

workforce**CONNECTIONS**

**BOARD MEETING
MINUTES**

**July 23, 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	Councilwoman Anita Wood	Commissioner Lawrence Weekly
Charles Perry	Dan Gouker	Councilwoman Gerri Schroder
Dan Rose	Dr. David Lee	Hannah Brown, Chair
Maggie Arias-Petrel	Mark Edgel (phone)	Matt Cecil (phone)
Mujahid Ramadan	Michelle Bize	Sonja Holloway
Vida Chan Lin	Willie J. Fields	

Members Absent

Bill Regenhardt	Commissioner Butch Borasky	Commissioner Adam Katschke
Commissioner Ralph Keyes	Councilman Bob Beers	Councilwoman Peggy Leavitt
Lynda Parven	Tommy Rowe	Valerie Murzl
William Bruninga		

Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Brett Miller	Ricardo Villalobos	Jim Kostecki
LeVerne Kelley	Clentine January	Tom Dang
Jeannie Kuennen	Debra Collins	Byron Goynes
Chris Shaw	Kenadie Cobbin Richardson	Jaime Cruz

Others Present

Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Vincent Miller, Goodwill of Southern Nevada	Tracey Torrence, SNRHA
Dr. Tiffany Tyler, Nevada Partners, Inc.	Jennifer Olsen, Nevada Partners, Inc.
Denise Gee, HELP of Southern Nevada	Esther Valenzuela, SNRHA
Keith Hosannah, DETR/WISS	Jake McClelland, FIT
Arneller Mullins, Nevada Partners, Inc.	Joleen Arnold, Easter Seals of Nevada
Janice M. Rael, Nevada Partners, Inc.	Monique Harris, Southern Nevada Children First
E. Lavonne Lewis, Las Vegas Urban League	T. Cunningham, TLC Employment Services
Dr. Rene Cantu, Jr., LCCCF	Trnee Stephenson, Southern Nevada Children First
Harriet Lovell, Southern Nevada Children First	Helicia Thomas, GNJ Family Life Center
Sherman Rutledge, Jr., GNJ Family Life Center	DeAndre McGee, SNRHA Youth Participant

(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 10:12 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 Bart Patterson. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Terry Woods, Season Experience: Ms. Woods introduced her program Season Experience - a theater production that teaches youth about personality types and addresses disciplinary issues to prevent youth from dropping out of school. Ms. Woods has successfully worked with Boys Town and Nevada Partnership for Homeless Youth and served for approximately one year on the Sacramento State Board of Education. Ms. Woods stated that she would like to offer a complimentary program for about ten youth to demonstrate how the program works. More information is available at www.seasonexperience.com or by calling (702) 557-2427.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of June 25, 2013

A motion was made to approve the Board Meeting Minutes of June 25, 2013 as presented by Charles Perry and seconded by Mujahid Ramadan. Motion carried.

5. INFORMATION: Certificates of Recognition to Workforce Connections in support of its One-Stop Career Center

Chair Brown presented the Certificates of Recognition from Governor Brian Sandoval, Senator Harry Reid, Senator Dean Heller, Congressman Joe Heck, Congresswoman Dina Titus, and Congressman Steven Horsford.

6. DISCUSSION: State Policy regarding Minimum Training Expenditure Percentages

At the last Board meeting Ardell Galbreth was asked to review the State's policy (3.6) regarding minimum training expenditure percentages because it was believed to be restricting the use of OJT as a training component for certification. The State published the policy with specific percentages and costs limitations regarding training certifications, which the Governor's Workforce Board approved. The policy reads that the minimum training expenditure percentages for subsequent program years will be determined based on outcomes derived from previous years. The training needs are determined by the industry sector councils' report and the recommendations of the local boards based on the needs of each of the local workforce investment areas.

Bullet points regarding the effectiveness of OJT and OCC (Occupational skills training) on job placement is provided on page 18 of the agenda packet.

ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair

7. INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of June 19, 2013 (draft)

The Adult & Dislocated Worker Committee Meeting Minutes of June 19th are provided on page 20 of the agenda packet.

YOUTH COUNCIL ~ Sonja Holloway, Chair

8. INFORMATION: Youth Council Meeting Minutes of July 10, 2013 (draft)

The Youth Council Meeting Minutes of July 10th are provided on page 25 of the agenda packet.

9. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to negotiate and amend Nevada Partners, Inc. In-School Youth Program PY2012 contract for an additional amount not to exceed \$750,000 and extend the contract through September 30, 2014

Ricardo Villalobos highlighted the following key points supporting the Youth Council's recommendation to amend and extend PY2012 contracts for Nevada Partners (NPI) and HELP of Southern Nevada:

- Continuity of services to youth in the GAI program
- Maintain collaborative partnership with the Clark County School District
- Expedite enrollment process to begin immediately

- Funded partners already have Graduate Advocate Coordinators located at the schools who have established good working relationships with students and faculty

Nevada Partner's program scope is provided on page 32 of the agenda packet.

A motion was made to approve Youth Council's recommendation to negotiate and amend Nevada Partners, Inc. In-School Youth Program PY2012 contract for an additional amount not to exceed \$750,000 and extend the contract date through September 30, 2014 by Mujahid Ramadan and seconded by Charles Perry. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to negotiate and amend HELP of Southern Nevada's In-School Youth Program PY2012 contract for an additional amount not to exceed \$750,000 and extend the contract through September 30, 2014

HELP of Southern Nevada's program scope is provided on page 34 of the agenda packet.

A motion was made to approve Youth Council's recommendation to negotiate and amend HELP of Southern Nevada's In-School Youth Program PY2012 contract for an additional amount not to exceed \$750,000 and extend the contract date through September 30, 2014 by Mujahid Ramadan and seconded by Charles Perry. Motion carried.

11. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to support the Governor's Statewide Jobs for America's Graduates (JAG) Initiative in partnership with Clark and Nye County School Districts in an amount not to exceed \$350,000. Allocated funds will become part of statewide resources supported by the Governor's Office; Nevada Department of Education; Nevada Department of Employment, Training and Rehabilitation; NevadaWorks, and School Districts across the State with Service Delivery by the Community Service Agency

Ardell Galbreth reported that the Jobs for America's Graduates (JAG) Initiative has been implemented in approximately 30 states and per discussions with the various state and local boards, it has been successful. Nevada joined the JAG National Network in 2012. Workforce Connections has not been a part of the JAG Initiative; however, there are schools and students in the Clark County School District that can benefit from the program.

Dennis Perea, Deputy Director, DETR stated that he is excited that DETR is committing \$1,500,000 to the JAG Initiative, NevadaWorks has committed \$250,000 for the northern youth, and a few private sector donations have been made, including a \$60,000 donation from AT&T.

Mr. Perea apologized to the Youth Council for missing the meeting when the JAG Initiative was discussed and addressed the Youth Council's questions regarding duplication of services and school selection. Mr. Perea stated that he does not see any duplication and that there are currently five different dropout prevention programs in the schools that all have their own niche. The JAG program model is a multi-year program, including one-year of post-graduation follow-up services. JAG has a national curriculum, works with the youth in the classroom, engages the youth in community-based projects, field trips, job shadows, tutoring and has a mentorship component. The goals of the JAG program are graduation, employment, and higher education. According to Dr. Sue Molden, Department of Education, the JAG schools were selected with the intent of trying to load balance across all of the schools. The schools that were selected are Basic H.S., Bonanza H.S., Cimarron H.S., Cheyenne H.S., Del Sol H.S., Desert Pines H.S., Legacy H.S., Mojave H.S., Spring Valley H.S., and Valley H.S. Mr. Perea will provide the Board a chart of schools and the dropout prevention programs (e.g., JAG, GAI, Communities in Schools, Youth Advocate Program, etc.) that are currently in each of the schools.

Mr. Galbreth stated that Workforce Connections would prefer that JAG and GAI be in separate schools, but has no intentions of duplicating services. Workforce Connections' staff will work closely with DETR to distinguish the areas of responsibility of each program. Discussion ensued.

Michelle Bize commented that a year ago the Board voted down the JAG program because of the duplication of services and there was no demarcation between the schools and suggested that the Board table this discussion until a clear list of schools and programs is provided.

Mr. Galbreth recommended that rather than tabling this item, the Board should direct staff to ensure that there is no duplication and the JAG and GAI programs will be separate and distinct.

In response to Dr. David Lee's question regarding reporting outcomes, Mr. Perea stated that there is already a statewide system used for federal reporting that breaks down the numbers between the north and south regarding who is being served and from which funding stream.

Councilwoman Anita Wood clarified that the main focus of the GAI program is to help graduate senior students who are credit deficient and the JAG program targets junior and senior students and provides a more comprehensive curriculum in the schools.

In response to Bart Patterson's question regarding how the demarcation will be made in order to measure the success of each program, Mr. Galbreth replied that the students will have to be enrolled in either the JAG or GAI, but not both. The GAI program has Eligibility requirements under the Workforce Investment Act.

Mr. Galbreth read a letter he received recently from Superintendent Pat Skorkowsky supporting additional funding to support the JAG program in the Clark County School District. The letter is provided on page 36 of the agenda packet.

Debbie Tomasetti, Clark County School District (CCSD) stated that the JAG and GAI have separate data management systems that can clearly delineate outcomes and successes for the youth in these programs. The GAI program serves approximately 65 of the 650 senior students in a typical class size. The JAG program serves approximately 70% juniors and 30% seniors. Between the JAG and GAI programs, only about 72 of the 650 seniors are being served, which is just a small fraction of those students who need services. CCSD's goal is to provide all students access to these types of programs.

A motion was made to accept the Youth Council's recommendation to support the Governor's Statewide Jobs for America's Graduates (JAG) Initiative in partnership with Clark County and Nye County School Districts in an amount not to exceed \$350,000 and direct staff to ensure that it does not duplicate the services in the schools by Hannah Brown and seconded by Vida Chan Lin. Motion carried.

12. INFORMATION: Southern Nevada Children First "High Risk" Designation

Mr. Galbreth reported that Southern Nevada Children First (SNCF) was officially placed on High Risk status because of unsatisfactory financial performance and financial management system. Workforce Connections' staff has and will continue to provide technical assistance. The determination was made because despite extensive technical assistance, monitoring findings (PY12) have not been corrected per the corrective action plan. The High Risk notification letter which outlines the reason for the designation, the programmatic and fiscal restrictions imposed on the provider, and the corrective action required to remove the High Risk designation is provided on page 56 of the agenda packet. Mr. Galbreth accepted responsibility for allowing the situation to go on too long without reporting it to the Budget Committee, this Board and Local Elected Officials. Meanwhile, Workforce Connections' staff is looking at internal processes to avoid similar instances from happening in the future. Discussion ensued.

SNCF's Executive Director Monique Harris apologized for the situation and ensured that they are doing everything to address these issues as quickly as possible. SNCF has hired a group of CPAs to help correct their monitoring findings and complete the items on the corrective action plan within the timeline set by Workforce Connections. Jim Kostecki concurred and stated that SNCF has made great progress.

Dan Gouker requested that staff copy the Board and Committee Chairpersons on all correspondence addressing fiscal and programmatic issues with the funded partners. Mr. Galbreth concurred.

Sonja Holloway requested staff to provide updated reports for SNCF's corrective action and technical assistance at the next Youth Council and Board meetings.

OPERATIONS UPDATE

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

Jim Kostecki noted that the Budget and Finance Committee did not have a meeting in August; however, there are some changes to some of the reports as follows:

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 on page 62-70 of the agenda packet. Staff is requesting an increase in the amount of \$348,000 to the One-Stop budget to fund the Academy of Human Development Affiliate One-Stop Computer Center 9(\$150,000) and also for construction costs to bring the One-Stop and Workforce Connections' Administrative Offices up to safety standards (\$198,000). Mr. Kostecki noted that the \$348,000 is not additional funding, rather unspent funds from last year's budget.

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 as provided on page 71-77 of the agenda packet. There is no change since the last meeting.

c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

Mr. Kostecki presented the Budget vs. Actual Finance Report as provided on page 79 of the agenda packet. There is no change since the last meeting.

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

Mr. Kostecki presented the PY2011/PY2012 Awards & Expenditures Report provided on page 79-81 of the agenda packet.

e. Workforce Connections' Grant Award: National Emergency Grant \$1,400,000

Mr. Kostecki reported that Workforce Connections was awarded the National Emergency Grant in the amount of \$1,400,000. These funds are to supplement WIA Dislocated Worker funds to serve individuals who have been unemployed for at least 27 weeks.

f. Workforce Connections' Grant Award: YouthBuild Grant in the amount of \$1,100,000

Mr. Kostecki reported that Workforce Connections was approved to receive the PY2013 YouthBuild grant award in the amount of \$1,100,000 for the period of three years.

g. Workforce Connections' Grant Award: 2013 YouthBuild USA AmeriCorps Award in the amount of \$25,000

Mr. Kostecki reported that Workforce Connections was approved to receive the 2013 YouthBuild USA AmeriCorps grant award in the amount of \$25,000.

Mr. Galbreth stated that Workforce Connections' staff submitted a concept paper last March or April for the National Emergency Grant and the YouthBuild staff successfully submitted the YouthBuild grant for \$1,100,000. Workforce Connections is continually applying for new grants and these are the three grants that were recently awarded. Staff will submit new grant awards to the Board prior to receiving the funds.

h. Adult & Dislocated Worker and Youth Funding Plans

Mr. Kostecki presented the Adult & Dislocated Worker and Youth Funding Plans provided on page 158 and 159 of the agenda packet.

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

Mr. Kostecki presented the Audit Findings Report for PY2011 as provided on page 85-86 of the agenda packet. There is no change since the last meeting.

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

Mr. Kostecki presented the Standing Professional Services Contracts report is provided on page 87-91 of the agenda packet.

A motion was made to accept and approve the Operations Report as presented by Charles Perry and seconded by Vida Chan Lin. Motion carried.

EXECUTIVE DIRECTOR'S REPORT ~ Ardell Galbreth

14. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report

Mr. Galbreth reported on the following:

- One-Stop Career Center Grand Opening was held on June 28th
- 4th Quarter Performance Measures – Workforce Connections is meeting and/or exceeding all measures
- Rural clients are participating in on-line bookkeeping training; work experience opportunities at Branding Iron Restaurant; OJTs in local businesses in Lincoln County (Caliente)
- Upcoming hearing with the State of Nevada regarding disallowed costs incurred by Nevada State College for Spanish medical immersion program; the outcome will be reported at the next meeting

Kenadie Cobbin-Richardson, Business Services Manager presented the Labor Day Weekend Super Hiring Event scheduled on Thursday, August 29th from 10:00 a.m. to 3:00 p.m. at the One-Stop Career Center. The event will have approximately 100 job opportunities for job seekers interested in a career opportunity. Ms. Kenadie asked the Board members to connect at least three employers to the event. Discussion ensued.

A motion was made to accept the Executive Director's Report as presented by Sonja Holloway and seconded by Vida Chan Lin. Motion carried.

15. SECOND PUBLIC COMMENT SESSION:

Tracey Torrence – Southern Nevada Regional Housing Authority (SNRHA): Ms. Torrence introduced youth participant DeAndre McGee, who talked about his personal goals and how the Youth Employment Education Services (YES) program has had a positive impact on his life, helping him achieve his goals.

16. INFORMATION: Board Member Comments:

Mujahid Ramadan commented, "Keep up the good work DeAndre, you're on the right track."

17. ACTION: Adjournment

A motion was made to adjourn the meeting at 12:10 p.m. by Charles Perry and seconded by Willie J. Fields. Motion carried.