

**WORKFORCE CONNECTIONS  
EXECUTIVE COMMITTEE**

**MINUTES**

**November 13, 2013**

**9:30 AM**

*One Stop Career Center  
6330 W. Charleston Blvd  
Suite 190  
Las Vegas, NV 89146*

**Members Present**

Hannah Brown, Workforce Connections' Board Chair  
Commissioner Lawrence Weekly, LEO Consortium Chair  
Councilman Bob Beers, Budget & Finance Committee  
Dan Rose, Adult & Dislocated Worker Committee Vice-Chair  
Sonja Holloway, Youth Council Chair

**Members Absent**

Valerie Murzl, Workforce Connections' Board Vice-Chair

**Staff Present**

Ardell Galbreth	Dianne Tracy	Ricardo Villalobos	Carol Turner
Heather DeSart	Jim Kostecki	LeVerne Kelley	Clentine January
Brett Miller	Shawonda Nance		

**Others Present**

Joleen Arnold, Easter Seals of Southern Nevada	Nield Montgomery, The Learning Center
Dr. Tiffany Tyler, Nevada Partners, Inc.	Dr. Tiffany Tyler, Nevada Partners, Inc.
Dr. Rene Cantu, LCCCF	Stacy Smith, Nye Communities Coalition
Ben Daseler, DETR	Helicia Thomas, GNJ Family Life Center
Donna Bensing, New Horizons CLC	

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

The meeting was called to order by Chair Hannah Brown at 9:37 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**

Ardell Galbreth, Executive Director requested that item *13a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative – November 2013* be pulled from the agenda.

*A motion was made to approve the agenda with the deletion of Agenda Item 13a by Councilman Bob Beers and seconded by Sonja Holloway. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION**

None

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Executive Committee Meeting of January 22, 2013**

*A motion was made to approve the Minutes from the Executive Committee Meeting of January 22, 2013 by Councilman Bob Beers and seconded by Sonja Holloway. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Accept staff's report on the objectives and outcomes for Goal 4 – Attract, Grow and Retain Businesses as part of Workforce Connections' Two-Year Strategic Plan (April 30, 2013 – June 30, 2015)**

Ardell Galbreth provided background. In January 2013, the Executive Committee approved Goal 4 of the Two-Year Strategic Plan provided on page 9 of the agenda packet. At that time, staff was directed to collect data to establish reasonable percentages to measure outcomes for objective 4.2. The new data has been added for objective 4.2 and revisions have been made overall.

Brett Miller, Senior Program Analyst provided an overview of the proposed changes:

Goal 4				
Attract, Grow and Retain Businesses - Executive Committee				
Objective	Strategy	Timeline	Measurement	Status
4.1. Create a workforce system that champions business, education, training and workforce development.	Establish strong business partners/local employers that look to Workforce Connections' One-Stop System and Career Center(s) as their first choice for employment and training services	Ongoing	Give quarterly updates of Business Services activities (business testimonials, community partnerships, outreach events, etc.)	Three months after Board goal approval
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	1. Partner with local businesses and training providers (colleges, universities, and apprenticeship trades) to gather business intelligence.	Ongoing-as driven by businesses demands.	Give quarterly updates of LEAP activities (# of members, # of meetings, actionable items, etc.)	Three months after Board goal approval
	2. Develop and coordinate training activities based on business intelligence.	Ongoing-as driven by businesses demands.	<ul style="list-style-type: none"> <li>• Complete an evaluation by December 31, 2013 to align existing ETPL / PVL based on LEAP input, in demand jobs, training partner input, and sector initiatives.</li> <li>• Develop and implement by March 31, 2014 a process to maintain aligned ETPL / PVL (utilizing business intelligence from LEAP) by dynamically adding / removing trainings to meet business demands.</li> <li>• Report on # of changes to ETPL and PVL by June 30, 2014.</li> </ul>	Three months after Board goal approval
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Aerospace &amp; Defense</li> <li>• Business IT Ecosystems</li> <li>• Clean Energy</li> <li>• Health &amp; Medical Services</li> <li>• Logistics &amp; Operations</li> <li>• Mining</li> <li>• Materials &amp; Manufacturing</li> <li>• Tourism, Gaming &amp; Entertainment.</li> </ul>	1. Team up with the Governor's	March 2013	Local Employer Advisory Panel	Three months after
	2. Continue to support DETR's sector councils.	March 2013	<ul style="list-style-type: none"> <li>• State economic development staff invited to Workforce Connections partnership forums.</li> <li>• WC staff and board members on DETR sector councils.</li> </ul>	Three months after Board goal approval
	3. Allocate resources to support sector initiatives.	March 2013	Funded partners contracts include resource requirement support to industry sectors.	Three months after Board goal approval

Brett provided a list of the companies that represent LEAP:

- American Medical Response
- Ken's Foods
- Keolis Transit
- Mechanical Products Nevada
- MGM Resorts
- Nathan Adelson Hospice
- Nevada Hotel & Lobbying Association
- Quality Investigations Security
- Station Casinos
- SWITCH

Dan Rose stated that he would like to sit on the LEAP committee to represent Apprenticeship programs.

Discussion ensued regarding job seekers skills and qualifications and local employers' requirements. Employers have communicated that many job seekers need soft skills training.

Discussion ensued regarding the ETPL (Eligible Training Provider List). Staff is reviewing the ETPL to align training with industry sectors (Agriculture, Aerospace & Defense, Business IT Ecosystems, Clean Energy, Health & Medical Services, Logistics & Operations, Mining, Materials & Manufacturing, Tourism, and Gaming & Entertainment).

Following a brief discussion on performance indicators, Councilman Beers suggested that Ardell inquire at the State Budget Office for available classes regarding performance measures in the abstract for staff to attend. Ardell concurred.

*A motion was made to accept staff's report as presented by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**6. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nye Communities Coalition current Adult & Dislocated Worker contract to award an additional \$105,000. Nye Communities Coalition will utilize these funds to continue to enroll and serve 35 new participants**

Dan Rose presented the backup which includes Nye Communities Coalition request for additional funds for new participant training and supportive services (p. 14).

Nye Communities Coalition's executive director Stacy Smith was present to answer questions.

Following a brief discussion,

*A motion was made to approve staff's recommendation to amend Nye Communities Coalition current Adult & Dislocated Worker contract to award an additional \$105,000 to continue to enroll and serve 35 new participants by Commissioner Lawrence Weekly and seconded by Councilman Bob Beers. Motion carried.*

**7. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Lincoln County School District's current Adult & Dislocated Worker contract to award an additional \$42,000. Lincoln County School District will utilize these funds to continue to enroll and serve 10 new participants**

Mr. Rose presented Lincoln County School District's request for additional funds for new participant training and supportive services (p. 16).

Holly Gatzke, Lincoln Workforce Program Director stated that Lincoln County program participants need a wider array of online training options. Ms. Kuennen will contact Ms. Gatzke directly to discuss.

*A motion was made to approve staff's recommendation to amend Lincoln County School District's current Adult & Dislocated Worker contract to award an additional \$42,000 to continue to enroll and serve 10 new participants by Commissioner Lawrence Weekly and seconded by Councilman Bob Beers. Motion carried.*

**8. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend HELP of Southern Nevada's PY2013 In-School Youth Contract an amount not to exceed \$97,500 to serve 136 transferred youth**

Sonja Holloway presented the backup on page 18 of the agenda packet. Ricardo Villalobos provided background. 522 In-School/Out-of-School youth from funded partners who did not receive additional funding will be transferred to other funded partners (HELP of Southern Nevada, GNJ Family Life Center, and Nevada Partners, Inc.) to prevent a disruption in services. The cost per youth participant for a new client is \$2,000. Staff is recommending HELP serve 136 transferred In-School Youth as follows:

59 Active youth at \$1,000/youth	=	\$59,000
77 Follow-up youth \$500/youth	=	\$38,500

*A motion was made to approve staff's recommendation to amend HELP of Southern Nevada's PY2013 In-School Youth Contract an amount not to exceed \$97,500 to serve 136 transferred youth by Councilman Bob Beers and seconded by Hannah Brown. Motion carried.*

**9. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend HELP of Southern Nevada's PY2013 Out-of-School Youth Contract an amount not to exceed \$260,000 to serve 199 transferred youth**

Staff is recommending HELP serve 199 transferred Out-of-School Youth as follows:

134 Active youth at \$1,600/youth	=	\$214,400
65 Follow-up youth \$700/youth	=	\$45,500

*A motion was made to approve staff's recommendation to amend HELP of Southern Nevada's PY2013 Out-of-School Youth Contract an amount not to exceed \$260,000 to serve 199 transferred youth by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**10. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend GNJ Family Life Center's PY2013 Out-of-School Youth Contract an amount not to exceed \$120,000 to serve 117 transferred youth**

Staff is recommending GNJ Family Life Center serve 117 transferred Out-of-School Youth as follows:

42 Active youth at \$1,600/youth	=	\$67,200
75 Follow-up youth \$700/youth	=	\$52,500

*A motion was made to approve staff's recommendation to amend GNJ Family Life Center's PY2013 Out-of-School Youth Contract an amount not to exceed \$120,000 to serve 117 transferred youth by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**11. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nevada Partner's PY2013 In-School Youth Contract an amount not to exceed \$60,000 to serve 70 transferred youth**

Staff is recommending Nevada Partners, Inc. serve 70 transferred In-School Youth as follows:

46 Active youth at \$1,000/youth	=	\$46,000
24 Follow-up youth \$500/youth	=	\$12,000

*A motion was made to approve staff's recommendation to amend Nevada Partner's PY2013 In-School Youth Contract an amount not to exceed \$60,000 to serve 70 transferred youth by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**12. INFORMATION: Workforce Connections' policy related to oversight and sub-recipients high risk designation**

Heather DeSart presented the backup and reported that the items were vetted by the LEOs at their meeting yesterday and directed staff to incorporate their recommendations into the existing policy (p. 26) based on a graduated disciplinary/tiered sanctioning process. A revised policy will be submitted to the jurisdictions' legal counsels for vetting, then back to the LEOs for action.

Hannah Brown expressed her concerns regarding the graduated disciplinary sanctioning process stating that it leaves too much room for error by having staff determine to what extent a funded partner should be disciplined, rather there should be a hard fast rule that factors to everyone.

Councilman Beers added to the list of risk assessment, the percentage of the recipients total funding provided by Workforce Connections.

A copy of the draft policy is provided on page 29 and citations from OMB A-133, 29 CFR Part 97.12 and DOL's criteria for determination of program risk is on page 31 of the agenda packet.

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

At the beginning of the meeting, agenda item 13a (PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative – November 2013) was pulled from the agenda.

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

Jim Kostecki, Finance Manager presented the Budget vs. Actual Finance report (pg. 43):

- At three months into the program year, budget expenditures should average 25%.
- 7040 - Office Supplies (43.58%): high due to the initial startup costs for new location, including staff business cards and envelopes
- 7045 – System Communications (32.29%): high due to prepaid annual fees processed in the first quarter for remote access software (Sonic Wall)
- 7070 – Rent (39.46%): high as a result of dual rent payments in September 2013 for both the old and new office space during the move; will continue to decrease due to monthly timing
- 7090 – Non-Board Meetings & Outreach (34.60%): high due to Las Vegas Chamber of Commerce semi-annual membership fee and Hispanic Youth Leadership Summit event

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

Jim presented the Awards & Expenditures report for Adult/Dislocated Worker (p. 45), Youth (p. 46) and direct grants (p. 47). The report reflects expenditures through September.

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

Carol Turner provided an overview of the Adult & Dislocated Worker (p. 48) and Youth (p. 49) Funding Plans. The funding plans have been updated to include the new awards as well as the pending contracts.

<u>Program</u>	<u>Obligated</u>	<u>Remaining Funds</u>
A/DW	\$1,796,961	\$1,668,495 (.86 months)
Youth	\$1,621,500	\$461,122 (.69 months)

Pending Adult/Dislocated Worker Contracts add to \$3,147,000.

Pending Youth Contracts add to \$1,640,000.

Funded partners (Helicia Thomas, GNJ Family Life Center, Dr. Tiffany Tyler, Nevada Partners, Inc., Stacy Smith, Nye Communities Coalition, and Dr. Rene Cantu, Latin Chamber of Commerce Community Foundation) participated in a discussion regarding program expenditure rates and internal processes for expending training funds. Following the discussion, Commissioner Weekly suggested that the Executive Committee meet more frequently.

Carol noted that next year the State has mandated that 25% - 30% of Adult and Dislocated Worker funds must go toward Occupational Skills Training and supportive serves. This does not include On-the-Job Training (OJT). Discussion ensued.

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

Jim presented the Audit Findings report on page 50 and 51 of the agenda packet. There are no changes since the last meeting.

*A motion was made to accept and approve the Operations reports (13b – 13e) by Councilman Bob Beers and seconded by Commissioner Lawrence Weekly. Motion carried.*

**14. DISCUSSION AND POSSIBLE ACTION: Executive Director’s Report ~ Ardell Galbreth**

One-Stop Career Center Update provided by Kenadie Cobbin-Richardson, Business Services Manager

- Successful Nevada Day Super Hiring Event (27 businesses/employers, 500 positions, and 57 job placements as of November 4<sup>th</sup>)
- Job Career site has had over 9,990 unique visitors and 3,287 individuals have applied for jobs via the website

Ardell Galbreth presented the Executive Director’s report (p. 53) and highlighted the following items:

- One-Stop Career Center is averaging 165 visitors per day
- WC to explore establishment of a 501(c)(3) agency linked to workforce employment and training activities:
  - 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
- Ethics in Government training in January 2014
- Open Meeting Law training provided by the Attorney General’s office in February 2014

*A motion was made to accept the Executive Director’s report by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**15. SECOND PUBLIC COMMENT SESSION**

Dr. Rene Cantu, Latin Chamber of Commerce Community Foundation reported that last month they paid the first installment of the debt repayment plan and thanked the Board and staff for its support. Councilman Beers stated that there is no prepayment penalty for Latin Chamber of Commerce Community Foundation.

Ron Fletcher, Chief of Field Operations for Nevada JobConnect Offices at the Department of Employment, Training, and Rehabilitation (DETR) commented regarding Workforce Connections’ possible investment in a One-Stop Career Center location in the North Las Vegas area. Fletcher stated that DETR operates three JobConnect offices, one of which is located at 2827 Las Vegas Blvd. North. This location has been in business for the past 30 years, serves approximately 4,500 walk-in clients per month and is conveniently located within two blocks of the community college. Fletcher stated that if Workforce Connections plans on expanding its One-Stop services into North Las Vegas, to please consider using DETR’s existing location.

**16. INFORMATION: Executive Committee Member Comments**

None

**17. ACTION: Adjournment**

*The meeting adjourned at 11:31 a.m.*