

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

July 22, 2014

10:00 a.m.

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

Members Present

Commissioner Lawrence Weekly (phone)
Commissioner Ralph Keyes
Councilwoman Anita Wood (phone)
Commissioner Butch Borasky
Councilman Bob Beers (phone)

Members Absent

Councilwoman Peggy Leavitt
Commissioner Adam Katschke
Councilwoman Gerri Schroder

Staff Present

Ardell Galbreth	Heather DeSart	Kenadie Cobbin-Richardson
Jim Kostecki	Ricardo Villalobos	Suzanne Potter
Debra Collins	Brett Miller	

Others Present

Jack Eslinger, City of Las Vegas	Tamara Collins, Las Vegas Urban League
Dr. Tiffany Tyler, Nevada Partners, Inc.	Darren Thames, Las Vegas Urban League - Vets
Nield Montgomery, The Learning Center	April Guinsler, Easter Seals Nevada
Dahrin Footman, Olive Crest	Valerie Murzl, Board Chair

1. CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Commissioner Lawrence Weekly at 10:06 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, CEO/Executive Director read the agenda item and confirmed there were no changes to the agenda.

A motion was made to approve the agenda by Commissioner Butch Borasky and seconded by Commissioner Ralph Keyes. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

Tamara Collins, program manager, Las Vegas Urban League – Veterans Employment and Training Services distributed a program status report and Darren Thames provided an update:

- Veterans Employment Networking Group – MGM Boots to Business on June 18th
- Veterans Medical Center Job Club Fair at the Veterans Hospital on June 19th
- Seated partner at the VA Community Resource and Referral Center located at 916 Owens Ave every Tuesday at 12:00 p.m.
- Partnership with Barclays Credit Card Employment Center to employ Veterans
- Partnership with Swift Trucking providing scholarships and training to Veterans with honorable discharge
- Attended a Veterans Career Fair with Senator Reid on July 19th at UNLV and met with 25-30 Veterans and 30 employers
- Today, NAACP Career Fair for professionals in technology with 30-40 employers

Chair Weekly thanked Mr. Thames for the report and requested tangible performance numbers (i.e., how many Veterans have received housing assistance, employment, and/or medical assistance?). Mr. Thames replied there are 65 active enrollments in the Veterans program receiving employment assistance, job training, housing assistance, transportation, and/or mental health services. Ms. Collins stated that she will provide performance outcomes (from the NVTrac Data System) to the LEOs through WC staff and noted that the Veterans program has seen recent changes in trends in terms of employment. Mr. Galbreth stated that staff will pull enrollment and service delivery data from NVTrac and forward reports to the LEOs and Board members.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of June 24, 2014

A motion was made to approve the Local Elected Officials Consortium minutes of June 24, 2014 by Commissioner Butch Borasky and seconded by Commissioner Ralph Keyes. Councilwoman Anita Wood abstained. Motion carried.

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

Ardell Galbreth read the agenda item. Chair Weekly requested that all items be taken in one vote. Jim Kostecki, Manager - Financial Services provided an overview of the following reports and noted that all reports were brought to the Board for approval at their last meeting:

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

The budget reflects \$15,000 transferred from the Strategic Initiatives line item to the following budget line items:

7050 Tuition, Training, and Seminars (Staff) – Increased by \$5,000 to fund additional training opportunities (Deputy Director attended Leadership training in June);

7055 Travel and Mileage (Staff) – Increased by \$5,000 based on an analysis of spending through April;

7200 Equipment/Operating Leases – Increased by \$5,000 based on an analysis of spending through April; includes printing costs.

The PY2013 WIA Formula Budget is provided on page 11-18 of the agenda packet.

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

The budget reflects actual numbers for PY2014 revenues. The PY2014 WIA Formula Budget is provided on page 20-27 of the agenda packet.

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

Report includes expenses through April, with 83.30% of the program year concluded.

Budget to actual variances for Workforce Connections (p. 29):

7050 Training and Seminars (98.9%) – Expenses running high due to staff attending relevant workforce and leadership training to support WC's initiatives; budget reallocation from strategic initiative of \$5,000 approved in prior agenda item.

7100 Insurance (92.89%) – Account running high due to prepaid insurance; account will be in line by end of June.

Budget to actual variances for One-Stop (p. 31):

7050 Training and Seminars (99.49%) – The budget has been fully spent and no new additional trainings are expected on the One-Stop budget prior to the end of June.

7100 Insurance (99.22%) – Account running high due to prepaid insurance; account will be in line by end of June.

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

All expenditures are through April. All unspent funds will be recaptured and factored into contracts for next program year.

Report reflects a pink paper issued to Latin Chamber of Commerce Community Foundation. Mr. Kostecki provided background. Pink paper was issued due to lack of qualified fiscal staff. LCCCF immediately hired a CPA firm and this week a permanent fiscal staff member. Pink paper was closed for compliance. Discussion ensued.

Awards & Expenditures report for Adult/Dislocated Worker is provided on page 34-35, Youth page 36, and Direct Grants page 37 of the agenda packet.

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

Adult/Dislocated Worker Funding plan (p. 39): WC is budgeting for five quarters to include first quarter of next program year. Remaining funds (uncommitted) is \$2,987.

Youth Funding Plan (p. 40) reflects \$182,255 (.09 months) remaining funds. Mr. Kostecki reported that there is actually \$300,000 uncommitted. Staff is looking at some Youth initiatives including a One-Stop Career Center in Nye County.

f. Workforce Connections' Professional Services Contracts – Monthly Update

The Professional Services Contracts report is provided on page 42-48 of the agenda packet.

A motion was made to accept and approve agenda reports as presented in agenda items 5a – 5f by Commissioner Butch Borasky and seconded by Commissioner Ralph Keyes. Motion carried.

6. INFORMATION: PY2012 Youth Performance Measure – Literacy/Numeracy Gains

Ricardo Villalobos, Director - Workforce Development Programs reported that WC is exceeding the Literacy/Numeracy Gains Youth performance measure by 5.5%. Ardell thanked DETR for working with IT staff to resolve this data issue and for notifying the Department of Labor accordingly.

7. INFORMATION: Review and discuss Executive Director's Annual Performance Report

Ardell Galbreth confirmed that all LEOs received the Executive Director's Annual Performance Report distributed with the agenda and spoke briefly regarding the matter where potential disallowed costs were identified for travel costs to Mexico for the Spanish immersion training in Guadalajara. Galbreth reported that WC appealed this claim and the case was reviewed by a Hearing Officer. Following testimony provided by the President of Nevada State College, CEO of St. Rose Dominion Hospital, and WC

staff, the Hearing Officer ruled in favor of WC. It was determined that WC was in compliance with the directive of the Workforce Investment Act.

Chair Weekly commented that WC is moving in the right direction and he hopes that with the new changes with the Workforce Innovations and Opportunities Act the communication will continue to improve with the LEOs and full Board.

Councilwoman Wood commented that staff has done a great job supporting Ardell and the agency while he recovers from health issues. Wood reported that North Las Vegas has established a Military Appreciation Day and an overall Veterans Board and would like to see WC more involved with all the various Veterans events. Galbreth stated that he has been working with his contacts at Nellis on a proposal and will report back to this board.

The LEOs will review the Annual Performance Report and provide feedback, comments, questions, and/or new directive to the Executive Director at the next scheduled meeting on September 9th.

8. SECOND PUBLIC COMMENT SESSION:

Dr. Tiffany Tyler, executive director, Nevada Partners, Inc. reported that as a part of signing the new Act, NPI is one of only thirty organizations recognized nationally as a model workforce development program and thanked Workforce Connections for being supportive.

Valerie Murzl, Workforce Connections' Board Chair stated that she is looking forward to working with Ardell and staff and improving communication to better serve the community.

9. INFORMATION: LEO Consortium Member Comments

Commissioner Ralph Keyes stated that he would like to revisit potential workforce development opportunities in Esmeralda County and will contact Ardell following the meeting.

10. ACTION: Adjournment

A motion was made to adjourn the meeting at 10:46 a.m. by Commissioner Butch Borasky and seconded by Councilwoman Anita Wood. Motion carried.