

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA

Tuesday, January 13, 2015
1:00 p.m.

Bronze Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, Nevada 89146

Voice Stream Link: <http://www.nvworkforceconnections.org/mis/listen.php>

This agenda has been properly noticed and posted in the following locations:

City of Las Vegas, 495 S. Main St., Las Vegas, NV
City of North Las Vegas, 2250 N. Las Vegas Blvd., North Las Vegas, NV
Clark County Clerk's Office, 500 S. Grand Central Pkwy., Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water St., Henderson, NV
Boulder City (City Hall) 401 California Ave., Boulder City, NV
Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County Courthouse, 181 Main St., Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting.

As required by Nevada's Open Meeting Law, the Board may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the agenda; we respectfully request that you observe the following:

1. Please state your name and home address for the record
2. In fairness to others, groups or organizations are requested to designate one spokesperson
3. In the interest of time, please limit your comments to three (3) minutes. You are encouraged to give brief, non-repetitive statements to insure that all relevant information is presented.

It is the intent of the Board to give all citizens an opportunity to be heard.

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Board are available upon request. Request for such supporting materials should be made to Suzanne Potter at (702) 636-2300 or spotter@nvwc.org. Such supporting materials are available at the front desk of Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV, 89146, and are available online at www.nvworkforceconnections.org.

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; or by calling (702) 638-8750; or by fax at (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hours advance notice. An Equal Opportunity Employer/Program.

NOTE: MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER.

Local Elected Officials Consortium Members: Chair Commissioner Lawrence Weekly (Clark County), Vice-Chair Councilwoman Anita Wood (City of North Las Vegas), Councilwoman Peggy Leavitt (Boulder City), Councilwoman Gerri Schroder (City of Henderson), Commissioner Butch Borasky (Nye County), Councilman Bob Beers (City of Las Vegas), Commissioner Ralph Keyes (Esmeralda County), Commissioner Adam Katschke (Lincoln County)

All items listed on this Agenda are for action by the Local Elected Officials Consortium unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion or possible action or to provide direction and recommendations to Workforce Connections.

AGENDA

1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes 4
4. **DISCUSSION AND POSSIBLE ACTION:** Approve Local Elected Officials Consortium minutes of October 14, 2014 5
5. **DISCUSSION AND POSSIBLE ACTION:** Approve Executive Director's salary adjustment and authorize the Local Elected Officials Chair to execute final contract 14
6. **DISCUSSION AND POSSIBLE ACTION:** CST Project Consulting Contract 26
7. **INFORMATION:** Report from Legal Counsel regarding PERS state law issue 27
8. **INFORMATION:** Strategic Initiatives Update 28
9. **DISCUSSION AND POSSIBLE ACTION:** Increase Workforce Connections' operating budget allocation to an overall 25%. The agency's statutory administrative allocation shall remain at 10% while the operating programmatic budget shall be increased from 10% to 15% in support of Workforce Connections One-Stop Career Centers as required by the Workforce Innovation and Opportunity Act (WIA)..... 30
10. **DISCUSSION AND POSSIBLE ACTION:** Accept and approve Executive Director's Report ~ Ardell Galbreth 31

11. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes 52
12. **INFORMATION:** LEO Consortium member comments and updates..... 53
13. Adjournment

Agenda Item 3.

FIRST PUBLIC COMMENT:

Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes

Agenda Item 4.

DISCUSSION AND POSSIBLE ACTION:

Approve Local Elected Officials Consortium minutes of October 14, 2014

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES

Tuesday, October 14, 2014
1:00 p.m.

Workforce Connections
Bronze Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Members Present

Commissioner Lawrence Weekly
Commissioner Ralph Keyes (phone)
Councilwoman Gerri Schroder
Commissioner Butch Borasky
Councilman Bob Beers
Councilwoman Peggy Leavitt

Members Absent

Councilwoman Anita Wood
Commissioner Adam Katschke

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter	Jaime Cruz
Ricardo Villalobos	Brett Miller	Jack McClelland	Kenadie Cobbin-Richardson
Shawonda Nance	Byron Goynes	Clentine January	MaryAnn Avendano
LeRoy Bilal	Jeannie Kuennen		

Others Present

Michael Oh, Legal Counsel	Hannah Brown, Board Vice Chair
Carol Turner, CST Project Consulting LLC	Dr. Tiffany Tyler, Nevada Partners, Inc.
Jan Pieri, Prism Global Mgmt./WC Consultant	Eloiza Martinez, LCCCF
Lynda Parven, DETR	Hal Bingham, DETR
Robert Ramsland, LCCCF	Irene Bustamante Adams, LCCCF

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:12 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. DISCUSSION AND POSSIBLE ACTION: Approve the Agenda with inclusions of any emergency items and deletion of any items

A motion was made to approve the agenda by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of September 9, 2014

Chair Weekly presented the minutes on page 6-11 of the agenda packet.

A motion was made to approve the Local Elected Officials Consortium minutes of September 9, 2014 by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve New Board Member Applications:

Chair Weekly presented board applications for Cecilia Maldonado and Jerrie Merritt on page 13 and 21 respectively.

- a. Cecilia Maldonado, Associate Professor/Workforce Development, UNLV
Category: Education (2 year term)
- b. Jerrie Merritt, Senior Vice President, Bank of Nevada
Category: Business (3 year term)

A motion was made to approve Board member applications for Cecilia Maldonado and Jerrie Merritt as presented by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: Review, discuss, amend and approve Executive Director's Employment Contract and approve salary adjustment

Michael Oh, Legal Counsel stated that the amended contract with the salary increase should have been presented to the LEOs with this agenda item. Rather than table this item for a later date, Mr. Oh recommended that if the LEOs grant a salary increase today, the increase be reflected in the amended contract and the LEOs may authorize the Board Chair to sign the amended contract with the LEO approved changes.

The LEOs discussed salary amounts. Commissioners Borasky and Keyes and Councilman Beers were favorable to a 3% increase. Councilwoman Schroder and Commissioner Weekly felt that Mr. Galbreth was underpaid and were in favor of the executive director's request for a base annual salary of \$150,000. Overall, the LEOs agreed that Mr. Galbreth's performance is excellent. After some discussion, Commissioner Weekly made a motion to increase the executive director's base salary to \$150,000 per year. The motion failed (2 yea Weekly, Schroder and 4 nay Keyes, Beers, Borasky, and Leavitt). Councilman Beers made a motion to increase the executive director's base salary to \$133,900. The motion failed (2 yea Keyes, Borasky and 3 nay Schroder, Leavitt, and Weekly). Councilwoman Schroder made a motion to increase the executive director's salary by \$10,000. The motion failed (2 yea Schroder, Leavitt and 3 nay s Keyes, Borasky, and Beers). Mr. Galbreth stated for the record that his current salary is \$132,804. Councilman Beers inquired about the PERS increase and to what extent the legislature can impose the new rules for PERS increases on organizations. Legal counsel stated that organizations, such as WC can choose to pay for the increase, which is what WC is doing. Mr. Galbreth concurred. Councilman Beers made a motion to authorize the Board Chairman to act in accordance with this motion to sign a revision to the employment contract for Ardell Galbreth and increase the compensation level to \$135,000, seconded by Commissioner Keyes. The motion failed (3 yea Beers, Keyes and Borasky and 3 nay Schroder, Leavitt, and Weekly). Councilman Beers suggested tabling this agenda item until the next meeting (January 2015) and requested a report from legal counsel on the status of PERS regarding the new rules by the legislature requiring increases in PERS to be split 50/50 with the employees

and the employer. Councilwoman Leavitt requested that the salary increase approved by the LEOs in January be retroactive to today's date.

A motion to table this item until the next LEO Consortium meeting in January 2015 at which time the LEOs will receive a report from legal counsel on the PERS state law issue and the amount of the salary increase the LEOs agree on will be retroactive to today was made by Councilman Bob Beers seconded by Councilwoman Peggy Leavitt. Motion carried (unanimously).

7. DISCUSSION AND POSSIBLE ACTION: Pros and Cons – Converting Nevada JobConnect offices to One-Stop Career Centers with Workforce Connections' oversight ~ DETR's Deputy Director, Dennis Perea and Workforce Connections' Executive Director, Ardell Galbreth

Dennis Perea highlighted the following:

- Under WIOA, the Governor may add more mandatory members to the One-Stop in addition to the already mandated members
- Clients need to receive top quality service and access to all of the programs and activities at all JobConnect and/or One-Stop locations
- The Southern Nevada Workforce Investment Area is in compliance with the current One-Stop Career Center
- Premature to move forward before DOL determines regulation for One-Stops under WIOA

Jaime Cruz, Chief Strategy Officer, Workforce Development provided an overview of the pros and cons document on page 36 of the agenda packet and highlighted the following:

- Pro: converting JobConnect offices to comprehensive One-Stop Career Centers would ensure compliance with the law
- Pro: clients will receive the best service available
- Con: increased costs

Ardell Galbreth highlighted the following:

- Executed MOUs between WC and DETR will make the JobConnect offices One-Stop Career Centers
- Under WIA, a One-Stop Career Center operator can be procured through a competitive RFP process or a Consortium can be appointed by the LEO Consortium and Board. Under WIOA, the LEO Consortium and Board will not have that option and the One-Stop operator must be procured through an RFP process, unless a waiver is granted (Mr. Perea stated that it is unlikely that DOL will entertain any waiver requests on the current system based on conversations held).
- Converting the JobConnects would increase the workload for WC and require additional staff
- WC would monitor JobConnect offices converted to One-Stops and DETR/WISS monitors WC
- Clients will receive better and more of an array of services

- Current services providers may receive less resources for serving clients

Commissioner Borasky encouraged Mr. Perea to come to Nye County to have this discussion locally.

Mr. Perea offered to come back to this board with different scenarios for improving the current one-stop delivery system under WIOA regulation. Mr. Perea announced that newly appointed DETR Director Don Soderberg worked his first day yesterday at DETR.

Heather DeSart, Deputy Executive Director reported the following WIOA key implementation dates received at the recent DOL Roundtable in San Francisco:

- January 1, 2015: Final WIOA regulation to be published
- July 1, 2015: WIOA rollout in its very earliest implementation; WIBs tasked with freethinking and implementation.
- July 1, 2016: WIBs will be held accountable to regulations and common measures under WIOA

Kenadie Cobbin Richardson, Director, Business Engagement stated that DOL included innovation in the law because they expect WIBs to be innovative and not implement a cookie cutter version of a program around the country. Ms. Richardson stated that the 245 attendees at the Roundtable were very excited about the opportunity to align a program that really does make a difference. DOL wants the first year to be a year of lessons learned so that in July 2016 WIBs are not fumbling over each other to make it happen.

Discussion ensued regarding next steps. Chair Weekly suggested forming a committee to draft a plan to discuss when WIOA regulation is defined. Chair Weekly, Councilman Beers and Councilwoman Leavitt volunteered to sit on the committee as well as the Executive Director, Deputy Executive Director, WC staff appointed by the Executive Director, Dennis Perea, DETR staff, and a DOL representative to be determined by Mr. Perea.

A motion to form a committee consisting of Workforce Connections' Executive Director Ardell Galbreth and appointed staff, DETR's Interim Director Dennis Perea and appointed staff as well as Commissioner Weekly, Councilman Beers and Councilwoman Leavitt, designed to look at the alignment of DETR and Workforce Connections in 2015-2016 and beyond was made by Councilman Bob Beers and seconded by Councilwoman Peggy Leavitt. Motion carried.

8. DISCUSSION AND POSSIBLE ACTION: Receive DETR Deputy Director's report regarding Workforce Connections' contract with CST Project Consulting LLC and direct staff accordingly

Mr. Perea provided a report and highlighted the following:

- DETR denied the WC's request to extend the CST Project Consulting LLC contract because DETR believes there are potential issues due to compensation limits for employees written in the Workforce Investment Act.
- DETR does not have an issue with the work quality and/or services of CST Project Consulting.
- DETR is concerned regarding compensation limits due to Carol Turner's retirement status as a PERS retiree

- DETR and WC agreed that the CST Project Consulting LLC contract would be short term and temporary for the purpose of cleaning up WC's books and audit
- WC released an RFP process for a project consultant to re-award contract; RFP process may bring the CST Project Consulting LLC contract back into legal alignment
- If DETR approves the CST Project Consulting LLC contract, DETR will be accountable for any audit finding regarding this contract
- If the LEO Consortium acknowledges and understands the potential issues and assumes liability of the CST Project Consulting LLC contract, DETR will definitely consider approving the contract

Councilman Beers requested Mr. Perea to provide the LEOs a document describing the salary limits and legal ramifications for review by the jurisdictions' legal counsel; Mr. Perea concurred.

Mr. Galbreth stated that the level two salary limit (\$179,900) is the salary amount not to be exceeded by the Executive Director or any staff member and read the following from the U.S. Code Title 5 Section 5313:

Such funds to pay the salary and business of an individual either as direct or indirect costs has a rate not to exceed the annual rate of the base pay described in executive level two of the executive schedule

Mr. Galbreth stated that Ms. Turner is currently working with staff member Brett Miller on a number of items and he is requesting a contract extension of CST Project Consulting LLC contract to fulfill the needs of this agency as well as the Executive Director. WC released an RFP for a project consultant but the two proposals received unfortunately did not provide the skills and services WC needs. Mr. Galbreth further stated that the CST Project Consulting LLC contract ends on January 1, 2015, and must be approved by DETR before it is presented to the LEOs for approval. WC sends contracts to DETR for approval as an internal process put into place to ensure contracts are in compliance with all rules and regulations. Mr. Galbreth stated that this agenda item was to inform the LEOs of DETR's and WC's concerns, and further stated that the LEOs have the authority to approve the contract today for CST Project Consulting LLC. Discussion ensued.

Mr. Perea agreed to provide the LEOs a one or two page synopsis of DETR's position. Councilman Beers requested that the synopsis address the legal citation Mr. Galbreth read regarding salary limits; Mr. Perea concurred.

A motion was made to extend CST Project Consulting LLC contract to January 31, 2015 while the issue is resolved by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.

9. INFORMATION: Strategic Initiatives Update

Jaime Cruz, Chief Strategy Officer presented the Strategic Initiatives Update of September 23, 2014 provided on page 39 of the agenda packet.

10. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report ~ Ardell Galbreth

Mr. Galbreth presented the Executive Director's Report on page 41 of the agenda packet and briefed the board regarding Latin Chamber of Commerce Community Foundation's (LCCCF) fiscal challenges.

Eloiza Martinez, Co-President, LCCCF made the following report:

1. LCCCF has not had a resident accountant since April 2014
 - a. Interim accountant was hired but fell sick
 - b. Hired an experienced WIA accountant during the last week of July 2014
 - c. Discovered during this fiscal year program closeout of June, 20, 2014 program year, which is called the hard closeout
2. Researched and advised the Latin Chamber of Commerce (LCC) board and staff
 - a. WIA funding had been used to sponsor various LCC activities
 - b. Historic board minutes verify that funding was owed to the LCCCF in some instances funds owed had been forgiven by past board members and/or senior staff
 - c. A \$50,000 line of credit had been incorrectly set up to automatically draft interest and principal payments from the LCCCF WIA bank account
3. Action taken to remedy and ensure that this does not happen again by the LCC staff:
 - a. A detailed accounting briefing was prepared and presented to the LCC and LCCCF boards
 - b. Discussed how/what we did wrong and corrective actions. Both LCC and LCCCF boards reached an agreement to make whole the identified WIA funding shortfalls. An equity draw will be initiated with the LCC owned building to replenish funds
 - c. Brief WIA staff on discovery, complete ownership and plan to make WIA funding whole
4. Timeline to repair financial irregularities – estimated to be completed by the first week of November 2014
 - a. LCC building appraisal was contracted and initiated on October 6, 2014
 - b. Verbal value will be received on or before October 14 estimated to be \$1.4 million. Today, received verbal report that building is valued at \$1.49 Million – a low number pending written report
 - c. Formal appraisal goes to lending agency to substantiate equity draw
5. Summary
 - a. LCCCF program management and service delivery to the community has never been in question or an issue; LCCCF historically meets or exceeds all required program goals.
 - i. LCCCF took full ownership and self-disclosed financial irregularities to senior WIA staff
 - b. Plan to remedy and prevent this from happening again
 - i. Hired senior accountant with WIA specific experience
 - ii. Full financial restitution is being completed to refund any WIA shortfalls
 - iii. Will have complete separation of physical accounting streams and books between LCC and LCCCF
 - iv. Previous finance staff is gone – starting fresh

Legal Counsel deemed it appropriate for the LEOs to ask questions regarding this portion of the Executive Director's Report.

Councilman Beers inquired about the total amount due to WC and the details of what happened. Robert Ramsland, Financial Manager, LCCCF stated that the amount due is \$106,000, which LCCCF expects to pay back by the third week of November, and explained that there was one set of accountants handling funds for both the LCC and the LCCCF and there was an exchange of monies going in between LCC and LCCCF. Ms. Martinez reiterated that these accountants were terminated. Mr. Ramsland continued that the shortfall became evident during the hard close out for the June 2014 program year when LCCCF had invoices/payables and had no money in the bank account. LCCCF researched further and found the shortfall.

Mary Ann Avendano, Sr. Financial Analyst reported that staff went onsite at LCCCF when the matter was brought to WC's attention and validated what LCCCF found, which was basically a combination of debts that were forgiven, charitable contributions that were made, and interest expenses on the line of credit that were unbillable that caused this shortfall. Ms. Avendano stated that when the loans were forgiven and the charitable contributions were made, there was not enough unrestricted funding to cover those costs, so in effect, WIA advanced cash was used to cover those expenses. When it was time to do the hard closeout, WC had reimbursed cash for all of the accruals that were in LCCCF's system and approximately \$105,000, which we validated, was not paid; there was no funding left to pay for that because of the cash that was put out for unbillable, unallowable expenses. Addressing LCCCF's previous fiscal issues, Ms. Avendano stated that a year ago there were several issues in play, of which two were resolved: 1. initially not all of LCCCF's allowable expenses incurred were billed to WC and 2. LCCCF had grants from other community/government agencies that took three to six months to pay the receivables, and because of that there was a cash crunch for those reimbursements to come in for those grants. It is combination of these two issues that caused the previous issue and it allowed for that situation to be resolved when the receivables came in and LCCCF was able to go back and bill WC for expenses that had not previously been billed. Ms. Avendano reported that LCCCF owes WC money for the expenses that WC reimbursed; accruals that were in the system that WC issued cash payments for that LCCCF did not pay. Ms. Avendano clarified that at this time, LCCCF has accruals or bills in their system that WC has reimbursed for through the invoice process, and LCCCF does not have the cash to pay these bills. Therefore, LCCCF would pay these bills and that would make the expenses allowable but they do not have the cash to do that until they receive reimbursement from the chamber. Ms. Avendano stated that currently, there could be a debt established because as of now WC has reimbursed for expenses that have not been paid, so technically a debt could be established until the expenses are paid off. Ms. Avendano added that WC staff did not uncover any evidence of unallowable expenses billed to WC.

Councilwoman Schroder inquired about the fiscal staff for LCC and LCCCF. Ms. Martinez replied that there will be a fiscal staff for LCC separate from LCCCF and reiterated that the previous staff is gone.

Legal counsel advised the LEOs to hold any investigative questioning for a future meeting until the matter can be properly agendaized.

Mr. Galbreth stated that WC is providing technical assistance and LCCCF staff is aware of what needs to be done and have put in place corrective action measures to rectify the situation.

Councilman Beers stated that he is deeply concerned that this problem has not been addressed and WC is being falsely presented that the issues have been addressed, and he requested staff to explain possible disallowed costs. Ms. Avendano stated that WC staff validated \$67,000 in accruals through

June 30, 2014 that were reimbursed for and not paid and there is an additional amount owed up to about \$105,000 that if the full amount is not received this issue will reoccur. Ms. Avendano added that \$67,000 would bring LCCCF current – satisfy those obligations for those prior contracts - according to the closeouts for last year, but the issue will reoccur at closeout for next year if an additional \$55,000 is not received. This issue stretched from 2009 through 2014, which is part of the reason WC believed the issue was resolved last year, but the issued continued because it was an ongoing debt forgiveness and charitable contributions in recent periods that further contributed to the issue reoccurring. So, at this time, the actual disallowed amount is \$67,000 but LCCCF would not have enough cash to closeout this year if they do not get the additional \$50,000 (approximate). If WC was to do a hard closeout tomorrow, LCCCF would be \$105,000 short. Discussion ensued.

A motion was made to accept and approve the Executive Director's Report by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.

11. SECOND PUBLIC COMMENT SESSION:

None

12. INFORMATION: LEO Consortium Member Comments

None

13. ACTION: Adjournment

The meeting adjourned at 3:01 p.m.

Agenda Item 5.

DISCUSSION AND POSSIBLE ACTION:

Approve Executive Director's salary adjustment and authorize the
Local Elected Officials Chair to execute final contract

AMENDMENT NO. 1 THE EMPLOYMENT AGREEMENT BETWEEN ARDELL GALBRETH AND THE SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD

This Amendment No. 1 to the Employment Agreement between Ardeall Galbreth ("Executive Director") and the Southern Nevada Investment Board ("SNWIB"), hereinafter referred to as "ORIGINAL AGREEMENT") is made and entered into on _____, 2015 between Executive Director and SNWIB.

WITNESSETH

WHEREAS, the SNWIB entered into the Original Agreement on March 26, 2013 with the Executive Director; and

WHEREAS, the Original Agreement outlined the Executive Director's compensation package in Exhibit B; and

WHEREAS, the Original Agreement does not provide a provision for a salary increase; and

WHEREAS, SNWIB is desirous of granting Executive Director an increase in his base compensation pay; and

WHEREAS, Executive Director affirms that he has consulted with legal counsel, or had the opportunity to do so prior to signing this Amended Employment Agreement;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and legal sufficiency of which are hereby mutually acknowledged, the Executive Director and SNWIB hereby agree that the Original Agreement shall be modified and amended as follows:

Attachment B shall be removed and replaced in its entirety by Attachment B attached hereto, the terms of which are incorporated herein.

Entire Agreement AS AMENDED

This Amendment No. 1 and the Original Agreement which is incorporated hereby by reference constitutes the Original Agreement as amended between the parties hereto with respect to the matters covered thereby. All prior negotiations, representations, and agreements with respect thereto not incorporated in this amendment are hereby cancelled.

**AMENDMENT NO. 1 THE EMPLOYMENT AGREEMENT BETWEEN ADDELL
GALBRETH AND THE SOUTHERN NEVADA WORKFORCE INVESTMENT
BOARD**

EXECUTIVE DIRECTOR:

ARDELL GALBRETH

Date of Board Action _____

SNWIB
SOUTHERN NEVADA WORKFORCE INVESTMENT AREA

COMMISSIONER LAWRENCE WEEKLY
CHAIRMAN, LOCAL ELECTED CONSORTIUM

**AMENDMENT NO. 1 THE EMPLOYMENT AGREEMENT BETWEEN ADDELL
GALBRETH AND THE SOUTHERN NEVADA WORKFORCE INVESTMENT
BOARD**

Attachment B

Amended Compensation Package
for
Ardell Galbreth
Southern Nevada Workforce Investment Board
Executive Director

Base Salary

Current Salary: \$132,804

Approved Salary Adjustment: _____

Amended Salary: _____

Annual Leave Accrual

_____ hours per pay period (Consistent
with SNWIB Policy)

Effective: _____

Paid Holidays

New Year's Eve (1/2 day)

New Year's Day

MLK's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Nevada Day

Veteran's Day

Thanksgiving Day

Family Day (day after Thanksgiving)

Christmas Eve (1/2 day)

Christmas Day

Employee Birthday

PERS

Fully funded by SNWIB. In years where there is
a PERS increase, such increase will be in lieu of
a salary increase.

Leave Buyback

Consistent with SNWIB
Policy

Professional Development Time

48 hrs / per year

No Cost of Living Allowance increases

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into this March 26, 2013, by and between Ardell Galbreth, (hereinafter referred to as "Executive Director"), and the Southern Nevada Workforce Investment Board (hereinafter referred to as "SNWIB").

RECITALS

WHEREAS, the Southern Nevada Workforce Investment Board (SNWIB), doing business as Workforce Connections presently is the grant recipient and administrative entity for the Southern Nevada Workforce Investment Area for the provision and oversight of employment and training services under the State of Nevada pursuant to the Workforce Investment Act (WIA) (hereinafter referred to as the "Organization").

WHEREAS, it is the desire of the SNWIB to employ an individual to serve in the position of executive director for Workforce Connections;

WHEREAS, Section 1.6 of the SNWIB Bylaws provide that the executive director shall be selected and hired by the Local Elected Officials, as defined by WIA.

WHEREAS, it is the desire of the Local Elected Officials to secure and retain the services of an executive director, and to provide inducement for him to remain in such employment; and

WHEREAS, Ardell Galbreth desires to accept employment as the executive director for SNWIB upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the SNWIB and the Executive Director hereby agree as follows:

1. **EXECUTIVE DIRECTOR POSITION.** The Executive Director shall serve as the chief staff officer to the SNWIB as set forth in detail on the job description attached as Attachment A, the terms of which are incorporated herein, in a manner consistent with and subject to the responsibilities of SNWIB under WIA and Nevada law. In addition to the duties set forth in Attachment A, the Executive Director shall organize appropriate ongoing and periodic public relations programs within the limits of the Organization's fiscal budget and pursuant to direction from the Local Elected Officials of the SNWIB. Attachment A may be amended at any time and from time to time by a majority vote of the Local Elected Officials of the SNWIB.

2. RESPONSIBILITIES AND COVENANTS

2.01. **Applicable Laws.** The parties acknowledge and agree that the delegations of powers and responsibilities to the Executive Director hereunder may be limited by applicable federal, state and local laws and regulations affecting the operation of the Organization, and the services provided therein. SNWIB and the Executive Director agree to fully comply with such applicable laws and regulations in the performance of their powers and responsibilities hereunder.

2.02. Approval of Purchases. Any provision of this Agreement to the contrary notwithstanding, the Executive Director shall take no action nor incur expenses with respect to a specific item, nor commit SNWIB or the Organization with respect to an item, except in accordance with the Local Government Purchasing Act (Chapter 332 of NRS), unless the expenditure is justified on an emergency basis as defined by Nevada law or as outlined in the SNWIB Bylaws or the Local Elected Officials' Consortium Agreement.

2.03. Control of Conflicts of Interest. The Executive Director shall not enter into any agreement with respect to the Organization with any association, partnership or company in which the Executive Director has an ownership interest without the prior written approval of SNWIB. The Executive Director shall comply with all Nevada laws and policies adopted by SNWIB related to the ethics and conduct of public employees, including but not limited to, Chapter 281A of the Nevada Revised Statutes. Further, the Executive Director agrees that, as a condition of his employment under this Agreement, the Executive Director will not engage in any employment, either as an employee or as an independent contractor, with any person, firm, corporation, or other entity without the prior, express, and written consent of SNWIB.

2.04 Nondisclosure of Confidential Information Retention of Records. The Executive Director covenants and agrees that he will not, either during the term of his employment or at any time thereafter, disclose to anyone any confidential information concerning the business or affairs of the Organization, except as required by law. The Executive Director further covenants and agrees that he will retain, or direct the retention of, as required by Nevada law, all records of the SNWIB, and that all such retained records shall remain in the custody of the SNWIB at all times, including after the termination of this Agreement.

3. COMPENSATION.

3.01. Basic Compensation. For services rendered by the Executive Director hereunder during the term of this Agreement and subject to funding availability, SNWIB shall provide the compensation set forth in Attachment B, the terms of which are incorporated herein. The SNWIB will withhold appropriate federal income taxes in accordance with the Form W-4 filled out by the Executive Director, and other deductions as directed by the Executive Director or law.

3.02 Performance Report. The Executive Director shall submit a written report to the board by September 30 of each year describing the Executive Director's accomplishments for the budget year ending on June 30, including but not limited to, each of the following items:

- a) Policy implementation and daily operations – Describe either in general terms or specifically how each responsibility listed in the Job Description was executed.
- b) Techniques and methods employed to assist the service providers – Describe the current system of assisting the service providers and any innovation techniques or methods utilized to improve the efficiency or productivity of the service providers.
- c) Project development – Outline new grants with dates and sources of the grants for special projects that enhance the basic WIA activities.
- d) Fiscal management – Provide a summary or a chart to explain how and whether the fiscal system has met or exceeded the requirements of federal, state, and local directives for the one year period preceding the budget year just ended.

3.03 Annual Evaluation. The Executive Director's annual evaluation will be completed by the Local Elected Officials within sixty (60) days after their receipt of the Executive Director's Performance Report and shall be based on criteria approved by the Local Elected Officials of the SNWIB.

4. TERM. The term of the Agreement shall commence on September 11, 2012 and shall end on September 10, 2015, unless terminated earlier pursuant to the terms of this Agreement. This Agreement may be extended for three (3) years, upon a mutual written agreement by both Parties.

5. TERMINATION

5.01. Termination for Convenience. The Executive Director is an "at will" employee serving at the pleasure of the Local Elected Officials and SNWIB.

a) The Local Elected Officials may terminate the employment of the Executive Director at any time, with or without cause, upon the affirmative vote of a simple majority of the Local Elected Officials Consortium. Upon such termination, the Executive Director shall be entitled to severance pay equal to three (3) months of his then current base salary. The severance pay shall be paid in a lump sum, unless otherwise agreed to by the Parties.

b) If the Executive Director voluntarily resigns his position, the Executive Director shall provide a minimum of three (3) months written notice to the Local Elected Officials, unless otherwise agreed to by the Parties.

5.02 Termination for Cause. The following actions by the Executive Director shall constitute cause for termination:

- a) Failure to comply with the lawful directions of the SNWIB;
- b) Conviction in a court of law of a felony or of any crime or offense involving or related to honesty, moral turpitude, misuse or misappropriation of money or other property;
- c) Any act of dishonesty by the Executive Director which adversely affects the business of SNWIB;
- d) Willful violation of the policies or procedures of SNWIB or of any applicable state or local regulation or law, or the performance by the Executive Director of any willful or intentional act which reflects unfavorably, on the reputation of SNWIB; or
- e) Executive Director's abuse of drugs, alcohol, or other substance which interferes with Executive Director's performance of any of his obligations under this Agreement, and which is not remedied within sixty (60) days after notice.

5.03. The Executive Director will not be entitled to any severance pay if: 1) the Executive Director is terminated for any of the reasons set forth in Section 5.02, or any other circumstances constituting "just cause," or 2) the State of Nevada reorganizes its Workforce Investment operations by eliminating the SNWIB and/or creates a single state workforce investment board responsible for both northern and southern Nevada.

6. ASSIGNMENT. Assignment or an attempt to assign the rights or obligations of the Executive Director without the prior written consent of the Local Elected Officials is void and a breach of this Agreement.

7. NOTICES. All notices, requests and approvals required or permitted to be given hereunder shall be in writing and shall be sent by hand delivery, overnight carrier, facsimile, or by U.S. mail, with postage prepaid, registered or certified, and addressed to:

SNWIB: Workforce Connections
7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128

Executive Director: Ardell Galbreth
8269 Trinity Oaks Court
Las Vegas, Nevada 89139

Any notice required or permitted to be given hereunder shall be deemed to be given to, and received by the addressee thereof on the third business day after the sending thereof. Either of the parties may change the address for these purposes by such party giving notice of such change to the other party in the manner hereinabove provided.

8. SEVERABILITY. In the event that any provision of this Agreement is rendered invalid or unenforceable by any valid act of Congress or the Nevada State Legislature, or declared null and void by any court of competent jurisdiction, or is found to be in violation of Nevada statutes and/or regulations, said provision (s) will be immediately (or retroactively) void and may be renegotiated for the sole purpose of rectifying the non-compliance. The remainder of the provisions of this Agreement not in question shall remain in full force and effect.

9. WAIVER. The waiver by a party of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance by a party of performance by the other shall not be deemed to be a waiver of any preceding breach of any term, covenant or condition of this Agreement, other than the failure to perform the particular duties so accepted, regardless of knowledge of such preceding breach at the time of acceptance of such performance.

10. BENEFIT TO PARTIES. SNWIB does not intend to benefit any person who is not named as a party to this Agreement, to assume any duty to inspect, to provide for the safety of any person or to assume any other duty beyond that imposed by general law.

11. LIMITATION OF APPROPRIATED FUNDS. In accordance with NRS 354.626, the financial obligations under this Agreement between the parties shall not exceed those monies appropriated and approved by SNWIB for this Agreement for the then current fiscal year under the Local Government Budget Act. This Agreement shall terminate and SNWIB's obligations under it shall be extinguished at the end of any of the Organization's fiscal years in which SNWIB fails to appropriate monies for the ensuing fiscal year sufficient for the performance of the functions provided by this Agreement. SNWIB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled by the Executive Director under this Agreement and for the operation of the Organization.

ATTACHMENT A

Southern Nevada Workforce Investment Board

EXECUTIVE DIRECTOR

Date Approved: FLSA

Status: Exempt

REPORTS TO: Local Elected Officials of the Southern Nevada Workforce Investment Board

POSITION STATEMENT: Serves as chief staff officer to the Southern Nevada Workforce Investment Board. Plans, directs, manages and oversees the activities and operations of the Southern Nevada Workforce Investment Board including financial operations, grant management, financial analysis and planning, and establishing collaborative relationships with current and potential service providers and partners.

SUPERVISION EXERCISED: Provides direct supervision over management, professional, technical and clerical staff.

SUPERVISION RECEIVED: Receives general administrative direction from the Local Elected Officials of the Southern Nevada Workforce Investment Board.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develops and maintains collaborative relationships with service providers and partners.
2. Manages all financial services and activities consisting of accounting operations, cash management, grant management and oversight, budget, financial analysis and planning, and purchasing and contracts; recommend and administer policies and procedures.
3. Plans, organizes and oversees all corrective actions taken on outstanding internal control weaknesses identified through internal or external audit.
4. Plans, organizes, reviews and evaluates the activities of professional, technical and administration staff; recommends staffing levels for the budget and conducts annual performance evaluations.
5. Plans, organizes and oversees the administration of all Southern Nevada Workforce Investment Board activities and services.
6. Oversees and participates in the development and administration of the overall budget including short range and long range plans; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Ensures fiduciary responsibilities are met, as directed by the Local Elected Officials and in compliance with federal, state and local laws, statutes, regulations, directives and policies.
8. Manages the development and implementation of internal goals, objectives, policies and priorities.

Executive Director (continued)

9. Directs the preparation of financial reports, analyses and audits; ensures that complete and accurate records are maintained.
10. Attends and participates in meetings of the Local Elected Officials and the Southern Nevada Workforce Investment Board and its committees; meets with board members, committees, councils and constituent groups.
11. Prepare and present timely updates, reports and other necessary communications to Local Elected Officials.
12. May serve as principal representative of the Southern Nevada Workforce Investment Board to outside entities such as national workforce agencies, auditors, trade associations, legislative representatives, various contractors, and communities within the Southern Nevada Workforce Investment service area.
13. Selects, disciplines and/or dismisses staff as necessary while ensuring effective morale, productivity and discipline; plans, organizes, administers, reviews and evaluates the activities and performance of staff; works with staff to establish work priorities and schedules; encourages and provides for staff training and professional development; interprets policies and procedures for staff; prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Current knowledge of federal and state laws,, statutes, policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Current knowledge of national and local economic and employment trends and conditions.
- Thorough knowledge of modern senior management techniques and practices.
- Ability to analyze problems and opportunities, identify and evaluate alternatives, and develop sound, effective approaches.
- Ability to plan, implement and evaluate the achievement of goals, objectives and work-plans.
- Ability to lead, motivate and supervise senior staff and other employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting for extended periods of time; and*
 - *Operating assigned equipment.*
- Ability to maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*
- Ability to maintain mental capacity which allows the capability of:
 - *Making sound decisions;*

Executive Director (continued)

- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

EDUCATION and EXPERIENCE:

A Bachelor's degree in business or public administration or a closely related field, and seven years increasingly responsible management experience, including three years at a senior management level. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens. **Physical**

Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

SALARY:

Open and to be negotiated between LEO's and Executive Director candidate. In keeping with Public Law 109-234 (effective June 15, 2006) that implements the salary and bonus limitations for individuals being paid by Employment & Training Administration (ETA) funds, the Compensation is not to exceed \$179,700 in a 12-month period (effective January 2007). Final salary will require approval of the Local Elected Officials (LEO's).

Attachment B

**Compensation Package
For
Ardell Galbreth
Southern Nevada Workforce Investment Board
Executive Director**

Base Salary	Current Salary \$130,200
Annual Leave Accrual	11.69 per pay period (Consistent with SNWIB Policy with 80 hours Advance)

Paid Holidays

New Year's Eve (1/2 day)	Nevada Day
New Year's Day	Veteran's Day
MLK's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve (1/2 day)
Independence Day	Christmas Day
Labor Day	Employee Birthday

PERS	Fully funded by SNWIB
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Leave Buyback	Consistent with SNWIB Policy
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Professional Development Time	48 hrs / per year
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No Cost of Living Allowance increases

Agenda Item 6. DISCUSSION AND POSSIBLE ACTION:

CST Project Consulting Contract

Agenda Item 7. INFORMATION:

Report from Legal Counsel regarding PERS state law issue

Agenda Item 8. INFORMATION:

Strategic Initiatives Update

Strategic Initiatives Update 1-13-2015

- Implementation of the Workforce Innovation and Opportunity Act (WIOA)
 - Meeting with statewide stakeholders regarding the new required State Unified Plan: Health and Human Services, Adult Education, Wagner Peyser, Vocational Rehabilitation, LWIB's
 - Reviewing current strategies/timelines/measurements to support redefined Agency Strategic Goals #1 and #3 and for alignment with new WIOA requirements
 - Staff attending WIOA-implementation webinars provided by US DOL
 - July 1, 2015 – New WIOA provisions take effect
 - March 3, 2016 – Deadline for submission of new State Unified Plan
- Additional more-flexible funding sources to augment existing WIA funded programs
 - AARP Foundation's BACK TO WORK 50+ Program – First Graduating Cohort
 - US DOL's Transitioning Veterans Financial Coaching Program – Coach Position for the One-Stop Career Center has been filled
 - US DOL American Apprenticeship Grants – NSHE potentially will take the lead
- Local Employer Advisory Panel (LEAP) meeting in December featured tech-initiative presentation from Portland's LWIB Executive Director
- DETR approved a new more efficient Eligible Training Provider List (ETPL) application, management and performance reporting process including the implementation of online tools
- Working with DETR to complete a thorough US DOL data validation process between Management Information Systems (NV Trac and OSOS) and the implementation of a Statewide Automated Workforce System (SAWS)
- Implementing Science Technology Engineering & Math (STEM) career exploration workshops in the One-Stop Career Center (OSCC) that expose participants to skill sets and competencies required in Nevada's targeted industry sectors

Agenda Item 9.

DISCUSSION AND POSSIBLE ACTION:

Increase Workforce Connections' operating budget allocation to an overall 25%. The agency's statutory administrative allocation shall remain at 10% while the operating programmatic budget shall be increased from 10% to 15% in support of Workforce Connections One-Stop Career Centers as required by the Workforce Innovation and Opportunity Act (WIA)

Agenda Item 10. DISCUSSION AND POSSIBLE ACTION:

Accept and approve Executive Director's Report ~ Ardell Galbreth

Executive Director's Report January 13, 2015

Highlighted Workforce Initiatives

- Workforce Connections was one of 20 sites across the country chosen to host Consumer Financial Protection services for veterans in partnership with the Armed Forces Services Corporation
 - There was much interest from lots of employment and training agencies, but Workforce Connections' was among only a few chosen
- Program Year 2015 RFPs scheduled to be published/released March/April 2015
 - RFP solicitation shall be to secure Workforce Innovation and Opportunity Act (WIOA) One-Stop Center services throughout Southern Nevada Workforce Investment Area, i.e., North Las Vegas, East Las Vegas, Henderson/Boulder City and West Las Vegas area

Staff Development and Service Providers Training

- Request for Proposals (RFPs) 101 Training open to all potential or "want-a-be" service providers are invited to attend—January 2015
- First Workforce Development Academy participants co-heart graduated December 2014
- All Workforce Connections' staff completed Freedom of Information Act and release of official/confidential information training

Workforce Innovation and Opportunity Act Implementation

- Pressing forward with initial implementation of WIOA
 - New policies and compliance procedures are in work in preparation in meeting WIOA implementation deadlines
 - Revised board membership application (see attached) that coincides with the implementation of WIOA, effective July 1, 2015

December 22, 2014

Members, Workforce Connections Board of Directors

Re: Workforce Board Reconstitution In Accordance with Workforce Innovation and Opportunity Act (WIOA)

Dear Board Member:

Last July the Workforce Innovation and Opportunity Act (WIOA) replaced the Workforce Investment Act of 1998. WIOA's purpose is to create a more job-driven workforce system. Board meetings have been scheduled for January 27, February 24 and March 24, 2015 to discuss and implement the following workforce system governance changes:

- **Workforce Board reconstitution:** WIOA Section 107 allows local elected officials to appoint a smaller, more focused Workforce Board. Private business members remain the majority, labor and community-based organization representatives must make up at least 20% of the new Workforce Board and at least five additional seats go to economic development, higher education, adult education and literacy, vocational rehabilitation and the public employment service. All Board members must be leaders in their respective businesses or sectors holding "optimum authority". The new Workforce Board could be as small as nineteen members.
- **The Southern Nevada Local Intergovernmental Agreement:** Local jurisdictions' governing bodies remain responsible for grant funds. The current agreement between the eight member governments was revised in 2007 and will need to be revised again to comply with WIOA. Issues include 1) whether local elected officials should remain members of the Workforce Board, 2) how grant fund "oversight" is to be shared with a leaner, more strategic Workforce Board, and 3) how Workforce Board

nominations and appointments should occur over the next months.

Attached are 1) a draft application package for new Workforce Board appointees, 2) a list of current Workforce Board members, and 3) a "calculator" showing the potential size of a new WIOA Section 107 Workforce Board.

Sincerely,



Ardell Galbreth
Executive Director

cc: Commissioner Lawrence Weekly, Chair, Southern Nevada Workforce Investment Area Chief LEOs Consortium
Valerie Murzl, Chair, Workforce Connections Board of Directors

- Enclosures 8:**
- 1. Board Application (General Section)**
 - 2. Section A-1 (Business)**
 - 3. Section A-2 (Business Organization or Trade Association)**
 - 4. Section B (Labor Organization)**
 - 5. Section C (Educational Entity)**
 - 6. Section D (Economic or Community Development Entity/State Employment Service-Wagner Peyser Act/ Vocational Rehabilitation Title I/Transportation, Housing or Public Assistance Agency/Philanthropic Organization)**
 - 7. WIOA Calculator**
 - 8. List of Current Board Members**

Board Member Application and Requirements **Consistent with WIOA Public Law 113-128 Section 107**

Workforce Connections' Vision: "Connecting Employers to a Ready Workforce"

Workforce Connections' Mission: "To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training."

Workforce Connections is Southern Nevada's Local Workforce Investment Board, the region's expert and leader of an integrated and high quality workforce development system. By identifying local area workforce issues and concerns we bring together the necessary assets to facilitate solutions that foster prosperity for the region. Activities of the board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong area-wide workforce development system; convening groups of businesses, training institutions, economic development and other community organizations to develop solutions to workforce development challenges. Workforce Connections is responsible for oversight of the local area's One-Stop Delivery System.

The law envisions a strong role for local business-led boards focusing on strategic planning, policy development and oversight of the local workforce investment system. To accomplish the vision and mission of the agency, and to remain in compliance with federal and state guidelines, the Chief Elected Official Consortium of Workforce Connections seeks the most qualified board members.

Qualifications:

- Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the local area workforce.
- Position as a senior-level decision-maker in your organization.
- Meet the board member requirements in the Workforce Innovation and Opportunity Act (WIOA).

Expectations

- Comply with Board By-Laws
- Regularly attend board and committee meetings.
- Notify the board chair or the executive director when you are unable to attend meetings.
- Join and participate actively in at least one standing committee of the board.

- Be prepared for board meetings by staying informed about board matters, reviewing materials sent in advance of the meetings.
- Get to know other board members, building collegial relationships that contribute to effective decision making.
- Act and vote on behalf of the long term interests of the board and the community, rather than the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the Local Workforce Investment Board, board staff, the One-Stop Career Center Operator, service providers and the Chief Elected Officials.
- Take advantage of opportunities to become more educated about the Workforce Investment Board and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.

Time Requirements

- The board meets regularly with meetings normally lasting approximately two hours.
- Committees currently meet monthly, with some committees less frequently.
- Average time commitment for members is approximately three-to-four hours per month.
- The Chief Elected Officials appoint applicants as board members.

Current Board Committees

- Executive Committee – comprised of the board chair and the chairs of all committees.
- Adult & Dislocated Worker Committee – responsible for oversight of adult and dislocated worker services.
- Youth Council – responsible for oversight of the youth services.
- Budget & Finance Committee – responsible for oversight of fiscal matters.

Please return completed application to:

Suzanne Potter
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Email: spotter@snvwc.org
Fax: (702) 636-4375

General Section

Name _____

Address _____

City, State, ZIP _____

Phone Number _____ Alternate Phone Number _____

Email Address _____ Alternate Email Address _____

All Board Members are required to actively serve on at least one standing committee. Please indicate which committee you choose to participate in if appointed by the Local Elected Official Consortium:

____ Adult and Dislocated Worker Committee

____ Youth Council

____ Budget and Finance Committee

1. Do you have personal experience in the administration/oversight of federally funded programs?

____ Yes ____ No

If yes, please define.

2. Do you have personal experience in the administration/oversight of federally funded employment and training programs?

____ Yes ____ No

If yes, please describe your personal expertise with workforce development systems.

3. Please describe what resources you personally and/or your organization will bring to the public workforce development system.

4. Which one of the following board membership categories do you represent?

- ☐ Business (Section A-1)
- ☐ Business Organization or Trade Association (Section A-2)
- ☐ Labor Organization (Section B)
- ☐ Educational Entity (Section C)
- ☐ Community Based Organization (Section E)
- ☐ Economic or Community Development Entity (Section D)
- ☐ State Employment Service - Wagner Peyser Act (Section D)
- ☐ Vocational Rehabilitation Title I (Section D)
- ☐ Transportation, Housing or Public Assistance Agency (Section D)
- ☐ Philanthropic Organization (Section D)

Please proceed to complete the section that you checked.

Section A-1 (Business)

1. Are you currently a local business owner, or C-level/SVP-level executive of a local business/employer with optimum policy-making authority?
☐ Yes ☐ No
 If yes, please provide your organization and title.
 Organization _____
 Title _____

2. Does your organization currently provide employment opportunities in our Local Workforce Investment Area (LWIA)? This encompasses the counties of Clark, Lincoln, Esmeralda and Nye.
☐ Yes ☐ No
 If yes, how many are hired annually?

3. Does your organization currently hire in-demand occupations in Nevada's targeted industry sectors?
☐ Yes ☐ No
 If yes, which one? (Please check all that apply)
☐ Aerospace and Defense
☐ Agriculture
☐ Clean Energy
☐ Health & Medical Services
☐ Information Technology
☐ Logistics and Operations
☐ Manufacturing
☐ Mining
☐ Tourism, Gaming and Entertainment

4. Do you currently exercise hiring authority in your organization?
☐ Yes ☐ No
 If yes, how many of the annual hires do you oversee?

5. Do you currently exercise budget authority in your organization?

☐ Yes ☐ No

If yes, please check the range.

☐ \$0 – 99,999

☐ \$100,000 – 999,999

☐ \$1,000,000 and above

6. How many employees does your company currently have?

☐ 2-49

☐ 50-249

☐ 250 and above

7. Is your company held to the affirmative action requirements?

☐ Yes ☐ No

If yes, please describe your role.

Section A-2 (Business Organization or Trade Association)

Note: To complete this section you must be nominated by a local business organization or business trade association. Please attach nomination letter

1. How many local businesses does your organization currently represent?
____ 2-49
____ 50-249
____ 250 and above

2. Are you currently in an executive level position in your organization with optimum policy-making authority?
____ Yes ____ No
If yes, please provide your organization and title.
Organization _____
Title _____

3. Which special interests does your organization currently represent?

4. Please list examples of advocacy or accomplishments over the last two years for your organization on behalf of the businesses you represent.

Section B (Labor Organization)

1. Does your organization currently represent local labor?
☐ Yes ☐ No
 If yes, please check which one.
☐ Journeymen
☐ Apprenticeship

2. How many members does your organization currently represent?
☐ 2-49
☐ 50-249
☐ 250 and above

3. Are you currently in an executive level position in your organization with optimum policy-making authority?
☐ Yes ☐ No
 If yes, please provide your organization and title.
 Organization _____
 Title _____

4. Which special interests does your organization represent?

5. Please list examples of advocacy or accomplishments over the last two years for your organization on behalf of the members you represent.

Section C (Educational Entity)

1. Are you currently in an executive level position with optimum policy-making authority for an organization administering adult education and literacy activities under Title II?

Yes _____ No _____

If yes, please provide your organization and title.

Organization _____

Title _____

2. Are you currently in an executive level position with optimum policy-making authority for Nevada's System of Higher Education (NSHE)?

Yes _____ No _____

If yes, please provide your organization and title.

Organization _____

Title _____

DRAFT

Section D (Economic or Community Development Entity / State Employment Service-Wagner Peyser Act / Vocational Rehabilitation Title I / Transportation, Housing or Public Assistance Agency / Philanthropic Organization)

1. Are you currently in an executive level position with optimum policy-making authority for an economic/community development entity?

Yes _____ No _____

If yes, please provide your organization and title.

Organization _____

Title _____

2. Are you currently an executive level position representative with optimum policy-making authority from the state employment service office under the Wagner-Peyser Act?

_____ Yes _____ No

If yes, please provide your organization and title.

Organization _____

Title _____

3. Are you currently an executive level position representative with optimum policy-making authority from programs carried out under Title I of the Rehabilitation Act?

_____ Yes _____ No

If yes, please provide your organization and title.

Organization _____

Title _____

4. Are you currently an executive level position representative with optimum policy-making authority from an agency or entity administering programs serving the local area relating to Transportation, Housing and Public Assistance?

_____ Yes _____ No

If yes, please provide your organization and title.

Organization _____

Title _____

5. Are you currently an executive level position representative with optimum policy-making authority from a Philanthropic organization looking to participate and invest in the public workforce development system?

_____ Yes _____ No

If yes, please provide your organization and title.

Organization _____

Title _____

Section E (Community Based Organization)

1. Are you currently an executive level position representative with optimum policy-making authority from a local educational agency or Community Based Organization (CBO)?

☐ Yes ☐ No

If yes, please provide your organization and title.

Organization _____

Title _____

2. Does your local educational agency or CBO have expertise in addressing the employment and training needs of individuals with barriers to employment including veterans and individuals with disabilities?

☐ Yes ☐ No

If yes, please describe the services offered by your local educational agency or CBO.

3. Does your local educational agency or CBO have with expertise in addressing the employment, training or education needs of youth eligible for Workforce Innovation and Opportunity Act (WIOA) services?

☐ Yes ☐ No

If yes, please describe the services offered by your organization.

Conflict of Interest Guidance and Acknowledgement Certification

Your current relationship with Workforce Connections (Check all that apply)

- ☐ Have Relatives Working for Workforce Connections
- ☐ Any Partnership(s) with Workforce Connections Staff or Board Members (Current/active contracts or vendor business)
- ☐ Any Partnership(s) with Workforce Connections Local Elected Officials
- ☐ I currently have no partnership with any Board or Staff member of Workforce Connections
- ☐ Other - Please Explain: _____
- _____
- _____

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
 - i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

1. Will your appointment/reappointment to Workforce Connections potentially violate any of the criteria listed above?

☐ Yes ☐ No

If yes, please provide an attached letter explaining your potential conflict of interest.

2. Please attach a letter from a supervisor/manager or from an elected official verifying provided information.



I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by Workforce Connections may be considered as constituting grounds for disqualification and/or dismissal.

Applicant's Name (Please Print)

Signature of Applicant

Date

DRAFT

WIOA Board composition:

“Shall” include

- | | | |
|---|---------------|----|
| • Business | (51% minimum) | 10 |
| • Labor | (20% minimum) | 4 |
| • Adult Education under Title II | | 1 |
| • Higher Education | | 1 |
| • Economic/Community Development | | 1 |
| • Wagner-Peyser Act | | 1 |
| • Vocational Rehabilitation under Title I | | 1 |

Total 19

“May” include

- Local Educational Agency
- Community Based Organization
- Transportation
- Housing Public Assistance
- Philanthropic Organization

Use Member List Matrix and Composition Calculator for new totals

WIOA Board Composition Calculator

	Qty	Percentages
Business (51% Minimum)	23	51%
Labor (20% Minimum)	9	20%
Adult Ed (Title II)	1	2%
Higher Ed	1	2%
Economic / Community Development	1	2%
Wagner-Peyser Act	1	2%
Voc Rehab (Title I)	1	2%

Total Required	37	82%
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"May Include"

LEOs	8	18%
Local Educational Agency	0	0%
Community Based Organizations	0	0%
Transportation	0	0%
Housing Public Assistance	0	0%
Philanthropic Organization	0	0%

Total May	8	18%
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Total	45	
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2015 Board Members

Maggie Arias-Petrel

Category: Business

President & CEO

Global Professional Consulting

Councilman Bob Beers

Category: LEO

City of Las Vegas

Commissioner Butch Borasky

Category: LEO

Nye County

Hannah Brown

Category: Economic Development/Business (Olive Crest)

Urban Chamber of Commerce

William Bruninga

Category: Business

Owner

Advanced Energy Applications, LLC

Matthew T. Cecil

Category: Business

Associate Attorney

Littler Mendelson P.C.

Mark Edgel

Category: Labor

Training Director

Southern NV Laborers Local 872 Training Trust

Willie J. Fields, Jr.

Category: Business

Owner

WJF Shoe

Dan Gouker

Category: Education

Sr. Associate Vice President, Division of Workforce,
Economic Development and Apprenticeship Studies
College of Southern Nevada

Sonja Holloway

Category: Required One-Stop Partner/Job Corps

OA/CTS Manager

Sierra Nevada Job Corps – LVOAP

Commissioner Adam Katschke

Category: LEO/Business (PharmD)

Lincoln County

Commissioner Ralph Keyes

Category: LEO/Business (Keyes Farms)

Esmeralda County

Liberty Leavitt

Category: Education

Graduation Initiative Coordinator

Clark County School District/School-Community
Partnership Program

Councilwoman Peggy Leavitt

Category: LEO

City of Boulder City

Dr. David Ching Lee

Category: Business/Economic Development

President

Las Vegas Taiwanese Chamber of Commerce

Vida Chan Lin

Category: Business/Economic Development
(Organization of Chinese Americans)

Vice-President

Western Risk Insurance

Cecilia Maldonado

Category: Education

Associate Professor, Workforce Development
University of Nevada Las Vegas (UNLV)

John “Jack” Martin

Category: Other/Juvenile Justice Services

Director

Clark County Department of Juvenile Justice Services

Jerrie Merritt

Category: Business

Sr. Vice President

Bank of Nevada

Valerie Murzl

Category: Business

Sr. Vice President of Human Resources/Training

Station Casinos, LLC

Lynda Parven

Category: Required One-Stop Partner/DETR

Deputy Administrator

Department of Employment, Training, and
Rehabilitation

Bart Patterson

Category: Business/Education

President

Nevada State College



2015 Board Members

Charles C. Perry, Jr.

Category: Business

Founder/Director

NVHCA Perry Foundation

Mujahid Ramadan

Category: Community Based Organization

NAACP, 2nd Vice-President/MR Consulting

Bill Regenhardt

Category: Business

President/Owner

Regis 702 Consulting Group

Dan Rose

Category: Labor

Local #88 Sheet Metal Training Center/J.A.T.C.

Tommy Rowe

Category: Other/Rural Nevada

Councilwoman Gerri Schroder

Category: LEO

City of Henderson Ward 1

Commissioner Lawrence Weekly

Category: LEO

Clark County

Councilwoman Anita Wood

Category: LEO

City of North Las Vegas

Agenda Item 11. SECOND PUBLIC COMMENT:

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes

Agenda Item 12. INFORMATION:

LEO Consortium member comments and updates