

**WORKFORCE CONNECTIONS**  
**LOCAL ELECTED OFFICIALS CONSORTIUM**  
**MINUTES**

**April 22, 2014**  
**11:00 a.m.**

**Bronze Conference Room**  
**6330 W. Charleston Blvd., Suite 150**  
**Las Vegas, NV 89146**

**Members Present**

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

**Members Absent**

Commissioner Butch Borasky

**Staff Present**

Heather DeSart  
Suzanne Potter  
Carol Turner

Jaime Cruz  
Jim Kostecki  
Emilio Pias

**Others Present**

Jack Eslinger, Legal Counsel  
Earl McDowell, DETR  
Dr. Tiffany Tyler, Nevada Partners, Inc.  
Steven Gibson, DETR

Janet Blumen, Foundation for an Independent Tomorrow  
Tamara Collins, Las Vegas Urban League  
Helicia Thomas, GNJ Family Life Center  
Wendy Rivera, Las Vegas Urban League

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 11:00a.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 Commissioner Adam Katschke and seconded by Councilwoman Gerri Schroder. Commissioner Ralph Keyes abstained. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION: None**

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of February 11, 2014**

*A motion was made to approve the minutes from the Local Elected Officials Consortium Meeting of March 11, 2014 by Commissioner Adam Katschke and seconded by Councilwoman Gerri Schroder. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Approve New Board Member Appointment: a. Rudee Bagsby, Lowe's Companies (Business Category)**

Chair Weekly presented Rudee Bagsby Board application and resume provided on page 12-16 of the agenda packet. Heather DeSart, Deputy Director provided brief background and reported that Ms. Bagsby formerly served on the local workforce investment board in San Francisco.

*A motion was made to approve new Board member appointment for Rudee Bagsby, Lowe's Companies (Business category) as presented by Councilwoman Gerri Schroder and seconded by Councilman Bob Beers. Motion carried.*

**6. DISCUSSION AND POSSIBLE ACTION: Review, discuss, and approve Workforce Connections' draft policy regarding Sanctions and Resolution for Non-Compliance**

Ms. DeSart presented Workforce Connections' Sanctions and Resolutions for Non-Compliance policy provided on page 18-24 of the agenda packet and highlighted the following new sections:

*D. Prior to the designation of High Risk status, if an irregularity with a service provider's performance or compliance in any area is observed, Workforce Connections staff will attempt to intervene with technical assistance and support as necessary in order to prevent the service provider from being designated as High Risk status. (p. 19).* Ms. DeSart reiterated that staff will provide added technical assistance when there is a perceived problem with a funded partner that may lead the provider to high risk designation.

*F. Workforce Connections reserves the right to administer sanctions based on the severity of an area of non-compliance and may institute higher levels of sanctions at any time, including high risk status designation, if it is in the best interest of the Local Workforce Investment Board (LWIB). (p. 20).* Ms. DeSart noted that levels of sanctioning include pink and red papers and high risk designation levels 1 and 2, and if there is a threat of a disallowed cost, WC has the right to waive the process of issuing pink and red papers and proceed directly with high risk designation.

This policy supersedes Non-Compliance Sanctioning Process Policy 5.2 provided on page 25-26 of the agenda packet.

Chair Weekly commented regarding fair treatment and accountability for all funded partners.

Ms. DeSart stated that staff will provide the new policy to all funded partners with an acknowledgment and include it in the new service provider training for PY14 contracts.

Following a brief discussion,

*A motion was made to approve Workforce Connections' policy regarding Sanctions and Resolution for Non-Compliance as presented by Councilman Bob Beers and seconded by Commissioner Adam Katschke. Motion carried.*

**7. INFORMATION: WIA Client Demographics Report – Adult & Dislocated Worker and Youth**

The WIA Client Demographics Report for Adult & Dislocated Worker and Youth is provided on page 28-30 of the agenda packet. Ms. DeSart noted that this is the same data that was presented at the last Board meeting.

**8. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept, and Approve Reports**

Commissioner Weekly read agenda item 8 for the record, and asked that agenda item (8a-8f) be taken in one motion.

**a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative**

Jim Kostecki, Finance Manager presented the PY2013 WIA Formula Budget (Operations) and Budget Narrative (p. 33-38) vetted by the Budget Committee and Board in March. Operations revenue adjustments highlighted in yellow (p. 33) indicate updated carry forward numbers to

actual based on final audit report. Operations expenditure line items highlighted in yellow (p. 34) are based on an analysis of actual expenditures to budget through January.

Mr. Kostecki presented the PY2013 WIA Formula Budget (One-Stop Center) and Budget Narrative (p. 39-41), vetted by the One-Stop Consortium, Budget Committee and Board. The budget was increased by 1.95 positions for the One-Stop Manager position, along with the partial FTEs for the Deputy Director, Facilities Maintenance, Information Technology, and Fiscal staff.

Mr. Kostecki presented the PY2013 WIA Formula Budget (One-Stop System) and Budget Narrative (p. 42-44). Line item 7085 – Program Support Contracts was increased by \$45,000 for the renewal of the Urban League computer resource center contract for the remainder of the year.

Councilwoman Schroder disclosed her relationship with the Clark County Urban League as a Board member.

**b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)**

Mr. Kostecki presented the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA) provided on page 46-47 of the agenda packet. Mr. Kostecki noted that with the adjustments to the Operations budget, all line items will be in order on the updated report for March, which will be presented to the Budget Committee and Board in May.

Chair Weekly requested more information regarding the types of expenditures under 7025 – Dues and Subscriptions; Mr. Kostecki will provide the Commissioner detail after the meeting. Weekly requested an update on 8900 – Strategic Initiatives. Mr. Kostecki explained that the Strategic Initiatives is an account to hold available funds that are not budgeted to other line items. Any remaining funds in this account are rolled over into the next year and can be allocated to operations, funded partners for special projects. Ms. DeSart stated that staff will provide the Chair a list of Strategic Initiatives recently voted on; Weekly concurred.

**c. Awards & Expenditures Report (Compliance and Operational Status of Service Providers/Funded Partners) – Monthly Update**

Mr. Kostecki presented the Awards & Expenditure Report for Adult/Dislocated Worker (p. 49), Youth (p. 50) and Direct Grants (p. 51) through February, and stated that the reports have been updated since the Board meeting. Mr. Kostecki reported that ADW contracts should be approximately 67% spent and there are no expenditure issues at this time. NEG contracts are underspent. Any unspent funds will be recaptured and reallocated to contracts for next program year. DETR agreed to provide WC a list of NEG eligible individuals (those who have been on unemployment for at least 27 weeks). Ms. DeSart will follow up with DETR regarding the status of this list.

Mr. Kostecki noted that HELP of Southern Nevada, and Nevada Partners were extended through 9/30/14 prior to WC implementing the new policy to close out provider contracts annually; as a result these contracts have a high balance but its equivalent to two years of funding. Mr. Kostecki briefly explained the contract closeout procedure and noted that all contracts will be on the annual closeout schedule for PY2014.

Mr. Kostecki reported no issues with the AmeriCorps direct grant during a recent monitoring.

**d. Funding Plans – Adult/Dislocated Worker and Youth – Monthly Update**

Carol Turner, Financial Consultant provided an overview of the funding plans and highlighted the following:

Adult & Dislocated Worker Funding Plan PY2013 Projections (p. 53) – Academy of Human Development Career Center contract may be extended through June 2015. Working on ADW services for Boulder City and Laughlin; funding set aside for Mesquite

Dislocated Worker National Emergency Grant Funding Plan PY2013 Projections (p. 54) – Remaining NEG funds \$1,381,794; good through June 30, 2015.

Adult & Dislocated Worker Funding Plan PY2014 Projections (p. 55) – Projected \$14,800,000 ADW funds will be lowered to approximately \$12,900,000 based on actual allocations (estimated). Regarding the re-entry program/Department of Corrections, \$800,000 has been set aside for pre-release services and an additional \$200,000 for post-release services provided by a service provider.

To Commissioner Weekly, Ms. DeSart stated that the scope for the re-entry program is currently being discussed and the LEOs will have the opportunity to see what the program looks like before it is rolled out. Discussion ensued.

Ms. DeSart reported that CSN will be the designated training provider for the pre-apprenticeship program. CSN's comprehensive 12-week curriculum will prepare individuals for pre-apprenticeship test, provide employability skills, and expose individuals to the trades through field trips, etc. WC's Business Services team, headed by Kenadie Cobbin-Richardson, will work directly with businesses and employers in the trade. The anticipated start date for the program is July 1, 2014. Jaime Cruz, Chief of Industry Sectors added that the pre-apprenticeship program will not necessarily link to immediate employment, but it will provide individuals that are not otherwise qualified, the necessary step to get into an apprenticeship program.

Ms. Turner reported that WC is getting 7% - 10% less than the expected 25% for the first quarter of next year.

Youth Funding Plan PY2013 Projections (p. 56) and PY2014 Projections (p. 57) - JAG program funds may be recaptured and used for next program year.

Mr. Kostecki reported that the State's funding allocation is down by approximately 6% Adult, 10% Dislocated Worker, and 5% Youth because even though Nevada's unemployment rate is still one of the highest in the U.S., the State's population decreased due to individuals relocated to other areas.

**e. PBTK Audit – PY2012 (Year Ended June 30, 2013)**

Mr. Kostecki presented the PBTK Audit findings for PY2012 (p. 59) and noted that all findings are correctable. This report will be presented on a quarterly basis based on the Budget Committee and Board's decision due to the decrease of audit findings.

**f. Workforce Connections' Professional Services Contracts – Monthly Update**

Mr. Kostecki presented the Professional Services Contracts report provided on page 61-65 of the agenda packet.

*A motion was made to accept and approve agenda item 8a – 8f as presented by Councilwoman Peggy Leavitt and seconded by Commissioner Adam Katschke. Councilwoman Gerri Schroder abstained from voting on items 8a, 8c and 8d. Motion carried.*

**9. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth**

Heather DeSart presented the Executive Director's Report provided on page 50-51 of the agenda packet and reported that DETR is in discussion with WC and NevadaWorks regarding the allocation of Dislocated Worker funds between the North and the South. NevadaWorks submitted a letter to DETR requesting that the formula not be changed until next year. Ms. DeSart submitted a letter on behalf of WC requesting the grant allocation be implemented effective July 1, 2014. WC believes the discussions have netted a great deal of consensus to move forward with the change. Councilman Beers agrees that basing the allocation on delinquent farm loans is a little deceptive and commended Ms. DeSart for her excellent correspondence.

**10. SECOND PUBLIC COMMENT SESSION:**

Tamera Collins, Veterans' Program Manager - Las Vegas Urban League reported that the Veterans' program started effective March 1, 2014 with three case managers providing employment and training services to Veterans. LVUL is currently doing outreach in the community and expects to meet contracted enrollment numbers. Commissioner Weekly requested Ms. Collins to provide the LEOs with her contact information so that they can help disseminate information about the program to their respective jurisdictions.

**11. INFORMATION: LEO Consortium Member Comments**

Commissioner Katschke reported that Lincoln County submitted proposals in response to WC's RFP.

Councilwoman Schroder spoke briefly about two successful re-entry programs in Henderson, Veteran's Program and ABC Court, that provide employment, housing and family services and stated that City of Henderson's Detention Center has a great classroom that can be used to help educate inmates about how to find employment. Councilwoman Schroder has direct contact with commanders of VFW, American Legion, Purple Hearts, and Vietnam Veterans of America in the Henderson Chapter, and is willing to contact them for outreach regarding the Veterans' program. Henderson also has a Veterans' clinic.

Councilman Beers spoke with DOL representative last week at the Governor's Workforce Investment Board regarding the State's new mandate for an increased percentage of classroom training vs. OJT training, and the DOL representative informed him that this is not a directive from the Department of Labor or the Workforce Investment Act, but from the State level. Beers stated that he will broach the subject at the next quarterly GWIB meetings and guide them to reverse the directive to reduce OJTs in order to increase classroom training. Beers agreed that there may be challenges and requested Weekly's assistance at the GWIB meetings this year; Weekly concurred.

Councilwoman Leavitt reported that yesterday she attended the Governor's Workforce Investment Board for Green Energy and received a presentation by Solar City regarding new jobs in Nevada, and asked if WC was involved in the hiring process for these jobs. Ms. DeSart replied that she will follow up with Kenadie from the Business Services Team and Jaime Cruz, who sits on the State's Green Energy Sector Council. Councilwoman Leavitt stated that Solar City hired between 250 – 280 individuals thus far and plan to fill 500 additional positions, including installers, customer service, human resources, accounting and engineering, with excellent benefits and health insurance. Councilwoman Leavitt also received a presentation by the Nevada Workforce Development Center, where individuals can go for assistance for certifications for employment. Ms. DeSart replied that it sounds like JobConnect's Work Keyes partnership. Councilwoman Leavitt inquired about the status of St. Jude's program; Ms. DeSart replied that she had a meeting with St. Jude's representatives and she will contact the Councilwoman after the meeting with details.

Councilwoman Wood commented that there are so many new programs but they all seem to be working independently from one another resulting in a duplication of services; however, with proper outreach we can help ensure the programs work together and reach the populations in need, such as Veterans.

**12. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 12:22 p.m. by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.*