

*workforce***CONNECTIONS**

**BOARD MEETING
MINUTES**

June 25, 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 (phone)	Commissioner Adam Katschke	Commissioner Lawrence Weekly
Councilwoman Peggy Leavitt	Councilwoman Anita Wood	Councilwoman Gerri Schroder (phone)
Charles Perry	Dan Gouker	Dan Rose
Dr. David Lee	Hannah Brown, Chair	Lynda Parven
Maggie Arias-Petrel (phone)	Matt Cecil	Mujahid Ramadan
Michelle Bize	Tommy Rowe	Valerie Murzl, Vice-Chair
Vida Chan Lin		

Members Absent

Bill Regenhardt	Commissioner Butch Borasky	Commissioner Ralph Keyes
Councilman Bob Beers	Mark Edgel	Sonja Holloway
William Bruninga	Willie J. Fields	

Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Brett Miller	Ricardo Villalobos	Jim Kostecki
Carol Turner	Clentine January	Tom Dang
Jeannie Kuennen	Debra Collins	Byron Goynes
Jennifer Padilla	Tawuana Hill	

Others Present

Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Tom Wilson, Clark County	Sharon Morales, LCCCF
Donna Criswell, Batteries in a Flash	Dr. Rene Cantu, Jr., LCCCF
Janice M. Rael, Nevada Partners, Inc.	Earl McDowell, DETR
Vincent Miller, Goodwill of Southern Nevada	Dr. Tiffany Tyler, Nevada Partners, Inc.
Jake McClelland, FIT	Janet Blumen, FIT
A.J. Pagano, Atwoodz, Inc.	Penny Hagen, FIT
Hal Bingham, DETR	Ron Fletcher, DETR
Jeramey Pickett, Nevada Partners, Inc.	

(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 10:03 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 by Charles Perry and seconded by Valerie Murzl. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Dr. Rene Cantu, Jr., Latin Chamber of Commerce Community Foundation: Dr. Cantu introduced OJT employer/partners Donna Criswell, Batteries in a Flash and A.J. Pagano, Atwoodz, Inc. Ms. Criswell and Mr. Pagano talked about the benefits of the OJT program. Dr. Cantu stated that through the OJT program, 350 clients were served and 257 are currently employed.

Heather DeSart stated that recently the State received approval for a revised policy regarding the training expenditure rate that requires the Southern and Northern boards to spend at least 25% of the funds allocated on occupational skills training (occupational classroom training/national recognized certificate training) and support services necessary to enable an individual to participate in WIA training services. The new policy requires more training which will decrease the funding availability for OJTs.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of May 28, 2013

A motion was made to approve the Board Meeting Minutes of May 28, 2013 as presented by Tommy Rowe and seconded by Charles Perry. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Review Workforce Connections' Comprehensive One-Stop Career Center Initiatives and direct staff accordingly ~ Ardell Galbreth, Executive Director

Mr. Galbreth provided an overview of the development process for the Comprehensive One-Stop Center and reviewed portions of Workforce Investment Act (Public Law 105-220) regarding the local plan, establishing a comprehensive one-stop, the required core services (listed on page 30 of the agenda packet), the use of funds for the one-stop delivery system, affiliate sites, and eligible one-stop partners. Mr. Galbreth stated that there has been some question about disallowed costs for establishing the Comprehensive One-Stop Career Center. According to Section 134, the local workforce investment board is allowed to use WIA funds to establish a Comprehensive One-Stop Career Center. Based on this, Workforce Connections is in compliance with the requirements of the Workforce Investment Act and any other policy established by the State of Nevada Department of Employment, Training, and Rehabilitation.

Mr. Galbreth presented the list of the One-Stop System Partners (31) and One-Stop Consortium Operators (12) (provided on page on page 18 of the agenda packet). The Board voted for a consortium of operators to operate the One-Stop. Workforce Connections is not the One-Stop Operator. Workforce Connections' staff is responsible for overseeing and monitoring the services delivered out of the One-Stop and overseeing the day-to-day operations. LeVerne Kelly is the One-Stop Manager and has a team of five staff members.

Mr. Galbreth referenced the sample budget on page 20 of the agenda packet reporting that based on these projections the average cost per participant served out of the One-Stop is \$2,500 and \$3,500 per participant served out of the home offices. The funding allocations for the home offices may be adjusted as needed to ensure that the funded partners have the funds and resources available to serve clients efficiently. Adjustments will be based on the performance outcomes, expenditure rate, number of clients served and other variables.

Mr. Galbreth noted that he will be making a similar presentation to the Local Elected Officials regarding the history and development of the One-stop with extensive detail that will address Councilman Beer's concerns regarding the One-Stop Center.

Chair Brown stated that Workforce Connections' staff will evaluate the progress of the One-Stop Center and provide a progress report to the Board in 90 days. Additionally, staff will monitor the One-Stop on a daily basis to determine whether or not the needs of the clients and partners are being met.

A motion was made to direct staff to continue working in the same direction with the One-Stop, keep in compliance, and keep the Board informed including providing a 90-day progress report by Tommy Rowe and seconded by Valerie Murzl. Motion carried.

ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair

6. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to amend Latin Chamber of Commerce Community Foundation's One-Stop Contract from \$400,000 to \$800,000 to accommodate an additional co-located staff member at the Comprehensive One-Stop Career Center

A motion was made to approve Adult & Dislocated Worker Committee's recommendation to amend Latin Chamber of Commerce Community Foundation's One-Stop Contract from \$400,000 to \$800,000 to accommodate additional co-located staff member at the Comprehensive One-Stop Career Center by Councilwoman Anita Wood and seconded by Charles Perry. Motion carried.

7. INFORMATION: Las Vegas Urban League Computer Lab Metrics

Ms. DeSart presented the computer lab metrics report provided on page 113 of the agenda packet. Las Vegas Urban League's computer lab provides core services to individuals in the area.

Councilwoman Gerri Schroder disclosed that she sits on the Board of Directors for the Las Vegas Urban League.

Councilwoman Peggy Leavitt stated that funding this computer center is some of the best money ever spent.

Valerie Murzl introduced Kevin Hooks, Las Vegas Urban League's new Chief Executive Officer. Mr. Hooks has been on the job for 36 days.

Commissioner Lawrence Weekly asked Mr. Hooks about marketing the computer lab. Mr. Hooks said referrals come from other programs at the Owens location. Staff is working on other marketing outlets including a website and social media.

8. DISCUSSION AND POSSIBLE ACTION: Accept Adult & Dislocated Worker Committee's recommendation based on community needs in the service delivery area to fund Academy of Human Development's proposal in the amount of \$250,000 to operate a community resource center in support of local area job seekers. The computer center or resource laboratory will serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center

Mr. Galbreth provided background. The Academy of Human Development (AHD) Community Based Computer Training Center is centrally located at Eastern and Stewart to serve individuals who are seeking employment, computer resources and/or basic skills computer skills training. AHD is a for-profit organization.

Arcadio Bolanos, Director-AHD gave background on agency and the services offered. In 2012, AHD served 687 clients from 26 zip codes.

For the record, Valerie Murzl was not present at the ADW Committee meeting when this recommendation was approved.

Ms. Murzl asked why there was not an RFP process to award these funds.

Mr. Galbreth replied that according to the Workforce Investment Act an RFP process is not required to direct funds to provide core services in the community.

Ms. Murzl expressed concerns about the comingling of funds. Dan Gouker agreed saying that if the funds are not managed properly, Workforce Connections could end up with an audit finding.

Commissioner Adam Katschke said he likes the idea of getting involved with a for-profit organization because Mr. Bolanos built the business from the ground up with his own funds and already has a large client population base. Dan Rose and Charles Perry echoed the Commissioner's comments.

Michelle Bize suggested the Board approve \$150,000. Councilwoman Anita Wood concurred.

Mr. Bolanos stated that AHD is prepared to match \$359,400. Regarding the comingling of funds, Mr. Bolanos said there will be separate checking accounts to keep the for-profit side of the organization completely separate.

Ms. Murzl said now she has major concerns that AHD is willing to match \$359,400.

Mujahid Ramadan commented that these funds will provide core services to individuals that may have previously been turned away because they could not afford to pay for services and thereby these individuals are prevented from falling through the cracks.

Maggie Arias-Petrel stated that she fully supports AHD and the work they do for the community.

Dr. David Lee stated that (1) the computer center is a good opportunity to provide services at a lower cost; (2) staff needs to ensure AHD has a good accounting system to track the different funding streams, and (3) the funding recommendation needs to be an amount sufficient for AHD to operate effectively and not be so low that they are handicapped.

Ms. Murzl said it does not matter if this organization is for-profit or non-profit; however, the organization should have a business model and be able to clearly describe what they are going to do with the money. None of this information is provided in the agenda packet. Ms. Murzl said she appreciates the concept of this program but does not clearly understand nor necessarily agree to the way it flows.

A motion was made to accept the Adult & Dislocated Worker Committee's recommendation based on community needs in the service delivery area to fund Academy of Human Development's proposal in the amount of \$150,000 to operate a community resource center in support of local area job seekers. The computer center or resource laboratory will serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center by Charles Perry and seconded by Michelle Bize. Motion carried.

9. INFORMATION: Employment, Training, Wage and Job Title Report

Heather DeSart presented the Employment, Training, Wage and Job Title reports provided on page 199 through 130 of the agenda packet.

OPERATIONS UPDATE

10. INFORMATION: Budget and Finance Committee Meeting Minutes of June 5, 2013 (draft)

Jim Kostecki presented the draft Budget and Finance Committee Meeting Minutes of June 5, 2013 provided on page 46 of the agenda packet.

11. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT AND APPROVE

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

Mr. Kostecki presented the PY2013 WIA Formula Budget and Narrative is provided on page 139 - 146 of the agenda packet.

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

Mr. Kostecki presented the PY2012 WIA Formula Budget and Narrative is provided on page 147 – 153 of the agenda packet.

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 Finance Report is provided on page 154 of the agenda packet. Mr. Kostecki reported that spending does not exceed the possible 83% of budget.

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

The PY2011/PY2012 Awards & Expenditures Report is provided on page 155 – 157 of the agenda packet.

e. Adult & Dislocated Worker and Youth Funding Plans

The Adult & Dislocated Worker and Youth Funding Plans are provided on page 158 and 159 of the agenda packet.

f. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012)

The Audit Findings Report for PY2011 is provided on page 160 – 161 of the agenda packet.

g. State Energy Sector Partnership (SESP) Audit Findings

DETR provided a data compliance audit and found some data recording issues. Workforce Connections staff responded within one week and DETR closed all findings. The SESP Audit Findings report is provided on page 162 of the agenda packet.

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

The Standing Professional Services Contracts report is provided on page 163 – 166 of the agenda packet.

Mr. Galbreth stated that if anyone has any questions regarding the Budget or any part of the operations report to please feel free to call and schedule appointment with him to go over the information in detail.

A motion was made to accept the Operations Report (agenda items 12a. through 12h.) as presented by Charles Perry and seconded by Mujahid Ramadan. Motion carried.

EXECUTIVE DIRECTOR'S REPORT

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

Mr. Galbreth said he appreciates the work being done in the rural areas and thanked Commissioner Katschke for the employer referrals, which have been very helpful.

Recently at the U.S. Council of Mayors Conference, Workforce Connections' staff Heather DeSart, Ricardo Villalobos and Jaime Cruz provided a presentation on the STEM initiative. The presentation was acknowledged by the City of North Las Vegas and has put Workforce Connections on the map.

Dan Gouker's requested that the Board revisit the breakdown for classroom training vs. OJT training. Mr. Gouker stated that OJT training is an absolute mandatory part of job search. Chair Brown directed staff to include the State's policy on the next Board agenda.

A motion was made directing staff to include the State's policy on the next Board Agenda by Valerie Murzl and seconded by Dan Gouker. Motion carried.

13. SECOND PUBLIC COMMENT SESSION:

Arcadio Bolanos, Director - Academy of Human Development: Mr. Bolanos thanked the Board for the contract award and invited everyone to come and tour the facility.

14. INFORMATION: Board Member Comments:

Mr. Ramadan thanked Commissioner Weekly for hosting the Safe Village Initiative next week with several collaborative partners to give a proclamation for reduction of crime, employment and a lot of good things that have happened in the area. The event will take place on Tuesday, July 2nd at 9:00 a.m. in the County Commissioner's Building.

Commissioner Weekly shared his thoughts about the One-Stop, the progress the Board and staff has made and really hopes everyone supports the One-Stop Career Center and attends the ribbon cutting on Friday, June 28th.

15. ACTION: Adjournment

The meeting adjourned at 12:14 p.m.