**Meeting Minutes – Emergency GNWDB Executive Committee**

**Thursday, May 18, 2017**

**LOCATION** Kearney Public Library, 2020 1st Ave. Kearney, NE 68847

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

CALL TO ORDER:

Lisa Wilson called the meeting of the Greater Nebraska Workforce Development Board’s Executive Committee is called to order at approximately 10:04 a.m. on Thursday, May 18th, 2017.

ROLL CALL:

Lisa Wilson asked Wendy Sieler to call the roll.

**PRESENT (5):**

Kelsey Miller

Denise Pfeifer (via conference call)

Lisa Wilson (via conference call)

Stacey Weaver

Jill Smith (via conference call)

**ABSENT (2):**

Roy Lamb II

Chris Callihan

There was a quorum present at this meeting.

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

NOTICE OF PUBLICATION:

Lisa asked Wendy Sieler to read the public notice.

“Adequate legal notice of this meeting was posted in the Lincoln Journal Star, Columbus Telegram, Grand Island Independent, Hastings Tribune, Kearney Hub, 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:

Each committee member received the meeting minutes for the May 04, 2017 meeting for review. Lisa asked if there were any corrections to be made to the minutes. There were none.

**\*MOTION:**

Lisa entertained a motion to approve the minutes of the May 04, 2017 Executive Committee Meeting. Denise Pfeifer made the motion and Jill Smith seconded the motion.

Motion carried.

OLD BUSINESS:

**\*MOTION**

 Review and Approval of Memorandums of Understanding\*

The local area received feedback from State WIOA policy. There were various concerns about the MOU and its attachments, which had been approved by the Executive Committee on May 4. Lisa asked Dylan Wren to walk the committee through the changes. Working with the NDOL legal counsel and State WIOA the following revisions were made: assurances, amendment process, general reorganizing of content, additional accessibility language, and additional “how” details.

Dylan asked Tom Ukiniski, from NDOL Legal Counsel, if he had anything to add. Tom said that there is a Nebraska Department of Labor MOU Policy which is based on WIOA’s regulations. Tom said that there are very specific provisions that have to be included in the MOU.

Dylan pointed out that the MOU timeline was being pushed back. As a local area, the program is out of compliance because they do not have signed MOUs. Dylan added that Lincoln and Omaha are having some of the same issues with their MOUs. Dylan mentioned that the partners were being very understanding and patient. Dylan asked if there were any questions.

Stacey Weaver asked if the MOU is resent to the partners if their legal counsel would have to re-review the MOU. Dylan confirmed that the partners’ legal counsel would need to review the MOU a second time.

In response, the administrative entity extended the deadline for returning MOUs to the local area. State WIOA did not change their original May 15 deadline. The new expectation is that fully executed MOUs need to be submitted no later than May 22nd, in time for the first review by the State Board’s System Alignment Committee.

Dylan asked for Tom’s suggestions on waiting for feedback on the MOUs from State WIOA and sending out the MOU. Tom said that it is important to comply as much as possible before sending out the MOUs to the partners but that it is more than likely that there will be further review.

Dylan said that at this time, the best thing to do would be to wait until there is feedback from State WIOA before sending them out. Lisa pointed out that this would need to be presented to the CEOB at the Greater Nebraska Board Meeting on May 25th. Lisa asked for Dylan’s recommendations. Dylan said that the CEOB did not need to vote on the MOUs but needed to be update.

Dylan suggested that the committee vote to approve the MOUs with the understanding that administrative staff could make changes. Dylan asked Tom if this would be ok. Tom said that formatting changes would be fine but substance changes could not be made without being resigned by the partners. Dylan asked if the program receives feedback that requires changes, if the Greater Nebraska Workforce Development Board could approve it during their meeting on May 25th. Tom said that it could be voted on if the item was added to the agenda. He also added there will most likely be changes to be made.

Shannon asked if the partners had changes to be made, if the committee would have to review and approve those changes. Tom confirmed that the committee would have to review and approve those changes. He also mentioned that it is very unlikely that the MOUs would come back without any changes to be made by the partners.

Dylan pointed out that although Greater Nebraska has changed their timeline but that the State WIOA MOU timeline has not changed.

Dylan asked if the MOUs could be sent out to the partners, make the changes and then have the committee review and approve.

Kelsey Miller asked if State WIOA would need to review the MOUs again after changes requested by the partners. Dylan said he would not anticipate that the partners would have much to change other than additional details. Tom added that partners do not usually come back with many changes to make. He also said that he Annual Funding Agreement would be where there are more issues.

Dylan asked if the committee members had any questions. Lisa asked if the MOU needed to be approved at this meeting. Dylan asked Tom what his suggestions were. Tom said that it should be approved in its current form. Lisa asked for further discussion. There was none.

Lisa entertained a motion to approve the reviewed required partners’ memorandums of understanding and their attachments with the understanding that staff may make compliance revisions as needed.

Stacey made the motion and Kelsey seconded the motion. Wendy called the roll.

**FOR (5):**

Kelsey Miller

Denise Pfeifer

Lisa Wilson

Stacey Weaver

Jill Smith

**AGAINST (0):**

**ABSENT (2):**

Roy Lamb II

Chris Callihan

Motion carried with a voice vote.

PUBLIC COMMENT:

There was no public comment at this meeting.

MEETING DATES:

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

October 26, 2017 – GNWDB and CEOB – Location TBD

ADJOURNMENT:

**\*MOTION**

Lisa entertained a motion to adjourn this meeting.

Denise made the motion and Kelsey seconded the emotion.

Motion carried with a voice vote.

The meeting of the Greater Nebraska Workforce Development Board’s Executive Committee Meeting was adjourned at 10:35 a.m. Thursday, May 18, 2017.