

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**Tuesday, February 9, 2016
1:00 p.m.**

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

Members Present

Commissioner Lawrence Weekly, Clark County
Commissioner Butch Borasky, Nye County
Councilman Bob Beers, City of Las Vegas (phone)
Councilwoman Anita Wood, City of North Las Vegas (phone)
Commissioner Varlin Higbee, Lincoln County
Commissioner Ralph Keyes, Esmeralda County (phone)

Members Absent

Councilwoman Gerri Schroder, City of Henderson
Councilwoman Peggy Leavitt, Boulder City

Staff Present

Ardell Galbreth, Executive Director
Suzanne Potter, Board Administrator
Jim Kostecki, Chief Financial Officer
Ricardo Villalobos, Director, Workforce Development Programs
Brett Miller, Manager, Strategic Planning & Analysis
Kenadie Cobbin-Richardson, Director, Business Engagement & Communications
Jaime Cruz, Chief Strategy Officer

Others Present

Michael Oh, Legal Counsel, City of Henderson
Ron Hilke, DETR
April Guinsler, Easter Seals Nevada
Brian Patchett, Easter Seals Nevada
Carol Turner, CST Project Consulting
Bonita Fahy, Southern Nevada Regional Housing Authority (SNRHA)
Lynn Hoffman, ResCare Workforce Services/One-Stop Career Center
Julie Tate, ResCare Workforce Services/One-Stop Career Center
Tara Lamont, Dynamic Educational Systems, Inc.
Ryan Whitman, Piercy Bowler Taylor Kern (PBTk)

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

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:09 p.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

2. FIRST PUBLIC COMMENT SESSION:

Chair Weekly opened the floor for public comment.

Hearing no comments, Chair Weekly closed the Public Comment Session.

3. DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items

A motion was made by Commissioner Varlin Higbee and seconded by Commissioner Butch Borasky to approve the agenda as presented. Motion carried.

4. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve Annual Audit PY2014 (Year ended June 30, 2015) ~ Ryan Whitman PBTK

The audit report was provided as a separate handout to the Consortium and made available to the public.

Chair Weekly disclosed that PBTK is the accounting firm that handles his election fund.

Ryan Whitman, PBTK reported the completion of Workforce Connections (WC) audit year ending June 30, 2015 financial statements and associated compliance and awards. An unmodified opinion was issued indicating that the financial statements are free of material misstatements, weaknesses or significant deficiencies over internal control. One audit finding was communicated and also communicated in the previous year's audit regarding an award expended on two sole-source contracts. This matter was communicated by DETR as well and WC management appealed it and is currently awaiting resolution from the Department of Labor. Overall, the audit was very successful and this was definitely a great year for the fiscal staff.

Mr. Galbreth noted on page 43 the audit report indicates that WC is qualified as a "low-risk" agency, which is rare considering the amount of transactions and federal funds that flow through the agency. He recognized the fiscal staff and all those involved for their excellent work and continued improvement every year.

Chair Weekly gave kudos to staff for the fantastic audit report.

Councilwoman Wood commended Jim Kostecki and his staff for doing a great job and taking the audit to this level.

Commissioner Keyes commented this is a remarkably clean audit and congratulated Mr. Galbreth.

Councilwoman Beers commented the audit is a reflection of Mr. Kostecki and his team's efforts day-to-day throughout the year and this report affirms the good work they do.

Commissioner Borasky gave kudos to Ardell and staff for the continued improvement with the audit and said keep up the good work.

A motion was made by Councilwoman Anita Wood and seconded by Commissioner Varlin Higbee to accept and approve Annual Audit PY2014 (Year ended June 30, 2015). Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve Local Elected Officials Consortium minutes of September 8, 2015

Chair Weekly presented the minutes provided on page 9-19 of the agenda packet.

Commissioner Borasky stated for the record that he was present at this meeting and requested the minutes be changed to reflect such.

A motion was made by Commissioner Butch Borasky and seconded by Councilwoman Anita Wood to approve Local Elected Officials Consortium minutes of September 8, 2015 with stated correction. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: Approve appointment of non-board member Jill Hersha, Clark County School District to serve on the Programs Committee

Mr. Galbreth provided background. Ms. Hersha's membership application is provided on page 21-23 of the agenda packet.

A motion was made by Commissioner Butch Borasky and seconded by Commissioner Varlin Higbee to approve appointment of non-board member Jill Hersha, Clark County School District to serve on the Programs Committee. Motion carried.

7. DISCUSSION AND POSSIBLE ACTION: Approve appointment of non-board member Patricia (Patty) Charlton, College of Southern Nevada to serve on the Programs Committee

Ms. Charlton's membership application is provided on page 25-27 of the agenda packet.

A motion was made by Commissioner Butch Borasky and seconded by Commissioner Varlin Higbee to approve appointment of non-board member Patricia (Patty) Charlton, College of Southern Nevada to serve on the Programs Committee. Motion carried.

8. INFORMATION: 2016 Workforce Connections' Master Meeting Calendar

Mr. Galbreth presented the 2016 meeting calendar provided on page 29 of the agenda packet and noted that meetings are scheduled every other month, with the exception of June and July which will be consecutive meeting months for approval of next year's budget and funding recommendations.

9. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' contract award of National Emergency Grant (NEG) funds to ResCare Workforce Services in an amount not to exceed \$100,000. NEG funds can only be expended on WIOA training activities for eligible Dislocated Workers

Ricardo Villalobos provided background. Last July, the board approved an award of \$500,000 in NEG funds to ResCare that was not ratified by the LEOs. The board approved a new award of \$100,000 to ResCare for the period ending June 30, 2016. WC is working with DETR to resolve potential issues for disseminating confidential UI claimant information that the service providers can use to target eligible candidates for the NEG grant. Discussion ensued.

Chair Weekly stated that staff should have called a special meeting months ago to discuss this matter and address the LEOs concerns, specifically Councilman Beers request for information. He further stated that the LEOs did not drop the ball in getting this money out on the street.

Mr. Galbreth agreed and apologized for not presenting a convincing case so that the LEOs would have a clear understanding to the importance of these funds and even though all of the NEG funds would not be utilized there was a possibility that a few individuals could have been served. He further stated that there are new opportunities and employers in the area that a portion of these funds can be used for. Regarding the LEOs previously stated concerns, specifically ResCare being a new provider, Mr. Galbreth stated that ResCare has accrued more time serving clients and doing good work at the One-

Stop Career Center and he feels they are certainly capable of utilizing a portion of these funds. ResCare has already identified 12 OJTs that can be charged to the NEG grant for approximately \$11,000.

Commissioner Varlin Higbee inquired about the restrictions of the NEG grant. Mr. Kostecki replied that the NEG grant is for training only (occupational skills training and OJT), 25% of all NEG dollars spent must be used for OJTs, enrollment is limited to dislocated workers, and no other costs, such as supportive services or overhead for the service providers, can be charged to the grant.

Councilwoman Anita Wood requested specifics of the OJT issue. Mr. Kostecki stated that OJTs have a stipulation that employers must have the intent to hire the client after the OJT subsidy goes away.

Commissioner Butch Borasky stated that he would like to hear more about Councilman Beers' request for information; Beers had no comment.

Mr. Villalobos stated that one of the issues was that WC was not listed on ResCare's national website but is now.

Mr. Galbreth stated that today he received an e-mail from DETR asking if WC was interested in getting a one-year extension on the NEG grant. He stated that he intends to reply with a yes, however, the restrictions tied to the grant must be removed to give WC the flexibility to utilize the funds in a most positive way to serve clients.

Chair Weekly inquired about penalties for returning NEG funds. Mr. Galbreth stated that there are no penalties and DOL wants the local boards to expend these funds, not return them.

A motion was made by Commissioner Varlin Higbee and seconded by Commissioner Butch Borasky to ratify Workforce Connections' contract award of National Emergency Grant (NEG) funds to ResCare Workforce Services in an amount not to exceed \$100,000. NEG funds can only be expended on WIOA training activities for eligible Dislocated Workers. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' Program Year 2016 programmatic plan for Southern Nevada Workforce Development Areas:

a. Announcing Request for Proposals for additional geographic areas

Mr. Villalobos provided background. WC's goal is to move the current system to Adult/Youth One-Stop Affiliate sites to serve clients in a true one-stop fashion, increase access points, and remove barriers, such as transportation in the following areas: East Las Vegas, Mesquite, and Boulder City and/or Laughlin. These affiliate sites will eventually become Comprehensive One-Stop Centers with all four core partners required by WIOA: Title I Workforce Development (Adult, Dislocated Worker and Youth)/ Title II Adult Education; Title III Wagner Peyser and Title IV Vocational Rehabilitation.

Councilman Beers stated that he fails to see how taking two locations down to one improves access; Chair Weekly concurred. Discussion ensued.

Mr. Galbreth stated that WIOA requires each local area to develop partnerships for service delivery through a one-stop system. The plan for affiliate sites in the north, south, east and west is in line with WIOA, the state plan, and the strategic initiatives plan formulated at the state level.

A motion was made by Commissioner Butch Borasky and seconded by Commissioner Varlin Higbee to approve item 10a. Commissioner Lawrence Weekly and Councilman Bob Beers opposed. Motion carried.

- b. Requiring subject matter experts within the Adult/Youth One-Stop Affiliate Sites to serve special populations

Mr. Villalobos provided background. The plan is to provide quality services to special populations including, but not limited to: Veterans, Re-Entry, Individuals with Disabilities, and Foster Youth, through the Adult/Youth One-Stop Affiliate Sites. Subject matter experts are individuals that have an education and/or background and experience with serving these special populations. Brief discussion ensued.

A motion was made by Commissioner Varlin Higbee and seconded by Commissioner Butch Borasky to approve item 10b. Motion carried.

- c. Requiring Adult/Youth One-Stop Affiliate Site partnerships with special population systems

Mr. Villalobos provided background. The one-stop affiliate sites are required to establish partnerships with special population systems including, but not limited to: Veterans Affairs, Nevada Department of Corrections, Department of Juvenile Justice, Vocational Rehab, Department of Family Services, and Health & Human Services to provide expertise, training, and referrals to strengthen services to special populations. Staff will monitor affiliate sites to ensure programmatic compliance and provide technical assistance as needed.

A motion was made by Commissioner Butch Borasky and seconded by Commissioner Varlin Higbee to approve item 10c. Motion carried.

- d. Announcing a Request for Proposals for Pre- & Post-Release Workforce Development Program in partnership with the Clark County Detention Center

Mr. Villalobos provided background. The goal is to identify one service provider to provide both pre- and post-release services in partnership with the Clark County Detention Center (CCDC). The non-funded partnership with CCDC is for in-kind services only.

A motion was made by Commissioner Butch Borasky and seconded by Commissioner Varlin Higbee to approve item 10d. Motion carried.

- e. Announcing a Request for Proposals for Clothing Services to establish a pool of qualified Clothing Service Providers

Carol Turner, WC's finance consultant provided background. Currently, WC's service providers distribute approximately 1,800 clothing vouchers to clients per year exceeding a cost of \$200,000. The purpose of this RFP is to identify multiple service providers to provide these services at a lower price. Staff is recommending a funding allocation of \$200,000.

Councilman Beers asked if any RFPs were released in the past four months; Mr. Galbreth replied no and stated that the LEO Consortium will routinely approve RFPs prior to release for transparency.

A motion was made by Commissioner Varlin Higbee and seconded by Commissioner Butch Borasky to approve item 10e. Motion carried.

11. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve reports ~ Jim Kostecki, Chief Financial Officer

Jim Kostecki, CFO presented the following reports:

a. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016

The PY2015 WIOA Formula Budget is provided on page 35-47 of the agenda packet. Carry over funds were trued up to actuals with an additional \$449,000 overall to current year funding, based on the completion of the audit. Dislocated Worker funds decreased slightly by approximately \$22,000 due to a rescission by DOL for the state.

Staff is requesting a reallocation of funds (p. 37) from 8900 Strategic Initiatives (decrease of \$30,510) to 7085A Program Support Contracts (increase of \$25,000) for procurement of a writing coach/trainer for staff to assist with the upcoming RFP writing process.

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)

The Budget vs. Actual Finance Report (p. 49) reflects all line items in the green (good).

c. Awards & Expenditures Report - Monthly Update (Status of Service Providers)

Awards & Expenditures report (p. 51-55) includes invoicing through October 31, 2015. Page 52 shows ADW paid trainings and obligations through December 2, 2015. Recently the fiscal department assumed responsibility for making all training payments directly to the training provider on behalf of the service providers to improve tracking and reduce high risk situations.

Chair Weekly inquired about the Department of Corrections contract services and requested a briefing from staff following the meeting.

PY15 NEG expenditures are \$6,565 of the \$360,000 allocated to contracts.

d. WIOA Expenditure Tracking – Adult/Dislocated Worker/Youth

Brett Miller, Manager, Strategic Planning and Analysis presented the WIOA Expenditure Tracking report provided on page 57 of the agenda packet. This report brings together the formula budget with contract expenditures. The top section of report represents the PY15 budget/plan of \$26,157,188 and projected carry forward of \$3,705,975 and the bottom section represents actuals.

e. 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)

The Professional Services Contracts report (p. 59-64) highlights the following contracts for approval: Allied Barton Security Services, Integrity Imaging Solutions, Marcia Riley (Writing Coach), Macey Prince Consulting, Sin City Mad Men, Strategic Progress (Grant Writing Pool), and True Colors International. Chair Weekly disclosed his relationship with PBTK.

A motion was made by Commissioner Butch Borasky and seconded by Commissioner Varlin Higbee to accept and approve reports as presented. Motion carried.

12. INFORMATION: Business Engagement Report (October through December) & Workforce Connections' Compacts ~ Kenadie Cobbin Richardson, Director, Business Engagement & Communications

- a. Workforce Connections' Compact Employers
- b. BEST In-Demand Jobs Report
- c. Pre-Screening & System Referral Stats Report
- d. Holiday Hiring Event Flyer & Recap
- e. RFP 101 Workshop Flyer – January 27, 2016
- f. Hospitality Hiring Event Flyer – March 3, 2016 (in partnership with Commissioner Weekly, Nevada Partners, Inc. and Workforce Connections)

Kenadie Cobbin Richardson presented the Business Engagement Report. Chair Weekly asked the LEOs to reach out to Ms. Richardson regarding any upcoming events in their respective jurisdictions to continue involvement with the Business Engagement Team and get information out to the constituents.

13. INFORMATION: Status and timeline of Unified State Plan

- a. Draft Unified State Plan was posted for public comment closing Monday, February 8, 2016
- b. Governor's Workforce Development Board will vote on draft plan on Thursday, February 18, 2016
- c. Draft plan available at:
http://detr.state.nv.us/Public_Notices/NV_PUBLIC_NOTICE_COMMENTS_UNIFIED_STATE_PLAN_2016.pdf

Mr. Galbreth presented the timeline and requested the LEOs to please review the draft plan.

14. DISCUSSION AND POSSIBLE ACTION: Strategic Work Plan – Goals Matrix

- a. Review, accept and approve Workforce Connections' Strategic Work Plan – Goals Matrix – Q2 PY15 Update
- b. Workforce Connections' strategy recommendations for Nevada's WIOA Unified State Plan

Mr. Miller presented the Strategic Work Plan Goals Matrix (p. 82-89) and strategy recommendations (p. 90-101). The state requested input from WC on their strategies for the Unified State Plan which has four overarching goals: access, alignment, quality and outcomes. Staff compared and aligned the Strategic Work Plan Goals Matrix with the Unified State Plan and made recommendations.

A motion was made by Commissioner Varlin Higbee and seconded by Commissioner Butch Borasky to approve item 14a and 14b. Motion carried.

15. INFORMATION: Strategic Initiatives Update ~ Jaime Cruz, Chief Strategy Officer

- a. Status Update on WIOA Compliance Assurance Initiatives
- b. Status Update on Workforce Development System Continual Improvement Initiatives

Mr. Miller presented the Strategic Initiatives Update (p. 103) and highlighted staff attendance at the National WIOA Convening event in DC in January for state leaders and workforce development professionals writing plans and the completion of the Mobile One-Stop bus retrofit.

16. DISCUSSION AND POSSIBLE ACTION: Review, accept and approve Executive Director's Report ~ Ardell Galbreth, Executive Director

- a. Workforce Development Area – General Update
- b. Rural Counties Employment and Training Services
- c. Staff Development and Service Providers/Workforce Development Partners Training
- d. Highlighted Workforce Initiatives
- e. Initial designation of Workforce Connections and local workforce development area

Mr. Galbreth presented the Executive Director's report on page 105-107. He directed the LEOs attention to the public comment response written on behalf of WC and the LEOs (p. 79-80) opposing the State Plan for reasons outlined in the response and provided a brief summary. He stated that he hopes the plan will be revised to accept WC's response and allow the LEOs and local board to have a stake and say in who will be awarded funds for the one-stop career centers and the one-stop delivery system.

Chair Weekly stated that if the state does not accept WC's recommendation and the Consortium loses decision making authority, then the fiscal responsibility should no longer fall on the Consortium; Councilwoman Wood and Commissioner Borasky concurred. Discussion ensued.

Mr. Galbreth stated that state officials feel that there needs to be something in place to prevent the irregularities that may happen at the local boards. The state indicated that they are pleased with the performance of the local boards; however, they want to put something in place long lasting to allow the state officials to hold the local boards accountable. According to WIOA, the state's governor's board responsibilities is to develop criteria made up of policies for the local boards to use in selecting and certifying one-stop operators and the one-stop delivery system. Mr. Galbreth stated that public comment closed yesterday and he submitted the response on behalf of the LEOs as shown on page 79 of this agenda packet; however, the LEOs are certainly welcome to write a letter to the governor at any time outside of the public comment period.

A motion was made by Councilwoman Anita Wood and seconded by Commissioner Varlin Higbee to accept and approve Executive Director's Report. Motion carried.

17. SECOND PUBLIC COMMENT SESSION:

Chair Weekly opened the floor for public comment.

Brian Patchett, CEO, Easter Seals Nevada expressed concern that moving to one-stop affiliate sites will limit access to disabled persons. Chair Weekly concurred and stated that one-stop affiliate sites are not convenient for all, which is why he voted in opposition. He encouraged Mr. Patchett to keep the Board informed of what is happening and encouraged him and other providers to respond to the upcoming RFPs. He commended Easter Seals for doing an amazing job serving clients in the community. Councilman Beers agreed with the Chair's comments.

Michael Oh, Legal Counsel provided a status update regarding the Chief LEO Consortium agreement and the agreement with the Board. All signed agreements have been received, except for Esmeralda County. Esmeralda County Clerk's office confirmed that the agreement will go on the agenda of the next Esmeralda County Commissioner meeting.

Hearing no other comments, Chair Weekly closed the Public Comment Session.

18. INFORMATION: LEO Consortium member comments

Councilwoman Wood reported on the special session in Carson City for the Faraday Future project at the Apex Industrial Park.

Commissioner Keyes reported that Nye Communities Coalition and Esmeralda County identified a proper location for postings in the courthouse that will not damage the interior structure.

Commissioner Borasky reported on the upcoming NACO Conference in Nye County.

Commissioner Weekly commented that he is excited to be part of the NACO board and host the conference in Nye County.

19. ADJOURNMENT:

The meeting adjourned at 2:50 p.m.