

# WORKFORCE CONNECTIONS

## LOCAL ELECTED OFFICIALS CONSORTIUM

### MINUTES

June 24, 2014

8:30 a.m.

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

#### **Members Present**

Commissioner Lawrence Weekly  
Commissioner Ralph Keyes (phone)  
Commissioner Adam Katschke  
Commissioner Butch Borasky  
Councilman Bob Beers

#### **Members Absent**

Councilwoman Peggy Leavitt  
Councilwoman Anita Wood  
Councilwoman Gerri Schroder

#### **Staff Present**

Ardell Galbreth  
Jaime Cruz  
Suzanne Potter  
Kenadie Cobbin-Richardson  
Jake McClelland

Heather DeSart  
Ricardo Villalobos  
Jim Kostecki  
Brett Miller

#### **Others Present**

Tamara Collins, Las Vegas Urban League  
Lynda Parven, DETR  
Nield Montgomery, The Learning Center  
Kevin Sanchez, One-Stop Career Center Intern  
Dr. Tiffany Tyler, Nevada Partners, Inc.

Irene Bustamante Adams  
Gary W. Flint, Jr., Las Vegas Urban League  
Linda Montgomery, The Learning Center  
Kerrie Andrews, Youth Intern  
Darren Thanos, 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 9:02 a.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**

Ardell Galbreth, Executive Director confirmed there were no changes to the agenda.

*A motion was made to approve the agenda as presented by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.*

#### **3. FIRST PUBLIC COMMENT SESSION:**

Chair Weekly opened public comment.

Darren Thanos, Las Vegas Urban League Veterans Program Case Manager, introduced veteran participant Gary W. Flint, Jr, who spoke briefly about his positive experience with the Veterans program. Mr. Flint is part of the Help Las Vegas program. In May, he graduated from UNLV with a B.S./B.A. in Finance and obtained employment with Vanguard Investment Company. Mr. Flint will take his series 7

and 63 while working in the retail inheritance department. The Veterans Program assisted Mr. Flint in relocating and establishing housing in Arizona.

Chair Weekly closed public comment. Weekly thanked Las Vegas Urban League for their report and stated that he had requested at the last meeting to have WIA funded service providers serving Veterans to provide this board a physical report detailing outreach methods and outcomes for serving veterans with the WIA funding allocation they receive. Weekly stated that this request still stands. Weekly further stated that there have been several veterans' events in the community that did not have representation from the Las Vegas Urban League.

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of April 22, 2014**

Chair Weekly presented the minutes of April 22, 2014 provided on page 5–9 of the agenda packet.

*A motion was made to approve the minutes from the Local Elected Officials Consortium Meeting of April 22, 2014 by Councilman Bob Beers and seconded by Commissioner Adam Katschke. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Accept \$100,000 grant award from the AARP Foundation to implement a Back to Work 50+ Program at the One-Stop Career Center**

Chair Weekly presented the agenda item and disclosed that he will be joining AARP and recently received his membership application and card. Ardell Galbreth reported that Workforce Connections is one of only four Workforce Investment Boards to receive this grant and the funds are not restricted to WIA allowable costs. Jaime Cruz, Chief Industry/Sector Initiatives provided background. The AARP Foundation grant summary is provided on page 11 of the agenda packet.

*A motion was made to accept \$100,000 grant award from the AARP Foundation to implement a Back to Work 50+ Program at the One-Stop Career Center by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.*

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

Chair Weekly read the agenda item. Jim Kostecki, Finance Manager provided background.

**a. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 and Budget Narrative**

The PY2014 budget is provided on page 14-21 of the agenda packet. There is an approximate 10% decrease (approximately \$3,100,000) in the budget overall from last year due to the decrease in funding streams and the conclusion of Rapid Response funding. The PY2014 estimated revenues are \$19,300,000. PY2013 carry forward funds are approximately \$9,300,000 (p. 14). The Operations budget (p. 15) includes the following changes:

7000 Accounting and Auditing: decrease of \$27,000 due to adjusting additional estimated audit services downward;

7005 Legal Fees: increase of \$20,000 due to budgeting for the amount of the contract issued;

7035 Printing and Reproduction: increase of \$5,000 due to estimated additional supplies for 3D printer;

7070 Rent (Offices): decrease of \$75,309 due to adjusting rents to the 12 month estimate;

7075 Facilities Maintenance: decrease of \$10,000 due to one-time use of temporary labor to help with special projects related to the setup of the new facility and start up materials related to move;

7080 Admin Support Contracts: decrease of \$23,000 due to the allocation of a portion of the HR consultant to the One-Stop Center and System;

7085 Program Support Contracts – IT NVTrac and web: decrease of \$16,800 due to the reduction in use of IT consultants;

7100 Insurance: increase of \$2,500 due to projected increases in the renewal of WC liability insurance;

8500 Capital – Equipment and Furniture: decrease of \$164,013 mainly due to one-time ADA and other construction costs included in the budget;

8900 Strategic Initiatives: decrease of \$737,289 due to decreased funding available PY2014.

The One-Stop Center - Charleston budget (p. 20) shows \$12,000 increase in accounting and auditing for partial auditing fees and HR admin fees. The budget is based on 33 partner seats at a cost of \$20,973.36 per seat. The One-Stop System budget (p. 21) shows increase for audit fees \$15,000, legal fees \$30,000, program contracts – Workforce Development Academy \$200,000, admin support contracts \$16,400, capital – tenant improvements \$15,050, and strategic initiative/WIA \$50,000. Budget line items decreased for program support contracts \$101,759, program contracts – IT NVTrac/Web \$22,000, capital – equipment and furniture \$198,260.

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

The Budget vs. Actual Finance report through March is provided on page 23 of the agenda and all expenditure items are on schedule for 75% of the program year concluded. Heather DeSart, Deputy Director clarified that tuition and seminars (7050) is for staff training, but not college tuition.

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

The Awards & Expenditures reports through March invoices are provided on page 25 (Adult/Dislocated Worker programs), page 26 (Youth programs) and page 27 (direct grants). Commissioner Borasky requested staff to expand ADW report to two pages for easier reading; staff concurred. ADW contract expenditures should be at approximately 70%. Unspent ADW/Youth contract funds will be recaptured and have been factored in next year’s funding allocation; effective July 1st. Bridge Counseling Associates and Latin Chamber Foundation are underspent due to former high risk status. Academy of Human Development and Las Vegas Clark County Urban League MOUs are ending June 30<sup>th</sup> due to audit finding regarding procurement of sole source contracts issued by DETR. WC is working with DETR to resolve audit finding. DETR recommended canceling these contracts and will help WC justify to DOL why disallowed costs should not be incurred. NEG funds are underspent. The state issued a letter to unemployment recipients who are eligible to receive services under the National Emergency Grant (NEG) to help expedite NEG expenditures. NEG funds sunset June 30, 2015. The Lincoln County School District has stepped down as fiscal agent for Lincoln County ADW and Youth programs and Lincoln County Grants Administration will assume role as fiscal agent, effective July 1, 2014. Ricardo Villalobos, Youth Department Director summarized Youth Advocate Programs (YAP) re-entry program scope. YAP is a partnership with the Department of Juvenile Justice and Caliente Youth Center to serve youth transitioning from the Spring Mountain Youth Camp and Red Rock Correctional Facility. Commissioner Weekly requested more information regarding performance and outcomes for youth re-entry services; Mr. Villalobos will provide a report to Commissioner Weekly and Councilman Beers.

Councilman Beers inquired about Latin Chamber Foundation’s expenditures. Mr. Kostecki reported that the Latin Chamber Foundation was issued a pink paper regarding staffing issues in their fiscal department, specifically not having the qualified staff to manage the WIA grant.

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

The Adult/Dislocated Worker and Youth funding plans are provided on page 29 and 30 of the agenda packet. All funds have been allocated for next program year. The Youth funding plan shows \$514,755 (.28 months) of unobligated funds.

Ricardo Villalobos commented regarding the Graduate Advocate Initiative, stating that Nevada Partners, Inc. has a summer component to serve youth at the designated GAI high schools as well as youth from other non-GAI schools.

**e. Workforce Connections’ Professional Services Contracts – Monthly Update**

Workforce Connections’ Professional Services Contracts report is provided on page 32-36 of the agenda packet.

*A motion was made to accept and approve agenda item 8a – 8e by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.*

**7. INFORMATION: Executive Director’s Report ~ Ardell Galbreth**

Ardell Galbreth presented the Executive Director’s Report provided on page 38 and noted that the new WIOA (Workforce Innovation and Opportunity Act) may soon be approved by the House of Representatives. Mr. Galbreth thanked Commissioner Katschke for assisting in identifying new jobs for youth in Lincoln County.

Commissioner Katschke expressed appreciation for the Lincoln County staff and Workforce Connections’ staff for working closely with them.

**8. SECOND PUBLIC COMMENT SESSION:**

Tamera Collins, Las Vegas Urban League, Veterans’ Program Manager thanked the LEOs for their support and distributed a report on the Veterans Program events.

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

Commissioner Borasky stated that Nye County is having trouble with the federal government regarding public land issues and there have been a lot of activity within the various departments regarding changing the language to give them more decision making power.

Councilman Beers recently toured the downtown Summerlin complex at Charleston and I-215 scheduled to open in October 2014 and recommended staff to identify key individuals involved in the hiring process for new businesses at this location.

**10. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 9:48 a.m. by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.*