

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

October 1, 2013
10:00 a.m.

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

Members Present

| | | |
|-------------------------|----------------------------|-------------------------------------|
| Bart Patterson | Commissioner Adam Katschke | Councilwoman Gerri Schroder (phone) |
| Councilman Bob Beers | Councilwoman Anita Wood | Charles Perry |
| Lynda Parven | Vida Chan Lin | Sonja Holloway |
| Hannah Brown, Chair | Michelle Bize | Tommy Rowe |
| Maggie Arias-Petrel | Dan Gouker | Charles Perry |
| Bill Regenhardt (phone) | | |

Members Absent

| | | |
|------------------------------|----------------------------|----------------------------|
| Mujahid Ramadan | Commissioner Ralph Keyes | Commissioner Butch Borasky |
| William Bruninga | Valerie Murzl | Mark Edgel |
| Commissioner Lawrence Weekly | Councilwoman Peggy Leavitt | Willie J. Fields |
| Dr. David Lee | Dan Rose | |

Staff Present

| | | |
|--------------------|------------------|-----------------|
| Ardell Galbreth | Suzanne Potter | Heather DeSart |
| Ricardo Villalobos | Jim Kostecki | Tom Dang |
| LeVerne Kelley | Clentine January | Jeannie Kuennen |
| Shawonda Nance | Brett Miller | Debra Collins |

Others Present

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| Scott Marquis, Legal Counsel | Dr. Tiffany Tyler, Nevada Partners, Inc. |
| Jeramey Pickett, Nevada Partners, Inc. | Helicia Thomas, GNJ Family Life Center |
| Terrie D'Antonio, HELP of Southern Nevada | Denise Gee, HELP of Southern Nevada |
| Dr. Rene Cantu, Jr., LCCCF | Otto Merida, Latin Chamber of Commerce |
| Sandy Peltyn, SOE/SOD | Marie Flores, BCC |
| Arneller Mullins, Nevada Partners, Inc. | Sharon Morales, LCCCF |
| Sarah Dubois, FIT | Anthony Gilyard, Jr. FIT |
| Sharaf Rogers, Nevada Partners, Inc. | Jake McClelland, FIT |
| Esther Valenzuela, SNVRHA | Jaime Morales, Nevada Partners, Inc. |
| Jennifer Olsen, Nevada Partners, Inc. | Janice M. Rael, Nevada Partners, Inc. |
| Vincent Miller, Goodwill of Southern Nevada | Dr. Tiffany Tyler, Nevada Partners, Inc. |
| Eloiza Martinez, LCCCF | Irene-Bustamante Adams, LCCCF |

(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 10:01 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 Dan Gouker and seconded by Bart Patterson. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION:**

Stephen: As a participant with Foundation for an Independent Tomorrow (FIT), Stephen acquired three certifications in the medical field and is currently completing an externship.

Julian Graham: Through FIT, Julian graduated Southwest Truck Driving School, earned a CDL, and recently entered employment at First Transit Bus Transportation.

Joyce Henley: Joyce completed FIT's productivity class and is currently enrolled in Certified Medical Assistant training. Joyce commented that FIT offers a lot of resources and its staff is very professional and they understand the needs of the job seeker.

Rubin Hooker: In the past month and a half, while enrolled in FIT's re-entry program, Rubin received certificates in logistics and warehousing, forklift and OSHA 10, and is ready to begin the job search process.

Axel Peebles: Axel joined FIT after hearing about the organization at a job fair at the Texas Station. Since joining FIT, Axel has received his certificates in forklift, scissor-lift, OSHA 10 and nationally recognized Certified Logistics Associate and Mid-level Technician. Axel commented that FIT gives people what they need to become self-sufficient.

4. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board Meeting Minutes of September 24, 2013

A motion was made to approve the Board Meeting Minutes of September 24, 2013 with change to reflect Maggie Arias-Petrel as present by phone by Charles Perry and seconded by Sonja Holloway. Matt Cecil abstained. Motion carried.

5. **DISCUSSION AND POSSIBLE ACTION:** Approve Youth Council's recommendation to award HELP of Southern Nevada an Out-of School Youth contract in the amount of \$400,000 for the term of October 1, 2013 through September 30, 2014

Ricardo Villalobos provided background and discussion followed.

A motion was made to approve Youth Council's recommendation to award HELP of Southern Nevada an Out-of-School Youth contract in the amount of \$400,000 for the term of October 1, 2013 through September 30, 2014 by Dan Gouker and seconded by Vida Chan Lin. Motion carried.

6. **DISCUSSION AND POSSIBLE ACTION:** Approve Youth Council's recommendation to award GNJ Family Life Center an Out-of School Youth contract in the amount of \$600,000 for the term of October 1, 2013 through September 30, 2014

A motion was made to approve Youth Council's recommendation to award GNJ Family Life Center an Out-of School Youth contract in the amount of \$600,000 for the term of October 1, 2013 through September 30, 2014 by Dan Gouker and seconded by Tommy Rowe. Motion carried.

7. **DISCUSSION AND POSSIBLE ACTION:** Latin Chamber of Commerce Community Foundation "High Risk" designation and consideration for future award

Ardell Galbreth, Executive Director apologized to the Board members and the public, stating that this is a housekeeping item following last week's meeting whereby the Latin Chamber of Commerce Community Foundation (LCCCF) was being recommended for an Out-of-School Youth contract award. There was an assumption that there were disallowed costs regarding LCCCF and, Ardell stated, as the executive director he should have pulled the item from the agenda at that meeting. After the meeting, staff validated disallowed costs regarding LCCCF's WIA Adult and Dislocated Worker program and on September 27, 2013, LCCCF was officially placed on high risk designation. The High Risk Designation letter is provided on page 19 of the agenda packet.

LCCCCF's co-chairs, Irene Bustamante-Adams and Eloiza Martinez provided a presentation on the history of WC/LCCCCF's partnership and LCCCCF's current challenge and short/long term solutions (PowerPoint attached).

Chair Brown and Maggie Arias-Petrel abstained from the discussion due to their relationship with the LCCCCF board. Sonja Holloway acted as temporary Chair.

Dr. Rene Cantu, Executive Director – LCCCCF explained that LCCCCF initially received funding for the healthcare program in PY2011. At the end of the contract (June 2012), LCCCCF was instructed by Workforce Connections that rather than closing out the contract, it would roll forward, which masked the issues that took place causing the shortfall. Dr. Cantu stated, "Had the contract been closed out, the issue may have been identified earlier and LCCCCF would have been able to address it." When the contract was closed out on August 30, 2013, LCCCCF identified the shortfall and brought it to the immediate attention of Workforce Connections.

Ms. Bustamante-Adams stated, when LCCCCF did its own internal review of policies and procedures and discovered the shortfall, and LCCCCF being proactive, brought it to the attention of Workforce Connections, remained transparent throughout the entire process, and worked out a strategy to contact its vendors, meeting face to face to address the problem.

Matt Cecil asked Ms. Bustamante-Adams to comment on the interaction LCCCCF has had with Workforce Connections, working with staff through this process. Ms. Bustamante-Adams replied, during the initial discussion with the executive director, LCCCCF was treated like a true partner, very dignified, very respected. There was an eagerness to discuss the next steps. Ms. Bustamante-Adams said, what transpired after that was probably not best practices of a renowned agency, and in her opinion, there can be some improvement. If an organization acknowledges a mistake and comes forth, it should not be degraded for coming up to a challenge. Mr. Cecil apologized for any degrading, acknowledged LCCCCF's continued good work, and signified the large responsibility that comes with disallowed costs, especially with the local elected officials and the fiduciary responsibility of their municipalities for disallowed costs.

Councilwoman Anita Wood asked if LCCCCF has agreed to the debt repayment plan letter dated September 27, 2013, on page 21 of the agenda packet. Ms. Bustamante-Adams replied, LCCCCF is committed to the 90 day repayment schedule, but she would like more time as it is a little aggressive. Ardell replied staff will work with LCCCCF on a repayment plan longer than 90 days with the Board and LEO's agreement.

Ardell explained that the disallowed costs are for unpaid vendor costs that LCCCCF was reimbursed for but used for another purpose. Workforce Connections set up a payment plan with the vendor to pay off the debt with the unpaid OJT vendors within two weeks with WIA funds.

Workforce Connections' staff put into place new processes to monitor contracts more closely, including closing out contracts at the end of the program year, and conducting monthly reviews of aging reports for accounts payable/receivable for all funded partners, that will help to identify any unpaid vendor costs that are due. Discussion ensued.

Michelle Bize requested Ms. Bustamante-Adams to further explain how LCCCCF's board will be financially supportive, as stated in the presentation. Ms. Bustamante-Adams replied that LCCCCF has other non-WIA grants that they administer but have never taken a portion of the administrative costs from the grants to manage the funding through the Foundation. Moving forward, LCCCCF will attach a 5% administrative fee to those grants.

Dan Gouker stated that LCCCCF owes money to Workforce Connections, is on high risk and should be held to the same standard as all providers, as discussed in the last Board meeting. Nobody is questioning the good work that LCCCCF has done and will continue to do. Gouker stated that when the time comes to make a motion he would move that the 90 day repayment plan stands, with the condition that LCCCCF does not get any further WIA funding until it pays its debt. This board needs to be fair and impartial to all of its funded partners.

Tommy Rowe commented that earlier today the Youth Council approved the payment plan (no additional funding) with the caveat that Ardell would provide monthly status reports until it is paid by December 31, 2013.

Ms. Bize asked if Workforce Connections paid the outstanding debt incurred by Bridge Counseling Associates with Southwest Trucking Company. Jim replied that Workforce Connections initiated a draw this week from the state to pay the debt.

Councilwoman Wood asked if LCCCF was notified that they need approval to enroll new participants. Ardell replied yes, LCCCF must obtain approval to enroll any new clients and/or to initiate any new training activities with existing ADW participants. Wood inquired about remaining contract funds. Jim replied that the issue with the disallowed costs is with the ADW contract that ended June 30, 2013. LCCCF has a new One-Stop contract and a new home office contract. Until LCCCF is no longer on high risk, which will be removed after they repay their debt, Workforce Connections staff has instituted steps to ensure that funds are used correctly, such as, prior to receiving reimbursement for invoices, LCCCF is required to provide supporting backup on all items for reimbursement as well as provide copies of checks for vendor payments, with the exception of payroll, which is a payroll register. Prior to the next reimbursement, LCCCF is required to provide a bank statement showing that the checks have cleared. LCCCF will continue to provide services to existing clients at the One-Stop.

Bart Patterson commented there is no policy which prohibits funding partners while on high risk and by not funding LCCCF less youth will be served; therefore, he would support additional funding, with a carefully crafted plan in place, to ensure the youth are served.

Ardell stated that there are a lot of youth that are at-risk of not receiving services and suggested that the Board either allow LCCCF to serve the youth or direct staff to transfer the youth to other funded partners that can.

Councilman Beers asked staff if LCCCF notified Workforce Connections of the shortfall or if Workforce Connections detected it. Ardell confirmed that LCCCF self-reported the issue.

Dr. Cantu explained that LCCCF staff discovered the shortfall upon closing out this year's contract. After some research, they have determined part of the problem to being unable to fully capture some of the audits, which they feel they should have been able to capture more of, and as a first year provider in 2011, they did not receive the technical assistance they needed to develop an effective allocation plan; LCCCF may be able to recapture more funds that they did not bill appropriately.

Councilman Beers suggested that the Board determine a repayment plan that everyone can agree to, and allow LCCCF to continue to provide youth services.

Ricardo Villalobos stated that the concern is that 728 youth (323 with LCCCF) need to be served and when youth are transferred from one agency to another they become at risk of falling through the cracks. The challenge is figuring out how to best serve these youth without losing them. Ricardo suggested that the Board move forward with funding LCCCF with the \$600,000 that was originally recommended or allow staff to present a plan to allocate the funds to incumbent providers to serve these youth. Jim confirmed that LCCCF Youth Out-of-School contract ended on September 30, 2013 and they do not have any new funds to continue serving their youth. Heather DeSart, Deputy Director stated that staff is working on a plan to serve these youth as well as the youth from the partners who were not awarded contracts as a result of the recent RFP process, and will be making a recommendation to the Youth Council at their meeting on October 16, 2013.

Legal Counsel briefly explained what action the Board can take for this agenda item, including recommending the contract be brought back to the Board for action and/or recommending other action whereby these youth can be served.

Sonja Holloway stated that there was no action taken by the Youth Council regarding funding LCCCF because it was not on the agenda; however, she is not okay with funding a partner who owes the agency money.

Dan Gouker made a motion to let the Latin Chamber of Commerce Community Foundation know that the letter dated 27-September 2013 from Ardell is approved and the payment plan is in place as presented in the letter. Charles Perry seconded the motion.

The motion was discussed. Councilman Beers disagreed with the motion and suggested giving LCCCF a longer repayment plan, a contract to serve their existing youth that is contingent upon performance of the repayment plan, with a cancelation clause that allows Workforce Connections to cancel the contract at any month if the repayment plan is not adhered to.

Bart Patterson recommended that the Board agendize this item for a future Board meeting in the near future for potential new funding or reallocation of the funding to other organizations.

Dan Gouker amended the motion to table this item for further review at additional meetings; Charles Perry seconded the motion. After a brief discussion, both Gouker and Perry withdrew the motion.

Councilman Beers made a motion to schedule a special Board meeting for Friday and the agenda is to discuss agenda item 7 and add an agenda item equivalent to agenda item 6. Legal Counsel noted that the agenda must be posted three full business days before the meeting.

Councilman Beers amended his motion to have a special Board meeting on Monday where the Board would take up a repayment plan and potentially the additional grant for Youth services as originally recommended by the Youth Council. Charles Perry seconded the motion. Councilwoman Wood asked if the motion includes anything about the repayment plan; Beers replied, yes, the continuation of the Youth grant would be contingent on the conformance to the repayment plan.

Legal Counsel reiterated the Board's wishes and confirmed that the following individuals may place a matter onto the Board's agenda:

- i. The LEO's Chairperson;*
- ii. The Board Chairperson;*
- iii. Any Committee Chairperson, provided the matter the Committee Chairperson wishes to agendaize is within the scope of responsibility for the Chairperson's Committee; and/or*
- iv. The Executive Director.*

Chair Brown agreed to call a special meeting at 10AM on Monday, October 7, 2013; Ardell concurred.

Ardell asked for a show of hands of those who can attend the special meeting; Chair Brown confirmed that the majority raised their hands. Councilwoman Gerri Schroder noted that the Governor's Workforce Manufacturing Sector Board meeting is scheduled at the same time; however, she will attend the special meeting.

Ardell notified the LEOs that the meeting scheduled at 1PM today is canceled.

SECOND PUBLIC COMMENT SESSION:

Helicia Thomas, GNJ Family Life Center: Ms. Thomas thanked the Board and staff for having the special meeting today.

Denise Gee, HELP of Southern Nevada: Ms. Gee thanked the Board for their time and approving the \$400,000 award to serve out-of-school youth.

Sandy Peltyn, Senoras of Excellence/Senoras of Distinction: Ms. Peltyn presented the Board with a \$6,000 donation to continue the Spanish Immersion Program collaboration with the Nevada Hospital Association, Nevada State College and the School of Medicine Guadalajara.

8. INFORMATION: Board Member Comments

Councilwoman Wood stated there has been nothing but confusion and the Board is about to reconvene for its third meeting, when at the initial meeting, the Board could have voted separately on the three contract recommendations. There were easy options available, but the Board made it as hard as can possibly be, which is very frustrating for her and Peggy Leavitt, who could not be here today due to another meeting in Boulder City. Wood stated that she hopes that in the future these items will be handled better and that Legal Counsel can provide more input regarding what options the Board has at the time of the meeting to prevent from having multiple meetings to resolve one item. Ardell agreed and will coordinate with Legal Counsel, some Board members and LEOs as well.

Councilman Beers requested the audio from the last Board meeting regarding Ms. Johns' testimony as well as a report from staff detailing Ms. Johns' history with Workforce Connections' service providers over the past five years; Ardell concurred.

9. ACTION: Adjournment

A motion was made to adjourn the meeting at 11:43 by Charles Perry and seconded by Tommy Rowe. Motion carried.

Latin Chamber Community Foundation

Presenters: Irene Bustamante Adams, Co-Chair
Eloiza Martinez, Co-Chair

Date: October 1, 2013

Agenda

- What is the history of our partnership?
- What is the current challenge?
- What are our short term solutions?
- What is our long term solution?
- Questions and answers

What is the history of our partnership with Workforce Connection?

- First grant in 2010, for \$75,000
- Youth grant dollars for \$1,565,000
- Adult grant dollars for \$3,150,000
- Nearly 1300 adults and youth with jobs and support

Summer Youth
Employment

Teen Expo Youth
Program

Youth Out of School
Program

Casa Verde Project

Adult and Dislocated
Worker

Healthcare
Opportunities Today

What is the current challenge?

- HOT grant awarded in 2011-2012
 - Rolled over into 2012-2013
 - Identified a potential shortfall for \$52,855.44
 - Isolated incident
 - Proactive approach with a communication plan

What are our short term solutions?

- Diversify our revenue streams
 - Philanthropic sources
 - Non Philanthropic sources
- Additional action items

What is our long term solution?

- Exploring realignment
 - Leverage resources
 - Share costs

Thank you