

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

August 10, 2017

1:00 p.m.

**Rosalie Boulware Bronze & Silver Conference Rooms
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146**

Members Present

Commissioner Lawrence Weekly, Clark County
Commissioner Varlin Higbee, Lincoln County
Councilwoman Gerri Schroder, City of Henderson
Councilman Warren Harhay, City of Boulder City
Councilman Scott Black, City of North Las Vegas
Councilwoman Michele Fiore, City of Las Vegas (phone)

Members Absent

Commissioner Butch Borasky, Nye County
Commissioner De Winsor, Esmeralda County

Staff Present

Jim Kostecki, Interim Executive Director and Chief Financial Officer
Kelly Ford, Administrative Manager
Jaime Cruz, Chief Strategy Officer
Kenadie Cobbin Richardson, Director, Business Engagement
Brett Miller, Strategic Planning & Analysis Manager
Emilio Pias, Sr. Analyst, Quality Assurance

Others Present

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| Catherine Jorgenson, Legal Counsel, Clark County | Jan Pieri, Prism Global Consulting |
| Carol Turner, CST Project Consulting | Ron Hilke, DETR |
| Councilwoman Peggy Leavitt, Boulder City | Michael Oh, City of Henderson |
| Charles Navarro, HOPE for Prisoners | Angela Brooking, HOPE for Prisoners |
| Jennifer Casey, FIT | |

(It should be noted that not all attendees may be listed above)

1. CALL TO ORDER, confirmation of posting, roll call, Pledge of Allegiance

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:00 p.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

2. FIRST PUBLIC COMMENT SESSION

None

3. **DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items**

A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Varlin Higbee to approve the agenda as presented. Motion carried.

4. **DISCUSSION AND POSSIBLE ACTION: Approve Local Elected Officials Consortium minutes of May 23, 2017**

A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Varlin Higbee to approve Local Elected Officials Consortium minutes of May 23, 2017 as presented. Motion carried.

5. **PRESENTATION: Recognition of service for outgoing Local Elected Officials Consortium members**

The LEOs received Workforce Connections lapel pins. Councilwoman Peggy Leavitt, Anita Wood and Bob Beers were recognized for their years of service. Councilwoman Leavitt was present and accepted her award. The other two awards will be mailed.

Chair Weekly introduced new LEOs, Scott Black, Warren Harhay and Michele Fiore.

6. **DISCUSSION AND POSSIBLE ACTION: Elect a Vice Chair to serve for a term of one year or until a successor is elected and qualified**

A motion was made by Commissioner Lawrence Weekly and seconded by Commissioner Varlin Higbee to elect Councilwoman Gerri Schroder to serve as Vice Chair for a term of one year or until a successor is elected and qualified. Motion carried.

7. **DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Interim Executive Director's recommendation of board member appointments based on applicants' qualifications to fill two vacancies on the Workforce Connections Board**

Jaime Cruz presented the board member applicants (p. 23) and current board composition (p. 24). He noted that the vacancy on the board is for a medium size business with 51 to 250 employees.

Chair Weekly recommended Marcia Turner, University Medical Center of Southern Nevada (UMC) to represent the in-demand health care and medical industry; Councilwoman Schroder concurred.

Councilwoman Schroder discussed the need for an IT representative on the board and recommended Seth Waite, RevUnit. Mr. Cruz noted that the board has an IT representative, Rob Mallery, who staff feels is a participatory member. Discussion ensued.

Catherine Jorgenson, Legal Counsel, clarified that the agenda item allows the LEOs to appoint two new board members.

Chair Weekly disclosed that he serves on the UMC board.

A motion was made by Commissioner Lawrence Weekly and seconded by Councilwoman Gerri Schroder to appoint Marcia Turner, UMC, to the Workforce Connections Board. Motion carried.

A motion was made by Councilman Scott Black and seconded by Councilwoman Gerri Schroder to appoint Cecil Fielder, Keolis Transit America, to the Workforce Connections Board. Motion carried.

8. **DISCUSSION AND POSSIBLE ACTION: Review, discuss and amend, if necessary, the executive director job description**

Jim Kostecki presented the revised executive director job description (p. 26-29) that was received and reviewed by the jurisdictions' legal team and HR departments. One minor change was made by the City of Las Vegas' HR department.

Chair Weekly stated that there has been misinformation shared among members of the board regarding the process for selecting the executive director. He asked Mr. Kostecki to clarify the process for the record and stated, should someone wish to change the process, they would have to do so legislatively as well as federally.

Mr. Kostecki explained that by law the LEOs have the ultimate financial liability of the organization and are solely responsible for appointing and overseeing the executive director of the organization. Legal Counsel confirmed that this is memorialized in the cooperative agreement between all of the various government entities that make up the LEO Consortium as well as the agreement between the LEO Consortium and the Workforce Connections Board.

Chair Weekly stated that there was no succession plan in place at the organization. As a result, the LEOs appointed Mr. Kostecki as the interim executive director until a permanent executive director is named. Moving forward, the job description is on the agenda today to give the LEOs an opportunity to review and amend it, if necessary.

Councilwoman Schroder inquired regarding the salary range for the executive director position and the salary for the position next in line. Mr. Kostecki stated that the salary range is \$135,000 to \$187,000 currently (subject to the Federal Executive Level II salary and bonus limitations updated by the U.S. Office of Personnel Management annually) for the executive director position and \$124,000 for the other.

A motion was made by Commissioner Varlin Higbee and seconded by Councilman Scott Black to approve the executive director job description as presented. Motion carried.

9. **DISCUSSION AND POSSIBLE ACTION: Review and consider the possible methods to conduct a search for a new Executive Director and direct staff accordingly**

Chair Weekly invited Peter Guzman, who serves as vice chair of the Programs Committee to comment. Mr. Guzman stated that he would like to see the LEOs promote from within the organization for the executive director position.

Chair Weekly invited Jan Pieri, Prism Global/HR Consultant, to the table.

Discussion ensued regarding the cost of a statewide versus nationwide search.

Mr. Kostecki reported that the City of Las Vegas HR Department conducted a national search through a headhunter agency for a chief financial officer that cost \$25,000 just for the search, which did not result in an employment, but if it had there would have been additional fees and costs. He further stated, the initial costs to advertise in the Las Vegas Review Journal is \$2,500 and websites LinkedIn, Monster and Indeed charge \$5,000 to \$8,000 for an executive level position.

Ms. Pieri recommended the LEOs use a national search if they choose not to hire from within, such as the National Association of Workforce Boards or Monster, Indeed, etc.

Councilman Black suggested using a two-step method by looking first internally and if there is not a qualified candidate, conduct an external search for a qualified candidate. He further suggested that a succession plan be put in place once the position is filled.

Commissioner Higbee suggested staying within the organization.

Chair Weekly stated that he is not in favor of a statewide or national search.

Councilwoman Schroder stated that she is in favor of looking internally to save money for programs and services.

A motion was made by Councilwoman Gerri Schroder and seconded by Councilman Scott Black to look internally for an executive director and take applications from within and have a backup plan to include a larger search if necessary. Motion carried.

Mr. Kostecki stated that this item will be brought back at the regular meeting on September 12, 2017.

10. INFORMATION: Local Elected Officials Consortium Member Announcements

Councilman Harhay reported that Boulder City is searching for a new city manager and city attorney. Boulder City elected to do a national search for the city manager and a local search for the city attorney.

Councilwoman Schroder reported that Henderson is in the process of recruiting a new police chief and fire chief, and read a notification letter regarding the closure of the K-Mart on Racetrack Road in Henderson in September resulting in the dislocation of 75 non-union employees. The letter will be forwarded to Ms. Cobbin Richardson.

Commissioner Higbee reported on the Lincoln County Fair this weekend.

Councilman Black reported that North Las Vegas has a lot of residential and commercial developments in the works, and he is learning a lot about the community.

Chair Weekly reported that Clark County is getting ready for Vegas Knights and professional hockey and Raiders discussions are underway. He reported that the Summer Business Institute is wrapping up and introduced his summer intern Genaro who will be attending Nevada State High School to start earning college credit.

11. SECOND PUBLIC COMMENT SESSION

Angela Brookings, HOPE for Prisoners, thanked the LEOs for a second year on this grant and reported that this fiscal year, HOPE will be working with the female population at the Clark County Detention Center as well as some direct referrals from Parole and Probation.

Peter Guzman, president, Latin Chamber of Commerce, reported on his trip to Montana where he represented Nevada to ensure the preservation of certain land monuments, and reiterated his earlier comments regarding hiring an executive director from within the organization.

Monica Ford, Nevada Partners, echoed Mr. Guzman's comments and offered NPI's support. She welcomed the new LEOs and invited them to visit NPI.

Ricardo Villalobos, CSN, echoed Mr. Guzman's comments and reported that CSN received funding from the Governor's Office of Economic Development for a manufacturing training program for certified production technicians. CSN has free paid training opportunities for 500 individuals in the area.

12. ADJOURNMENT

The meeting adjourned at 2:43 p.m.