

WORKFORCE CONNECTIONS

YOUTH COUNCIL AGENDA

Wednesday, May 13, 2015
11:00 a.m.

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

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

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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@snvwc.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.

Youth Council Members: Sonja Holloway, Chair; Willie J. Fields, Vice-Chair; Stavan Corbett, Vida Chan Lin, Lt. Jack Owen, Tommy Rowe, Mujahid Ramadan, Jack Martin, Liberty Leavitt

All items listed on this Agenda are for action by the Youth Council 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 and roll call.
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 3
4. **DISCUSSION AND POSSIBLE ACTION:** Approve Youth Council minutes of February 11, 2015 4
5. **DISCUSSION AND POSSIBLE ACTION:** Approve staff’s recommendation to award and execute the following Youth contracts in the amounts listed for a contract term July 1, 2015 through June 30, 2016 with an option to renew annually three additional years based on performance and available funding 9
 - a. Nevada Partners - One-Stop Affiliate Site North \$800,000
 - b. Southern Nevada Regional Housing Authority - One-Stop Affiliate Site East..... \$800,000
 - c. HELP of Southern Nevada - Youth Dropout Recovery \$500,000
6. **INFORMATION:** Director’s Report ~ Ricardo Villalobos, Workforce Development Programs 15
7. **INFORMATION:** Youth Council Member Comments 16
8. **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 17
9. 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 Youth Council minutes of February 11, 2015

**WORKFORCE CONNECTIONS
YOUTH COUNCIL
MINUTES**

**February 11, 2015
11:00 a.m.**

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

Members Present

Sonja Holloway, Chair	Tommy Rowe	Vida Chan Lin	Liberty Leavitt
Dan Rose	Jack Martin	Mujahid Ramadan	Willie J. Fields (phone)

Members Absent

Stavan Corbett	Capt. Jack Owen
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Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart	Ricardo Villalobos
Brett Miller	Jim Kostecki	Clentine January	

Others Present

Carol Turner, CST Project Consulting	Jeramey Pickett, Nevada Partners, Inc.
Tenesha McCulloch, Goodwill of Southern Nevada	Mildred Thompson
Kelli Mosley, Olive Crest	Sherman Rutledge, St. Jude's Ranch
Will Reed, HELP of Southern Nevada	Ron Hilke, DETR

It should be noted that all attendees may not be listed above.

1. Call to order, confirmation of posting and roll call

Chair Sonja Holloway called the meeting to order at 11:02 a.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 Dan Rose and seconded by Mujahid Ramadan. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council minutes of January 14, 2015

The minutes are provided on page 5-7 of the agenda packet.

A motion was made to approve the Youth Council minutes of January 14, 2015 by Tommy Rowe and seconded by Mujahid Ramadan. Motion carried.

5. INFORMATION: 2015 Request for Proposals (RFP)

WC will release RFPs to secure Youth One-Stop System Affiliate Sites, as well as RFPs to secure providers of services to special populations. As a result of this RFP, the Youth One-Stop System

Affiliate Sites will be geographically located throughout the designated workforce delivery area (North, South, East and West).

Ricardo Villalobos, Program Director provided background. RFPs will be released by the end of February to begin programs on July 1, 2015 for both Youth and Adult & Dislocated Worker programs. The Youth One-Stop System Affiliate Sites in the North, South, East and West will allow for proximity of services to be provided more effectively. In addition to the Youth One-Stop System Affiliate Sites, RFPs will be released for special populations, specifically Youth with Disabilities and Foster Youth, and special initiatives, including Dropout Recovery for out-of-school youth. WC is seeking unrestricted funds to continue the Graduate Advocate Initiative program to serve in-school youth.

Chair Holloway inquired about oversight at the Youth One-Stop Affiliate sites. Ardell Galbreth, Executive Director stated that WC staff will still have the responsibility of oversight but business will change to ensure services are expanded to reach all areas North, South, East and West, where the need for services is critical at this time. WC is proposing these RFPs to address the need for youth services in these areas and is looking for proposals that include matching costs for overhead, such as rent.

Liberty Leavitt inquired about the timeframe for the Dropout Recovery Initiative. Mr. Villalobos stated that the RFP will be released by the end of February.

Mr. Villalobos stated that the Youth One-Stop Affiliate Sites will serve all populations; basically, everyone who comes through the door will be served and funded service providers will serve special populations (Youth with Disabilities and Foster Youth) through targeted outreach and recruitment and partnerships with community organizations that specialize in serving specific populations. The Dropout Recovery initiative will focus on youth that have dropped out of school and the DJJS Diversion/Intervention (Pre-Entry) Initiative focuses on youth who are at risk of incarceration. Mr. Villalobos stated that the annual cost for an incarcerated youth in Nevada is \$195,000. He stated that WC is partnering with DJJS to consider the cost to effectively serve youth before they enter the system. Discussion ensued.

Ms. Leavitt inquired about services in Laughlin and Boulder City (St. Jude's). Mr. Villalobos stated that the rural communities will not be impacted as they are already in the geographical areas that will be targeted. He further stated that the contract for St. Jude's is on its first year and has an additional two years remaining, and if the other rural contracts have not ended, they will continue for an additional year.

6. INFORMATION: Awards & Expenditures – Monthly Update

Jim Kostecki, Finance Manager summarized the Awards & Expenditures report (p. 10) reflecting expenditures through December 2014, except for St. Jude's Ranch for Children, which only reflects expenditures through November 2014. He noted that new WIOA contracts will overlap existing WIA contracts for three months for service providers that are awarded new contracts. Mr. Galbreth stated that the plan is to expend existing WIA funds then new WIOA funds and any unspent WIA funds will be recaptured and reallocated to a new service provider and/or initiative. Mr. Kostecki stated that hopefully we will begin drawing down PY2014 funds by the end of February and clarified that the new contracts beginning July 1, 2015 will be under the WIOA rules and regulations, and remaining WIA funds will be reallocated into new WIOA contracts.

Tommy Rowe inquired about funding for the Caliente Youth Center. Mr. Villalobos stated that the rural funding does not specifically include funding for the Caliente Youth Center, but there are service providers that serve youth who are in the Caliente Youth Center per their contracts. Mr. Rowe noted that in prior years, Caliente Youth Center youth were counted as being rural residents from the area, but they were actually mostly from Clark and Washoe Counties.

Chair Holloway inquired about Latin Chamber Foundation's remaining balance of \$274,866. Mr. Kostecki stated that this is the balance remaining from LCCCF's invoices ending November 30th, which staff is in the process of settling, so next month's report will reflect the trued up numbers. The estimated remaining balance was transferred to Academy of Human Development.

7. INFORMATION: Funding Plan – Monthly Update

Brett Miller, Manager of Strategic Planning & Analysis summarized the Youth Funding Plan PY2014 Projections, updated through December 2014, on page 12 of the agenda packet. The report reflects \$6,437,570 of available funds and a remaining balance of \$632,386 (.34 months). He reported that funds are earmarked for pending contracts including tutoring for Literacy/Numeracy for \$200,000 and DJJS Pre-Entry Youth for \$1,000,000, although based on PY2015 projections, this number may be as low as \$600,000.

8. INFORMATION: PY2014 Performance Report

Mr. Villalobos reported that WC failed the Literacy and Numeracy Gains performance measure in the 1st and 2nd quarters by approximately 10% with 33.8% gains; the negotiated number is 43%. He further reported that out of 754 out-of-school youth, 255 increased Lit/Num Gains and 29% of the out-of-school youth did not have pre-test scores within 60 days of enrollment as required, which automatically fails them in the measure. Service providers that are failing this measure have been issued pink papers according to WC's Compliance and Sanctioning Policy and will be required to submit monthly performance improvement updates. Service providers will be required to pre-test within 30 days, rather than 60 and are required to submit a post-test implementation schedule for monthly post-tests, rather than quarterly. Service providers also must identify a staff member to track pre- and post-tests for all participants as well as emphasize tutoring for out-of-school youth. The Local Common Measures Performance Report for 1st Quarter PY2014 is provided on page 14 of the agenda packet.

Chair Holloway inquired about the new performance measures for WIOA. Mr. Villalobos stated there are six common performance measures. Literacy/Numeracy Gains is not one of the measures that will be reported on under the new legislation.

Mr. Villalobos noted the Common Measures Snapshot on page 16, which highlights in pink the service providers who failed the measure in the 1st quarter and have been issued pink papers. Mr. Miller reported that WC has already passed the Lit/Num Gains measure for the 2nd quarter and is on par for the 3rd and 4th quarters.

Heather DeSart, Deputy Executive Director stated that the state negotiates the performance measures with the regional office and noted that the Lit/Num Gains performance measure was increased last year from 29% to 43%. This year when DETR's new leadership negotiates the numbers, WC will most likely have an opportunity to provide perspective as the local workforce development area.

9. INFORMATION: Director's Report ~ Ricardo Villalobos, Workforce Development Programs

Mr. Villalobos reported the following:

- WC staff is engaging in meetings with the various title programs (i.e., Title I Workforce Development, Title II Adult Education, Title III Wagner-Peyser, Title IV Vocational Rehabilitation) that have been mandated to work together regarding workforce development to begin the implementation of WIOA under a unified state plan.
- The out-of-school youth majority (75%) system will be effective immediately and RFPs will emphasize out-of-school youth services for ages 16-24 years. The rural areas will

target the in-school youth. Out-of-school youth are not held to income eligibility requirements.

- Local Elected Officials Consortium approved a new WIOA Board Member Application and the new application will be e-mailed to all board/committee members.

10. INFORMATION: Youth Council Member Comments

Liberty Leavitt reported that she will be attending the 8th Annual Gang Conference on February 12th at the Riviera Hotel and offered to train and process a background check for individuals interested in becoming a mentor. Ms. Leavitt announced the Big Give, an online giving event on March 12th and encouraged schools and non-profits to sign up to receive donations.

11. SECOND PUBLIC COMMENT SESSION:

Mr. Galbreth reported that WC will be contributing funds toward the alternate licensure for teachers to help address the teacher shortage.

12. ACTION: Adjournment

The meeting adjourned at 11:51 a.m.

Agenda Item 5. DISCUSSION AND POSSIBLE ACTION:

Approve staff's recommendation to award and execute the following Youth contracts in the amounts listed for a contract term July 1, 2015 through June 30, 2016 with an option to renew annually three additional years based on and available funding

- a. Nevada Partners - One-Stop Affiliate Site North\$800,000
- b. Southern Nevada Regional Housing Authority - One-Stop Affiliate Site East\$800,000
- c. HELP of Southern Nevada - Youth Dropout Recovery\$500,000



To: Ardell Galbreth, Executive Director, Workforce Connections
From: Vinz Koller, Kristin Wolff, Andrew Wiegand, Social Policy Research Associates
Date: May 6, 2015
Subject: Summary of Methodology and Results of the 2015 Request For Proposal Scoring Process

SPR Background and Qualifications

Social Policy Research Associates (SPR) is a small, employee-owned firm based in Oakland, CA with an outstanding national reputation for conducting high quality evaluations of workforce development, and education programs and supporting such programs through expert technical assistance and capacity building. For more than two decades, SPR has conducted over 100 major process and outcome evaluations of diverse programs at the local, state, and national levels and has trained thousands of practitioners in leadership development, program design, and operational effectiveness.

SPR is known nationally for its evaluations of programs housed in American Job Centers (AJCs), including the Workforce Investment Act (WIA) Adult and Dislocated Worker and Youth programs, the Trade Adjustment Assistance (TAA) program, the Senior Community Service Employment Program (SCSEP), the WIA Indian and Native American Program, and the WIA National Farmworker Jobs Program. SPR has conducted some landmark evaluations on American Job Centers, their pre-cursors, One-Stop Career Centers. As the national expert on WIA, SPR is currently leading the implementation study for DOL's WIA Adult and Dislocated Worker Gold Standard Evaluation. As part of this study, SPR staff members have conducted multiple rounds of site visits to more than 80 AJCs in 19 local workforce investment areas across the country and are authoring multiple briefing papers on AJC networks and various aspects of their operations.

Background and Context

Workforce Connections (WC) contracted with Social Policy Research Associates (SPR) for assistance with the agency's 2015 procurement process. Specifically, SPR was asked to help WC develop a fair and impartial scoring rubric and score incoming proposals.

Approach

The SPR team worked closely with WC throughout the project. The SPR approach is described below.

The SPR Team

SPR assembled a team of seven: it consisted of SPR's two most experienced procurement experts to assist in the analysis of the procurement process and to lead the development of the scoring methodology. These experts were joined by the director of research who served as specialist on scoring and ranking methods. The team also included four research associates and assistants who served as primary scorers, all well versed in SPR's methodology and knowledgeable about the workforce development system.

Reviewing Existing Materials and Current Effective Practices

SPR reviewed WC past scoring rubrics and tools, together with all 2015 requests for proposals (RFPs):

- Adults and Dislocated Workers One-Stop Affiliate Site Services
- Adults with Disabilities Services
- Adult Re-Entry Post-Release Services
- Youth One-Stop Affiliate Site Services
- Youth Dropout Recovery Services
- One-Stop Operator Services

For comparison purposes, SPR also reviewed recently completed procurement processes involving comparable services by ten government agencies and major foundations, and reviewed several academic papers on effective practices in procurement and scoring methodologies.

Developing the Scoring Rubric

SPR prepared six scoring rubrics – one for each of the RFP types for which services were requested. Each rubric comprised three main sections corresponding to those contained in the RFPs: Demonstrated Performance, Program Narrative, and Fiscal Narrative/Budget. Each section of the rubrics included subsections similar in concept, but specific to the corresponding RFP. (The One-Stop System Operator RFP and rubric contained four sections but was otherwise similar).

SPR then developed indicators for each subsection of each type of RFP – again, similar in concept but specific to the corresponding RFP. The number of indicators ranged from 24-29. Each indicator was scored on a 4-point scale using the following scoring guide:

4 = Exceeds criteria. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.

3 = Criteria is fully met: Response meets all requirements in the RFP.

2 = Criteria is partially met.

1 = Criteria is not met.

SPR employed this universal four-point scale for the following reasons:

- Universal scoring tends to be simpler for scorers to understand and therefore less prone to error than a mix of scales on a single score sheet.
- A four-point scale avoids the problem of “moving to the middle.” When objective scorers have the option of a three on a five-point scale, or a two on a three-point scale, they tend to overuse these middle scores. A four-point scale tends to encourage a closer reading and a stronger commitment to a score.
- Given the total number of questions and possible points, SPR determined that a four-point scale would offer a sufficient range of total scores to allow for a clear ranking of the submitted proposals. In addition, using this scoring approach, failure to answer one or even a few questions would not – on its own – eliminate an otherwise qualified proposal from consideration.

In addition, because the definitions of each numerical score were strictly related to meeting the criteria in the RFP, they discourage the use of more subjective interpretations as a qualitative definition (such as “excellent”) might do.

Training the Team

After senior researchers successfully blind-tested the scoring rubrics on one proposal from each of the six categories, all scorers were trained on how to use them. During the training, SPR reviewed the scoring rubrics and the scoring sheet, and scored hypothetical responses to insure that scorers were interpreting them similarly. When team members had questions, the questions and responses were shared with all team members to insure scorer consistency – also known as inter-rater reliability.

Rating Proposals

Workforce Connections conducted an initial RFP compliance screen of all submitted proposals, eliminating those that were incomplete. Twenty-six proposals passed this screen and were submitted to SPR. As noted, each proposal contained three main sections: Demonstrated Ability (which included the Funder Evaluation Form), Program Narrative, and Fiscal Narrative/Budget.

Section on Demonstrated Ability and Program Narrative

The first two sections of each proposal were read fully by three members of the team and scored by two. The two scores were averaged to determine the final score. In only one case did scores diverge by more than one point in any one section, for a total score that diverged more substantially. In this case, both scores were eliminated and two different members of the team

scored the proposals independently again. They arrived at scores that were consistent with each other. These scores were averaged, and entered as the total. Even in this instance, the re-scoring did not change the status of the total score.

Funder Evaluation Form

As a part of the response package, bidders were required to secure a prior funder to complete for them a Funder Evaluation Form. Bidders who were prior contractors with Workforce Connections were evaluated by them. Otherwise, a funder of the bidder's choosing completed the form. The form assessed the performance of the bidder in ten areas, using a four-point scale, for a maximum total of 40 points. These points comprised 20% of the total score for bidders who had contracted with Workforce Connections before and 15% of the total score for bidders who would be first-time contractors.

Section on Fiscal Narrative/Budget

The Fiscal Narrative and Budget were scored separately from the narrative proposals by the two senior members of the team with experience in workforce procurement and in budgeting for workforce services. They were scored on four indicators with a focus on compliance – the degree to which bidders provided precisely the information requested in the narrative, and in the summary budget and expense categories affiliated with the budget and RFP. They were scored using the same four-point scale described above.

Proposals in Response to the One-Stop Operator RFP

The two One-Stop Operator proposals were rated independently by two senior team members with experience in One-Stop systems operations. In each case, the two sets of scores – which were very similar – were averaged for a final score.

Quality Control

As noted, each proposal was read in its entirety by three team members and scored by two, with a high degree of consistency in scoring.

Results

Of the 26 proposals submitted, 15 met the qualifications to be considered for a contract award (75 out of 100 points, as noted in the RFPs). All of the RFPs for which responses were submitted (no proposals were submitted in response to the Youth One-Stop Affiliate Site Southwest RFP) generated at least one qualifying proposal. The scores ranged from a low of 58.22 (an outlier, the next lowest score was 66.48) to a high of 80.66.

These proposals and their corresponding scores are listed in Attachment A.

Attachment A

Workforce Connections PY 2015 Proposals

Organization	% Score
YOUTH RFP PROPOSALS	
Youth OSAS - Southwest	
NO SUBMISSION	
Youth OSAS - North	
NEVADA PARTNERS INC.	76.59%
YOUTH ADVOCATE PROGRAM	69.68%
NEVADA COMMUNITY ASSOCIATION	68.53%
Youth OSAS - East	
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY	78.69%
HELP OF SOUTHERN NEVADA	76.36%
Youth Drop Out Recovery	
HELP OF SOUTHERN NEVADA	78.72%
NEVADA PARTNERS INC.	76.59%
NEVADA COMMUNITY ASSOCIATION	70.41%
YOUTH ADVOCATE PROGRAM	69.93%
BRIDGE COUNSELING ASSOCIATION	69.27%
SOUTHERN NEVADA CHILDREN FIRST	58.22%

Agenda Item 6. INFORMATION:

Director's Report ~ Ricardo Villalobos, Workforce Development Programs

Agenda Item 7. INFORMATION:

Youth Council Member Comments

Agenda Item 8.

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