

*workforce***CONNECTIONS**

**Board of Directors Meeting  
MINUTES  
October 25, 2011  
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 Dominic Pappalardo	Commissioner Lawrence Weekly
Councilman Bob Coffin	Councilwoman Peggy Leavitt	Councilwoman Anita Wood
Dan Gouker	Councilwoman Gerri Schroder	Dr. David Lee
F. Travis Buchanan (phone)	Hannah Brown	Kenneth LoBene
Mark Edgel	Michelle Bize	Mujahid Ramadan
Pat Maxwell	Sonja Holloway	Valerie Murzl
William Bruninga (phone)		

Members Absent

Commissioner Butch Borasky	Commissioner Tommy Rowe	Dan Rose
Dennis Perea		

Staff Present

John Ball	Suzanne Potter	Clentine January	Kelly Ford
Ardell Galbreth	Heather DeSart	Kelly Woods	Carol Turner
Lucy Ivins	Kim Colagioia	Tom Dang	Debra Collins
Lauren Stewart	Jaime Cruz	Rick Villalobos	Cornelius Eason
Monica Bolden	Jeannie Kuennen	Melodye Stok	Chris Shaw
Byron Goynes	Sylvia Spencer	Linda Yi	Jeff Marsh
Faith Cannella			

Others Present

Earl McDowell, DETR	Tiffany Tyler, Nevada Partners, Inc.
LeVerne Kelly, DETR	Doug Geinzer, SNMIC
Tony Romo, SNMIC	Derrick Berry, DETR
Nick Mazzo, CCSD Desert Rose	Venus Fajota, DETR
Elizabeth McDaniels, Goodwill of Southern NV	Penny Hagen, FIT
Belinda Thompson, S. Nevada Gang Task Force	Jake McClelland, FIT
Steve Chartrand, Goodwill of S. Nevada	Helicia Thomas, GNJ Family Life Center
David Wallace, S. Nevada Gang Task Force	Daniel Chase, UNLV
Matt Cecil, Board Counsel	

(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 Charles Perry and seconded by Pat Maxwell. Motion carried.*
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.

4. **Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair**  
Cornelius Eason provided an Emerging Markets update. On November 10 Workforce Connections in partnership with the Review Journal, United Way, and the Urban League will be holding an Employment Edge Workshop, which will be focused on Veterans. The workshop will be a full day and cover such topics as how Veterans can convert experience in armed forces into the civilian world.

On November 8<sup>th</sup>, the second Business Roundtable will be held with the Henderson Chamber of Commerce, wherein an estimated 100 businesses will attend. The first Roundtable had approximately 70 businesses attend and was very well received. The businesses and the Chamber provided positive feedback.

The Strictly Business radio show airs the 2<sup>nd</sup> and 4<sup>th</sup> Monday on KCEP at 9AM. On Thursdays at 2PM on KNUU the radio show airs in partnership with Heather DeSart.

The Layoff Aversion program is underway, which is a Workforce Connections' program that provides business resources and professional consulting services by responding to layoffs with strategies to avert further reductions and support services to transition displaced workers. Janice Greer was hired as a Business Analyst for the Layoff Aversion Program.

Mr. Eason was in Washington DC last week with the Las Vegas Chamber of Commerce and visited Nevada's five representatives: Senator Reid, Senator Heller, Congresswoman Berkley, Congressmen Heck, and Congressman Amodei. The group discussed many topics including WIA reauthorization, I-11 Corridor, healthcare, and tourism.

#### Green Economy Update:

Jeannie Kuennen, Program Coordinator-ADW reported that during the last month ADW staff has been visiting the Green funded partners, providing ongoing training, technical assistance, talking about green employment with employers. Youth staff has been attending to support the alignment of ADW and Youth services due to the overlapping of services with the 18-20 year olds. The goal is to build a cohesive team with the youth and adult staff and funded partners.

Jaime Cruz, Director – Green Economy Workforce Development, reported that last week Workforce Connections held the first quarterly State Energy Sector Partnership meeting (Green Sector Council). During the meeting employers shared the results of the incumbent worker training program their employees completed to upgrade their skills. The employers made suggestions for other training topics that will help them streamline processes and reduce costs, such as landscaping

for energy conservation and horticultural practices for natural resource conservation. Stacy Crowley, Nevada State Office of Energy is the Council's Chairwoman.

Mr. Cruz reported that an article was written in the Review Journal regarding the SESP grant specifically that it was to serve over 7,000 people of whom 5,500 were to be employed in Green jobs. In April 2011 staff provided a report at the Board meeting regarding the approval of the SESP grant modification. The SESP grant modification outlined new strategies to target 1,500 incumbent workers, 790 youth participants, and 610 job seekers, for a total of 3,500 participants served by January 2013. To date the grant has enrolled about 670 participants statewide, approximately 300 of whom are job seekers. Approximately 50% of the job seekers are now employed in green jobs (solar energy, energy efficiency, recycling, green manufacturing, etc.).

Workforce Connections is working with the economic department in the city of Henderson on the Global Solar Summit in Henderson on Monday, October 31<sup>st</sup> and Tuesday, November 1<sup>st</sup>. The Summit will bring solar manufacturers from around the world that are interested in doing business in Southern Nevada. The group will network with regional utility companies, solar developers, material suppliers, and congressional and State of Nevada leadership.

On November 7<sup>th</sup> through November 9<sup>th</sup> the Center for Energy Workforce Development Summit will be held in Washington D.C. The Center for Energy Workforce Development is an organization that partners with education and workforce to address the upcoming shortage of workers in the utility and energy industries. It is anticipated that in 7-10 years the utility and energy industries will lose approximately 50% of their workforce due to the Baby Boomer population retiring. Workforce Connections staff will attend the summit.

#### Healthcare Update

Debra Collins, Project Specialist – ADW provided the State Healthcare Workforce Development Planning Grant report; the full report will be available on the website. The report is a compilation of new data that focuses on the need for the increasing the healthcare workforce by 25% in the next ten years. The five targeted areas of need are 1) Primary Care (physicians, physician assistants); 2) Nursing (RNs, CNAs, personal care assistants); 3) Mental Health; 4) Dental (dental hygienists); and 5) HIT (Health Information Technology).

Linda Yi, Project Director Nevada Health Care Sector Council, provided an overview of healthcare sector strategies for 2012 including establishing a governance system (Bylaws, membership, etc.); looking at healthcare outcomes, healthcare sustainability; education and training for youth to help them succeed in the healthcare industry, and identifying a project list to demonstrate success with the HRSA grant. Ms. Yi stated that the primary focus of the healthcare sector is to improve the quality of healthcare overall in Southern Nevada. Discussion ensued.

Following the Emerging Markets update representatives (Ms. Caren Street and Mr. Trey Reffett) from Senator Reid's office in Washington D.C. provided an update on the legislative agenda regarding workforce and small business issues. On the radar is new tax credits for small businesses to grow and expand; proposals to cut the payroll tax by 50% for employers and employees; investment in infrastructure (highways) and colleges and education systems; work on the health and human services appropriations bill (\$1.7 Billion in job training); WIA reauthorization (the committee is supporting refunding the FY11 funds without any cuts); and SBA funding (raised budget request to \$955 Million).

Employment and Training Administration and Health Resources and Services Administration have been tasked with Healthcare Workforce Development. The President requested \$7 Billion for

health resources and services administrations and \$3.6 Billion for the employment and training administration. The Senate appropriations committees have chosen to continue funding from FY11 into FY12 with slight reductions mostly on the administrative side and programmatic resulting in \$3.3 Billion recommendation for employment and training administrations and \$6.2 Billion for health resources and services administration.

In terms of the broader budget environment in Washington D.C, President Obama has tasked the Debt Super Committee to come up with significant savings. The committee has until November 25<sup>th</sup> to submit recommendations which will be voted on by December 25<sup>th</sup>. The recommendations will shape how workforce development program budgets will look going forward. Discussion ensued.

5. **Operations Update ~ Ardell Galbreth**

**ACTION: workforce CONNECTIONS Policies, Procedures and Directives Approval**

After some discussion, *a motion was made to approve Workforce Connections Policies, Procedures, and Directives as presented by Councilwoman Gerri Schroder and seconded by Valerie Murzl. Motion carried.*

**Performance Update & Incentive Grant**

Ardell Galbreth provided background. Workforce Connections was awarded \$75,000 in Incentive funds which will be used to build employment and training service capacity throughout the Southern Nevada Workforce Investment Area.

**Chief Financial Officer Update**

Ardell Galbreth provided background. Staff is working with the jurisdiction's CFOs to build a panel of qualified individuals to review the job applications and interview candidates for the Chief Financial Officer position. A list of applications received is provided on page 17-18 of the agenda packet. Discussion ensued.

**Audit Findings Monthly Status Report**

Carol Turner provided an overview of the audit findings provided on page 20-24 of the agenda packet which lists in detail the audit finding, type, description, status, corrective action, target date for completion. Discussion ensued.

Ken LoBene noted that the audit deadline was not met. Charles Perry stated that Workforce Connections should be held to the same standards that funded partners are. Mr. Galbreth stated that Workforce Connections is held to the same Federal and State requirements as the sub-recipients regarding auditing procedures and such. Mr. Perry stated that the actions that are taken with funded partners by the agency have resulted in some of the funded partners having to close down. Mr. Perry further stated that this does not factor into what the agency does and that the agency is given enough time to make corrective actions. Mr. Perry stated that it is an imbalance that should be considered.

Ms. Turner stated that the agency is continuing to improve the cash management structure. The agency is improving the timeline between when the funds are drawn down to when the funds given to the funded partners.

Mr. Galbreth stated that the agency is on time with the current audit. A draft report will be presented at the February Board meeting. The audit will be completed with final audit report by March 31, 2012. Mr. Galbreth stated that some of the current audit findings will reappear on the next audit but the following year should be a clean audit.

Mr. Galbreth made the commitment that staff will provide an audit findings status report at the monthly Board meetings.

Financial Edge System Implementation Schedule – Monthly Update

Carol Turner provided an update. Finance Department staff is in the process of implementing the Financial Edge system. Staff is performing dual entries in the QuickBooks and new Financial Edge system for transactions beginning July 1, 2011. Staff intends to complete this process by end of November. Once staff reconciles input and ensure the system is working accurately, the dual entries into QuickBooks will stop. The Financial Edge software was written specifically for Workforce Investment Boards and has all the components to ensure efficient tracking and reporting of all financial data. Discussion ensued.

Program Year 2010 Awards and Expenditures – Monthly Update

Carol Turner provided an overview of the PY10 Awards and Expenditures report provide on page 29-32 of the agenda packet. The funded partners have until August 31<sup>st</sup> to provide their final invoices. The agency has until October 31<sup>st</sup> to complete the processing therefore not all invoices (approx. 1%) are reflected on this report. Ms. Turner stated that most of the contracts are at 100% spent. CSN is unspent because their contract was rescinded. Caliente is underspent because it is still working on the allocation of expenditures.

Program Year 2011 Awards and Expenditures – Monthly Update

Carol Turner provided an overview of the PY11 Awards and Expenditures provided on page 34 of the agenda. Ms. Turner stated that the funded partner invoices are due the 15<sup>th</sup> of the following month.

NVTrac Update

Jeff Marsh, Records & Systems Analyst, provided a brief overview on the NVTrac data tracking system. NVTrac has been in place since July 18, 2011. The funded partners are being trained and are entering all of their data in NVTrac. The error rate is less than 10%, 95% of which come from synching issues or bad data being transferred from the old system. One of the advantages of the system is that it is owned and managed by Workforce Connections which gives us the ability to access real-time data and the ability to create custom reports (i.e., zip codes, wages, employment, performance, etc.) among other things.

Ardell Galbreth stated that another benefit of the new system is that it allows staff and funded partners to effectively manage the clients through the system and determine whether or not they will have successful performance outcomes.

Southern Nevada Medical Industry Coalition (SNMIC) High-Risk Update

Ardell Galbreth provided a brief update; detail is provided on page 36-42 of the agenda packet including the Letter of Intent, SNMIC's High Risk designation, and SNMIC's letter notifying the agency of their intention not to renew their contract with Workforce Connections. Mr. Galbreth stated that staff is working with SNMIC on certain issues and will keep the Board updated accordingly.

Councilman Coffin inquired as to why the Board was not properly notified of the issues with SNMIC. Mr. Galbreth explained the particulars of the high risk process. John Ball stated that the high risk process is an administrative issue on the fiscal side and that staff has worked closely with SNMIC and the relevant committees during the process. Some members of the Board are unclear as to why a high-performing provider such as SNMIC is suddenly placed on high-risk. Mr. Ball stated SNMIC while operating under a Letter of Intent decided during the 30-day window since the last meeting not to renew its contract with Workforce Connections. Mr. Ball stated that the Executive Board and Local Elected Officials were aware of the issue and the relevant committee

(ADW) processed the issue. As in prior meetings it was restated that the backup in the agenda packet is inadequate. Mr. Ball stated that staff is happy to bring the issues to the Board. Chair Hannah Brown asked that we continue this discussion. Mr. Ball stated that at the next Board meeting there will be an update on the Nevada Hospital Association, the organization that has agreed to take over the Healthcare 20/20 Program. John Ball stated that if it is the Board's intent to continue to run this program, while staff works through the fiscal issues, Nevada Hospital Association will continue the program under a Letter of Intent. Discussion ensued.

To continue this discussion and avoid a conflict of interest, Charles Perry resigned as a member of SNMIC's Board of Directors. Following, Mr. Perry commented that he was appalled how Ann Lynch, President, SNMIC was treated at the recent ADW meeting. Mr. Perry further stated that SNMIC decided to disengage its association with Workforce Connections based on their analysis of the result of the meeting wherein it became obvious and apparent to SNMIC that Workforce Connections did not intend to resolve its issues with SNMIC. Further, Mr. Perry stated that SNMIC had difficulty operating without payment on invoices that were submitted to Workforce Connections. Mr. Perry stated that as a result SNMIC's Board of Directors and Executive Committee made the decision not to renew its contract with Workforce Connections.

Ardell Galbreth stated that it was the intent of Workforce Connections to work with SNMIC to resolve all issues.

Councilwoman Anita Wood suggested that the Board review the High Risk policy. Discussion ensued.

### **Adult and Dislocated Worker Committee ~ Valerie Murzl, Chair**

#### **Funded Partner Contracts Update**

Valerie Murzl read: on June 28, 2011 the Board approved the ADW Committee's recommendations to fund partners to provide training and employment services to Adult and Dislocated Workers in the Green Economy and Healthcare Sectors, and the Youth Council's recommendations for partners to provide Youth Services.

Funded partners were operating under a Letter of Intent (LOI) from 7/1/11 to 9/30/11. The LOI was extended to 10/31/11 for two agencies that needed extra time to execute their contracts; all the other partners are currently operating under executed contracts.

Heather DeSart stated that all funded partner contracts have been executed with the exception of the Clark County School District. CCSD's Letter of Intent has been extended to 10/31/11 to allow additional time for review by its staff. Staff will work closely with CCSD until the contract is signed.

John Ball provided a brief overview of the Youth Re-Entry program. The agency started this program over a year ago through the Youth Council. The program has staff at the Caliente Youth Center who work with the educators and trainers at Caliente to prepare the youth for their release back into the community. Most of the youth are from and will return back to Clark County. Upon release, the youth work with program staff housed at Parole and Probation to assist them in finding employment.

**ACTION: To approve the ADW Committee's recommendation to, under 29 CFR 97.36 (a) (5), enter into a contract with the Nevada Hospital Association (NHA) as a "tag on" to NevadaWorks' formal procurement action**

Valerie Murzl read: a tag on procurement will allow the NHA to implement their Healthcare 20/20 Program in Southern Nevada, in order to maintain the continuity of services for clients currently being served by SNMIC's Healthcare 20/20 Program. This contract would be for the term

November 1, 2011 through June 30, 2012. NHA will initially operate under a Letter of Intent with an amount not to exceed \$600,000, using recaptured funds from SNMIC's Healthcare 20/20 program. The negotiated funding allocation will be brought to the *workforce*CONNECTIONS Board for final approval. Heather DeSart provided background. Following some discussion, ***A motion was made to approve the ADW Committee's recommendation to, under 29 CFR 97.36(a)(5), enter into a contract with the Nevada Hospital Association (NHA) as a "tag on" to NevadaWorks' formal procurement action as presented by Pat Maxwell and seconded by Peggy Leavitt. Motion carried.***

#### Adult & Youth Re-Entry Update

Jeannie Kuennen provided an update on the Second Chance grant awarded by the Department of Justice in the amount of \$692,096. There have been some delays due to security issues accessing the prisons. Staff is working diligently with prison personnel to overcome these issues. Workforce Connections was granted a no-cost extension until August 2012 to meeting the parameters of the program.

Ms. Kuennen provided an update on the re-entry project. The re-entry program is moving to a new facility to provide access to the community at large while serving inmates housed at Casa Grande. The move was postponed until next Tuesday as the new building was damaged after it was struck by lightning three weeks ago.

Sylvia Spencer, Research & Development Director, provided demographics on the offender population in Nevada derived from case file information. Ms. Spencer will provide documented information upon request. Discussion ensued.

John Ball provided a brief overview of the Youth Re-Entry program. The agency started this program over a year ago through the Youth Council. The program has staff at the Caliente Youth Center who work with the educators and trainers at Caliente to prepare the youth for their release back into the community. Most of the youth are from and will return back to Clark County. Upon release, the youth work with program staff housed at Parole and Probation to assist them in finding employment.

#### 6. Youth Council ~ Ken LoBene, Chair

Lucy Ivins, Project Specialist provided a brief rural update. Ms. Ivins represents the Nye, Esmeralda, and Lincoln counties serving as the liaison between business, education, and cross agencies in a collaborative effort to improve Nevada's success at engaging and graduating Ready for Life students. Workforce Connections strategy is to develop a needs agenda for each county via Local Elected Officials bringing Ready for Life systems to the rurals, including job shadowing, mentoring, and work experience internships; developing relationships with the business community for employment sourcing, preparing youth for job readiness, and supporting our local partners. Current activities include participation in Pahrump's community assessment coordinated by the Nevada Rural Development Council to reveal issues most critical to improving its economic and workforce development. A report of the top priorities is scheduled to be released in January 2012. A county assessment is also being coordinated by the Nevada Health and Human Services. The State led effort will address the issues most critical to community welfare. The top three priorities in Pahrump are transportation, youth services, and medical services.

Ms. Ivins is a member of a committee that is developing a career day at Pahrump Valley High School which will be open to 9<sup>th</sup> and 10<sup>th</sup> grade students as well as youth up to age 25 years. The career day will identify career pathways the youth can explore and support the need to graduate high school and reengage youth who have left high school early.

Ms. Ivins is a mentor to Youth Advisory Board comprised of one middle school student and six high school students to improve education in Nye County. The youth are in a process of preparing a presentation to the Nye County School Board of Trustees describing challenges and presenting solutions. The Youth Advisory Board is learning leadership and putting it to practice.

Kelly Woods provided a Green Economy Sector update as provided on page 51 of the agenda packet. Kim Colagioia provided a healthcare update as provided on page 52 of the agenda packet.

The meeting adjourned at 12:59 p.m. after the quorum was lost.

7. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.

LaTanya Runnells, Nevada Partners, Inc. thanked the Board for allowing them to provide services.

Douglas Geinzer, CEO, SNMIC, thanked the Board for the opportunity to allow SNMIC to design, develop, and implement the most successful program that the agency and likely Nevada has ever seen. Mr. Geinzer stated that SNMIC placed 77 people in jobs, creating jobs for \$7,750 dollars per job paying an average wage of \$26/hour with two-year employment contracts. Mr. Geinzer stated that during this last quarter SNMIC enrolled and placed 67 clients into jobs, achieving 50% of their contracted enrollments of 133 people. Mr. Geinzer stated that if SNMIC had not been placed on high risk status they would have continued to serve Workforce Connections in the future.