

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM**

MINUTES

November 12, 2013

1:00 p.m.

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

Members Present

Commissioner Lawrence Weekly
Councilwoman Anita Wood
Councilman Bob Beers
Commissioner Butch Borasky (phone)
Councilwoman Peggy Leavitt
Commissioner Adam Katschke
Commissioner Ralph Keyes

Members Absent

Councilwoman Gerri Schroder

Staff Present

Ardell Galbreth
Heather DeSart
Dianne Tracy
Ricardo Villalobos
Jim Kostecki
Carol Turner
LeVerne Kelley
Brett Miller
Kenadie Cobbin-Richardson

Others Present

Mark Wood, Legal Counsel
Dr. Tiffany Tyler, Nevada Partners, Inc.
Nield Montgomery, The Learning Center
Hannah Brown, Workforce Connections' Board
Denise Gee, HELP of Southern Nevada
Michael Oh, City of Henderson
Jack Eslinger, City of Las Vegas

1. CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:16 p.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 Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of October 22, 2013

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of October 22, 2013 by Commissioner Butch Borasky and seconded by Councilwoman Peggy Leavitt. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Review, discuss, and approve Workforce Connections' policy related to oversight and sub-recipients high risk designation

Heather DeSart, Deputy Director presented backup materials including Workforce Connections' Non-Compliance and Sanctioning Process policy 5.2 (p. 11), an example of the language included in all funded partner contracts (p. 13), the proposed policy draft (p. 14) and recommendations (p. 16), including the following recommendation that is in line with WC's current process:

"When High Risk designation is in place and disallowable cost is established and verified, then no further awards/funding shall be granted until High Risk designation is removed."

Chair Weekly opened for comments.

Councilman Bob Beers suggests the board consider using a graduated disciplinary approach or tier system to determine the severity of disallowed costs. Other considerations, amount of disallowed cost (percentage of grant amount), circumstances (self-reported), programmatic loss/risk. Discussion ensued.

Regarding Sanctioning Funding Increments (p. 12), Ms. DeSart noted that to date, the board has not levied sanctions to/on a funded partner/sub-recipient.

Discussion ensued regarding the process of closing out contracts.

Mark Wood, Legal Counsel stated that the LEOs can direct staff to revise existing policy 5.2 to incorporate the language from the proposed policy. Ms. DeSart concurred and noted the policy name can be revised to better describe the contents of the policy.

Following discussion, Chair Weekly suggested that the recommendations and revisions be submitted to the Legal Counsels to draw up a revised draft of the policy for the agenda of next LEO Consortium meeting.

Heather recapped the LEOs requests for the revised policy:

- Tiered/graduated disciplinary sanctioning process
 - Based on percentage of grant total
- Determination of financial scope to see the severity of discrepancies
 - How discrepancy was discovered; (i.e., self-disclosed or discovered by WC staff)

Councilwoman Anita Wood agreed to the tiered/graduated disciplinary sanctioning process; however, she is concerned about basing it on a percentage of the contract amount because the LEOs jurisdictions are fiscally responsible for unpaid disallowed costs. Discussion ensued.

Jim Kostecki, Finance Manager provided a brief overview of new fiscal procedures in place to monitor funded partners expenditures, including reviewing monthly accounts payable aging reports, monthly obligation tracking and closing out contracts annually (no rollover funding).

A brief discussion ensued regarding debt collection and disbarment.

6. INFORMATION: Transfer of 522 In-School and Out-of-School Youth to HELP of Southern Nevada, GNJ Family Life Center, and Nevada Partners, Inc.

Ricardo Villalobos, Youth Department Director provided background. Following is the breakdown of transfers:

HELP of Southern Nevada will serve an additional 335 youth:

- 136 In-School Youth transferred from Southern Nevada Children First (SNCF)
- 199 Out-of-School Youth transferred from Latin Chamber of Commerce Community Foundation (LCCCF)

GNJ Family Life Center will serve an additional 117 youth:

- 65 Out-of-School Youth transferred from SNCF
- 52 Out-of-School Youth transferred from Nevada Partners, Inc.

Nevada Partners, Inc. will serve an additional 70 youth:

- 70 In-School Youth transferred from LCCCF

7. INFORMATION: Bridge Counseling Associates (BCA) “High Risk” and Debt Repayment Plan Update

Jim Kostecki presented the Disallowed Cost and Debt Establishment for Repayment letter to Chris Carothers, Chairman – Bridge Counseling Associates provided on page 20 of the agenda packet. The first payment installment of \$40,000 (due October 31st) was received on October 22, 2013. The next installment is due by November 30, 2013. As part of the high risk process, BCA is required to submit supporting documentation for all expenditures, submit payment to its vendors within five days of receiving reimbursement on the invoice, and provide a bank statement that shows check payments to vendors have cleared the bank. Jim noted that BCA is making good progress.

Heather stated that all the ADW contracts will be ending on June 30, 2014 and an RFP will be released (February 2014), which may bring on new funded partners who require training. Recommendations will be presented to the ADW Committee and Board for action at their meetings in May. The new contracts will begin on July 1, 2014.

8. INFORMATION: Latin Chamber of Commerce Community Foundation (LCCCCF) “High Risk” and Debt Repayment Plan Update

Jim reported that LCCCCF submitted their first payment installment of \$8,800. WC staff has been working intensively with LCCCCF to meet the requirements of the high risk and ensuring vendors/staff are paid timely. LCCCCF is making good progress.

9. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept and Approve Reports

All reports were reviewed, discussed, accepted and approved at the October 22nd Board meeting.

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

Jim presented the PY2013 Budget (p. 25) and Budget Narrative (p. 27) and provided a brief update:

Operations Budget

- **7035 - Printing and Reproduction:** decreased by \$8,000 for new operating lease for copiers being inclusive of usage and will be reported under Equipment Operating Lease
- **7045 - Systems Communications:** increased by \$18,000 due to additional cost for the high speed internet system
- **7085 - Program Support Contracts:** increased by \$25,000 for Management Organization and Leadership Training
- **7200 - Equipment - Operating Leases:** increased by \$8,000 (reduction from Printing and Reproduction budget line)
- **8500 - Capital - Equipment and Furniture:** increased by \$40,000 for the cost of installing ADA compliant door entry systems, furniture and equipment to update a staff office to a meeting room, and additional costs for STEM equipment approved and purchased in the prior year but not received until the current fiscal year
- **8900 - Strategic Initiatives:** decreased by \$83,000 for above changes

One-Stop Budget:

- **7040 - Office Supplies:** One-Stop Center budget line item increased by \$8,000 and One-Stop System budget line item increased by \$2,000 based on the analysis of office supply purchase through August 2013. The initial budget estimate for supplies overall at the One-Stop needs to be revised.

- **8900 - Strategic Initiative:** shift \$50,000 from the One-Stop System budget to the One-Stop Center budget, reallocating the funds to where the need is anticipated. The One-Stop budget is all funded from the same source.

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 provided on page 34 of the agenda packet:

- At two months into the program year, budget expenditures should be averaging 17%
- 7070 - Rent (24.90%): will decrease as a result of monthly timing
- 7100 - Insurance (28.95%): exceeded budget due to a prepaid annual policy
- 8500 - Equipment and Furniture (43.11%): exceeded budget due to purchase

c. **Awards & Expenditures Report – October 2013**

Jim presented the Awards & Expenditures Report for ADW (p. 35), Youth (p. 36), and direct grants (p. 37). The reports include expenditures through August 2013.

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

Carol Turner presented the Adult & Dislocated Worker (p. 38) and Youth (p. 39) Funding Plans:

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

PY2012 ADW & Youth funds will end pending payment of November/December invoices from service providers. Remaining funds at just under one month is on target as funding may be impacted by sequestration. Below are pending ADW contracts for which funds have been set aside:

- Rural (additional funding) \$200,000
- Veterans (One-Stop partner) \$650,000
- WC Urban Computer Center \$150,000
- New Rural Areas \$100,000
- Reentry/Barber Training \$850,000
- Reentry/Logistics/Warehousing \$500,000

<u>Program</u>	<u>Next Program Year (Obligated)</u>	<u>Remaining</u>
YOUTH	\$1,207,000	\$1,445,046 (2.60 months remaining)

\$1,400,000 has been set aside for PY2013 Out-of-School Youth contracts. \$1,000,000 has been committed to Out-of-School Youth Contracts with GNJ and HELP of Southern Nevada. Additional funding is set aside for youth programs in Laughlin, Boulder City and Mesquite.

Councilman Beers requested a total in the expenditures for the budget and available funds column; Carol concurred.

e. **Audit Findings for PY2011 (Year Ended June 30, 2012) – Monthly Status Report**

Jim presented the Audit Findings report provided on page 40 and 41 of the agenda packet and noted that the new PBTk audit begins on Monday, November 18th. Staff is working hard providing deliverables to the audit firm so they can select files for testing. PBTk shortened the audit time schedule from last year by two weeks.

Jim reported that Findings 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 – October 2013**

Jim presented the Standing Professional Services Contracts report provided on page 42 – 47 of the agenda packet.

A motion was made to accept and approve the Operations reports by Commissioner Ralph Keyes and seconded by Councilwoman Anita Wood. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth

Ardell Galbreth presented the Executive Director's Report provided on page 49 of the agenda packet and highlighted the following points:

- Establishment of a 501(c)(3) agency linked to workforce employment and training activities in support of WC
 - Help to reduce workforce liability risk of WC and area's local jurisdictions
 - Unrestricted funds; opportunity to apply for grants restricted to 501(c)(3) organizations
 - WC is seeking donations/contributions in support of comprehensive oversight with value-added employment and training services
- Upcoming Nevada Open Meeting Law Training in February 2014 with George H. Taylor, Senior Deputy Attorney General

Kenadie Cobbin-Richardson, Business Services Manager provided an update:

- 1 – 2 employers contacting One-Stop Center daily with new positions
- 57 new hires
- Hiring for 200 positions at new Golden Corral Restaurant
 - Recruiters will be located at One-Stop conducting daily interviews

11. SECOND PUBLIC COMMENT SESSION

LeVerne Kelly, One-Stop Career Center Manager reported that the Department of Defense visited the One-Stop Center last week and is looking at possible ways to partner with the One-Stop for veterans. LeVerne is also working with Parole and Probation who will be touring the One-Stop Center and their staff will be attending a Q&A next week.

Hannah Brown, Workforce Connections' Board Chair commented on the Large Vision Business Network and the 3,000 veterans served and stated that WC has a great opportunity with the release of the Veteran grant.

12. INFORMATION: LEO Consortium Member Comments

Commissioner Weekly stated that with the increase in population, the overcrowding in the jails, and the increase of releases from the jails/prisons we need, more than ever, to make resources available to those who need them.

Councilman Beers suggested that WC contract as a sole-source provider with the Nevada Department of Prisons to facilitate resources provided to inmates upon release. Ardell replied that approval from DETR would be necessary.

Beers commented on the Penta Contract listed on the Professional Services Contracts report (p. 46) and directed staff to come up with a plan on how these contract expenditures will be allocated to the funded partners at the One-Stop; Ardell concurred.

Commissioner Keyes commented on the difficulty of finding educational training opportunities for dislocated workers in the rural area. Heather replied that Vegas PBS is on the Eligible Training Provider List and offers an array of online courses. Jeannie Kuennen will contact Keyes with more information.

13. ACTION: Adjournment

The meeting adjourned at 3:05 p.m.