

Workforce Connections

Board Meeting

MINUTES

January 24, 2012

10:00 a.m.

Culinary Academy of Las Vegas

710 W. Lake Mead Blvd.

Parlors C&D

North Las Vegas, NV 89030

Members Present

Charles Perry	Commissioner Lawrence Weekly	Commissioner Tommy Rowe
Councilman Bob Coffin	Councilwoman Peggy Leavitt	Councilwoman Gerri Schroder
Dan Rose	Dennis Perea	Dr. David Lee
F. Travis Buchanan	Hannah Brown	Kenneth J. LoBene
Michelle Bize	Mujahid Ramadan	Pat Maxwell
Sonja Holloway		

Members Absent

Commissioner Borasky	William Bruninga	Dan Gouker
Commissioner Pappalardo	Valerie Murzl	Mark Edgel
Councilwoman Anita Wood		

Staff Present

John Ball	Suzanne Potter	Irene Bustamante	Sylvia Spencer
Ardell Galbreth	Jaime Cruz	Jennifer Padilla	Celia Diaz
Heather DeSart	Kim Colagioia	Kelly Ford	Lauren Stewart
Carol Turner	Debra Collins	Faith Cannella	Mike Hopper
Rick Villalobos	Cornelius Eason	Jeannie Kuennen	Chris Shaw
MaryAnn Avendano	Tom Dang	Byron Goynes	Chanda Cook
Kenadie Cobbin Richardson			

Others Present

Matt Cecil, Board Counsel	Michael Oh, City of Henderson
Ann Lynch, SNMIC	Helicia Thomas, GNJ Family Life Center
Tiffany Tyler, Nevada Partners	Wendy Villanueva, ISIS Connections
Trnee Stephenson, ISIS Connections	Lynda Parvin, DETR
Capucine Holmes, GNJ Family Life Center	LeVerne Kelley, DETR
Earl McDowell, DETR	Sharon Morales, LCCF
Laura Nowlan, HTL	Penny Hagen, FIT
Jake McClelland, FIT	Steve Chartrand, Goodwill of Southern Nevada
Janice M. Rael, Nevada Partners	Doug Geinzer, SNMIC
Theresa Kaufman, National Hospital Association	Peggy Oliver, ISIS Connections
Carol Elslager, ISIS Connections	Marissa Brown, National Hospital Association
Eva LaBarge, Nevada Hospital Association	Leon Jackson, The NIA Project
Chris A. Vito, SNMIC	

(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 10:00 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. ACTION: Approve the Agenda with the inclusion of any emergency items and deletion of any items
A motion was made to approve the Agenda as presented by Lawrence Weekly and seconded by Pat Maxwell. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

Douglas Geinzer, CEO, Southern Nevada Medical Industry Coalition distributed a letter (attached) and commented on SNMIC's return on investment rate for the \$700,000 grant received from Workforce Connections. Mr. Geinzer stated, "The Southern Nevada Medical Industry Coalition produced a return of \$10.2 Million of economic impact in the State of Nevada and the cost per job creation, \$7,750 per job." Mr. Geinzer referred to health care jobs, stating that Nevada has the lowest health care professional to population ratios in almost all areas. Mr. Geinzer commented on the overall importance of health care and the success of the Healthcare 20/20 program, which had nearly 100% placement, 100% recruitment, and average wages of \$26/hour.

Mr. Geinzer stated that Workforce Connections staff made unfounded accusations of mismanaging funds and wrongfully placed SNMIC on high risk destroying the reputation of the agency and it's Board. Attached to these minutes is Mr. Geinzer's letter dated January 24th addressed to Workforce Connections Board.

Ann Lynch, Chair, SNMIC, stated that it is good news that the Healthcare 20/20 program will continue to be run statewide by the Nevada Hospital Association.

Ms. Lynch stated that Workforce Connections staff gave SNMIC an unreasonable corrective action plan and timeline, which did not follow the policy set forth by Workforce Connections. As a result, SNMIC was placed on high risk status. Ms. Lynch made a plea to the Board to rescind the high risk status as if it never happened to prevent further damage to SNMIC and its Board members. Ms. Lynch stated that SNMIC Board members will have to disclose SNMIC's high risk status on all grant applications which will negatively affect their chances of receiving future grants from the Federal Government.

4. Youth Council Update ~ Ken LoBene, Chair

INFORMATION: Ready for Life (RFL) Graduate Advocate Initiative (GAI)

Rick Villalobos, RFL Systems Director provided a brief overview of the RFL Graduate Advocate Initiative.

Kimberly Colagioia, RFL GAI Director, provided a mentor update. Ms. Colagioia commented that recruiting mentors has been challenging and encouraged everyone to volunteer to become a mentor. Ms. Colagioia provided a letter sample that can be used to recruit mentors. Ken LoBene asked the Board members to forward the letter to people, group, and organizations in their networks.

The ten identified schools for the RFL GAI program and the Graduate Advocate Coordinator assigned to each school are:

- Clark High SchoolTish Carroll
- Desert Pines High School Warren Evans
- Chaparral High School..... Mike Flores
- Valley High School.....Queena Hall
- Sunrise Mountain High School.... Nicole Jacobs

Mojave High SchoolAsha Jones
Cimarron High SchoolJerrell Roberts
Del Sol High SchoolKeith Stark
Cheyenne High SchoolLori Thomas
Western High SchoolDaniel Topete

Commissioner Lawrence Weekly inquired about the selection process for the ten Graduate Advocate Coordinators. Mr. Villalobos replied that a job posting was published in the Review Journal, on the Workforce Connections website, and at JobConnect. Mr. Ball stated that Human Resources can provide a full list of where the job posting was circulated. Commissioner Weekly asked if the mentors are paid; staff confirmed that mentors are volunteers only. Commissioner Weekly expressed concerns about the ten schools that were selected and asked why Rancho High School and Canyon Springs High School were not selected. Mr. Villalobos stated that Clark County School District provided Workforce Connections with the ten high schools based on their criteria that 200 or more senior students who are at risk of not graduating on time attended these schools; however, staff is in the process of discussing a potential program with Rancho High School. Councilman Weekly stated that the Board should be involved with the relevant committee in program decisions, such as the school selection process, rather than receive the information after the fact. Councilman Coffin suggested that the program be expanded to include more schools. Ardell Galbreth stated that proposals will be brought to the Youth Council for consideration. Discussion ensued.

Ken LoBene stressed we need to address education issues earlier, during students' freshman and sophomore years before they become so credit deficient that they fall at risk of not graduating. Mr. LoBene stated that the RFL GAI program will help some students graduate but it cannot be the only strategy in place or every year a high percentage of students will fall behind in credits, drop-out of school, and not graduate. Discussion ensued.

Denis Perea asked how the RFL GAI program will provide the ten required elements and serve 30% out of school youth as mandated for WIA Youth programs. Mr. Villalobos replied that the RFL GAI program will provide three program elements: objective assessment, Individual Service Strategy (ISS), and program design. Adult mentoring will be provided by the mentors that are recruited. The mentors will also help establish opportunities for the youth, such as job shadows, unpaid internships, and work experience opportunities. CCSD will provide educational support and assistance such as tutoring, courses/boot camp, and credit retrieval. If youth need services that are outside the scope of the RFL GAI program they will be referred to one of our funded partners to receive additional services as needed. Regarding serving 30% out of school youth, Mr. Galbreth replied that this information is tracked internally and reported to DETR.

5. **Adult & Dislocated Worker Committee ~ Dan Rose, Vice-Chair**

ACTION: Accept staff's recommendation to allocate \$1.6 million dollars of WIA Formula funds as strategic initiatives to be used for additional funding awards to service providers/funded partners based on meeting or exceeding established performance goals. Direct staff to increase funded partner contracts using these funds and report contract amendments at the subsequent Adult and Dislocated Worker Committee meeting.

Heather DeSart provided an overview of the information provided in the agenda packet. Ms. DeSart stated that based on direction received from DOL to increase training activities additional funds were set aside to award funded partners who met certain criteria for each program quarter. As a result, training was increased by about 65%. The current year (PY2011) the need for placement is higher

than training activities. Based on DOL performance measures, placement, retention and average earnings, new criteria were built to determine eligibility for the additional funding awards:

- Participant earns at least \$11.00 per hour
- Participant works at least 32 hours in any one week in the first month of the next quarter
- Provider has paycheck stub or work number verification with this information
- Placement is in permanent, unsubsidized employment not with a temporary service
- For new enrollments only, not carry-forwards

Funded partners that meet or exceed contracted placements based on the above criteria become eligible for additional funding awards. The funded partners are ranked by the percentage of placements made that meet the criteria. Eligible partners can request additional funding awards which are considered in the order they are ranked, from highest to lowest. The additional funding is to be used for training and supportive services; however, if a program grows as a result of the additional funds, the funded partner can use the funds for direct staff and fringe. The additional funding awards will continue each quarter until all of the funding is exhausted.

Next month at the ADW Committee meeting, staff will make a recommendation to approve additional funding awards for the eligible funded partners. The funded partners that met the eligibility criteria and ranked the highest for the first quarter are Foundation for an Independent Tomorrow (FIT), Latin Chamber Community Commerce Foundation, Goodwill, and Nye Communities Coalition. Councilwoman Gerri Schroder requested that all the funded partners, their rankings, and the amount of funding they requested be provided in the agenda packet at next month's Board meeting.

Following comments made by Chair Hannah Brown regarding the selection process for the additional funding awards, Mr. Ball stated that previously at the ADW meeting Ms. Brown declared a conflict of interest in this matter and should abstain from the discussion. Staff requested advice from legal counsel, Matt Cecil, who then read from the by-laws sections 6a, 6b and 6c regarding conflict of interests. Mr. Cecil stated that Ms. Brown can answer questions if they are directed from the Vice-Chair and only if the agency staff is unable to answer the questions.

Following some discussion, Ms. Brown abstained from the discussion due to a conflict of interest due to her membership on the Latin Chamber Board and abstained from the discussion. In the absence of the Vice-Chair, Commissioner Lawrence Weekly was designated as acting Chairman.

At 11:07 a.m., Acting Chairman Weekly requested a break in the meeting to consult with legal counsel. At 11:09 a.m. the meeting reconvened.

Chairman Weekly commented on the lack of communication and lack of respect between the Board and agency staff and requested a motion to hold or move forward on this agenda item.

A motion to hold agenda item 5a was made by Charles Perry and seconded by Travis Buchanan. The chair instructed the members to vote with a show of hands: of the 15 members present, 9 members voted yes, 5 members opposed. Motion carried.

INFORMATION: Nevada Hospital Association (NHA) Healthcare 20/20 Update

Marissa Brown, Workforce & Clinical Services Director, Nevada Hospital Association and Program Director for the Healthcare New Grad Transition into Practice Program provided an update on the Healthcare 20/20 Program. The Healthcare 20/20 program was transitioned from Southern Nevada Medical Industry Coalition (SNMIC) to Nevada Hospital Association (NHA). Under the new contract, NHA is responsible for 20 existing workers, 39 new nurse graduates, and agreed to take on an additional 45 new nurse graduates.

NHA is a statewide trade association that represents a majority of the acute care hospitals, psych hospitals, and rehabilitation/long-term hospitals in Nevada. On October 1, 2011, NHA also received funding from Northern Nevada Workforce Investment Board, NevadaWorks, to run the same program in Northern Nevada. The NHA offices are located at 3960 Howard Hughes Parkway, Suite 500, Las Vegas, Nevada. NHA is staffed with two full-time employees who have extensive WIA experience: Theresa Kaufman, Program Manager and Judy Foxworth, Case Manager. Dr. Sue Ulrich was transitioned from SNMIC to NHA as the program's consultant. Dr. Ulrich is responsible for standardizing the new program and developing the program based on the program's needs. Program support and fiscal oversight will be provided by staff from the north office.

Ms. Brown thanked Heather DeSart, Debra Collins, and the staff at Workforce Connections for making it such a smooth transition. Ms. Brown thanked SNMIC for initiating such a great program.

INFORMATION: Funded Partner Update

Ms. DeSart provided a brief overview of the funded partner performance update provided in the agenda packet.

6. Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair

Pat Maxwell opened a discussion regarding realignment strategy for the Emerging Markets Committee. Ms. Maxwell stated that the committee has done good work for the past three years implementing strategies for emerging markets and developing partnerships and resources. Presently, the agency staff is fully functioning in the new sectors (green economy and healthcare) with some of the functions allocated to the ADW and Youth programs. Ms. Maxwell stated that now it's time to look at the need to continue or not the Emerging Markets Committee. Ms. Maxwell commented that Governor Sandoval recently identified additional emerging markets to pursue in Nevada as part of the State's economic diversification, such as logistics and distribution, manufacturing, IT, small business, and finance. Ms. Maxwell commented that the committee questions whether or not to continue the Emerging Market committee with its sub-committees, Green and Health, or transition it to a staff function with regular monthly reports. Ms. Maxwell stated that the staff is very skilled and do not require a committee to direct them. Ms. Maxwell asked the Board to consider the direction of the Emerging Markets committee.

Jaime Cruz provided an information update on the SESP (State Energy Sector Partnership) Grant and "What's it mean to be Green?" program. Detailed information is provided in the agenda packet (page 27-30).

Cornelius Eason provided an information update on Workforce Connections' 2011 Awards and Recognition.

- North Las Vegas Chamber of Commerce received the Non-Profit of the Year, recognized for Workforce Connections staff participation and support of multiple business initiatives, events, and workshops.
- Women's Chamber of Commerce received Non-Profit of the Year, recognized for participation in numerous events as participant and facilitator.
- Urban Chamber of Commerce received Non-Profit of the Year, recognized for developing and co-managing a series of Business Roundtables that brought together over 310 business leaders to discuss and develop action plans for the Urban Chamber; supported and participated in a number of other Urban Chamber events and activities.
- Las Vegas Chamber of Commerce received Best Green Booth at the Business Expo 2011, recognized for having the booth that most represented "green activities".

Kenadie Cobbin Richardson and Janice provided an information update on the Layoff Aversion program; detailed information is provided in the agenda packet (page 34-35). The Layoff Aversion program provides business resources and professional consulting services to small-medium sized businesses that are experiencing operational difficulties. The program assists to avoid layoffs and closures, provides incumbent worker training and workforce and economic development alignment for job creation and long-term stability. The Layoff Aversion program provides professional services in accounting, business consulting, financial restructuring, legal, management information systems, marketing, operations management, workforce development, and more.

Cornelius Eason stated that the Layoff Aversion program translates to a job creation strategy by making businesses more profitable; in turn, businesses hire more people.

Lauren Stewart, Communications Specialist and Mike Hopper, Web-Developer Manager, provided a Communications Progress Report and presentation to illustrate the work done by the Communications team which was developed in July 2011.

The presentation covered the following projects and initiatives:

Communications

- Website upgrades to nvworkforceconnections.org
- Email marketing launched
- Social media content distribution
- Annual report to DETR

Content creation

- Strictly Business Radio Show
- Promotional photo and video support
- Success stories

Advocacy

- Congressional Field Hearing Testimony
- Ready for Life/Leadership Las Vegas awareness campaign

Program Support

- NVTrac user interface
- Program branding
- YouthBuild online presence
- Graduate Advocate Initiative collateral
- SESP Incumbent Worker Workshop online registration
- Re-entry program collateral
- SESP youth curriculum book
- SESP website

Outreach

- Business Roundtable Series –Grassroots Economic Development
- Employment Edge Workshop for Veterans

- Nevada Chamber Roundtable calendar website
- Partner and community event participation
- Press

Ardell Galbreth announced that Debra Collins was elected to the Statewide Nursing Association.

7. Operations Update ~ Ardell Galbreth, Deputy Director

- a. **ACTION:** Approval of Legal Services Contract Award to Marquis Aurbach Coffing in an Amount not to Exceed \$100,000

Mr. Galbreth provided a brief overview of the criteria used for the scoring process and scoring matrix. The proposals were reviewed and scored by the Legal Services Review Committee from the jurisdiction. Based on the proposals reviewed, the committee recommends Marquis Aurbach Coffing. After some discussion,

A motion was made to approve Legal Services Contract Award to Marquis Aurbach Coffing in an Amount not to exceed \$100,000 as presented by Councilman Bob Coffin and seconded by Dr. David Lee. Motion carried.

- b. **REVIEW: Amendment to the Board's By-Laws**

The Board was provided a copy of the proposed amended By-Laws and will vote on them during the next Board meeting on February 28, 2012. Board members may contact staff or legal counsel if they have any questions about the proposed By-Laws before the next meeting.

- c. **INFORMATION: Budget vs. Actual Finance Report**

Carol Turner provided an overview of the Budget vs. Actual Finance Report on page 71 of the agenda packet.

- d. **ACTION: Accept Revised PY2011 Budget as Approved by Southern Nevada Workforce Investment Area Local Elected Officials**

Carol Turner provided an overview of the PY2011 Budget provided on page 74 of the agenda packet. ***A motion was made to accept Revised PY2011 Budget as Approved by Southern Nevada Workforce Investment Area Local Elected Officials by Dan Rose and seconded by Charles Perry. Motion carried.***

- e. **INFORMATION: Revised PY2011 Budget Narrative**

Ms. Turner provided an overview of the revised PY2011 Budget Narrative on page 75 of the agenda packet.

- f. **INFORMATION: Revised Budget vs. Actual Finance Report**

Ms. Turner provided an overview of the revised Budget vs. Actual Finance Report on page 82 of the agenda packet.

- g. **INFORMATION: PY2011 Funding Awards and Expenditures**

Ms. Turner provided an overview of the PY2011 Funding Awards and Expenditures for ADW, Youth, and Direct Grants. Detail is provided on page 84-87 of the agenda packet. With most of the November 2011 invoices in expenditures are at approximately 42% with a few exceptions: CCSD did not have a contract signed initially but does now and their program is up and running; Housing Authority is catching up on their invoices, and Nevada Hospital Association is a new provider. The other contracts are on track with spending.

h. INFORMATION: CFO and Financial Manager Recruitment Update

Mr. Galbreth provided an update on the CFO and financial manager recruitment. The job posting for the financial manager closed on January 20th; interviews will begin next week. The CFO search will be expanded; staff is working with the jurisdictions in the search process.

8. INFORMATION: Executive Director Transition

John Ball, Executive Director, stated that his five-year commitment to advance the work plan of the local board will end in March 2012. As stated in the memo included in the agenda packet, Mr. Ball is providing notice that he will leave employment with Workforce Connections as early as March 2, 2012 and no later than March 30, 2012. Mr. Ball will work with the LEO Consortium Chair Councilman Weekly and Vice Chair Councilwoman Leavitt to establish a precise departure date and work toward a smooth executive transition.

9. Consent Agenda

- a. Approve the meeting minutes from the *workforce***CONNECTIONS** Board of Director's Meeting on September 27, 2011
- b. Approve the meeting minutes from the *workforce***CONNECTIONS** Board of Director's Meeting on October 25, 2011

A motion was made to approve consent agenda items a and b as presented by Charles Perry and seconded by Dan Rose. Motion carried.

- c. Accept new Board member Homero A. Garza to the Workforce Connections Board for a 3-year term

10. SECOND PUBLIC COMMENT SESSION:

Janice Rael, Program Manager, Nevada Partners, Inc. distributed a two-page summary about NPI's workforce development program, including an adult and youth success story, and the program's positive youth impact. Ms. Rael thanked the Board for allowing NPI to deliver services in Southern Nevada.

Chris Vito, Southern Nevada Medical Industry Coalition (SNMIC), thanked the Board and requested that SNMIC's high risk status be rescinded. Mr. Vito stated that the audit has been completed and that the alleged \$35K in questions was cleared and justified by a third party.

Gwen Braimoh, Executive Director, Expertise Cosmetology Institute, shared about her experience when Expertise was put on high risk status. Hannah Brown applauded Expertise for the work they have accomplished.

Roxanne McCoy, Expertise, commented that supportive services to the service providers should be provided at the beginning of the contract rather than wait until the provider is put on high risk status because by then it is too late. Ms. McCoy stated that Workforce Connections came in at the end and worked with Expertise to address its issues and remove the high risk status. Ms. McCoy stated that with a little more support Expertise could still be in a working relationship with Workforce Connections.

Monica Bolden, former Workforce Connections staff member, commented on the inconsistencies of her termination and presented her side of the story.

Douglas Geinzer, SNMIC, asked that the high risk status be rescinded from SNMIC's record. Mr. Geinzer expressed gratitude for the transition of the Healthcare 20/20 Program to the Nevada Hospital Association, a long-term partner of SNMIC. Mr. Geinzer stated that John Ball told the Nevada Hospital Association that they could not hire Mr. Geinzer as a contractor or an employee. Mr. Geinzer

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stated that he is helping the Nevada Hospital Association “out of his own pocket” because he is committed to the cause.

Mr. Ball said that we do not have the right to and never have told an agency who they can and cannot hire. Mr. Ball denies that a conversation like that ever took place and stated that Mr. Geinzer is and has been misrepresenting him.

Councilman Lawrence Weekly requested a copy of Workforce Connections policies and procedures.

Councilman Weekly requested a “cooling off” period discussion item on the agenda at the next meeting.

Adjournment

The meeting adjourned at 12:54 p.m.