

Workforce Connections

Board Meeting MINUTES March 27, 2012 9:00 a.m.

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

Members Present

Alex Garza	Charles Perry	Commissioner Lawrence Weekly
Commissioner Tommy Rowe	Councilman Bob Coffin	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Councilwoman Gerri Schroder	Dan Gouker
Dennis Perea	Dr. David Lee	Hannah Brown
Ken LoBene	Michelle Bize	Pat Maxwell
Valerie Murzl	Vida Chan Lin	

Members Absent

Bill Regenhardt	Commissioner Butch Borasky	Commissioner Dominic Pappalardo
Dan Rose	F. Travis Buchanan	Mark Edgel
Mujahid Ramadan	Sonja Holloway	William Bruninga

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter	Linda Yi
Jaime Cruz	Clentine January	Rick Villalobos	Kim Colagioia
Carol Turner	Debra Collins	Jennifer Padilla	Chris Shaw
Tom Dang	Jeannie Kuennen	Emilio Pias	Celia Diaz
Lauren Stewart	Mary Ann Avendano	Sylvia Spencer	Rosie Boulware
Chanda Cook			

Others Present

Matt Cecil, Board Counsel	Tom Wilson, Clark County
Earl McDowell, DETR	Capucine Holmes, GNJ Family Life Center
LeVerne Kelley, DETR	Dr. Tiffany Tyler, Nevada Partners, Inc.
Monique Harris, So. Nevada Children First	Doug Geinzer, SNMIC
Helicia Thomas, GNJ Family Life Center	Denise Gee, HELP of So. Nevada
Terri D'Antonio, HELP of So. Nevada	Elizabeth McDaniels, Goodwill of So. Nevada
Vincent Miller, Goodwill of So. Nevada	Derrick Berry, DETR
LaTanya Runnells, Nevada Partners, Inc.	Otto Merida, Latin Chamber of Commerce
Janice Rael, Nevada Partners, Inc.	Richard Boulware, NAACP
Amelia Garcia, SNRHA	Tommy Albert, SNRHA
Tracey Torrence, SNRHA	Frederick Araya, Goodwill of So. Nevada

(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 Board Chair Hannah Brown at 10:00 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. ACTION: 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 Charles Perry and seconded by Valerie Murzl. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION:**

None

4. **DISCUSSION and POSSIBLE ACTION: Approval of the Board Meeting Minutes of February 28, 2012**

A motion was made to approve the Board Meeting Minutes of February 28, 2012 as presented by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.

5. **INFORMATION: Welcome new members to the Workforce Connections' Board**

Vida Chan Lin, Western Risk and Bill Regenhardt, National University were welcomed as new Board Members. Ms. Lin provided a brief introduction; Mr. Regenhardt was not present.

6. **Adult & Dislocated Worker Committee ~ Valerie Murzl, Chair**

DISCUSSION and POSSIBLE ACTION: Accept the Adult and Dislocated Workers Committee's recommendation to approve the Amended Budget Line Items from Workforce Connections and Memorandum from DETR amending the original \$4,050,000 SESP grant sub-contract with Workforce Connections to \$3,503,000.

The \$547,000 reduction in funds would also reduce the original participant outcomes of 2,450 by 331 to 2,119

Per the memorandum from DETR the SESP contract will be amended to reduce the total amount of available funds from \$4,050,000 to \$3,503,000. DETR will be reallocating these dollars to fund other initiatives that might lead to placement in the green and renewable energy sector. The contract will not exceed \$3,503,000 and will include a maximum of 10% administrative costs. DETR will recapture \$547,000 to provide services to 331 participants thus reducing Workforce Connection's contract to \$3,503,000 and participant outcomes to 2,119. The SESP grant timeline summary and amended budget narrative is provided in the agenda packet.

Valerie Murzl, Adult & Dislocated Worker Committee Chair, requested Ardell Galbreth to speak briefly about the differences in the WIA, DETR, and Workforce Connection's OJT policies. Discussion ensued.

Following discussion,

A motion was made to Accept the Adult and Dislocated Workers Committee's recommendation to approve the Amended Budget Line Items from Workforce Connections and Memorandum from DETR amending the original \$4,050,000 SESP grant sub-contract with Workforce Connections to \$3,503,000.

INFORMATION: ADW Funded Partner Demographics Report

This item is information only. The report, provided on page 48 of the agenda packet, shows data (demographics, characteristics, residence, and zip codes served) for new enrollees for the period July 1, 2011 to date.

INFORMATION: Regional Sector Update

Debra Collins, Project Specialist I – ADW, stated that staff received notice that the Health Innovation Challenge grant opportunity has been delayed for several weeks due to the high number of grant applications received, including six that were submitted for the State of Nevada. Staff will keep the Board informed.

Ms. Collins provided a flyer and information on the upcoming Operation HealthCare Bound job shadow opportunity for students interested in exploring health care careers. The event is scheduled on Wednesday, May 23, 2012 from 9 a.m. to 3 p.m. The WIA youth who are enrolled with a Funded Partner will shadow a medical unit at one of the 11 participating hospitals.

Linda Yi, Project Director, provided an update on the Nevada Healthcare Sector Council meeting. At the last meeting, Terri Janison, Regional Director of the Governor's Office of Economic Development indicated that the Nevada Healthcare Sector specialist will be hired, become a member of the sector council, and serve as the communication link between education, students, adults and workforce development.

Ms. Yi commented that staff is reviewing the Healthcare Sector Council membership to ensure all areas (labor, business, education, etc.) are represented accordingly. The final Bylaws for the healthcare sector councils will be presented at the next meeting. The Bylaws include the vision and mission statement which will be used to establish sub-committees.

The Nevada Healthcare Sector Council received its designation from the Robert Wood Johnson for the Future of Nursing Campaign. The Council is in the process of setting up the Executive Committee which Dr. Debra Tony has agreed to Chair. Dr. Tony is a member of the Nevada Healthcare Sector Council, an outstanding leader in the community, and a Robert Wood Johnson Fellow.

Jaime Cruz, Director – Green Economy Workforce provided an update. Mr. Cruz provided in the agenda packet a list of local business, companies, partnering schools and organizations that together are serving the job seekers, incumbent workers, and youth with on-the-job training and green training opportunities, and for the youth, the “What’s it Mean to be Green” program.

Mr. Cruz reported that the State Energy Sector Partnership (SESP) participants outcomes (currently at 45% of target) are on pace to meet goals by the end of the grant performance period in January 2012.

Workforce Connections was invited to participant in the Nevada STEM (Science, Technology, Engineering, Math) Coalition Summit on March 9th and 10th at the South Point Hotel in Las Vegas. Discussions were held regarding how to make STEM a bigger component in Nevada's education system.

Workforce Connections is invited to attend the Las Vegas Science Fair on April 29th at the Las Vegas Motor Speedway. Staff will attend this event with the Green Mobile Classroom in tow.

Mr. Cruz provided the following SESP Grant Update:

- As of January 11th: 256 (42% of 610) job seekers were served; 585 (39% of 1,500) incumbent workers were served, and 556 (40% of 1,390) youth were identified.
- As of March 13th: 315 (52% of 610) job seekers were served; 668 (45% of 1,500) incumbent workers were served and 695 (50% of 1,390) youth were identified.
- Timeline: DOL approved the grant modification in April 2011; the mid-point is March 2012 and the grant will end in January 2012.

INFORMATION: RFP 101 Workshop Update

Sylvia Spencer provided a brief overview of the feedback received as a result of the RFP 101 training. Ms. Spencer commented that for the next all-day training provided by the agency the training room will be set-up in a classroom style rather than theatre style to provide the audience more comfort and the convenience. Ms. Spencer confirmed that 85 people attended the event, including funded partners, community partners, LEOs, and Board staff.

7. DISCUSSION and POSSIBLE ACTION: Conclusion of Emerging Markets Committee

Pat Maxwell provided an update on the conclusion of the Emerging Markets Committee. The Emerging Markets Committee will conclude with the exception of Green and Healthcare sectors which have been moved under the ADW Committee. The current committee members have joined the ADW Committee. In the future, if necessary, this committee can be recaptured as an ad hoc committee.

A motion was made to conclude the Emerging Markets Committee as presented by Valerie Murzl and seconded by Alex Garza. Dr. Lee Opposed. Motion carried.

8. **INFORMATION: Business Services & Communications Update**

Cornelius Eason, Director of Regional Strategies, announced that Workforce Connections will sponsor another Employment Edge Job Seeker Workshop on Thursday, March 29th at the Pearson Community Center. The focus of the workshop will be on Veterans, preparing them for employment.

Mr. Eason attended the National Association of Workforce Boards Forum 2012 in Washington D.C. Mr. Eason attended eight sessions and sat on a panel discussing innovative programs Workforce Boards are doing across the country. Mr. Eason stated that Workforce Connections is one of the more progressive Boards across the country.

Kenadie Cobbin-Richardson, Business Service Representative, provided an update on Workforce Connections Layoff Aversion program. Ms. Cobbin-Richardson is currently serving six clients, including three medical offices, one dental practice, a manufacturing company, and a construction company. The program has had an immediate impact on these clients. Ms. Cobbin-Richardson helped with the creation of three new jobs by identifying staffing inefficiencies by modifying their staff model and structure and analyzing their division of roles and responsibilities. Ms. Cobbin-Richardson provided a brief overview of the steps taken for improvement.

9. **Youth Council ~ Ken LoBene, Chair**

a. **DISCUSSION and POSSIBLE ACTION: Accept the Youth Council's Recommendation to Amend Existing Youth Funded Partner Contracts (Nye Community Coalition, Nevada Partners, Inc., and HELP of Southern Nevada) for In-School and Out-of-School Youth in an Amount not to exceed \$1,966,662**

Youth Council Chair Ken LoBene read the motion. Clentine January, Project Specialist, stated that the additional funds will all the funded partners to serve existing youth and youth needing assistance who would not have been served this program year. NPI would provide out-of-school youth work experience opportunities, occupational skills training, and supportive services. Nye Communities Coalition will out-of-school work experience opportunities, summer camp for in-school youth, and short-term prevocational and weekend leadership training. HELP of Southern Nevada would provide approximately 500 in-school youth work experience opportunities, tutorials, supportive services, and job placement. The proposed budgets and budget narratives are provided in the full agenda packet. Discussion ensued.

Dennis Perea commented that these are PY09 funds and that no PY10 funds have been put out on the streets and the PY11 allocation is coming in. Mr. Perea stated that there is a great deal of youth dollars out there not being pushed down to the youth programs. Mr. Perea stated that the State has the ability to recapture the funds after two years and redistribute to the North.

Commissioner Lawrence Weekly asked staff why the agency is behind and why does the agency continue to sit on workforce dollars.

Ardell Galbreth, Deputy Director – Operations, explained that the program design did not allow the agency to move these funds out through an RFP process. Mr. Galbreth stated that staff is looking at the program design and modifications will be made. Mr. Galbreth stated that the next agenda item is requesting approval to open an RFP process to get more money out to the youth programs.

Heather DeSart, Deputy Director – Workforce Development stated that staff feels very strongly that the PY09 funds will be expended by June 30, 2012.

Councilwoman Anita Wood directed staff to prepare an expenditure plan for PY10 and PY11 funds.

Mr. Galbreth estimated that the allocation of funds from the US Department of Labor to the State for PY11 will be a slight increase from PY10 funding and the actual allocation will be late June to early July 2012. Dennis Perea stated that the approximate allocation is \$7M. Mr. Galbreth stated that \$7M is for the entire State and Workforce Connections will receive approximately \$4M. Discussion ensued.

Upon hearing concerns about the Ready for Life Graduate Advocate Initiative, Mr. LoBene stated that the Youth Council is not making any recommendations today for the RFL GAI program. Mr. LoBene stated the Youth Council has directed staff to come up with a plan to get the funds out to a youth funded partner as quickly as possible that he has reached out to the providers to see if they have capacity to run the program more efficiently. Mr. LoBene further stated that the Youth Council is also concerned about the RFL GAI program; not the intent of the program but its implementation. Mr. LoBene stated that the Youth Council is looking at this program very closely which is why it is not on the agenda today.

Mr. LoBene stated that NPI, HELP, and Nye Communities are three of the best youth funded partners and they have the capacity to expend the additional funds efficiently through their programs. Mr. LoBene stated that these funded partners have 15 month contracts which will enable each of them to run a summer component with the additional funds.

Mr. Villalobos stated that it is his personal mission to meet with each and every Board member to provide perspective and answer any questions regarding the Youth Department. Mr. Villalobos stated that he has met with Commissioner Weekly and will soon meet with others.

Valerie Murzl asked how staff decided to select the funded partners based on performance rather than to do a RFP process to allow multiple providers the opportunity to receive the funds. Ms. DeSart stated that since the funded partners have already been vetted based on the previous procurement process, their contracts can be amended. Discussion ensued.

Councilman Bob Coffin inquired as to whether or not DETR has been monitoring the agency's expenditure rate. Dennis Perea replied that DETR does not have the oversight to enforce the expenditure of funds. Mr. Perea stated that DETR monitors for disallowed costs. Mr. Perea stated that it would be up to the Governor's Board to vote on established timelines and timeframes for expenditures; however, the State cannot arbitrarily do that.

Following discussion,

A motion was made to accept the Youth Council's Recommendation to Amend Existing Youth Funded Partner Contracts (Nye Community Coalition, Nevada Partners, Inc., and HELP of Southern Nevada) for In-School and Out-of-School Youth in an Amount not to exceed \$1,966,662 by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.

b. DISCUSSION and POSSIBLE ACTION: Accept the Youth Council's Recommendation to Publish a Request for In-School and Out-of-School Proposals for Youth Services in an Amount not to exceed \$3,260,000

Mr. LoBene read the motion and confirmed that this request is for PY10 funds which must be expended by June 30, 2013.

Ms. DeSart stated that these funds will be awarded through an RFP process per the Youth Council to ensure that services are delivered to the areas/zip codes most in need based on the Applied Analysis study.

Ms. January provided a brief overview of the RFP timeline. Ms. January confirmed that funds will be available for a youth component through this RFP. Commissioner Weekly suggested that staff be the liaison between the school district and funded partners to ensure that summer school opportunities are made available to all youth that need assistance. Discussion ensued.

Following discussion,

A motion was made to Accept the Youth Council's Recommendation to Publish a Request for In-School and Out-of-School Proposals for Youth Services in an Amount not to exceed \$3,260,000 by Councilman Bob Coffin and seconded by Charles Perry. Motion carried.

10. Operations Update ~ Ardell Galbreth, Deputy Director - Operations

a. DISCUSSION and POSSIBLE ACTION: Approve PY2011 Revised Budget

Carol Turner provided a brief overview of the PY2011 Revised Budget.

Ardell Galbreth requested that the budget increase be withheld for line items 6260 Salaries, 6265 Employee Fringe Benefits, and 6550 Employer Payroll Taxes as there are enough funds in the current budget to cover the costs for two new program staff in the ADW department. Heather DeSart stated that management identified a need for these positions based upon an analysis of the department's current staff and revenues.

Mr. LoBene asked Mr. Perea to provide at the next Board meeting that amount other Boards allocate for overhead costs; Mr. Perea concurred.

Discussion ensued regarding FTE and salaries.

A motion was made to approve the PY2011 Revised Budget as presented by Charles Perry and seconded by Valerie Murzl. Motion carried.

b. INFORMATION: PY2011 Revised Budget Narrative

This item is for information only.

c. INFORMATION: Budget vs. Actual Finance Report (Workforce Connections Operations)

Ms. Turner provided a brief overview of the Budget V. Actual Finance report provided on page 137 of the agenda packet.

d. INFORMATION: PY2011 Awards & Expenditures

Ms. Turner provided an update on the PY2011 Awards & Expenditure report provided on page 139 of the agenda packet.

e. INFORMATION: Program Year 2009 Audit Findings Status Update

Ms. Turner provided an audit findings status update according to the report provided on page 143-147 of the agenda packet.

f. INFORMATION: Financial Edge System Implementation Update

Ms. Turner provided a brief overview of the Financial Edge System Implementation report as provided on page 149 of the agenda packet.

g. DISCUSSION and POSSIBLE ACTION: Accept Workforce Connections' Annual Single Audit Report for the Period Ending June 30, 2011

Mr. Galbreth thanked the CFOs from Clark County, City of North Las Vegas, Henderson, City of Las Vegas, and Boulder City for working closely with staff on the corrective action regarding the audit findings as indicated in the last audit.

Mr. Galbreth stated that in the current audit there are no questioned costs and the financial statement is good. Mr. Galbreth noted, however, that in the programmatic/policy area there are some weaknesses that staff needs to address. Mr. Galbreth stated that staff will brief the Board and Budget Committee as well as present to the jurisdictions CFOs on the corrective action regarding the audit findings in both the previous and current audits.

Following comments by the Board,

A motion was made to accept Workforce Connections' Annual Single Audit Report for the Period Ending June 30, 2011 as presented by Charles Perry and seconded by Dan Gouker. Motion carried.

h. INFORMATION: Workforce Connections Standing Professional Services Contracts

Mr. Galbreth stated that this report is being provided in response to a request made by the Board and updates will be provided to the Board on a monthly basis.

i. INFORMATION: SNMIC History and Status Update

Mr. Galbreth stated the history/status update provided in the agenda packet (page 252-266) regarding the Southern Nevada Medical Industry Coalition (SNMIC) was compiled by staff and provided at the direction of the Board. Hannah Brown confirmed that the request was made by Councilman Coffin.

Councilman Coffin stated that he was stunned that according to SNMIC's audit the agency had no material weaknesses, rather only significant deficiencies which are less "sinful" according to Councilman Coffin. Councilman Coffin stated that Workforce Connections should "unwind" the high risk status that was given to SNMIC if it can be done.

Hannah Brown stated that she asked the current Executive Director (John Ball) to do this and was told that he would not consider it and that it would be up to the next Executive Director to consider.

Councilman Coffin stated that the LEO's legal counsel said that the "Board cannot unwind what they did not do".

Matt Cecil, Legal Counsel, stated that he is unaware of any WIA statute that allows for the unwinding of a high risk status designation. Mr. Cecil stated that there is an appeal process that goes through DETR.

Dennis Perea confirmed that there is an appeal process through the State that the provider did not invoke. Mr. Perea stated that the appeal process was discussed with the provider; however, the relationship between Workforce Connections and the SNMIC had deteriorated to the point that SNMIC's Board elected to pull out of its contractual relationship with Workforce Connections.

Dan Gouker stated that there is a problem if neither the Board nor staff can do anything to fix the issues with SNMIC. Mr. Gouker stated that staff deemed SNMIC a successful partner with a successful program then within one month staff put the provider on high risk status.

SECOND PUBLIC COMMENT SESSION

Janice Rael, Nevada Partners, Inc. distributed a one-page report on Nevada Partner's activities and expenditures for both their Adult and Youth Programs.

11. Adjournment

The meeting adjourned at 12:51 p.m.