

*workforce*CONNECTIONS

**Executive Committee**

**MINUTES**

**January 22, 2013**

**9:00 a.m.**

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

Members Present

Hannah Brown, *Chair – workforceCONNECTIONS' Board*

Sonja Holloway, *Chair – Youth Council*

Valerie Murzl, *Chair – Adult & Dislocated Worker Committee*

Councilwoman Gerri Schroder, *Chair – Budget & Finance Committee*

Members Absent

Commissioner Lawrence Weekly, *Chair – Local Elected Officials Consortium*

Staff Present

Ardell Galbreth, Executive Director

Heather DeSart

Suzanne Potter

Jim Kostecki

Carol Turner

Rick Villalobos

Tom Dang

Chris Shaw

Peter Bacigalupi

Others Present

LeVerne W. Kelley, DETR

Linda Montgomery, The Learning Center/Chair It Sector Council

Keith Hosannah, DETR/WISS

Nield Montgomery, The Learning Center

Jeramey Pickett, Nevada Partners, Inc.

Elsie Lavonne Lewis, Las Vegas Urban League

Sharaf Rogers, Nevada Partners, Inc.

Janice M. Rael, Nevada Partners, Inc.

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

**Agenda Item 1 – Call to Order, confirmation of posting, roll call**

The meeting was called to order by Hannah Brown at 9:09 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.

**Agenda Item 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 as presented by Councilwoman Gerri Schroder and seconded by Sonja Holloway. Motion carried.*

**Agenda Item 3 – FIRST PUBLIC COMMENT SESSION**

None

**Agenda Item 4 – DISCUSSION AND POSSIBLE ACTION: Approve the Executive Committee Meeting Minutes of August 28, 2012**

*A motion was made to approve the Executive Committee Meeting Minutes of August 28, 2012 by Councilwoman Gerri Schroder and seconded by Valerie Murzl. Motion carried.*

**Agenda Item 5 – DISCUSSION AND POSSIBLE ACTION:**

- a. Review and discuss consultant and staff's recommendation to formulate a new mission statement for the Southern Nevada Workforce Investment Area (workforceCONNECTIONS)

Ardell Galbreth presented the proposed mission which is based on the Strategic Planning session with John Chamberlain at the November 2012 Board meeting. Mr. Galbreth noted that the ADW Committee revised the proposed mission and it was approved by all committees/councils. Discussion ensued.

Following discussion,

***A motion was made to approve the mission statement approved by all committees - "To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training" - by Councilwoman Gerri Schroder and seconded by Sonja Holloway. Motion carried***

- b. Review and discuss Executive Committee goals, objectives and strategies/action plan to achieve established goals and mission

Mr. Galbreth presented the goals, objectives, strategies and action plan as presented on page 14 of the agenda packet.

Regarding objective 4.3, Heather DeSart thanked Valerie Murzl for contributing staff (HR manager) to establish the Local Employer Advisory Panel (LEAP) for the purpose of gathering and delivering real time workforce intelligence for the one-stop career center. LEAP will work in conjunction with the sector councils. Also, Ms. Murzl and her team were tasked with compiling data over a years' time regarding why job seekers are being rejected for positions they've applied for and came up with a list of the top ten reasons. LEAP will focus on this data and work with the partners and providers to increase job seeker's employability skills.

Regarding the measurement of objective 4.2, Mr. Galbreth recommended that the committee allow staff to come up with reasonable percentages based on data collected from the State Economic Development, Research and Analysis, NVTrac data and other current systems to increase and/or improve current stats.

Ms. Murzl suggested that the measurement for objective 4.2 be established with a set percentage (i.e., increase by 5%) regardless of what the current stats are.

Heather DeSart agreed with Ms. Murzl and noted that there will be less of an opportunity to impact some stats more than others. For example post-secondary degrees, WIA funding does not allow us to fund two year or four year programs; however, we can help clients who are graduating get their exams completed, do internships, and those type of things. Ms. DeSart stated, as we start to look at the data we will take these things into consideration when establishing reasonable percentages.

Ms. Murzl asked why none of these measurements were for increasing high school graduation rates.

Ms. DeSart replied that high school graduation is addressed in the Youth Council's goals and objectives.

Ms. Hannah Brown stated that she is in favor of Ms. Murzl's suggestion to have numbers (%) attached to the measurement for objective 4.2.

Mr. Galbreth stated that staff will take a look at the data we have, then based on the data, assign targeted percentages to attach to the particular goals under the measurements for objective 4.2

***A motion was made to accept 5b Executive Committee goals, objectives and strategies/action plan to achieve established goals and mission as discussed with the inclusion of percentages for the measurement for objective 4.2 by Valerie Murzl and seconded by Councilwoman Gerri Schroder. Motion carried.***

**Agenda Item 6 – DISCUSSION AND POSSIBLE ACTION: Executive Director’s Report ~ Ardell Galbreth**

Mr. Galbreth presented the following report regarding service delivery to the residents in the local workforce investment area:

- Performance: we are “hitting on all cylinders” meeting and/or exceeding all performance measurements as outlined and approved by US Department of Labor and State of Nevada Department of Employment, Trainings and Rehabilitation
- Accounting & Finance System: Jim Kostecki, Finance Manager and staff have made marked improvements with accountability and compliance and have done a thorough revamping of the accounting system.
- Next Steps: there is work to be done in addressing the issues with service delivery for eligible residents seeking service that are not being served due to lack of documentation or they are difficult to serve, etc. Mr. Galbreth stated that as Executive Director he will come up with a plan to rectify the situation. Discussions have begun and a plan is underway to ensure that anyone who is eligible for WIA services will be served. Whatever the individual needs to receive services, staff and funded partners will work with them to ensure they receive the services they need. Additionally, we will have some temporary help/support from individuals located out in the field visiting funded partners and training partners in an attempt to see what type of treatment they get, what type of access to services they receive and what type of processes the funded/training partners are recommending to them. Also, there will be consultants and trainers from around the country to assist with training funded/training partners to improve service delivery to clients.

Mr. Galbreth asked for approval to hire the temporary staff mentioned above.

Councilwoman Schroder stated that typically the Executive Director can hire whoever they want without approval and made a suggestion to accept the Executive Director’s report.

***A motion was made to accept Executive Director’s Report as presented by Councilwoman Gerri Schroder and seconded by Valerie Murzl. Motion carried.***

**Agenda Item 7 – SECOND PUBLIC COMMENT SESSION**

None

**Agenda Item 8 – Executive Committee Member Comments**

Councilwoman Schroder mentioned that she will continue working with LaVerne Kelley and Perry on the Manufacturing Sector Council to identify local manufactures and requested to have Workforce Connections’ staff join them. They will contact the Las Vegas and Henderson Chambers of Commerce to acquire a list of manufacturing companies and also the city and county business license departments. Identifying manufacturing companies as well as having more meetings will help them obtain the goal for March 2013.

Mr. Galbreth concurred and stated that staff will be in contact to schedule the dates/times to meet.

**Agent Item 9 - Adjournment**

The meeting adjourned at 10:01 a.m.

**Workforce Connections**  
**Southern Nevada Workforce Investment Area Strategic Plan Matrix**  
**Mission, Goals, Objectives and Strategies**  
**2 – Year Strategic Plan (April 30, 2013 – June 30, 2015)**

**MISSION: To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training.**

Goal 4 Attract, Grow and Retain Businesses				
Objective	Strategy	Timeline	Measurement	Assignment/Status
4.1 Create a workforce system that champions business, education and economic development.	Establish strong business partners/local employers that look to Workforce Connections' One-Stop System and Career Center(s) as their first choice for employment and training services	July 2013	At least five businesses/employers testimonials (oral or written) presented during each Board meeting.	Executive Committee—three months after Board goal approval
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	Grow a better—educated workforce by partnering with businesses and training partners (colleges, universities, and apprenticeship trades) to coordinate and develop training activities according to specific requirements identified by businesses.	Ongoing--as driven by businesses demands.	<ul style="list-style-type: none"> <li>• ??? % of the Southern Nevada population will hold an education or training credential</li> <li>• ???% . of the Southern Nevada population will hold post-secondary degrees</li> <li>• ???% of training certificates and trade credentials/certifications</li> </ul>	Executive Committee—three months after Board goal approval.
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>• Aerospace and Defense</li> <li>• Business IT Ecosystems</li> <li>• Clean Energy</li> <li>• Health &amp; Medical Services</li> <li>• Logistics &amp; Operations</li> <li>• Mining</li> <li>• Materials &amp; Manufacturing</li> <li>• Tourism, Gaming and Entertainment.</li> </ul>	Team up with the Governor's Office of Economic Development and target WIA resources in support of industry sectors training needs. <ul style="list-style-type: none"> <li>• Establish a local employer advisory panel (LEAP) for the purpose of gathering and delivering real time workforce intelligence for the one stop career center.</li> <li>• Continue to support DETR's sector councils</li> <li>• Allocate resources to support sector initiatives</li> </ul>	March 2013	<ul style="list-style-type: none"> <li>• State economic development staff invited to Workforce Connections partnership forums</li> <li>• Local Employer Advisory Panel (LEAP) stood up and activated</li> <li>• WC staff and board members on DETR sector councils</li> <li>• Funded partners contracts include resource requirement support to industry sectors</li> </ul>	Executive Committee—three months after Board goal approval

Staff will collect data to establish reasonable percentages