

Pam Lancaster CEOB Chair

Lisa Wilson GNWDB Chair

Meeting Minutes – Greater Nebraska

Joint Greater Nebraska Workforce Development & Chief Elected Officials Board

**Thursday, May 23th, 2019**

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

**DURATION** 10:00 pm to 2:30 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 10:00 pm. on Thursday, May 23rd, 2019.

CEOB Chair Pamela Lancaster called the meeting of the Greater Nebraska Chief Elected Officials Board’s Executive Committee to order at approximately 10:00 pm. on Thursday, May 23rd, 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 (15):

Elaine Anderson

Cliff Barley

Wayne Brozek

Ann Chambers

Matt Gotschall

Gary Kelly

Greta Kickland

Roy Lamb II

Charlene Lant

Dan Mauk

Denise Pfeifer

Jill Smith Stacey Weaver Lisa Wilson

Stan Zimbelman

**Members Absent (3):**

Erin Brandyberry

Alicia Fries

Kim Schumacher

## CEOB Members Present (5):

Bryan Bequette

Hal Haeker

Joe Hewgley

Pamela Lancaster

William Stewart

## Members Absent (3):

Stanley Clouse

John Fagot

Christian Ohl

## Nebraska Department of Labor (NDOL) Staff in Attendance (4):

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

Lori Neukirch, Administrative Assistant

## Guest (19):

Dawn Carrillo, Nebraska Department of Labor

Pat Comfort, Nebraska Department of Labor

Bernie Hansen, Nebraska Department of Labor

Josh Hanson, Nebraska Department of Labor

Randy Kissinger, Nebraska Department of Labor

Lisa Laws, Nebraska Department of Labor

Becky Maggart, Nebraska Department of Labor

Susan Nickerson, Nebraska Department of Economic Development

Karen Stohs, Nebraska Department of Labor

Mary Kay Versen, UNCC Adult Education

Erin Heckeroth-Brown, ResCare

Jody Stutzman, Proteus

Jan Norlander-Jensen, GLWDB

Gary Targoff, Consultant GLWDB

Jody Easter, Nebraska Department of Labor

Kayla Stege, Nebraska Department of Labor

Emily Meyer, Nebraska Department of Labor

Allison Hatch, Nebraska Department of Economic Development

Erin Porterfield, ResCare

NOTICE OF PUBLICATION:

Lori Neukirch announced that adequate legal notice of this meeting was posted in the Grand Island Independent, Beatrice Daily, 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:

Lisa Wilson requested a motion to approve the minutes for the January 24th, 2019 of the Joint Greater Nebraska Workforce Development & Chief Elected Officials Board Meeting Minutes*.* They can be found on page 5 of booklet. *Matt Gotschall made the motion and Gary Kelly seconded. All members present voted by a voice vote to approve the motion, which carried unanimously.*

Pamela Lancaster requested a motion to approve the minutes for the January 24th, 2019 of the joint Greater Nebraska Workforce Development & Chief Elected Officials Board Meeting Minutes which can be found on page 7 of booklet. 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:

Kelsey Miller announced that we can no longer provide a working lunch for the board meetings. Staff will provide adequate time to take lunch if the meetings are at noon. Are looking for sponsors to host the lunches in the future if anyone knows of a business who would like to sponsor let her know. Stan Zimbelman is a board member who works for Kearney Works. Has worked for the NDOL prior for 26 years. He is retiring in June. Thanked him for his service.

NEW BUSINESS:

# Administrative Entity

Ashley Mathers provided an update on Labor Market Information. In January unemployment rates by county are on page 13. Statewide unemployment rate is holding steady at 2.8%.

Business openings and Expansions are listed on pages 14-17. November to February, Nebraska had 58 business openings or expansions. On pages 18-20 areas of substantial unemployment are listed. NE qualified four areas of substantial unemployment for 2019, Douglas-Sarpy, Lancaster, Hall and Scottsbluff. ASUs assist in determining funding allocations for WIOA. To qualify as an area must meet three requirements.

1. Must have a 12-month average unemployment rate of at least 6.5%
2. Have a contiguous geography. (NE ASUs are determined at the census tract level)
3. Must have a population of at least 10,000

Elaine Anderson asked for examples on how the businesses were tracked. Ashley said they are recorded by managers to the labor market staff. If not informed of them, then all may not be included on the list. If you hear of any in areas please report them to administration or local managers.

## Performance

Ashley directed the board to the screen and/or document included in booklet for Quarter 3 performance. Quarter 2 performance exceed all goals for the Adult and DLW programs except the credential rate. Youth programs exceeded Employment, Education or Training Placement Rate and Credential Rate. Since booklet was created received Quarter 3 performance. The credential rate has increased dramatically from quarter 2 to 3. Adult and DLWs are exceeding all goals except quarter four employment rate that is both only off a percent or less. Youth are exceeding all goals.

During the last meeting it was discussed that the credential attainment rate as being low. It was an area of concern during a federal audit. Provided training to staff to ensure this data was being entered correctly and based off of the most recent results. Believe inaccurate data entry was the cause. Plan to provide more in depth training to truly understand performance and the impact it holds and how to enter it correctly. Can see measurable skill gains percentages are low but don’t have a set performance measure in place to measure gains but will soon. The feds are tracking the data to set goals and believe with training these numbers will increase.

## State Monitor Review

Pamela Lancaster invited Ashley to update the board on the State Monitor Review. Ashley noted that Wendy Sieler, State Monitor, completed a PY18 Workforce Development Review in February. The findings included: (Review findings on page 42)

* + Board Composition
  + Standing Committees
  + Bylaws
  + Oversight Procedures

The Administrative entity provided a response on March 12, 2019 and the Monitor accepted the proposed corrective action plan on April 2, 2019. At that time, the board composition, representing organizations within the local area finding was resolved as enough data was provided to prove the two members were representing businesses in the local area. A nomination was recently received for a candidate to fill the workforce representative of labor organizations position, the position will be filled as soon as possible.

Ashley announced that non-board members would be appointed to the committees today. The bylaw revisions would be reviewed and approved today as well. Ashley concluded that the Administrative entity is in the process of creating oversight procedures with an estimated completion date of June 2019.

**Infrastructure Agreements**

Pamela Lancaster invited Ashley to update the board on the Infrastructure Agreements. Ashley announced that the current Infrastructure Agreements expire on June 30, 2019. Ashley has been working with our partners to gather customer served numbers to create new agreements. Ashley is waiting to receive numbers from a few partners, but is planning a meeting with all partners May 29, 2019 to answer any questions they may have and review the updated data.

The new IFA agreements will only be in effect for a one year period, July 1, 2019 to June 30, 2020, they expire the same time the MOU agreements. Ashley announced that the goal moving forward will be to create, review, and approve the IFA and MOU agreements to align and be in effect for a three year period.

# Appointment to Workforce Board

Pamela Lancaster invited Ashley to update the board on the Appointment of new member(s) to the Greater Nebraska Workforce Development Board.

Ashley said that WIOA requires at least one board representative from the State Employment Service office under the Wagner-Peyser Act serving the local area. The Wagner- Peyser position became vacant when Anita Sutton resigned a couple months ago. A nomination was received for Karen Stohs. Ashley directed the board to their packet containing Karen’s nomination form and resume.

Pamela Lancaster called for a motion from the CEOB to appoint Karen Stohs to the Greater Nebraska Workforce Development Board. *Hal Haeker made the motion and Joe Hewgley seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

# Appointment to Executive Committee

Pamela Lancaster announced that an additional representative from the general membership is needed to complete the seven member body and ensure a majority of representatives are from business. Our representative of One-Stop Partners category is vacant. It is proposed the CEOB appoint Karen Stohs to the Executive Committee.

Pamela Lancaster called for a motion from the CEOB to appoint Karen Stohs to the Greater Nebraska Workforce Development Board’s Executive Committee. *William Stewart made the motion and Joe Hewgley seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

# Appointment to System Coordination Committee

Lisa Wilson announced that to comply with Article V. of the Bylaws, the Chair of the Greater Nebraska Workforce Development Board shall appoint the members to all other committees from the general membership. Lisa appointed Karen Stohs to the System Coordination Committee for a three-year term ending May 23, 2021.

Lisa continued that 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.

Lisa Wilson appointed 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.

# Employer Satisfaction Surveys

Susan Nickerson updated the board on the Employer Satisfaction Surveys. The results can be found on pages 47 – 64 in the booklet. The second employer survey has been completed. It is an annual survey and going forward the Employer Surveys will be administered each April and will be reported at the May meeting. There are 2 participant surveys that do a year that are completed in June and November and will be reported at the October and January meetings. The first graph reports results on a regional basis. There are 2 graphs shown, that compares the two. The second graph is more meaningful because is reported on a local level and can use the information in the future for local numbers. The first question identified which office helped the employer? The rest of the questions employers rated services, satisfaction, office professionalism, if recommend business services to others. It was recommended for the next employee survey be completed twice to increase the response rate and ask managers to send a request to businesses in areas to evaluate the different business services recommended by staff. Are hoping to increase the response rate. This survey had a 6% response rate. Will add the Fremont office now.

As part of local area plan for Greater Nebraska is the One Stop Operator is to convene groups of staff from various agencies who do the same type of work for greater efficiency and effectiveness. There are currently 18 throughout GN area working as business services representing together to better define workforce solutions by combining programs and services to meet business needs and present a unified proposal for all of agencies. As part of the work, a bookmark has been developed which lists all the programs and services available that will help the team develop solutions. An example was sent around of the bookmark for input. Also, working on a template for a business solution plan.

# Sector Strategies

Allison Hatch from the Department of Economic Development updated the board on Sector Strategies. Currently have 5 partnerships. 3 in manufacturing and 2 in healthcare. Workforce has been identified as a top issue for all partnerships. Have a Northeast manufacturing partnership their projects include improving the image of manufacturing, talent pipeline and infrastructure. Have a southeast manufacturing partner that was recently renamed RAMP. Their projects include career awareness, education partnerships and outreach and recruiting. The Central manufacturing partnership projects include building partnerships with schools, increase manufacturing training opportunities, marketing/branding and air/ground transit. Have a Southeast or Greater Lincoln healthcare partnership their projects are care coordination, talent pipeline, awareness and recruitment. The Omaha healthcare partnerships projects are workforce development, consumer engagement and behavioral health.

# Strategic Planning Committee

Roy Lamb updated the board on Spending Trends. Roy directed the board to page 30 of their booklet, to review current Spending Trends. As of March 31, 2019, there was a total of

$805,615.57 of program funds available. Roy announced that the projected staffing expenses for a sixth month period total is $293,445.78. The current obligations for all programs is $253,613.87 and that currently 260 of Greater Nebraska participants are funded. Lisa added that after confirming in the meeting yesterday this includes the money that was transferred from DLW funds to Adult funds. There was also discussion about recording the funds. Ashley said she sent out an email in April to put a hold on the enrollment funds for a couple of weeks. Wanted to gather exact obligations and expenditures numbers. When we transitioned from RRS to NEworks to track funds the obligations and expenses were being entered at the same time. Unless the case managers were tracking on their level, admin didn’t know how much funding was obligated to pay to the vendors. Admin updated the process to where the case managers and managers enter their obligations in NEworks and admin only enters the payments. Managers forward all obligations to the admin entity and they are tracked on an excel spreadsheet, to serve as an extra safety net in case NEworks malfunctions. Any funds remaining are de- obligated and are put back into allocations. Admin is trying a new way of allocating funding. The method includes allocating funds by FTE per region. So far it seems to be working well. However, we have only been utilizing this method for a month. Admin will track the process and see if it’s something to continue in the future. Pamela Lancaster asked about the tracking process. Ashley said when we discontinued the use of RRS, we didn’t have a tracking system and it was an issue as we weren’t properly utilizing NEworks. If case managers weren’t keeping a spreadsheet of what was being spent on participants then admin didn’t know what region was spending the funds. Can ask finance to pull up reports but to actually look at it at an admin level didn’t have any way to do so. Kelsey added that was the RRS system originally tracked obligations and expenditures, but during the transition to NEworks there was a little confusion.

## Program Update

Local and Regional Plan Modification GNWDB MOTION

Lisa Wilson updated the board on the Local and Regional Plan Modification. Lisa announced that plan modification is located online at [www.dol.nebraska.gov](http://www.dol.nebraska.gov/) under the heading “Workforce Innovation and Opportunity Act”, “Local Workforce Development Areas”, and then “Greater Nebraska”.

The plan follows the template provided by the state. The first section includes the regional plan elements, which breaks down the data for each of the eight planning regions in GN (Scottsbluff, Sidney, North Platte, McCook, Columbus, Norfolk, O’Neill and the Tri-Cities). The second section includes the local plan elements and provides an overlook of the vision, goals and strategies of GN as a whole. The regional and local components updated in this plan include labor market information and economic conditions. This is a two-year modification and will go through June 30, 2021. At that time, creation of a new plan will be required. The plan was submitted to the state on April 1, 2019. The state board reviewed the plan with recommendation to change the format of a couple charts to be accessible, and update the adult and dislocated worker services, as they weren’t accurate as far as which services fell under basic and individualized services. After approval from the board the plan will be resubmitted to the state. The state will then submit the plans to the Governor by May 31, 2019.The Governor will make a determination before July 1, 2019.

Lisa Wilson inquired if there was a motion from the Workforce Board to approve the local and regional plan modification. Roy Lamb made the motion and Dan Mauk seconded. All members present voted by a voice vote to approve the motion, which carried unanimously.

Greater Omaha Regional Plan Modification GNWDB MOTION

Lisa Wilson invited Erin Porterfield the Director of Heartland Workforce Solutions to provide more information to the board on the Greater Omaha Regional Plan Modification The mission is to serve businesses and to individuals looking for positions. Regional workforce goals are that are needing talent, to increase participation, enhance employer engagement and promote self- sufficiency among the disadvantaged and to eliminate barriers.

Lisa declared that the Governor has designated the Greater Omaha Workforce Development Area (Greater Omaha) as Douglas, Sarpy, and Dodge counties. Within each local area the Governor has designated planning regions. Lisa said that 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, and Sarpy counties, with Douglas County being the local 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.

Lisa Wilson asked if is there was a motion from the Workforce Board to approve the Greater Omaha local and regional plan modification? *Dan Mauk made the motion and Roy Lamb seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Greater Lincoln Regional Plan Modification GNWDB MOTION

Lisa Wilson invited Jan Norlander-Jensen from the Greater Lincoln Workforce Development board to provide more information to the board on the Greater Lincoln Local and Regional Plan Modification Update. With the 2 year modification will highlight some changes in 2017. Have a new mayor and will be a transition to their board. Carol Swigart will lead the Greater Lincoln Workforce Development Board. Service delivery areas are Lancaster and Saunders counties. Have a new contract renewal with ResCare from July 2019 through 2020. Jan introduced Gary Targoff to speak. He provided more information regarding regional plan modifications in the 14 counties. The population in these areas is approximately 425,400 and it is about 22% of the state’s population. The average civilian employment base is 56%.The unemployment rate is 2.7% in Greater Lincoln and 3% in the rest of the southeast region. Employers are still experiencing problems finding individuals to fill jobs. There are approximately 3 applicants for every job in the Greater Lincoln area and almost 9 in the rest of the southeast region. There is a mix match between jobs that employers have and the skills people possess. In the region job growth is projected to be 23,000 jobs. Area’s where the largest growth is in Healthcare and is projected to grow 5,000 jobs. Healthcare is the largest industry to grow in the Greater Lincoln area but Manufacturing is the largest in the Southeast region. Southeast region has 3 partnerships. It has RAMP. Another is in York, Seward and Thayer and is a manufacturing collaborative. Also, the Southeast Nebraska Healthcare initiative located in Seward, Saline and Gage counties.

Lisa declared that 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.

Lisa announced that 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.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the Greater Lincoln local and regional plan modification. *Wayne Brozek made the motion and Ann Chambers seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Accepting Program Year 2019 Funds GNWDB and CEOB MOTION

Pamela Lancaster invited Ashley Mathers to discuss the acceptance of Program Year 2019 Funds.

Ashley Mathers announced that the Nebraska Department of Labor (NDOL) 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 was 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.

Pamela Lancaster asked if there was a motion from the CEOB to approve the plan modification to accept the program year 2019 funds. *Joe Hewgley made the motion and Hal Haeker seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Lisa Wilson asked if there was a motion from the Workforce Board to approve the plan modification to accept the program year 2019 funds. Jill Smith *made the motion and Roy Lamb seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Approve Bylaws GNWDB and CEOB MOTION

Pamela Lancaster invited Roy Lamb to discuss approval of the Amended Greater Nebraska Workforce Development Board Bylaws.

Roy Lamb announced that the CEOB and GNWDB approved the current bylaws January 18, 2018. During the PY18 GNWDB State Monitor review, the monitor found the bylaws were missing required components. Roy said that 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.

Roy noted that approval of the updated bylaws will resolve this finding. It is proposed that the Chief Elected Officials Board and Workforce Board approve the amended Greater Nebraska Workforce Development Board bylaws.

Articles of Incorporation GNWDB MOTION

Lisa Wilson updated the board on Articles of Incorporation.

Lisa noted that during the 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 would not 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.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the revised articles of incorporation. *Roy Lamb made the motion and Gary Kelly seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

# System Coordination Committee

**Program Updates**

Lisa Wilson invited Stacey Weaver to update the board on enrollments.

Stacey Weaver directed the board to page 38 of their booklet to review new program enrollments since January 1, 2019 by county. Stacey announced that currently 125 participants have been enrolled as of April 15, 2019.

Lisa Wilson invited Stacey Weaver to update the board on active participants by county.

Stacey directed the board to the map on page 38 showing active participants by county as of April 15, 2019. Stacey announced that they are working with their One-Stop Operator, Department of Economic Development, to expand the locations of where participants are served. Stacey noted that they would like to see more enrollments where NDOL offices do not exist.

Lisa Wilson invited Stacey Weaver to update the board on the State Monitor Review.

Stacey announced that Wendy Sieler, State Monitor, completed a grievance procedures review in February, 2019. The only finding was to revise the current Complaints and Grievances policy. The State updated their policy in February 2018. Stacey noted that in order to comply with their policy, the Greater Nebraska would need to be updated. Stacey announced that in order to resolve the finding, the revised policy would be reviewed and updated that day.

## Policy Revisions

One-Stop Operator Service Agreement GNWDB MOTION

Lisa invited Stacey Weaver to update the board on the One-stop Operator Service Agreement.

Will find the amended One-stop Operator agreements in folders. Two amendments were made to the One-stop Operator agreement. They were both made to clarify confusing language originally wrote into the plan. The amendments include:

1. Paragraph II- Terms of Agreement is amended to terminate this agreement effective June 30, 2019.
2. Paragraph XXIV- Funding/Payment of the Addendum to Agreement was amended to clarify that the Board agrees to pay NDED a total of $144,199.26 per year and that total expenditures will not exceed this total.

Pamela Lancaster asked if the amount would changes from year to year. Kelsey said this is the amount for the contract for each year. The changes just clarified each year.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the revised One- stop operator service agreement. *Charlene Lant made the motion and Roy Lamb seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Supportive Service Policy Revision GNWDB MOTION

Lisa Wilson invited Stacey Weaver to update the board on the Supportive Service policy revision.

Stacey noted that the Supportive Service Policy was reviewed and approved at the January 24, 2019 meeting. Since that time, the option to provide gas vouchers and pay for any item or service in arrears has been removed.

Stacey announced that it was proposed by the committee that the Greater Nebraska Workforce Development Board approve the revised Supportive Service Policy.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the revised supportive service policy. *Gary Kelly made the motion and Wayne Brozek seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Complaints, Grievances & Appeals Policy Revision GNWDB MOTION

Lisa Wilson invited Stacey Weaver to update the board on the Complaints, Grievances & Appeals policy revision.

Stacey announced that the Complaints, Grievances & Appeals Policy required updating to comply with the State’s Grievance and Complaints Policy that was updated in February 2018. The top policy revisions included:

1. Combining the Appeals Procedures for Program Participants (#5) and Complaints and Grievances of a Non-discriminatory Nature (#8) policies
2. Streamlining the policy to align with the States.

Stacey announced that it was proposed by the committee that the Greater Nebraska Workforce Development Board approve the revised Complaints, Grievances & Appeals Policy.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the revised supportive service policy*. Wayne Brozek made the motion and* Roy Lamb *seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Personally Identifiable Information Policy GNWDB MOTION

Lisa Wilson invited Stacey Weaver to update the board on the Personally Identifiable Information policy.

Stacey announced that the Workforce Innovation and Opportunity Act requires all local boards to have an internal control structure and written policies in place that provide safeguard to protect personally identifiable information. Greater Nebraska does not currently have a PII policy, this was a finding during the PY18 Adult and DLW review completed in December 2018. The approval of this policy will resolve the finding.

Stacey announced that it was proposed by the committee that the Greater Nebraska Workforce Development Board approve the Personally Identifiable Information Policy.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the revised supportive service policy. *Jill Smith made the motion and Denise Pfeifer seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Adult, DLW & Youth Eligibility Policy Revision GNWDB MOTION

Lisa Wilson invited Stacey Weaver to update the board on the Adult, DLW & Youth policy revision.

Stacey announced that 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. During the PY18 Adult and DLW review completed in December 2018, it was found that the DLW policy was missing the Category 5 Service Member eligibility. Approval of this policy will resolve the finding.

Top policy revisions include:

1. Combined the Adult Eligibility (#4), DLW Eligibility (#11), Youth Eligibility (23), and Requires Additional Assistance (#20) polices 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

Included an appendix of WIOA defined terms

Stacey noted that it was proposed by the committee that the Greater Nebraska Workforce Development Board approve the revised Adult, DLW & Youth Eligibility Policy.

Stacey Weaver wanted to know if there was guidelines clarifying states about a military member. Ashley answered that it is one of the five dislocation categories. Recently released service members would automatically qualify as a dislocated worker and the old policy was only including the spouse and not the actual service member. It Is just clarifying that it is for both.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the revised Adult, DLW & Youth Eligibility policy. *Charlene Lant made the motion and Greta Kickland seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Transitional Jobs Policy GNWDB MOTION

Lisa Wilson invited Stacey Weaver to update the board on the Transitional Jobs policy.

Stacey said that 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. Stacey noted that this is a new policy as the local area has never created a transitional jobs policy. The Strategic Planning Committee will utilize this policy to implement their 2019 project. The committee will be asking the board to set aside funds and setting a goal to complete 10 transitional job work experiences and then review how well they go and if it would be beneficial to set more funds aside to continue utilizing this training opportunity.

Stacey noted that it was proposed by the committee that the Greater Nebraska Workforce Development Board approve the Transitional Jobs Policy.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the Transitional Jobs policy. *Roy Lamb made the motion and Dan Mauk seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Roy Lamb announced that the Strategic Planning Committee was implementing a 2019 project utilizing the Transitional Jobs Policy. The committee requested that the board set aside $45,000 of PY/FY19 funds to complete a pilot transitional jobs project. The $45,000 will allow completion of 10 transitional jobs, if every participant was to see the work experience through. Once the pilot is complete the committee will evaluate the success and determine if they should continue utilizing this training program.

Lisa Wilson asked if there was a motion from the Workforce Board to approve setting aside

$45,000 of PY/FY19 funds to use for transitional jobs. *Stacey Weaver made the motion and Stan Zimbelman seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

On-the-Job Training Policy Revision GNWDB MOTION

Lisa Wilson invited Stacey Weaver to update the board on the On-the-Job Training policy revision.

Stacey said that 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 include:

1. Removal of the Eligible Training Provider list requirement as employers participating in the OJT program are not required to be listed on the ETPL.
2. Streamlining the policy to better align with the state’s

Stacey noted that it was proposed by the committee that the Greater Nebraska Workforce Development Board approve the revised OJT Policy.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the revised On- the-Job Training policy. *Wayne Brozek made the motion and Gary Kelly seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Rapid Response Policy GNWDB MOTION

Lisa Wilson invited Stacey Weaver to provide the board with an update on the Rapid Response policy.

Stacey noted that 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.

Stacey noted that it was proposed by the committee that the Greater Nebraska Workforce Development Board approve the removal of the Rapid Response Policy.

Lisa Wilson asked if there was a motion from the Workforce Board to approve the removal of the Rapid Response policy. *Jill Smith made the motion and Roy Lamb seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

PUBLIC COMMENT

Lisa Wilson addressed the room for public comment for the GNWDB. Wayne Brozek looked into the question about how many employees is considered to be a small business and it was up to 500. Randy Kissinger on behalf of the managers thanked everyone for services. Lisa Law is new to the management team of Sidney and Alliance office. Josh Hanson is an interim manager for North Platte offices. Lisa also thanked everyone for their services

Pamela Lancaster addressed the room for public comment for the CEOB. She thanked everyone for their service.

# Meeting Dates

Pamela Lancaster announced that the next meeting date would be October 24, 2019 – GNWDB and CEOB at the Hampton Inn in Kearney.

Pamela said that the board would like to schedule the next GNWDB and CEOB meetings for January 23, 2020 and May 28, 2020**.** Locations will be determined at a future date.

Pamela requested a motion from the CEOB to approve the meeting dates. *William Stewart made the motion and Joe Hewgley seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

Lisa Wilson asked if there was any discussion on the next meeting dates, and if there was a motion from the Workforce Board to approve the meeting dates. *Gary Kelly made the motion and Denise Pfeifer seconded. All members present voted by a voice vote to approve the motion, which carried unanimously*

ADJOURNMENT:

Lisa Wilson motioned to adjourn the Greater Nebraska Workforce Development Board Meeting at 12:22 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 12:22 pm.

*William Stewart made the motion and Joe Hewgley seconded. All Board members present voted by a voice vote to approve the motion, which carried unanimously*