

*workforce***CONNECTIONS**

**BOARD MEETING  
MINUTES**

**February 26, 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	Commissioner Adam Katschke	Commissioner Lawrence Weekly
Commissioner Ralph Keyes	Councilman Bob Coffin	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Councilwoman Gerri Schroder	Dan Gouker
Dan Rose	Hannah Brown, Chair	Maggie Arias-Petrel
Matt Cecil	Michelle Bize	Sonja Holloway
Vida Chan Lin	William Bruninga (phone)	Willie J. Fields

**Members Absent**

Commissioner Butch Borasky	Dennis Perea	Mark Edgel
Valerie Murzl		

**Staff Present**

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Jaime Cruz	Heather DeSart	Rick Villalobos
Jeannie Kuennen	Clentine January	Carol Turner
Chris Shaw	Tom Dang	Jennifer Padilla
Janice R. Greer	Madelin Arazoza	Tawuana Hill

**Others Present**

Sharon Morales, LCCCF	Keith Hosannah, DETR/WISS
LaTanya Runnells, Nevada Partners, Inc.	Jake McClelland, FIT
Jennifer Casey, FIT	Vincent Miller, Goodwill of Southern Nevada
Helicia Thomas, GNJ Family Life Center	Suzanne Burke, SNCF
Elizabeth McDaniels, Goodwill of Southern Nevada	Stave Chartrand, Goodwill of Southern Nevada
Sherry Ramsey, Goodwill of Southern Nevada	Nield Montgomery, The Learning Center
Sharaf Rogers, Nevada Partners, Inc.	Doug Combs, Olive Crest
Michael Simmons, GNJ Family Life Center	Jeramey Pickett, Nevada Partners, Inc.
Daniel Topete, Nevada Partners, Inc.	Renee Cantu Jr., LCCCF
Dr. Tiffany Tyler, Nevada Partners, Inc.	Stacy Smith, NYECC
Janice M. Rael, Nevada Partners, Inc.	LaVerne Kelley, DETR
Linda Montgomery, The Learning Center	Ryan Whitman, PBTk
Earl McDowell, DETR	

(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 10:02 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**

Chair Brown noted that agenda item 11 (Review, Discuss, and accept: PBTk Audit Program Year 2011) will be taken as the sixth item on the agenda.

*A motion was made to approve the agenda with the Chair's inclusion by Matt Cecil and seconded by Councilman Bob Coffin. Motion carried.*

3. The Board observed a moment of silence to recognize the passing of longtime Board member Chuck Darling, Sr. Ardell Galbreth shared a few words about the positive impact Mr. Darling had on the local community.

4. **FIRST PUBLIC COMMENT SESSION**

None

5. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of January 22, 2013**

*A motion was made to approve the Board Meeting Minutes of January 22, 2013 as presented by Dan Gouker and seconded by Councilwoman Peggy Leavitt. Motion carried.*

11. **REVIEW, DISCUSS AND ACCEPT: PBTk Audit – Program Year 2011 (Year Ended June 30, 2012).**

Jim Kostecki, Finance Manager, and Ryan Whitman with Piercy, Bowler, Taylor and Kern (PBTk) presented the audit report for fiscal year ending June 30, 2012. The report is provided on page 48 – 111 of the agenda packet.

Mr. Whitman reported that both a financial and compliance audit was completed in accordance with the OMB Circular A-133. With respect to the financial audit, there were no findings to report – that being material weaknesses or significant deficiencies. An unqualified opinion (desirable) was issued indicating that with reasonable assurance PBTk attests that the financial statements are free of material misstatement. With respect to compliance with the A-133, an unqualified opinion was issued. There were a few deficiencies identified, two significant and two other compliance deficiencies noted, which are included in the report.

Mr. Whitman noted that the agency's prior audits had significant deficiencies and material weaknesses. But management and staff have worked diligently and this audit report overall is a very positive improvement for the agency.

Councilman Bob Coffin congratulated staff on the vast improvement. Councilwoman Peggy Leavitt echoed Commissioner Coffin's remarks and congratulated Mr. Kostecki for the great improvement.

Chair Brown thanked Mr. Whitman and PBTk for their work and cooperation.

Mr. Galbreth stated that the Board and LEOs played a significant role in how well the staff has done with this audit and thanked them for allowing him to secure the talent needed to succeed including Mr. Kostecki, his staff and Deputy Director Heather DeSart and her staff.

Mr. Kostecki thanked his staff and Carol Turner for laying down the foundation to make it happen.

*A motion was made to accept the PBTk audit report for Program Year 2011 (Year Ended June 30, 2012) by Dan Gouker and seconded by Matt Cecil. Motion carried.*

*ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, Chair*

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6. **INFORMATION: Demographics Report**

Heather DeSart, Deputy Director presented the demographics report grouped by ethnicity, age and gender reflecting all WIA participants for the period of July 1, 2012 through January 31, 2013. The report is provided on page 16 of the agenda packet.

7. **INFORMATION: ADW Industry Sector Training and Employment Reports**

Ms. DeSart presented the ADW Industry Sector Training and Employment report, which reflects total number of ADW participants trained across all sectors, total invested (\$3,371,043) by industry sector and average invested per participant, total participants employed (879) by industry sector and average hourly wage per participant. The

report is provided on page 18–19 of the agenda packet.

A brief discussion ensued regarding the sector councils. Ms. DeSart reported that a Workforce Connections' staff member will sit on each of the sector councils and provide regular updates to the Board.

*YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair*

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**8. INFORMATION: Youth Council Meeting Minutes of January 16, 2013**

Youth Council Meeting Minutes were presented as information and provided on page 21-24 of the agenda packet.

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

- a. Approve Youth Council's recommendation to award Olive Crest a PY2012 Workforce Transition Services for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000
- b. Approve Youth Council's recommendation to award Goodwill of Southern Nevada a PY2012 Workforce Transition Services for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000

Ricardo Villalobos provided a brief overview of the packet materials provided on page 26-39, including the list of RFP respondents, evaluator scores, scoring rubric and evaluator bios.

Olive Crest and Goodwill of Southern Nevada have a greater capacity to serve foster youth and youth with disabilities. Olive Crest specializes in serving foster youth with over 25 years of experience and Goodwill specializes in serving youth with disabilities. Goodwill has served this population providing workforce development services to in-school and out-of-school youth for over 16 years. Since 2008, Goodwill has served over 2,800 youth with documented disabilities.

Maggie Arias-Petrel commented that she is happy that new organizations, such as Olive Crest, are joining Workforce Connections' group of funded partners.

Matt Cecil noted for the record that he will be abstaining from this vote as his firm represents both Olive Crest and Goodwill of Southern Nevada.

Chair Brown will also abstain as she sits on the Olive Crest's Board.

***A motion was made to approve the Youth Council's recommendation to award Olive Crest and Goodwill of Southern Nevada a PY2012 Workforce Transitioning Services for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000 by Maggie Arias-Petrel and seconded by Councilwoman Anita Wood. Matt Cecil and Hannah Brown abstained. Motion carried.***

Ms. DeSart noted that Rick Villalobos wrote an article about the Workforce Connections' youth program which was published in two publications by the Review Journal. The publication was made available to the Board and public.

*OPERATIONS UPDATE*

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**10. INFORMATION: Budget & Finance Meeting Minutes of February 6, 2013**

Budget & Finance Committee Meeting Minutes were presented as information and provided on page 41-46 of the agenda packet.

**11. (Agenda item taken out of order)**

**12. REVIEW, DISCUSS AND ACCEPT:**

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

The PY2012 WIA Formula Budget and Narrative is provided on page 113-118 of the agenda packet.

b. REVISED PY2012 WIA Formula Budget & Narrative with One-Time Construction Summary

The revised PY2012 WIA Formula Budget and Narrative with One-Time Construction Summary is provided on page 119-127 of the agenda packet.

Jim Kostecki presented the revised budget, which has been modified to incorporate the One-Stop center construction costs. The estimated costs are higher than originally anticipated primarily because the budget was built based on the initial bid that came from the landlord who at the time did not know whether or not prevailing wages would apply.

Dan Rose and Dan Gouker commented on the importance of prevailing wages in the Davis Bacon act. They echoed each other's comments that the David Bacon Act protects the safety of the public and ensures that the public gets the work they pay for.

Mr. Kostecki reported that the agency received an additional allocation (\$2,028,047) of dislocated worker funding from the State Rapid Response funds to be approved at the next Board of Examiners meeting. This allocation is in addition to the \$679,465 reported at the last Board meeting. The total allocation received in the last two months from the State Rapid Response funds is \$2,700,000 in dislocated worker funding. This funding will be allocated to funded partners and to the One Stop set-up and build out, including equipment purchases for the staff offices and One-Stop Center.

Mr. Kostecki provided an overview of the Operations and One-Stop Side-by-Side budget for Workforce Connections' Operations, One-Stop Center and System and One-Time Construction Summary.

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

The Budget vs. Actual report is provided on page 128 of the agenda packet. Mr. Kostecki noted that all line items are green which indicates expenditures are on track.

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

The PY2011/12 Awards & Expenditures report is provided on page 129-131 of the agenda packet. Mr. Kostecki provided a brief overview. All ADW contracts end on June 30, 2013 and currently are at approximately 50% expended. Staff is working with funded partners with expenditures below 50%. Unspent funds will be recaptured and reallocated for next program year. There is one new direct grant for \$200,000 for SESP additional funding for Health Care Information Technology to train new and incumbent workers through the Housing Authority.

Youth contracts will be extended to September 30, 2013 and will then be closed out. Approximately \$1,000,000 was recaptured on September 30, 2012, which was allocated to the Foster Youth and/or Youth with Disabilities RFP. The Youth expenditures for contracts commenced on July 1, 2012 are underspent because of the overlap. Unspent funds will be recaptured and reallocated for next program year. There is one new direct grant for \$200,000 for SESP additional funding for Health Care Information Technology to train new and incumbent workers through the Housing Authority.

e. Adult & Dislocated Worker and Youth Funding Plans

The ADW/Youth Funding plans are provided on page 132-133 of the agenda packet. Carol Turner provided an overview of the funding plans. PY2011 ADW and Youth funds are spent and we are now using PY2012 funds. On June 30<sup>th</sup>, remaining contract dollars will be recaptured and new PY2013 contracts will be awarded. Additional ADW funds are available that will be awarded in March for additional funded partner contracts, training dollars and other re-entry training opportunities. Additional Youth funds (\$1 Million) are set aside for the Foster Care and/or Youth with Disabilities contracts. The money approved for the One-Stop center will largely be spent over the next three months.

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

The Audit Findings report is provided on page 134-137 of the agenda packet. Mr. Kostecki provided an audit findings update. As noted on the report, many of the findings were corrected and only a few will continue. Finding 11-4/Grant funds expended for the purposes other than the purpose specified in the drawdown is a recurring finding. This finding will continue to recur although measures have been taken to improve the timeliness of drawdowns. Mr. Galbreth added that he accepts this finding and unless the agency gets an automated system with the state to expedite the drawdown process this finding will recur. There is a new finding regarding the equipment inventory; however, the equipment in question was located at another location. Also, staff is diligently reviewing the inventory list making sure that all equipment is identified and at its proper location and items that are fully depreciated will be removed from the asset list upon approval from the state. Items that are removed are transferred to the providers who need them.

g. YouthBuild Las Vegas Audit Findings Report

The YouthBuild Audit Findings report is provided on page 138-140 of the agenda packet. Mr. Kostecki provided a brief overview of the findings. Staff responded to the findings and provided clarification on a two items and received notice that the response to the findings has been accepted. All the findings on the report have been corrected.

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

This report is provided on page 141-144 of the agenda packet.

***A motion was made to accept operations report as presented by Dan Gouker and seconded by Councilwoman Peggy Leavitt. Motion carried.***

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*EXECUTIVE DIRECTOR'S UPDATE ~ Ardell Galbreth*

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13. **INFORMATION: Executive Committee Report**

Ardell Galbreth presented the Executive Committee Report as provided on page 146-147 of the agenda packet.

Mr. Galbreth also reported on the following:

- RFPs will be released around April-May 2013 and will be focused on specific special populations including the rural areas, where there are a lot of great opportunities for Workforce Connections to do some work. On Friday, March 1<sup>st</sup> an open house will be held in Lincoln County. Also, there is a hiring event in Pahrump and an anticipated 60-70 people will be hired during this event.
- Clients are not being served and/or receiving access to WIA services. The Board needs to get out more in the community and more services need to go out to special populations, especially ex-offenders. There will be more entrepreneurial opportunities for ex-offenders.
- Some Board member terms have expired and the LEOs have put the appointments on hold until next month. These Board members in the meantime do not have authority to vote on matters on the Board agenda.

A discussion followed the report.

Reference was made to the Nevada Workforce Informer website to access workforce and economic information at <http://www.nevadaworkforce.com>.

Mr. Galbreth thanked the Board for the opportunity to serve as the executive director and to serve the community of Southern Nevada.

14. **SECOND PUBLIC COMMENT SESSION**

**Steve Chartrand, President and CEO - Goodwill of Southern Nevada:** Mr. Chartrand thanked the Board for their continued partnership. Goodwill has 16 years of experience serving disabled youth and a

long standing relationship with DETR/Vocational Rehab and CCSD and is very pleased with the new funding to serve youth with disabilities.

Goodwill is having a Community Recognition Luncheon at the Stratosphere on March 15<sup>th</sup> at 12 p.m. to honor all of its community partners. Workforce Connections will be honored at the lunch. Mr. Chartrand extended an invitation to the Board with a caveat that they must RSVP to attend.

**Doug Coombs, Executive Director - Olive Crest:** Mr. Coombs thanked the Board for the contract to serve Foster Youth and invited anyone to contact him for information about Olive Crest's mission etc.

**Dr. Tiffany Tyler, Nevada Partners, Inc. (NPI):** Dr. Tyler stated that NPI is committed to working closely with Board staff to support the Board's vision. This fall NPI launched a Asset Development Center with an emphasis on entrepreneurship.

**Jennifer Casey, Foundation for an Independent Tomorrow (FIT):** Ms. Casey distributed and provided an overview of FIT's February 2013 program report and reported that FIT has had 199 new enrollments for this program year and is on schedule to meet the 150 enrollments requirement. A total of 83 participants have been placed in OJT and currently 56 have been placed into employment. Ms. Casey shared a success story, which is also included in the program report and reported that nine cohorts have completed FIT's job readiness workshop.

#### 15. Board Member Comments

Maggie Arias-Petrel announced that the Latin Chamber of Commerce Community Foundation is having an employment event/community job fair at the Raphael Riviera Community Center on Saturday, March 2, 2013 from 11:00 a.m. – 3:00 p.m.

Mujahid Ramadan that Workforce Connections hosted an event for ex-felons/re-entry and had a big turnout from funded partners and other collaborative partners. Mr. Ramadan thanked Mr. Galbreth for taking the lead on this event and the funded partners for stepping up and doing their part to help this population.

Dan Gouker commented that the RFP process needs to be refined because it's problematic when the first and fourth ranked proposals are awarded contracts. Also, the criteria for which the contracts are awarded should be part of the RFP because the ranking does not equate to how the funds were awarded. Mr. Gouker suggested that if there are specific requirements that the Board wants to see it needs to be part of the scoring so that the ranking ends up being the top ranked proposals to which contracts are awarded. Mr. Gouker stated that his comments have no reflection on the two providers that were awarded contracts.

Mr. Galbreth replied that based on consultation from a DOL contractor, it is appropriate to award not just the top ranked contracts. The objective is to recommend and select the best programs that can deliver the goods and services that we are seeking, which are not always written out in the RFP because the goal is not to award the grant writer rather the best program. The agency will go with the guidance received from the DOL contractor unless there is a specific reason not to.

Councilwoman Schroder announced that she will be in Washington DC for the National League of Cities Conference during the NAWB conference. For those attending NAWB who are interested in talking with the congressional delegation, Councilwoman Schroder offered to go with them. Mr. Galbreth confirmed that the following Board members and staff are attending: Hannah Brown, Commissioner Weekly, Maggie Arias-Petrel, Sonja Holloway, Janice Greer and Peter Bacigalupi.

#### 16. Adjournment

The meeting adjourned at 11:57 a.m.