

**WORKFORCE CONNECTIONS  
LOCAL ELECTED OFFICIALS CONSORTIUM  
MINUTES**

**August 13, 2013  
1:00 p.m.**

**Workforce Connections  
7251 W. Lake Mead Blvd.  
Suite 200 Conference Room  
Las Vegas, NV 89128**

**Members Present**

Commissioner Lawrence Weekly, Chair	Councilwoman Anita Wood (phone)
Councilman Bob Beers	Councilwoman Peggy Leavitt
Commissioner Butch Borasky	Councilwoman Gerri Schroder

**Members Absent**

Commissioner Adam Katschke	Commissioner Ralph Keyes
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**Staff Present**

Ardell Galbreth, Executive Director	Suzanne Potter	Carol Turner
Heather DeSart, Deputy Director	Jim Kostecki	

**Others Present**

Mark Wood, Legal Counsel	Jack Eslinger, City of Las Vegas
Nield Montgomery, The Learning Center	Michelle Bize, Workforce Connections' Board Member
Linda Montgomery, The Learning Center	Ron Hilke, DETR
Dr. Tiffany Tyler, Nevada Partners, Inc.	

(It should be noted that not all attendees may be listed above)

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:06 p.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**

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

**3. FIRST PUBLIC COMMENT SESSION**

None

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of June 11, 2013**

*A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of June 11, 2013 by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.*

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

- Governor Brian Sandoval
- Senator Harry Reid, Senate Majority Leader
- Senator Dean Heller
- Congressman Joe Heck
- Congresswoman Dina Titus
- Congressman Steven Horsford

The Certificates of Recognition are provided on page 12 – 17 of the agenda packet.

**6. DISCUSSION AND POSSIBLE ACTION: Workforce Connections' One-Stop Career Center Report from Legal Counsel**

Ardell Galbreth, Executive Director provided a brief report on the One-Stop planning process, including establishing MOUs with the One-Stop Consortium and System Partners, the coordination efforts with DETR and other local entities, and the approval process by the Board and LEOs for the One-Stop Center and funding to support the lease agreement. Ardell noted that throughout the year-long process, meetings were held, training was provided and large packets of information were distributed at the Board and LEO meetings.

At their last meeting, the LEOs directed Legal Counsel to conduct a legal review of the One-Stop process. Upon conducting this review, Mark Wood, Legal Counsel reported that the founding documents adopted by the Workforce Connections' Board appear to have met all legal requirements and, so long as the parties comply with the Memorandum of Understanding, there is no apparent reason that there would be disallowed costs determined by the Department of Labor (DOL). Mr. Wood stated that DOL can find disallowed costs if there is any misappropriation of funds, but that is not the case here.

Councilman Bob Beers stated that his concern is that the One Stop is so massively wasteful when DETR is offering a free option, but he could not locate any DOL regulations that cover this area.

*A motion was made to accept the Workforce Connections' One-Stop Career Center Report from Legal Counsel by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.*

**7. DISCUSSION AND POSSIBLE ACTION: Review and discuss executive director's annual report and performance evaluation, along with any other criteria related to the executive director's employment**

The Executive Director is required to submit an annual report describing his accomplishments for the year, including but not limited to each of the following items:

- Policy implementation and daily operations
- Techniques and methods employed to assist the service providers
- Project development; secure new grants to enhance the workforce investment delivery area
- Fiscal management; developing and establishing a financial system that meets or exceeds federal, state or local requirements

Mr. Galbreth provided an overview of his accomplishments and noted that he will continue to work at establishing a Barber school in Southern Nevada as well as address the issue of clients not receiving timely access to quality service. Mr. Galbreth's future goals include getting more training for Workforce Connections' staff and partners, establishing a Workforce Development Academy, establishing more One-Stop Comprehensive Career Centers throughout the greater Las Vegas area

(i.e., Henderson, North Las Vegas) and One-Stop Career Center Affiliate Sites in Boulder City, Henderson, Pahrump and Mesquite.

The LEOs thanked Mr. Galbreth for his accomplishments.

Commissioner Butch Borasky requested a copy of the Workforce Connections' Employee Handbook.

Mr. Galbreth stated that earlier this year he met with the Barber Board to gain support to construct a Barber school in Southern Nevada. Currently, an individual has to go out of State to obtain a Barber's license and some individuals will stay anywhere from six to eight weeks out of State due to the lack of quality training here in Nevada. To be an eligible Barber School, there must at least two Master Barber's in the State to provide the training. Arizona, California and Utah have Barber schools on the Eligible Training Provider List and are possible candidates. There is currently one Master Barber in Nevada. Another individual is needed who is willing to go out of State to secure a Master Barber's license, then an Instructor Barber's license and come back to Southern Nevada. Mr. Galbreth put together a proposal and is working with the Barber License Board.

Chair Weekly stated that this is a very diverse field for men and women and hopes Workforce Connections is successful at pursuing the Barber School as it will be a great opportunity for Workforce Connections' to assist individuals obtain a Barber's license here in Nevada.

Mr. Galbreth spoke about his strategies to provide individuals timely access to services including reviewing and improving funded partners' intake and assessment processes (i.e., Individual Employment Plan). Workforce Connections' will ask the funded partners for a detailed narrative for their intake process so staff can review it for any unnecessary steps they may be taking that could impede the intake process, and staff can mandate that these steps are removed. Staff was able to run a preliminary report to show how long funded partners take to process a client from the date of first service, to the date client enters training, to exit, etc. This allows staff to see exactly what is happening.

Mr. Galbreth announced that he will be going through an Executive Leadership course and his project, working with the National Association of Workforce Boards and the U.S. Department of Labor, is to devise a method to reduce the time it takes for clients to access services.

There being no further discussion, Chair Weekly referred to Legal asking for the proper action to be taken on this agenda item. Mr. Wood replied that the way the agenda item is written is all the guidance he can provide.

***A motion was made to accept the Executive Director's Annual Report by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder. Motion carried.***

## **8. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept and Approve**

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

Carol Turner presented the PY2013 WIA Formula Budget and Budget Narrative provided on page 21 - 29 of the agenda packet. This Budget/Narrative was presented at last month's meeting. On July 1<sup>st</sup> the One Stop Center & System Budget was increased by \$348,000 (\$150,000 Academy of Human Development Computer Center; \$168,000 Construction Costs; \$38,000 for incurred safety upgrades at One-Stop Center and Workforce Connections' Administrative Offices). New One-Stop Center & System Budget amount is \$1,548,000.

### **b. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and Budget Narrative with One-Stop Construction Summary**

Carol presented the PY2012 WIA Formula Budget and Narrative with One-Stop Construction Summary provided on page 30 - 37 of the agenda packet. This is the final revision for the PY2012 Budget to include an increase of \$10,000 for Systems Communications (Web and Licensing Costs for Software). The total amount budgeted for this line item is \$60,000.

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

Carol presented the Budget vs. Actual Finance Report provided on page 37 of the agenda packet. This report includes expenses through May 2013 with a Budget Authority Remaining of \$1,762,739. As of June 2013, there is approximately \$1,500,000 remaining that is carry forward on July 1, 2013, of which approximately 80% (plus) will be put back out into service providers' contracts.

Approximately \$53,000 is remaining in the following line items:

7050 Tuition, Training and Seminars (staff).....	\$23,000 (Conference fees for out of State)
7055 Travel and Mileage (staff) .....	\$6,606 (Out of State travel & local mileage)
7090 Non Board Meetings & Outreach .....	\$14,893 (Chamber/Business Events & Outreach)
7095 Board Meetings & Travel .....	\$8,652 (Conferences & Board Meeting banquet fees)

Councilwoman Peggy Leavitt explained that Boulder City has cut back on their travel expenses and wanted further explanation of Workforce Connections' budget line items for travel related expenses. Staff will provide a summary total for staff mileage, travel, and training conference expenses and Board meeting and travel expenses incurred in Program Year 2012.

Councilman Beers suggested that more staff (i.e., Department Managers) attend more Best Practices seminars, rather than the Executive Director.

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

Carol presented the PY2011/PY2012 Awards & Expenditures update for June 30<sup>th</sup> provided on page 38 - 40 of the agenda packet. The format for this report has been revised to include open pink papers issued to any of the funded partners (*see Workforce Connections' General Policy 5.02 Non-Compliance Sanctioning Process*).

The ADW funded partner contracts (pg. 38) have been extended. The remaining PY2012 funds in the amount of \$1,500,000 will be recaptured at the end of June and put back into funded partner contracts. The Rural Services contracts (Lincoln County and Nye Communities Coalition) and the Re-Entry Services contract (Foundation for an Independent Tomorrow) have been extended to June 30, 2014. The previous contract funds will roll over and will not be recaptured.

The majority of Youth funded partner contracts (pg. 39) were extended to September 30, 2013 (a few have been extended to September 30, 2014). Approximately \$1,400,000 will be recaptured from prior year's contracts. The Rural Services contracts (Lincoln County and Nye Communities Coalition) and Re-Entry Services contract (Youth Advocate Programs) will be extended to 2014.

Southern Nevada Children First (SNCF) has been issued a pink paper under its PY11 Summer Component and PY12 Out-of-School Youth contract both ending on September 30, 2013. Workforce Connections' staff is providing continuous technical assistance and audits SNCF's financial transactions every two weeks.

Under Direct Grants (pg. 40), The State Energy Sector Partnership (SESP) grant ends on June 30, 2013 and the four Workforce Connections' staff members will be moved to WIA funds. The YouthBuild PY11 grant ends on May 31, 2014 and Workforce Connections was awarded the new PY2013 YouthBuild Grant for \$1,100,000 and YouthBuild USA AmeriCorps Grant for \$25,000.

e. Workforce Connections' Grant Awards

- i. National Emergency Grant - \$1,400,000 (of \$1,800,000 awarded to Nevada)
- ii. YouthBuild Grant - \$1,100,000
- iii. YouthBuild USA AmeriCorps - \$25,000

The National Emergency Grant is for On-the-Job Training for individuals receiving unemployment benefits for at least 27 weeks.

f. Adult & Dislocated Worker and Youth Funding Plans

Carol Turner presented the PY2013 Adult & Dislocated Worker (pg. 42) and Youth (pg. 43) Funding Plans.

There is an ADW fund balance of .48 months. Funds have been set aside for pending contracts including \$650,000 for Veterans Services (to start October 1, 2013); \$850,000 for Re-Entry/Barber Training; \$500,000 for Re-Entry/Logistics - Warehousing Operations, and \$50,000 each for Rural/Esmeralda and Mesquite (to start January 1, 2014). Total pending commitments are approximately \$1,400,000.

There is a Youth fund balance of 1.11 months. Funds have been set aside for pending contracts including \$300,000 for Rural Youth Services (contracts extended to September 30, 2014); \$1,500,000 In-School Youth (contracts extended to September 30, 2014); \$350,000 Youth Jobs for America's Graduates (to start July 1, 2013) and \$1,400,000 for Out-of-School Youth (to start October 1, 2013).

Chair Weekly requested a meeting with staff to further discuss workforce development initiatives.

Mr. Galbreth stated that he has been in contact with Regional Transportation Commission (RTC) to discuss their training needs for new positions when they become available, and that Workforce Connections' staff is out in the community meeting with local businesses to provide employment and training resources; however, if the LEOs have any intelligence of available jobs and/or skills, training needs in the community, he would appreciate that information so that Workforce Connections can respond by meeting those needs.

Chair Weekly stated that RTC needs to make a presentation to this Board. He is happy for the potential 10,000 new jobs but he is not in full support because there is no guarantee that the jobs will be offered to local residents.

Ms. DeSart explained the steps staff took to locate qualified candidates for 25 bus driver positions with RTC.

Councilwoman Gerri Schroder commented that the funded partners may not be fully aware of the employment and training needs of the various sectors (e.g. diesel mechanics) and suggested that the partners attend some of the sector council meetings for more information.

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

Carol presented the Audit Findings Report for PY2011 provided on page 45 - 46 of the agenda packet. There is no change from last month's report.

h. Workforce Connections' Standing Professional Services Contracts

Carol presented the Workforce Connections' Standing Professional Services Contracts report on page 46 - 50 of the agenda packet.

*A motion was made to accept and approve the Operations report by Councilwoman Gerri Schroeder and seconded by Councilwoman Peggy Leavitt. Motion carried.*

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

Mr. Galbreth reported that representatives from U.S. Department of Labor's Regional Office in San Francisco will be at the One-Stop Career Center on Friday, August 16<sup>th</sup> for training to launch a nationwide WebEx videoconference on the Affordable Healthcare Act on Wednesday, August 21<sup>st</sup>. Chair Weekly asked the LEOs to stop in during DOL's visit.

Last week, Workforce Connections' participated in the disallowed costs hearing with Department of Employment, Training and Rehabilitation (DETR) and Nevada State College regarding costs incurred for the Spanish Immersion training program in Guadalajara, Mexico. Workforce Connections approved the training which was on the Eligible Training Provider List, but DETR disallowed the costs. Workforce Connections made an appeal, which was denied, and requested it be presented to an impartial hearing officer, which took place last Thursday with Mr. Galbreth, the President of Nevada State College, the President/CEO of St. Rose Dominican Hospital and a number of community partners who provided testimony of the viability of the Spanish Immersion training program. The outcome of the hearing is pending. Mr. Galbreth stated that the WIA regulations do not prohibit this type of training; however, any travel to a foreign country is disallowed. Workforce Connections disallowed the travel so private funding was used to cover the travel. The amount of the disallowed costs is \$19,807.26.

Mr. Galbreth reported the 4<sup>th</sup> Quarter Youth Performance Measures:

- Placement in Employment/Education Increased by 4.2%
- Attainment of H.S. Diploma/Degree Increased by 13.2%
- Literacy/Numeracy Gains Increased by 8.8%

In the Rurals, clients are participating in work experience opportunities, online training, especially bookkeeping, and OJT training opportunities are being reviewed. Today, Nye County is having Environmental Workforce Day.

Workforce Connections will host a Super Hiring Event on Thursday, October 30<sup>th</sup> at the One-Stop Career Center.

On August 30<sup>th</sup> the Workforce Connections' Administrative Office will relocate to the new building at 6330 W. Charleston Blvd., Suite 150, Las Vegas, NV 89146. Effective September 1<sup>st</sup>, all Board and Committee meetings will be held at this location.

*A motion was made to accept the Executive Director's Report by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood. Motion carried.*

#### **10. SECOND PUBLIC COMMENT SESSION**

Dr. Tiffany Tyler, Nevada Partners, Inc.: Dr. Tyler reported that over the last three years Nevada Partners placed 1,383 individuals into employment and 291 were placed this past year; 31 participants were trained in Logistics and 38 were placed into related employment.

#### **11. INFORMATION: LEO Consortium Member Comments:**

Councilwoman Leavitt commended Ardell for doing a great job.

#### **12. ACTION: Adjournment**

*The meeting adjourned at 2:41 p.m.*