

*workforce*CONNECTIONS
Local Elected Officials Consortium

MINUTES

**February 12, 2013
1:00 p.m.**

**7251 W. Lake Mead Blvd.
Suite 200 Conference Room
Las Vegas, NV 89128**

Members Present

Commissioner Butch Borasky	Councilwoman Gerri Schroder (Phone)
Commissioner Lawrence Weekly	Councilwoman Peggy Leavitt (Phone)
Councilwoman Anita Wood	Commissioner Adam Katschke

Members Absent

Councilman Bob Coffin	Commissioner Ralph Keyes
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Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Heather DeSart	Carol Turner	Janice Greer

Others Present

Sandra Douglas Morgan, Legal Counsel	Dr. Tiffany Tyler, Nevada Partners, Inc.
Keith Hosannah, DETR/WISS	Derrick Berry, DETR
Michael Oh, City of Henderson	LeVerne W. Kelley, DETR
Mark Wood, DA – Civil	Renee Cantu, Latin Chamber

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

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

The meeting was called to order by Chair Councilwoman Anita Wood at 1:06 p.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 as presented by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of January 8, 2013

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of January 8, 2013 by Commissioner Butch Borasky and seconded by Commissioner Lawrence Weekly. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve Board Member Reappointments

Board applications were reviewed by the Consortium. There was some concern regarding some of the applications (i.e., business category representation, conflict of interest). Legal counsel read the requirements for business pursuant to the Workforce Investment Act and Ardell Galbreth confirmed that the Board composition must be at least 51% business.

Commissioner Weekly commented that the LEOs should have the option to choose from a group of candidates and give others the opportunity to serve and stated that the LEOs need to play a bigger role and go out and recruit Board members. Discussion ensued.

Mr. Galbreth stated that he appreciates any support the LEOs can provide in identifying potential candidates for the Board.

Commissioner Weekly asked that this item be postponed to allow staff to address some of these concerns and also to maybe have some other candidates to choose from.

Commissioner Borasky asked if staff advertised for these positions; Mr. Galbreth replied no.

A motion was made to postpone this item until the next Board meeting by Commissioner Lawrence Weekly and seconded by Commissioner Butch Borasky. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: PBTk Audit – Program Year 2011 (Year Ended June 30, 2012)

Jim Kostecki provided a brief overview of the audit report. The financial statements are unqualified; no internal weakness, no significant deficiencies and no non-compliance materials identified. Under federal awards there were no material weaknesses but there were four significant deficiencies, three that were carried over from last year's audit. Mr. Kostecki provided a summary of each of the four findings and the measures staff will take to address them and in most cases prevent them from reoccurring. Discussion ensued.

Mr. Galbreth stated that this is the first time Workforce Connections received unqualified reports for both program and financial statements.

Mr. Kostecki stated that staff is extremely happy and worked well with the auditors.

Commissioner Weekly disclosed that PBTk handles his campaign and will be abstaining from voting on this matter.

At the recent Nevada Open Meeting Law training Councilwoman Leavitt disclosed that she has a nephew that works at PBTk. Legal counsel confirmed that it was not a conflict of interest and that she can vote on this matter.

A motion was made to accept the PBTk Audit for Program Year 2011 (Year Ended June 30, 2012) as presented by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder/ and Councilwoman Peggy Leavitt. Commissioner Lawrence Weekly abstained. Motion carried.

7. REVIEW, DISCUSS AND APPROVE:

- a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative

Jim Kostecki provided a brief overview of the PY2012 WIA Formula Budget provided on page 36 of the agenda packet. This budget was presented at the last Board meeting.

- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

Mr. Kostecki provided an overview of the Budget vs. Actual Finance Report provided on page 42 of the agenda packet.

c. PY2011/PY2012 Awards & Expenditures Report

Mr. Kostecki provided an overview of the Awards and Expenditures Reports for PY2011/PY2012 Adult & Dislocated Worker, Youth and Direct Grants provided on page 43 – 45 of the agenda packet.

d. Adult/Dislocated Worker and Youth Funding Plans

Mr. Kostecki provided an overview of the Adult/Dislocated Worker Funding Plan (page 46) and Youth Funding Plan (page 47).

Heather DeSart provided an overview of the Foster Youth/Youth with Disabilities RFP and contract recommendations, which will be presented at tomorrow's Youth Council meeting.

Commissioner Weekly asked the LEOs to pay attention to these contracts to ensure these populations are properly served and requested staff to provide status reports.

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

Mr. Kostecki provided an overview of the PY2010 Audit Findings and corrective action provided on page 48 – 51 of the agenda packet.

f. Workforce Connections Standing Professional Services Contracts

The Standing Professional Services Contracts is provided on page 52 – 54 of the agenda packet.

Following review and discussion,

A motion was made to approve agenda item 7 (a. through f.) as presented by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Motion carried.

8. DISCUSSION AND POSSIBLE ACTION: Employment Agreement between Ardell Galbreth and Southern Nevada Workforce Investment Board

Commissioner Weekly requested Attorney Douglas-Morgan to lead the discussion on this item.

Sandra Douglas-Morgan reported that upon discussion with Mr. Galbreth and direction from the LEO Legal Consortium Committee (attorneys from Las Vegas, Clark County, Henderson and North Las Vegas) an Employment Agreement was drawn up and is provided on page 57 – 61 of the agenda packet. Business terms were intentionally left blank for the LEOs to discuss and provide direction on today. These items include the Executive Director's salary amount, contract terms and termination provisions.

3. COMPENSATION: Ms. Douglas Morgan provided comps and stated that pursuant to federal law the maximum salary for a level two executive in the employment and training field, equivalent to Mr. Galbreth's position as Executive Director (ED), is currently at \$179,700. Mr. Galbreth's current salary amount is \$130,200. The LEOs thoroughly discussed and compared salary amounts and made recommendations that ranged from \$120,000 to \$150,000.

Following discussion,

A motion was made to have Mr. Galbreth continue to work at his current salary of \$130,200 by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

4. TERM: The LEOs discussed the term of the Agreement and the option to renew.

A motion was made to approve the Agreement for a three year term, to commence on September 11, 2012 and terminate on September 10, 2015 by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder. Motion carried.

5. TERMINATION: The LEOs discussed the Termination for Convenience clause, specifically a) the ED's severance pay and b) the requirements for written notice by the ED to the LEOs should the ED voluntarily resign his position.

A motion was made to approve three months severance and a three month written notice by the ED to the LEOs by Commissioner Adam Katschke and seconded by Commissioner Butch Borasky. Motion carried.

Ms. Douglas-Morgan stated that she will prepare a final Agreement with stated revisions as well as reference the salary table mentioned and thanked the LEO Legal Consortium Committee for assisting with this process.

9. SECOND PUBLIC COMMENT SESSION

Renee Cantu, Latin Chamber of Commerce Community Foundation: Mr. Cantu reported on enrollments: A/DW is at 220, Summer Youth is at 100%, and Out-of-School Youth is in the mid 60s'. The Raphael Rivera center that received the furniture from the Workforce Connections Re-Entry program is serving a lot of out-of-school youth that need the assistance.

Dr. Tiffany Tyler, Nevada Partners: Dr. Tyler reported that NPI met their contract enrollments for A/DW and is focusing on placing these individuals into employment opportunities. Dr. Tyler thanked the Board for this partnership.

10. LEO Consortium Member Comments

Councilwoman Schroder commented that she will be attending the National League of Cities Conference, which conflicts with next month's meeting schedule.

Councilwoman Wood stated that she will not be attending the conference.

Commissioner Weekly welcomed Commissioner Adam Katschke to the Board. Commissioner Katschke is a Pharmacist from Caliente and was recently elected as Lincoln County Commissioner.

11. Adjournment

The meeting adjourned at 2:54 p.m.