

*workforce***CONNECTIONS**

**BOARD MEETING
MINUTES**

**September 25, 2012
10:00 a.m.**

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

Members Present

Commissioner Bill Kirby
Councilman Bob Coffin
Councilwoman Gerri Schroder
Dr. David Lee
Michelle Bize
Sonja Holloway

Commissioner Tommy Rowe
Councilwoman Anita Wood
Dan Gouker
Hannah Brown, Chair
Mujahid Ramadan
Valerie Murzl, Vice-Chair

Commissioner Lawrence Weekly
Councilwoman Peggy Leavitt
Dan Rose
Maggie Arias-Petrel
Pat Maxwell
William Bruninga (phone)

Members Absent

Bill Regenhardt
Dennis Perea
Vida Chan Lin

Charles Perry
Mark Edgel

Commissioner Butch Borasky
Willie J. Fields

Staff Present

Ardell Galbreth, Executive Director
Jaime Cruz
Kim Colagioia
Chris Shaw
Janice R. Greer

Suzanne Potter
Heather DeSart
Byron Goynes
Tom Dang
Maggie Mendez

Carol Turner
Rick Villalobos
Madelin Arazoza
Deb Collins
Kenadie Cobbin-Richardson

Others Present

Scott Marquis, Legal Counsel
Jennifer Casey, FIT
Vincent Miller, Goodwill
Nield Montgomery, The Learning Center
Keith Hosannah, DETR/ESD/WISS
LeVerne Kelley, DETR
Suzanne Burke, Southern Nevada Children First
Helicia Thomas, GNJ
Tracey Torrence, SNRHA
Trnee Stephenson, LCCCF

Stacy Howell, FIT
Rene Cantu, Jr., LCCCF
Linda Montgomery, The Learning Center
Sharon Morale, LCCCF
Derrick Berry, DETR
Thresea Kaufman, NHA
Janice M. Rael, Nevada Partners, Inc.
Michael Simmons, GNJ
Elizabeth McDaniels, Goodwill
Dr. Tiffany Tyler, Nevada Partners, Inc.

(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 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. **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 Gerri Schroder and seconded by Valerie Murzl. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Bill Kirby, Esmeralda County: Commissioner Kirby announced the 11th Annual Silver Peak or Bust Hike fundraiser scheduled on October 20th in Esmeralda County to benefit students involved in extracurricular activities. All proceeds will go toward lodging, transportation and food for the students. This is 34 mile hike from Fish Lake Valley, NV to over the Silver Peak Mountains. The course will be clearly marked and volunteers will be on hand throughout the course provide assistance, water, Gatorade or a ride if necessary. Last year's hike raised \$10,000 which was used to purchase clothes for one youth who needed an outfit for graduation, sweats for the girls' basketball team, athletic equipment among other things.

Jennifer Casey, Foundation for an Independent Tomorrow (FIT): Ms. Casey distributed FIT's Ex-Offender Program report for July – August 2012 and stated that an updated reported will be provided monthly at the Board and Adult & Dislocated Worker Committee meetings.

Helicia Thomas, GNJ: Ms. Thomas acknowledged the Board staff for doing a great job with the recent One-Stop training, which she said was informative and the trainer, Greg Newton, provided innovative strategies for the One-Stop. Ms. Thomas also recognized Jeannie Kuennen for providing technical assistance to GNJ staff.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of August 28, 2012

A motion was made to approve the Board Meeting Minutes of August 28, 2012 as presented by Commissioner Tommy Rowe and seconded by Commissioner Bill Kirby. Motion carried.

5. ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, Chair

- a. DISCUSSION AND POSSIBLE ACTION: Accept staff's recommendation to rescind \$50,000 from Nye Communities Coalition's Program Year 2011/12 contract and utilize those funds in conjunction with an additional \$50,000 in Workforce Connections WIA Formula Funds to execute a \$100,000 contract with Lincoln County School District for the purpose of administering training and employment services to Adult and Dislocated Workers in Lincoln County. The dates of the contract shall be October 1, 2012 to June 30, 2013

Heather DeSart, Workforce Connections staff reported that moving these funds will ensure that the Lincoln County services can continue for the adult population. Prior to this request, Nye Communities Coalition (NYECC) was providing these services but they have concerns about the sustainability of the program because Lincoln County is so remote. Ideally the services should be provided locally by a local service provider. Lincoln County currently has a WIA Youth contract and agreed to take on the additional WIA ADW contract and NYECC agreed to rescind the \$50,000 to provide services in Lincoln County.

Councilman Bob Coffin asked if existing services in Nye County would be affected if the money is rescinded. Ms. DeSart said no, Nye Communities Coalition still has plenty of money in their contract.

A motion was made to accept staff's recommendation to rescind \$50,000 from Nye Communities Coalition's Program Year 2011/12 contract and utilize those funds in conjunction with an additional \$50,000 in Workforce Connections WIA Formula Funds to execute a \$100,000 contract with Lincoln County School District for the purpose of administering training and employment services to Adult and Dislocated Workers in Lincoln County was made by Commissioner Bill Kirby and seconded by Councilwoman Peggy Leavitt. Motion carried.

- b. INFORMAION: Funded Partner Demographics Report

Ardell Galbreth commented that the number of clients served as doubled in many instances. Mujahid Ramadan asked what the organization is doing differently to affect the numbers. Funded partner contracts have increased and more funds are going out to the community, replied Galbreth.

Chair Hannah Brown congratulated Mr. Galbreth on his new appointment as Executive Director and wished Valerie Murzl a Happy Birthday.

6. YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

- a. INFORMATION: Youth Council Meeting Minutes of August 8, 2012
- b. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation of the Summer School Remaining Expenditure Strategy for the Program Year 2012 Summer Component/Year-Round Programs to incorporate an educational budget line item which specifically contributes to attainment of a high school diploma and/or GED

Rick Villalobos, Workforce Connections Staff reported that at the last Board meeting staff was directed to provide strategic expenditure options for the remaining PY2012 Summer School program funds. The Youth Council discussed three options and is recommending the option to incorporate an educational budget line item which specifically contributes to the attainment of a high school diploma and/or GED. This option is flexible and incorporates year-round activities that support and contribute to the attainment of a high school diploma and/or GED, including boot camps, tutoring, and credit retrieval.

Commissioner Lawrence Weekly asked what marketing strategies will be implemented by the Youth funded partners to ensure these funds are expended as intended.

Mr. Villalobos replied that discussions are underway regarding next year's summer school component to make sure that the organization and funded partners know by January/February 2013 the exact needs for summer school. We plan to use a voucher program to help expedite the process of enrolling youth in summer school. The school district will provide the list of summer school class offered by February 2013.

The following Youth funded partners addressed Weekly's question regarding marketing strategies:

Dr. Renee Cantu reported that Latin Chamber of Commerce Community Foundation (LCCCF) uses multiple approaches to reach out to youth, including various forms of media marketing (television, newspaper, press releases, etc.) in English and Spanish as well as outreach to churches, community groups, community partners and through sponsoring events and activities. Also, the Individual Service Strategies (ISS) is an important tool to identify youth who want and/or need summer school; however, this year due to time constraints LCCCF staff was not able to adequately process the ISS forms and identify all youth that needed summer school. Suzanne Burke, Southern Nevada Children First said that they too struggled a bit with the timelines which allowed them only ten days to put the project together; however, they did manage to enroll 11 students for summer school, which is not as high as they would have liked. Ms. Burke reported that one barrier they came across was with the parents who encouraged their youth to work and earn a paycheck rather than attend the summer school session. For next year's summer program, SNCF is considering making it mandatory that if the participants want to participate in a work experience they have to participate in summer school first so they can receive both benefits. SNCF provides ongoing tutoring for the GED and proficiency exam preparation as well as works closely with Desert Rose Adult High School to capture the population who are currently out of school to make sure they get back into school to achieve either a high school diploma or GED.

Dr. Tiffany Tyler reported that Nevada Partners, Inc. partnered with the City of Las Vegas to disseminate the information throughout the community as well as Summer Business Institute. As youth came in to enroll requesting employment opportunities, Nevada Partners required copies of school transcripts. Dr. Tyler stated that a significant barrier was the process for providing summer school vouchers. NPI enrolled over 100 youth and successfully completed their partnership with Spring Mountain Youth Camp to ensure incentives were provided to the 67 youth that completed summer school. Moving forward, NPI was awarded the In-School Youth grant to provide youth services at seven high schools most in need. The goal is to serve 67 senior high school students to ensure a successful transition to graduation. Nevada Partners will continue a partnership with the City of Las Vegas Summer Business Institute and Spring Mountain Youth Camp and will continue to provide youth with summer school assistance, proficiency exam preparation, workshops and tutoring. Youth can access services at Nevada Partners, Monday through Friday, 10am to 6pm and Saturday, 10am – 2pm. Additional workshops are held right before proficiency exam assessments each quarter.

Commissioner Weekly stressed the importance of working closely with the Board staff to ensure that all available resources are reaching the populations most in need. Clark County Summer Business Institute representatives actually go into the schools to identify youth who need services rather than wait for the youth to contact them. Discussion ensued.

Mr. Villalobos reported that Nevada Partners/Spring Mountain Youth Camp and Youth Advocate Program/Juvenile Justice Services provide resources to the re-entry and/or incarcerated youth population.

Mujahid Ramadan suggested that Mr. Villalobos contact Jack Martin at Department of Juvenile Justice Services regarding youth who are held down there for varying periods of time and how they can be connected to the Youth Program and its resources.

Dan Gouker remarked that students can receive a certificate of completion but unlike a high school diploma it is not an education tool and students that receive credit for work experience does not equate to passing the proficiency exam. Last year, Clark County School District's population was around 322,000, of which 20% of seniors were credit deficient or had not passed the proficiency exam. If 1,200 of the seniors do not pass the exam by August they are essentially lost in the system.

Dr. Tyler replied that she is pleased to hear Mr. Gouker's passion and ensured that NPI's resources go to the clients first. While the summer school numbers reflect a small magnitude of youth receiving services, it is just one of the many program components that ensure youth successfully secure high school diplomas. Dr. Tyler confirmed NPI's commitment to afford services to individuals in need and offered to provide any information to the Board that would triangulate this, including how much is spent per participant and what gains result for each individual, which NPI consistently tracks. Nevada Partners has a formal partnership with CCSD so the magnitude of clients served will increase because the system now supports the vision.

Mr. Galbreth agreed that the summer school process and awarding of funds happened too late and did not allow the funded partners to carry-out an efficient summer school plan. We understand what happened and now we know what needs to be done moving forward, said Galbreth. Staff is working on a planning initiative to ensure a successful program for the upcoming school year.

Valerie Murzl inquired about the other \$900,000 awarded to the Summer Component/Year-Round funded partners, Mr. Galbreth replied that the money is being used to deliver an array of employment and training services including work experience opportunities, mentoring, tutoring and other services required under the Workforce Investment Act.

Councilwoman Anita Wood requested staff to provide an expenditure report for the Summer Component/Year-Round funds at the next Board meeting as well as provide a monthly expenditure report for the remaining summer school funds.

Commissioner Kirby suggested that Workforce Connections could design a youth camp to attract youth and provide them with instructional material, coaching, tutoring etc. to help them pass the proficiency exam and earn a high school diploma or GED.

Mr. Galbreth agreed and stated that there are a number of ways to recruit youth who are skill deficient and the agency will endeavor to do that.

Ms. Murzl recommended that in order to mitigate this problem from reoccurring there should be a roster made in advance that the funded partners can begin filling with WIA eligible youth who have committed to summer school. That way staff can monitor the list for gaps where more youth are needed to meet our goals. If necessary, staff can solicit assistance from Board members. Ms. Murzl said she could literally produce 900 youth if necessary.

Mr. Villalobos clarified that 2095 In-School and Out-of-School youth are being served of which 920 youth will be targeted specifically for the education component; however, not all will need summer school.

Maggie Arias-Petrel stated that 10th and 11th grade high school students need to be targeted, rather than wait until students become seniors; students should pass the proficiency exam in the 11th grade.

Commissioner Weekly said he was originally going to recommend that the Board retrieve and reallocate the remaining summer school funds, but staff agreed to provide regular updates so the Board can follow the expenditures closely.

A motion was made to approve the Youth Council's recommendation of the Summer School Remaining Expenditure Strategy for the Program Year 2012 Summer Component/Year-Round Programs to incorporate an educational budget line item which specifically contributes to attainment of a high school diploma and/or GED by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood. Motion carried.

7. OPERATIONS UPDATE:

a. REVIEW, DISCUSS AND ACCEPT

i. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (No change since last report)

Carol Turner, Workforce Connections staff reported that no change was made to this budget since the last meeting. Ms. Turner explained the definition of carry-forward and that carry-over funds are reallocated into next year's budget.

ii. Budget vs. Actual Finance Report (Workforce Connections' Operations for the period July 1, 2011 through June 30, 2012 (Formula WIA))

Ms. Turner provided an overview of the Budget vs. Actual Finance Report. This report reflects the Workforce Connections' portion of the budget and final year-end expenditures; the total budget is \$6.2 Million. The agency spent \$1.5 Million and \$1.1 Million was reverted to carry-forward. The carry-forward, including the \$5 Million from funded partners, is already worked into the PY2012 budget for funded partner contracts for next year.

iii. PY2011/2012 Awards & Expenditures Report Monthly Update

Ms. Turner provided an overview of the Adult and Dislocated Worker and Youth Awards & Expenditures report that reflects invoices through July 2012.

ADW: at the time of this report, all of the invoices were received except for CCSD – Desert Rose. The report has been broken down to show prior year, current and extended contracts in separate line items. Funded partners are still using PY2011 funds and are expected to begin using PY2012 funds in a couple months.

Commissioner Kirby asked if the agency has a contingency fund to respond to critical needs in the community, should they arise.

Ms. Turner replied that there is an approximate two month balance of funds remaining from all funding sources that is available to respond to critical needs. If there is not a critical need by the January through April timeframe, these funds will be added to the new funding received for PY2013 and approved for funded partner contracts.

Youth: the PY2011 youth contracts have two months remaining: August and September. Most of the Youth funded partners are using PY2011 funds through September 30th and a couple funded partners have started using PY2012 funds. There is approximately \$1.6 Million remaining PY2011 funds; the estimated remaining funds have already been approved for next year's contracts.

Direct Grants: Clark County Summer Business Institute is wrapping up their summer program. The Department of Justice – Get Out grant has been extended to December 31, 2012. A budget modification has been submitted for the Layoff Aversion PY2012 – Rapid Response and State Energy Sector Partnership (SESP) grants through June 2013.

iv. Adult & Dislocated Worker and Youth Funding Plans

Ms. Turner provided an overview of the ADW and Youth Funding Plan provided on page 43/44 of the agenda packet. Ms. Turner noted that a budget column was added to the report.

v. Audit Findings Report

Ms. Turner provided an overview of the Audit Findings report on page 45 through 48 of the agenda packet. Recently, Piercy, Bowler, Taylor and Kern (PBTK) conducted a short interim audit and will

be conducting the official A-133 Audit on November 13th. Also this month, DETR auditors, Derrick and Dwayne, were in monitoring, DOL auditors conducted YouthBuild's annual audit and representatives from DOL were in to review the SESP grant budget modification. Currently, staff is working on year-end and getting ready for the A-133 Audit; the information is due to PBTK by October 29th. Staff is working on Financial Edge (FE) reconciliations as well as considering new financial reports that can be automated from the FE system.

Michelle Bize requested staff to prepare a summary of Workforce Connections' direct grants with a brief description of each.

vi. Standing Professional Services Contracts

Commissioner Weekly opened a discussion regarding the renewal of professional services contracts and stated that the Board has an obligation to review contracts.

Dan Gouker stated that he has read the entire professional services contracts and agrees that the Board needs to be more involved in the contract process.

Mr. Galbreth stated that the new Bylaws authorize the ED to incur debt in an amount not to exceed \$25,000 annually for allowable expenditures for the continued operations and functions of the Board without prior approval by the Local Elected Officials and/or the Board; however, this is not for the purpose of approving items that are already in the budget.

Per the direction of the Board, Mr. Galbreth agreed to bring all contracts and contract renewals and/or extensions to the Board for approval prior to the contract's end date.

Mr. Galbreth noted that with this new process, there will be some disruption. For example, today, the agency had planned to enter into a contract agreement with Piercy, Bowler, Taylor and Kern for audit services. The proposal was previously discussed and vetted by the Board and based on the Board's approval staff developed a contract. Staff can bring the PBTK contract to the Board; however, staff will be hard pressed for time to meet the audit requirements. Mr. Galbreth asked the Board for a reprieve for a period of time until the new process is put into motion.

Chair Hannah Brown stated that the PBTK item was discussed and approved at a previous Board meeting and staff can move forward with the contract process.

Mr. Galbreth stated that there may be other contracts in process as well that are in the budget but have not yet been presented to the Board.

Scott Marquis, Legal Counsel, recommended that the contract process be placed on the next Board agenda for discussion and possible action.

The Board discussed the details of the Prism Global Management in-house human resources (HR) consultant services contract. After some discussion, the Board realized that it would be difficult to replace this contract with a qualified HR professional at the contract rate.

Mr. Galbreth stated that in order to reduce the Board's exposure to certain risk factors, the Local Elected Officials recommended that the agency hire a professional HR representative. Since entering into the contract agreement with Prism, many HR issues have been resolved and virtually all exposure to risk factors has been eliminated.

A motion was made to accept the Operations Update Agenda Item 7.a (i.-vi.) by Councilwoman Gerri Schroder and seconded by Sonja Holloway. Motion carried.

8. INFORMATION: WIA One-Stop System Partners Feedback ~ Maggie Mendez

Mr. Galbreth introduced Maggie Mendez, Workforce Connections' new One-Stop System/Center Manager.

Ms. Mendez provided a brief overview of the feedback received from the recent One-Stop System training provided by Greg Newton.

Currently there are presently 11 One-Stop System Partners; seven funded partners and four non-funded partners. The One-Stop System creates a network of partners working together to share resources, data and information.

Councilwoman Schroder thanked Ms. Mendez for providing the customer feedback in the agenda packet rather than having an oral presentation which can take up a lot of time and suggested this format for future Board meetings to save time.

9. **EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth**

a. INFORMATION: Nevada Waiver Denial – September 2012

Mr. Galbreth reported that the State's waiver for a unified statewide workforce investment board was denied by the Department of Labor; backup supporting this is provided on pages 59-61 of the agenda packet.

Councilman Bob Coffin congratulated Mr. Galbreth for getting through this stressful time. The Governor's attempt to take over the Boards forced the agency to streamline its operations and administrative costs. Coffin stated that the Department of Labor denied the State's waiver because the majority of the Local Elected Officials opposed it and not because they felt the State did not deserve to do something in this arena. The agency still needs to gain confidence from the public. Also, Coffin said he is troubled that a member of the Board who is also an employee of the State did not warn his colleagues regarding the Governor's intentions to take over this Board. Coffin said this as a conflict of interest and hopes the Board and DETR build a much better line of communication.

Mr. Galbreth agreed and stated that the Board still has challenges ahead. If the Board does not comply in every aspect with the Workforce Investment Act it is at risk of not being certified. Every two years the Governor has to recertify the local workforce investment boards and Workforce Connections is up for recertification in December.

Mr. Galbreth stated that DETR is a required partner of the Board and One-Stop System according to the Workforce Investment Act. What concerns this Board should concern all Board members including the required partners; therefore, if anything comes up it should be brought to the attention of the Board by the particular member or members involved. Galbreth stated that Dennis Perea understands this and has acknowledged that perhaps there could have been better communication between DETR and Workforce Connections in this regard.

Commissioner Kirby encouraged the Board members to take a look at the agency's professional services contracts and requested that an item be placed on the next Board agenda to review the contract process. Galbreth said staff will present this to the Local Elected Officials and stated that all contracts are approved by the State of Nevada before they are entered into, which includes all the contracts listed on the PCS report in the agenda packet.

Councilwoman Leavitt asked what responsibility the Budget & Finance Committee has with respect to contracts. Galbreth said the Budget Committee allocates the budget according to line items and staff generates contracts based on the line items, but contracts are not submitted to the Committee for approval; however, staff will be happy to submit the contracts to the Budget Committee if the Board desires.

b. INFORMATION: Southern Nevada Workforce Investment Area Industry Sectors Report

Jaime Cruz, Workforce Connections provided an update on the industry sector support. The industry sector support is an important part of Workforce Connections' Two-Year Plan that was submitted to DETR and DOL and an integral part of the One-Stop System and Comprehensive One-Stop Center. A snapshot of the sector support training through WIA PY2011 Adult & Dislocated Worker formula funds and SESP grant funds is provided in the agenda packet. A total of 1,645 participants were trained across all of the sectors under the ADW program and an additional 922 participants were trained under the SESP grant.

Heather DeSart reported that of the 1,927 participants enrolled, 1,455 were placed in employment.

Councilwoman Wood asked staff to provide quarterly performance reports for sector support training and employment outcomes.

Councilwoman Schroder requested staff to provide the meeting minutes for the sector councils.

Galbreth replied that the sector council meetings are controlled by the State of Nevada. If Workforce Connections' staff receives the minutes, they will definitely be shared with the Board. Workforce Connections' staff will serve in an ex officio role on each of the sector councils and will provide regular reports to the Board.

Mr. Galbreth clarified that the previous discussion regarding contracts was specifically geared toward Workforce Connections' Professional Services Contracts, not vendor contracts (utilities, telecommunications, wireless services, etc.) and only the Professional Services Contracts will be brought to the Board; Chair Hannah Brown concurred.

10. SECOND PUBLIC COMMENT SESSION:

Janice Rael, Nevada Partners, Inc. (NPI): Ms. Rael distributed a report that summarizes Nevada Partner's progress since the beginning of this program year. Ms. Rael offered to provide more information regarding NPI's enrollments and services upon request.

Councilwoman Wood requested staff to add an agenda item for Board member comments and asked when John Chamberlain would be back to finish his presentation.

Ms. DeSart said Mr. Chamberlain will be at next month's Board meeting for a strategic planning session with the Board.

Councilman Coffin commented on the lack of direction regarding getting items placed on the agenda.

Mujahid Ramadan remarked that he wanted the Re-entry item on the agenda.

Chair Hannah Brown directed staff to add an agenda item wherein Board members can comment and/or request items to be placed on the agenda.

11. Adjournment

The meeting adjourned at 12:12 p.m.