

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES

Tuesday, February 10, 2015
1:00 p.m.

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

Members Present

Commissioner Lawrence Weekly
Councilwoman Anita Wood
Councilwoman Gerri Schroder (phone)
Councilman Bob Beers (phone)
Commissioner Butch Borasky (phone)
Councilwoman Peggy Leavitt
Commissioner Ralph Keyes (phone)

Members Absent

Commissioner Adam Katschke

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter	Jaime Cruz
Emilio Pias	Brett Miller	Bridget Shaney	

Others Present

Michael Oh, City of Henderson	Valerie Murzl, Workforce Connections Board
Carol Turner, CST Project Consulting	Elizabeth McDaniels, Goodwill of Southern Nevada
Jack Eslinger, City of Las Vegas	Magda Hirsch, Goodwill of Southern Nevada
Steve Gibson, WISS	

Note: agenda items were taken in the following order.

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:03 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. DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items

Agenda item 10 (WIOA presentation by John Chamberlin) was moved to follow agenda item 6 (Strategic Initiatives Update).

A motion was made to approve the agenda by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder. Motion carried.

3. FIRST PUBLIC COMMENT SESSION: None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of January 13, 2015

The minutes are provided on page 5-8 of the agenda packet.

A motion was made to approve the Local Elected Officials Consortium minutes of January 13, 2015 by Councilman Bob Beers and seconded by Councilwoman Peggy Leavitt. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015

Jim Kostecki, Finance Manager provided an overview of the PY2014 Budget provided on page 10-18 of the agenda packet. With the completion of the audit, the actual carry forward dollars was updated, resulting in an increase of approximately \$600,000 carry forward dollars.

The budget revision (p. 11) reflects the following changes:

- 7040 Office Supplies – increase of \$7,500 due to the standardization of the business card logo for the organization
- 7050 Training and Seminars (Staff) – increase of \$30,000 due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015
- 7055 Travel and Mileage (Staff) – increase of \$30,000 due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015 and visits to various One-Stops around the country to gather information on how they run operations using a One-Stop Operator
- 7075 Facilities Maintenance – increase of \$10,000 based on expenditure rates through December 2014
- 7085 Program Support Contracts – IT NVTrac and Web – increase of \$30,000 due to the need to amend existing IT consulting contracts for additional support related to the data tracking system and web site support
- 7200 Equipment/Operating Leases – increase of \$7,500 due to the return of two Xerox copiers under lease and entering into a lease for two more Canon printers with additional capabilities resulting in increased costs. Lease rate includes a base number of copies. Excess copies will be charged additional fees.
- 8500 Capital/Equipment and Furniture – increase of \$30,000 due to the need for replacement of two virtual servers that have crashed; funds are needed for routine computer replacement based on aging staff computers
- 8900 Strategic Initiatives – increase of \$382,627 due to the true up of the estimated carry forward funding to actual based on the audited numbers

The budget revision for the One-Stop System (p. 17) reflects the following changes:

- 7025 Dues and Subscriptions – increase of \$2,500 due to an analysis of expenditures through November and anticipating needs through year end

- 7040 Office Supplies – increase of \$2,500 due to the standardization of the business card logo for the organization
- 7050 Training and Seminars (Staff) – increase of \$3,500 due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015
- 7055 Travel and Mileage (Staff) – increase of \$5,000 due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015 and visits to various One-Stops around the country to gather information on how they run operations using a One-Stop Operator
- 7090 Non-Board Meetings and Outreach – increase of \$8,500 due to the expectation of additional industry specific hiring events prior to year end
- 7130-7135 Bank/Payroll Services – increase of \$1,000 due to an analysis of expenditures through November and anticipating needs through year end
- 8500 Capital/Equipment and Furniture – increase of \$27,000 due to funding needed to modify one of the donated RTC busses into a mobile One-Stop, and a severe shortage of storage at the One-Stop; funding is requested to build cabinetry in the training rooms.
- 8900 Strategic Initiatives – decrease of \$50,000 due to the request for funding above

Chair Weekly inquired about staff visits to other area one-stops. Heather DeSart replied that Executive Staff has visited One-Stop Centers in Michigan, Sacramento, San Diego and Portland based on recommendations from John Chamberlin and others from the Regional office. She further stated that San Diego is a good model for Southern Nevada as it's one-stops are strategically located in the four quadrants of the city and has one-stop operators in place that were procured, as WC intends to do.

A motion was made to accept and approve PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt. Motion carried.

6. INFORMATION: Strategic Initiatives Update

Jaime Cruz, Director of Strategic Planning & Analysis presented the update provided on page 20 of the agenda packet and highlighted the first phase of implementation of a more efficient Eligible Training Provider List (ETPL). WC submitted a process to the state for approval that would be implemented statewide. The first implementation phase is on track for completion on February 28, 2015 and the entire process should take approximately one year. WC will make an announcement to the community to solicit training providers for the ETPL.

Councilwoman Wood inquired about WC's partnership with DETR regarding labor needs. Mr. Galbreth replied that WC is working with DETR as well as with Economic Development including GOED and LVGEA on new initiatives to the meet workforce needs of new and existing companies.

7. INFORMATION: WIOA Presentation ~ John Chamberlin

John Chamberlin presented a PowerPoint titled The Workforce Innovation and Opportunity Act (WIOA) – A New Role for the Workforce Board and briefed the Board on the following:

Timeline: Youth funds will be allocated on April 1, 2015 under the new Youth rules of WIOA and there will be a period of time where both WIA and WIOA will be in effect where programs will run under both. The initial WIOA implementation will begin on July 1, 2015 whereby WIBs and One-Stops will have new procedures in place (i.e. eligibility) and on July 1, 2016 the new Federal Rules and performance benchmarks will take effect. All current workforce areas in southern and northern Nevada are grandfathered in and become WIOA workforce areas if they have successful performance, good fiscal integrity and over time, meet regional planning criteria. WC has met these criteria and will continue as a workforce area, although a request does have to go up to the state board and the state board makes a recommendation to the Governor to be designated.

Board Membership: The minimum size of the local Board membership is 19 members, with a majority of members from business (at least 10, based on 19); 20% from labor (2 members) and community organizations (2 members); and at least one member from the following categories: Adult Education and Literacy, Higher Education, Economic Development, Vocational Rehabilitation, and State Employment Service. Under WIOA, members cannot represent/serve in more than one category. Members from business must have maximum hiring authority, policy making authority, or responsibility within their organization. The goal of WIOA is that the appointed Board members are leaders in and represent the sectors where there is the greatest job growth for the Workforce Area, and are actively looking at outside, non-public resources to help support initiatives rather than depending solely on ever decreasing government grants.

Strategic Plan: The Workforce Board is the director of the new WIOA system and is required to complete a strategic plan for the whole workforce system (DETR, Vocational Rehabilitation, Adult Education and Literacy, Higher Education, and TANF). The four year strategic plan developed by the Board in collaboration with the key business sectors and economic development should encompass what are the key sectors, what are the employer needs and workforce skill sets required for key sectors, where the gaps are and what needs to change in the workforce system to fill those gaps. The strategic plan will drive the operations, budgets, and programs for the next for years. The submission date is spring 2016.

Heather DeSart, Deputy Executive Director reported that executive staff has been in weekly meetings with system partners (DETR, Adult Education and Literacy, Health and Human Services, etc.) to begin the dialogue for this process.

One-Stop Centers: The federal government missed the January 19th deadline to publish new rules and regulations and now want the WIBs to be innovative and figure out the best answer for the customers based in the local workforce areas. The federal government may put regulations out in May, which may be draft, or they may wait until October. Until then federal government wants the LWIBS to interpret WIOA within reason and move forward with implementation. The mandatory one-stop partners are the same as the current law, with the addition of TANF. The Workforce Board is responsible for executing an MOU with all the partners that spells out their participation in the system, their duties and resource contributions. WIOA requires employment service offices (DETR) to be co-located within the one-stop system. Existing core and intensive services are consolidated as career services under WIOA; however, there is no guidance on how this will look so LWIBS will have to determine what works best for the workforce area. The strategic plan for one-stop centers should support continuous improvement in the workforce system and focus on jobs and sectors, rather than services and training.

One-Stop Center Operator: The Local Elected Officials and local Board must designate a center operator (mall manager) through a competitive bid process. The mall manager is responsible for

ensuring all the programs are getting the resources they need and bring resources into the one-stop center and configure them. The local Board will look at the system as a whole, determine the right number of centers and look at the big picture in terms of resources in the center(s).

Certification and Continuous Improvement of One-Stop Centers: The State board will set criteria for the local Board to certify the one-stop centers at least every three years to look at how the services are coordinated, the effectiveness, accessibility and improvement of the local system; do they they support local performance goals, and are they meeting the needs of employers and job seekers.

Training: WIOA training is very similar to WIA with a few significant additions, including incumbent worker training, entrepreneurial training, and transitional jobs. WIOA allows up to 10% of the entire Adult and Dislocated Worker budget to be allocated toward incumbent worker training to upgrade the skills for people who already have jobs to increase wages and skills to move people up the ladder and hopefully allow unemployed people to get hired behind them. Entrepreneurial training is to help people start a new business and/or help a small business to survive. Transitional jobs, limited to 10% of the Dislocated Worker budget, provides dislocated workers who have been out of work for a while paid internship opportunities. WIOA emphasizes internships and training activities for people while they are working and has less of an emphasis on standalone classroom training. The local Board decides whether to offer incumbent worker training and/or transitional jobs.

Youth Programs: WIOA requires at least 75% of Youth funds to go toward out-of-school youth ages 16 to 24. At least 20% of funds must go to work experience opportunities, including summer jobs, apprenticeships, OJTs and internships. WIOA focuses on older, work-ready youth and emphasizes advanced training and community or four-year college in a field/sector, opposed to just staying in high school. Under WIOA, drop-outs no longer have to be low-income eligible.

Performance Measures: Apply to all programs (WIA, Adult Ed and Literacy, DETR, Voc Rehab, Community College Carl Perkins programs and maybe TANF).

WIA Common Measures	WIOA Measures	What has Changed?
Adult/DW: Entered employment rate	Entered employment rate	Revised: now Q2 after exit
Adult/DW: Employment retention rate	Employment retention rate	Revised: now Q4 after exit
Adult/DW: Average earnings	Median earnings	Revised: Q2; 1Q earlier
Adult/DW	Credential rate	New measure
Adult/DW	In program skills gain	New measure (real time)
Youth: Placement in employment/training	Placement in employment/training	Revised: now Q2 after exit
Youth: Lit/Num Gains	n/a	Eliminated
Youth: Attainment of degree/certificate	Credential rate	Similar to current
Youth	Retention in emp/ed/training	New measure
Youth	Median earnings	New measure/after Q2
Youth	In program skills gain	New measure
Employer measure (Business Services)	TBD (Effective July 1, 2016)	New measure

Information: U.S. Department of Labor has a web site www.doleta.gov/WIOA and dedicated e-mail address DOL.WIOA@dol.gov for the latest information regarding WIOA regulations and implementation.

LEOs Role: The role of the local elected officials remains the same and is to appoint the Workforce Board, choose the local grant recipient or fiscal agent, exercise oversight, sign off on the strategic plan, and retain ultimate liability if things go wrong.

Discussion ensued following the presentation.

Councilwoman Schroder inquired about the vetting process for funding. Mr. Chamberlin stated that the full Board will deal with larger strategic planning and have an oversight or operations committee, such as the Executive Committee that would deal with budgetary issues. WIOA stated that the local elected officials have reviewing and approving authority, but the law does not state how to exercise this. The Workforce Boards and LEOs are free to work out the mechanics. Mr. Chamberlin further stated that you would not want a committee debating every dollar in and dollar out, the full Board re-debating it, then taking it to the LEOs as a subcommittee. Some LWIBs are looking at having a subcommittee with local elected officials to make funding decisions that fit within the approved budget and have dollar thresholds.

Chair Weekly stated that he still has concerns regarding the LEO's fiscal responsibility.

Councilwoman Wood inquired about the role of the sector councils and stated that the Clean Energy sector council she sits on does not have any clear direction, benchmarks or deliverables. Mr. Chamberlin suggested having the chair or representative from the key sector councils sit on the Workforce Board, who can report to the Board/committees and advocate for their respective sector council. Mr. Galbreth stated that at the local level there is a LEAP committee that brings the Workforce Board important information regarding the different job sectors and industries and WC presents training, employment and wage trends to the Board and Committees at their monthly meetings. Mr. Galbreth further stated that this type of information is not available at the Governor's Board and/or sector councils. Mr. Chamberlin stated that one of the roles of the Workforce Board is to fix the problem of disconnect and address the needs and wants of the sector councils, panels and what they are doing and what information is tracked. This would be part of the strategic planning as well as revalidating the sector councils, invite them to the planning process and ensure they fit in to the strategic plan, decision making and budget.

Ms. DeSart clarified that Mr. Chamberlin's role today was to present the major changes of WIOA and the opportunity for the LEOs to establish a valuable Workforce Board that can make these changes impactful to the community. The LEOs role in the selection of Board members is absolutely paramount and an opportunity like this comes around once in a generation to make these drastic changes.

8. DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Workforce Connections' Board Membership Application

Chair Weekly presented the Board Membership Application and requirements provided on page 22-34 of the agenda and asked for questions and comments.

Councilwoman Leavitt stated that she hopes WC can find high quality, high caliber individuals such as Valerie Murzl to serve on the Board. Councilwoman Wood concurred and stated that it is imperative that we target the right individuals for a functional, progressive Board. Chair Weekly stated that there is interest from transportation. Both Wood and Weekly commented that the new Board Member Application is very well done. Valerie Murzl, Workforce Connections Board Chair stated that the beginning is to pick an appropriate Board that is strategic, functional and engaged and she agreed that the application is great and will help the LEOs weed out individuals that do not meet the requirements and identify applications that are very well qualified. She stated that this process will be difficult and complicated and the new Board members will need to be educated on how to be strategic and the boundaries of WIOA, but with educated and experienced individuals the process will be simplified and move fairly rapidly.

A motion was made to approve Workforce Connections' Board Membership Application by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Southern Nevada Workforce Development Area Executive Director's job description and qualification in compliance with the Workforce Innovation and Opportunity Act (WIOA)

Mr. Galbreth presented the current and proposed executive director job description and noted that the official title has been changed to Southern Nevada Workforce Development Area Executive Director.

Michael Oh, Legal Counsel reported that he discussed this matter with legal counsels from the other jurisdictions and they all agreed that they would like the opportunity to look at the job description to ensure it complies with WIOA. The legal counsels will be meeting in March and will have something for the LEOs to approve and he will keep Mr. Galbreth informed accordingly.

Chair Weekly requested that the LEOs hold this item in abeyance until the next LEO meeting. Councilwoman Schroder requested a redlined draft for easier comparison.

A motion was made to continue this item by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report

Mr. Galbreth presented the Executive Director's report provided on page 44 of the agenda packet and highlighted the following:

- Nye and Esmeralda Counties working together to ensure delivery of services to clients and many types of job training is being offered
- Lincoln County is doing well, establishing strong partnerships, and received free weekly advertisement through the Lincoln County Record newspaper for posting Workforce Connections' employment and training services
- WC is involved with the Financial Protection program for veterans in partnership with the Armed Forces Services Corporation
- RFP 101 Training was held for community and faith based organizations and WC Staff in January 2015
- Continuing to move forward with initial implementation of WIOA and new policies and compliance procedures are in progress

A motion was made to accept and approve Executive Director's Report by Commissioner Butch Borasky and seconded by Councilwoman Peggy Leavitt. Motion carried.

11. SECOND PUBLIC COMMENT SESSION: None

12. INFORMATION: LEO Consortium Member Comments

Councilwoman Schroder reported that she just returned from Carson City and there is a lot going on there, but right now there is no discussion regarding any kind of workforce initiatives.

Councilman Beers stated that the board should have tighter integration with the state economic development effort to avoid duplicative, uncommunicative sector councils and suggested that WC solicit Steve Hill to serve on the Board. He stated that he attended a couple meetings with WC staff and DETR that were encouraging, but he is not entirely sure how well the GOED effort is integrated with DETR.

Commissioner Keyes requested an updated contact list for Nye Communities Coalition; Mr. Galbreth will provide.

Commissioner Borasky reported on the new three-story Holiday Inn Express under construction in Pahrump and said it looks promising for the 2016 NACO legislative conference. He reported that the local Spring Mountain racetrack is growing faster than expected and inquired about the construction on the Silverton property, whether it is going to be a new condo complex. Chair Weekly replied that the district's commissioner has not approved the condo portion of the development yet, and he will have Anthony reach out to that commissioner and let Borasky know what is being built.

Councilwoman Wood expressed concerns regarding the reallocation of youth funds to serve out-of-school youth and having fewer resources to serve in-school youth. She stated that the existing program in place (GAI) to help high school seniors graduate has been successful in addressing the poor graduation rate in Nevada, so she is concerned how this will balance out with the new changes, but she will remain positive and take on this task and do something good with it. Councilwoman Wood reported that things are going very well in North Las Vegas and tonight she will be traveling to Carson City.

Chair Weekly announced that the newly renovated mini mobile one-stop bus is parked outside and staff has invited the LEOs to take a tour.

13. ACTION: Adjournment

The meeting adjourned at 2:12 p.m.