

# WORKFORCE CONNECTIONS

## BOARD MEETING MINUTES

October 22, 2013  
10:00 a.m.

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

### Members Present

Bart Patterson	Bill Regenhardt	Hannah Brown
Councilman Bob Beers	Councilwoman Anita Wood	Commissioner Lawrence Weekly
Councilwoman Gerri Schroder	Charles Perry	Dan Gouker
Dr. David Lee	Lynda Parven	Maggie Arias-Petrel (phone)
Sonja Holloway	Matt Cecil (phone)	Mujahid Ramadan
Valerie Murzl	Tommy Rowe	Vida Chan Lin
William Bruninga (phone)		

### Members Absent

Commissioner Adam Katschke	Commissioner Ralph Keyes	Commissioner Butch Borasky
Willie J. Fields	Mujahid Ramadan	Michelle Bize
William Bruninga	Mark Edgel	

### Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Ricardo Villalobos	Jim Kostecki	Tom Dang
LeVerne Kelley	Jaime Cruz	Jeannie Kuennen
Brett Miller	Kenadie Cobbin-Richardson	Debra Collins

### Others Present

Jack DeGree, Legal Counsel	Dr. Tiffany Tyler, Nevada Partners, Inc.
Chris Carothers, Bridge Counseling Associates	Denise Gee, HELP of Southern Nevada
Dr. Rene Cantu, Jr., LCCCF	Jeramey Pickett, Nevada Partners, Inc.
Jennifer Olson, Nevada Partners, Inc.	Helicia Thomas, GNJ Family Life Center
Tracey Torrence, SNRHA	Vincent Miller, LCCCF
Nield Montgomery, The Learning Center	Vickie Henry C2NV
Jake McClelland, FIT	Kelli Mosley, Olive Crest
Maria Flores, Bridge Counseling Associates	Yolanda Correa, Bridge Counseling Associates
Margarita Rebolal	Ora Howze, 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 10:03 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 Tommy Rowe and seconded by Charles Perry. Motion carried.*

3. **FIRST PUBLIC COMMENT SESSION:**

None

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of October 7, 2013**

The Board Meeting Minutes of October 7, 2013 are provided on page 7 – 9 of the agenda packet.

*A motion was made to approve the Board Meeting Minutes of October 7, 2013 as presented by Charles Perry and seconded by Councilwoman Gerri Schroder. Motion carried.*

5. **INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of October 9, 2013 (draft)**

The draft Adult & Dislocated Worker Committee Meeting Minutes of October 9, 2013 are provided on page 11 – 15 of the agenda packet.

6. **DISCUSSION AND POSSIBLE ACTION: Approve the Adult & Dislocated Worker Committee's recommendation to award the following funded partners National Emergency Grant (NEG) funds. NEG funds can only be utilized for WIA allowable training activities. NEG funds can only be expended on participants who are considered "long-term unemployed." These are individuals who have been unemployed for 27 weeks or longer**

FUNDED PARTNER	AMOUNT RECOMMENDED
Easter Seals of Southern Nevada	\$100,000.00
Foundation for an Independent Tomorrow	\$150,000.00
GNJ Family Life Center	\$150,000.00
Goodwill of Southern Nevada	\$150,000.00
Nevada Hospital Association	\$150,000.00
Nevada Partners, Inc.	\$150,000.00
Southern Nevada Regional Housing	\$150,000.00
<b>TOTAL:</b>	<b>\$1,000,000.00</b>

Heather DeSart, Deputy Director provided background. The State of Nevada received a \$1.8 Million National Emergency Grant of which \$1.4 Million was allocated to the Southern Nevada Workforce Investment Area. NEG funds have a two year lifespan. An amount of \$330,000 will be held in reserve for funded partners who may need additional NEG funds, and \$70,000 for program/administrative costs.

*A motion was made to approve the Adult & Dislocated Worker Committee's recommendation to award the above funded partners National Emergency Grant (NEG) funds in the amount listed by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.*

7. **INFORMATION: Inaugural Local Employer Advisory Panel (LEAP) meeting took place on September 25, 2013. Next meeting planned for November 2013**

Jaime Cruz provided an update. The purpose of the Local Employer Advisory Panel is to engage local employers to help meet the demands of the local workforce investment area. The goal is to have employers communicate their workforce and employment needs. Currently there are eight employers on the panel that represent seven industry sectors. The goal is to have twice the number of employers in a four to six month period to represent all the State Industry Sectors.

**8. INFORMATION: Training & Wage Reports**

Brett Miller presented the reports provided on page 19 and 20 of the agenda packet and provided a brief overview on the process for acquiring report data. Brett noted that the report data is for one month; therefore training activities will not necessarily tie to an employment/wage performance outcome in the same period. Brett is working on a year over year comparison and wage growth report as requested by Councilman Beers.

**9. INFORMATION: Youth Council Meeting Minutes of October 1, 2013**

The Youth Council Meeting Minutes of October 1, 2013 are provided on page 22 – 24 of the agenda packet.

**10. DISCUSSION AND POSSIBLE ACTION: Accept the recommendation of the Youth Council to approve staff's report on the objects and outcome measures of Goal 2 – Champion Youth Education, Training, and Employment of the Workforce Connections' Two-Year Strategic Plan (April 30, 2013 through June 30, 2015)**

Ricardo Villalobos, Youth Department Director provided an overview of the goal's objectives, strategy/action, timeline, measurement and outcomes as provided on page 26 and 27 of the agenda packet.

*A motion was made to accept staff's report as presented by Valerie Murzl and seconded by Lynda Parven. Motion carried.*

**11. INFORMATION: Budget & Finance Committee Meeting Minutes of October 9, 2013 (draft)**

The draft Budget & Finance Committee Meeting Minutes of October 9, 2013 are provided on page 29 – 34 of the agenda packet.

**12. DISCUSSION AND POSSIBLE ACTION: Bridge Counseling Associates (BCA) "High Risk" Status Update and Repayment Plan**

Jim Kostecki, Finance Manager reported on Bridge Counseling Associates' high risk status and debt repayment plan. A copy of the letter sent to BCA regarding their disallowed cost and debt establishment for repayment is provided on page 36 of the agenda packet. The following repayment schedule is established:

- \$40,000.00 minimum installment due by October 31, 2013
- \$40,000.00 minimum installment due by November 30, 2013
- \$41,014.78 final installment due by December 31, 2013
- The total of \$121,014.78 can be paid in full at any time

Staff is working with BCA monthly on their current contracts and Jim stated that everything is going well. BCA submitted their first installment of \$40,000.00 two weeks ahead of schedule via check to staff this morning. Ardell confirmed the check date and amount.

*A motion was made to approve Bridge Counseling Associates debt repayment plan as presented by Dan Gouker and seconded by Charles Perry. Motion carried.*

**13. INFORMATION: Latin Chamber of Commerce Community Foundation (LCCCF) "High Risk" Status Update**

Jim Kostecki reported that today the Local Elected Officials Consortium approved the six month debt repayment plan for Latin Chamber of Commerce Community Foundation. Staff is working with LCCCF on a daily basis to ensure they are in compliance with the requirements and terms of the high risk designation.

**14. INFORMATION: Southern Nevada Children First (SNCF) "High Risk" Status Update**

Jim Kostecki reported that staff reviewed all of Southern Nevada Children First's contract invoices through September 30, 2013 and found no disallowed costs. A payment was made to SNCF for the September 30<sup>th</sup> invoice and they have until November 30<sup>th</sup> to submit any additional costs and close out their contracts. Upon successfully closing out both contracts, SNCF will receive a letter releasing them from high risk status.

Dr. David Lee suggested that the Board review the high risk policy for clarity. Commissioner Weekly stated that the LEOs discussed this at their meeting this morning and requested an agenda item at their next meeting to review and refine the policy pertaining to high risk. Ardell clarified that the current high risk policy does not address awarding funds to funded partners while on high risk. Discussion ensued.

## **15. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept and Approve Reports**

### a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative

Mr. Kostecki presented the PY2013 Budget and Narrative provided on page 42 – 50 of the agenda packet and reported the following:

#### Administrative and Program Operating Expenditures:

7035 Printing and Reproduction – decreased by \$8,000 for new operating lease for copiers (including usage) and will now be reported under 7200 Equipment Operating Leases

7045 Systems Communications – increased by \$18,000 for additional cost of the high speed internet system to accommodate administrative offices and one-stop on the same network

7085 Program Support Contracts – increased by \$25,000 for Management Organization and Leadership Training

8500 Capital/Equipment and Furniture – increased by \$40,000 for the cost of installing ADA compliant door entry systems (\$10,000), furniture and equipment for meeting room (\$10,000), and additional costs for STEM equipment (\$20,000) which was approved and purchased in the prior year but not received until current fiscal year

#### One-Stop Budget:

7040 Office Supplies – One-Stop Center increased by \$8,000 and One-Stop System increased by \$2,000 based on an analysis of office supply purchases through August 2013

8900 Strategic Initiative – Move \$50,000 from the One-Stop System budget to the One-Stop Center budget to reallocate the funds to where the need is anticipated

### b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

Jim presented the Budget vs. Actual Finance report (August YTD 2013) provided on page 51 of the agenda packet. Workforce Connections' Operations expenditure rate is 13.08%, which is less/within the projected 16.67%. The report indicates two line items in red, 7100 Insurance (28.95%) – exceeding budget due to prepaid annual insurance policy for WC directors and officers and 8500 Equipment and Furniture (43.11%).

### c. Awards & Expenditures Report – PY2011/2012/2013

Jim presented the Awards & Expenditures reports through August 2013 for Adult & Dislocated Worker (p. 52), Youth (p. 53) and Direct Grants (p. 54) and noted that funded partners highlighted in pink have an active pink paper and/or are on high risk status. Adult & Dislocated Worker and Youth Funding Plans – PY2013 Projections

### d. Adult & Dislocated Worker and Youth Funding Plans

Jim presented the Adult & Dislocated Worker (p. 55) and Youth (p. 56) Funding Plans:

<u>Program</u>	<u>Next Program Year (Obligated)</u>	<u>Remaining</u>
ADW:	\$1,160,000	\$1,457,516 (.84 months remaining)
YOUTH:	\$1,207,000	\$1,445,046 (2.60 months remaining)

At the next Budget and Finance Committee Meeting, staff will provide a breakdown of program year vs. fiscal year vs. procurement year, etc. for all the contracts.

e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012)

Jim presented the Audit Findings Report for PY2011, estimating that finding 12-2 and 12-3 should not recur and finding 12-4, staff needs to verify the location of furniture and equipment assigned to some of the funded partners after the recent move.

f. Workforce Connections' Standing Professional Services Contracts

Jim presented Workforce Connections' Standing Professional Services Contracts report as provided on page 59 – 64 of the agenda packet.

To Commissioner Weekly, Ardell stated that Workplace ESL Solutions provided a seven week Intensive Business Writing course for all staff and one-on-one sessions with the trainer for some staff. The goal is to enhance business writing skills and improve the quality of business reports, specifically monitoring reports. Weekly stated that he does not support the Workplace ESL Solutions contract because he does not clearly understand its purpose.

***A motion was made to accept and approve reports as presented by Charles Perry and seconded by Valerie Murzl. Motion carried.***

Commissioner Weekly noted that he is not in support of the Workplace ESL Solutions contract included in Workforce Connections' Professional Services Contracts report.

## **16. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth**

Ardell presented the Executive Director's Report provided on page 66 – 68 and highlighted the following items:

- YouthBuild Las Vegas has potential disallowed costs is totaling \$450.00. The funds were used for participants' dependents, which are not allowed. Outcome pending federal project officer's decision. If disallowed, WC will use unrestricted funds to cover the costs.
- Governor's Workforce Investment Board Policy requires at least 25% of funds to be used for occupational skills training, not including OJTs. This is troublesome as OJTs lead to employment in most cases.
- One-Stop Career Center is averaging 150 clients per day
- Upcoming Training Activities:
  - Staff Monitoring Review and Report Writing Training (October/November 2013)
  - Board Development Training
    - Ethics in Government provided by Nevada's Commission on Ethics (January 2014)
    - Open Meeting Law Training (February 2014)
  - Service Providers/Staff Fiscal & Procurement Training (Jan/Feb 2014)
  - Service Providers and Community/Faith Based Organizations RFP 101 Training (Jan/Feb 2014 – prior to release of RFPs)
- Nevada Day Super Hiring Event is scheduled tomorrow from 10AM – 3PM at Workforce Connections and One-Stop Center. Kenadie Cobbin-Richardson, Business Services Manager reported that there are 24 employers, 60 positions, 507 job openings, and 300 candidates have been prescreened for the positions. Kenadie thanked Commissioner Weekly for assisting, making phone calls to bring employers to the table.

Ms. DeSart announced that Ardell has an article published in Sunday's Review Journal regarding the One-Stop Career Center.

Councilwoman Leavitt suggested that parliamentary training be included in the Open Meeting Law training and offered to provide a quick reference guide/tool that she frequently uses.

***A motion was made to approve the Executive Director's Report presented by Ardell Galbreth by Charles Perry and seconded by Dan Gouker. Motion carried.***

**17. SECOND PUBLIC COMMENT SESSION:**

Dr. Tiffany Tyler, Nevada Partners, Inc. reported that 44% of the employment placements on page 19 are clients of Nevada Partners and nearly 76% of the Graduate Advocate Initiative participants have graduated and more than 50% are employed or enrolled in college.

Helicia Thomas, GNJ Family Life Center commented on the pink paper GNJ was recently issued, clarifying that GNJ submitted the invoice on time, but with a modified budget template. Jim Kostecki directed her to the correct budget template and the invoice was submitted promptly thereafter. Ms. Thomas requested Fiscal staff to use a different color to highlight pink papers issued vs. high risk designations on fiscal reports.

Ora Howze, a participant of Latin Chamber of Commerce Community Foundation (LCCCF) shared about her experience with LCCCF's WIA program. Ms. Howze enrolled in LCCCF's program back in April 2013 to seek childcare assistance for her son while she maintained a full-time job at Netflix. Ms. Howze did not receive the childcare assistance she was seeking in a timely manner and because she had to care for her son, she missed work. When Ms. Howze discovered that her case manager at LCCCF was no longer employed, she was told that she would have to begin the process all over – a lengthy and tedious process. Having no childcare, Ms. Howze had to relocate her son out of state and the travel costs caused her to fall behind on her rent. LCCCF provided rental assistance but informed Ms. Howze that they would not pay for the late fees and the unpaid late fees caused her to be evicted. To date, Ms. Howze still has not received child care assistance and she and her son are staying with an acquaintance. Ms. Howze's employer has warned her that if she has another absence due to childcare she will be terminated.

Ardell stated that he will immediately look into this matter and confirmed that childcare assistance is an allowable expense under WIA.

Dan Gouker shared about CSN's Reentry Program designed to provide assistance to qualified students entering or reentering the workforce. The Apprenticeship Training Preparation Program is a branch of the Reentry Program and helps students become gainfully employed into the apprenticeship program or back into college through the credit system. Applications are being accepted and 20 qualified women will be selected for the program. In the past, the program has had an approximate 85% placement rate into registered apprenticeship programs. The program includes textbooks, work boots and tuition for an algebra class and workplace soft skills training and supportive services as needed, included bus passes, gas vouchers, etc. Those selected for the program are required to participate for the 10-11 week program, which begins in January 2014. Dan provided flyers to those interested.

Chris Carothers, Bridge Counseling Associates Board Chairman thanked the Board for its support and reported that BCA hopes to have the second payment installment soon, earlier than scheduled. Mr. Carothers recognized BCA's staff members for coming up with solutions while maintaining excellent customer service to clients and it board members for helping out.

**18. INFORMATION: Board Member Comments**

Councilwoman Wood noted the absence of career counseling in North Las Vegas high schools and suggested that Workforce Connections establish a partnership with the school district to possibly fund a career counselor. Ardell stated that Workforce Connections will provide Graduate Advocate Initiative support, in addition to the JAG program that is already in NLV schools. Heather stated that staff has discussed having the Youth Department and Business Services team visit the various high schools to provide orientations, which can evolve into one-on-one visits. Ricardo stated that Workforce Connections does not have the discretionary funding to serve non-WIA eligible youth and if it did staff a career counselor at the schools, that individual would be limited to serving WIA eligible youth only. Discussion ensued.

Dan Gouker stated that the Division of Workforce and Economic Development provides WorkKeys Assessments, resume assistance and other career assistance at CSN's campuses.

**19. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 11:34 by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.*