

## WORKFORCE CONNECTIONS

### BOARD MEETING MINUTES

August 27, 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	Bill Regenhardt	Commissioner Adam Katschke
Commissioner Lawrence Weekly	Councilman Bob Beers	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Charles Perry	Dan Rose
Dr. David Lee	Hannah Brown, Chair	Lynda Parven
Matt Cecil (Phone)	Mujahid Ramadan	Michelle Bize
Sonja Holloway	Tommy Rowe	Valerie Murzl (Phone)
Vida Chan Lin	William Bruninga (Phone)	

#### Members Absent

Commissioner Butch Borasky	Commissioner Ralph Keyes	Councilwoman Gerri Schroder
Dan Gouker	Maggie Arias-Petrel	Mark Edgel
Willie J. Fields		

#### Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Brett Miller	Ricardo Villalobos	Jim Kostecki
LeVerne Kelley	Clentine January	Carol Turner
Jeannie Kuennen	Chris Shaw	Tom Dang
Kenadie Cobbin-Richardson		

#### Others Present

Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Sharon Morales, LCCCF	Earl McDowell, DETR
Dr. Tiffany Tyler, Nevada Partners, Inc.	Jennifer Olsen, Nevada Partners, Inc.
Dr. Rene Cantu, Jr., LCCCF	Tommy Albert, SNRHA
Joleen Arnold, Easter Seals of Nevada	Jennifer Casey, FIT
Stacy Howell, FIT	LaTanya Runnells, Nevada Partners, Inc.
Cherie Miller, SNRHA	William McCurdy, ASCSN Senate
Kristi Siegmund, Goodwill of Southern Nevada	Elizabeth McDaniels, Goodwill of Southern Nevada
Monique Harris, SNCF	Davontie Moore, SNCF
Anthony Carter, SNCF	Keisha Martin, SNCF

(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 10:10 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 Mujahid Ramadan and seconded by Charles Perry. Motion carried.*

### **3. FIRST PUBLIC COMMENT SESSION**

Linda Montgomery, President - The Learning Center: The Learning Center (TLC) has been a proud partner of Workforce Connections (WC) and its funded partners for many years. Under the SESP grant, TLC enrolled 22 individuals into a Healthcare Information Technology (HIT) program. Of these individuals, 11 entered employment/internship in the Healthcare Sector and three are employed in another field. The results of the program have been very stellar. TLC trained 11 individuals in the Information Technology sector. Ten of these individuals entered employment in the IT sector, earning an average wage of \$35,000 immediately upon graduation.

### **4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of July 23, 2013**

The Board Meeting Minutes of July 23, 2013 are provided on page 6 – 11 of the agenda packet.

*A motion was made to approve the Board Meeting Minutes of July 23, 2013 as presented by Charles Perry and seconded by Tommy Rowe. Motion carried.*

### *ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair*

### **5. INFORMATION: Training, Wage and Employment Reports**

Heather DeSart presented the training, wage and employment reports for PY2012 provided on page 13 and 14 of the agenda packet. The charts show the average training cost per sector, the number trained in each sector, the average wage by sector, and the number employed in each sector. Discussion ensued.

Brett Miller will provide Councilman Bob Beers a wage growth report to reflect wage increases.

### **6. INFORMATION: Las Vegas Urban League Computer Lab Metrics**

Ms. DeSart presented the Las Vegas Urban League Computer Lab Metrics report for the period April 1 through July 31, 2013 provided on page 16 of the agenda packet. For this period the lab logged 4,530 computer uses (Job Search 45%, Health Card 15%, Homework 21%, Microsoft Office Suite Training 3%, Computer Basics 10% and Other 21%) at an average cost of \$11.07 per use. Discussion ensued.

Staff will provide more detail regarding the activities that fall under the “Other” category as well as look into how many of the computer uses are by repeat customers.

### **7. INFORMATION: Sector Snapshot Report**

Ms. DeSart presented the Sector Snapshot on page 18 – 19 of the agenda packet and noted that each of the Governor’s sector councils have a Workforce Connections’ staff member assigned as an exofficio member.

### *OPERATIONS UPDATE*

### **8. INFORMATION: Budget & Finance Committee Meeting Minutes of August 14, 2013 (draft)**

Jim Kostecki presented the Budget & Finance Committee Meeting Minutes of August 14, 2013 provided on page 21 – 26 of the agenda packet.

### **9. INFORMATION: Southern Nevada Children First (SNCF) “High Risk” Designation Update**

Mr. Kostecki reported that staff is monitoring SNCF every two weeks to collect and review three months of invoices and supporting documentation for SNCF’s Youth Out-of-School and Summer Component grants. Yesterday staff monitored invoices and supporting documents through March 2013 and by September 9<sup>th</sup>, staff will review invoices through June. Pink papers have been issued at every visit to request additional information from SNCF. Staff is providing technical assistance about what can and cannot be charged to the grant. Discussion ensued.

Monique Harris, SNCF explained the repeat findings regarding sales tax and talked about some of the improvements SNCF has made including revising policies and procedures and enhancing the hiring process to include ‘pre-hiring’ training. Ms. Harris

Chair Brown and Commissioner Weekly both commended Ms. Harris and SNCF for providing phenomenal, life-changing service to the individuals in the program.

**10. 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 provided on page 38 – 45 of the agenda packet and highlighted the following:

- 7085 - Program Support Contracts: increase of \$85,000 due to the additional training contracts for staff and funded partners, the hiring of interns for July and August and the procurement of an outreach consultant to support business services:
  - Staff /funded partner training provided by Larry Robbins (approximately \$10,000 for 2-day session)
  - Business Writing workshop for staff (approximately \$10,000 for seven weeks)
  - Board training provided by John Chamberlain (approximately \$10,000)
  - Summer interns at Workforce Connections (approximately \$32,000)
  - Security at One-Stop Center & wC (\$8,500)
  - Business services outreach/support (approximately \$18,000)
- 8900 – Strategic Initiatives: decrease of \$85,000 to move the funds to support the increase in program support contracts

**b. 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 provided on page 46 of the agenda packet. Each of the line items is within the annual budget and approximately \$1.5 million (approximately 29%) will be rolled over into the current year's operating budget. Workforce Connections will not have direct grants to cost allocate to, so next year's operating budget will be closer to actual.

**c. Awards & Expenditures Report – Monthly Update**

Mr. Kostecki presented the PY2011/PY2012 Awards & Expenditures Report provided on page 47-49 of the agenda packet. The report format has changed to include open pink papers, which will be highlighted in pink on the report.

ADW: each of the providers received a new home office contract (started on 7/1/13) and a one-stop contracts (starts 6/1/13). The ADW rural contracts are no-cost extensions through June 30, 2014. Foundation for an Independent Tomorrow (FIT) received an additional \$700,000 to provide re-entry services through June 30, 2014.

Workforce Connections received a \$1,400,000 National Emergency Grant to supplement the Dislocated Worker Program to provide OJTs to individuals who have been on unemployment for over 27 weeks.

YOUTH: Southern Nevada Children First has an open pink paper. All Youth contracts were extended to September 30, 2013, except for the Goodwill and Olive Crest contracts which end on June 30, 2014. Currently, an RFP for Youth Out-of-School is under evaluation. HELP of Southern Nevada and Nevada Partners, Inc. received an additional \$700,000 to serve In-School youth. The Youth rural contracts will be brought to the Youth Council next month for additional funding. Youth Advocate Programs (YAP) received an additional \$300,000 to provide re-entry services through June 30, 2014.

Workforce Connections received a \$1,100,000 YouthBuild grant and \$25,000 AmeriCorps grant.

**d. Adult & Dislocated Worker and Youth Funding Plans**

Carol Turner presented the Adult & Dislocated Worker and Youth Funding Plans provided on page 50 and 51 of the agenda packet.

**e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) – Monthly Update**

Mr. Kostecki presented the Audit Findings Report for PY2011 provided on page 52 and 53 of the agenda packet.

**f. Workforce Connections' Standing Professional Services Contracts**

Mr. Kostecki presented the Standing Professional Services Contracts report provided on page 54-57 of the agenda packet.

*A motion was made to accept and approve the Operations Report as presented by Charles Perry and seconded by Commissioner Adam Katschke. Motion carried.*

EXECUTIVE DIRECTOR'S REPORT ~ Ardell Galbreth**11. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth**

Mr. Galbreth provided the following report:

- Workforce Connections' Administrative Offices is relocating on August 30, 2013 to its new location at 6330 W. Charleston Blvd., Las Vegas, NV 89146. Effective September 1<sup>st</sup>, all meetings will be held at the new location.
- The Affordable Care Act was launched via WebEx videoconference at the One-Stop Career Center on August 21<sup>st</sup>; the U.S. Secretary of Labor was at the event.
- The Clark County School District Superintendent would like the Jobs for America's Graduates (JAG) program to serve youth alongside the Graduate Advocate Initiative (GAI) based on the need of the high schools in the district.
- Upcoming Training Session(s)
- Collaborative establishment of a barber school is still in works to train ex-offenders and other individuals so they can become licensed barbers.
- Getting clients prompt access to employment and training services is still in works and will become a strategic planning goal as approved. This is receiving national attention as indicated by the U.S. Secretary of Labor's radar.
- Workforce Connections is establishing the Workforce Development Academy by 2014 to provide comprehensive training to its partners.
- Establish more Comprehensive One-Stop Career Center throughout Greater Las Vegas, (i.e., Henderson and North Las Vegas) and One-Stop Career Center Affiliate Sites in Boulder City, Henderson, Laughlin, Pahrump, and Mesquite. Staff will establish MOUs with partners to make facilities comprehensive.
- On August 8<sup>th</sup>, Workforce Connections had a hearing for the potential disallowed costs associated with the Nevada State College's Spanish Emersion Training in Guadalajara, Mexico. Waiting for the outcome; will update the Board accordingly. The Nurses that attended the training became gainfully employed at area hospitals.

Commissioner Weekly congratulated staff for doing a great job hosting the U.S. Secretary of Labor's visit at the One-Stop Center and requested that the JAG/GAI item be put on the next LEO Consortium agenda for discussion and possible action. Mr. Weekly spoke briefly about the possible fuel tax for Nevada and stated that he hopes Workforce Connections does not endorse it until there are some guarantees that the jobs will go to Nevada residents.

Mr. Galbreth stated that this is a policy board that directs staff so there would not be any official contract execution unless stated by the Board and Local Elected Officials.

*A motion was made to accept the Executive Director's Report with the exclusion of the JAG and GAI item as presented by Commissioner Lawrence Weekly and seconded by Vida Chan Lin. Motion carried.*

**12. SECOND PUBLIC COMMENT SESSION:**

Monique Harris, Southern Nevada Children First: Ms. Harris thanked the Board for giving SNCF the opportunity to serve youth and board staff for their support and guidance. Summer Youth Program participants Anthony Carter, Davontie Moore, and Keisha Martin shared about their positive experience with SNCF's WIA Summer Youth Program.

Dr. Tiffany Tyler, Nevada Partners, Inc.: Dr. Tyler reported that the GAI graduation rate in some instances is 31.83% higher than last year's graduation rate overall and thanked the Board for the opportunity to do this work.

**13. INFORMATION: Board Member Comments:**

Charles Perry stated that he fully supports Dr. Lee's comments that Workforce Connections' staff should provide training for the funded partners, rather than go outside the agency for training providers, as the agency has a full staff of qualified individuals

**14. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 11:55 a.m. by Charles Perry and seconded by William Bruninga. Motion carried.*