

*workforce***CONNECTIONS**

**Board of Directors Meeting
MINUTES**

**Tuesday, September 27, 2011
10:00 a.m.**

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

Members Present

Charles Perry	Commissioner Tommy Rowe	Councilman Bob Coffin
Councilwoman Peggy Leavitt	Councilwoman Anita Wood	Councilwoman Gerri Schroder
Dennis Perea	Dr. David Lee	Hannah Brown
Kenneth LoBene	Mark Edgel	Michelle Bize
Mujahid Ramadan	Pat Maxwell	Sonja Holloway
Valerie Murzl	William Bruninga (Phone)	

Members Absent

Commissioner Andrew Borasky	Commissioner Lawrence Weekly	Commissioner Dominic Pappalardo
Dan Gouker	Dan Rose	F. Travis Buchanan
Mark Keays		

Staff Present

John Ball	Suzanne Potter	Kim Colagioia	Bridget Shaney
Tom Dang	Heather DeSart	Clentine January	Debra Collins
Jaime Cruz	Rick Villalobos	Cornelius Eason	Ardell Galbreth
Jeannie Kuennen	Lori Thomas	Melodye Stok	Nancy White
Chris Shaw	Byron Goynes	MaryAnn Avendano	Kelly Ford
Gina Campbell	Linda Yi	Jennifer Padilla	Jeff Marsh
Kelly Woods	Beth Rubins	Lynn Kerr	Robin Hensley
Carol Turner			

Others Present

Jack DeGree, Board Counsel	Jon Ponder, Operation H.O.P.E. for Prisoners
Angela Brooking, Operation H.O.P.E. for Prisoners	Penny Hagen, FIT
Odalys Carmona, DETR	Vincent Miller, Goodwill of Southern Nevada
Elizabeth McDaniel, Goodwill of Southern Nevada	Helicia Thomas, GNJ Family Life Center
Douglas Geinzer, SNMIC	Thresea Kaufman, LCCCF
Sharon Morales, LCCCF	Tiffany Tyler, Nevada Partners
Venus Fajota, DETR	Donna Bensing, New Horizons Learning Center
Matt Cecil, Board Counsel	

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

Call to order, confirmation of posting, and roll call

The meeting was called to order by Chair Hannah Brown at 10:03 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.

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 Valerie Murzl and seconded by Pat Maxwell. Motion carried.

First Public Comment Session

Frank Woodbeck was introduced to the Board as DETR's new Director. Mr. Woodbeck will assume the director role on Monday, October 3, 2011.

Welcome New Board Members

Hannah Brown introduced and welcomed new Board Member Councilwoman Anita Wood, City of North

Youth Council: ACTION: Approve the Youth Council's recommendation to direct staff to enter into partnership negotiations with the Clark County School District in support of their Graduations/Mentoring Initiative, to include the expenses for the start-up period of the project in an amount not to exceed \$900,000

Ken LoBene provided background: CCSD tracked 20,000 senior high school students and found that 10,000 were not on schedule to graduate. As a result the superintendent and deputy superintendent developed a plan to help the youth graduate. WorkforceCONNECTIONS is partnering with CCSD & United Way to implement a mentoring program that will target the seniors who are at risk of not graduating. Mr. LoBene stressed the fact that the youth who do not graduate will have a negative economic impact on the community.

Rick Villalobos commented that it's critical to begin the mentoring initiative by at least the second school semester to have an immediate impact on 1,000 students and to eventually reach 2,000 in the next eight month period. Ten schools with WIA eligible youth have been identified to serve. A Graduate Advocate Coordinator will be assigned to each school who will facilitate mentoring activities for each student including necessary tutoring, supportive services, such as summer school fees, incentives, and ancillary assistance required to ensure the youth graduate. The ten high schools identified by CCSD are: Canyon Springs, Chaparral, Cimarron Memorial, Desert Pines, Las Vegas, Legacy, Liberty, Western, and Mojave. Mr. Villalobos stated that the initial ask of \$900,000 is for start-up expenses including operational and equipment and personnel costs for the following staffed positions: Graduate Advocate Director, ten Graduate Advocate Coordinators and a Business Community Liaison. A brief job description for these positions is provided in the agenda full packet.

Mr. Ramadan expressed concern that the youth in the correctional facilities are underserved. John Ball responded that this program is not a corrections program rather a program designed to target only senior high school students in the school district who without help will not graduate this school year because they are either credit deficient or have not passed their proficiency exams. Discussion ensued.

Councilman Bob Coffin commented that he will support this initiative as long as the Board and staff continue their commitment to move forward and help the youth in corrections who Mr. Ramadan is most concerned for. Mr. LoBene concurred.

A motion was made to approve the Youth Council's recommendation to direct staff to enter into partnership negotiations with the Clark County School District in support of their Graduations/Mentoring Initiative, to include the expenses for the start-up period of the project in an amount not to exceed \$900,000 by Valerie Murzl and seconded by Councilwoman Gerri Schroder. Motion carried.

Green & Healthcare Sector Update

Kelly Woods and Kim Colagioia provided an overview on the Green and Healthcare RFI process. The full update is provided on page 10-11 of the agenda full packet. The sector approach into the Youth programming side is unique, has a lot of promise, and is making a great step toward progress.

Adult & Dislocated Worker Committee: PRIDE (Prisoner Re-entry) Update

Valerie Murzl stated that both committee items are information as a result of the conversation at the last Board meeting regarding the re-entry process. Staff created a timeline of the development of the re-entry initiative which is provided on page 6-7 of the agenda full packet.

Heather DeSart stated that the PRIDE Re-Entry program will be moved from the Casa Grande property to allow its services to extend to the population at large with some services still being provided to the Casa Grande inmates. Prior to this decision only a small number of ex-felons were served and those services were terminated upon the inmates release from Casa Grande due to restrictions imposed by DOL. The new space is located in the area of E. Desert Inn and Pecos Road and is scheduled to open at the beginning of October.

Mr. Ramadan asked where the largest concentration of the felon population is residing in Southern Nevada. Ms. DeSart did not have that information available; however, Jeannie Kuennen will gather and provide the information to the Board.

Robin Hensley, PRIDE Re-Entry Case Manager, provided an overview of the Second Chance Curriculum Training and commented on her experience. The training prepares the re-entry case managers to deliver the training curriculum to other entities in Southern Nevada.

Budget & Finance Committee: ACTION: Accept Audit Report for period ending June 30, 2010 and Receive Staff's Audit Overview Report with Noted Corrective Action

Councilwoman Gerri Schroder read the item. Ardell directed the Boards attention to the Schedule of Findings and Questioned Costs on page 25 of the audit report and the related corrective actions in the agenda full packet. MaryAnn Avendano and Carol Turner provided an overview of these items. MaryAnn directed the Boards attention to the detailed report of audit findings and corrective actions on page 32 of the agenda packet. Ms. Avendano and Ms. Turner worked together in the development of this report and meet monthly with the CFO's from the various jurisdictions to provide status updates. Ms. Turner briefly went over the eleven total findings on the report with the Board and noted that many of the findings will be effective on the upcoming audit due to the lack of time allowed for corrective action since the report was made; however, staff is taking aggressive action to prevent the audit findings from showing up on the next report effective June 2012. Following the overview,

A motion was made to accept audit report for period ending June 30, 2010 and receive staff's audit overview report with noted corrective action by Councilwoman Anita Wood and Pat Maxwell. Motion carried.

In response to the Chief Financial Officer job posting, Mr. Galbreth stated that approximately six qualified applicants have been identified. The interview panel will include CFO's from the jurisdictions as well as staff.

ACTION: Approve PY2011 Operating Budget

Mr. Galbreth directed the Boards attention to the budget on page 41 of the agenda full packet. Some line items have changed significantly, including line item 6100 Audit/Accounting Services, which increased \$20,000 for the A-133 audit and line item 6130/6139 Equipment/Capitalized Prof Fees, which decreased \$250,000 due to a reclassification of these funds to 6130-11 NVTrac Data Tracking System. Also line item 6150 Legal Publication/Advertising decreased \$15,000 and line item 6305 Program Support Contracts decreased \$145,000 and 6306 Administrative Support Contracts is a new budget line item to support the programs staff oversees, including temporary staff involved in the launching of these programs.

A motion was made to approve PY2011 Operating Budget by Commissioner Tommy Rowe and seconded by Charles Perry. Motion carried.

Ms. Avendano provided an overview of the Financial Edge accounting software implementation schedule provided on page 43-44 of the agenda full packet.

Ms. Avendano provided a recap of the PY2010 Awards and Expenditures report of page 50 of the agenda full packet. Ms. Avendano noted that ADW providers who either opted out of funding or were not funded received contract extensions to close out their programs, including Catholic Charities, Easter Seals, and Native American Community Services. The projected amount of PY2010 ADW funds to be recaptured is \$1,504,952.05, of which \$495,924.61 was recaptured from the CSN-Lincoln County contract which the provider opted to terminate. CHR was not awarded funds and did not receive a contract extension. The PY2010 Youth providers were about 95% spent with a balance of \$108,635 to be recaptured.

Ms. Avendano provided an overview of the PY2011 Awards and Expenditures report provided on page 47 of the agenda full packet. Ms. Avendano stated that these were only preliminary number and were a result of the invoices received to date. CCSD has not started expending their funds due to internal restrictions that prevents them from spending down funds prior to executing a formal contract. Staff is close to completing all contracts. Other providers have begun drawing down funds and staff is working closely and providing technical assistance for the new providers who have not submitted invoices to ensure they have everything they need including invoice training and such.

Emerging Markets/Partnerships/Resource Development

Cornelius Eason provided an update on the continued series of Roundtables with the various Chamber of Commerce entities. Last week, 75 attended the Roundtable at the Urban Chamber which kicked off our new theme called Grass Roots Economic Development. The message is to encourage business to get out and buy something from another business, sell something and hire somebody. Next Tuesday, October 4th a new series of roundtables themed "Deep Roots have Strong Growth" will be begin at the Henderson Chamber and will continue through December. The speakers include a representative from Zappos, the Mayor, and new President and CEO of the Henderson Chamber who will address their strategic planning. The Las Vegas Chamber will begin their series in late October and continue in rapid succession through December. On November 10th, an all-day Employment Edge workshop will be held that focuses around Veterans in conjunction with the Review Journal and other partners and will be the final Employment Edge workshop for 2011.

Debra Collins provided a Healthcare Sector update. The HRSA Implementation Planning Grant final report on last year's survey is available on the website and hard copies will be available as well. The committee has a new chair, Dr. Marcia Turner. A lot of work and talent has been put forth and new data is available that will help in the development of this grant.

Linda Yi reported on the Future of Nursing campaign for action. A national study was conducted by the Robert Wood Johnson Foundation and AARP on how to increase healthcare within the U.S. to address issues and increase the availability of nursing. A blueprint was developed of what needs to be done by every state in the union in order to achieve the goals.

Jaime Cruz provided a Green Economy update. Staff and colleagues at DETR attended the State Energy Sector Partnership (SESP) Grantee meeting in Washington D.C. and were told that the agencies sector strategies were excellent.

Staff met with the Center for Energy Workforce Development (CEWD) to discuss the alignment of strategies. Subsequent updates will be provided to the Board.

In the interest of time, the Operations Update and Workforce Connections Executive Director update will be held until next meeting.

Consent Agenda:

- a. Approve the meeting minutes from the *workforce***CONNECTIONS** Board of Director's Meeting on August 23, 2011
- b. Approve revision of *workforce***CONNECTIONS** Compliance Assurance Reviews Policy Number 5.5

A motion was made to approve items a&b of the Consent Agenda by Councilwoman Gerri Schroder and seconded by Pat Maxwell. Councilwoman Anita Woods abstained. Motion Carried.

Second Public Comment Session

Janice Rael, Program Manager, Nevada Partners, Inc. distributed an overview NPI's youth and adult services, expenditures and success stories beginning PY2010 through 1st quarter of PY2011. Ms. Rael thanked the Board for allowing NPI to deliver services in Nevada.

Adjournment

The meeting was adjourned at 12:07 p.m.