

Agenda

Compliance & Accountability Committee

July 15, 2021 at 9:00 AM

Zoom: <https://lincolnne.zoom.us/j/6899253335>

Chair: Chris Callihan (IBEW 265),

Board members: Julie Panko Haberman (LES), & Matt Scott (NCSRCC)

Non-board members: Travis Beck (DHHS), & Kate Bolz (Mayor's Office), Rod Armstrong (Armstrong Enterprises)

Support staff: Jen Eloge (Fiscal Agent), Wendy Sieler (Program Coordinator), Melissa Johnson (Compliance Coordinator), Margaret Blatchford (City Attorney's Office) & Dylan Wren (Administrator)

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| 1. Welcome | Chris Callihan |
| 2. Policy Revision – Rapid Response* | Dylan Wren |
| 3. Policy Revision – Relocation Assistance* | |
| 4. Policy Revision – Order of Service* | |
| 5. Monitoring Summary | |
| 6. Equal Opportunity Review | |
| 7. PY21 Budget and Allocation | |

* recommendation needed for the board meeting

Policy Revision – Rapid Response (Redefine Local Area Role)

The workforce board will follow and work within the parameters of the [Nebraska Rapid Response Guide](#) including when a rapid response is required, required services, and reporting requirements.

The local Title 1B Business Services Representative will coordinate Rapid Response events in partnership with the Nebraska Department of Labor.

Notification

Rapid Response begins when a potential job loss or closing becomes known. The knowledge of a layoff or closing can be prompted by both the formal and/or informal information received by a one-stop partner.

It is the responsibility of all one-stop partners if they become aware of a potential layoff or closure to notify the local Title 1B Business Services Representative.

- Email: ajc@lincoln.ne.gov

Sources of Information

Any hint that a closing or layoff is occurring will be followed up on and verified by the Title 1B Business Services Representative. Some firms may file a WARN or mass layoff notice, these notices will be sent to the Nebraska Department of Labor and/or the City of Lincoln and then forwarded to the Title 1B Business

Services Representative. The following sources can be used to find out about a potential closing or downsizing:

- Employer files a WARN
- Employer notifies the local workforce system
- Media (written, television, radio)
- Chamber of Commerce
- Local Workforce Agencies
- Local Elected Officials
- Local Government and Community Agencies
- Union Officials
- Individual Workers
- General Public

Initial Employer Contact

It is the responsibility of the Title 1B Business Services Representative to contact the employer to gain a clear understanding of the situation, once they become aware of a potential or definite layoff or closure. Rapid Response services are provided to both private and public companies. Information needed to confirm a potential layoff with the employer should include, at the minimum, the following:

- Number of employees affected
- Contact person including title & phone number
- Worksite address
- Date of layoff or closure

Layoff Announcement

Once the Title 1B Business Services Representative verifies the layoff or closure, the following individuals will be notified about all layoffs or closures:

- Workforce Administrator, City of Lincoln
- Regional Manager, Nebraska Department of Labor
- Project Director, Title 1B Service Provider
- Reemployment Services Administrator, Nebraska Department of Labor
- One Stop Operator, City of Lincoln Service Provider
- Employer Service Team
- Unemployment Insurance Representative, Nebraska Department of Labor
- State Rapid Response Team, via NDOL.RapidResponse@nebraska.gov
- TRADE Program Coordinator, Nebraska Department of Labor

Media Inquiries

Even if the information is considered public, staff should not speak to the press about any layoffs or closures. All media inquiries should be directed to the City Workforce Administrator or their designee.

Notice of Confidentiality

Maintaining the confidence of the employer is critical to gain access to provide services for the workers and show respect for the employer and workers. Information regarding the layoff or closure should be kept confidential when the employer has indicated that the information is not public. The Layoff announcement email will clearly indicate the confidentiality nature of the information.

Rapid Response Event

Based on the response and willingness of the employer, the Title 1B Business Services Representative will determine the best options for services to provide. See below:

Information

The Rapid Response team will provide information to the employer and their employees regarding services and programs available in the State and in their community. This information will ideally be provided via email but can also be provided via hardcopy and will be mailed.

Onsite Meeting

The Rapid Response team will present to every employer who has over five employees impacted with the option of an on-site meeting.

- The Onsite Meeting is described as one hour in length where representatives from different programs/services discuss re-employment services, training opportunities, and unemployment insurance to the affected workers.
- Ideally, this onsite meeting occurs at the workplace, on company time, and prior to the layoff.
- This onsite meeting can include additional topics/representatives such as: Vocational Rehabilitation, Social Security, Health Insurance, Community Colleges, Economic Development, etc.
- Representatives can come to the facility multiple times to provide a general overview of services or assistance with a specific program/service such as filing for unemployment insurance, creating a resume, a job fair, etc.
- This onsite meeting is to be tailored to meet the company's needs.

Meeting Agenda

The standard agenda for each Rapid Response meeting will include:

Topic	Position
Introduction and Welcome <ul style="list-style-type: none">• Purpose of a Rapid Response• What a Dislocated Worker is• Our Location• Labor Market Information – Where the jobs are	Title 1B Business Services Representative, Local Area Service Provider
Employment Services <ul style="list-style-type: none">• Resume and Cover Letter Assistance	Workforce Coordinator, Nebraska Department of Labor

Topic	Position
<ul style="list-style-type: none"> • Job Search Techniques • Preparing for an interview 	
Job Training Opportunities <ul style="list-style-type: none"> • Explore a new Career • Skill and Interest Assessments • Work-based Learning • Classroom Training • Supportive Services 	Career Planner, Local Area Service Provider
Unemployment Insurance Benefits <ul style="list-style-type: none"> • Details on eligibility and how to apply 	Unemployment Insurance Benefits
Assistance registering in NWorks <ul style="list-style-type: none"> • Provide opportunity for collect of information for enrollment into Dislocated Worker 	Workforce Coordinator and Career Planners

Meeting Packet

The Title 1B Business Services Representative is responsible to putting together meeting packets with all of the one-stop partners information.

Follow-Up with Affected Employees

The purpose of follow-up is to ensure each individual that is affected by a layoff or closure is aware of the services and programs available to assist them during this transition.

A Title 1B Career Planner will review the list of employees provided by the employer or the sign-in sheet from the Rapid Response Orientation, and provide follow-up services that include, but not limited to:

- Encourage individuals to complete the initial registration of NWorks,
- Referring the client to the appropriate partner resources
- To assist the individual with writing a resume
- Utilizing NWorks
- Unemployment Insurance
- Training opportunities.

Title 1B Career Planners will attempt to contact these employees at least three times via phone, email, or mailing. Contact with the impacted employees needs to be completed within 3 business days after the Rapid Response Orientation or 3 business days after receiving the employees list.

Policy Revision - Relocation Assistance (Add Definition)

Background: 20 CFR § 361.430 authorizes relocation assistance under the Workforce Innovation and Opportunity Act.

Policy: 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 for permanent employment. Participants may not receive assistance to move out of state. Participants seeking employment in the local area, living outside of the local area including out of state may use relocation or pre-employment assistance to secure employment in the local area.

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 cannot exceed \$4,000.00. This is not a minimum or flat funded amount, rather the amount of supportive services used are based on individual need.

Policy Revision – Order of Service (Add Priority Requirements for DW and Youth)

Priority Requirements for WIOA Title 1B Dislocated Worker

Services to eligible WIOA Dislocated Worker Program participants must be provided in the following order:

1. First, the individual must meet the eligibility criteria described in WIOA Section 3(15) ([see local policy on dislocated worker eligibility](#)); and
2. Second, if the individual meets the dislocated worker eligibility criteria and is a Veteran or eligible spouse of a Veteran, the individual must be given priority over dislocated workers who are non-Veterans.

Priority Requirements for WIOA Title 1B Youth

WIOA prioritizes expenditures and enrollment of individuals in the WIOA Youth Program:

- at least seventy-five (75) percent of Youth program funds must be spent to provide services to OSY; and
- all ISY must be low-income individuals, except as described in 20 CFR 681.250(c)

The Greater Lincoln Title IB Project Director is responsible for developing written operational procedures including a process for staff to follow to identify and document priority of service for the Adult program.

PY21 Budget and Allocation

Local workforce development area:	Greater Lincoln		
Budget plan PY21: Dislocated worker program			
- Not more than 10% of combined total estimated allocation of PY21 adult and dislocated worker funds can be budgeted for transitional jobs.			
- Not more than 20% of combined total estimated allocation of PY21 adult and dislocated worker funds can be budgeted for incumbent worker training costs.			
- A local policy on incumbent worker training must be in place prior to budgeting for incumbent worker training costs.			
- A local policy on customized training must be in place prior to budgeting for customized training costs.			
- Not more than 10% of total estimated allocation of PY21 dislocated worker funds can be budgeted for pay-for-performance costs.			
- Not more than 10% of total estimated allocation of PY21 dislocated worker funds can be budgeted for administrative staff and overhead costs.			
Estimated available funds	Program funds	Administrative funds	Total
Carry-in from PY20	239,144.89	11,117.11	250,262.00
Allocation for PY21	278,172.90	30,908.10	309,081.00
Total estimated available funds	517,317.79	42,025.21	559,343.00
Projected obligations and expenditures	Program funds	Administrative funds	Total
Participant costs (transitional jobs)	69,543.22	0.00	69,543.22
Participant costs (all other program services)	249,309.58	0.00	249,309.58
Program staff costs	80,000.00	0.00	80,000.00
Program overhead costs	10,000.00	15,000.00	25,000.00
Incumbent worker training costs	68,000.00	0.00	68,000.00
Customized training costs	27,817.29	0.00	27,817.29
Pay-for-performance contract costs	12,647.70	0.00	12,647.70
Administrative staff costs	0.00	15,000.00	15,000.00
Administrative overhead costs	0.00	12,000.00	12,000.00
Total projected obligations and expenditures	517,317.79	42,000.00	559,317.79
Projected number of participants served during PY21	85		
Projected cost-per-participant for PY21	6,580.21		

Local workforce development area: **Greater Lincoln**

Budget plan PY21: **Adult program**

- Not more than 10% of combined total estimated allocation of PY21 adult and dislocated worker funds can be budgeted for transitional jobs.
- Not more than 20% of combined total estimated allocation of PY21 adult and dislocated worker funds can be budgeted for incumbent worker training costs.
- A local policy on incumbent worker training must be in place prior to budgeting for incumbent worker training costs.
- A local policy on customized training must be in place prior to budgeting for customized training costs.
- Not more than 10% of total estimated allocation of PY21 adult funds can be budgeted for pay-for-performance costs.
- Not more than 10% of total estimated allocation of PY21 adult funds can be budgeted for administrative staff and overhead costs.

Estimated available funds	Program funds	Administrative funds	Total
Carry-in from PY20	86,000.00	16,030.24	102,030.24
Allocation for PY21	385,226.10	42,802.90	428,029.00
Total estimated available funds	471,226.10	58,833.14	530,059.24

Projected obligations and expenditures	Program funds	Administrative funds	Total
Participant costs (transitional jobs)	94,245.22	0.00	94,245.22
Participant costs (all other program services)	148,083.27	0.00	148,083.27
Program staff costs	80,000.00	8,000.00	88,000.00
Program overhead costs	5,000.00	20,000.00	25,000.00
Incumbent worker training costs	15,000.00	0.00	15,000.00
Customized training costs	47,122.61	0.00	47,122.61
Pay-for-performance contract costs	12,647.70	0.00	12,647.70
Administrative staff costs	0.00	15,000.00	15,000.00
Administrative overhead costs	0.00	12,000.00	12,000.00
Total projected obligations and expenditures	402,098.80	55,000.00	457,098.80

Projected number of participants served during PY21	125		
Projected cost-per-participant for PY21	3,656.79		

Local workforce development area:	Greater Lincoln		
Budget plan PY21: Youth program			
- 75% of program funds (or more) must be budgeted for OSY program elements.			
- 20% of program funds (or more) must be budgeted for work experience for OSY and ISY.			
- Amount budgeted for work experience must be based on combined total of budgeted OSY/ISY participant and staff work experience costs.			
- Not more than 10% of total estimated allocation of PY21 youth funds can be budgeted for pay-for-performance costs.			
- Not more than 10% of total estimated allocation of PY21 youth funds can be budgeted for administrative staff and overhead costs.			
Estimated available funds	Program funds	Administrative funds	Total
Carry-in from PY20	110,000.00	23,468.99	133,468.99
Allocation for PY21	559,944.90	62,216.10	622,161.00
Total estimated available funds	669,944.90	85,685.09	755,629.99
Projected obligations and expenditures	Program funds	Administrative funds	Total
OSY participant costs (work experience)	83,997.74	0.00	83,997.74
OSY staff costs (work experience)	8,399.74	0.00	8,399.74
OSY participant costs (all other program elements)	345,174.32	0.00	345,174.32
OSY staff costs (all other program elements)	30,000.00	0.00	30,000.00
OSY pay-for-performance contract costs	11,886.88	0.00	11,886.88
OSY overhead costs	18,000.00	15,000.00	33,000.00
ISY participant costs (work experience)	27,997.25	0.00	27,997.25
ISY staff costs (work experience)	2,793.35	0.00	2,793.35
ISY participant costs (all other program elements)	76,808.98	0.00	76,808.98
ISY staff costs (all other program elements)	30,000.00	0.00	30,000.00
ISY pay-for-performance contract costs	11,886.64	0.00	11,886.64
ISY overhead costs	18,000.00	15,000.00	33,000.00
Administrative staff costs	5,000.00	15,000.00	20,000.00
Administrative overhead costs	0.00	12,000.00	12,000.00
Total projected obligations and expenditures	669,944.90	57,000.00	726,944.90
Projected number of participants served during PY21	Total		
OSY	85		
ISY	35		
Total	120		
Projected cost-per-participant for PY21	6,057.87		