller

Lisa Wilson

Stacey Weaver

Jill Smith

Denise Pfeifer

**Against (0):**

**Abstain (0):**

**Absent (2):**

Roy Lamb II

Chris Callihan

**Motion carried.**

Dylan asked the committee if they would be willing to travel to Scottsbluff for a future Executive Committee Meeting. Dylan thought it was important to have the meeting about the Scottsbluff regional plan in Scottsbluff so that the public could attend. Committee members discussed visiting the Alliance Job Center and Job Corps at Pine Ridge. These topics were tabled for a later date.

As Stacey was flipping through Beatrice evaluations she noted that the common intake was being worked on at the state level. Dylan confirmed that at this point, the State partners are currently putting together the common intake. Shannon added that the State is getting ready to put out the RFP.

PUBLIC COMMENT:

Lisa asked if there was any public comment. There was none.

MEETING DATES:

May 04, 2017 (Next Thursday) – Executive Committee – Grand Island Public Library

May 25th, 2017 – GNWDB and CEOB – Fairfield Inn & Suites in Grand Island

October 26, 2017 – GNWDB and CEOB – Location TBD

ADJOURNMENT:

**\*MOTION**

Lisa entertained a motion to adjourn the meeting on April 26, 2017 at 11:18a.m. Jill Smith made the motion and Denise Pfeifer seconded the motion.