

## **WORKFORCE CONNECTIONS**

### **BOARD AGENDA**

**Tuesday, July 28, 2015**

**10:00 a.m.**

**Rosalie Boulware 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](http://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](mailto: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](http://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.

Board Members: Bart Patterson, Brad Deeds, Charles C. Perry, Dasya Duckworth, John “Jack” Martin, Janice John, Jerrie E. Merritt, Kenneth C. Evans, Leo Bletnitsky, Liberty Leavitt, Lou DeSalvio, Louis Loupias, Maggie Arias-Petrel, Mark Keller, Marvin L. Gebers, Michael A. Vannozzi, Paul Brandt, Rebecca Henry, Renee L. Olson, Rob Mallery, Tobias Hoppe, Tommy Rowe, Valerie Murzl (Chair).

*All items listed on this Agenda are for action by the Board 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 ~ *Valerie Murzl, Chair*
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items..... 2
3. **INFORMATION:** Brief Overview of Robert’s Rules of Order ~ *Heather DeSart, Deputy Executive Director*..... 4
4. **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 ..... 6
5. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board minutes of June 23, 2015..... 7
6. **PRESENTATION:** Southern Nevada Real-Time Labor Market Information and Analysis ~ *Bill Anderson, DETR’s State Economist*..... 17
7. **DISCUSSION AND POSSIBLE ACTION:** Nomination and election of Board Vice Chair..... 18
8. **INFORMATION:** Committee members’ appointments and assignments ..... 19
9. **INFORMATION:** Election of Officers for the Programs and Finance & Budget Committees will take place during the August 12<sup>th</sup> committee meetings ..... 21
10. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss and approve Interlocal Agreement between the Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium and Workforce Connections Board..... 22
11. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss and approve Workforce Connections Board By-laws ..... 29
12. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss and approve Workforce Connections’ Vision and Mission Statement along with Strategic Work Plan Goals..... 48
13. **INFORMATION:** Receive and discuss Workforce Connections’ operational and functional overview:.. 57
  - Workforce Connections’ Organizational Overview - Heather DeSart, Deputy Executive Director
  - Workforce Development Programs Functional Overview - Ricardo Villalobos, Director
  - One-Stop Delivery System Functional Overview - Jake McClelland, Director

- Business Engagement and Communications Department Functional Overview - Kenadie Cobbin Richardson, Director
- Financial Services Department Functional Overview - Jim Kostecki, Manager
- Strategies and Tactics Functional Overview - Jaime Cruz, Chief Strategy Officer
- Information Systems Management Functional Overview - Peter Bacigalupi, Chief Information Officer

- 14. INFORMATION:** Strategic Initiatives Update ~ *Jaime Cruz, Chief Strategy Officer* ..... 96
- 15. DISCUSSION AND POSSIBLE ACTION:** Accept and approve Executive Director’s Report ~ *Ardell Galbreth, Executive Director* ..... 98
- 16. 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 ..... 100
- 17. INFORMATION:** Board Member Comments ..... 101
- 18. Adjournment**

**Agenda Item 3.     INFORMATION:**

Brief Overview of Robert's Rules of Order

**Basic Robert's Rules of Order - Principles of Parliamentary Procedure**

- No person may speak until recognized by the chair.
- All remarks must be addressed to the chair – no cross discussion is permitted.
- All board members have equal rights, privileges and obligations.
- A quorum must be present for the group to take action items on the agenda; a majority of the entire membership must be present in order to transact business.
- Full and free discussion of every motion is a basic right.
- Only one question at a time may be considered, and only one person may have the floor at any one time.
- Board members have a right to know what the immediately pending question/motion is and to have it restated before a vote is taken.
- Personal remarks are always out of order.
- Silence communicates consent. Those who do not vote allow the decision to be made by those who do vote.

**Making and Handling Motions**

Steps	What to say
1. The member addresses the chair.	"Mr./Madam Chairman."
2. The chair recognizes the member.	"The chair recognizes board member."
3. The member makes a motion.	"I move to. . . ."
4. Another member seconds the motion.	"Second."
5. The chair states the motion.	"It is moved and seconded to . . . ."
6. The members may debate/discuss the motion.	"The chair recognizes board member to speak to the motion. . . ."
7. The chair calls for a vote.	"Those in favor of adopting the motion to. . . say 'Aye.' [pause] Those opposed, say 'No.'"
8. The chair announces the result of the vote.	"The ayes have it, and the motion carries."

**Agenda Item 4.**

**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 5.      DISCUSSION AND POSSIBLE ACTION:**

Approve the Board minutes of June 23, 2015

## **WORKFORCE CONNECTIONS**

### **BOARD MEETING MINUTES**

**June 23, 2015  
10:00 a.m.**

**Rosalie Boulware Conference Room  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146**

#### **Members Present**

Bart Patterson	Bill Regenhardt	Cecilia Maldonado
Charles Perry (phone)	Commissioner Varlin Higbee	Commissioner Lawrence Weekly (phone)
Councilman Bob Beers (phone)	Councilwoman Anita Wood	Councilwoman Peggy Leavitt
Jack Martin	Jerrie Merritt	Liberty Leavitt
Lynda Parven	Maggie Arias-Petrel (phone)	Mark Edgel
Mujahid Ramadan	Sonja Holloway	Tommy Rowe
Valerie Murzl	Vida Chan Lin	William Bruninga (phone)
Willie J. Fields (phone)		

#### **Members Absent**

Commissioner Butch Borasky	Commissioner Ralph Keyes	Councilwoman Gerri Schroder
Dan Gouker	Dr. David Lee	Hannah Brown
Matt Cecil		

#### **Staff Present**

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Ricardo Villalobos	Clentine January
Kenadie Cobbin Richardson	Jake McClelland	

#### **Others Present**

Amber White Davidson, Parker Nelson & Associates	Sylvia Davis, Nevada Department of Corrections
Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Brian Patchett, Easter Seals Nevada	Marty Reza, The Salvation Army
Erik Clark, The Salvation Army	Rob Robinson, ResCare
Brad Williams, ResCare	Arcadio Bolanos, Academy of Human Development
Louis Loupias, So. NV Operating Engineers JATC #12	Tammi Odegard, Nye Communities Coalition
Janice M. Rael, Nevada Partners, Inc.	Jeremy Pickett, Nevada Partners, Inc.
Helicia Thomas, GNJ Family Life Center	April Guinsler, Easter Seals Nevada
Bailey Battin, Easter Seals Nevada	Jennifer Casey, FIT
Janet Blumen, FIT	Diana Palelei, Easter Seals Nevada
Flora Cortez, Easter Seals Nevada	Neosha Smith, Youth Advocate Program
Patty Rosati, Youth Advocate Program	Nyeri Richards, Youth Advocate Program
Denise Gee, HELP of Southern Nevada	Chris Boyd, CDH
Sherell Maddox, The Move Project Inc.	Dr. Tiffany Tyler, Nevada Partners, Inc.
Sherman Rutledge, St. Jude's Ranch	Jackie Gates, St. Jude's Ranch

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

#### **1. Call to order, confirmation of posting, roll call, and pledge of allegiance**

The meeting was called to order by Chair Valerie Murzl at 10:05 a.m. Staff confirmed the meeting had been properly noticed and 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 Bill Regenhardt and seconded by Jack Martin. Motion carried.*

3. **FIRST PUBLIC COMMENT SESSION:**

Linda Montgomery, president of The Learning Center distributed the TLC Career Corner monthly newsletter and summarized the following outcomes for program year 2014-15 and IT statistics:

- Total IT students enrolled: 15
- Total ID students still in school: 4
- Total IT students dropped for personal reasons: 7
- Total IT students that completed program: 104
- Total IT students placed in IT field employment: 104
- Average wage range: \$10.00 - \$45.00
- Average wage rate: \$17.94
- Average annual salary: \$37,459
- ROI: 752.79%
- IT/Help Desk/Support job openings: 1,770
- IT Network Support: 312
- IT Program Manager: 589
- Programmer/Developer: 659
- IT Business Analyst: 256
- IT Security Manager: 838
- National unemployment rate in IT sector: 0%
- Nevada unemployment rate in IT sector: below 1%

Brian Patchett, president/CEO of Easter Seals Nevada thanked the board and staff for the opportunity to serve over 8,000 people across the state of Nevada, helping individuals with disabilities to become more independent through employment. He shared about his disability and the college assistance he received from Easter Seals that helped him succeed. With this contract, Easter Seals will serve over 100 individuals each year. Mr. Patchett serves on the Governor's task force on employment for persons with intellectual disabilities and is the chair of the commission of services for persons with disabilities for Nevada.

April Guinsler, program director of the employment solutions program at Easter Seals thanked the board for their support and introduced partner/employer Bonnie, owner of Western States Marketing. Bonnie shared about hiring one of Easter's Seal's clients, Valerie, who shared about her new job in the field of real estate and property management.

Marty Reza, case manager at Salvation Army thanked the Board for the opportunity to serve clients and Board staff for the opportunity to participate in the Workforce Development Academy.

Erik Clark, client of The Salvation Army shared about his experience with the culinary program.

Janet Blumen, Foundation for an Independent Tomorrow recapped last year's program and reported expenditures of \$840,000 for occupational training for 323 individuals (292 trainings and 31 OJTs).

Ms. Bluman thanked the board for funding FIT's re-entry program for the next program year but expressed disappointment that FIT did not receive any Adult and Dislocated Worker funding.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of May 26, 2015**

The minutes are provided on page 7-15 of the agenda packet.

*A motion was made by Tommy Rowe and seconded by Mark Edgel to approve the Board minutes of May 26, 2015 as presented. Councilwoman Peggy Leavitt abstained. Motion carried.*

5. **INFORMATION: Business Engagement Report**

Kenadie Cobbin Richardson, Director, Business Engagement & Communications presented the BEST Pre-Screening & Referral Stats report provided on page 17 of the packet and reported that during the month of May, 69 individuals were prescreened (four were referred by a funded partner) and 35 individuals were placed into employment. Total placements year to date is 450, exceeding the goal of 393 placements, with an average wage of \$12.39.

6. **INFORMATION: Adult & Dislocated Worker Committee minutes of June 10, 2015 (draft)**

The minutes are provided on page 19-23 of the agenda packet.

7. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Nye Communities Coalition as a One-Stop Affiliate Site – Nye and Esmeralda Counties to deliver career and training services to adults and dislocated workers in an amount not to exceed \$575,000 for the contract period July 1, 2015 through June 30, 2016**

Ricardo Villalobos, Director, Workforce Development Programs provided background.

Councilwoman Leavitt commented that she is continually impressed by this program.

Nye Communities Coalition's scope of services is provided on page 25-26 of the agenda packet.

*A motion was made by Charles Perry and seconded by Councilwoman Anita Wood to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Nye Communities Coalition as a One-Stop Affiliate Site – Nye and Esmeralda Counties to deliver career and training services to adults and dislocated workers in an amount not to exceed \$575,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

8. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Lincoln County Grants Administration as a One-Stop Affiliate Site – Lincoln County to deliver career and training services to adults and dislocated workers in an amount not to exceed \$100,000 for the contract period July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background.

Lincoln County Grant's Administrations scope of work is provided on page 29-30 of the agenda packet.

*A motion was made by Jack Martin and seconded by Mark Edgel to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Lincoln County Grants Administration as a One-Stop Affiliate Site – Lincoln County to*

*deliver career and training services to adults and dislocated workers in an amount not to exceed \$100,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

9. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Academy of Human Development as a One-Stop Affiliate Site – East to deliver career and training services to adults and dislocated workers in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016**

Heather DeSart, Deputy Executive Director provided background. Brief discussion ensued.

Bart Patterson recommended that the Board establish metrics for renewing contracts in the future.

Academy of Human Development's (AHD) scope of work is provided on page 32-34 of the agenda packet.

*A motion was made by Jack Martin and seconded by Charles Perry to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Academy of Human Development as a One-Stop Affiliate Site – East to deliver career and training services to adults and dislocated workers in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

10. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Easter Seals Nevada to deliver career and training services to adults and dislocated workers in an amount not to exceed \$500,000 for the contract period July 1, 2015 through June 30, 2016**

Ms. DeSart provided background and reported that this recommendation is a result of the recent RFP process for adults with disabilities and is based on additional funds becoming available and Workforce Innovation and Opportunity Act has a strong emphasis on serving this population.

Bart Patterson recommended that the Board approve the scoring and evaluation process in advance of the outside independent evaluation and in the future the Board may want to consider splitting a contract between two service providers if the proposals receive close scores and the Board believes both service providers can do an excellent job serving clients.

Commissioner Weekly agreed with Mr. Patterson's comments. He thanked Brian and April from Easter Seals for their comments earlier and stated that it feels good to award a contract to a service provider that is making a significant difference in the community serving clients and restoring the confidence in individuals with disabilities, and he is truly honored to support Easter Seals and the work they are doing.

Mark Edgel stated that from his experience on the receiving end of grants, nothing is more frustrating than to receive just enough money to do nothing and splitting contract funds is not necessarily the best option.

Easter Seals Nevada's scope of work is provided on page 36-38 of the agenda packet.

*A motion was made by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Easter Seals Nevada to deliver career and training services to adults and dislocated workers in an amount not to exceed \$500,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

11. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Las Vegas Urban League to deliver career and training services to veterans and eligible spouses in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016**

Ms. DeSart provided background.

Las Vegas Urban League's scope of work is provided on page 40-42 of the agenda packet.

*A motion was made by Councilwoman Anita Wood and seconded by Tommy Rowe to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Las Vegas Urban League to deliver career and training services to veterans and eligible spouses in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

12. **INFORMATION: Training and Employment Reports**

Jim Kostecki, Manager, Financial Services presented the training and employment reports on page 44-47 of the agenda packet.

13. **INFORMATION: Youth Council minutes of June 10, 2015 (draft)**

The minutes are provided on page 49-52 of the agenda packet.

14. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Lincoln County Grant's Administration for PY2015 in an amount not to exceed \$150,000 for a contract term July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background. He reported that this grant is to serve youth residents of Lincoln County.

To follow up on a discussion at the last Youth Council meeting regarding the number of youth to be served under the new youth contracts, Mr. Villalobos reported that based on the cost per youth range (\$4,008 to \$7,000) of the western states (Hawaii, California, Oregon, Washington, Arizona, Utah and Nevada), under this particular contract 22 to 38 youth will be served depending on the individual needs of the clients. He noted that this is a system shift toward a quality vs. quantity system with higher outcome expectations and a much higher quality of services for both youth and adults. Jack Martin concurred and fully supports this initiative.

Lincoln County Grant's Administration's scope of work is provided on page 54 of the agenda packet.

*A motion was made by Mujahid Ramadan and seconded by Jerrie Merritt to approve Youth Council's recommendation to award and execute a contract to Lincoln County Grant's Administration for PY2015 in an amount not to exceed \$150,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

15. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Nye Communities Coalition for PY2015 in an amount not to exceed \$350,000 for a contract term July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background and reported that Nye Communities Coalition will serve between 50 to 88 youth depending on the individual needs of the clients.

Nye Communities Coalition's scope of work is provided on page 56-57 of the agenda packet.

*A motion was made by Mujahid Ramadan and seconded by Jerrie Merritt to approve Youth Council's recommendation to award and execute a contract to Nye Communities Coalition for PY2015 in an amount not to exceed \$350,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**16. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to St. Jude's Ranch for Children for PY2015 in an amount not to exceed \$275,000 for a contract term July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background and reported that St. Jude's Ranch will serve between 40 to 69 youth depending on the individual needs of the clients. He stated that St. Jude's Ranch is a new service provider and staff is working closely with them through the challenges.

Mr. Patterson inquired about the current leadership and structure of St. Jude's. Ms. DeSart replied that staff conducted a fiscal and programmatic monitoring and is confident with the contract recommendation.

Liberty Leavitt inquired about access to Boulder City H.S. and Laughlin H.S. Mr. Villalobos stated that St. Jude's will need access to the high schools because due to enrollment challenges in the rural areas, the rural services providers will be allowed to enroll a small number of in-school youth.

St. Jude's Ranch for Children's scope of work is provided on page 59-60 of the agenda packet.

*A motion was made by Tommy Rowe and seconded by Councilwoman Peggy Leavitt to approve Youth Council's recommendation to award and execute a contract to St. Jude's Ranch for Children for PY2015 in an amount not to exceed \$275,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**17. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Olive Crest for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background and reported that Olive Crest will serve between 72 to 125 youth, specifically current or former foster youth and youth in guardianship.

Olive Crest's scope of work is provided on page 62-63 of the agenda packet.

*A motion was made by Councilwoman Anita Wood and seconded by Mujahid Ramadan to approve Youth Council's recommendation to award and execute a contract to Olive Crest for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**18. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Goodwill Industries of Southern Nevada for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background and reported that this contract is to serve specifically youth with disabilities.

Goodwill Industries of Southern Nevada's scope of work is provided on page 65-66 of the agenda packet.

*A motion was made by Mujahid Ramadan and seconded by Commissioner Varlin Higbee to approve Youth Council's recommendation to award and execute a contract to Goodwill Industries of Southern Nevada for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**19. INFORMATION: Youth Performance Reports**

Mr. Kostecki presented the performance reports on page 68-69 of the agenda packet. Mr. Galbreth stated that WC is exceeding the minimum requirement for Literacy/Numeracy gains performance measure by a very small percentage and should be meeting/exceeding all performance measures by the end of the program year. Brief discussion ensued.

**20. INFORMATION: Budget & Finance Committee minutes of June 10, 2015 (draft)**

The minutes are provided on page 71-74 of the agenda packet.

**21. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept, and approve reports**

Mr. Kostecki presented the following reports:

**a. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015**

The PY2014 Budget is provided on page 77-86 of the agenda packet. Line item adjustments are highlighted in yellow.

**b. PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016**

The PY2015 Budget is provided on page 88-99 of the agenda packet. The budget reflects an increase of \$82,000 to the Dislocated Worker funding stream, due to a formula adjustment of the delinquent farm loans allocation.

**c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2014 through June 30, 2015 (Formula WIA)**

The Budget vs. Actual Finance report is provided on page 101 of the agenda packet and reflects all line items in the green (good) at 85% of the program year completed.

**d. Awards & Expenditures Report – monthly update (Compliance and operational status of service providers)**

The Awards & Expenditures report for Adult/Dislocated Worker, NEG, Youth and direct grant expenditures through April 30, 2015 is provided on page 103-106 of the agenda packet. Mr. Kostecki reported that WC received a one year extension on NEG funds, which are strictly for occupational skills training and OJTs (minimum 25%) for dislocated workers. He further reported that all future contracts will uniformly begin July 1 and end June 30<sup>th</sup> and a couple of Youth contracts will overlap and two weeks prior, WC submitted the PY15 YouthBuild grant and expects to receive an announcement no later than August.

**e. Funding Plans – Monthly Update – Adult/Dislocated Worker/Youth**

The ADW Funding Plan (p. 108) reflects a remaining balance of \$46,169 (.04 months) and the Youth Funding Plan (p. 109) reflects a remaining balance of \$894,357 (1.49 months) and \$3,000,000 carry forward from PY14. Both reports include contracts approved today.

Chair Murzl expressed major concern regarding carry forward balances.

**f. Workforce Connections' Professional Services Contracts (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request) (PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED)**

WC's Professional Services Contracts report is provided on page 111-116 of the agenda packet.

Mr. Galbreth noted the new format of the PSC report is to ensure that all information regarding the contracts (terms, amounts, renewal status, etc.) is as clear as possible to the Board and LEOs.

*A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to accept and approve reports as presented. Motion carried.*

## **22. INFORMATION: Strategic Initiatives Update**

Jaime Cruz, Chief Strategy Officer presented the report provided on page 118 of the agenda packet.

Mr. Martin suggested addressing the Youth expenditures as a new strategy for PY15 and offered to help strategize. Chair Murzl echoed Mr. Martin's comments.

## **23. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report**

Mr. Galbreth presented the Executive Director's Report on page 120 of the agenda packet and highlighted that the One-Stop Operator contract with ResCare begins July 1<sup>st</sup> and staffing of the one-stop is underway. He announced that the Board members' ethics training originally scheduled for July 28<sup>th</sup> has been rescheduled for September 22<sup>nd</sup>.

Brad Williams, ResCare provided an update on the one-stop transition. He reported that several members of ResCare's corporate services has been at the one-stop assisting with the interviewing and hiring process and the one-stop is now fully staffed except for three positions: program administrator that includes human resource functions (currently posted); case manager/talent development specialist that will work closely with the Business Engagement team, and project director (job offer pending). ResCare is working closely with Board staff discussing policy and procedure changes with WIOA, and by the end of this week, will be finalizing a three month training calendar for all one-stop staff with a focus on Board program policy and procedure, ResCare's standard operating policy and procedures, its culture, and the exceptional customer experience and quality customer satisfaction of employers, job seekers, etc. The onboarding process has officially begun with new employee orientation yesterday and ResCare's two day customer experience training developed in conjunction with the Disney Institute.

Mr. Galbreth stated that this is the last meeting of the current board under the Workforce Investment Act and the new board structure under the auspices of the Workforce Innovation and Opportunity Act is effective July 1, 2015. He expressed great appreciation to the long-standing board and committee members' for their years of service, commitment and effort in getting the services out into the community. He encouraged board members to consider serving on a committee and if interested, submit an application for approval by the Local Elected Officials Consortium.

Mr. Martin congratulated Jaime Cruz for graduating from the Nevada's Certified Public Manager's training.

*A motion was made to accept and approve Executive Director's Report by Charles Perry and seconded by Willie J. Fields. Motion carried.*

**24. SECOND PUBLIC COMMENT SESSION**

Brian Patchett and April Guinsler of Easter Seals Nevada thanked the Board for the contract award and the opportunity to continue serving individuals with disabilities. He also thanked Commissioner Weekly for his kind words about Easter Seals and Board staff for their support.

Helicia Thomas, chief operations officer of GNJ Family Life Center announced that GNJ is in its final contract closeout process and reported that over the last 14 years with WIA funding, GNJ has served over 10,000 youth and families in Southern Nevada. Ms. Thomas acknowledged Clentine January and Debra Collins for their passion and commitment to the community as well as the outstanding technical assistance they provided GNJ that was instrumental in meeting and/or exceeding performance measures.

Arcadio Bolanos of Academy of Human Development expressed gratitude for the support of the Board and staff and stated that he understands the challenges and responsibilities entrusted in AHD to provide the best services in the community. He announced that this Friday is his 20<sup>th</sup> year in the U.S. and back in 1995 he never imagined that he would be in this position today and thanked his mentors Mujahid Ramadan, Bill Murphy, and the late Rosie Boulware.

Kelli Mosley, Olive Crest thanked the Board for approving their contract and announced her departure from Olive Crest on July 17<sup>th</sup> to begin a new career as a Marriage and Family Therapist. Ms. Mosley stated that she is encouraged by the changes that are transitioning with the Board and the programs overall and thanked Clentine January, Ricardo Villalobos and Ardell Galbreth. Ms. Mosley asked the Board to consider the youth that are not captured in the outcomes that are lost to human trafficking, domestic violence and incarceration and the front line staff who fight every day to help these individuals.

Sherell Maddox of The Move Project, Inc. announced a partnership with Thermal Fisher to provide a drug testing lab for offenders which will be up and running by July 17<sup>th</sup> pending approval from their board.

Sherman Rutledge, program director of St. Jude's Ranch for Children thanked the Board for allowing them to provide much needed services to youth in Boulder City and Laughlin, NV.

**25. INFORMATION: Board Member Comments**

Mark Edgel expressed his appreciation to Mr. Galbreth, his staff, Madam Chair, board members, and service providers for doing significantly good work for the community.

Bart Patterson announced the Dress for Success Open House on June 24<sup>th</sup> at 11:00 a.m. to 2:00 p.m. and encouraged the service providers, board members and staff to attend.

Mujahid Ramadan expressed appreciation for being a part of this Board and the successes and contributions it has made and will continue to make.

**26. ADJOURNMENT**

The meeting adjourned at 12:00 p.m.



**Agenda Item 6.     PRESENTATION:**

Southern Nevada Real-Time Labor Market Information and  
Analysis ~ *Bill Anderson, DETR's State Economist*

**Agenda Item 7.     DISCUSSION AND POSSIBLE ACTION:**

**Nomination and election of Board Vice Chair**

The Board Chair will ask the Board members to provide nominations for Vice Chair. Any qualifying Board member, who is nominated and seconded, will be a candidate, unless that Board member does not accept the nomination. Board members will then vote on those members and the candidate who receives the most votes will serve in that office.

**Agenda Item 8.     INFORMATION:**

Committee members' appointments and assignments

***Workforce Connections  
Committee Members  
July 28, 2015***

**PROGRAMS COMMITTEE**

Bart Patterson – (Higher Education)  
Charles C. Perry, Jr., (Business Healthcare)  
Jack Martin – (Youth Organization)  
Janice John (Vocational Rehabilitation)  
Kenneth C. Evans (Business/Trade Organization)  
Leo Bleznitsky – (Business)  
Liberty Leavitt (Youth Organization)  
Louis Loupias (Joint-Labor Registered Apprenticeship)  
Mark Keller (Business)  
Tommy Rowe (Other – Rural)  
Valerie Murzl (Business)  
Cecilia Maldonado (Non-Board Member - Higher Education)  
Danielle Milam (Non-Board Member - Adult Education)  
David McKinnis (Non-Board Member - Business)  
Cpt. Jack Owen (Non-Board Member - Youth Initiatives)  
Sonja Holloway (Non-Board Member – Youth/ Education)  
Stavan Corbett (Non-Board Member – Youth/Education)

**FINANCE AND BUDGET COMMITTEE**

Brad Deeds (Adult Education)  
Dasya Duckworth (Business)  
Jerrie E. Merritt (Business)  
Lou DeSalvio (Labor)  
Marvin L. Gebers (Labor)  
Michael A. Vannozzi (Economic Development)  
Paul Brandt (Business)  
Rebecca Henry (Business)  
Renee Olson (State Employer Services—Wagner-Peyser)  
Rob Mallery (Business)  
Tobias Hoppe (Business)  
Valerie Murzl (Business)

**Agenda Item 9.     INFORMATION:**

Election of Officers for the Programs and Finance & Budget  
Committees will take place during the August 12th committee meetings

**Agenda Item 10.    DISCUSSION AND POSSIBLE ACTION:**

Review, discuss and approve Interlocal Agreement between the Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium and Workforce Connections Board

**AGREEMENT BETWEEN THE CHIEF LOCAL ELECTED OFFICIALS  
CONSORTIUM AND THE WORKFORCE CONNECTIONS BOARD TO THE  
SOUTHERN NEVADA WORKFORCE DEVELOPMENT AREA**

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the Chief Local Elected Officials Consortium (“LEOs”) and the WORKFORCE CONNECTIONS BOARD (“WCB”) for The Southern Nevada Workforce Development Area.

**RECITALS**

WHEREAS, the Southern Nevada Workforce Investment Board (“SNWIB”) now known as the Workforce Connections Board (“WCB”) entered into an Amended and Restated Agreement with the LEOs in July 2007; and

WHEREAS, the Agreement was authorized and entered under the Workforce Investment Act of 1998 (“WIA”); and

WHEREAS, the WIA has been repealed and replaced by the Workforce Innovation and Opportunities Act of 2014 (“WIOA” or “Act”); and

WHEREAS, the implementation of the WIOA has significantly changed the requirements of the LEOs and the WCB requiring a new agreement to be entered between the parties; and

WHEREAS, the WIOA authorizes the expenditure of federal funds for the furtherance of the Act in designated workforce investment areas; and

WHEREAS, pursuant to this Act, the Chief Local Elected Officials Consortium has been created and consists of elected officials of the Cities of Las Vegas, North Las Vegas, Henderson and Boulder City and the Counties of Clark, Lincoln, Nye and Esmeralda; and

WHEREAS, pursuant to the WIA, the aforementioned local government jurisdictions were designated as a local area under WIA and intend on continuing as a designated local area under the WIOA; and

WHEREAS, the 20 C.F.R. § 679.310(c) authorizes the LEOs to enter into an agreement with the WCB to describe their respective roles; and

WHEREAS, to further performance accountability and alignment of goals pursuant to the Act, the LEOs and WCB desire to enter into this Agreement to outline the respective roles and responsibilities of the parties; and

NOW, THEREFORE, in accordance with the Act and related regulations and in consideration of the mutual covenants contained herein, the parties hereby agree to enter into this agreement to become compliant with WIOA as follows:

## **I. GENERAL PROVISIONS**

- A. The LEOs are designated as the policy-making and budgetary control body for the WCB to the extent that such policies recognize and do not conflict with State law, the WIOA Compliance Policies and Regulations, and the terms of this Agreement.
- B. The LEOs and WCB are responsible for carrying out their respective responsibilities as outlined in the Act and in accordance with the guidelines contained in Federal Regulations, guidelines approved by the Governor of the State of Nevada, and the terms of this Agreement.
- C. The WCB shall be governed by the “Agreement between The Chief Local Elected Officials Consortium and the Workforce Connections Board” or any amendment and/or restatement thereof, which will provide the operational framework for the administration of and responsibility for WIOA funds.
- D. For purposes of carrying out the duties under WIOA, the WCB may incorporate, and may operate as an entity described in section 501(c)(3) of the Internal Revenue Code of 1986. If the WCB incorporates, it shall promptly notify the LEOs.

## **II. LEO RESPONSIBILITIES**

- A. The LEOs shall perform all the functions of the local elected officials contained in the WIOA and serve as the local grant recipient for the grant funds allocated to the local area under section 107(d)(12)(B)(i) of the Act;
- B. The LEOs, through their respective governing bodies shall be financially liable for any misuse of grant funds pursuant to section 107(d)(12)(B)(i)(I) of the WIOA.
  - 1. WCB agrees the Chief Financial Officers or designee of the jurisdictions of the four major financial stakeholder jurisdictions (Clark County, Cities of Las Vegas, North Las Vegas, and Henderson) shall serve as ex-officio members of the WCB Budget Committee.
- C. The LEOs shall appoint the appropriate number of members to the WCB consistent with section 107(b) of the Act.
  - 1. WCB members shall be appointed by a majority vote of the LEOs.
- D. The LEOs may remove any member of the WCB for any reason by a majority vote by the LEOs at a regularly scheduled meeting of the LEOs.
  - 1. If a member is removed, a vacancy occurs and a new member shall be appointed by the LEOs pursuant to the LEO Consortium Agreement and consistent with the requirements of section 107(b) of the Act.



- E. Work with the Executive Director of Workforce Connections and staff to resolve any questions arising from the audits.
- F. Appoint and evaluate the Executive Director for Workforce Connections. The Executive Director shall serve at the pleasure of the LEOs and report directly to the LEOs. The Executive Director shall be directed and answer solely to the LEOs and the LEOs shall set qualifications of the Executive Director consistent with section 107(f)(2) of the Act.
  - 1. The Executive Director shall provide all information and documentation regarding all Workforce Connections administrative, operational, and fiscal matters to the LEOs at each LEO meeting or upon request from the LEO Consortium and to the WCB, upon request.

### **III. WCB RESPONSIBILITIES**

- A. WCB shall elect a chairperson for the local board from among the representatives described in section 107(b)(3) of the Act.
- B. The WCB shall engage in regional planning process consistent with the requirements of section 106(c)(1) of the Act and submit the process to the LEOs for final approval.
- C. The WCB shall prepare, submit, and obtain approval of a single regional plan consistent with the requirements of section 106(c)(2) of the Act and submit the plan to the LEOs for final approval.
- D. The duties of the WCB shall be as follows:
  - 1. Develop and submit a local plan to the Governor consistent with section 107(d)(1) and submit the plan to the LEOs for final approval.
  - 2. Conduct Workforce Research and Regional Labor Analysis as outlined in section 107(d)(2) of the Act.
  - 3. Convene local workforce development system stakeholders as outlined in section 107(d)(3) of the Act.
  - 4. Lead efforts to engage with a diverse range of employers and with entities in the Southern Nevada Workforce Development Area as outlined in section 107(d)(4) of the Act.
  - 5. Work with representatives of secondary and postsecondary education programs consistent with section 107(d)(5) of the Act.
  - 6. Lead efforts in the local area with proven and promising practices consistent with section 107(d)(6) of the Act.
  - 7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers as outlined in section 107(d)(7) of the Act.
  - 8. Conduct program oversight in partnership with the LEOs as outlined in section 107(d)(8).

9. Work together with the LEOs to reach an agreement with the Governor to establish performance accountability measures as described in section 116(c) of this Act.
  10. Select one-stop operators consistent with section 121(d) of the Act subject to the approval of the LEOs.
  11. Coordinate with education providers consistent with section 107(d)(11) of this Act.
- E. The WCB shall develop a budget for the activities of the local board in the area consistent with the local plan and the duties of the board as outlined in section III of this Agreement.
  - F. The WCB shall conduct an annual assessment of the accessibility for individuals with disabilities consistent with section 107(d)(13) of the Act.
  - G. The WCB shall be subject to the Sunshine Provision in Section 107(e) of the Act.
  - H. The WCB shall develop a comprehensive 4-year local plan as required under section 108 of the Act subject to LEO approval.
  - I. The WCB shall develop and maintain by-laws that must be approved by the LEOs to ensure orderly administration and functioning of the WCB.

## **VI. MISCELLANEOUS PROVISIONS**

- A. The LEOs shall be responsible for creating and appointing members of boards, councils, committees, subcommittees or other advisory groups as mandated by the federal laws or regulations or as deemed necessary to ensure that the Workforce Connections conforms with applicable laws and meets the WIOA objectives.
- B. WCB shall ensure that any agreement between the WCB and any grant recipient and administrative agency contains insurance requirements and an indemnification clause that the WCB and grant recipient and administrative agency, if separate entities, and any of their subcontractors shall hold the LEOs, the respective counties and cities, their officers, agents, and employees harmless from any and all claims, court costs, fees and penalties, settlements, judgments, legal costs and any other liabilities of any kind arising from the management of and any activities relating to the local workforce investment area.
- C. Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.
- D. This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements and understandings relating to the subject matter thereto.
- E. The parties are associated with each other only for the purpose and to the extent set forth in this Agreement. Each party is and shall be separate and distinct from the other party and shall have the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this agreement.

- F. This Agreement shall be effective on July 1, 2015 after approval by the governing bodies of each county and city and the WCB and shall thereupon act to repeal and supersede any and all prior written or oral agreements, including the Amended and Restated Agreement dated July 2007.
- G. This Agreement may be amended by mutual consent of the WCB and LEOs at any time. Either party may propose amendment(s) by providing written notice thereof, to the other party at least 60 days in advance of a regular meeting of the WCB. Any amendment must be approved by a majority vote of each party.
  - 1. Amendments to this Agreement become effective only upon concurrence of the respective county commissions and city councils of each county and city which is a signatory hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the Chairperson of the County Commission and City Council of the aforementioned Counties and Cities.

///

///

///

///

///

///

///

///

///

///

///

///

///

///

///

**WORKFORCE CONNECTIONS BOARD**

**Date of Board Action:**\_\_\_\_\_

**Attest:**

\_\_\_\_\_  
**Valerie Murzl**  
**Chairperson**

**Agenda Item 11.    DISCUSSION AND POSSIBLE ACTION:**

Review, discuss and approve Workforce Connections Board By-laws

## **Workforce Connections Board By-Laws**

### **ARTICLE I AUTHORITY AND RESPONSIBILITY**

- 1.1** The Southern Nevada Workforce Development Board, doing business as Workforce Connections (the “Board”) is organized as a local workforce development board under the requirements of the Workforce Innovation and Opportunity Act (WIOA).
- 1.2** It is the principal responsibility of the Board to perform the functions set forth in WIOA<sup>1</sup> and to provide policy guidance for strategic planning activities, as well as to monitor, review and direct activities toward achieving the Board’s goals and objectives. The Board will carry out its responsibilities in partnership with agencies and organizations of general local government in the workforce development area. In achieving this requirement, the Board shall develop strategic plans to align its workforce development resources to the regional economies to ensure coordinated and efficient services to both job seekers and employers.
- 1.3** The Board’s workforce development area is comprised of Southern Nevada, including Clark County, Esmeralda County, Lincoln County, and Nye County, and including but not limited to the cities of Las Vegas, Henderson, North Las Vegas, and Boulder City.
- 1.4** The Board shall operate in accordance with the applicable portions of the \_\_\_\_\_ 2015, Chief Elected Officials Consortium (and any amendment thereto or replacement agreement thereto) and with the \_\_\_\_\_ 2015, Agreement Between the Chief Local Elected Officials Consortium and Workforce Connections Board to the Southern Nevada Workforce Development Area (and any amendment thereto or replacement agreement thereto) (collectively referred to as the “Organizational Agreements”), which are incorporated herein by reference.
- 1.5** The Board shall operate on a fiscal year, and shall develop an annual budget to carry out the Board’s goals, objectives, and duties pursuant to WIOA. Pursuant to WIOA, the Local Elected Officials<sup>2</sup> (“LEOs”) have authority to

---

<sup>1</sup> As of the approval of these By-Laws, WC’s functions, as a local workforce development board, are generally detailed in 29 U.S.C. § 3101.

<sup>2</sup> Pursuant to 29 U.S.C. § 3131 and the Organizational Agreements, the LEOs are the WIOA fund grant recipients and the LEOs municipalities are liable for the misuse of the WIOA funds expended by the Board. As of the date of these By-Laws, the following municipalities each have one local elected official who serves in the LEOs’ consortium: (1) Clark County; (2) City of Las Vegas; (3) City of Henderson; (4) City of North Las Vegas; (5) Boulder City; (6) Nye County; (7) Esmeralda County; and (8) Lincoln County.

approve or disapprove the Board's budget and therefore, the Board shall present the budget to the LEOs, in a LEOs consortium meeting, for consideration and approval within a reasonable time to allow for: (1) the LEOs to review the budget; (2) revise the Budget, if necessary; and (3) approve the budget before the Board's fiscal year begins. The Board shall work with the LEOs to revise the Board's budget as necessary in order to obtain the LEOs' approval.

- 1.6** Part of the Board's budget will be used to pay staff ("Staff"), including but not limited to an Executive Director ("ED") who will assist the Board in carrying out its various functions. The ED shall be selected, hired, and directed by the LEOs, and shall answer solely to the LEOs. The ED shall select, supervise, and direct the Staff.
- 1.7 ED's Responsibilities.** The ED's responsibilities include but are not limited to:
- (a) having authority to sign contracts on behalf of the Board;
  - (b) organizing, hiring, terminating, managing and supervising Staff;
  - (c) responding to and complying with Board audits;
  - (d) helping assist the function of the Board as outlined in 29 U.S.C. § 3122 (d); and
  - (e) generally overseeing the necessary functions and activities for the Board to carry out its goals and responsibilities.

## ARTICLE II MEMBERSHIP AND VOTING

- 2.1 Nominations and Appointments.** The LEOs shall have sole authority to appoint Board members during the LEOs consortium meetings, and shall make such appointments pursuant to 29 U.S.C. § 3122 (c)(1)(A) *et seq*, as well as, applicable federal and state law, and the Organizational Agreements.
- 2.2 Composition.** Composition By Membership Category shall be in accordance with 29 U.S.C. § 3122 *et seq* individuals may represent more than one category; provided they meet such criteria.<sup>3</sup>

---

<sup>3</sup> As of the date of these By-Laws, WIOA requires the Board membership to comply with criteria set by Nevada's Governor, which must include at a minimum representatives from the following groups: (1) Local business owners, officers, and managers; (2) Local educational entities, school boards, etc.; (3) Local labor organizations; (4) community based organizations, including organizations representing people with disabilities and veterans; (5) Economic development agencies; and (6) each one-stop partner with the Board. However, a majority of the Board members must be representatives from business owners, officers, and managers as described in 29 U.S.C. § 3122 (2)(A). In addition, not less than 20% of the members shall be representatives of labor organizations, community based organizations and organizations with expertise in addressing employment, training or education needs of youth as described in 29 U.S.C. § 3122 (2)(b)(i-iv). The Board membership will always be composed pursuant to the most current WIOA requirements.

### **2.3 Terms of Appointment.**

- (a) Board members appointed from the “Business in the Local Area” category, pursuant to 29 U.S.C. § 3122 shall serve three year terms.
- (b) Board members other than those appointed to the “Business in the Local Area” category shall serve two year terms.
- (c) A Board member’s term shall begin the month of the member’s appointment and shall end on the last day of the same month of appointment during the final year of the member’s term.
- (d) There is no limit on the number of terms board members may serve.

### **2.4 Removal of Board Members.**

- (a) Resignation: Board members may resign at any time. Board members shall be removed automatically and immediately cease to be Board members after:
  - (i) The Board member provides a written notice of resignation to:
    - a) The Board’s Chairperson;
    - b) The Board’s Vice-Chairperson;
    - c) The Executive Director; or
    - d) The LEOs’ Chairperson.
- (b) Removal: Board members shall be removed immediately and cease to be Board members after:
  - (i) The Board member fails to attend three consecutive regularly scheduled Board meetings, in person or by telephone, without providing a valid excuse, the validity of which shall be determined by the sole discretion of the Board’s Chairperson;
  - (ii) The LEOs determine by a simple majority vote that the Board member should be removed; or
  - (iii) The Board member ceases to qualify under the category in which the Board member was appointed. However, in the LEOs sole discretion, a Board member in these circumstances may be reappointed under a different qualifying category.



**2.5 Vacancies.** Vacancies caused by unexpired terms shall be filled by the LEOs appointing qualified individuals pursuant to § 2.3 of these By-Laws.

**2.6 Voting.** Only Board members may vote at Board meetings. Board members must be physically or electronically present (e.g. via video conference or via telephone conference call) at the Board meeting. Proxy-voting and/or absentee voting is prohibited.

**2.7 Conflicts of Interest.**

(a) Prior to taking office as a Board member, the potential Board member must declare in writing, on a form provided by Staff, all business interests or representational interests the member has with known past, current, or potential recipients of WIOA funds. The written declaration must be updated annually to reflect any changes. The written declaration must also include substantial business interests or representational interests of the Board member's immediate family members. A Board member may not vote on a matter under consideration by the Board:

- (i) regarding the provision of services by that Board member;
- (ii) regarding the provision of services by an entity that Board member represents;
- (iii) regarding any topic that would provide direct financial benefit to that Board member or his/her immediate family; or
- (iv) regarding any other topic where that Board member had, has, or would have a conflict of interest pursuant to 29 U.S.C. § 3101 *et seq*, NRS § 281A.420, or NRS § 281A.430.

(b) Definitions:

(i) An "immediate family member" includes the Board member's: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, boyfriend, girlfriend, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, registered domestic partner, domestic partner, or any other relationship similar to those listed herein.

(ii) An "entity the board member represents" or a "representational interest" is defined as:

- a) When the Board member is employed, retained, hired, or contracted by the organization, business, governing body, or project (the "entity"); and/or

- b) When the Board member is named as one of the board of directors, managers, commissioners, councilperson, or other member of a direct governing body of the entity, business or project; and/or
  - c) When the Board member has been retained by the board of directors, commission, council, or other direct governing body of the entity, business or project in any capacity; and/or
  - d) When the Board member has an ownership or relationship interest or other economic interest in an entity.
- (c) Disclosure of Conflict of Interest: When a Board member has a conflict of interest, then the Board member shall:
  - (i) prior to discussion, vote, or decision by the Board, publicly disclose the nature of the conflict of interest in the action item under consideration;
  - (ii) answer any questions regarding the conflict of interest, which may be asked if the Board/Committee Chairperson determines that questions regarding the Board member's disclosure are needed for the Board to properly consider the matter;
  - (iii) not speak to or initiate any discussion of the action item to which the conflict of interest pertains;
  - (iv) not request funds or proposals that compete with the action item to which the conflict of interest pertains; and abstain from voting on the matter to which the conflict of interest pertains; and
  - (v) Comply with NRS 281A entitled Ethics in Government.
- (d) A Board member who violates the conflict of interest requirements set forth herein may be removed from the Board by a simple majority vote of the LEOs.
- (e) All declarations of conflict of interest and abstentions from voting will be recorded in the minutes of the Board meeting.

**2.8 Board Chairperson.** Pursuant to 29 U.S.C. § 3122 (b)(3), the Board Chairperson is required to be an individual who meets the requirements of 29 U.S.C. § 3122 (b)(2)(A), in that the person must be: (i) a representative of a business in the local area who is an owner, chief executive or operating officer of business; (ii) who provides employment opportunities and; (iii) who is nominated by individuals within local business organizations and business trade associations pursuant.

### ARTICLE III BOARD COMMITTEES AND PANELS

Each Board member is required to serve on at least one committee.

**3.1 Standing Committees.** The LEOs may appoint Board members to serve on Committees. Panel members shall be appointed by the Board Chair. The following Committees shall be established as Standing Committees:

- (a) The Executive Committee. (See 3.2.)
- (b) Programs Committee. The Programs Committee is composed of Board Members and non-Board Members with specific interest and expertise in youth, low skilled adults and people with disabilities.
  - (i) The Programs Committee reviews intelligence/recommendations submitted by staff from employment and training services specialty panels.
  - (ii) The Programs Committee reviews WIOA funding recommendations for contract awards submitted to the Board for approval and ratified by the LEOs.
  - (iii) Business Engagement Panel: The Business Engagement Panel will help assist the Programs Committee. The Business Engagement Panel will be composed of a group of business experts from various industries and employment sectors who serve as consultants on matters of policy and strategy that meet the skill needs of employers and provide linkages and coordination among employers and the workforce system.
    - 1) Members of the Business Engagement Panel will identify actionable items, demand-driven skills and trades, training services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board;
    - 2) Brings intelligence and critical information gathered from industry sectors businesses and stakeholders with inputs to help shape and supply the area's workforce needs; and
    - 3) Provides staff with valuable information to be elevated to Committees for evaluation and possible action as outlined in the Board's strategic plan.
  - (iv) One-Stop Delivery System Panel: Composed of individuals with interest and expertise in the Southern Nevada Workforce Development Area One-Stop Delivery System.

- 1) Members are identified by their expertise in Southern Nevada Workforce Development Area One-Stop Delivery System and are appointed by the Board Chair;
  - 2) Panel members identify actionable items, services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board;
  - 3) Brings intelligence and critical information gathered from diverse community stakeholders with inputs to help shape the area's employment and training service delivery; and
  - 4) Works with associated agencies/partner organizations to assess and evaluate the area's One-Stop Delivery System as outlined in the Board's strategic plan.
- (v) Special Population Panel: Composed of individuals with interest and expertise in services to people with disabilities, low or deficient skilled adults, veterans, prisoner re-entry, and other priorities outlined in the Board's strategic plan.
- 1) Members are identified by their expertise in special populations services and appointed by the Board;
  - 2) Panel members identify actionable items, services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board; and
  - 3) Works with associated agencies/organizations to assess and evaluate special population employment and training needs as outlined in the Board's strategic plan.
- (vi) Youth Panel: Composed of individuals with interest and expertise in youth programs and services.
- 1) Members are identified by their expertise in youth services and appointed by the Board Chair;
  - 2) The Panel identifies actionable items, services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board;
  - 3) Brings intelligence and critical information gathered from diverse community stakeholders with inputs to help shape youth employment and training service delivery; and

- 4) Works with associated youth agencies/organizations to include the Workforce Development Area's school districts to assess and evaluate youth education and training needs;
- (c) The Finance and Budget Committee: The Finance and Budget Committee shall provide guidance to the staff in developing and submitting a comprehensive annual budget to the Board. The Finance and Budget Committee shall review financial activities (including incurred debt), monitoring and audit reports (internal and external), as well as periodic budget analysis prepared by the Board staff regarding employment and training programmatic and fiscal processes. The Finance and Budget Committee shall review budget modifications and fiscal financial policy. Additionally, the Finance and Budget Committee shall have the responsibility to help Board members understand the full financial implications of Board actions and measure the effectiveness of projects and programs in terms of relative value.

### **3.2 The Executive Committee.**

- (a) The Board shall maintain an Executive Committee.
- (b) The delegation of authority to the Executive Committee shall not operate or function to relieve the Board of its responsibility except as explained below in paragraph 3.2(d) "Executive Committee Authority."
- (c) Executive Committee Composition.
  - (i) The Executive Committee shall be comprised of the Board's Chairperson, the Vice-Chairperson, the LEOs' Chairperson, and the elected Chairpersons of The Programs Committee and The Finance and Budget Committee.
  - (ii) If the LEOs' Chairperson is unable to attend an Executive Committee meeting, then the LEOs' Vice-Chairperson shall be permitted to attend the Executive Committee meeting and participate and vote as a member of the Executive Committee during that meeting in the place of the LEOs' Chairperson.
  - (iii) If the Board's Chairperson or Vice-Chairperson also serves as a Chairperson of one of the Board's other current Committees, then the Vice-Chairperson of that other Committee shall be a member of the Executive Committee.<sup>4</sup>

---

<sup>4</sup> For example, if the Board's Chairperson is also the Chairperson for the Budget Committee, then the Vice-Chairperson of the Budget Committee would serve on the Executive Committee.

- (iv) The Board Chairperson shall serve as the Chairperson of the Executive Committee.
- (d) Executive Committee Authority.
  - (i) The Executive Committee shall have and exercise the same authority WIOA grants to the Board, and shall be able to act on behalf of the Board, only when the following has been met:
    - a) It can be demonstrated that it is impractical for a Board meeting to take place (meaning attempts have been made to obtain a quorum for a full Board meeting and have failed);
    - b) The business and action items, as determined by Staff, which would have been presented to the Board during the meeting which cannot occur due to impracticality, or of such urgency that the failure of the Executive Committee to act on behalf of the Board will greatly impede the continued workings, operations of the Staff, and/or services provided by the Board, and/or its service providers, vendors, and contractors, or will greatly impede the continued services provided to the clients of the Board, and/or its service providers, vendors, and contractors;
    - c) The LEOs' attorney has confirmed the urgency of the action items, as explained in 3.2(d)(i)(b); and
    - d) Notice and a copy of the Executive Committee meeting agenda has been provided to the LEOs.
  - (ii) The Executive Committee shall not have the authority to act on behalf of the Board with respect to the following issues:
    - a) Amending or repealing any Board resolution;
    - b) Amending or repealing the Board's By-Laws;
    - c) Adopting a plan of merger or consolidation;
    - d) Selling, leasing, or otherwise disposing of all or any property and assets (excluding program monies) of the Board;
    - e) Voluntarily dissolving the Board or revoking a voluntary dissolution;
    - f) Modifying the Board's strategic plan; and/or

- g) Adopting or eliminating major programs.
- h) **Executive Committee Quorum:** A simple majority of the voting members of the Executive Committee shall constitute a quorum.

**3.3 Other Committees:** The Board Chairperson, with the approval of the LEOs, may establish and dissolve other Committees as necessary.

**3.4 Committee Size, Term, and Responsibilities:**

- (a) **Size.** Committees shall be established with at least three Board members. Additional Committee members are not required to be a member of the Board.
- (b) **Term.** With the exception of Standing Committees, Committees will be active as long as necessary to serve the purpose for which the Committee was created. With the exception of Standing Committees, Committees may be dissolved and later reformed at the Chairperson's discretion.
- (c) **Responsibilities.** Committees shall record and maintain meeting minutes, report their progress and provide information and recommended action to the Board.
- (d) All Committees shall be chaired by a member of the Board.
- (e) All Committee Chairpersons, with the exception of the Executive Committee Chairperson, shall be elected annually by a majority vote of the Committee's members. A Board member shall not chair more than one Committee.

**3.5 Removal of Committee Member.** Any Committee member shall be removed from said Committee after:

- (a) The Committee member fails to attend three consecutive regularly scheduled Committee meetings, in person or by telephone, without a valid excuse, the validity of which shall be determined in the sole discretion of the Committee's Chairperson;
- (b) The Committee member requests to be removed;
- (c) The LEOs determine that the Board member serving on the Committee should be removed from the Board; or
- (d) The LEOs determine a non-Board member be removed from the Committee.

**ARTICLE IV  
BOARD MEMBERS CONDUCT AND RESPONSIBILITIES**

**4.1 Board Member Responsibilities.**

Members of the Board shall:

- (a) Comply with Workforce Connections' By-Laws.
- (b) Make a positive contribution to the region's economy by helping shape a workforce development system that meets the demands of employers and job seekers.
- (c) Devote a portion of their time and talent to working with other Board members, staff, businesses, public officials, and public and private sector partners to improve the quality of the local workforce development area.
- (d) Regularly attend Board and Committee meetings.
- (e) Join and participate actively in at least one standing Board committee.
- (f) Be prepared for Board meetings by reviewing materials sent in advance of meetings.
- (g) Act and vote on strategic interest of Workforce Connections and the Southern Nevada community, rather than the interest of a single constituency.
- (h) Observe and understand the role of the Chief Local Elected Officials and Workforce Connections' staff.
- (i) Serve as an ambassador of Workforce Connections within the community and among businesses and industry leaders.
- (j) Not engage in or facilitate any discriminatory or harassing behavior directed toward other Board members, staff, appointed officers, meeting attendees, exhibitors, advertisers, sponsors, contractors, or others in the context of activities relating to Workforce Connections.

**4.2 Board Member Authority.** Board members shall respect the authority of the executive director and not independently direct or assign staff tasks.

**4.3 Contracts after Board Membership.** Board members shall not be employed or receive direct contracts from Workforce Connections for at least two years after resigning or terminating Board membership.



## **ARTICLE V MEETINGS**

**5.1 Open Meeting.** All Board and Committee meetings shall be conducted in accordance with Nevada's Open Meeting Law, found in NRS Chapter 241.

**5.2 Meetings and Agendas.**

- (a) Regular meetings: The Board shall meet at least once every quarter throughout the year. If necessary, the Board may meet more frequently. Likewise, the Standing Committees as well as any other Board Committees (collectively "Committees"), shall meet at least once every quarter or more frequently as deemed necessary by the Committee's Chairperson or the Board Chairperson.
- (b) Special meetings: The Board may hold special meetings from time to time as deemed necessary or appropriate by the Board Chairperson, the LEOs' Chairperson, and/or the ED.
- (c) Agendas: Agendas for Board meetings, Committees, and LEOs' meetings shall be prepared by Staff. All requests to place matters on an agenda along with the needed back-up information to properly agendize an item must be presented to Staff within a reasonable time before the relevant meeting date to facilitate compliance with Nevada's Open Meeting Law. Otherwise, the requested agenda item may not be included on the agenda. The ED shall have the sole discretion to agendize any untimely, late or incomplete request to agendize a matter. Only matters which relate to or affect the business, jurisdiction, or authority of the Board may be placed on the Board's meeting agenda. Likewise, only matters which relate to or affect the business, jurisdiction, or authority of a Committee may be placed on that Committee's meeting agenda.
- (d) The following individuals may place a matter onto the Board's agenda:
  - (i) The LEOs' Chairperson;
  - (ii) The Board Chairperson;
  - (iii) Any Committee Chairperson, provided the matter the Committee Chairperson wishes to agendize is within the scope of responsibility for the Chairperson's Committee; and/or
  - (iv) The ED.
- (e) The following individuals may place a matter onto one of the Committees' agenda
  - (i) The LEOs' Chairperson;

- (ii) The Board Chairperson;
  - (iii) The Committee's Chairperson; and/or
  - (iv) The ED.
- (f) Any request to place a matter on a meeting's agenda, which is not received in time to place the matter on the upcoming meeting agenda, will result in the matter being placed on the subsequent meeting agenda.
  - (g) The LEOs control who may place matters onto the LEOs' meeting agendas.
  - (h) Members shall receive meeting agendas in a reasonable timeframe to comply with the State of Nevada's Open Meeting Law.

### **5.3 Presiding Officer.**

- (a) The Board: The Board Chairperson shall preside over all Board meetings. In the absence of the Board Chairperson, the Board Vice-Chairperson shall be the presiding officer. In the absence of both the Board Chairperson and Vice-Chairperson, the acting presiding officer shall be: (first) the most senior Board member, (second) the second most senior Board member and (third) the third most senior Board member. When deemed appropriate, even during the presence of the Board's Chairperson and Vice-Chairperson, the Board Chairperson may choose a Board member to serve as temporary Board Chairperson for that specific meeting.
- (b) Committees: Committee Chairpersons shall preside over their respective Committee meetings. In the absence of a Committee's Chairperson, then the presiding officer of that Committee meeting shall be the committee's Vice-Chairperson. In the absence of both the Committee's Chairperson and Vice-Chairperson, then a temporary Chairperson for that Committee meeting shall be chosen by a majority vote of the then present Committee members, which shall be conducted by the most senior Board member serving on the Committee. When deemed appropriate during a Committee meeting, even during the presence of the Committee's Chairperson and Vice-Chairperson, the Committee's Chairperson may choose a Committee member (who is also a Board member) to serve as temporary Chairperson for that Committee meeting.

### **5.4 Parliamentary Authority.** Unless otherwise adopted by the Board (Revised) Robert's Rules of Order shall be used to govern all Board, council and Committee meetings.

- 5.5 Quorum.** For a Board meeting, a quorum shall consist of a simple majority of the Board members. For a Committee meeting, a quorum shall consist of a simple majority of the Committee members.

## **ARTICLE VI BOARD AND COMMITTEE OFFICERS**

- 6.1 Officers.** The Chairperson and the Vice-Chairperson shall be the only officers of the Board. Each Committee shall have a Chairperson and a Vice-Chairperson who shall be the only officers of each Committee.

- (a) **Board Chairperson.** The Board Chairperson shall only be elected from among the Board members who are part of the “Business in the Local Area” category set forth in 29 U.S.C. § 3101. In addition to presiding over Board meetings, the Chairperson shall establish Committees, certify meeting quorums and perform other duties as required by WIOA.
- (b) **Board Vice-Chairperson.** The Board Vice-Chairperson shall be elected from among any of the appointed Board members. The Board Vice-Chairperson shall fulfill the duties of the Board Chairperson in the absence of the Board Chairperson.
- (c) **The Committee Chairperson and Vice-Chairperson** shall be elected from the Board members and non Board members who are serving on the respective Committee.

- 6.2 Elections and Terms of Service.** The Board’s Chairperson and Vice-Chairperson shall be elected by a majority vote of the Board’s members present at the Board meeting when the election is held. Each officer shall serve a term of two-years, which shall begin on July 1st of the election year and end on June 30th two years later. Board elections shall take place during even years

- (a) Each Committee’s chairperson and vice chairperson shall be elected by a majority vote of the respective Committee’s members present at the Committee meeting when the election is held. Each Committee officer shall serve a term of two years, which shall begin on July 1st of the election year and end on June 30th two years later. Committee elections shall take place immediately after a Committee is formed, and during odd years thereafter.
- (b) No officer may serve more than two consecutive terms in the same office. Elections of the Board and Committee’s officers shall be complete no later than June 30th of the final year of the officers’ term of office; alternatively, if a meeting to conduct the vote in the month of June is impractical, then the vote will be conducted at the next Board meeting before any other business is conducted.

**6.3 Election Procedures for Board Officers.**

- (a) Staff will solicit nominations for potential future officers from the Board members no later than the month of May immediately before the officers' terms expire. The Board will be presented with the name and resumes of any Board members who wish to serve in a particular office after that Board member has submitted the same to Staff. Staff will be responsible for providing information regarding those Board members running for office to each Board member
- (b) The Board will hold a meeting, before the officers' terms expire, where the officers will be elected. During this meeting, the Board Chairperson will ask the Board members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. Board members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event qualifying nominated candidate(s) do not exist, then the LEOs Chairperson shall appoint a temporary Board Chairperson and Vice-Chairperson, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendaized in each subsequent Board meeting until the officer(s) are elected.

**6.4 Election Procedures for Committee Officers.**

- (a) Staff will solicit nominations for potential future officers from among the Board members serving on the respective Committee no later than month of May immediately before the officers' terms expire. The Committee will be presented with the name and resumes of any Committee members who wish to serve as a particular Committee officer after that Committee member has submitted the same to Staff. Staff will be responsible for providing information regarding those Committee members running for office to each Committee member.
- (b) The respective Committee will hold a meeting, before the officers' terms expire, where the officers will be elected. During this meeting, the Committee chairperson will ask the Committee members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. The respective Committee members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event qualifying nominated candidate(s) do not exist, then the Board Chairperson shall appoint a temporary Committee officer, as needed, who shall serve until a qualified

nominated candidate(s) may be elected, which election shall be agendized in each subsequent Committee meeting until the officer(s) are elected.

- ( c) **Vacancies.** The Board shall elect successors to fill the unexpired term of any officer within two months after the office becomes vacant. The Board member who is elected to fill a vacant office shall only serve to the end of the original term for which the vacancy was filled.

- 6.5 **Removal.** Officers will be automatically removed from office under the following conditions: (1) by a majority vote of a quorum of LEOs; (2) if the Officer does not qualify under WIOA to serve as in the office; (3) if the LEOs remove the Officer from the Board, or (4) if the Officer ceases to be a Board member for any reason.

## **ARTICLE VII**

### **AUTHORIZATION TO INCUR DEBT (NOT TO EXCEED \$50,000)**

- 7.1 **Authority to Incur Debt.** When necessary to ensure the continued operations and functions of the Board, the ED, or a Staff management member to whom the ED has designated specific authority in writing, may incur debt in the name of the Board for allowable expenditures in accordance with federal, state and local laws, statutes, regulations, and policies, not to exceed \$50,000.00 annually. Whenever finances are expended pursuant to Article VI, Staff will provide the Board with a summary and justification of the purchase during the next Board meeting.

## **ARTICLE VIII**

### **LITIGATION**

- 8.1 **Counsel Representation.** The Board will maintain its own legal counsel for all matters related to the Board. However, if there is litigation or claims against the Board, then the Board's counsel may, subject to the LEOs municipalities' approval, also represent the LEOs in a limited capacity with respect to the litigation or claims, because the LEOs' municipalities may ultimately be fiscally responsible to pay any award of damages or settlement resulting from the litigation.
- 8.2 **Authority to Settle.** The Board shall obtain the approval of the LEOs prior to setting any monetary claims.

## **ARTICLE IX**

### **REVISIONS AND AMENDMENTS**

- 9.1 The Board understands and agrees that although the Board has duties and responsibilities to comply with applicable federal and state laws, that pursuant to 29 U.S.C. § 3101 and the Organizational Agreements the LEOs respective municipalities are responsible to ensure that WIOA funds are properly awarded and spent. As such, the Board will be governed in accordance with these By-

Laws, which must be approved by the LEOs. If it is ever determined that WIOA or another applicable law conflicts with these By-Laws, then the WIOA or applicable law shall be followed.

**These By-Laws supersedes the Board's By-Laws dated July 24, 2012. These By-Laws may only be amended by a majority vote of the LEOs during a LEOs Consortium meeting.**

### **LEOs RATIFICATION**

These By-Laws having been reviewed and considered by the LEO Consortium during the July 14, 2015, LEO Consortium meeting and the LEOs having voted to approve these By-Laws; now therefore, the LEOs present these By-Laws to the Board as having been approved by the LEOs and requests the Board review these By-Laws, and consider them for approval.

Dated this \_\_\_\_\_ day of July 2015.

---

Commissioner Lawrence Weekly  
Chair, Chief LEOs Consortium

### **BOARD RATIFICATION**

These By-Laws were considered and approved by the Board during the Board Meeting held on July 28, 2015.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

---

Valerie Murzl  
Chair, Workforce Connections Board

**Agenda Item 12.    DISCUSSION AND POSSIBLE ACTION:**

Review, discuss and approve Workforce Connections' Vision and Mission Statement along with Strategic Work Plan Goals



**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

### **Goal 1: Implement Effective Policies for Management and Oversight of the One-Stop Delivery System**

Strategy	Tactic	Timeline	Measurement	Status
1.1. Effectively transition system service delivery from WIA to WIOA.	1. Use Gantt Chart as central repository and tracking for all WIOA implementation activities.	March 2015 and ongoing	• Completed items "checked off" on the Gantt Chart	• In process
	2. Revise, modify and / or develop Workforce Connections' policies and associated contracts to ensure WIOA Compliance.	Ongoing	• Updates and recommendations to Board and Committees as needed	• In process
	3. Communicate the implementation plan and all necessary changes to necessary stakeholders through training and technical assistance.	Ongoing	• Updates and recommendations to Board and Committees as needed	• In process
	4. Evaluate implementation and transition plan for effectiveness and modify as necessary.	Ongoing	• Updates and recommendations to Board and Committees as needed	• In process
1.2. Maximize return on investment and manage resources responsibly with the highest standards.	1. Hire, retain and develop well qualified staff talent and encourage ongoing management and oversight training.	Ongoing	• Strategic staff recruitment and training program	• Ongoing
	2. Lend strong technical assistance support to awarded programs along with comprehensive fiscal oversight and accountability for productive outcomes.	Ongoing	• Unqualified fiscal auditing financial statements and less than ten noted monitoring findings identified by the State of Nevada and/or U.S. Department of Labor	• Due Monthly

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

### **Goal 1: Implement Effective Policies for Management and Oversight of the One-Stop Delivery System**

Strategy	Tactic	Timeline	Measurement	Status
1.3. Correct any noted auditing and monitoring findings.	1. Develop and document sound corrective action measures with permanent fixes to prevent noncompliance recurrence.	Ongoing updates by WC Management Team	• Corrective action validated along with findings closure notice from auditing/monitoring agency	• Ongoing
	2. Provide technical assistance to staff and/or funded partners/service providers and ongoing training initiatives associated with awarded programs and funding.	Within 3 months of program/funding award	• Published training and technical assistance reports	• Ongoing
	3. Modify/update policies as necessary to avoid repeat auditing and monitoring findings.	Ongoing throughout each Program Year	• Quality Assurance Process	• Ongoing

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 2: Champion Youth Education, Training and Employment</b>				
Strategy	Tactic	Timeline	Measurement	Status
2.1. Address the educational and vocational needs of Out-of-school Youth.	1. Deliver holistic, wraparound youth services by partnering with educators, employers and community based organizations to identify and leverage resources.	Ongoing and throughout program year	<ul style="list-style-type: none"> <li>Youth Panel Meetings</li> <li>Receipt of formal presentations and inputs from funded partners including the number of youth successfully served.</li> </ul>	• Ongoing
	2. Target hardest to service youth identified by Programs Committee and Youth Panel.	Ongoing each Program Year	<ul style="list-style-type: none"> <li>Published Request for Proposals and award and execute contracts to qualified/certified partners and service providers to serve the identified populations.</li> </ul>	• In process
2.2. Engage and connect youth with career path and employment training opportunities relevant to the identified industry sectors.	1. Fund workforce development programs that prepare youth for successful entry into employment and lifelong learning opportunities in the identified industry sectors.	Ongoing throughout each Program Year	<ul style="list-style-type: none"> <li>Publish Request for Proposals and award and execute contracts to qualified/certified partners and service providers</li> </ul>	• In process
	2. Partner with local employers to promote youth career preparedness and exposure through work-based learning opportunities.	Ongoing throughout each Program Year	<ul style="list-style-type: none"> <li>Number of youth participating in work-based learning opportunities</li> </ul>	• Ongoing
	3. Secure local public-private partners with focus on youth education and training opportunities leading to promising careers.	Ongoing throughout each Program Year	<ul style="list-style-type: none"> <li>Executed MOUs</li> </ul>	• Ongoing
	4. Establish a Youth One-Stop Career Center.	Ongoing	<ul style="list-style-type: none"> <li>Executed contract with a One-Stop Operator</li> </ul>	• Ongoing

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 2: Champion Youth Education, Training and Employment</b>				
Strategy	Tactic	Timeline	Measurement	Status
2.3. Expose youth to STEM skill sets, occupations, training and career pathways.	1. Partner with educators, employers and community organizations to increase exposure for youth to the necessary skills of the future workforce.	Ongoing throughout each Program Year	<ul style="list-style-type: none"> <li>• Increase system youth initiatives/activities, making sure they are both engaging and local industry-relevant</li> </ul>	<ul style="list-style-type: none"> <li>• In process</li> </ul>
	1. Increase the STEM exposure for youth served by funded partners.	Ongoing throughout each Program Year	<ul style="list-style-type: none"> <li>• Include STEM requirements in service provider contracts with clear measurables</li> </ul>	<ul style="list-style-type: none"> <li>• In process</li> </ul>

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

### **Goal 3: Promote Quality Employment and Training Services for Adult and Dislocated Workers**

Strategy	Tactic	Timeline	Measurement	Status
3.1. Leverage resources to provide more comprehensive service delivery by soliciting partnership agreements from both required and non-required partners.	1. Establish and maintain resource-sharing agreements with required and non-required One-Stop System partners.	Ongoing and throughout program year.	• Executed MOUs.	• In process
	2. Facilitate system-wide dialogue for the purpose of collaborating with partners and addressing the needs of job-seekers including targeted populations	Ongoing	• One-Stop System Panel Meetings • Special Populations Panel Meetings.	• In process
3.2 Build system capacity in order to increase quality of service	1. Continually evaluate system requirements and implement training activities as needed for system partners.	Ongoing	• Give quarterly updates of system-wide training activities.	• In process
	2. Through the Workforce Development Academy (WDA), continue to build capacity throughout the system	Ongoing and throughout program year	• Give quarterly updates of WDA enrollments.	• In process.
3.3. Transition and maintain a WIOA compliant One-Stop Operator in alignment with the Combined State Plan	1. Initiate a competitive procurement process and execute an MOU for a One-Stop Operator	Jun-15	• Executed MOU.	• In process.
	2. Execute WIOA-compliant MOU's with mandated System partners and facilitate the implementation through the One-Stop Operator.	Jun-15	• Executed MOUs.	• In process.
	3. Develop and implement an OSCC transition plan detailing potential barriers to an effective and timely transition to WIOA compliant Operator.	Jul-15	• Executed Plan	• In process

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
4.1. Create a workforce system that champions business, education, training and workforce development.	1. Grow a strong network of business partners/local employers that looks to Workforce Connections' One-Stop Delivery System and Career Center(s) as their first choice for employment and training services	Annually	<ul style="list-style-type: none"> <li>• At least 25 new employer customers per year.</li> <li>• At least 6 employers returning for additional services.</li> <li>• Host at least 2 hiring events with a minimum of 50 positions available per event.</li> <li>• Host 2 training events with a minimum of 100 attendees per event.</li> </ul>	• In progress
	2. Keep the Board informed of Business Engagement Activities and Initiatives	Quarterly	<ul style="list-style-type: none"> <li>• Give quarterly updates of Business Engagement activities.</li> <li>• Give updates of Business Engagement Panel activities (# of members, # of meetings, actionable items, etc.)</li> </ul>	• Not started
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	1. Partner with local businesses and training providers (colleges, universities, and apprenticeship trades) to gather business intelligence.	Ongoing as driven by business demands	<ul style="list-style-type: none"> <li>• Business Engagement Panel Meetings</li> <li>• Number of New Compact Members</li> <li>• Publishing and distributing Business Intelligence Reports to One-Stop Operators and other System Partners</li> </ul>	• In progress

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
	2. Develop and coordinate training activities based on business intelligence.	Ongoing as driven by business demands	<ul style="list-style-type: none"> <li>• Response by One-Stop Operators and other funded partners, including a description of actions taken/not-taken in response to Business Intelligence Reports</li> <li>• Number of New Trainings added to the ETPL based on Business Intelligence</li> <li>• Number of participants placed in employment based on new trainings (measurement dependent on completion of New ETPL Process)</li> </ul>	<ul style="list-style-type: none"> <li>• Not started</li> </ul>
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Aerospace &amp; Defense</li> <li>• Information Technology</li> <li>• Clean Energy</li> <li>• Health &amp; Medical Services</li> <li>• Logistics &amp; Operations</li> <li>• Manufacturing</li> <li>• Mining &amp; Materials</li> <li>• Tourism, Gaming &amp; Entertainment.</li> </ul>	1. Team up with the Economic Development agencies to support Business Retention and Expansion in the Local Area	Ongoing	<ul style="list-style-type: none"> <li>• Appropriate representation on board, committees and/or panels</li> </ul>	<ul style="list-style-type: none"> <li>• One LVGEA board member</li> </ul>

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

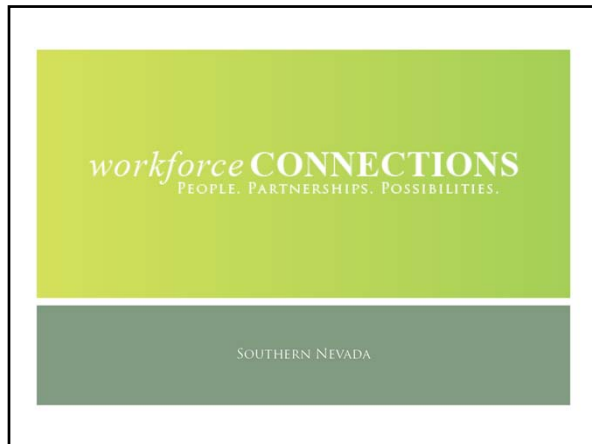
<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
	2. Continue to support DETR's sector councils.	Ongoing	<ul style="list-style-type: none"> <li>Consistent attendance and participation by WC staff and board members at DETR sector councils.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
	3. Allocate resources yearly to support sector initiatives.	Ongoing	<ul style="list-style-type: none"> <li>Funded partners contracts include resource requirement support to industry sectors</li> <li>Fund system-building initiatives</li> </ul>	<ul style="list-style-type: none"> <li>New funded partner contracts on July 1, 2015.</li> <li>Developing additional system-building initiatives</li> </ul>
	4. Develop career pathway initiatives focused on the highest growth/highest wage industry sectors in the Local Area	Jun-16	<ul style="list-style-type: none"> <li>Develop specialized pathways for IT, Healthcare &amp; Manufacturing.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>
	5. Streamline board membership application and approval process to identify and document strong credentials for membership.	May/June 2015	<ul style="list-style-type: none"> <li>New Board members appointed to all required positions.</li> <li>Board re-certification.</li> </ul>	<ul style="list-style-type: none"> <li>In progress</li> </ul>
4.4. Maintain a compliant, engaged, effective and efficient board.	1. Implement a Recruitment Committee that builds a pool for potential board, committee and panel members	Oct-15	<ul style="list-style-type: none"> <li>Committee stood-up</li> <li>Pool of ready candidates</li> </ul>	<ul style="list-style-type: none"> <li>Not started</li> </ul>
	2. Implement a continual Board Member development program	Dec-15	<ul style="list-style-type: none"> <li>Orientation</li> <li>Training</li> <li>Conferences</li> </ul>	<ul style="list-style-type: none"> <li>Orientation, Ethics and Open Meeting Law Trainings are scheduled</li> </ul>



**Agenda Item 13. INFORMATION:**

Receive and discuss Workforce Connections' operational and functional overview:

- Workforce Connections' Organizational Overview - Heather DeSart, Deputy Executive Director
- Workforce Development Programs Functional Overview - Ricardo Villalobos, Director
- One-Stop Delivery System Functional Overview - Jake McClelland, Director
- Business Engagement and Communications Department Functional Overview - Kenadie Cobbin Richardson, Director
- Financial Services Department Functional Overview - Jim Kostecki, Manager
- Strategies and Tactics Functional Overview - Jaime Cruz, Chief Strategy Officer
- Information Systems Management Functional Overview - Peter Bacigalupi, Chief Information Officer



---

---

---


---

---

---

---

---



**Programs Department Staff**

**Adult & Dislocated Workers (ADW) Staff**  
Jeannie Kuennen, Sr. ADW Program Manager  
Debra Collins, Program Manager  
Stacey Bostwick, Program Specialist

**Youth Staff**  
Clentine January, Program Manager  
Shawonda Nance, Program Specialist

**Director, Workforce Development Programs**  
Ricardo Villalobos

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



**WIOA Key Programmatic Provisions**

1. Increases the focus on serving the most vulnerable
2. Expands education and training options
3. Helps disadvantaged and unemployed adults and youth earn while they learn
4. Aligns planning and accountability policies across core programs

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### WIOA Title I Formula Funds

Includes three main funding streams:

1. **Adult** – Individuals 18 and over
2. **Dislocated Worker** – Individuals who have been laid off or have received notice of termination from employment, spouse of member of Armed Forces on active duty who is unemployed, displaced homemakers
3. **Youth** – Out-of-School Youth (OSY) & In-School Youth (ISY)

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### WIOA Title I Youth Formula Funds

#### Out-of-School Youth (OSY)

- 16-24 years of age
- Not attending school (as defined by state law)
- Meets at least one criteria: dropped out of school; has obtained a secondary school diploma or equivalent but is low income & basic skills deficient or an English language learner; is in the juvenile or adult justice systems; is homeless, a runaway, or either in or aged out of foster care; is pregnant or parenting; is an individual with a disability; and/or is low-income and "requires additional assistance to enter or complete an educational program or to secure or hold employment."

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### WIOA Title I Youth Formula Funds

#### In-School Youth (ISY)

- 14-21 years of age
- Attending school
- Meets at least one criteria: is basic skills deficient; is an English language learner; is homeless, a runaway, or either in or aged out of foster care; is pregnant or parenting; is an individual with a disability; and/or "requires additional assistance to complete an education program or secure and hold employment."

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## Adult & Dislocated Workers Programs

### Services & Program Support

- Priority of service for public assistance recipients, low-income individuals, persons who are basic skills deficient, and veterans
- Career Services
- Training Services
- Supportive Services
- Follow-up Services

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## Youth Programs

### Services & Program Support

- Education Services
- Training Services
- Employment Services
- Supportive Services
- Follow-up Services

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## WIOA Performance Measures

(Effective July 1, 2016)

### ADW Programs

- Entered Employment
- Employment Retention
- Average Earnings
- Credential Rate
- In Program Skills Gains

### Youth Programs

- Placement
- Retention
- Average Earnings
- Credential Rate
- In Program Skills Gains

### Employer Measure

- Indicators of effectiveness in serving employers

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Request for Proposals

- Competitive Process
- Announcements
- Bidder's Conference
- Evaluations
- Recommendations
  1. Programs Committee
  2. Board
- Awards

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Monitoring Programs

- Desk Reviews
- Annual Monitoring
- Committee Meetings
- Board Meetings

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Program Year 2015 Programs ADW Programs

#### One-Stop Affiliate Sites

- **North** – Nevada Partners Inc. (NPI)
- **South** – HELP of Southern Nevada (HELP)
- **East** – Academy of Human Development (AHD)
- **Lincoln County** – Lincoln County
- **Nye & Esmeralda Counties** – Nye Communities Coalition

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---


---



### Program Year 2015 Programs ADW Programs (cont.)

**Special Populations**

- **Post-Release/Re-entry** – Foundation for an Independent Tomorrow (FIT)
- **Adults w/ Disabilities** – Goodwill of Southern Nevada & Easter Seals Nevada
- **Veterans** – Las Vegas Urban League

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

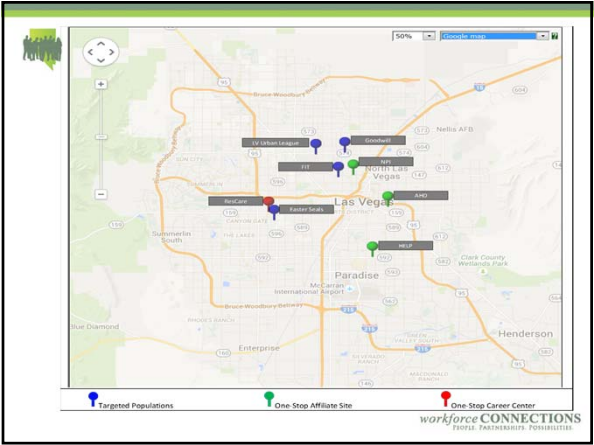
---

---

---

---

---



---

---

---

---

---

---

---



### Program Year 2015 Programs Youth Programs

**Youth One-Stop Affiliate Sites**

- **North** – Nevada Partners Inc. (NPI)
- **East** – Southern Nevada Regional Housing Authority (SNRHA)
- **Boulder City/Laughlin** – St. Jude’s Ranch for Children
- **Lincoln County** – Lincoln County
- **Nye & Esmeralda Counties** – Nye Communities Coalition

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---




### Program Year 2015 Programs

#### Youth Programs (cont.)

**Special Populations**

- **Youth w/ Disabilities** – Goodwill of Southern Nevada & Easter Seals
- **Foster/Former Foster Youth** – Olive Crest
- **Dropout Recovery** – HELP of Southern Nevada (HELP)
- **Pre-Entry** – TBD

**YouthBuild Las Vegas Program**

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

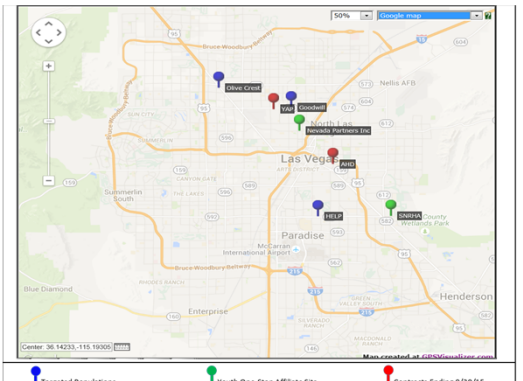
---

---

---


---





Center: 36.14223, -115.19305

Map created at [GISOnline.com](http://GISOnline.com)

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



*workforce***CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

SOUTHERN NEVADA

---

---


---

---

---

---

---



### One-Stop System Department

Jake McClelland  
Director, One-Stop System

Norma Fernandez  
One-Stop System Liasion

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---


---

---



### WIOA: Key Provisions

- Brings together an array of workforce programs under a single “One-Stop System,” over which local boards are tasked with providing oversight
- The idea is to break down existing “silos” between programs and create seamless and integrated service delivery for customers



workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### Mandated or “Core” Partners

Adult, DW & Youth

Adult Education

Wagner-Peyser/ES

Vocational Rehabilitation

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---





### Title I: Adult, DW & Youth

- Administered by Workforce Connections
- Network of service providers that include a One-Stop Operator and various "Affiliate Sites"
- Provides employment & training services to under and unemployed
- Primary activities include occupational skills training, on-the-job training and supportive services for employment/training-related needs

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Title II: Adult Education

- Administered by Nevada Department of Education
- Works w/ individuals who are basic skills deficient and/or working toward high school equivalency
- Also includes English Language Acquisition and Civics Education
- Current providers in Southern Nevada are: CSN, LV-CC Library District and Catholic Charities

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Title III: Wagner-Peyser

- Administered by Nevada Department of Employment, Training & Rehabilitation (DETR)
- Nevada JobConnect
- Offers Employment Services, including career development information, job search resources, training programs, and, as appropriate, unemployment benefits

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



### Title IV: Voc Rehab

- Administered by Nevada Department of Employment, Training & Rehabilitation (DETR)
- Helps individuals w/ disabilities become employed, or perform more successfully if already employed
- Provides training, counseling and other support methods

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Other Partners

- Career & Technical Education (Perkins Act)
- Community Services Block Grant
- Indian & Native American Programs
- HUD Employment & Training Programs
- Job Corps
- Local Veterans' Employment Representatives & Disabled Veterans' Outreach Program

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Other Partners

- National Farmworker Jobs Program
- Senior Community Services Employment Program
- TANF – Designated by Governor as Mandated Partner
- Trade Adjustment Assistance Programs
- Unemployment Compensation Programs
- YouthBuild

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Mandated Partner Activities

- Make available programs & services carried out by the entity



workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---


---

---



### Mandated Partner Activities

- Provide funds to maintain the System, including paying "fair share" for infrastructure cost of One-Stop Centers



workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Mandated Partner Activities

- Enter into MOU w/ Local Board & participate in the operation of the System consistent with the terms of the MOU



workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Mandated Partner Activities

- Provide representation on State & Local Boards



workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### Comprehensive One-Stops

- At a minimum, each local area must make each of the programs, services and activities of the System partners accessible at no less than one (1) physical location
- Title I and Title III are the only programs that are required by the Act to be physically co-located

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---



---

---



### One-Stop Career Center

6330 W. Charleston, Suite 190  
Las Vegas, NV 89146



A proud partner of the **americanjobcenter** network.

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### One-Stop Operators

- Must be selected by the board through a competitive process
- Current One-Stop Operator for WC is ResCare Workforce Services (as of July 1, 2015)
- One-Stops must be re-certified by the board, using criteria set forth by the State, every two years

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### One-Stop Affiliate Sites

- Geographically Diverse
  - ❖ North
  - ❖ East
  - ❖ South
- Specialized Centers
  - ❖ Veterans & Eligible Spouses
  - ❖ Post-Release Re-Entry
  - ❖ Adults w/ Disabilities

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### One-Stop System Department

- Key words for us are “partnership” and “alignment”
- Responsible for coordinating with all of the various System partners under WIOA, as well as the Affiliate Sites, to move toward integrated service delivery, leveraged resources, and improved access for customers
- Oversee the creation, revision and signing of MOUs w/ System partners

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



### One-Stop System Department

- Ensure compliance with WIOA guidelines pertaining to the One-Stop System
- Work closely w/ the One-Stop Operator to increase efficiency of customer flow, promote "continuous improvement" activities, and deployment of WC's Mobile One-Stop
- Continue to seek out other entities to partner with who can bring resources into the System

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



SOUTHERN NEVADA

---

---

---

---

---

---

---



### Business Engagement & Communications

**Kenadie Cobbin Richardson, Director**  
**BUSINESS ENGAGEMENT SPECIALIST TEAM (BEST)**

Byron Goynes, Business Engagement Specialist  
Shawna Rice, Business Engagement Specialist  
LeRoy Bilal, Business Engagement Specialist  
Celia Rouse, Project Administrator

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Team Vision & Mission

**Team Vision**

To become the premier resource for employers looking for talent.

**Team Mission**

Connecting Employers to a Ready Workforce



workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---


---



### Our Wish

That WIOA clients become a talent pool of job-ready candidates that supersede the general public.

What is the rationale?  
Why should participants have an advantage over the general public?



workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Employers are our Customers . . .



Not just end-users of the system's product.

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## Compact Employers

The Southern Nevada Workforce Connections Board and local business promise to work together through a signed agreement

**A commitment by local business leaders to:**

- **Hire** workers from the public workforce system in Southern Nevada
- **Utilize** our training resources to upgrade workers
- Be willing to **participate** on the Business Engagement Panel
- **Give advice** on ways the public workforce system can serve the employer community better

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



## 58 Compact Employers

ABM Janitorial Services	Diamond Resorts	Homewatch Care Givers	Pas De Deux Children's Couture	Tix4Tonight
Aggregate Industries	Digiphot	InsureMonkey	Quality Investigations, Inc.	Towbin Automotive
Air Systems, Inc.	Electrical JATC of So. Nevada	KMJ Web Design	RDI Corporation	United Aqua Group
Allegiant Air	Epic	Knight Transportation	Robert Half Technologies	US Foods
Al's Beef	Exel Logistics	Las Vegas Paving	RTC	Vonage
Anderson Security	Expert Global Solutions	LAS Worldwide	Sheet Metal Local 88	Wyndham Vacation Ownership
Apollo Retail Specialists	G4S Secure Solutions	Link Technologies	Solar City	
Botanical Medical, LLC	GMT Care	Lucky Silver Gaming	Starpoint Resorts	
CCBOOTCAMP	Golden Corral	Lutheran Social Services	Stations Casinos	
Cox Communications	Hatcher Financial	Mass Mutual Nevada	SUMNU Marketing	
D&Q Enterprises	Healthcare Preparatory Institute	Nevada Hand	SUN Commercial Real Estate	
Decton Southwest, Inc.	Holiday Inn Club Vacations	Olin Chlor Alkali Products	Tek Systems	
Desert View Home Health	HomeCare by M&D, LLC	OPMICA Local 797 JATC	THI Consulting	

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## Our System Purpose

- **Engaging More Businesses** in the One-Stop System
- Developing **Seamless Business Access** to services across the system
- Delivering **Customized Business Recruitment Services**
- Ensuring Job Seeker Services **Meet Business Needs**
- Helping Industries Meet Their **Talent Pipeline Needs**

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---





## Business Services Network

- Coordinate business and employer service activities throughout the One-Stop delivery system to create a seamless approach for employers and job seekers
- Effective, efficient, and constant communication among partners is a key ingredient for success in meeting this purpose and achieving the Network's mission of "no wrong door" for employers.

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## Network Partners

- Department of Welfare
- DETR/Nevada Job Connect
- Easter Seals
- Goodwill
- Foundation for an Independent Tomorrow (FIT)
- HELP of Southern Nevada
- Workforce Connections
- Southern Nevada Regional Housing Authority
- Las Vegas Urban League
- Nevada Partners
- LVGEA / Economic Development

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



Business Engagement Specialist Team (BEST)

## SECRETS TO OUR SUCCESS . . . BY THE NUMBERS

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### PY 2014-15 Achievements

Measure	GOAL	ACTUAL
Number of Hires	390	463
Number of Compacts	60	58
Prescreens	1152	1393
OJT/Apprenticeships	36	41
Average Wage	\$11.00	\$11.81

*workforce***CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Technology



*workforce***CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Pre-Screening & Customized Recruitment



*workforce***CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



Media



workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



Hiring Events



workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---


---

---

---



The Numbers



IT Training Expo & Hiring  
Event

Wednesday, July 30, 2014  
10 am – 1 pm  
10 Employers  
10 Training Providers  
147 Jobseekers  
100% Customer Satisfaction  
\$11K in media value

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### The Numbers



#### Nevada Day Super Hiring Event

Wednesday, October 29, 2014  
10 am – 3 pm  
30 Employers  
17 Training Providers  
1,008 Jobseekers  
85 hires & counting . . .  
\$13K in media value  
98% Customer Satisfaction



---

---

---


---

---


---

---

---




### The Numbers



#### Healthcare Symposium & Hiring Event

Wednesday, March 25, 2015  
9 am – 12 pm  
14 Employers  
17 Training Providers  
175 Jobseekers  
\$8,000 in media value  
100% Customer Satisfaction  
Hires (TBD)



---

---

---

---

---

---

---

---



### Employers





---

---

---

---

---

---

---

---



Highlight Video



*workforce*CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



*workforce*CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

SOUTHERN NEVADA

---

---


---

---

---

---

---



WC Finance Department

- Staff
- WIOA and Other Funding Sources
- Budget
  - Program
  - Operations
- Department Activities
  - Accounting
  - Oversight

*workforce*CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



## Finance Staff

- Jim Kostecki – Manager of Financial Services
- MaryAnn Avendano – Sr. Financial/Procurement Analyst II
- Faith Cannella – Sr. Financial Analyst II
- Jim Valade – Financial Analyst II
- Melodye Stok – Accounting Technician
- Vicky Lara – Accounting Support Clerk I

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

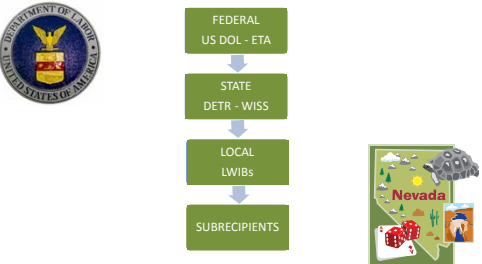
---

---

---



## WIOA Funding



workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



## WIOA Funding Streams

- Three distinct funding streams that go together (WIOA cluster of funding)
  - Adult
  - Dislocated Worker
  - Youth
- Receive separate awards for each funding stream from DETR
- May transfer between Adult and DW

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## WIOA Funding Qualities

- Funding based on fiscal Year = July 1 – June 30
- PY = Program Year = period **starting** that year
  - PY15 = 7/1/15 – 6/30/16
- FY = Fiscal Year End = period **ending** that year
  - FY16 = 7/1/15 – 6/30/16
  - FY = final date!
- WIOA funds have a two year life at local level
  - i.e., PY14 funds expire on 6/30/16

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## Other PY15 Funding Sources

- National Emergency Grant (NEG) – federal to support WIOA DW
- YouthBuild – DOL discretionary (competitive)
- Americorps – competitive federal to support YouthBuild
- AARP – competitive private to support 50+ jobseekers
- NSHE – competitive sub-award to support medical sector initiatives

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

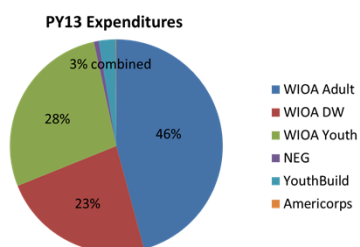
---

---

---



## Expenditure Distribution by Funding Type



workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### WC Budget

- Total PY15 budget of approx. \$26 million
  - \$17.8 million in new funding
  - \$8.3 million in “carryover” funding
- Funding for operations and program activities
  - \$16.5 million in program expenditures for PY13
  - \$6.1 million in operations expenditures for PY13
  - Budgeted separately

*workforce*CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### Programmatic Budget

- Funds for direct participant services and support
- Main categories
  - One Stop system and Center
  - Sub-recipient awards
  - Direct grant expenditures
- Board approval for sub-awards

*workforce*CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

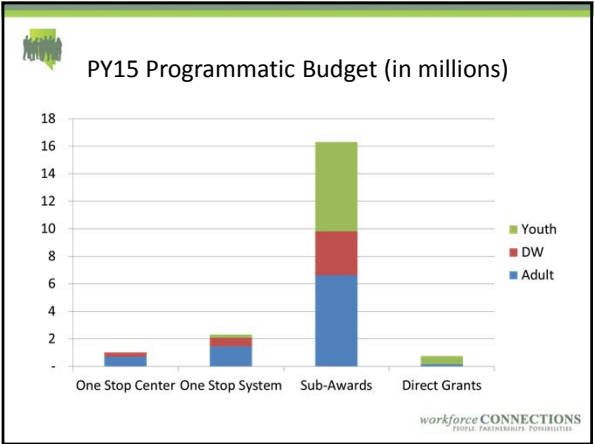
---

---

---

---

---



---

---

---

---


---

---

---

---





## Operations Budget

- Funds to support WC operations
- Main categories
  - Staff and related (55%)
  - Strategic initiative (17%)
  - Support contracts (8%)
  - Facilities and related (6%)
  - Accounting (4%)
  - All others (10%)
- Board approval for ops budget and mods

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

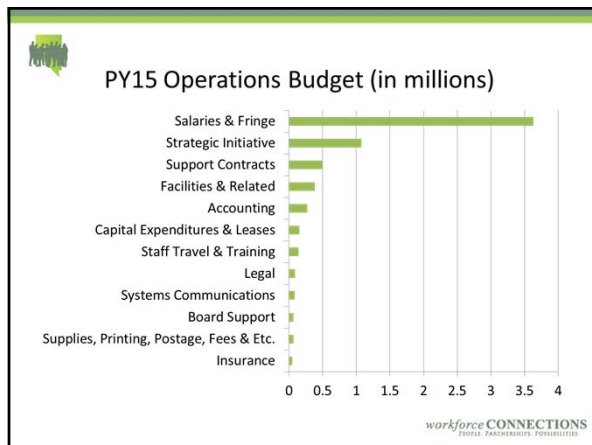
---

---

---

---

---




---

---

---


---

---

---

---

---



## WC Accounting Activities

- Budgeting
- Accounts Payable
  - Operations expenses
  - Sub-recipient invoices
  - Sub-recipient training payments
- Accounts Receivable (from grantors)
- Payroll
- Procurement and Contracts
- Fixed Assets

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



## WC Oversight Activities

- Technical assistance
- Desk reviews
  - Data
  - Invoices
- On-site formal monitoring
  - At least once per program year
  - Comprehensive program/fiscal compliance review
- Audit reviews
  - Annual requirement

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



## workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

SOUTHERN NEVADA

---

---

---


---

---

---

---

---



## Jaime Cruz

Chief Strategy Officer

workforce**CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Department

- Strategy
- Industry Sectors
- Analysis
- Policy
- Facilities

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



### Department Members

- Brett Miller  
Manager, Strategic Planning and Analysis
- Emilio Pias  
Senior Analyst, Quality Assurance
- Carol Polke  
Program Specialist II, Strategic Initiatives
- Alejandro Cisneros  
Facilities Maintenance Technician

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### Facilities

- One-Stop Career Center
- Workforce Connections Administrative Offices

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



---

---

---


---

---

---

---

---



### Facilities

- One-Stop Career Center
- Workforce Connections Administrative Offices
- Mobile One-Stop

workforce CONNECTIONS  
PEOPLE PARTNERSHIP FORBIDITION

---

---

---

---

---

---

---

---



---

---

---


---

---

---

---

---



### Facilities

- One-Stop Career Center
- Workforce Connections Administrative Offices
- Mobile One-Stop
- Green Mobile Classroom

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



### Facilities

- One-Stop Career Center
- Workforce Connections Administrative Offices
- Mobile One-Stop
- Green Mobile Classroom
- Other vehicles

*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Policy

- Compliant
- Locally relevant
- Business-driven
- Effective

*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



### Analysis

- Data-driven system
- Relevant reporting
- Informed decisions
- System continual improvement
- High Return On Investment (ROI)

*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Industry Sectors

- Aerospace & Defense
- Agriculture
- Clean Energy
- Health & Medical Services
- Information Technology
- Logistics & Operations
- Manufacturing
- Mining & Materials
- Tourism, Gaming & Entertainment

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### STEM Career Exploration Workshops

- Electricity, It's A Snap
- Electronics Demystified
- Clean Energy
- Energy Efficient Buildings
- Robots In The Workplace
- Programming And Coding
- The 3-D Printing Revolution
- (Unmanned Aerial Vehicles)
- (Automotive Fun)
- (Virtual Design And Manufacturing)

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---


---

---

---

---

---



### Strategy

It's Quiz Time!

workforceCONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

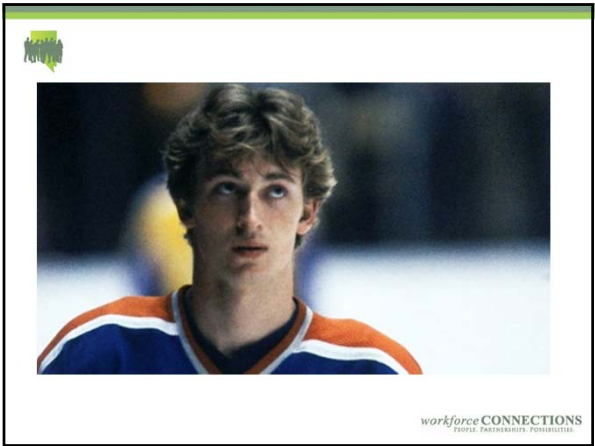
---

---

---

---

---



---

---

---

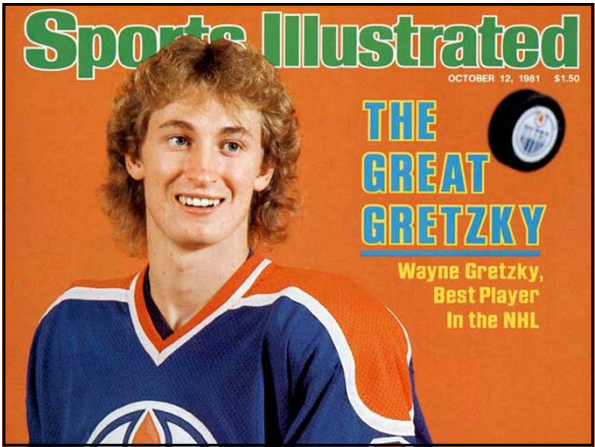
---

---

---

---

---



---

---

---

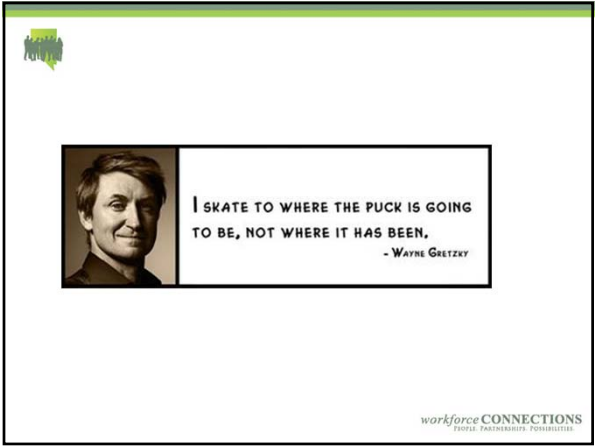
---

---

---

---

---



---

---

---

---

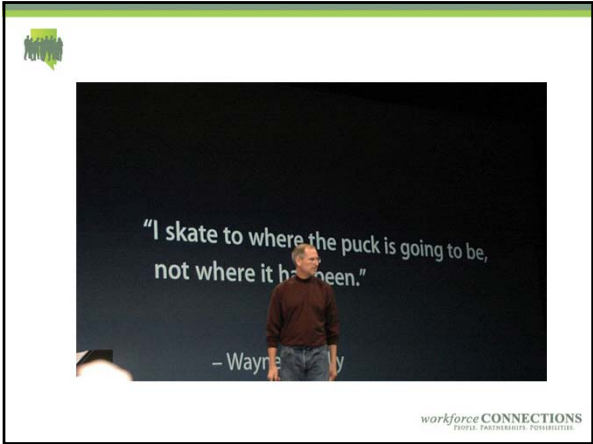
---

---

---

---





---

---

---

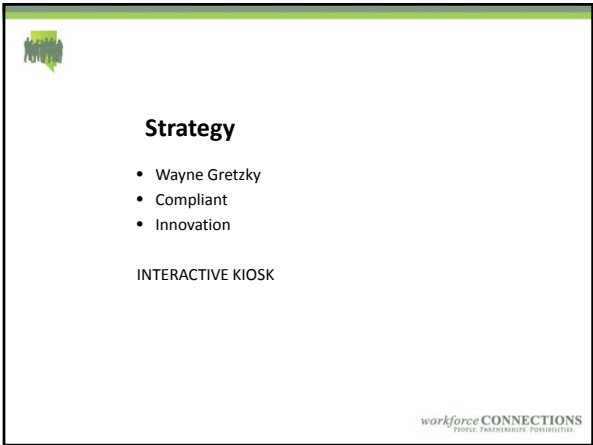
---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

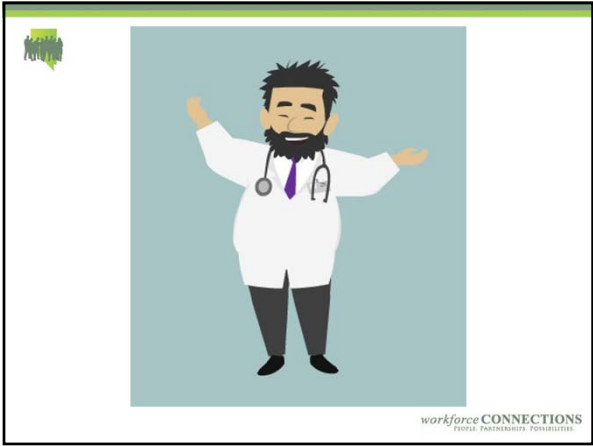
---

---

---

---

---



---

---

---

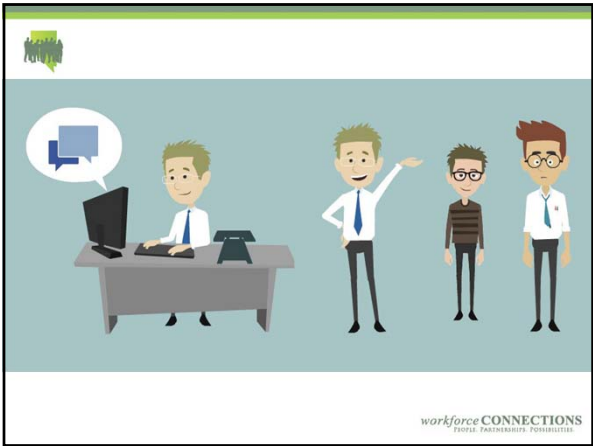
---

---

---

---

---



---

---

---

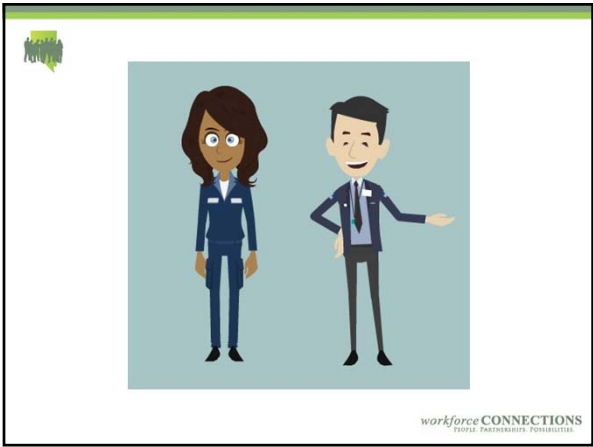
---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---

**Strategy**

- Wayne Gretzky
- Compliant
- Innovation
- Opportunities
- WIOA initiatives
- Strategic Planning

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

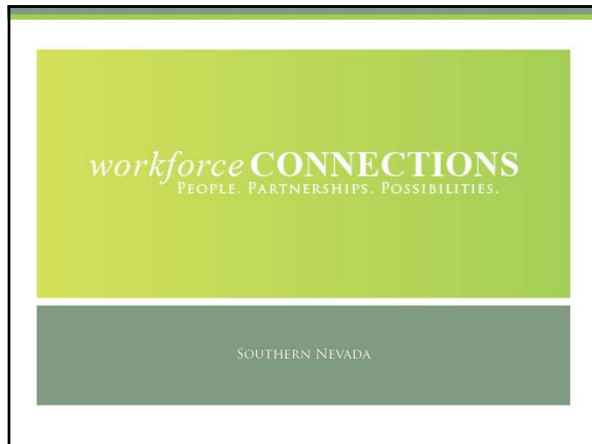
---

---

---

---

---



---

---

---

---

---

---

---



### MIS Department

- Supports the state mandated MIS system
- Provides training for new users
- Responsible for access to the MIS system for the south
- Provides reports to internal staff
- Provides technical assistance on common measures and compliance with WIOA performance

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



### IT Department

- Primary network and desktop support for the admin offices and the one-stop
- Backup network and desktop support for most partner agencies locations throughout the valley
- Technology procurement
- Technology resource tracking
- Provides training and support for desktop software
- Security for all digital assets
- Technology security training

workforce CONNECTIONS  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



### MIS Team Projects

- State mandated transition to OSOS
- SAWS – Statewide Automated Workforce System
- Data quality improvement
- ETPL Automation
- Interactive Kiosk

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---


---

---

---

---

---



### IT Department Projects

- Digital Archives
- SIP Trunk Conversion
- Follow Me Printing

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



### Meet the team

- Jeff Marsh – Senior MIS Administrator
- Chris Shaw – Lead IT Systems Analyst
- Tom Dang – Information Systems Analyst
- Lauren Coleman – Technical Support Analyst
- Peter Bacigalupi – Chief Information Officer

workforce **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

---

---

---

---

---

---

---



Some Systems we support



---

---

---

---

---

---

---



Our Credentials



---

---

---

---

---

---

---



How to get in touch

[support@nvworkforceconnections.org](mailto:support@nvworkforceconnections.org)

702-636-2350



---

---

---

---

---

---

---

**Agenda Item 14.    INFORMATION:**

Strategic Initiatives Update ~ Jaime Cruz, Chief Strategy Officer



## **Strategic Initiatives Update 7-28-2015**

- Implementation of the Workforce Innovation and Opportunity Act (WIOA).
  - Workforce Connections' Implementation Plan is fully in-place and making steady progress.
  - Staff participating in working group meetings taking place with statewide stakeholders regarding the new Combined State Plan: Health and Human Services (TANF), Department of Education (Adult Education & Literacy), DETR (Wagner Peyser and Vocational Rehabilitation) and LWIB's (Youth, Adult and Dislocated Worker).
  - Staff continue to attend WIOA-implementation webinars provided by US DOL.
  - July 1, 2015 – New WIOA provisions took effect.
  - March 3, 2016 – Deadline for submission of new Combined State Plan.
- Staff working with DETR on the implementation of a new Statewide Automated Workforce System (SAWS).
- Year-long implementation of new Eligible Training Provider List (ETPL) process is more than half-way done. Phase 3 commenced on June 1 and is scheduled to be completed on August 31.
- Concept for potential Youth One-Stop Career Center with focus on Science Technology Engineering & Math (STEM) career exploration is under consideration. The Center would have strong focus on exposing Youth to skill sets and competencies required in Nevada's targeted industry sectors.
- Strategic Goals Matrix was updated to be effective July 1, 2015.
- Retrofitted Mobile One-Stop Bus will be deployed by the One-Stop Operator in coordination with the One-Stop Affiliate Sites. Specific details of deployment are being incorporated into the new contracts for services starting July 1, 2015.
- Interactive kiosk project is well underway. It will provide easy access to all information regarding our service delivery system. Phase 1 includes Career Exploration activities in Southern Nevada's Industry Sectors guided by fun virtual animated characters.

**Agenda Item 15.    DISCUSSION AND POSSIBLE ACTION:**

Accept and approve Executive Director's Report ~ Ardell Galbreth,  
Executive Director

## ***Executive Director's Report July 28, 2015***

### **Rural Counties Update**

- **Nye and Esmeralda Counties**
  - Holiday Inn Express has started interviewing potential staff for new property in Pahrump
  - OJT contract initiative with Spring Mountain Raceway
  - **Tonopah Area:**
    - Two OJT contracts ended at the end of June with the Mitzpah Hotel and both individuals are now permanently employed fulltime
    - Nye Communities Coalition has a Youth WERKS participant placed at Nye County working in the Administration and Finance Department.
- **Lincoln County**
  - Fifteen youth participants have begun summer work experience activities with various businesses in the county.
    - Some businesses are: City of Caliente, Grover C. Dils Hospital, Lincoln County Road Department, Town of Panaca, *Lincoln County Record*, and Meadow Valley Pharmacy.
  - Currently researching STEM opportunities for youth and adults by providing classes through "Hour of Code."

### **Highlighted Workforce Initiatives**

- Conducted Board Members Orientation Sessions to familiarize all board members with the Workforce Innovation Act (WIOA) and their roles and responsibilities in support of Workforce Connections' oversight of employment and training services delivery
- Coordinated Workforce Connections' bylaws and received Chief Local Elected Officials approval
- Prepared proposed Workforce Connections vision and mission statements for consideration and approval by Workforce Connections' board
- Shut down Workforce Connections' NV Trac data system to comply with state and U.S. Department of Labor guidelines to utilize a single statewide workforce development service delivery data system

### **Staff Development and Service Providers Training**

- Intense One-Stop Operating System (OSOS) data entry training launched to train staff and associated contracted to effectively utilize the state's data system
- Provided technical assistance training to contracted partners in the preparation and submission of financial invoices for services rendered
- On-going professional development and WIOA staff training shall take place routinely

**Agenda Item 16.    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 17.    INFORMATION:**

Board Member Comments