

*workforce*CONNECTIONS

**BOARD MEETING
MINUTES**

November 27, 2012

8:00 a.m.

**Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C&D
North Las Vegas, NV 89030**

Members Present

Bill Regenhardt	Commissioner Butch Borasky	Commissioner Bill Kirby
Commissioner Tommy Rowe	Councilwoman Peggy Leavitt	Dan Gouker
Dan Rose	Dennis Perea	Dr. David Lee
Hannah Brown	Mark Edgel	Michelle Bize
Mujahid Ramadan	Sonja Holloway	Valerie Murzl
Vida Chan Lin	Willie J. Fields	

Members Absent

Charles Perry	Commissioner Lawrence Weekly	Councilman Bob Coffin
Councilwoman Anita Wood	Councilwoman Gerri Schroder	Maggie Arias-Petrel
Pat Maxwell	William Bruninga	

Staff Present

Ardell Galbreth, Executive Director	Suzanne Potter	Jim Kostecki
Jaime Cruz	Heather DeSart	Rick Villalobos
Jeannie Kuennen	Byron Goynes	Kenadie Cobbin-Richardson
Chris Shaw	Tom Dang	Tawuana Hill
Janice R. Greer	Maggie Mendez	Jennifer Padilla

Others Present

Scott Marquis, Legal Counsel	John Chamberlain
Vincent Miller, Goodwill	LeVerne Kelley, DETR
Earl McDowell, DETR	Nield Montgomery, The Learning Center
Linda Montgomery, The Learning Center	Keith Hosannah, DETR/ESD/WISS
Trnee Stephenson, LCCCF	Jennifer Casey, FIT
Anna J. Lee, CCSD – Academic Services	Dr. Tiffany Tyler, Nevada Partners, Inc.
Ryan Whitman, PBTk	Stacy Howell, FIT
Helicia Thomas, GNJ Family Life Center	Tracey Torrence, SNRHA
Donna Bensing, New Horizons CLC	LaTanya Runnels, Nevada Partner, 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 Vice-Chair Valerie Murzl at 8:30 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

A motion was made to approve the agenda by Commissioner Bill Kirby and seconded by Councilwoman Peggy Leavitt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Note: Public Comment was taken at 8:13 a.m. prior to meeting quorum.

Jennifer Casey – Foundation for an Independent Tomorrow (FIT): Ms. Casey provided FIT's Ex-Offender Program Report for November 2012. Nevada Day was a huge success wherein FIT assisted 57 individuals and provided 35 individuals with a \$12.00 DMV voucher to get their Nevada identification card. Others received information on how to get a birth certificate or social security card with partner agency Lutheran Family Services.

On December 13th, FIT is hosting its annual holiday party for FIT participants to come and enjoy crafts and games with their families and receive toy gifts that were donated through toy drives and other sources.

To date, FIT has 48 WIA enrollments of which 26 have been placed in an OJT/Training and 38 in employment.

Ardell Galbreth, Executive Director – Workforce Connections reported that staff is receiving very good reviews about FIT's services and the clients receiving services are satisfied.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of October 23, 2012

A motion was made to approve the Board Meeting Minutes of October 23, 2012 as presented by Charles Perry and seconded by Bill Regenhardt. Motion carried.

5. INFORMATION: Recognition Awards

Recognition Awards were presented to Pat Maxwell and Commissioner Tommy Rowe for the years of service on the Board. Ms. Maxwell resigned and Commissioner Rowe has fulfilled his term in office and both will be leaving the Board effective January 2013.

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

a. INFORMATION: ADW Meeting Minutes of August 8, 2012

b. DISCUSSION AND POSSIBLE ACTION: Approve the recommendation of the ADW Committee not to implement a re-entry subcommittee

Following a brief discussion,

A motion was made to approve the recommendation of the ADW Committee not to implement a re-entry subcommittee by Mujahid Ramadan and seconded by Dan Rose. Motion carried.

c. INFORMATION: Industry Sectors Training and Employment Report

Adult and Dislocated Worker employment and training reports by Industry Sectors are provided on page 20-21 of the agenda packet. The total number employed by industry sectors is 469 and the total number trained is 1,031 with a total invested amount of \$1,921,344 for all industry sectors. A Sector Council Snapshot is provided on page 22 briefly outlining the progress of each sector council. This information is provided by Workforce Connections staff members who are assigned to each committee.

Michelle Bize requested job titles. Ms. DeSart responded that staff is working with a web developer to make this information available. Also, staff member Madelin Arazoza is working on breaking the reports down by job titles.

Ardell Galbreth noted that reports will break out ex-offender numbers enabling staff to track ex-offenders that are served, employed, trained, and average wages earned, which will provide a comprehensive feedback as to how well the ex-offender population is being served as well as identify industries and employers that are hiring ex-offenders in Southern Nevada.

Discussion ensued.

7. YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

- a. INFORMATION: Youth Council Meeting Minutes of October 10, 2012
- b. DISCUSSION AND POSSIBLE ACTION: Accept YouthBuild's USA's AmeriCorps grant award of \$23,820 to support 30 Quarter-Time YouthBuild Las Vegas slots during the 2012-2013 grant cycle

Rick Villalobos, Workforce Connections staff reported that YouthBuild USA identified Youth Build Las Vegas to incorporate AmeriCorps services into its program, which will enhance the program, community impact and services provided to participants. Under the AmeriCorps grant, the participants will perform a total of 450 community impact hours and as a result the participants will have the opportunity to earn \$1,500 for post-secondary education. Mr. Villalobos welcomed suggestions from Board members for critical community needs that need addressed that YouthBuild Las Vegas participants can engage in, in addition to the projects that have already been identified.

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

A motion was made to accept YouthBuild's USA's AmeriCorps grant award of \$23,820 to support 30 Quarter-Time YouthBuild Las Vegas slots during the 2012-2013 grant cycle by Willie J. Fields and seconded by Commissioner Tommy Rowe. Motion carried.

8. OPERATIONS UPDATE

- a. INFORMATION: Budget & Finance Committee Minutes of November 7, 2012
- b. DISCUSSION AND POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative

Jim Kostecki, Workforce Connections staff provided an overview of the budget adjustments that are detailed in the budget narrative on page 37-41 of the agenda packet.

Mr. Galbreth reported that the current legal fees contract will exceed \$75,000 for 2012 due to incurred costs for the One-Stop lease negotiation, mediation hearings, some of which will be ongoing, and the Open Meeting Law training provided by legal counsel in October. Staff will close out the current contract and request Board approval to extend an additional one year contract in an amount not to exceed \$100,000 for legal services beginning January 2013.

Discussion ensued.

Mujahid Ramadan requested staff to provide a breakdown of legal fees.

A motion was made to approve PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative by Bill Regenhardt and seconded by Councilwoman Peggy Leavitt. 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)

Jim Kostecki, Workforce Connections staff provided an overview of the Budget vs. Actual Finance Report provided on page 43 of the agenda packet.
 - ii. PY2011/2012 Awards & Expenditures Report – Monthly Update

Mr. Kostecki provided an overview of the Awards & Expenditures Report for ADW, Youth and Direct Grants provided on page 44-46 of the agenda packet.

iii. Audit Findings for Program Year 2010 (Year Ended June 30, 2011)

Mr. Kostecki provided an overview of the Audit Findings report for Program Year 2010.

Mr. Kostecki reported that the audit began two weeks ago and for the first time staff was able to provide the SEFA (Schedule of Expenditures for Federal Awards) prior to the auditors coming for field work.

Ryan Whitman, Audit Manager from Piercy, Bowler, Taylor and Kern (PBTk) provided a brief update on the audit. Back in May, PBTk met with management staff and a member of the Board to devise a plan on how to take on this year's audit. PBTk issued a document request list which had all the schedules that Mr. Kostecki referred to that auditors would need prior to their field work. PBTk was delighted to see the SEFA schedules trial balances and cost allocations schedules prepared. Until now, the auditors prepared the schedules, which take an inordinate amount of time. There was a learning curve associated with this, a little bit of a delay; however, Mr. Whiteman noted, Mr. Kostecki and staff have been helping the auditors in this regard. There is a possibility that the report may be a little bit delayed but working together auditors and staff will try and close that gap. As the auditors continue to test the schedules they will let management and the Board know if something significant comes up; as of yet, nothing significant has been identified. Overall, it has been a positive experience going forward.

Mr. Galbreth noted that with staff preparing the schedules the agency is saving a lot of money on audit fees.

iv. YouthBuild Las Vegas Monitoring Review Report – October 2012

On September 18-20, 2012 the U.S. Department of Labor, Employment and Training Administration conducted a review of the YouthBuild grant. Mr. Kostecki reported that there were eight findings, most were administrative. One finding was that the agency did not have WIA's EEO poster posted. Staff immediately printed and posted it while the auditor was present. Another finding was that specific language was missing from our record retention policy regarding assurances that DOL and other entities can access the agencies records. The response to the findings is due by the end of the week. Mr. Kostecki has already prepared a summary response for the Director's review today. The full audit report is provided on page 53 of the agenda packet.

Dan Gouker commented the findings are serious, especially the finding for not having accident insurance. It alone can be a very serious situation and must be addressed. Mr. Gouker thanked staff for their diligence.

Mr. Galbreth replied that adequate insurance has since been implemented. The agency always had insurance on staff; however, there was a question regarding volunteers and intern status. The agency is now fully insured in this area.

v. Workforce Connections' Standing Professional Services Contracts – Monthly Update

The PSC report is provided on page 61 of the agenda packet; no changes have been made since the last report.

A motion was made to accept Agenda Item 8c (i. – v.) by Commissioner Tommy Rowe and seconded by Willie J. Fields. Motion carried.

9. EXECUTIVE DIRECTOR UPDATE

a. INFORMATION: Governor's Executive Order 2012 – Sector Councils & Local Workforce Investment Boards

Mr. Galbreth provided a brief overview of the Executive Order issued by the Governor which highlights a number of initiatives including the role of the Governor's and local boards as well as introduces the sector councils. Galbreth noted that Workforce Connections is in compliance with all of the initiatives in the Executive Order as identified in Workforce Connections' Two-Year Plan. Staff will continue to work with

DETR and other state and local entities to ensure that we are on target with all the initiatives outlined in the Governor's Executive Order.

10. SECOND PUBLIC COMMENT SESSION

Janice Rael – Nevada Partners, Inc. - Ms. Rael distributed and provided a brief overview of a report that shows a snapshot of the progress that Nevada Partners has accomplished with the new funding provided in July. Nevada Partners has completed 80% of their projected enrollment (275) for this program year. To date, 82 participants have been placed in employment with an average wage of \$17.26.

Ms. Rael thanked the Board having confidence in Nevada Partners to deliver services to residents in Southern Nevada.

11. Board Member Comments

Dennis Perea commented on the progress staff made by having the schedules out in time for the audit and said it's a huge jump for the Board.

Commissioner Tommy Rowe thanked the Board and said it's been a pleasure working with everyone and also a learning experience.

12. Adjournment

The meeting adjourned at 9:22 a.m.