

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

February 24, 2015
10:00 a.m.

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

Members Present

Cecilia Maldonado	Commissioner Adam Katschke	Councilman Bob Beers
Councilwoman Anita Wood	Dan Rose	Dr. David Lee
Hannah Brown	Jack Martin	Jerrie Merritt
Liberty Leavitt	Lynda Parven	Mujahid Ramadan
Sonja Holloway	Tommy Rowe	Valerie Murzl, Chair
Vida Chan Lin	Willie J. Fields	

Members Absent

Bart Patterson	Bill Regenhardt	Charles Perry
Commissioner Butch Borasky	Commissioner Lawrence Weekly	Commissioner Ralph Keyes
Councilwoman Gerri Schroder	Councilwoman Peggy Leavitt	Dan Gouker
Maggie Arias-Petrel	Mark Edgel	Matt Cecil
William Bruninga		

Staff Present

Ardell Galbreth	Heather DeSart	Dianne Tracy
Jim Kostecki	Ricardo Villalobos	Jaime Cruz
Brett Miller	LeRoy Bilal	Shawna Rice

Others Present

Jack Degree, Marquis Aurbach Coffing/Legal Counsel	Tim Wigchers, Nye Communities Coalition
Carol Turner, CST Project Consulting LLC	Nield Montgomery, The Learning Center
Linda Montgomery, The Learning Center	Jennifer Casey, FIT
Don Soderberg, DETR	Amy Armendariz, Olive Crest
Karl Rostron, Diamond Resorts International	Elizabeth McDaniels, Goodwill of Southern Nevada
Tenesha McCulloch, Goodwill of Southern Nevada	Denise Gee, HELP of Southern Nevada
Jeramey Pickett, Nevada Partners, Inc.	Ernest Smith, The Salvation Army
Ben Dasaler, DETR	Tracey Torrence, SNRHA
Janice Rael, Nevada Partners, Inc.	Will Reed, HELP of Southern Nevada
Helicia Thomas, GNJ Family Life Center	Dr. Tiffany Tyler, Nevada Partners, Inc.
Ron Hilke, DETR	Tamara Collins, Las Vegas Urban League

(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 Chair Valerie Murzl at 10:06 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

Ardell Galbreth, Executive Director requested that agenda item 16c be pulled from the agenda.

A motion was made to approve the agenda with the deletion of item 16c by Hannah Brown and seconded by Dr. David Lee. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

Linda Montgomery, The Learning Center: TLC focuses on educational training programs on the ETPL in the areas of Information Technology (IT) and Healthcare Information Technology (HIT). In 2014, TLC enrolled 94 individuals into various IT programs and achieved an 83.43% placement rate in IT jobs with an average wage rate in excess of \$21.00. In the area of HIT, TLC enrolled 77 individuals and achieved a placement rate of 73.08%. Ms. Montgomery shared a success story for one of TLC's students, Robert Hughes, who started an externship in a medical front office position, was hired, and after seven months was promoted to the assistant manager position of the medical practice.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of January 27, 2015

Chair Murzl presented the Board minutes provided on page 6-15 of the agenda packet.

A motion was made to approve the Board minutes of January 27, 2015 by Tommy Rowe and seconded by Dan Rose. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Review, Discuss and Accept Annual Audit PY2013 (Year ended June 30, 2014) ~ Ryan C. Whitman, CPA, Piercy Bowler Taylor & Kern

Jim Kostecki, Finance Manager stated that WC has a clean audit with only two findings and the audit report is unqualified for both financial statements and the A-133 and has no material weaknesses or significant deficiencies. Mr. Kostecki thanked the fiscal team and Local Elected Officials' Chief Financial Officer Committee for their support. Mr. Ryan Whitman, PBTK reported that the audit finished early, below budget and as reflected in the unmodified opinions of the financial statements and grant compliance, it is a huge accomplishment from years ago when there were ten findings, pervasive material weaknesses and significant deficiencies. Mr. Whitman stated that he is pleased to see the efforts pay off and congratulated Mr. Kostecki and the fiscal team for these accomplishments.

Hannah Brown gave kudos to Mr. Whitman for his leadership and willingness to work with staff to get the agency to this level.

Councilwoman Anita Wood echoed Ms. Brown's comments and applauded Mr. Kostecki, fiscal staff, Brett Miller and Carol Turner for doing a great job and bringing the agency up to par.

Chair Murzl applauded Mr. Kostecki and stated that his accounting background has really set this agency up to be efficient and productive as this is the first time in her seven years of service that WC had a clean audit.

A motion was made to accept Annual Audit PY2013 (Year ended June 30, 2014) by Willie J. Fields and seconded by Dan Rose. Motion carried.

6. INFORMATION: Business Engagement Update

Heather DeSart, Deputy Executive Director announced the upcoming Healthcare Symposium and Hiring Event on Wednesday, March 25, 2015 in Suite 150. Registration opens at 9:00 a.m. and the Symposium begins at 10:00 a.m. Training providers will be on site to assist individuals with career information and employers will be interviewing job-ready candidates.

7. INFORMATION: Adult & Dislocated Worker Committee minutes of February 11, 2015 (draft)

The Adult & Dislocated Worker Committee minutes are provided on page 20-23 of the agenda packet.

8. INFORMATION: 2015 Request for Proposal (RFP)

WC will release an RFP to secure a One-Stop Career Center Operator. This will ensure compliance with the Workforce Innovation and Opportunity Act by July 1, 2015. The RFP will be released Friday, February 27th and proposals are due on April 7, 2015.

Mr. Galbreth provided background. The OSCC Operator will be located at the One-Stop Center and will be responsible for ensuring that all required service providers are co-located in the One-Stop and produce outcome measures as well as other requirements of the WIOA. Discussion ensued.

9. INFORMATION: 2015 Request for Proposal (RFP)

WC will release RFPs to secure One-Stop Career Center Affiliate Sites, as well as RFPs to secure providers of services to special populations (Re-Entry/Post Release and Veterans). As a result of this RFP, the One-Stop Career Center Affiliate Sites will be geographically located throughout the designated workforce delivery areas (North, South and East).

Ms. DeSart stated that the goal for the local workforce development area is to eventually have independent comprehensive one-stops with the mandated partners, including DETR, TANF and HHS. This year, the affiliate sites will just be required to ensure they have WIA services and provide access to all of the other mandated partner services required with WIOA. Ms. DeSart stated that current rural contracts will be rolled forward as they have two additional years left on the contracts.

Brett Miller, Manager Strategic Planning & Analysis presented the Preliminary Service Areas by Zip Code map on page 26 of the agenda packet. Discussion ensued.

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

Mr. Miller summarized the Training and Employment reports for July 1, 2014 through December 31, 2014 provided on page 28-31 of the agenda packet and highlighted the following:

- 658 trainings (for time period) with an average cost per training of \$2,200 (p. 28)
- OJTs make up about 15% of total training (p. 29)
- 1,067 employments with an average wage of \$13.63 (p. 30)
- 1,500 enrollments; 2,700 active participants, 38% entered employment (p. 31)

Dr. David Lee spoke about the opportunity for job creation through gypsum mines in Southern Nevada. Discussion ensued.

11. INFORMATION: One-Stop Career Center Consortium Report

Lynda Parven presented the OSCC Consortium report provided on page 33 of the agenda packet.

12. INFORMATION: Youth Council minutes of February 11, 2015 (draft)

The Youth Council minutes are provided on page 35-38 of the agenda packet.

13. INFORMATION: 2015 Request for Proposals (RFP)

WC will release RFPs to secure Youth One-Stop System Affiliate Sites, as well as RFPs to secure providers of services to special populations. As a result of the RFP, the Youth One-Stop System Affiliate Sites will be geographically located throughout the designated workforce delivery areas (North, South, East and West). Ms. DeSart provided background.

14. INFORMATION: Youth Performance Reports

Ms. DeSart reported that WC is failing the Lit/Num Gains performance measure at 33.8% (pass is 43%). The service providers were notified and asked to submit corrective action responses. The corrective action requires that service providers pre-test participants within 30 days of enrollment, submit a post-test implementation schedule on a monthly basis, and assign specific staff to pre-/post-test participants regularly until the measure is met. Mr. Miller reported that the failed measure is due in part to a significant number of pre-/post-tests that did not happen and a high rate of youth that dropped out of the system. Mr. Galbreth reported that WC failed this measure miserably in the first quarter and is on track to fail in the second quarter, but with the corrective action put in place and staff working closely with the service providers, as well as support from DETR's WISS, the measure should be met in the third and fourth quarters. Discussion ensued.

The Youth performance reports are provided on page 42-44 of the agenda packet.

15. INFORMATION: Budget & Finance Committee minutes of February 11, 2015 (draft)

The Budget & Finance Committee minutes are provided on page 46-50 of the agenda packet.

16. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept and Approve Reports**a. Awards & Expenditures Report – Monthly Update (Compliance and Operational Status of Service Providers/Funded Partners)**

Mr. Kostecki summarized the Awards & Expenditures Report (p. 53-56) through December invoices. ADW and NEG contract expenditures are low. ADW contracts should be approximately 50% spent. Mr. Kostecki reported that the \$15,353 in NEG expenditures is all training but needs to be OJT until percentages are up to regulations. The current OJT percentages have dropped about 50% from what the numbers have been historically due to the state's requirement to allocate more funds to occupational skills training. NEG contracts will end June 30, 2015 and remaining funds will be recaptured by the state. WC applied for a six month extension, if granted, NEG contracts will end December 30, 2015.

Mr. Galbreth reported that he has been working with the Career Readiness Unit at Nellis Air Force Base to identify airman who have been separated or discharged from duty to receive training to help them become gainfully employed. Veterans are eligible for NEG services.

Mr. Kostecki reported that the Youth contract expenditures (p. 55) are on track and noted that Academy of Human Development is the recipient of the Latin Chamber Foundation's contract effective November 1, 2015. New funding sources have been added to the Direct Programs report (p. 56), including AARP and NSHE-DETR and NSHE-Robert Wood.

Chair Murzl requested staff to provide a year-end expenditure report before new funding is rolled out for the next program year. Mr. Kostecki concurred but cautioned that there would be a two and a half month delay because of the 60 day close out period and factoring in the time of the Board meeting.

b. Funding Plans – Adult/Dislocated Worker/Youth – Brett Miller

Mr. Miller summarized the funding plans. The ADW funding plan (p. 58) shows \$15,393,555 in remaining available funds and a remaining balance of \$6,564,555 (4.72 months). The Youth funding plan (p. 59) shows \$6,437,570 in available funds and a remaining balance of \$632,386 (.34 months). \$200,000 has been put aside for a professional services contract for tutoring and \$1,000,000 for pre-entry contract through the Department of Juvenile Justice Services to provide services to youth before they enter the juvenile justice system.

A motion was made to accept and approve reports by Mujahid Ramadan and seconded by Sonja Holloway. Motion carried.

17. INFORMATION: Strategic Initiatives Update

Jaime Cruz, Chief Strategy Officer presented the Strategic Initiatives Update (p. 68) and provided an update on the mobile one-stop. WC is modifying one of the buses donated by RTC into a mobile one-stop to deploy services into the community for individuals who cannot access the system. The modifications will take approximately six weeks to complete.

18. INFORMATION: Accept and approve Executive Director's Report ~ Ardell Galbreth, Executive Director

Mr. Galbreth presented the Executive Director's Report (p. 70) and highlighted the following:

- Specialized customer service training was provided to the Mizpha Hotel staff in Tonopah whereby most of the training costs were paid by the Nancy Clines Family Foundation, allowing both WIA and non-WIA job seekers to participate in the training.
- A new Holiday Inn Express is being built in Nye County and is scheduled to open this summer
- Nye Communities Coalition has scheduled a hiring event on March 18, 2015 for a new Dollar Tree store with 25-30 job openings.
- Thanks to Lincoln County Commissioner Katschke for connecting WC with businesses for youth employment opportunities last summer and hopefully again this summer.
- Continued partnership between Lincoln County and the Grover D. Dils Medical Center for new hires is in place.
- WC staff is working on RFPs under the WIOA to be released in March/April 2015.
- Fiscal and procurement training for staff and services providers is scheduled for March 2015.
- Meetings are underway to develop a unified state plan under WIOA. WC will develop a local plan that rolls into the Governor's state unified plan under WIOA. The state unified plan has to be submitted to the U.S. Department of Labor for approval by March 2016. WC staff will be working closely with DETR and the associated partners.

Mr. Galbreth provided a brief overview of Training and Employment Guidance Letter (TEGL) 19-14 *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014* provided on page 71-77 of the agenda packet. Mr. Galbreth highlighted the new requirement that youth contracts must support 75% out-of-school youth and 20% work experience expenditure rate and asked the Board to think about identifying resources to serve in-school youth and support the Graduate Advocate Initiative.

Mr. Galbreth encouraged Board members that are interested in serving on the new WIOA board and who meet the criteria to complete and submit a new WIOA Board Membership Application as soon as possible, and noted that the new Board will be effective July 1, 2015.

19. SECOND PUBLIC COMMENT SESSION:

Helicia Thomas, GNJ Family Life Center: GNJ is holding a Jobseekers Forum on February 27, 2015 at 9:00 a.m. at the Texas Station in the Houston Ballroom for approximately 300 individuals. The purpose of the event is to empower, equip and educate job seekers. Representatives from JobConnect will be onsite, as well as Board Vice-Chair Hannah Brown.

20. INFORMATION: Board Member Comments

Liberty Leavitt announced the annual Nevada's Big Give online charitable event on March 12, 2015 and noted that this is the first year for schools to sign up. The event headquarters will be at the Gold Spike.

Dr. David Lee stated that gold mining is another natural resource in Nevada that translates to job opportunities.

21. ADJOURNMENT

The meeting adjourned at 11:43 a.m.