

*workforce*CONNECTIONS

**BOARD MEETING
MINUTES**

**January 22, 2013
10:00 a.m.**

**Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C&D
North Las Vegas, NV 89030**

Members Present

Bill Regenhardt
Councilwoman Peggy Leavitt
Dennis Perea
Maggie Arias-Petrel
Valerie Murzl
William Bruninga (Phone)

Charles Perry
Councilwoman Gerri Schroder
Dr. David Lee
Matt Cecil
Sonja Holloway

Councilman Bob Coffin
Dan Rose
Hannah Brown
Michelle Bizé
Vida Chan Lin

Members Absent

Commissioner Butch Borasky
Commissioner Ralph Keyes
Mark Edgel

Commissioner Adam Katschke
Councilwoman Anita Wood
Mujahid Ramadan

Commissioner Lawrence Weekly
Dan Gouker
Willie J. Fields

Staff Present

Ardell Galbreth, Executive Director
Jaime Cruz
Jeannie Kuennen
Chris Shaw
Janice R. Greer

Suzanne Potter
Heather DeSart
Clentine January
Tom Dang
Madelin Arazoza

Jim Kostecki
Rick Villalobos
Carol Turner
Kimberly Colagioia
Peter Bacigalupi

Others Present

Janice Rael, Nevada Partners, Inc.
Vincent Miller, Goodwill
Jennifer Casey, FIT
Dr. Tiffany Tyler, Nevada Partners, Inc.
Helicia Thomas, GNJ Family Life Center
Elsie Lavonne Lewis, Las Vegas Urban League

Keith Hosannah, DETR/WISS
Elizabeth McDaniels, Goodwill
Anthony Gilyard, FIT
Michael Simmons, GNJ Family Life Center
Denise Gee, HELP of Southern Nevada
Otto Merida, Latin Chamber of Commerce

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

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

The meeting was called to order by Chair Hannah Brown at 10:07 a.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

2. **DISCUSSION AND POSSIBLE ACTION – Approve the agenda with inclusion of any emergency items and deletion of any items**

Ardell Galbreth noted two agenda items to be deleted, item number 10 and item number 15.

A motion was made to approve the agenda with the deletion of items 10 and 15 by Charles Perry and seconded by Vida Chan Lin. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION**

Jennifer Casey, Foundation for an Independent Tomorrow (FIT): Ms. Casey handed out FIT's Ex-Offender Program Report for January 2013 and Re-Entry Program Demographic, Referral Source and Zip Code Breakdown. Ms. Casey provided an overview of the handouts.

Addressing Councilman Coffin's question, Ms. Casey replied that as of December 31st there has not been any referrals from Salvation Army; however, there have been quite a few in the recent month.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of November 27, 2012**

A motion was made to approve the Board Meeting Minutes of November 27, 2012 as presented by Councilwoman Peggy Leavitt and seconded by Bill Regenhardt. Matt Cecil abstained due to his absence from said meeting. Motion carried.

5. **DISCUSSION AND POSSIBLE ACTION: Welcome New Board Member Matt Cecil, Fisher & Phillips, LLP representing the business sector.**

Mr. Cecil served as the Board's attorney for three years while employed at Marquis, Aurbach and Coffing. He is now employed at Fisher & Phillips, LLP, and represents employers in various types of litigation and negotiations. Mr. Cecil has a continued interest to work with the Workforce Connections Board because of the good work and positive impact it has on the community. Mr. Cecil commented how impressive it is that so many people are willing to donate their time to do this good work and he wants the opportunity to be a part of it.

Chair Hannah Brown thanked Mr. Cecil and welcomed him aboard.

ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl

6. **INFORMATION: ADW Meeting Minutes of November 14, 2012**

7. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to fund Las Vegas Clark County Urban League's proposal in the amount of \$150,000 to continue to operate its community resource center in support of local area job seekers. The computer center or resource laboratory will serve as an Affiliate One-Stop Career Center lined to Workforce Connections' Comprehensive One-Stop Career Center with an expected opening in the spring of 2013**

Mr. Galbreth reported this initiative is linked to the One-Stop Career Center as an affiliate site and addressed the importance that Workforce Connections reaches out to all areas of the local workforce investment area to ensure that each individual that needs employment and training assistance receive the services they require. Partnering with the Las Vegas Urban League is an effective way to expand our services.

Elsie Lavonne Lewis, Executive Director - Las Vegas Urban League provided an overview of the proposal for the continuation of funding for the West Las Vegas Public Computer Center.

Ms. Lewis noted that, for the most part, all the centers will be closing; however, the city may reopen their center(s) but not operate them in the same fashion with full time staff and training. The Housing Authority indicated that they will provide internet access at 14 of the centers, but they will be operated without any staff. Ms. Lewis will follow-up with the Board regarding which centers will be closing.

Councilman Coffin commented that ARRA funding was for only three years and this type of program needs ongoing funding. Also, it's important that this Board knows the census count on all the centers to determine the worthiness of the centers in each municipality.

Councilwoman Coffin agreed that the proposal for this center is a good thing and the center is located where it needs to be to effectively serve those most in need.

Ms. Lewis said she can provide the Board information and analytics on the participants at all of the centers including the Senior Centers.

The detailed proposal and budget is provided on page 18 – 19 of the agenda packet.

Following a brief discussion,

A motion was made to approve Adult & Dislocated Worker Committee's recommendation to fund Las Vegas Clark County Urban League's proposal in the amount of \$150,000 to continue to operate its community resource center in support of local area job seekers. The computer center or resource laboratory will serve as an Affiliate One-Stop Career Center lined to Workforce Connections' Comprehensive One-Stop Career Center with an expected opening in the spring of 2013 by Charles Perry and seconded by Dr. David Lee. Matt Cecil abstained due to conflict of interest. Motion carried.

8. **INFORMATION: Sector Council Snapshot – Summary of Sector Council Meetings**

The report is provided on page 21 of the agenda packet.

9. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's Goals, Objectives and Strategies/Action Plan**

Mr. Galbreth provided an overview of the ADW Committee approved goals, objectives and strategies/action plan provided on page 23 – 24 of the agenda.

A motion was made to approve Adult & Dislocated Worker Committee's Goals, Objectives and Strategies/Action Plan by Charles Perry and seconded by Bill Regenhardt. Motion carried.

YOUTH COUNCIL UPDATE ~ Sonja Holloway
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10. *(Agenda Item Deleted)*

11. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's Goals, Objectives and Strategies/Action Plan**

Ricardo Villalobos, Youth Department Director, read the Youth Council approved goals, objectives and strategies/action plan provided on page 39 of the agenda packet.

Regarding objective 2.1.2 - Target hardest to serve youth identified by the Southern Nevada Regional Planning Coalition: Councilwoman Schroder, current Chair of the Southern Nevada Regional Planning Coalition stated that they have had many discussions regarding whether or not the Committee on Youth belongs under SNRPC's scope or would it be better served in another agency. Councilwoman Schroder stated that she feels it would be better served under Workforce Connections and eventually may be so.

Mr. Galbreth replied that Workforce Connections would welcome the transformation as it would allow for more partnerships and the opportunity to leverage its resources to serve more youth in the community.

Ms. Murzl asked where the measurements and percentages are for increases in high school education.

Mr. Galbreth replied that there are published performance goals and outcomes required by US Department of Labor and Department of Employment, Training and Rehabilitation that are negotiated each year. As of today, the local workforce investment area is meeting and/or exceeding all performance measures.

A motion was made to approve Youth Council's Goals, Objectives and Strategies/Action Plan as presented by Valerie Murzl and seconded by Vida Chan Lin. Motion carried.

OPERATIONS UPDATE**12. INFORMATION: Budget & Finance Meeting Minutes of November 7, 2012****13. DISCUSSION AND POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative**

Jim Kostecki provided an overview of the PY2012 WIA Formula Budget and Narrative.

A motion was made to approve PY2012 Formula Budget July 1, 2012 through June 30, 2013 and Py2012 Budget Narrative by Councilwoman Gerri Schroder and seconded by Bill Regenhardt. Motion carried.

14. REVIEW, DISCUSS AND ACCEPT**a. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period of July 1, 2012 through June 30, 2013 (Formula WIA)**

Mr. Kostecki presented the Budget vs. Actual Finance Report.

b. PY2011/PY2012 Awards & Expenditures Report – Monthly Update

Mr. Kostecki presented the PY2011/PY2012 Awards & Expenditures Report for ADW/Youth/Direct grants. The report reflects all invoices through November and shows the initial allotments and extensions on separate line items to show actual expenditure percentages so staff can determine whether or not the funded partners are on track with spending. Expenditure plans will be developed for funded partners with low expenditures to ensure all the funds are expended on time.

c. Adult & Dislocated Worker & Youth Funding Plan

Carol Turner presented the ADW & Youth funding plans.

The amount of reserves on the report is incorrect and it should read approximately 2 months of reserve funding for ADW and 2 – 2.5 months for Youth.

Ms. Turner reported that a contract is pending for foster youth/youth with disabilities and recommendations will be made at next month's Youth Council and Board meetings. The amount is \$500,000; however, with the \$1,000,000 recaptured there is a chance that the contract award may increase.

Regarding the foster youth /youth with disabilities agenda item that was stricken from this agenda, Dennis Perea noted that it is imperative for us that we have our negotiations with the Department of Labor on those performance indicators and that it's approved in February.

Mr. Galbreth concurred and stated that the objective of the RFP will not change. Rather, we want to revamp our process for recommending awardees so to ensure that it is clear and transparent to all those that are interested.

Mr. Perea stated that he's a huge fan of this RFP because it will serve hardest to serve youth. In negotiations with DOL on performance measures, the state recommended increased performance measures and DOL increased the state's recommendation by 15%. It was discussed that historical data is not a good indicator of where these performance indicators should sit because we were serving the wrong population. If the state can go back and show that we're serving a harder to serve population perhaps the performance measures can be renegotiated down to something more reasonable. This discussion will take place in March so if the contract is not approved in February it may make it more difficult.

d. Audit Findings Report for Program Year 2010 (Year Ended June 30, 2011)

Mr. Kostecki reported that the audit is going very well from a fiscal standpoint and staff is doing a great job at getting the auditors every single document they requested. Staff anticipates the draft report by end of week or the beginning of next.

There are some compliance issues noted on 11-7 (documentation supporting program participant eligibility shall be complete, accurate, and retained) and it is unknown how it will play out in the audit.

Staff is working on the management discussion and analysis section and the auditors are now putting together the statements and the notes and cleaning up all their audit papers.

e. Workforce Connections' Standing Professional Services Contracts – Monthly Update

Mr. Kostecki presented the professional services contract report.

Mr. Galbreth reported on the CST Contract and amendments for professional services provided by Carol Turner and explained the contract term. The term for Amendment #1 is incorrect on the report; it should read 9/15/11 to 1/31/2013.

Councilman Coffin asked if there would be a greater benefit to hiring Ms. Turner as opposed to keeping her on contract.

Staff confirmed the CST contract has been approved by the state and vetted by this Board.

Mr. Perea reported that the CST contract was thoroughly vetted by the state and the work this Board is getting is extraordinary for the amount of this contract. Also, there is a personal aspect to the contract that we wouldn't want to talk about here; however, the state feels there is certainly a lot of value to this contract.

Councilwoman Schroder requested staff to prepare an analysis to compare the cost difference of hiring for this position versus contracting it out.

A motion was made to accept agenda item 14a - e by Councilwoman Gerri Schroder and seconded by Councilman Bob Coffin. Motion carried.

15. (Agenda item deleted)

16. DISCUSSION AND POSSIBLE ACTION: Approve Budget & Finance Committee's Goals, Objectives and Strategies/Action Plan

Mr. Galbreth provided an overview of Budget & Finance Committee's goals, objectives and strategies/action plan.

A motion was made to approve Budget & Finance Committee's Goals, Objectives and Strategies/Action Plan by Matt Cecil and seconded by Michelle Bize. Motion carried.

17. DISCUSSION AND POSSIBLE ACTION: Approve Executive Committee's Goals, Objectives and Strategies/Action Plan

Mr. Galbreth provided an overview of Executive Committee's goals, objectives and strategies/action plan. Regarding objective 4.2, staff will look at data to determine reasonable percentages for measurement.

A motion was made to approve Executive Committee's Goals, Objectives and Strategies/Action Plan by Bill Regenhardt and seconded by Councilwoman Peggy Leavitt. Motion carried.

18. DISCUSSION AND POSSIBLE ACTION:

- a. Review and discuss consultant, Committees and Youth Council's recommendation to formulate a new mission statement for the Southern Nevada Workforce Investment Area (Workforce Connections)**

Mr. Galbreth presented the proposed mission statement that was approved by the Adult & Dislocated Worker Committee, Budget & Finance Committee, Executive Committee and the Youth Council.

A motion was made to approve the mission statement – “To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training” – by Valerie Murzl and seconded by Vida Chan Lin. Motion carried.

EXECUTIVE DIRECTOR’S UPDATE

19. **INFORMATION: Workforce Connections’ Organization Chart (Updated)**

Mr. Galbreth presented the organizational chart on page 79 of the agenda packet. The solid lines indicate primary duties and the dotted lines indicate secondary duties that pertain to the sector councils. Staff positions will continue to be evaluated and adjustments will be made as necessary to ensure staff are correctly assigned and have the skills sets required to perform their assigned positions.

20. **INFORMATION: Board Recertification Letter**

Mr. Galbreth presented the Board recertification letter provided on page 80 of the agenda packet. The letter from Governor Sandoval dated December 31, 2012 recertifies the *workforce*CONNECTIONS’ Board from January 31, 2012 through December 31, 2014.

Mr. Galbreth reported southern Nevada is meeting and/or exceeding all performance measures and the clients are being served well; however, there is some concern about individuals who are not being served for various reasons, such as not being able to acquire certain eligibility documents, etc. Therefore, Mr. Galbreth will be seeking training support from an outside consultant from DOL and/or DETR to provide training on effective WIA service delivery. Furthermore, there will be individuals seeking access into the WIA system who will report back processes, services and results they received, which staff will reported back to this Board. Staff will provide defined reports as to how well the clients are being served as well as information on individuals that are not receiving services.

Hannah Brown commented that she appreciates the organizational chart and how Mr. Galbreth has done a wonderful job reducing the number of staff and putting more money out on the streets to serve our clients.

Mr. Perea reported that in the Executive Audit Committee and Board of Examiners the Governor has taken the time to acknowledge the rapid improvement of the Southern Board and complimented the Mr. Galbreth in the last Board meeting for the strides that are being made – it’s not going unnoticed in Carson City.

Valerie Murzl asked if the relocation of Workforce Connections will impede the Board’s ability to reach its goals and how long will the transition take.

Mr. Galbreth replied that staff does not anticipate a long transition and that the transition will enhance our ability to better serve clients because Workforce Connections will be adjacent to the One-Stop Center and staff will be on hand to provide technical assistance as needed.

21. **SECOND PUBLIC COMMENT SESSION**

Janice Rael, Director of Workforce Development, Nevada Partners, Inc.: Mr. Rael distributed NPI’s Youth/ADW program report for the beginning of the third quarter. Mr. Rael reported that NPI has exceeded contract enrollments with 287 new enrollments. Ms. Rael thanked the Board for NPI to deliver services in Nevada.

Helicia Thomas, Chief Operations Officer, GNJ Family Life Center: Ms. Thomas distributed GNJ’s supportive services report for July – December 2012. The report shows transportation and housing assistance as the two most funded supportive services. The report also indicates the number of clients receiving supportive services and the service they’re receiving.

Ms. Thomas reported that GNJ also exceeded the number of negotiated participant enrollments with 284 enrollments to date of which 70% have received employment and 60 have received an OJT. Ms. Thomas

reported that a comprehensive report outlining the demographic and employment/training information will be provided at the next Board meeting.

22. **Board Member Comments**

Michelle Bize commented that the distributing literature during public comment is disruptive and causes her to miss the public comments and asked if there is a way the literature can be distributed beforehand.

Ms. DeSart agreed and stated that providers can leave their handouts at the back table with the agendas.

Councilwoman Schroder suggested that the information be included in the packets or emailed to Board members in advance. Staff concurred.

23. **Adjournment**

The meeting adjourned at 11:50 a.m.