

*workforce***CONNECTIONS**

**BOARD MEETING  
MINUTES**

**April 23, 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**

Bart Patterson  
Commissioner Lawrence Weekly  
Councilwoman Anita Wood  
Dr. David Lee  
Maggie Arias-Petrel  
Mujahid Ramadan  
Valerie Murzl, Vice-Chair  
Willie J. Fields

Commissioner Butch Borasky  
Commissioner Bob Beers  
Charles Perry  
Hannah Brown, Chair  
Mark Edgel  
Michelle Bize  
Vida Chan Lin

Commissioner Adam Katschke  
Councilwoman Peggy Leavitt  
Dan Rose  
Lynda Parven  
Matt Cecil (phone)  
Tommy Rowe  
William Bruninga (phone)

**Members Absent**

Bill Regenhardt  
Dan Gouker

Commissioner Ralph Keyes  
Sonja Holloway

Councilwoman Gerri Schroder

**Staff Present**

Ardell Galbreth  
Chris Shaw  
Carol Turner  
Jeannie Kuennen  
Byron Goynes  
Tawuana Hill

Suzanne Potter  
Ricardo Villalobos  
LeVerne Kelley  
Janice Greer  
Debra Collins  
Clentine January

Heather DeSart  
Jim Kostecki  
Jennifer Padilla  
Morzean Weatherspoon  
Jaime Cruz

**Others Present**

Renee Cantu, Jr., LCCCF  
Derrick Berry, DETR  
Joleen Arnold, Easter Seals of Southern Nevada  
Thresea Kaufman, NHA  
Tracey Torrence, SNRHA  
Dr. Tiffany Tyler, Nevada Partners, Inc.  
Joey Perez, FIT  
Janice M. Rael, Nevada Partners, Inc.  
Jennifer Casey, FIT  
Sharon Morales, LCCCF  
Janet Blumen, FIT  
Denise Gee, HELP of Southern Nevada  
Monique Harris, SNCF  
Anisa Burke, SNCF  
LaTrece Coleman-Stone, SNRHA

Daniela Mierez, YouthBuild Las Vegas  
Michael Lisowski, Congressman Joe Heck Office  
Helicia Thomas, GNJ Family Life Center  
Earl McDowell, DETR  
Stacey Bostwick, SNRHA  
Esther Valenzuela, SNRHA  
E. Lavonne Lewis, Las Vegas Urban League  
Jake McClelland, FIT  
LaTanya Runnells, GNJ Family Life Center  
Vincent Miller, Goodwill of Southern Nevada  
Nield Montgomery, The Learning Center  
Arneller Mullins, Nevada Partners, Inc.  
Sharaf Rogers, Nevada Partners, Inc.  
John Hill, SNRHA  
Esther Valenzuela, SNRHA

(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 10:04 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**

*A motion was made to approve the agenda as presented by Charles Perry and seconded by Willie J. Fields. Motion carried.*

3. **FIRST PUBLIC COMMENT SESSION**

Yvette Williams, Chair – Clark County Black Caucus: Ms. Williams commented that an event was held for members of the community regarding raising the minimum wage to \$9.00 per hour and what it would mean to individuals who earn minimum wage and/or are underemployed in part-time positions. At the event, people told stories told about how difficult it is to survive on minimum wage, many of whom were homeless and the stories brought people to tears. Ms. Williams thanked the Board for the work they do in the community and acknowledged Debra Collins for being an excellent resource.

Debra Collins, Workforce Connections: Ms. Collins thanked the funded partners FIT, Nevada Partners, Southern Nevada Regional Housing Authority and HELP of Southern Nevada who rose to the occasion and provided individuals to share their stories at the event.

Michael Lisowski, Staff Assistant - Congressman Joe Heck District Office: Mr. Lisowski briefed the Board on the Job Fair and Interview Skills Workshop held on April 1, 2013 at the Sunset Hotel and Casino and thanked Workforce Connections for providing the workshops, including a Veterans workshop, an elevator speech, interview techniques, and how to write a resume and cover letter. Over 30 individuals attended each of the sessions, 45 employers who were actively hiring participated, and over 300 people attended. Congressman Heck's staff members are contacting these individuals to follow-up and provide referrals. So far, they have received lots of good feedback from individuals, including those who are waiting to be contacted for a follow-up interview. The next Job Fair will be in September 2013 in partnership with Workforce Connections.

Janet Blumen, Chief Executive Officer/Chairman of the Board – Foundation for an Independent Tomorrow: Ms. Blumen introduced FIT's re-entry staff to the Board: Anthony Gilyard, Joey Perez, Gordon Brown, Charles Mallard, Edwin Leuluai, Jennifer Casey and Jake McClelland. A copy of FIT's April 2013 Ex-Offender Program Report was distributed.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of March 26, 2013**

*A motion was made to approve the Board Meeting Minutes of March 26, 2013 as presented by Tommy Rowe and seconded by Charles Perry. Motion carried.*

5. **INFORMATION: Welcome to the Board**

Chair Brown welcomed Dan Gouker, College of Southern Nevada (reappointment) and Lynda Parven, Department of Employment, Training and Rehabilitation (new appointment) to the Board.

Ms. Parven thanked the Board for the opportunity and said she is glad to be back.

6. **PRESENTATION: Southern Nevada Workforce/Economic Development – William Anderson, Chief Economist – Department of Employment, Training and Rehabilitation**

Mr. Anderson presented the Nevada Labor Market Briefing – March 2013 (see attached).

Following the presentation, Mr. Anderson addressed questions from the Board.

Ardell Galbreth stated that staff would like to have Mr. Anderson provide periodic labor market briefings to the Board. Chair Brown concurred.

Mr. Anderson suggested the next briefing be based on economic development sectors.

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

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**7. INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of March 13, 2013 and April 10, 2013 (draft)**

Valerie Murzl presented the Adult & Dislocated Worker Committee Meeting Minutes of March 13, 2013 and April 10, 2013 (draft) provided in the agenda packet on page 28 and 31 respectively.

**8. DISCUSSION AND POSSIBLE ACTION: Approve the recommendation of the Adult & Dislocated Worker Committee to execute a contract extension for an additional amount not to exceed \$700,000 with Foundation for an Independent Tomorrow (FIT). The monies will be used to expand FIT's PY2012 contract to include the logistics training to the Re-entry population of Southern Nevada. Upon approval by the Workforce Connections' Board, the current contract will be extended with a contract period of July 1, 2012 to June 30, 2014**

Ms. Murzl provided a brief overview of the backup provided in the agenda packet on page 34 – 39.

FIT was initially awarded \$700,000. To date, they have placed 66 of the 150 expected enrollments and have a long waiting list of clients to serve.

*A motion was made to approve the recommendation of the Adult & Dislocated Workers Committee to execute a contract extension for an additional amount not to exceed \$700,000 with Foundation for an Independent Tomorrow (FIT). The monies will be used to expand FIT's PY2012 contract to include the logistics training to the Re-entry population of Southern Nevada. Upon approval by the Workforce Connections' Board, the current contract will be extended with a contract period of July 1, 2012 to June 30, 2014, as presented by Charles Perry and seconded by Mujahid Ramadan. Motion carried.*

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*YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair*

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**9. INFORMATION: Youth Council Meeting Minutes of March 13, 2013 and April 10, 2013 (draft)**

Willie J. Fields, Vice-Chair presented the Youth Council Meeting Minutes of March 13, 2013 and April 10, 2013 (draft) provided in the agenda packet on page 41 and 46 respectively.

**10. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award Southern Nevada Regional Housing Authority with a contract in an amount not to exceed \$400,000 to provide employment and training services to public housing youth for the period of May 1, 2013 through September 30, 2014**

Ricardo Villalobos provided an overview of the backup provided in the agenda packet on page 52 – 58.

The Southern Nevada Regional Housing Authority (SNRHA) contract will be a 17 month contract with a focus on serving 150 In-School/Out-of-School youth in public housing.

Mujahid Ramadan commented that investing in public housing recipients will reduce crime and help individuals with multiple barriers.

Mr. Fields added, these services will provide a significant social benefit to this population.

Councilman Bob Beers asked what percentage of residents is decentralized vs. centralized by voucher program.

Stacey Bostwick, SNRHA replied that the concentration would be around approximately 5,000 - 6,000 affordable and public housing units. About 10,000 households are in voucher programs, but they are still relatively concentrated. SNRHA will be focusing on both populations with this grant.

John Hill, Executive Director – SNRHA reported that during the first year of this program SNRHA had 50 job positions available and 75 positions the second year that over 800 applicants competed for. As part of the education component, youths were required to maintain a C grade or better or be required to attend mandatory tutoring provided by SNRHA – 47% of the participants required tutoring in at least one subject. This population has a great need for employment and education assistance. This program will provide a positive impact on the employment and education needs for this population.

Mr. Ramadan stated that this is an opportunity to break the generational cycles of two to three generations of public housing recipients.

*A motion was made to approve Youth Council's recommendation to award Southern Nevada Regional Housing Authority with a contract in an amount not to exceed \$400,000 to provide employment and training services to public housing youth for the period of May 1, 2013 through September 30, 2014 as presented by Mujahid Ramadan and seconded by Charles Perry. Motion carried.*

**11. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation for No-Cost Extensions for Youth Funded Partners PY2011 and PY2012 contracts to serve In-School/Out-of-School Youth through September 30, 2013**

**i. Summer Component/Year-Round Youth Programs**

- i. Nevada Partners Inc.
- ii. Southern Nevada Children's First
- iii. Latin Chambers of Commerce Community Foundation

**ii. Out-of-School Youth Programs**

- i. GNJ Family Life Center
- ii. Latin Chambers of Commerce Community Foundation
- iii. Southern Nevada Children's First
- iv. HELP of Southern Nevada

**iii. In-School Youth Programs**

- i. Nevada Partners Inc.
- ii. HELP of Southern Nevada

**iv. Re-Entry Youth Program**

- i. Youth Advocate Program

**v. Rural Youth Programs**

- i. Lincoln County
- ii. NyE Communities Coalition

Mr. Villalobos provided background. A summary of each funded partner's program is provided on page 61 – 77 of the agenda packet.

The purpose of the three month no-cost contract extensions through September 30, 2013 is to:

1. Prevent the disruption of summer school opportunities
2. Support the Summer Business Institute collaborative to provide work experience for 25% of WIA youth
3. Prevent disruption of services provided through the Graduate Advocate Initiative in the schools

While these are no-cost extensions, staff is currently assessing the funded partners' needs for additional resources; recommendations will be brought back to the Youth Council then the Board.

Commissioner Weekly asked what the funded partners are doing to outreach and recruit youth that need summer school.

Mr. Villalobos replied that back in March-April a collaborative effort began with the school district to make sure there was an understanding amongst the funded partners what exactly needs to happen to begin enrolling current youth into summer school. The school district provided a presentation outlining specifically what needs to happen to enroll youth who are credit deficient in summer school. The funded partners received the information and have begun enrolling youth and will continue the process moving forward.

Councilman Beers asked Mr. Villalobos to be more specific.

Mr. Villalobos replied that the school district, in tandem with the funded partners, provided a list of students that are credit deficient and in need of summer school. The school district also provided detailed information on what specifically happens step by step to make sure credit deficient youth are enrolled in summer school. The enrollment process has already begun.

There are two providers (Nevada Partners and HELP of Southern Nevada) that are working with the school district through the Graduate Advocate Initiative (GAI). These providers have WIA staff on campus that are meeting with school counselors regarding the youth on the list that are enrolled in the program to ensure that they are enrolled in summer school.

Commissioner Weekly asked the providers to speak about their outreach efforts.

Dr. Tiffany Tyler, Nevada Partners, Inc. reported that in recognition of last year, NPI took a multiple prong approach over the course of this year to ensure that youth were properly recruited to participate in the program and meet the expectations of summer school enrollment. As a result of this effort, NPI is fully enrolled in both program (202 enrolled in the Summer program and 465 enrolled in the GAI) as well is working collaboratively with the schools to assess the youth in several areas, including summer school enrollment needs, proficiency exam preparation and the placement in employment/education following graduation. Approximately 60 youth from the summer program and 120 youth from GAI will need summer school. Also, last week NPI received reports on youth who failed the proficiency exams and they will be providing support to address this concern over the next several weeks.

Denise Gee, HELP of Southern Nevada reported that their program serves both In-School and Out-of-School youth and provides services at seven high schools through the GAI, which is 90% enrolled with an identified 80 youth who will need summer school. HELP's Out-of-School Youth program is fully enrolled. HELP's goal is to help summer school youth graduate in August. HELP will continue to reach out and assess the youth to see where they are at.

Chair Brown stated that last year the enrollment process didn't start in time and not enough students were enrolled and progress was almost nonexistent.

Mr. Ramadan asked Dr. Tyler what NPI is doing with Spring Mountain Youth after they are released back into the community.

Dr. Tyler replied that NPI essentially provides a re-entry type program with a focus on employment and education. Some of the activities include work readiness, occupational skills training, and summer school as well as assistance with developing an employment and/or education plan. NPI staff work closely with the probation officers to ensure the youth are in school and have a post-secondary education and/or employment plan upon graduation.

Valerie Murzl requested that funded partners provide a chart that shows all of their program enrollments in numerical form, not percentages, on one sheet.

Mr. Fields concurred and requested the charts be submitted at the Youth Council meeting in May.

Bart Patterson requested staff to create and use a template for funding recommendations that includes all pertinent information including the number of participants to be served.

Councilwoman Leavitt commended the funded partners and Board staff for taking the initiative and moving forward with the summer school process ahead of schedule.

***A motion was made to approve Youth Council's recommendation for No-Cost Extensions for Youth Funded Partners PY2011 and PY2012 contracts to serve In-School/Out-of-School Youth through September 30, 2013 as presented by Valerie Murzl and seconded by Councilwoman Anita Wood. Motion carried.***

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*OPERATIONS UPDATE*

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**12. INFORMATION: Budget and Finance Committee Meeting Minutes of February 6, 2013 and April 3, 2013 (draft)**

Jim Kostecki presented the Budget and Finance Committee Meeting Minutes of February 6, 2013 and April 3, 2013 (draft) provided in the agenda packet on page 80 and 86 respectively.

**13. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS AND ACCEPT**

- a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and Budget Narrative with One-Time Construction Summary

Mr. Kostecki presented the PY2012 WIA Formula Budget and Narrative with One-Stop Construction Summary provided on page 93 – 100 of the agenda packet.

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

Mr. Kostecki presented the Budget vs. Actual Finance Report provided on page 101 of the agenda packet and noted that line item 7090 Non-Board Meetings & Outreach is a little high at 73.9% due in part to the \$5,000 spent on the Youth Summit Meeting at Latin Chamber of Commerce Community Foundation; however, this account should be okay again in about three to four months.

- c. PY2011/PY2012 Awards & Expenditures Report – Monthly Update

Mr. Kostecki presented the Awards & Expenditures for ADW/Youth/Direct grants.

The ADW invoices are through February. Staff does not anticipate there will be any unspent funds. The ADW report is provided on page 102 of the agenda packet.

The Youth invoices are through February. Expenditures are lower than expected; however, the no-cost contract extensions will help the funded partners and give them more time to spend. The Youth report is provided on page 103 of the agenda packet.

The Direct Grant invoices are through February. The report is provided on page 104 of the agenda packet.

- d. Adult & Dislocated Worker and Youth Funding Plans

Carol Turner presented the Adult & Dislocation Worker and Youth Funding Plans provided on page 105 - 106 of the agenda packet.

Staff is focused on working on projections for next year. Due to the sequestration, there will be very little money in the 1<sup>st</sup> quarter as much of our PY2013 funding allocation will not be available until October 1<sup>st</sup>. Any remaining funds from the ADW program will be recaptured on June 30<sup>th</sup>. Staff is working on the projections for operations and funded partners to ensure there are enough carry forward funds through September 30<sup>th</sup>.

Staff is working on several RFPs for October including Veterans (ADW) and new Youth contracts.

- e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) and YouthBuild Las Vegas Audit Findings Report

Mr. Kostecki presented the Audit Findings report provided on page 107 – 110 of the agenda packet.

The report has been updated to include the current audit results. The four current findings are detailed on page 107. Three of the four findings are recurring and staff anticipates all will be corrected except for finding 12-1, which has to do with the timing of payments versus drawdown of funds. Mr. Kostecki explained the process and stated that the finding will not go away unless the agency gets general fund money; however, staff has made drastic improvements. For instance, in the first half of the year there were occurrences of 1 - 90 days but in the last half of the year the occurrences were down to 1-8 days.

Mr. Kostecki presented the YouthBuild 2011 Grant findings provided on page 109 – 110 of the agenda packet and noted that the Department of Labor approved all the findings pending subsequent review.

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

Mr. Kostecki presented the Standing Professional Services Contracts report provided on page 111 – 114 of the agenda packet.

***A motion was made to accept the Operations Report (agenda items 12a. through 12f.) as presented by Willie J. Fields and seconded by Commissioner Butch Borasky. Motion carried.***

*EXECUTIVE DIRECTOR'S UPDATE ~ Ardell Galbreth*

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

Mr. Galbreth presented the Executive Director's Report provided on page 116 of the agenda and reported on the following items (not included in the report):

**STEM:** WIA Youth will be introduced to the STEM (Science, Technology, Engineering, and Math) Initiative – an opportunity they do not currently have at the schools they attend. Also, the agency is partnering with the school district to make available some of its STEM equipment, such as the Green Mobile Classroom. Mr. Galbreth thanked Hannah Brown for arranging a meeting next week with the school superintendent to further discuss how we can expand these types of program.

**Average Wage Earnings for PY2012:** Adult (\$14.08/hour), Dislocated Worker (\$14.01/hour) and Youth (\$8.95/hour). In 2009 the livable wage was \$15.81/hour. Since then the consumer pricing index has increased by more than 2%. We (southern Nevada workforce investment area) are doing okay but still need improvement. Our goal is to ensure the clients we train receive a livable wage and to connect good employees with businesses that want good workers.

**One-Stop Center:** LeVerne Kelley was recently hired as the One-Stop Center Manager. The work on the One-Stop Center will be completed by the end of May and the move will take place over Memorial Day Weekend with a grand opening soon after. Workforce Connections' staff offices will move in September. Exterior pictures of the One-Stop Center are provided on page 117 – 122 of the agenda packet.

A brief discussion ensued about funded partners not having enough flexibility with their funds as compared to other workforce investment areas. Commissioner Weekly stated that the funded partners need more flexibility especially with serving ex-offenders, who have multiple barriers and financial hardships that can lead to recidivism.

Mr. Galbreth reported that there will be an RFP Workshop on June 11<sup>th</sup> for Workforce Connections' staff on June 12<sup>th</sup> for funded partners and other potential partners. There also is upcoming monitoring training. Mr. Galbreth stated that we need to be more creative while operating within the WIA guidelines. In July or August a facilitator will be on hand to provide training and guidance on this.

Mr. Galbreth thanked Michelle Bize for providing Workforce Connections the opportunity to publish a monthly article in the Review Journal. This is a great opportunity for Workforce Connections to get the word out about new initiatives and projects and inform people about the employment and training opportunities we provide.

**15. INFORMATION: Sequestration Letter from the U.S. Department of Labor**

Mr. Galbreth presented the Sequestration Letter and reported that the State's funding allocation will not be decreased; however, the State will not receive the full allocation until October 1, 2013. The Sequestration letter is provided on page 124 of the agenda packet.

**16. SECOND PUBLIC COMMENT SESSION**

Helicia Thomas, Chief Operations Officer - GNJ Family Life Center: Ms. Thomas said she's excited with the innovation that the Board is taking and thankful for the technical assistance that Board staff has been providing GNJ.

Ms. Thomas reported that GNJ is exceeding all performance measures in both the Adult & Dislocated Worker and Youth programs. GNJ placed 135 adults into employment, with an average wage of \$16.00/hour, and 75 into employment and/or education.

Ms. Thomas presented GNJ's new recruitment poster. The poster has a QR (Quick Response) Code that smart phone users can scan for direct access to GNJ's registration form. The posters have been placed around the community at GED testing centers, fast food restaurants, various community events and other places youth are. Ms. Thomas said she would love to have a mini size version of the poster printed in the Review Journal.

Yvonne Lewis, Interim President/Chief Executive Officer – Las Vegas Urban: Ms. Lewis reported that during the month of April a total of 817 individuals visited the computer center located at 1024 W. Owens. Six of the individuals found employment and many are attending the various training classes that are offered daily from 8:00 until 12:00 p.m., including Introduction to the Internet, Microsoft Word and Excel, Basic Keyboarding, Resume Writing, E-Mail Basics and Online Job Search.

Ms. Lewis reported that the National Urban League recently received a grant from the Department of Labor to serve re-entry youth. The grant requires that 60% of the youth must be adjudicated through the youth/criminal justice system. The goal is to help youth earn their GED/High School Diploma and enter into employment and/or post-secondary education. The Urban League is accepting referrals for this program.

Suzanne Burke, Programs Manager – Southern Nevada Children First: Ms. Burke thanked the Board for approving the no-cost contract extension today and also Ricardo Villalobos, Clentine January and Ardell Galbreth for supporting her in her new position as Programs Manager.

Ms. Burke reported that over 60 youth are working and/or are ready to enroll in summer school. SNCF has developed a new relationship with Las Vegas PBS allowing them to bring more education services in-house, including high school diploma/GED preparation and short/long term training in various subjects from Microsoft Word to Gardening and various certificate programs, such as Pharmacy Technician and Medical Biller as well as provide opportunities for apprenticeships through PBS.

Renee Cantu, Executive Director – Latin Chamber of Commerce Community Foundation: Mr. Cantu distributed a program report and provided the following highlights:

- 173 Nevadans have been put back to work
- 307 participants enrolled in the ADW program (100% of their enrollment goal)
- 184 Nevadans trained in high demand sector jobs since July
- 155 participants enrolled in the Out-of-School Youth program
- 101 participants enrolled in the Summer Youth program
- 91 of Summer Youth received high school credit in 2012
- 155 youth enrolled in the GIFT program/partnership with Southern Nevada Regional Housing Authority (Green Youth Consortium)

Mr. Cantu noted that approximately 35 In-School Youth will be attending summer school this year.

Regarding earlier comments about serving clients more creatively, Mr. Galbreth noted that WIA funds cannot be used to pay union dues, but can be used for an individual's training and/or employment support, which in essence allows the individual to use personal or unrestricted funds to pay his/her union dues. Funded partners are encouraged to provide supportive services according to WIA guidelines based on clients' needs identified through assessment.

## **17. INFORMATION: Board Member Comments**

None

## **18. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 12:10 p.m. by Willie J. Fields and seconded by Mark Edgel. Motion carried.*