

**WORKFORCE CONNECTIONS  
LOCAL ELECTED OFFICIALS CONSORTIUM  
MINUTES**

**Tuesday, July 14, 2015  
1:00 p.m.**

**Rosalie Boulware Bronze & Silver Conference Rooms  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146**

**Members Present**

Commissioner Varlin Higbee  
Councilman Bob Beers  
Councilwoman Anita Wood  
Councilwoman Gerri Schroder  
Councilwoman Peggy Leavitt  
Commissioner Ralph Keyes

**Members Absent**

Commissioner Butch Borasky  
Commissioner Lawrence Weekly

**Staff Present**

Ardell Galbreth  
Heather DeSart  
Suzanne Potter  
Brett Miller  
Ricardo Villalobos  
Jaime Cruz  
Brett Miller  
Tom Dang  
Chris Shaw

**Others Present**

Jack Eslinger, City of Las Vegas  
John Chamberlin, WC Consultant  
Stephanie Garabedian, Parker Nelson & Associates  
Ron Hilke, DETR  
Valerie Murzl, Station Casinos, WC Board Chair  
Chris Boyd, City of Henderson  
Mike Hopper, Sin City Mad Men  
(It should be noted that not all attendees may be listed above)

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

The meeting was called to order by Chair Councilwoman Anita Wood at 1:05 p.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 inclusions of any emergency items and deletion of any items**

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt to approve the agenda as presented. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION:**

None

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of June 9, 2015**

*A motion was made by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder to approve the Local Elected Officials Consortium minutes of June 9, 2015 as presented. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve Workforce Connections' Board By-laws**

Ardell Galbreth, Executive Director presented the Board By-laws provided on page 16-33 of the agenda packet and read the following changes into the record:

- Footnote 1 and 2 (p. 16): change workforce investment board to workforce development board and LEOs to LEOs Consortium
- Paragraph 1.7 (d) (p. 17): change help to helping
- Footnote 3 (p. 17): remove sentence "Additional the LEOs may be and are currently members of the Board."
- Paragraph 2.7 (a)(iii) (p. 18): change o to or
- Paragraph 3.1 (p. 21): insert "Panel members shall be appointed by the Board Chair." following first sentence of paragraph
- Paragraph 3.1 (iv) (1) (p. 22): Change Board to "Board Chair"
- Paragraph 3.1 (v) (1) (p. 22): change "youth services" to "special populations"
- Paragraph 3.1 (vi) (1) (p. 22): change "Executive Director" to "Board Chair"
- Paragraph 4.1 (e) (p. 26): change committees to committee
- Paragraph 6.4 (a) (p. 30): change Board to Committee (5 instances) in all sentences

Michael Oh, Legal Counsel concurred with and accepted the changes and stated that upon consulting with John Chamberlin, he understands that by-laws are not required for the LEO Consortium; therefore, the WC Board By-laws will be the only by-laws presented for approval.

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt to accept and approve Workforce Connections' Board by-laws as amended. Motion carried.*

**6. DISCUSSION AND POSSIBLE ACTION: Review, discuss and appoint a business representative to the Workforce Connections Board to serve a three year term from a pool of qualified applicants**

Mr. Galbreth presented the list of board member candidates provided on page 35 of the agenda packet. Discussion ensued.

*A motion was made by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder to appoint business representative Maggie Arias Petrel, Global Professional Legal and Medical Consulting to the Workforce Connections Board to serve a three year term. Motion carried.*

**7. DISCUSSION AND POSSIBLE ACTION: Approve WIOA Board member appointment for Tommy Rowe in the 'others appointed by LEOs' category for a two year term**

Tommy Rowe's board member application is provided on page 37-42 of the agenda packet.

*A motion was made by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder to approve WIOA Board member appointment for Tommy Rowe in the 'others appointed by LEOs' category for a two year term. Motion carried.*

**8. DISCUSSION AND POSSIBLE ACTION: Review and discuss Workforce Connections' Board Chair and Executive Director's recommendation of committee members' appointments to assigned committees based on board members' desire and/or needs of board as outlined in Workforce Connections' Board Bylaws and the Workforce Innovation and Opportunity Act**

Mr. Galbreth provided background and presented the list of recommended board members to serve on the Programs and Finance and Budget Committees is provided on page 44 of the agenda packet.

Councilwoman Schroder requested to continue serving on the Finance and Budget Committee. Mr. Galbreth stated that according to the Board By-laws and interlocal agreements approved by this board, the LEOs will not serve on the Board/Committees.

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilman Bob Beers to approve as presented Workforce Connections' Board Chair and Executive Director's recommendation of committee members' appointments to assigned committees based on board members' desire and/or needs of board as outlined in Workforce Connections' Board Bylaws and the Workforce Innovation and Opportunity Act. Motion carried.*

**9. DISCUSSION AND POSSIBLE ACTION: Review and discuss Workforce Connections' Board Chair and Executive Director's recommendation of committee members' appointments to assigned committees based on non-board members' desire and/or needs of the board as outlined in Workforce Connections' Board Bylaws and the Workforce Innovation and Opportunity Act**

Mr. Galbreth presented the list of recommended non-board members to serve on the Programs Committee and their committee member applications provided on page 46-64 of the agenda packet.

Chair Wood inquired about the absence of recommendations of non-board members to the Finance and Budget Committee and liked the idea of having LEO representation on this committee. Mr. Oh, Legal Counsel stated that the Chief Financial Officers from each of the four major jurisdictions (Clark County, Las Vegas, North Las Vegas and Henderson) will be ex-officio members of the Finance and Budget Committee to report back key information to the LEOs. The ex-officio members can be formally designated by the LEOs after the WC Board gives final approval to the agreement between the board and the LEOs, scheduled to happen later this month. Councilwoman Schroder concurred.

*A motion was made by Councilwoman Peggy Leavitt and seconded by Councilman Bob Beers to approve as presented Workforce Connections' Board Chair and Executive Director's recommendation of committee members' appointments to the Programs Committee based on non-board members' desire and/or needs of the board as outlined in Workforce Connections' Board Bylaws and the Workforce Innovation and Opportunity Act. Motion carried.*

**10. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' ADW contract with Nye Communities Coalition as a One-Stop Affiliate Site for Nye and Esmeralda Counties to deliver career and training services to adults and dislocated workers in an amount not to exceed \$575,000 for the contract period July 1, 2015 through June 30, 2016**

Heather DeSart, Deputy Executive Director provided background. In response to Chair Wood's inquiry regarding monitoring performance for these contracts, Ms. DeSart reported that staff just completed a monitoring cycle, so all of these service providers have been monitored, both fiscally and programmatically, and are in the process of doing corrective actions for various findings, nobody is on high risk, and performance measures are being met for the local area. She further stated that every month the Board and LEOs receive detailed performance reports for all of the service providers.

Nye Communities Coalition's scope of work is provided on page 66-68 of the agenda packet.

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt to ratify Workforce Connections' ADW contract with Nye Communities Coalition as a One-Stop Affiliate Site for Nye and Esmeralda Counties to deliver career and training services to adults and dislocated workers in an amount not to exceed \$575,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

**11. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' ADW contract with Academy of Human Development as a One-Stop Affiliate Site – East to deliver career and training services to adults and dislocated workers in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016**

Ms. DeSart provided background. AHD's scope of work is provided on page 70-72 of the agenda packet.

*A motion was made by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder to ratify Workforce Connections' ADW contract with Academy of Human Development as a One-Stop Affiliate Site – East to deliver career and training services to adults and dislocated workers in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

**12. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' ADW contract with contract with Easter Seals Nevada to deliver career and training services to adults and dislocated workers in an amount not to exceed \$500,000 for the contract period July 1, 2015 through June 30, 2016**

Ms. DeSart provided background and noted that this contract is to serve adults with disabilities. Easter Seals Nevada's scope of work is provided on page 74-76 of the agenda packet.

*A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Varlin Higbee to ratify Workforce Connections' ADW contract with contract with Easter Seals Nevada to deliver career and training services to adults and dislocated workers in an amount not to exceed \$500,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.*

**13. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' ADW contract with Las Vegas Urban League to deliver career and training services to veterans and eligible spouses in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016**

Councilwoman Schroder disclosed her relationship as an active board member of the Las Vegas Urban League abstained from voting.

Las Vegas Urban League's scope of work is provided on page 78-80 of the agenda packet.

*A motion was made by Councilwoman Peggy Leavitt and seconded by Commissioner Bob Beers to ratify Workforce Connections' ADW contract with Las Vegas Urban League to deliver career and training services to veterans and eligible spouses in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016. Councilwoman Gerri Schroder abstained. Motion carried.*

**14. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' Youth contract with Lincoln County Grant's Administration for PY2015 in an amount not to exceed \$150,000 for a contract term July 1, 2015 through June 30, 2016**

Ricardo Villalobos, Director, Workforce Development Programs provided background. Lincoln County Grant Administration's scope of work is provided on page 82 of the agenda packet.

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilman Bob Beers to ratify Workforce Connections' Youth contract with Lincoln County Grant's Administration for PY2015 in an amount not to exceed \$150,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**15. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' Youth contract with Nye Communities Coalition for PY2015 in an amount not to exceed \$350,000 for a contract term July 1, 2015 through June 30, 2016**

Nye Communities Coalition's scope of work is provided on page 84-85 of the agenda packet.

*A motion was made by Commissioner Varlin Higbee and seconded by Councilman Bob Beers to ratify Workforce Connections' Youth contract with Nye Communities Coalition for PY2015 in an amount not to exceed \$350,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**16. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' Youth contract with St. Jude's Ranch for Children for PY2015 in an amount not to exceed \$275,000 for a contract term July 1, 2015 through June 30, 2016**

St. Jude's scope of work is provided on page 87-88 of the agenda packet.

*A motion was made by Councilwoman Peggy Leavitt and seconded by Commissioner Varlin Higbee to ratify Workforce Connections' Youth contract with St. Jude's Ranch for Children for PY2015 in an amount not to exceed \$275,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**17. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' Youth contract with Olive Crest for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016**

Olive Crest's scope of work is provided on page 90-91 of the agenda packet.

*A motion was made by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder to ratify Workforce Connections' Youth contract with Olive Crest for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**18. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' Youth contract with Goodwill Industries of Southern Nevada for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016**

Goodwill's scope of work is provided on page 93-94 of the agenda packet.

Ms. DeSart noted that new youth contracts will overlap with current contracts ending September 30, 2015.

*A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Varlin Higbee to ratify Workforce Connections' Youth contract with Goodwill Industries of Southern Nevada for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.*

**19. INFORMATION: WISS Monitoring Report Update**

Mr. Galbreth presented an email from WISS (p. 96) in reference to WC's corrective action response submitted in May 2015. WISS stated that their response has been generated and is forthcoming, pending approval for release; the delay is due to the complexity of the issues.

**20. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve reports**

Brett Miller, Manager, Strategic Planning & Analysis presented the following reports:

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

The PY2014 WIA Formula Budget is provided on page 99-108 of the agenda packet.

The One-Stop Center – Charleston Budget (p. 105) reflects the following line item changes:

- 7100-7120 Employee Fringe Benefits – decrease of \$5,500 to recognize a portion of the vacancy savings related to fringe benefits for a one time support of the Operating Lease budget line item
- 7200 Equipment - Operating Leases – increase of \$5,500 due to an increase of printing use at the One-Stop Center

The One-Stop System Budget (p. 107) reflects the following line item changes:

- 7085 Program Support Contracts – Workforce Development Academy – decrease of \$5,000 due to use of budget savings for the support of the Insurance budget line item
- 7100 Insurance – increase of \$5,000 due to a rate increase in liability and D & O insurance and anticipated increase in auto insurance
- 7100-7120 Employee Fringe Benefits – decrease of \$3,000 to recognize a portion of the vacancy savings related to fringe benefits for a one time support of the Payroll Taxes budget line item
- 7125 Employer Payroll Taxes – increase of \$3,000 to support the increase in the unemployment tax rate during the year and the bond rate repayment to the State

**b. PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016**

The PY2015 WIA Formula Budget is provided on page 110-121 of the agenda packet.

Mr. Miller reported an increase to the WC Operations Budget (p. 110) of \$82,520 due to a formula adjustment for the PY15 statewide dislocated worker funding allocation for farm loans, budgeted as follows:

**c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2014 through June 30, 2015 (Formula WIA)**

The Budget vs. Actual report is provided on page 123 and reflects all line items in the green (good).

**d. Awards & Expenditures Report - Monthly Update (Compliance and Operational Status of Service Providers)**

The Awards & Expenditures report is provided on page 125-128 of the agenda packet.

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

The ADW Funding Plan (p. 130) shows a remaining balance of \$46,169 (.04 months) and the Youth Funding Plan (p. 131) shows a remaining balance of \$894,357 (1.49 months).

**f. Workforce Connections Professional Services Contracts (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request). (PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED)**

WCs' Professional Services Contracts report is provided on page 133-138 of the agenda packet.

*A motion was made by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder to accept and approve reports as presented. Motion carried.*

**21. INFORMATION: Strategic Initiatives Report and Interactive Kiosk Demonstration**

Jaime Cruz, Chief Strategy Officer presented the report provided on page 140 of the agenda packet, highlighting the Mobile One-Stop Bus, which is available to the LEOs upon request for community events, etc., and provided an overview of the interactive kiosk for the One-Stop Center. Mike Hopper, Sin City Mad Men presented a demonstration of the IT career pathway exploration.

Councilman Beers suggested adding a validation process for entering clients' e-mail address.

Chair Wood shared her son's experience with a WIA service provider and the lack of follow up.

Discussion ensued regarding social media and automated processes for today's job seekers, the training restrictions of the ETPL policies, and Oregon's best practices for training. Councilman Beers inquired about staff making a presentation to the GWIB regarding Oregon's best practices. Mr. Galbreth concurred

**22. DISCUSSION AND POSSIBLE ACTION:**

**a. Review, discuss and accept Executive Director's Annual Performance Report**

Mr. Galbreth presented the Executive Director's Annual Performance Report (separate handout), read into the record the Executive Director's Summary #1A (p. 6 of 268), Desired Goals and Objectives Not Achieved and Future Desired Goals and Objectives on page 10 of 268 of the report.

Councilwoman Schroder requested more time to review the report.

Councilwoman Leavitt expressed thanks to Mr. Galbreth for doing an incredible job and maintaining a high level of performance. Mr. Galbreth recognized WC staff for their contributions.

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilman Bob Beers to abey and discuss at the next meeting. Motion carried.*

**b. Strengthening Southern Nevada's Economy (Workforce Connections Return on Investment Pocket Handout)**

Mr. Galbreth handed out the pocket cards containing the ROI information provided on page 143 of the agenda packet, and Mr. Cruz provided background. These cards were created to follow up Councilwoman Schroder's request for a way to summarize to the community the value of WIA services on Southern Nevada's economy. Staff will be working on creating the same tool for the One-Stop Center to factor in other funding streams e.g. Wagner-Peyser. Councilwoman Schroder thanked staff and Councilman Beers requested additional cards.

*A motion was made by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder to like the handout. Motion carried.*

**23. SECOND PUBLIC COMMENT SESSION:**

Michael Oh, Legal Counsel reported that he still needs signed interlocal agreements from Lincoln, Nye and Esmeralda Counties.

**24. INFORMATION: LEO Consortium member comments**

Councilwoman Schroder reported that the Henderson Hospital will be completed in October 2016 and Henderson hired a new city manager, Robert Murnane, formerly Director of Public Works/Parks and Recreation.

Councilwoman Leavitt reported that Boulder City had a fun and successful Fourth of July party and thanked Councilwoman Schroder for the idea of the ROI handout.

Councilman Beers thanked staff for the ROI handout.

Commissioner Keyes will comment in person at the next meeting.

Commissioner Higbee reported on the Obama Reid national monument designation and the negative economic impact it will have on Lincoln County.

Councilwoman Wood reported that North Las Vegas did well at the state legislature, is working with the State to use some of its bonding capacity to develop industrial areas in Apex, and as president of the Nevada League of Cities, she will be attending the City Council meeting in Boulder City tonight.

**25. ADJOURNMENT:**

The meeting adjourned at 3:03 p.m.