

**WORKFORCE CONNECTIONS  
LOCAL ELECTED OFFICIALS CONSORTIUM  
MINUTES**

**December 10, 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  
Councilwoman Gerri Schroder (Phone)

**Members Absent**

Commissioner Ralph Keyes  
Commissioner Adam Katschke

**Staff Present**

Ardell Galbreth  
Heather DeSart  
Jim Kostecki  
Ricardo Villalobos  
Byron Goynes

**Others Present**

Mark Wood, Legal Counsel  
Jack Eslinger, City of Las Vegas  
Dr. Rene Cantu, Latin Chamber of Commerce Community Foundation  
Dr. Tiffany Tyler, Nevada Partners, Inc.  
Helicia Thomas, GNJ Family Life Center  
Bishop James M. Rogers Sr., GNJ Family Life Center

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:00 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**

Heather DeSart, Deputy Director requested the deletion of agenda item 5.

*A motion was made to approve the agenda as presented by Councilman Bob Beers and seconded by Councilwoman Peggy Leavitt. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION: None**

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of November 12, 2013**

*A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of November 12, 2013 by Councilwoman Peggy Leavitt and seconded by Councilman Bob Beers. Motion carried.*

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

Deleted from the agenda.

6. **INFORMATION: Bridge Counseling Associates (BCA) "High Risk" and Debt Repayment Plan Update**

Jim Kostecki, Finance Manager reported that Bridge made their second debt repayment installment before the due date, and they have one more payment due by December 31, 2013.

7. **INFORMATION: Latin Chamber of Commerce Community Foundation (LCCCF) Removal of "High Risk" Status and Debt Repayment Plan Update**

Jim reported that Latin Chamber of Commerce Community Foundation was removed from high risk status. Early in November, LCCCF submitted two invoices that recaptured unbilled overhead costs to the first year of the three year contract. The amount of both invoices exceeded the amount of LCCCF's outstanding debt with Workforce Connections. Staff validated the costs, offset the debt and reimbursed the remaining funds to LCCCF.

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

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

a. **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 16 of the agenda packet and reported variances (August):

- **7040 – Office Supplies:** expenses running high due to the relocation, which included ordering new business cards for employees, envelopes, and other office supplies.
- **7045 – System Communications:** running high due to annual fee for the Sonic Wall system.
- **7070 – Rent:** running high due to relocation and how the budget was created. The budget was built anticipating duplicate facility rent for the month of September, and has three months of the higher old facility rent and ten months of new facility rent built in. This line item will remain high until later in the year when the lower payments will catch up to the budget.
- **7090 – Non-Board Meetings & Outreach:** running high due to Hispanic Youth Leadership Summit event and annual fee for Latin Chamber membership.

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

Jim presented the Awards & Expenditures Report provided on page 18 – 21 of the agenda packet and reported that invoices are through September and expenditures should be at approximately 25%. Jim noted that some Youth providers are spending at a higher rate and may request additional funding based on their expenditures.

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

Jim presented the Adult & Dislocated Worker Funding Plan (p. 21) and Youth Funding Plan (p. 22).

<u>Program</u>	<u>Remaining Funds</u>	<u>Obligated Funds for next year</u>
ADW:	\$1,668,495 (.86 months)	\$1,796,961
YOUTH:	\$461,122 (.69 months)	\$1,621,500

d. **Audit Findings for PY2011 (Year Ended June 30, 2012) – No Change**

Jim presented the PY2011 Audit Findings report provided on page 23 of the agenda packet and reported that the current PBTk audit is going strong and field work is due to end by December 25, 2013. Jim noted that he is working with the auditors regarding a minor lease issue whereby the auditors are proposing he make a capitalized lease entry for tenant improvements paid by the landlord.

Councilman Beers thanked Jim for sharing this report template with the Health District to document their audit findings.

e. **Workforce Connections' Standing Professional Services Contracts – October 2013**

Jim presented the Standing Professional Services Contracts report provided on page 25 – 30 of the agenda packet and reported that CST Project Consulting contract will be renewed for one year, Lanter Consulting Group contract will not be renewed, Marquis Aurbach Coffing contract will terminate on January 24, 2014 and an RFP for Legal Services will be released this month.

Chair Weekly requested that staff indicate on future reports which contracts will be renewed, terminated, etc.; Jim concurred.

*A motion was made to accept and approve the Operations reports by Councilman Bob Beers and seconded by Councilwoman Anita Wood. Motion carried.*

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

Heather DeSart presented the Executive Director's Report provided on page 32 of the agenda packet:

- Golden Corral Hiring Event
  - 3,000 individuals submitted job applications
  - 207 job seekers were hired
  - Phil Abney, General Manager shared about Golden Corral's Ribbon Cutting planned for December 18<sup>th</sup> and Grand Opening on December 19<sup>th</sup>
  - Byron Goynes, Business Services shared about the success of the Hiring Event
- One-Stop Career Center does not have heat and plans to purchase portable heaters for staff and seated partners
- Proposal for Veteran's Services are under evaluation; staff will make recommendations at the January Board Meeting

10. **SECOND PUBLIC COMMENT SESSION**

Dr. Rene Cantu, Executive Director, LCCCF thanked the Board and staff for working with them through the high risk status and announced an upcoming event at the Latin Chamber of Commerce on Saturday, December 14<sup>th</sup> from 11:00 a.m. until 2:00 p.m., sponsored by Bob Coffin and Amerigroup, to help enroll individuals enroll in the Affordable Care Act or Medicaid. There will be food, music and entertainment for all ages.

Bishop Rogers, CEO, GNJ Family Life Center thanked the LEOs for the great work they do in the community and Workforce Connections for allowing GNJ to serve individuals in the community.

11. **INFORMATION: LEO Consortium Member Comments**

Councilwoman Leavitt commented that St. Jude's is partnering with Workforce Connections to establish a One-Stop Center.

Councilwoman Wood stated that Workforce Connections has made tremendous strides reaching out into the community this year and thanked staff for their efforts.

Chair Weekly welcomed Mr. Abney and Golden Corral into the community. Weekly commented on the Gas Tax Initiative and asked the LEOs to take the responsibility of ensuring Southern Nevadans are awarded these jobs. Heather ensured that staff will stay involved, and Councilman Beers offered to attend the RTC Pre-Bid meeting with Ardell and Heather.

Weekly has teamed up with Comedian George Wallace to serve 300 underserved foster children for the holidays by filling a bus with unwrapped toys and gifts for the children. Donations can be made by contacting Weekly's office.

Commissioner Borasky announced Nye Communities Coalition's Annual Holiday Task Force Dinner on December 25<sup>th</sup> 12:00 p.m. until 2:00 p.m. at 1020 E. Wilson Rd. The event is open to the public.

The LEOs expressed interest in having a Golden Corral in their districts and wished everyone Happy Holidays.

**12. ACTION: Adjournment**

*The meeting adjourned at 1:50 p.m.*