

**WORKFORCE CONNECTIONS
YOUTH COUNCIL
MINUTES**

**June 11, 2014
11:00 a.m.**

*Workforce Connections
6330 W. Charleston Blvd., Ste. 150
Bronze Conference Room
Las Vegas, NV 89146*

Members Present

Sonja Holloway	Willie J. Fields	Dan Rose	Mujahid Ramadan
Tommy Rowe	Vida Chan Lin	Debbie Tomasetti	

Members Absent

Stavan Corbett	Lt. Jack Owen	Rudee Bagsby	
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Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter	Jim Kostecki
Ricardo Villalobos	Carol Turner	Clentine January	Shawonda Nance
Brett Miller			

Others Present

Dr. Tiffany Tyler, Nevada Partners	Elizabeth McDaniels, Goodwill of Southern Nevada
Donna Bensing, New Horizons CLC	Dan Winter, New Horizons CLC
Helicia Thomas, GNJ Family Life Center	Berenice Castaneda, Workforce Connections' Intern
Miguel Macias, Workforce Connections' Intern	Pamela Posten, HELP of Southern Nevada
Jeramey Pickett, Nevada Partners, Inc.	Denise Gee, HELP of Southern Nevada
Will Reed, HELP of Southern Nevada	Stacey Bostwick, SNRHA
Sharon Morales, LCCCF	Kristi Siegmund, Goodwill of Southern Nevada
Kelli Mosley, Olive Crest	Neosha Smith, Youth Advocate Program
Fabian King, Jr., Youth Advocate Program	Doug Coombs, Olive Crest

It should be noted that all attendees may not be listed above.

1. Call to order, confirmation of posting and roll call

The meeting was called to order at 11:10 a.m. by Chair Sonja Holloway. 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

A motion to approve the agenda as presented was made by Willie J. Fields and seconded by Debbie Tomasetti. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

Kristi Siegmund, ELITE Youth Program Manager at Goodwill of Southern Nevada distributed a brochure and highlighted the following program outcomes:

- 55 youth have gained successful employment
- 50 youth completed through occupational skills training
- 14 youth enrolled in higher education at CSN or UNLV

- 10 youth obtained a High School Diploma or GED
- 20 youth completed six week work experience in various field; six were offered jobs upon completion

The ELITE Youth Program strives to help disabled youth gain confidence so they can achieve their goals and goes to great lengths to help these individuals overcome barriers. Ms. Siegmund shared a couple stories regarding participants who have overcome their barriers to success through the ELITE Youth Program. Ms. Siegmund thanked the Youth Council and stated that Goodwill is excited for this next program year with positive outcomes and really making a difference in these individuals' lives. Willie J. Fields inquired about the average wage earned and cost per youth, whereby Ms. Siegmund replied, youth earn a wage of \$8.25 to \$15.00 per hour and the cost per youth average is \$3,700.

Kelli Mosley, Program Supervisor of Project Independence at Olive Crest, serving transitioning foster youth ages 17 – 21, introduced youth participants, Jamal and Jai, who shared their stories and successes with the Project Independence program. Ms. Mosley thanked the Youth Council for funding Olive Crest's transitioning foster youth program and helping serve a nationally underserved population.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of May 14, 2014

A motion to approve the Youth Council Meeting Minutes of May 14, 2014 as presented was made by Mujahid Ramadan and seconded by Tommy Rowe. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Olive Crest's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 150 new foster youth

Chair Holloway presented the agenda item. Ricardo Villalobos, Youth Director provided background. Olive Crest's program scope is provided on page 11 of the agenda packet.

A motion to approve staff's recommendation to amend Olive Crest's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 150 new foster youth was made by Willie J. Fields and seconded by Dan Rose. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities

Chair Holloway presented the agenda item. Mr. Villalobos provided background. Goodwill's program scope is provided on page 13 – 14 of the agenda packet.

A motion to approve staff's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities was made by Willie J. Fields and seconded by Tommy Rowe. Motion carried.

7. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend HELP of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$870,000 and extend the date to September 30, 2015 to serve 386 new youth

Chair Holloway read the agenda item. Mr. Villalobos provided background. Part of this funding recommendation and the next is funds recaptured from the JAG program. Upon approval, HELP can immediately begin enrolling in-school youth (high school junior students who are credit deficient and/or have not passed the proficiency exams) for the Graduate Advocate Initiative program to commence on October 1, 2014. These funds are to serve youth specifically at seven of the GAI schools: Basic H.S., Bonanza H.S., Chaparral H.S., Cimarron-Memorial H.S., Clark H.S., Del Sol H.S., and Sunrise Mountain H.S. HELP's program scope is provided on page 16 of the agenda packet.

Debbie Tomasetti thanked staff for the foresight to fund this now to enable enrolling students early and get them the services they need quickly, and asked Mr. Villalobos to explain the difference in funding between

HELP (\$870,000) and the next agenda item for Nevada Partners, Inc. (\$880,000). Mr. Villalobos stated that the main difference is that HELP is serving seven high schools while Nevada Partners is serving eight high schools.

A motion to approve staff's recommendation to amend HELP of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$870,000 and extend the date to September 30, 2015 to serve 386 new youth was made by Tommy Rowe and seconded by Willie J. Fields. Motion carried.

8. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$880,000 and extend the date to September 30, 2015 to serve 391 new youth

Chair Holloway presented the agenda item. Mr. Villalobos provided background. Nevada Partner's program scope is provided on page 18 of the agenda packet.

A motion to approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$880,000 and extend the date to September 30, 2015 to serve 391 new youth was made by Mujahid Ramadan and seconded by Willie J. Fields. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$250,000 and extend the date to May 30, 2015 to serve 125 new youth

Chair Holloway presented the agenda item. Mr. Villalobos provided background. A majority of this funding recommendation is the funds recaptured from the JAG program. The contract award recommendation is a result of the PY2014 Summer Component Year Round RFP process whereby Nevada Partners' proposal received the highest ranking. Discussion ensued regarding serving other high schools. Mr. Villalobos recommended that priority be placed on the eight GAI high schools currently being served by Nevada Partners, due to the fact that there are already GAI Coordinators in place who have established good working relationships with school personnel. Chair Holloway stated that this money should go toward serving other high schools as well. Ardell Galbreth, Executive Director reminded the Youth Council of the allowable action that can be taken per the Open Meeting Law. Heather DeSart, Deputy Director stated that staff can come back to the Youth Council with a new recommendation for additional schools if needed at a later date. Nevada Partner's program scope is provided on page 20 of the agenda packet.

A motion to approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$250,000 and extend the date to May 30, 2015 to serve 125 new youth was made by Mujahid Ramadan and seconded by Vida Chan Lin. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 with an end date of June 30, 2015 to serve 100 youth in Boulder City and Laughlin

Chair Holloway presented the agenda item. Mr. Villalobos provided background. Mr. Villalobos noted that St. Jude's Ranch is a new partner and upon approval In-School and Out-of-School Youth services in Boulder City and Laughlin will begin immediately. St. Jude's Ranch program scope is provided on page 22 of the agenda packet.

A motion to approve staff's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 with an end date of June 30, 2015 to serve 100 youth in Boulder City and Laughlin was made by Tommy Rowe and seconded by Mujahid Ramadan. Motion carried.

11. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to contract with Lincoln County as the new fiscal agent for all Lincoln County WIA Youth Programs effective July 1, 2014

Chair Holloway presented the agenda item. Mr. Villalobos provided background. In response to Mr. Fields question regarding the number of youth currently served, Mr. Villalobos replied, approximately 31 youth are being served in all of Lincoln County.

Tommy Rowe read the response from Lincoln County School District's Assistant Superintendent regarding the reasons they gave for terminating their contract as fiscal agent:

First, the district has never been the administrator for the grants, the Workforce Connections' grants; the administrator is the Nevada Cooperative Extension under UNR, under Holly Gatzke. The district was the fiscal agent because the Nevada Cooperative Extension didn't have the financial system to handle the money with the proper financial requirements. We were just the flow through and provide the documents for accountability. This will now be the role of the county. Workforce Connections provided more services for the people of the county than specifically the school district so it was more appropriate that the county be the physical agent.

Secondly, we've never received any money to oversee this grant. The grant flowed through are system, but no money was ever retained by the district to oversee the grant. Over the past year we have received many accountability requirements, corrective action mandates, and audits, exception requests from Workforce Connections requiring many hours of research and financial reviews by our office staff, none of which were ever paid for.

Mr. Villalobos stated that he understands that the current staff, including Ms. Gatzke, will be transferred to work with the county regarding this grant; however, WC does not control their staffing decisions. Ms. DeSart stated that Ms. Gatzke was on the phone this morning at the ADW Committee meeting and she reported that the current office and staff will not change, the clients will continue to be served with this funding, and it is strictly the fiscal agent that is changing.

Lincoln County Grants Administration's letter accepting the role as fiscal agent is provided on page 24 and Lincoln County School District's letter stepping down as fiscal agent is provided on page 25 of the agenda packet.

A motion to approve staff's recommendation to contract with Lincoln County as the new fiscal agent for all Lincoln County WIA Youth Programs effective July 1, 2014 was made by Dan Rose and seconded by Tommy Rowe. Motion carried.

12. INFORMATION: Awards & Expenditures Report ~ Jim Kostecki

Jim Kostecki, Finance Manager provided an overview of the Youth Awards & Expenditures Report through April invoices provided on page 27 of the agenda packet and reported that any unspent funds will be recaptured and rolled into contracts for next funding year. Latin Chamber of Commerce Community Foundation was issued a pink paper to expedite the hiring of a fiscal staff. LCCCF lost both of its fiscal staff members and hired a new fiscal staff member, but that individual left on sick leave. WC staff has been provided technical assistance; however, there are no qualified individuals to receive the training, so the pink paper was issued to urgently request that they get some temporary help until permanent staff is hired. WC staff provided accounting firms to contact for temporary help. Ms. DeSart added that technical assistance was provided to the program staff and interim director and a letter was sent to LCCCF giving them until Friday (June 13th) to submit their plan to WC due to the importance of having a fiscal staff to look after the funds. These were the interim steps taken prior to issuing the pink paper. Mr. Kostecki stated that LCCCF responded in a timely manner and is in the process of hiring new staff; therefore, WC staff will be issuing a closure letter regarding the pink paper. Staff will report the pink paper, corrective action, and pink paper closure letter to the Board at their next meeting.

13. INFORMATION: Youth Funding Plan ~ Carol Turner

Carol Turner, Financial Consultant provided an overview of the Youth Funding Plan provided on page 29 of the agenda packet. The PY2013 carry forward is \$4,000,000. The current year budget for In-School contracts (for 15 schools) is \$1,750,000. The estimated PY2015 In-School contract funding will decrease to approximately \$1,200,000, so adding additional GAI high schools at this time would not be viable. Much of the PY2014 funding is considered one-time only funding. The funding plan includes all funding recommendations approved today. Remaining funds (uncommitted) is \$239,755 (.12 months).

14. INFORMATION: Program Year 2013 3rd Quarter Performance Report

Ricardo Villalobos presented the PY2013 3rd Quarter Performance Report provided on page 31 of the agenda packet and highlighted the following Youth measures:

- Placement in Employment/Educated (61.4%) – meeting performance
- Attainment of a Degree/Certificate (59.9%) – exceeding performance
- Literacy and Numeracy Gains (38.5%) - meeting performance

15. INFORMATION: Program Year 2013 Summary of Monitoring Findings

Ricardo Villalobos presented the PY13 Monitoring Findings report provided on page 33 of the agenda packet and provided examples of possible compliance issues regarding eligibility documentation, data entry, client files/documentation, Individual Service Strategy, etc.

16. INFORMATION: WIA Youth Client Demographics Report

The WIA Youth Client Demographics report is provided on page 35 and 36 of the agenda packet.

17. INFORMATION: HELP of Southern Nevada Youth Presentation

Denise Gee, W.O.R.C Program Director, HELP of Southern Nevada introduced Pamela Posten, WIA Youth Manager, who provided an overview of HELP's WIA In-School and Out-of-School Youth Program and highlights from program year 2013-2014. A handout was provided to the Youth Council and public. HELP participants, Donna Hunter and Antonia Castaneda shared their individual stories and positive experience with the program. Ms. Hunter passed the high school proficiency exams, graduated high school, and is working as the community outreach assistant for HELP of Southern Nevada. Ms. Hunter's career goal is to become a doctor of psychology. Mr. Castaneda obtained his high school diploma from Del Sol H.S., completed a work experience opportunity in homeless services, and gained part-time employment as a data entry specialist. Mr. Castaneda's future plans are to attend college, become a music producer, and eventually start his own record label. Ms. Gee thanked the Youth Council for giving HELP the opportunity to serve youth in the community. Ms. Gee acknowledged Ms. Posten for her hard work and achievements and regretfully announced that Ms. Posten will be leaving HELP this Thursday to begin a new adventure. Ms. Posten's successor, Will Reed was introduced.

18. INFORMATION: Youth Department Director's Report ~ Ricardo Villalobos

Ricardo Villalobos welcomed the ten Workforce Connections' summer interns, and introduced those present.

19. SECOND PUBLIC COMMENT SESSION

Kristi Siegmund, Goodwill of Southern Nevada thanked the Youth Council for allowing Goodwill to serve youth in the community and announced Goodwill's upcoming Youth Council presentation in September.

Dr. Tiffany Tyler, Nevada Partners, Inc. thanked the Youth Council for allowing NPI to continue serving youth in the community and expressed excitement for upcoming graduations taking place this week.

Doug Coombs, Executive Director, Olive Crest thanked the Youth Council for supporting Olive Crest and the youth they serve.

20. INFORMATION: Youth Council Member Comments

Mujahid Ramadan announced the 105th NAACP National Convention and the 36th National ACT-SO competition on July 17 – 23, 2014 at the Mandalay Bay Hotel Las Vegas. Mr. Ramadan extended an invitation to Youth Council members to volunteer on the judge panel for the ACT-SO competition. Detailed information will be e-mailed to staff and forwarded to the Board.

Willie J. Fields inquired about the former summer youth program and suggested establishing a petition for raising funds to restart the program.

21. ACTION: Adjournment

A motion was made to adjourn the meeting at 12:25 p.m. by Mujahid Ramadan and seconded by Tommy Rowe. Motion carried.