

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

January 27, 2015
10:00 a.m.

Rosalie Boulware Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Members Present

Bill Regenhardt (phone)	Charles Perry	Commissioner Lawrence Weekly
Commissioner Ralph Keyes (phone)	Councilwoman Anita Wood	Councilwoman Gerri Schroder
Councilwoman Peggy Leavitt	Dan Gouker	Dan Rose
Dr. David Lee	Hannah Brown	Jerrie Merritt
Lynda Parven	Maggie Arias-Petrel (phone)	Mujahid Ramadan
Sonja Holloway	Tommy Rowe	Valerie Murzl, Chair
Bart Patterson	Jack Martin	Liberty Leavitt
Vida Chan Lin	William Bruninga (phone)	Bart Patterson
Mark Edgel	Willie J. Fields	

Members Absent

Commissioner Adam Katschke	Matt Cecil	Commissioner Butch Borasky
Councilman Bob Beers		

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Ricardo Villalobos	Debra Collins
Jeannie Kuennen	Jake McClelland	Jaime Cruz
Brett Miller	Kenadie Cobbin-Richardson	Faith Canella
Shawonda Nance	MaryAnn Avendano	Clentine January
Chris Shaw	Stacey Bostwick	Shawonda Nance
Celia Rouse	LeRoy Bilal	Byron Goynes

Others Present

Jack Degree, Marquis Aurbach Coffing/Legal Counsel	Jan Pieri, Prism Global Management/HR Consultant
Carol Turner, CST Project Consulting LLC	Sylvia Davis, The Salvation Army
Marty Reza, The Salvation Army	Ernest Smith, The Salvation Army
Cameron Miller, Studio 11 Films/Nevada Partners, Inc.	Helicia Thomas, GNJ Family Life Center
Janice M. Rael, Nevada Partners, Inc.	Tracey Torrence, SNRHA
Sharon Morales, Academy of Human Development	Loyd Platson, Nye Communities Coalition
Lolita Hester, HELP of Southern Nevada	Madelin Arazoza, GNJ Family Life Center
Steven Peralta, Healthcare Preparatory Institute	Mary Lewis, Nevada Partners, Inc.
Jennifer Casey, FIT	Jeramey Pickett, Nevada Partners, Inc.
Marlon Dumont, Nevada Partners, Inc.	Marie Flores, FIT
Andy Williams Poll, HELP of Southern Nevada	Thresea Kaufman, Nevada Hospital Association
Tim Wigchers, Nye Communities Coalition	Dr. Tiffany Tyler, Nevada Partners, Inc.
Judy Turgiss, NV Workforce Development Center	Melissa Schroeder, NV Workforce Development Center
Jasmine Pryzbyla, Academy of Human Development	Ebony Samples, Youth Advocate Program
Kelli Mosley, Olive Crest	Arcadio Bolanos, Academy of Human Development
Adriana Borrayo, HELP of Southern Nevada	Don Soderberg, DETR
April Guinsler, ESN	Brenda Maqueda, Youth Advocate Program
Tenesha McCulloch, Goodwill of Southern Nevada	Tobias Hoppe, RDI Corporation
Dan McMenamin, Wyndham	Arielle Saadya, GMT Care, LLC
Denise Gee, HELP of Southern Nevada	Stacy Smith, Nye Communities Coalition
Jake Platson, Nye Communities Coalition	Will Reed, HELP of Southern Nevada
Jerrell Roberts, Nevada Partners, Inc.	Tamara Collins, Las Vegas Urban League
Tiffany Edwards, SNRHA	Otto Merida, Latin Chamber of Commerce

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

1. Call to order, confirmation of posting, roll call, and pledge of allegiance

The meeting was called to order by Vice Chair Hannah Brown at 10:05 a.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

A motion was made to approve the agenda by Sonja Holloway and seconded by Councilwoman Peggy Leavitt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of October 28, 2014

Chair Brown presented the Board minutes of October 28, 2014 provided on page 7-17 of the agenda packet. Willie J. Fields noted that the minutes state that he was not present at the meeting and stated that he was present on the phone.

A motion was made to approve the Board minutes of October 28, 2014 with noted correction by Willie J. Fields and seconded by Jack Martin. Motion carried.

5. INFORMATION: Awards & Recognition

- a. Marlon Dumont, Nevada Partners, Inc. and Adriana Borrayo, HELP of Southern Nevada - Timely Data Entry in 2nd Quarter PY2014
- b. Workforce Development Academy Graduate Recognition
- c. Loyd Platson, Nye Communities Coalition – Years of Service

Jaime Cruz, Chief Strategy Officer provided an overview of the new Awards & Recognition Program and Ricardo Villalobos, Director of Programs presented awards to Mr. Dumont of Nevada Partners, Ms. Borrayo of HELP of Southern Nevada, and Loyd Platson of Nye Communities Coalition and announced the most recent graduates of Workforce Development Academy.

Chair Brown introduced new DETR Director Don Soderberg.

6. INFORMATION: Workforce Connections' Compact

Kenadie Cobbin-Richardson, Director of Business Engagement & Communications introduced the latest employers to sign the Workforce Connections Compact, including: Desert View Home Health, RDI Corporation, Healthcare Preparatory Institute, GMT Care, Wyndham Vacation Ownership, THI Consulting, and Knight Transportation.

7. INFORMATION: Business Engagement Update

Ms. Cobbin-Richardson provided an update and presented the hire report for the period July 1, 2014 through December 31, 2014 (p. 29-32), Business Engagement Employer Client List (p. 34-35), and Apprenticeship Preparation Training (APT) Cohort for January 2015 through April 2015 (p. 36-37).

8. INFORMATION: Adult & Dislocated Worker Committee minutes of January 14, 2015 (draft)

The minutes are provided on page 39-43 of the agenda packet.

9. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to extend Easter Seals Nevada's PY2013 contract until June 30, 2015 and award additional funding in an amount not to exceed \$97,456.00**

Mr. Villalobos provided background. A summary is provided on page 45 of the agenda packet.

A motion was made to approve Adult & Dislocated Worker Committee's recommendation to extend Easter Seals Nevada's PY2013 contract until June 30, 2015 and award additional funding in an amount not to exceed \$97,456.00 by Willie J. Fields and seconded by Mujahid Ramadan. Motion carried.

10. **INFORMATION: Employment and Training Reports – Adult/Dislocated Worker**

Brett Miller, Manager of Strategic Planning and Analysis summarized the Employment and Training Reports July 1, 2014 through November 30, 2014 provided on page 47-50 of the agenda packet. Brief discussion ensued regarding Health & Medical Services and Manufacturing training.

11. **INFORMATION: One-Stop Career Center Consortium Report**

Dr. Tiffany Tyler presented the One-Stop Consortium Report for January 14, 2015 provided on page 52-53 of the agenda packet.

12. **INFORMATION: Youth Council minutes of January 14, 2015 (draft)**

The minutes are provided on page 55-57 of the agenda packet. Sonja Holloway, Youth Council Chair noted that the minutes should read January 14, 2015.

13. **INFORMATION: Youth Performance Reports**

Mr. Miller summarized the Youth Performance Reports as of November 30, 2014 provided on page 59-60 of the agenda packet and noted that we are below target for Attainment of Degree or Certificate (40.8%), Placement in Employment or Education (54.4%) and Literacy/Numeracy Gains (20.8%).

14. **PRESENTATION: Olive Crest "Project Independence" Foster Youth Presentation**

Note: This item was taken after the Operations Update (agenda item 15).

Kelli Mosley was present to talk briefly about Project Independence and presented a PowerPoint. Following the presentation, youth participant Andrew Limas shared about his positive experience with the program. Ms. Mosley thanked the Board for their support. Board members congratulated Mr. Limas and thanked him for sharing. Brief discussion ensued.

15. **INFORMATION: Budget & Finance Committee minutes of January 14, 2015 (draft)**

The minutes are provided on page 63-68 of the agenda packet.

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

Chair Brown asked the Board to take each item separately.

a. **PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015**

Jim Kostecki, Finance Manager reported the audit is completed and will be reported at next month's Board meeting. He presented the PY2014 WIA Formula Budget (p. 71-79) and reported an increase in Community Resource Allocations of \$100,287 and an increase in Board Operations of \$497,627

Workforce Connections Budget Revisions – January 1, 2015:

- 7040 Office Supplies – increase of \$7,500 due to the standardization of the business card logo for the organization
- 7050 Training & Seminars (Staff) – increase of \$30,000 due to the anticipated attendance of numerous WIOA trainings
- 7055 Travel & Mileage (Staff) – increase of \$30,000 due to anticipated attendance of numerous WIOA trainings and visits to various One-Stops around the country to gather information on how they run operations using a One-Stop operator
- 7075 Facilities Maintenance – increase of \$10,000 based on expenditure rates through December 2014
- 7085 Program Support Contracts – decrease of \$30,000 due to a transfer of budget authority to Program Support contracts for IT and Web support
- 7085 Program Support Contracts – IT NVTrac and Web – increase of \$30,000 due to the need to amend existing IT consulting contracts for additional support related to the data tracking system and web site support
- 7200 Equipment – Operating Leases – increase of \$7,500 due to the return of two Xerox copiers under lease and entering into a lease for two more Canon printers with additional capabilities resulting in increased costs. Lease rate includes a base number of copies. Excess copies will be charged additional fees.
- 8500 Capital – Equipment and Furniture – increase of \$30,000 due to the need for replacement of two virtual servers that crashed and funds needed for routine computer replacement based on aging staff computers
- 8900 Strategic Initiatives – increase of \$382,627 to true up the estimated carry forward funding to actual based on the audited numbers

One-Stop Center (Charleston) Budget Revisions – January 1, 2015:

- 7025 Dues & Subscriptions – increase of \$2,500 due to an analysis of expenditures through November and anticipating needs through year end
- 7040 Office Supplies – increase of \$2,500 due to the standardization of the business card logo for the organization
- 7050 Training & Seminars (Staff) – increase of \$3,500 due to the anticipated attendance of numerous WIOA trainings
- 7055 Travel & Mileage (Staff) – increase of \$5,000 due to anticipated attendance of numerous WIOA trainings and visits to various One-Stops around the country to gather information on how they run operations using a One-Stop operator
- 7090 Non-Board Meetings & Outreach – increase of \$8,500 due to the expectation of additional industry specific hiring events prior to year end
- 7130-7135 Bank/Payroll Services – increase of \$1,000 due to an analysis of expenditures through November and anticipating needs through year end
- 8500 Capital – Equipment & Furniture – increase of \$27,000 due to funding needed to modify the interior of one of the donated RTC busses into a mobile One-Stop and severe shortage of storage at the One-Stop. Funding is requested to build cabinetry in the training rooms.
- 8900 Strategic Initiatives – decrease of \$50,000 due to the request for funding above

A motion was made to accept and approve PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 by Willie J. Fields and seconded by Councilwoman Peggy Leavitt. Motion carried.

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2014 through June 30, 2015 (Formula WIA)

Mr. Kostecki presented the Budget vs. Actual Finance Report (p. 81) and reported that all line items are okay.

A motion was made to accept and approve Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2014 through June 30, 2015 (Formula WIA) by Mark Edgel and seconded by Tommy Rowe. Motion carried.

c. Awards & Expenditures Report – Monthly Update (Compliance and Operational Status of Service Providers/Funded Partners)

Mr. Kostecki presented the Awards & Expenditures Report through November invoices (p. 83-86) and noted that ADW contract expenditures are low and should be around 42% at this point of the program year. Mr. Galbreth stated that contract expenditures are extremely low and some of the funds will have to be recaptured and redirected to serve more clients. Staff is regrouping to develop a plan. He noted that even though expenditures are low, WC is not at risk of losing any WIA Formula funds; however, any unspent NEG funds will be recaptured by the state on June 30, 2015. Staff has been working with DETR regarding strategies to identify individuals eligible for NEG services and last week, he met with officials at Nellis Air Force Base who thought that individuals separating from active duty would be good candidates for NEG services, and they will try to funnel these individuals through the One-Stop Career Center.

Ms. DeSart reported that Latin Chamber of Commerce Community Foundation has been officially removed from High Risk status and Mr. Galbreth will address the status under the Executive Director's Report.

A motion was made to accept and approve Awards & Expenditures Report by Tommy Rowe and seconded by Willie J. Fields. Motion carried.

d. Funding Plans – Adult/Dislocated Worker/Youth

Mr. Miller presented the funding plans with revenues through December 31, 2014. The ADW report (p. 88) shows remaining funds of \$2,611,990 (1.12 months) and the Youth report (p. 89) shows remaining funds of \$2,465,763 (3.42 months).

A motion was made to accept and approve Funding Plans – Adult/Dislocated Worker/Youth by Bart Patterson and seconded by Mark Edgel. Motion carried.

e. Workforce Connections' Professional Services Contracts

The Professional Services Contracts report is provided on page 91-96 of the agenda packet.

A motion was made to accept and approve Workforce Connections' Professional Services Contract by Willie J. Fields and seconded by Jerrie Merritt. Motion carried.

f. **Update on Latin Chamber of Commerce Community Foundation fiscal condition and programmatic closeout activities**

Hannah Brown disclosed her relationship with Latin Chamber of Commerce as a board member and recused herself; Chair; Sonja Holloway acted as Chair.

Mr. Galbreth reported that last year it was noted that LCCCF had some fiscal irregularities and staff has continuously been working with them to determine the cause.

Mr. Kostecki summarized the update on LCCCF's fiscal condition (p. 98) based on two months of in-depth analysis and reconciliation. The three main causes that contributed to and compounded the issue are:

- Turnover and lack of fiscal staffing from April to July
- Failure to request timely advances of WIA funding and a lack of unrestricted cash reserves
- Timing of closeout and start of new contracts.

After all vendor payments are made (should be by the end of the week) there may be a net amount of \$1,360.00 owed to LCCCF.

Ms. DeSart noted that staff met with LCCCF's leadership and had a positive meeting where both parties agreed that the contract had to be ended in order to balance and rectify the fiscal issues.

In response to Mr. Ramadan's questions, Mr. Galbreth stated that although the bulk of the responsibility falls on LCCCF, WC has accepted some of the responsibility. WC allocated LCCCF funds to pay their outstanding bills; however, LCCCF did not do that, instead they paid other bills and as a result some vendors did not get paid. After working with LCCCF staff, our staff was able to identify the cash management issues and retroactively paid LCCCF's vendors and employers who had not been paid. All of the vendors will be paid by the end of this week. Mr. Galbreth stated that WC is working on a process that will hopefully eliminate the need for a fiscal accountability process at the service provider level, which will be implemented probably in July 2015, and LCCCF's clients have been transferred to Academy of Human Development.

A motion was made to accept and approve staff's update on Latin Chamber of Commerce Community Foundation fiscal condition and programmatic closeout activities by Willie J. Fields and seconded by Mujahid Ramadan. Hannah Brown abstained. Motion carried.

Chair Brown directed the Board back to agenda item 14.

17. **DISCUSSION AND POSSIBLE ACTION: Strategic Initiatives Goals Matrix**

Jaime Cruz provided an update.

a. **Approve Budget & Finance Committee's update to the objectives, strategies, timelines and measurements of Goal #1 of Workforce Connections' Two Year Strategic Plan Goals Matrix**

Goal #1 provided on page 100 of the agenda packet, reflects the following changes (*italics*):

- *Objective 1.1 Maximize return on investment and manage funds responsibly with the highest standards*

- *Objective 1.2 Correct all noted auditing and monitoring findings*

A motion was made to approve Budget & Finance Committee's update to the objectives, strategies, timelines and measurements of Goal #1 of Workforce Connections' Two Year Strategic Plan Goals Matrix by Mark Edgel and seconded by Bill Regenhardt. Motion carried.

b. Approve Adult & Dislocated Worker Committee's update to the objectives, strategies, timelines and measurements of Goal #3 of Workforce Connections' Two Year Strategic Plan Goals Matrix

Goal #3 provided on pages 102-103, reflects the following changes (*italics*):

- *Objective 3.1 Solicit partnership agreements from both required and non-required partners to participate in Southern Nevada Workforce Investment Area One-Stop Delivery System*
 - *Strategy/ Action:*
 1. *Maintain and establish when appropriate, agreements with required and non-required One-Stop Delivery System partners*
- *Objective 3.2 Transition and maintain a WIOA compliant One-Stop Career Center Operator*
 - *Strategy/ Action:*
 1. *Initiate a competitive procurement process and execute an MOU for a One-Stop Center Operator in the Local Workforce Investment Area*
 - *Timeline:* June 2015
 - *Measurement:* Executed MOU
 - *Status:* In Process
 1. *Provide technical assistance to One-Stop Career Center Operator to facilitate execution of WIOA compliant MOUs with Center partners*
 - *Timeline:* June 2015
 - *Measurement:* Executed MOU
 - *Status:* In Process / Pending selection of One-Stop Career Center Operator
- *Objective 3.3 Continue to streamline access to employment and training service delivery*
 - *Strategy/ Action:*
 1. *Review policies and associated directives addressing effective WIOA service delivery*
- *Objective 3.4 Effectively transition Adult and Dislocated Worker service delivery from WIA to WIOA compliance*
 - *Strategy/ Action:*
 1. *Develop a plan to transition from WIA to WIOA which prioritizes necessary changes to system*
 - *Timeline:* March 2015 and Ongoing
 - *Measurement:* WIOA Transition Plan
 - *Status:* In Process

2. *Revise, modify and/or develop Workforce Connections' policies and associated contracts to ensure WIOA compliance*

- *Timeline: Ongoing*
- *Measurement: Update and advise board and committees as needed*
- *Status: In Process*

3. *Communicate plan and necessary changes to stakeholders through training and technical assistance*

- *Timeline: Ongoing*
- *Measurement: Update and advise board and committees as needed*
- *Status: In Process*

4. *Evaluate implementation and transition plan for effectiveness and modify as necessary*

- *Timeline: Ongoing*
- *Measurement: Update and advise board and committees as needed*
- *Status: In Process*

A motion was made to approve Adult & Dislocated Worker Committee's update to the objectives, strategies, timelines and measurements of Goal #3 of Workforce Connections' Two Year Strategic Plan Goals Matrix by Jack Martin and seconded by Jerrie Merritt. Motion carried.

18. INFORMATION: Strategic Initiatives Update

Mr. Cruz presented the Strategic Initiatives Update (p.105), highlighting the implementation of the Workforce Innovation and Opportunity Act and provided a brief demo of the updated Workforce Connections website.

19. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report ~ Ardell Galbreth, Executive Director

a. Executive Director's Report

Mr. Galbreth presented the Executive Director's Report (p. 107)

A motion was made to accept and approve Executive Director's Report by Bill Regenhardt and seconded by Mujahid Ramadan. Motion carried.

b. Workforce Connections Board Recertification – January 1, 2015 through December 31, 2017

Mr. Galbreth presented Governor Sandoval's letter (p. 108) recertifying the Workforce Connections Board through December 31, 2017 and thanked the Board for their support, leadership and policy strategy.

A motion was made to accept and approve Workforce Connections Board Recertification – January 1, 2015 through December 31, 2017 by Willie J. Fields and seconded by Mark Edgel. Motion carried.

c. Workforce Connections' revised Board Membership Application and board restructuring in compliance with WIOA.

Mr. Galbreth presented the Workforce Connections' revised Board Membership Application and Requirements (p. 111-125). The revised application will be vetted and approved by the Local Elected Officials Consortium at their meeting on February 10th. The approved application will be e-mailed to all Board members. Board members who have the desire to serve and meet the new requirements under WIOA are encouraged to submit an application. The WIOA Board Composition worksheet that outlines required categories (i.e., Business, Labor, Adult Education, Higher Education, Economic/Community Development, Wagner-Peyser Act and Vocation Rehabilitation) and the number of members required in each category and the WIOA Board Composition Calculator is provided on page 126-127. Discussion ensued.

Mr. Galbreth stated that the Local Elected Officials Inter-local agreement also has to be revised and approved under WIOA. He will be meeting with the local city councils and board of commissioners to get all the components in place to be in compliance with the new Act by July 1, 2015.

A motion was made to accept and approve Workforce Connections' revised Board Membership Application and board restructuring in compliance with WIOA by Mark Edgel and seconded by Willie J. Fields. Motion carried.

20. SECOND PUBLIC COMMENT SESSION:

Otto Merida, CEO, Latin Chamber of Commerce – stated that most of the unpaid vendors were members of the Latin Chamber of Commerce that agreed to provide OJT's but have since left the Chamber because of the current issue. Mr. Merida stated that the Chamber will be bringing back Latin Chamber of Commerce Community Foundation under its umbrella as it is long overdue and many people are in support of it. Mr. Merida further stated that even though the Foundation is no longer on high risk status, for all intents and purposes the Chamber has been destroyed and most of its board members have left or resigned, so it will have to reorganize. Mr. Merida stated that the Foundation made a mistake in terms of the accounting staff hired, but in the end a qualified individual with WIA experience was hired and did a pretty good job trying to reconcile everything. Mr. Merida stated that the Chamber could have done a forensic audit and continued to run the program, but now the Foundation is an empty shell and the Chamber will be leasing the building. Mr. Merida stated that it is unfortunate that all this is happening because they had a great staff that is now working for the Academy of Human Development; however, he agreed that the accounting was lousy. In response to the bad press, Mr. Merida stated that he hopes the board makes a press release stating that the Foundation no longer owes any money and the issues have been resolved. Mr. Merida closed by saying that he does not see any board staff paying the consequences that the Chamber and Foundation have paid.

Helicia Thomas, GNJ Family Life Center – stated that the Workforce Development Academy was fantastic and innovative and broke down the barriers for competition, bringing the service providers together. As a result, GNJ started a new initiative called Let's Rid Joblessness in Southern Nevada and will be holding a Jobseekers Forum to educate job seekers February 27, 2015 at 9:00 a.m. in the Houston Ballroom at the Texas Station. Ms. Thomas asked everyone for their support in getting the word out for this event and will send out a flyer following the meeting.

Jeramey Pickett, Director of Youth Programs, Nevada Partners & Cameron Miller, Studio Eleven Films – provided a brief overview of the 11Eleven11 Project, film production training for youth and presented the Two Roads movie trailer.

Kelli Mosley, Olive Crest - speaking on behalf of the Workforce Development Academy students, thanked the Workforce Development Academy course instructors and stated that everyone learned a lot about each other's jobs, challenges and the joy they receive from the work they do. Ms. Mosley stated that the Capstone project was her favorite because of the opportunity for everyone to share their good ideas to make a positive impact on the programs they have and overall there was a lot of camaraderie, collaboration and relationship building between the students.

21. INFORMATION: Board Member Comments

None

22. ADJOURNMENT

The meeting adjourned at 12:08 p.m.