

Minutes
*workforce***CONNECTIONS**
Board of Directors Meeting
The Culinary Training Academy
December 7, 2010

Members Present

Michelle Bize	Hannah Brown	William Bruninga
Councilman Travis Chandler	Mark Edgel	Dr. David Lee
Ken LoBene	Eloiza Martinez	Pat Maxwell
Valerie Murzl	Charles Perry	Councilman William Robinson
Dan Rose	Commissioner Tommy Rowe	Councilwomen Gerri Schroder

Members Absent

Maggie Arias-Petrel	Commissioner "Butch" Borasky	F. Travis Buchanan
Commissioner RJ Gillum	Sonja Holloway	Mark Keays
Dennis Perea	Mujahid Ramadan	Councilman Steven D. Ross
Commissioner Lawrence Weekly	Deana Zelenik	

Staff Present

John Ball	David Jefferson	Suzanne Potter	Tameca Ulmer
Heather DeSart	Jaime Cruz	Sylvia Spencer	Nancy White
Debra Collins	Kelly Ford	Cornelius Eason	Corey Hewett
Lori Thomas	Debra Campbell	Rosie Boulware	Lori Thomas
Gina Campbell	Tom Dang	Chris Shaw	Byron Goynes

Others Present

LeVerne Kelley, DETR	Chanda Cook, NPEF & RFL
Earl McDowell, DETR	Victoria Simon, CHR, Inc.
Denise Gee, HELP of Southern NV	Fran Phillips, CHR, Inc.
Pamela Poston, HELP of Southern NV	John Mierzwa, CALA Academy
Brittany Freight, HELP of Southern NV	Doug Geinzer, SNMIC
Rachael Richardson, Victory Outreach Las Vegas	Helicia Thomas, GNJ Family Life Center

(It should be noted that not all attendees may be listed above)

Agenda Item I – Call to order, confirmation of posting, and roll call

The meeting was called to order by the Vice-Chair, Valerie Murzl at 10:07 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

Agenda Item II – Approve the Agenda with the inclusion of any emergency items and deletion of any items

A motion was made to approve the Agenda as presented by Eloiza Martinez and seconded by Valerie Murzl. Motion carried.

Agenda Item III – DISCUSSION/ACTION AGENDA 1) Budget & Finance Committee ~ Deana Zelenik, Vice-Chair - ACTION: Approval of the revised PY10 Budget

David Jefferson provided an overview of the revised PY10 WIA Budget for \$25,047,480. Mr. Jefferson provided the following narrative from page six of the Agenda Packet:

- ♦ Acct #6260 – Salaries - \$300,000 is being added to provide additional flexibility in staffing, including PTO buy-backs.
- ♦ Acct #6265 – Fringe Benefits - \$105,000 is being added based on the additional funds for salaries; fringe benefit rate is 35%.
- ♦ Acct #6550 – Employer Payroll Taxes - \$6,650 is being added based on the additional funds for salaries; employer payroll tax average rate is .03%.

- ♦ Acct #6120 – Bank/Payroll Services - \$3,347 is being added to provide additional dollars for various banking services, including wire transfers and contractor/provider payments via ACH debit.
- ♦ Acct #6130 – Equipment/Furniture - \$175,000 is being added to provide additional for but not limited to ITrac infrastructure, Accounting software, and support for staff, including computers, servers, furniture, etc.
- ♦ Acct #6210 – Legal Fees - \$25,000 is being added for legal services, including: review of committee/Board meeting Agendas; preparation and attendance at Board Meetings; review of LEO/*workforce***CONNECTIONS** agreements; drafting, review and analyzing of e-mails/letters related to complaints, and review/revision of *workforce***CONNECTIONS** bylaws, employment handbook, and policies.
- ♦ Acct #6280 – Printing/Reproduction - \$10,000 is being added to provide additional funds for various provider training manuals, forms, and committee/Board packets.
- ♦ Acct #6290 – Facility Rent/Lease - \$20,000 is being added to provide additional space for our operations as we continue to build capacity.
- ♦ Acct #6305 – Contract Services - \$31,216 is being added to provide additional capacity for consulting services, fiscal services, web design, and program services.
- ♦ Acct #6440 – System Communication Support - \$40,000 is being added to provide additional capacity for system communication support, including support in the areas of computers, data management, mobile communication and teleconferencing.
- ♦ Acct #6550 – Marketing/Outreach - \$40,000 is being added to provide additional funds for branding and outreach.

A motion was made to approve the revised PY10 Budget as presented by Eloiza Martinez and seconded by Dr. David Lee. Motion carried.

2) Executive Committee ~ Hannah Brown, Chair - INFORMATION: Status Report: Prisoner Re-Entry RFP

The Executive Committee met on November 10, 2010 and approved ADW's recommendation to cancel the PY10 Prisoner Re-Entry RFP and the subsequent award to The Ridge House. *workforce***CONNECTIONS** will provide interim service delivery to the re-entry population in Nevada until a new RFP process is facilitated.

INFORMATION: Project WE Group

The Executive Committee met on November 10, 2010 and approved a WIA funded contract in an amount not to exceed \$120,000 with the Project WE Foundation, Inc. to provide work readiness training opportunities for current and former foster care youth from September 1, 2010 through January 31, 2011. The contract award is under review due to the denial of the request for Governor's Reserve funding to continue this program from February 1, 2011 through June 30, 2011.

In previous discussions, Project WE was informed to think strategically in terms of securing additional funding and encouraged to reach out to its corporate sponsors as *workforce***CONNECTIONS** could not continue providing this level of funding.

4) Youth Council ~ Ken LoBene, Chair - INFORMATION: Committee Update

Ken LoBene provided an update on Nevada Job Shadow Day on February 2, 2011 and encouraged Board Members to participate and sponsor youth to help P5K reach their goal to lead the nation with the most job shadows.

Sylvia Spencer provided an overview of the Annual Work Plan for *workforce***CONNECTIONS** Youth Division. The intent of the work plan is to provide transparency and accountability in the workforce direction of the Youth Council and youth staff. The work plan highlights specific duties and timelines for achieving the overall goal to increase the graduation rate in Nevada.

Ms. Spencer provided information for the upcoming 2010 Economic Summit and Student Leadership Conference on December 11, 2010 at UNLV Student Union from 8:00 a.m. – 5:00 p.m. The event is sponsored by Nevada Public Education Foundation: Ready for Life, *workforce***CONNECTIONS**, and USA Funds. The key note speaker for the event is Wes Moore, youth advocate and best-selling author of *The Other Wes Moore*. YouthBuild participants and 9 – 12 grade students and parents will participate in the day-long workshops and activities designed to prepare them for the road ahead – education, career, and finances.

Ms. Spencer provided an overview of youth served: 758 youth were served in the summer program. Year-Round providers are contracted to serve 436. An estimated 1,200 youth will receive services by end of PY09.

Ms. Spencer stated that for the first time Southern Nevada is exceeding their performance measures.

Nancy White stated that the community is beginning to see P5K as a vehicle to education. Ms. White commended her team who in two days identified 670 employer job shadow opportunities for National Job Shadow Day on February 2, 2011. The Clark County School District sent out a letter to the community announcing their partnership with P5K for this event. Wells Fargo donated \$7,500 and USAA donated \$2,500.

Ms. White thanked the Board and staff for supporting P5K and asked that everyone please continue to make business referrals for potential job shadow opportunities.

Chanda Cook, Nevada Public Education Foundation/Ready for Life (NPEF/RFL) provided a program update. Nevada Public Education Foundation is a statewide education foundation that receives pass-through grants as well as an intermediary organization. Ready for Life is a connection of programs and activities to build a connected infrastructure to better support youth. The goal of NPEF/RFL is to connect education, workforce, and all youth services.

5) Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair - INFORMATION: Committee Update

Debra Collins provided a health care update: there are two candidates being considered for the Hiring Program Director position; an update will be provided at the next Board Meeting.

The State Health Care Sector Council held their first meeting at DETR on November 16, 2010; all members were in attendance including Nevada Healthcare Association, Health District-Nursing, and the Nevada Department of Education. The meeting served as the Council's orientation and covered what duties, responsibilities, and expectations fall on each member. The next meeting will be in January 2011 at which time a Chair will be elected.

The Plus One, in partnership with Nevada Cancer Institute and College of Southern Nevada, will produce the first graduating class of nine Oncology Nurses in December. The second class begins in January 2011 and has 12 participants enrolled. CSN awarded three \$2,500 scholarships for Medical Technicians. Students will be trained and placed for employment at Nevada Cancer upon graduation.

Cornelius Eason provided a rural update: Lincoln County and Caliente are enrolling participants. Staff met with business leaders in Mesquite to schedule a focus group on January 13, 2011 in conjunction with CSN, Mesquite Chamber of Commerce and Economic Development and *workforce***CONNECTIONS**.

Mr. Eason stated that the Southern Nevada Labor Initiative is moving forward and the Full-Initiative launch meeting will be held on December 17, 2010. The Initiative has full support from the State, AFL, and CIL.

The Employment EDGE Workshop on November 20, 2010 at the Pearson Community Center was very successful. The workshop was a collaboration with Commissioner Weekly, the Review Journal, DETR Job Connect, and *workforce***CONNECTIONS**; approximately 100 people attended. The workshop focused on how job seekers can have an edge over competition in the workforce. Topics included proper attire, interviewing skills, resume writing, and more. Each attendee was provided a portfolio and thumb drive for their resume and other personal documents.

6) Executive Director's Update ~ John Ball, Executive Director – INFORMATION:

John Ball, Executive Director, provided an update: Stacey Rainwater and Adrianna Burnett have been conducting training with other staff and Board members on the SharePoint program. Staff has already incorporated the meeting and agenda posting and distribution process with SharePoint.

Ardell Galbreth stated that he will be travelling to Carson City, NV to meet with staff of Governor elect Sandoval to develop a relationship and to discuss how *workforce***CONNECTIONS** fits into the workforce development

system as well as discuss the Nevada Job Connect One-Stop delivery system, specifically how it best fits to meet workforce demands.

Mr. Galbreth stated that both the Southern and Northern workforce boards are performing exceptionally in all service areas, Youth and Adult/Dislocated Worker. Mr. Galbreth stated that we need to improve in the earnings gain level; workers are making less money than when they were laid off.

Mr. Ball thanked the Board and the Local Elected Officials for their monumental increase of work, guidance, and commitment over the past year. Mr. Ball thanked *workforce*CONNECTIONS staff.

Agenda Item IV – Consent Agenda

- A. Approve the minutes from the *workforce*CONNECTIONS' Board of Directors Meeting on September 28, 2010
- B. Approve the minutes from the *workforce*CONNECTIONS' Board of Directors Meeting on October 26, 2010
- C. Approve the PY10 Youth Department Annual Plan

A motion was made to approve and/or receive Consent Agenda item A, item B, and item C as presented by Councilwoman Gerri Schroder and seconded by Commissioner Tommy Rowe. Motion carried.

Agenda Item V – Public Comment

None

Agenda Item VI – Adjournment

The meeting was adjourned at 11:25 a.m.