

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**September 24, 2013
8:30 a.m.**

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

Members Present

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

Members Absent

Commissioner Adam Katschke	Commissioner Ralph Keyes
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Staff Present

Ardell Galbreth,	Suzanne Potter	Carol Turner (phone)
Heather DeSart,	Jim Kostecki	Brett Miller
LeVerne Kelley	Kenadie Cobbin-Richardson	Debra Collins

Others Present

Mark Wood, Legal Counsel	Jack Eslinger, City of Las Vegas
Tom Wilson, Clark County	Doug Lyon, Clark County
Janice M. Rael, Nevada Partners, Inc.	Dr. Tiffany Tyler, Nevada Partners, Inc.
Linda Montgomery, The Learning Center	Nield Montgomery, The Learning Center
Ron Hilke, DETR	

(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 8:45 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

A motion was made to approve the agenda as presented by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of August 13, 2013

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of August 13, 2013 by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to allow Jobs for America's Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in some of the same Clark County School District (CCSD) high schools:

- a. Basic H.S.
- b. Bonanza H.S.
- c. Cheyenne H.S.
- d. Cimarron-Memorial H.S.
- e. Del Sol H.S.
- f. Desert Pines H.S.
- g. Mojave H.S.
- h. Valley H.S.

Ricardo Villalobos, Youth Program Director provided background. The LEO Consortium and Board approved \$350,000 to fund the JAG program. In July, both boards approved to have the JAG and GAI in different CCSD high schools. Pursuant to the Nevada State Department of Education's school selection, JAG and GAI will be in eight of the same high schools. The GAI program will serve approximately 50 students in 14 different high schools.

Chair Weekly inquired about Rancho, Western and Canyon Springs high schools and asked what criteria was used to select the schools.

Councilwoman Gerri Schroder asked how many students graduated from the JAG program last year.

Mr. Villalobos stated that Debbie Tomasetti, CCSD representative will be present at 10:00 a.m. to address the LEOs questions.

Ardell Galbreth, Executive Director stated that Workforce Connections is not mandated by any particular statute; rather, it receives feedback and information from Clark County School District and the Nevada State Department of Education to determine these particular schools.

A motion was made to hold this item in abeyance until the next LEO Consortium meeting to receive additional information from the Debbie Tomasetti, CCSD representative regarding last year's performance measures and the criteria for the school selection by Councilman Bob Beers. Chair Weekly opened the discussion:

Q: Councilwoman Anita Wood – Would the abeyance delay implementing the program for this school year?

A: Ricardo - No, because there is other leveraged resources being used to get it up and running in these particular schools.

Mark Wood, Legal Counsel suggested that after completing the agenda, the LEO Consortium can recess and reconvene the meeting at 10:00 a.m. to allow the CCSD representative to address the LEOs questions.

A motion was made to trail this item for one hour to receive additional information from the Debbie Tomasetti, CCSD representative regarding last year's performance measures and the criteria for the school selection by Councilman Bob Beers and seconded by Councilwoman Anita Wood. Motion carried.

6. INFORMATION: WIA Client Demographics Report – Youth & ADW

Heather DeSart, Deputy Director presented the demographics reports for Youth and ADW clients provided on page 16 – 26 of the agenda packet.

7. DISCUSSION AND POSSIBLE ACTION: Evaluate Executive Director's performance based on previously accepted performance report and criteria approved by the LEOs with consideration for salary adjustment commensurate with noted performance

At last month's meeting, the Executive Director (ED) presented a written performance report, at which time the LEOs had 60 days to complete an annual evaluation based on criteria approved by the LEOs. Prism Global Management Group, LLC (Workforce Connections' HR contractor) conducted a comprehensive salary study, provided in the agenda packet on page 29 -31, to include salary analysis for executive positions in the local jurisdictions, and is recommending that the EDs compensation be adjusted to a base annual salary of \$170,000.

Councilwoman Gerri Schroder stated that it is difficult to justify a \$40,000 per year increase, although Ardell has made great accomplishments, and that she did not know if the City of Henderson salaries were accurate as listed on page 29.

Councilwoman Peggy Leavitt noted that the Boulder City Manager's salary (pg. 29) should be \$137,000, not \$161,216, and compared Boulder City's 300+ full/part-time employees to Workforce Connections' 35 employees, plus One-Stop partners (per Ardell). Leavitt commented that Ardell works very hard, is conscientious, and follows through on the different directives the LEOs give, and Ardell should get a raise, whether it be a lump sum or percentage.

Councilman Bob Beers stated that according to attachment B (pg. 41), PERS is fully funded by the board, which may not be in compliance with new state legislation, which mandates the 2% increase to be split between the employee (50%) and employer (50%), and inquired about the Leave Buyback policy (Ardell confirmed the leave accrual maximum is 480 hours annually). Beers stated that \$170,000 does not make sense, given the other salaries for comparison.

Commissioner Butch Borasky stated that \$170,000 is too much and he recalled voting against the ED's contract before because the salary was too high then.

Councilwoman Anita Wood concurred with the other LEOs regarding the proposed salary, and agreed with Councilwoman Schroder that Ardell has done a great job at getting the Board in compliance with the State, moving things forward, and for doing such a great job in general. Wood suggested comparing the ED salary with other non-profit executives.

Chair Weekly asked for salary recommendations. After some discussion, LEOs Borasky, Schroder, Leavitt, and Wood agreed to an annual increase of \$10,000; Beers opposed and suggested a 2% increase, and a 2% greater cost for PERS. Schroder concurred.

Doug Lyons, Clark County reported, (per a telephone conversation with PERS and George Stevens, Director of Finance – Clark County and former PERS Board member), 1% is paid by the employee and 1% paid by the organization; however, it is his understanding, the organization can make up the 1% through a pay raise to the employee of 1%, if they so choose.

Regarding whether or not this will have an impact on the budget, Ardell stated that the budget is projected for staff benefits, salaries, and increases, and this issue will not have a negative impact on the approved budget.

A motion was made to give the Executive Director's a 2% raise by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder. Chair Weekly commented that Ardell has done an excellent job and he appreciates the work Ardell has done for Workforce Connections, and he is supporting the motion, but he was hoping the LEOs could have done a little bit better in supporting Ardell today. Motion carried.

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

Mr. Galbreth presented the Executive Director's report on page 43-44 and highlighted the following items:

- Lincoln County: meetings were held; support with the interactive booth at Lincoln County community events
- Nye County: 9/13/13 Job Fair went well; recently hired two new case managers in the Tonopah office; installing a new resource room with computers and video conferencing to allow Tonopah residents to access job readiness workshops and services
- Nye Communities Coalition is overseeing the Brownsville job training program – a grant funded initiative for training in areas such as asbestos abatement, first aid, CPR, hazard safety/awareness
- One-Stop Center Deliverables: serving approximately 100 clients per day; will be monitoring One-Stop activities at the beginning of the year
- Upcoming Training: Staff Monitoring Review and Report Writing Training (Oct/Nov 2013), Service Providers/Partners Fiscal/Procurement Training (Jan/Feb 2014), and Service Providers and Community/Faith Based Agencies RFP 101 Training (Jan/Feb 2014 – prior to release of RFPs)
- Workforce Development Challenges: identified a cash shortfall with Bridge Counseling Associates (BCA) in the amount of \$121,014.78; BCA placed on high risk status
 - BCA misappropriated funds; used funds for activities other than WIA
 - Staff is providing technical assistance to recover all disallowed costs while minimizing client service delivery disruption
 - There may be other service providers/partners in similar situations due to poor cash management procedures like BCA
 - Latin Chamber of Commerce Community Foundation (LCCCF) has a cash shortfall of as much as \$70,000
 - Contracts are being closed out at the end of the contract period and/or program year so providers/partners no longer able to carry over funds from one program year to another; this was one element that identified BCA's shortfall.
- The disallowed cost of \$19,807.26 assessed by DETR was overturned by official hearing officer; working with DETR to develop policy guidance to continue critically needed Medical Spanish Immersion Training minus travel costs for statewide implementation.
- Having issues with quality client services from some WIA partners (i.e., delayed and/or inadequate service delivery, inadequate staffing not in accordance with contract requirement); WC staff is looking at service providers' contracts, policies and procedures, methods/strategies with the intent of modifying service delivery with streamlined requirements to deliver services within five days after determining eligibility
- Developing Workforce Development Academy to include an array of different training to give the staff and service providers a clear understanding how to best serve the clients and effectively manage the clients through the system

Ardell reported that BCA used WIA funds to pay for other non-WIA grant expenses, when those other grant funds were not received in a timely manner. According to BCA, some of their other grants' disbursements have been delayed, so they used the WIA money and did not pay it back when the disbursements were received. This issue was shielded from WC as BCA was getting clean audits

year after year. Additionally, with the recession, some of BCA's other non-WIA grants were drastically reduced or simply went away; however, the staff working under these grants was not mitigated when the grant went away and BCA used the WIA grant funds to pay salaries while the staff was provided non-WIA services to clients. Workforce Connections' staff met with BCA's Chairman of the Board and Program Manager. BCA accepted the resignation of their Finance Director and Executive Director. WC set-up a payment plan, to be implemented upon the LEOs approval that will have all of the funds recovered within 90 days (December 31, 2013). Regarding Latin Chamber of Commerce Community Foundation (LCCCF), Ardell reported that staff is still working on their issues and plans to establish a recovery plan as well. Moving forward, to prevent these issues from happening in the future, staff will review monthly aging reports and receivables. Also, having implemented the process of closing out contracts each program year will help identify these types of issues earlier. Discussion ensued.

Jim Kostecki, Finance Manager reported that BCA will be required to provide backup for all reimbursable items on their invoices, such as check copies and payroll registers, as well as a bank statement showing that checks to their vendors have cleared, prior to receiving their next reimbursement. The same measures will be instituted for LCCCF.

Chair Weekly stated that Clark County has not budgeted for Workforce Connections' disallowed costs and it is contingent upon staff to implement stricter and more responsible oversight of the service providers. Ardell agreed, and said there are processes that will be implemented and he will keep the LEOs and Board informed.

Councilman Beers suggested that the fiscal staff draw up a report on what potential financial statement misstatement the auditors of BCA failed to identify, as it would be a source of recovery for the municipalities and county if the auditor was negligent, and asked how much notice the LEOs will receive if this becomes a disallowed cost to the municipalities and county. Ardell replied, per the US Department of Labor consultant, it will not be a quick process, it may be years before DOL collects the debt, or in rare cases, DOL may waive the debt.

The Workforce Connections' Annual Report for FY2012 is provided as information on page 45 – 76 of the agenda packet.

9. SECOND PUBLIC COMMENT SESSION

None

10. INFORMATION: LEO Consortium Member Comments:

Councilwoman Schroder said she appreciates having the success stories provided as backup in the agenda packets, rather than spending a lot time during the meeting listening to success stories.

The meeting recessed at 10:09 a.m. Chair Weekly reconvened the meeting at 10:19 a.m., roll call was taken, and a quorum was present.

Mr. Villalobos introduced Debbie Tomasetti, representative of the Clark County School District, and she addressed the following questions:

Q: How were the JAG schools selected?

A: The schools for the JAG program for this upcoming year were selected by the Nevada State Department of Education, based on the Nevada School Performance Framework. The performance indicators that are used for that framework were:

1. Status and growth measure of achievement. The state looked at both status data and actual growth of students from year to year. Reduction in achievement gaps. What were the achievement gaps and did the schools reduce them?
2. Graduation measures
3. College and career readiness. What are the schools doing to promote college and career readiness within the school.
4. Other indicators: average daily attendance, percentage of 9th grade students who have earned at least five credits by the end of their 9th grade year

Q: How many students participated and graduated.

A: Last year, through the JAG pilot program (in Clark County), there were four high schools with an average of 30 – 35 students per school. The final graduation data is not available because they are waiting on the results from the summer graduation.

Q: What is the cost per participant for the GAI and JAG? What is the disparity?

A: The cost per participant for the GAI is \$2,000 and JAG is \$1,000. GAI is 100% WIA funds and covers everything that applies to the students' education and credit recovery (tutoring, summer school, etc.) as well as work experience opportunities, supportive services and other employment/training services. JAG is specifically centered on providing students classroom time with a JAG specialist and supportive services are provided through other leveraged funding sources.

Q: What is the program timeframe?

A: JAG is for one academic year.

A motion was made to approve the Youth Council's recommendation to allow Jobs for America's Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in some of the same Clark County School District (CCSD) high schools by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder.

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- h. *Valley H.S.*

11. ACTION: Adjournment

A motion was made to adjourn the meeting at 10:26 a.m. by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.