

*workforce*CONNECTIONS

**BOARD MEETING
MINUTES**

**October 23, 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

Bill Regenhardt	Charles Perry	Commissioner Bill Kirby (Phone)
Commissioner Tommy Rowe	Councilwoman Peggy Leavitt	Councilwoman Anita Wood
Dan Gouker (Phone)	Dr. David Lee	Councilwoman Gerri Schroder (Phone)
Hannah Brown	Mark Edgel	Maggie Arias-Petrel (Phone)
Michelle Bize	Mujahid Ramadan	Pat Maxwell (Phone)
Sonja Holloway	Vida Chan Lin	William Bruninga (Phone)
Willie J. Fields		

Members Absent

Commissioner Butch Borasky	Commissioner Lawrence Weekly	Councilman Bob Coffin
Dan Rose	Dennis Perea	Valerie Murzl

Staff Present

Ardell Galbreth, Executive Director	Suzanne Potter	Carol Turner
Jaime Cruz	Heather DeSart	Rick Villalobos
Rosie Boulware	Byron Goynes	Madelin Arazoza
Chris Shaw	Tom Dang	Deb Collins
Janice R. Greer	Maggie Mendez	Jennifer Padilla
Clentine January		

Others Present

Scott Marquis, Legal Counsel	Renee Cantu, LCCCF
Dr. Tiffany Tyler, Nevada Partners, Inc.	Elizabeth McDaniels, Goodwill
Vincent miller, Goodwill	Janice M. Rael, Nevada Partners, Inc.
Stacy Howell, FIT	Jennifer Casey, FIT
Penny Hagen, FIT	Jake McClelland, FIT
Janet Blumen, FIT	Sherry Ramsey, Goodwill
Lori Thomas, Nevada Partners, Inc.	Byron Green, CCSD
LeVerne Kelley, DETR	Derrick Berry, DETR
Helicia Thomas, GNJ Family Life Center	Juana Hart, J-Hart Communications
Jeff Drothler, Las Vegas Urban League	John Collins, Alaska Farm Center
Rey Bauknight, MGM Resorts, International	Ron Hilke, DETR/WISS
Lawrence Beasley, Las Vegas Urban League	T. Cunningham, TLC Employment Services
Sharaf Rogers, Nevada Partners, Inc.	Jennifer Olsen, Nevada Partners, Inc.
Donna Bensing, New Horizons CLC	Keith Hosannah, DETR/ESD/WISS
Denise Gee, HELP of Southern Nevada	Tom Akers, Akers & Assoc.
LaTanya Runnells, Nevada Partners, Inc.	

(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 10:05 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 inclusions of any emergency items and deletion of any items

Ms. Brown moved item agenda item 10b to immediately follow agenda item 4.

A motion was made to approve the agenda by Charles Perry and seconded by Willie J. Fields. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of September 25, 2012

A motion was made to approve the Board Meeting Minutes of September 25, 2012 as presented by Charles Perry and seconded by Bill Regenhardt. Motion carried.

The Agenda was taken out of order (see Agenda item 10b DISCUSSION AND POSSIBLE ACTION)

5. DISCUSSION AND POSSIBLE ACTION: In accordance with the Workforce Investment Act, the Southern Nevada Workforce Investment Board designates the following required partner entities to serve as Southern Nevada One-Stop Career Center Operator with oversight and System Design by Workforce Connections:

- *AARP Foundation Senior Community Service (SCSEP) – Title V (Older Americans)
- *GNJ Family Life Center – WIA Title I (Adult and Dislocated Worker)
- *Goodwill Industries of Southern Nevada – WIA Title I (Adult and Dislocated Worker)
- *Las Vegas – Clark County Urban League – Community Services Block Grant
- *Latin Chamber of Commerce Community Foundation – WIA Title I (Adult and Dislocated Worker)
- *Nevada Partners, Inc. – WIA Title I (Adult and Dislocated Worker)
- *Southern Nevada Regional Housing Authority (Housing and Urban Development)

Mr. Galbreth explained DETR's role in the One-Stop Center and stated that DETR Director Frank Woodbeck and Deputy Director Dennis Perea said they will be participating; however, the MOU has not been signed as of today.

Staff is in the process of identifying a facility to house the One-Stop Center and hopes to have an executed lease by the end of 2012 and the One-Stop Center open for business by February 2013.

Discussion ensued.

A motion was made to designate the above required partner entities to serve as Southern Nevada One-Stop Career Center Operator with oversight and system design by Workforce Connections by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.*

6. ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, Chair

- a. INFORMATION: Funded Partner Demographics Report

Staff presented the Funded Partner Demographics Report on page 29 of the agenda packet.

- b. PRESENTATION: a video presentation was provided by Juana Hart, J. Hart Communications and Janet Blumen, Foundation for an Independent Tomorrow (FIT) regarding the Ex-Offender Program, which was launched on July 1, 2012. The program equips former prison inmates to overcome barriers to employment. To date, 197 people have come through the program of which 45 were enrolled as WIA clients. Of those enrolled, 30 have been placed in full-time employment.

7. YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

- a. INFORMATION: Youth Council Meeting Minutes of September 12, 2012

- b. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to publish a Request for Proposals (RFP) in an amount not to exceed \$500,000 to provide workforce, education and training services for transitioning foster youth and/or youth with disabilities

Mr. Galbreth reported that this RFP is to target the underserved populations, foster youth and youth with disabilities, and will provide much needed support.

A motion was made to approve the Youth Council's recommendation to publish a Request for Proposals (RFP) in an amount not to exceed \$500,000 to provide workforce, education and training services for transitioning foster youth and/or youth with disabilities by Willie J. Fields and seconded by Councilwoman Anita Wood. Motion carried.

- c. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to execute a no-cost extension for Nevada Partners, Inc. (NPI) PY2011 contract through June 30, 2013

Ricardo Villalobos provided a brief background. The two main objectives of the no-cost contract extension are 1) to provide continuity of services and 2) allow Nevada Partners more time to meet performance

A motion was made to approve the Youth Council's recommendation to execute a no-cost extension for Nevada Partners, Inc. (NPI) PY2011 contract through June 30, 2013 by Councilwoman Anita Wood and seconded by Charles Perry. Motion carried.

- d. INFORMATION: Summer Component/Year-Round Educational Expenditure Report Monthly Update

Staff presented the updated Summer Component/Year-Round Educational Expenditure Reports for Latin Chamber of Commerce, Nevada Partners, Inc. and Southern Nevada Children First.

Michelle Bize suggested that some of the youth training activities, such as shopping exercises and training at golf tournaments, be presented differently to justify the funds allocated to serve these youth.

Mr. Galbreth noted that it's important for youth to have exposure to a number of life skills training including shopping exercises to encourage the use of math skills and approve their ability to manage resources.

- e. PRESENTATION: Graduate Advocate Initiative & MGM Resorts Int'l Work Experience Program

Mr. Goynes provided an overview of the program.

MGM Resorts, Int'l reached out to their properties to provide work experiences for youth. During this summer, over 54 youth were engaged in a meaningful work experience at ten MGM properties. Additionally, MGM hosted a breakfast for over 2,000 youth.

Larry Lovelett, HELP of Southern Nevada shared about his experience as the Work Coordinator of the program and thanked Denise Gee for her guidance and support.

Rey Bauknight, Corporate Communication Director for MGM Resorts talked briefly about the importance of education and MGM's involvement and support in this particular area. MGM, one of the largest private employers in the valley, is a socially responsible company and views education as a priority investment area. MGM maintains a very close relationship with Clark County School District.

Ivan, one of the youth participants shared about his experience with the program. Ivan is now employed as an IT Technician Assistant for New Horizons Computer Learning Center.

8. OPERATIONS UPDATE

- a. INFORMATION: Budget & Finance Committee Minutes of October 3, 2012

- b. DISCUSSION AND POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative

Staff presented the revised PY2012 Budget provided on page 65 of the agenda packet. Two line items, Equipment and Repairs and Facilities Maintenance, have been combined. There is a \$25,000 decrease in the Admin Support Contracts; originally \$25,000 was budgeted for an Executive Search that is no longer needed. An additional \$70,000 is being added to the Program Support Contracts line item to fund strategic planning training and web development for the One-Stop. The Strategic Initiatives line item was reduced by \$70,000 to fund the Program Support Contracts and increased by the \$25,000 from the Executive Director

search. The Bank/Payroll Services line item was increased by \$10,000 for bank fees and to fund Paylocity payroll check and tax payment services.

Ardell Galbreth met with Wells Fargo and negotiated a significant reduction in bank fees for the agency.

A motion was made to approve PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative by Willie J. Fields and seconded by Michelle Bize. Motion carried.

c. REVIEW, DISCUSS, and ACCEPT:

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

Staff presented the Budget vs. Actual Finance report provided on page 71 of the agenda packet.

ii. PY2011/2012 Awards & Expenditures Report – Monthly Update

Staff presented the Awards & Expenditure report for ADW (page 72), youth (page 73) and direct programs (page 74).

iii. Summary of Direct Grants

Staff presented the Summary of Direct Grants provided on page 75 of the agenda packet.

iv. Adult & Dislocated Worker and Youth Funding Plans

Staff provided an overview of the ADW and Youth Funding plans on page 77 -78 of the agenda packet.

v. Audit Findings Report

Mr. Galbreth commented that DETR auditors provided good technical assistance and worked extremely well with the finance and procurement staff. Galbreth thanked Director Woodbeck and the auditors for responding to the auditing concerns and providing workable solutions.

vi. Standing Professional Services Contracts

Staff presented the Professional Services Contracts list provided on page 98 of the agenda packet.

A motion was made to accept Agenda Item 8c (i. – vi.) by Commissioner Bill Kirby and seconded by Charles Perry. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Professional Services Contract – Review and approve the Budget & Finance Committee's recommendation to extend CST Project Consulting contract through January 31, 2014 for an additional \$163,440, with the total amount not to exceed \$406,614, and an option to extend one additional year

Mr. Galbreth explained that extending the CST Project Consulting contract is critical to Workforce Connections' fiscal and operating procedures. Ms. Turner (CST Project Consulting) has worked with staff and her efforts and contributions have been instrumental in closing out many of the audit findings as well as implementing new processes and procedures to move the agency to the next level.

Following a brief discussion,

A motion was made to approve the Budget & Finance Committee's recommendation to extend CST Project Consulting contract through January 31, 2014 for an additional \$163,440 with the total amount not to exceed \$404,614 and an option to extend one additional year by Commissioner Bill Kirby and seconded by Charles Perry. Motion carried.

10. EXECUTIVE DIRECTOR UPDATE

a. DISCUSSION AND POSSIBLE ACTION: Professional Services Contract Process

Ardell Galbreth reiterated that staff will continue to provide information on Workforce Connections' Professional Services Contracts in the Board packet and will provide copies of contracts to any Board member upon request.

A motion was made to accept the Executive Director's update by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.

b. DISCUSSION AND POSSIBLE ACTION: Future agenda items requested by Board members

Scott Marquis, Legal Counsel distributed the following memo:

Dear Board Members,

There has apparently been some confusion with regard to the upcoming board agenda, item 10(b), entitled, "**DISCUSSION AND POSSIBLE ACTION:** Future agenda items requested by Board members." Although it is my understanding that this item was placed on the agenda to allow board members to request specific items be placed on upcoming agendas, it should be understood that there are only a few specific people who have the authority to place items on the board agendas. Any other members requesting an item be placed on the agenda are doing exactly that, requesting.

The individuals who are allowed to place matters on the Board agendas are specifically set forth in the workforceCONNECTIONS BOARD BY-LAWS (a copy of which is attached hereto). Section 4(d) of the Bylaws states:

(d) The following individuals may place a matter onto the Board agenda:

- (i) The LEO's Chairperson;
- (ii) The Board Chairperson;
- (iii) Any Committee Chairperson, provided the matter the Committee Chairperson wishes to agendize is within the scope of responsibility for the Chairperson's Committee; and/or
- (iv) The ED.

In other words, the only individuals who can place a matter on the agenda for any topic they wish are the LEO Chairperson - Commissioner Lawrence Weekly, the Chairperson - Hannah Brown; and the Executive Director - Ardell Galbreth. In addition, any of the standing Committee Chairpersons may place items on the agenda as long as those items are specifically related to the Chairperson's committee.

As such, agenda item 10(b) will be a discussion relating to items Board members may wish to see placed on upcoming agendas. However, even if a majority of the Board voted to place an item on an upcoming agenda, it would be a violation of the Board's governing document to do so unless it is authorized by one of the specific people authorized by the Bylaws.

And, the Bylaws may only be modified by "a majority vote of the LEO's during a LEOs Consortium Meeting" pursuant to Section 8.1. Thus, the issue of who may put something on a Board Agenda will not change unless there is some modification to the Bylaws by the LEO Consortium.

Consequently, while the Board members may certainly request that an item be placed on the agenda, no vote under item 10(b) can require it be done.

Discussion ensued.

Mujahid Ramadan stated that he directly requested to Ardell an item to be placed on the agenda and asked what has prevented the item from getting on the agenda.

Hannah Brown intervened, stating that she and Commissioner Weekly met with Mr. Ramadan, who presented a proposal to form a sub-committee to review, evaluate and measure the work of WIA funds utilized for ex-felons and re-entry. Ms. Brown stated that she and Commissioner Weekly felt that this would be in conflict with what the Board staff is asked to do because if there is a sub-committee overseeing the staff then the Board would not have a need for an Executive Director. Ms. Brown stated that this was discussed with Mr. Ramadan in great extent and that it would not be fair to staff to have another oversight other than the Executive Director.

Mr. Ramadan stated that he accepted the observation because both the Board and LEO chair said they did not see a need for a sub-committee; however, he did not agree with it. Ramadan said he would prefer that the Board make that decision.

Hannah Brown directed staff to put this item on the November 2012 Board Agenda.

Ardell Galbreth suggested that Mr. Ramadan consider joining the ADW Committee which oversees the adult re-entry service delivery.

Mr. Ramadan said he would like to discuss this further with Ardell off the record but would still like to have the item put on the November Board Agenda as the Chair stated. Ms. Brown asked Ramadan to clarify the language for the agenda item. Ramadan replied: discuss the possibility of forming a sub-committee of the ADW Committee to discuss specific ex-felon and re-entry issues.

11. SECOND PUBLIC COMMENT SESSION:

LaTanya Runnells, Nevada Partners: Ms. Runnells thanked the Board for entrusting Nevada Partners, Inc. (NPI) to continue to serve clients and distributed a detailed report on NPI's progress to date.

12. Board Member Comments

Charles Perry stated that he enjoys the privilege of serving as a member of the Board and has absolutely no desire, ambition, or intention to direct staff to do anything and congratulates them for the fine job their doing.

Councilwoman Peggy Leavitt congratulated staff for the great strides made since this time last year and is very proud and happy that the agency is doing so well.

Dr. David Lee suggested that it would be beneficial to all to identify new issues that are not publicly known and encouraged those who have a legitimate issue to proceed to request to have the item placed on the Board agenda.

Councilwoman Gerri Schroder commented on how easy it is to access agendas and full packets on the Workforce Connections' website.

13. Adjournment

The meeting adjourned at 12:00 p.m.