

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

March 25, 2014
10:00 a.m.

*Workforce Connections
Bronze Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146*

Members Present

Bart Patterson	Commissioner Adam Katschke	Commissioner Ralph Keyes (phone)
Councilman Bob Beers	Councilwoman Anita Wood	Councilwoman Gerri Schroder
Dan Gouker (phone)	Dan Rose	Dr. David Lee
Hannah Brown	Lynda Parven	Maggie Arias-Petrel
Mark Edgel	Mujahid Ramadan	Sonja Holloway
Tommy Rowe	Valerie Murzl	Vida Chan Lin
William Bruninga (phone)	Willie J. Fields	

Members Absent

Bill Regenhardt	Commissioner Butch Borasky	Commissioner Lawrence Weekly
Councilwoman Peggy Leavitt	Charles Perry	Matt Cecil

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Carol Turner	Debra Collins
Clentine January	Brett Miller	Ricardo Villalobos
Jaime Cruz	Kenadie Cobbin-Richardson	

Others Present

Michael McWilliams, NV Cure	Dr. Tiffany Tyler, Nevada Partners, Inc.
G. McWilliams, Nevada Cure	Janice M. Rael, Nevada Partners, Inc.
Helicia Thomas, GNJ Family Life Center	Elizabeth McDaniels, Goodwill of Southern Nevada
La'Var Porter, Nevada Cure	Denise Gee, HELP of Southern Nevada
Janet Blumen, Foundation for an Independent Tomorrow	Kelli Mosley, Olive Crest
Linda Montgomery, The Learning Center	Nield Montgomery, The Learning Center
Sharon Morales, Latin Chamber of Commerce Community Foundation	Eloiza Martinez, Latin Chamber of Commerce Community Foundation
Tanya Hill, Nevada Department of Corrections - Florence McClure Women's Correctional Center	Trinette Burton, Nevada Department of Corrections - Florence McClure Women's Correctional Center

(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 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 as presented by Valerie Murzl and seconded by Dan Rose. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION**

Linda Montgomery, President at The Learning Center distributed Career Center Newsletter of March 2014 and highlighted the following:

- Test Pass Rates and Placement Rates for 2013:
 - ✓ IT Technical Exams Taken: 111
 - ✓ Number of Students Passed: 106
 - ✓ Number of Students Failed: 5
 - ✓ Test Pass Percentage: 95.4%
- IT Program Placements for 2013:
 - ✓ Total IT Enrolled: 156
 - ✓ Total IT Completed: 153
 - ✓ Total Still in School: 2
 - ✓ Total Student Internships: 0
 - ✓ Number IT Students Placed: 151
 - ✓ Placement Percentage: 98.7%
 - ✓ Wage Range: \$13.25 - \$27.00
 - ✓ ROI: 697.78%

Ms. Montgomery reported 532 new IT jobs posted in Las Vegas last week and as of March 19, 2014 a total of 3,916 IT jobs available in the Las Vegas Valley including IT Network Support, IT Program Manager, IT Developer, IT Support, IT Help Desk, IT Business Analyst and IT Security. Ms. Montgomery further reported that the IT sector has a low 2.9% unemployment rate.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of January 28, 2014**

Lynda Parven requested a correction to the minutes on page 5 to reflect that she did not second the motion to approve agenda item 9. Staff will change the minutes accordingly.

A motion was made to approve the Board Meeting Minutes of February 25, 2014 with correction noted by Tommy Rowe and seconded by Valerie Murzl. Motion carried.

5. **INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of March 12, 2014 (draft)**

Valerie Murzl, Chair – Adult & Dislocated Worker Committee Chair presented the Adult & Dislocated Worker meeting minutes of March 12, 2014 provided on page 15 – 18 of the agenda packet.

6. **INFORMATION: Workforce Connections is in the initial discussion phase with the Nevada Department of Corrections regarding a potential sole-source contract to serve pre-release inmates from the Florence McClure Women’s Correctional Center and the Southern Desert Correctional Center. Discussions are preliminary and centered on program design and sole-source requirements.**

Heather DeSart, Deputy Director provided an update. This program will provide training services to inmates who are within six months of their release date, and then upon release these individuals will receive additional training and supportive services to help them successfully transition back into the community and workforce. The program will initially serve women inmates then branch out to men housed at the Southern Desert Correctional Center. This will be a sole-source contract for an amount not to exceed \$800,000 to serve approximately 300 women, with an anticipated start date of July 1, 2014.

Tanya Hill, Director of Programs from the Florence McClure Women’s Correctional Facility stated that the goal of the program is to deliver vocational training inside the institution that will provide the inmates with a certification then upon release, the women will work with a community partner for job placement. The vocational training will be provided by training providers on the Eligible Training Provider List and offer certificates that lead to sustainable employment in culinary, cosmetology, logistics/warehousing and other sustainable jobs. The program will also provide life skills and substance abuse counseling.

Dan Gouker inquired about the sole-source provider. DeSart clarified that the sole-source is currently with the Nevada Department of Corrections as they are the only organization in Las Vegas with this type of population; however, the community organization may be identified through an RFP process. Gouker stated that the College of Southern Nevada has a long history working with NDOC. CSN had students earning certificates in classrooms and partnered with DETR for Work Keys employability testing component. Gouker requested staff to keep CSN in the loop as a potential training provider. DeSart stated that the community organization will be procured or there is a current provider that has the ability to continue with their contract for one additional year.

Dan Rose offered to represent the union apprenticeship programs to provide the inmates presentations and information on how to join the apprenticeship program and how these jobs can help them support themselves and their families.

7. **DISCUSSION AND POSSIBLE ACTION: Accept Adult & Dislocated Worker Committee's recommendation to award Nevada Partners, Inc. additional funding in an amount not to exceed \$30,000. These funds will be used to augment Nevada Partners, Inc. current PY2013 WIA Adult & Dislocated Worker Home Office contract to provide training and supportive services to 20 additional participants**

Ms. DeSart provided background. With the additional funding Nevada Partners, Inc. (NPI) will increase the number of clients served this program year to 220. NPI's funding request letter is provided on page 21 of the agenda packet.

A motion was made to accept Adult & Dislocated Worker Committee's recommendation to award Nevada Partners, Inc. additional funding in an amount not to exceed \$30,000 to augment Nevada Partners, Inc.'s current PY2013 WIA Adult & Dislocated Worker Home Office contract to provide training and supportive services to 20 additional participants by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood. Motion carried.

8. **INFORMATION: One-Stop Reports**

a. **Consortium Report**

Janet Blumen, Foundation for an Independent Tomorrow (FIT) provided an overview of the Consortium Report included with the agenda. Ms. Blumen covered the following topics:

- Organization & Governance
- Identification of Parties
 - Chairman: Janet Blumen (FIT)
 - First Vice-Chairman: Lynda Parven (DETR)
 - Vice Chairman: Dr. Tiffany Tyler (NPI)
 - Co-Secretary: Elizabeth McDaniels (Goodwill)
- Voting Protocol & Chart
- Formation of Committees
 - Operations Manual Review Committee
 - Client/Customer Flow Procedures Committee
 - Intake Procedure Committee
 - Analysis of Performance Objectives
- One-Stop Career Center Manager interviews are taking place

Ms. Blumen finished by saying that the Consortium is absolutely committed to making the One-Stop Career Center successful and believes it is potentially the premier One-Stop in the country.

Ms. Murzl thanked Ms. Blumen and said the report was impressive and well done.

b. One-Stop Affiliate Update: Academy of Human Development

Ms. DeSart presented the metrics report for Academy of Human Development provided on page 24 of the agenda packet. The self-service core services provided include: computer/internet access for job search and resume preparation, Health cards, Tam cards, notary services and computer basics.

c. One-Stop Affiliate Update: Las Vegas Clark County Urban League

Las Vegas Clark County Urban League's metrics report is provided on page 26.

Councilwoman Gerri Schroder disclosed her relationship as an active board member of the Urban League.

9. INFORMATION: Training, Wage and Employment Reports

Brett Miller, Programs Senior Analyst provided an overview of the Training, Wage and Employment Reports on page 28 - 29 of the agenda packet.

Ms. DeSart commented that the Healthcare sector has a more robust growth trend than Mining and Manufacturing, which has more growth in the Northern Nevada Workforce Investment Area.

To Councilman Bob Beer's inquiry regarding the description of training under the cross sector category, Mr. Miller replied cross sector includes any training that does not fall under any other sector category, such as service/hospitality and government and further stated that total number employed under cross sector (315) is not solely driven by the hiring event for the Golden Corral.

To Dan Rose's inquiry regarding how it is determined which sectors clients are trained, Ms. DeSart replied that WIA Case Managers work with clients to develop an Individual Employment Plan that looks at work history, education level, skill sets and goals to determine the type of training for that individual.

To Dr. David Lee's inquiry about the type of jobs that fall under the Logistics sector, staff replied truck driving (requires CDL Class A license), security, warehousing and forklift certification.

Dan Gouker noted the training cost of Aerospace & Defense (\$6,542) and Health & Medical Services (\$2,361) and asked staff to explain why more money was invested in one training for Aerospace than in Health & Medical, which has a higher for jobs. Brett replied that the graph shows an average cost per training, and explained that the total cost of training in the Health & Medical sector is calculated by multiplying \$2,361 by the number of trainings (476). Gouker suggested that Brett change the chart for easier interpretation.

10. INFORMATION: WIA Client Demographics Report ~ Adult/Dislocated Worker & Youth

Brett presented the WIA Client Demographics report provided on page 32 and 33 and highlighted the following:

- Enrollments: Las Vegas (72%), North Las Vegas (13%), Henderson (7%), Rural Communities (8%)
- Ethnicity: Caucasian (38%), African American (35%), Hispanic/Latino (19%), Asian (5%), Alaskan/Native American Indian (2%), Hawaiian/Pacific Islander (1%)

Hannah Brown and Councilwoman Wood inquired about the low enrollments in North Las Vegas and requested staff to follow up with a study to see how well the one-stop centers are serving clients to determine the need for a one-stop center in North Las Vegas. DeSart concurred stating that staff will provide a report at the next Board meeting comparing the number of North Las Vegas residents served prior to the One-Stop Center opening to present. DeSart further stated that it is WC's goal to eventually have a One-Stop located in North Las Vegas. Councilwoman Gerri Schroder requested the same study be done for Henderson. Staff will report the differences experienced for all the municipalities at the next Board meeting. Discussion ensued.

11. INFORMATION: Budget & Finance Committee Meeting Minutes of March 12, 2014 (draft)

Jim Kostecki, Finance Manager presented the Budget & Finance Committee meeting minutes of March 12, 2014 provided on page 35 – 41 of the agenda packet.

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

a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative

Mr. Kostecki noted the revised budget (as of March 1, 2014) is divided into three sections Operations, One-Stop Center (Charleston) and One-Stop System and suggested the Board vote on each item separately.

i. PY2013 WIA Formula Budget (Operations)

Kostecki provided an overview of the operations budget and budget narrative provided on page 43 – 48 of the agenda packet. Total budgeted revenues for PY2013 are \$31,737,186. The increase of \$3,866,062 represents additional carry forward dollars that will be allocated to contracts and operations.

Kostecki highlighted the following changes to the operations budget (p. 44):

- 7040 Office Supplies: increased by \$9,000 due to items purchased for the initial startup of the one-stop and relocation of the administrative offices, including business cards and envelopes.
- 7045 Systems Communications: increased by \$12,000 due to the new bigger and faster network to allow for seamless operations and backup.
- 7075 Facilities Repairs & Maintenance: increased by \$8,320 due to temporary labor for special projects such as installing the privacy guards on the board room meeting tables.
- 8500 Capital – Equipment and Furniture: increased by \$100,000 for construction costs to implement additional ADA improvements to the building including wheelchair ramps and sidewalk cutouts. The building is currently ADA compliant; however, the additional improvements will ensure easier access for all individuals.
- 8900 Strategic Initiatives: an estimated \$660,000 will be carry forward to next program year.

Tommy Rowe inquired about procuring a U.S. flag for the board room. Mr. Galbreth reported that he has requested a U.S. flag to be flown over the U.S. Capital and a state flag to be flown over the State Capital which will be properly displayed in the board room.

Ms. DeSart clarified that are three handicapped spaces located near the front entrance of the One-Stop Center, two in the front one on the side.

A motion was made to accept and approve agenda item 12.a.i as presented by Councilwoman Gerri Schroder and seconded by Vida Chan Lin. Motion carried.

ii. PY2013 WIA Formula Budget One-Stop Center (Charleston)

Mr. Kostecki provided an overview of the One-Stop Center budget (p. 49) and budget narrative (p. 50) and reported that the budget has been vetted by the Budget & Finance Committee, One-Stop Consortium, and the Consortium's CFO Committee. Kostecki reported an increase in salaries, fringe benefits and payroll taxes for 1.95 staff positions (the new One-Stop Center Manager position and six partial FTEs, Deputy Director, Facilities Maintenance Technician, Fiscal staff and IT staff).

Valerie Murzl made a motion, seconded by Councilwoman Wood, to accept and approve agenda item 12.a.ii. After brief discussion, the motion was withdrawn by Murzl and seconded by Woods to allow Board member(s) the opportunity to disclosure any conflicts.

Councilwoman Gerri Schroder disclosed her relationship as an active board member of the Urban League and abstained from voting. Lynda Parven representative of DETR and the One-Stop Consortium abstained from voting.

Valerie Murzl made a motion to accept and approve agenda item 12.a.ii. and Councilwoman Anita Wood seconded. Councilwoman Gerri Schroder and Lynda Parven abstained. Motion carried.

iii. PY2013 WIA Formula Budget One-Stop System

Mr. Kostecki provided an overview of the One-Stop System budget and budget narrative provided on page 52 – 54.

Councilwoman Gerri Schroder disclosed her relationship as an active board member of the Urban League and abstained from voting.

A motion was made to accept and approve agenda item 12.a.iii. as presented by Willie J. Fields and seconded by Maggie Arias-Petrel. Councilwoman Gerri Schroder abstained. Motion carried.

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

Mr. Kostecki provided an overview of the Budget vs. Actual report for expenditures through January 2014 (p. 55) and noted the highlighted items will be fixed with the budget adjustments approved today.

A motion was made to accept and approve agenda item 12.b. as presented by Tommy Rowe and seconded by Dan Rose. Motion carried.

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

Mr. Kostecki provided an overview of the Awards & Expenditures report for the Adult/Dislocated Worker Program (p. 57), Youth Program (p. 58), and Direct Grants (p. 59). The ADW report has been revised to track AHD and Urban League computer centers as well as NEG funds. Kostecki reported that NEG funds are not being spent and staff is working on a plan to spend down these funds. Mr. Galbreth reported that he met with DETR leadership for support in identifying dislocated workers on unemployment that are eligible to receive NEG services. NEG funds are for dislocated workers who have been unemployed for a minimum of 27 weeks. The funds end on June 30, 2015.

Mr. Kostecki reported that ADW contract expenditures should be at 58% and noted that Bridge Counseling Associates (32.69%) and Latin Chamber Foundation (32.81%) expenditures are low due to their previous high risk status. Murzl inquired about Goodwill's One-Stop expenditures (32.81%). Ms. DeSart replied that staff will conduct a forensic study of Goodwill's expenditures and report back to the Board.

Councilwoman Gerri Schroder disclosed her relationship as an active board member of the Urban League and abstained from voting.

Mr. Kostecki reported that RFPs have been released for both ADW Home Office and One-Stop contracts and ADW and Youth Rural contracts. Funding will be vetted at the May Committee and Board meetings and the contracts will commence on June 1, 2014.

Mr. Galbreth reported that WC is awaiting a reply from DETR regarding how the JAG funds will be expended. The report indicates 0% of the \$350,000 JAG funds awarded to Community Service Agency's (JAG) have been expended.

Councilwoman Wood requested staff to include cover sheets in the agenda packet for all agenda items to make the operations reports make them easier to identify.

Maggie Arias-Petrel disclosed her relationship as an active board member of the Latin Chamber Foundation and abstained from voting.

A motion was made to accept and approve agenda item 12.c. as presented by Willie J. Fields and seconded by Vida Chan Lin. Councilwoman Gerri Schroder and Maggie Arias-Petrel abstained. Motion carried.

d. Funding Plans – Adult/Dislocated Worker & Youth

Carol Turner, Financial Consultant presented the Adult and Dislocated Worker Funding Plan – PY2013 Projections provided on page 60 of the agenda packet and highlighted the following:

- Academy of Human Development Computer Center contract will potentially be renewed through June 2015; \$120,000 has been set aside
- Additional training funds approved for NPI's ADW Home Office in the amount of \$30,000
- WC is working with Laughlin, Boulder City and eventually Mesquite for new ADW Rural contracts; \$600,000 has been set aside
- Pre-Apprenticeship program for RTC fuel tax and other construction projects in the works; \$625,000 has been set aside. Mr. Galbreth noted there is a lot of concern that local residents who receive training may not get the construction jobs available locally. Dan Rose concurred stating that Nevada does a poor job of keeping the jobs local.

Kenadie Cobbin-Richardson, Business Services Manager provided a preview of the Construction Expo at the One-Stop Career Center on Wednesday, March 26th from 9:00 a.m. until 1:00 p.m. Participants of the event will meet with trades representatives, attend information sessions regarding apprenticeships, and have one-on-one conversations with a contractor as well as have the opportunity to take a test to gauge their math skills. Participants will be ranked for competitiveness based on the results of the math test and oral interview.

Ms. Turner presented the Dislocated Worker NEG Funding Plan – PY2013 Projections (p. 61) the ADW Funding Plan – PY2014 Projections (p. 62). Turner reported that there are large balances still available for training. This month WC released RFPs for One-Stop Consortium contracts for \$4,800,000, Home Office contracts \$3,000,000, and Rural contracts \$675,000. The report shows a remaining balance of \$75,000 (.05 months).

Ms. Turner provided an overview of the Youth Funding Plan – PY2013 Projections (p. 63) and PY2014 Projections (p.64). The report indicates \$545,000 remaining youth funds, which will be used for summer youth programs and hard-to-serve youth populations. Turner reported that \$350,000 JAG funds will be rolled over into next program year. Discussion ensued regarding the status of the JAG funding. Ms. DeSart stated that the JAG project originally came down from the Governor's office to partner with the school district, DETR and WC so WC does not entirely control the funds. Staff will provide a full report to the Youth Council regarding the outlook of the JAG program and funding.

Ms. DeSart reported that the St. Jude's program will serve foster youth of all ages with a wide array of wraparound services and has a projected start date of July 1, 2014. Discussion ensued.

A motion was made to accept agenda item 12.d. as presented by Mujahid Ramadan and seconded by Willie J. Fields. Councilwoman Gerri Schroder abstained. Motion carried.

e. Audit Findings for PY2012 (Year Ended June 30, 2013)

Mr. Kostecki provided an overview of the Audit Findings report provided on page 65 of the agenda packet. Kostecki noted that all the findings are potentially curable and the audit was a team effort. Dan Gouker commended staff for an excellent job done on the audit.

Councilman Bob Beers reported that the Budget Committee passed a motion to have staff report the audit findings on a quarterly basis. Dan Gouker concurred and recommended the same reporting frequency for the Board.

A motion was made to accept agenda item 12.e. as presented by Dan Rose and seconded by Sonja Holloway. Motion carried.

f. Workforce Connections' Professional Services Contracts

Mr. Kostecki presented the Professional Services Contracts on page 66 – 70 of the agenda packet. Kostecki noted that two contracts, Marquis Aurbach Coffing and Michael Meade, are erroneously duplicated on the report.

A motion was made to accept agenda item 12.f. as presented by Councilwoman Gerri Schroder and seconded by Vida Chan Lin. Motion carried.

13. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth

a. Agreement Between the Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board

Mr. Galbreth presented the Chief LEO Consortium and Board agreement provided on page 72 – 77 of the agenda packet. The agreement was reviewed and approved by the LEO Consortium at their meeting on March 11, 2014. The agreement is reviewed every two years; no changes were made.

b. Executive Director's Report

Mr. Galbreth presented the Executive Director's Report on page 78 – 79 and highlighted the following:

- WC is exploring the opportunity for a one-stop center in Pahrump
- Lincoln County needs more staff support; staff will be meeting with officials in the area
- Regarding the failed Literacy/Numeracy youth performance measure, WC is still working with DETR leadership to ensure proper and accurate data impacting performance measures is reported to the U.S. Department of Labor

A motion was made to accept the Executive Director's Report by Mujahid Ramadan and seconded by Councilwoman Anita Wood. Motion carried.

14. SECOND PUBLIC COMMENT SESSION

Janice Rael, Nevada Partners, Inc. thanked the Board for approving additional funding to serve participants and meet the needs of the community.

15. INFORMATION: Board Member Comments

Councilwoman Anita Wood requested staff to provide an update on the Nellis AFB layoffs. Mr. Galbreth reported that he contacted Col. Cornish's office who referred him to Jessica Turner in public affairs, and he is currently awaiting her call. Councilwoman Wood offered to help contact key people if needed. Galbreth will follow up with Ms. Turner and keep the Board informed.

Mujahid Ramadan reported on his recent involvement with a committee tasked with rewriting Metro's Gang Policy. Through this process the committee discovered that there were no options available to gang members and gang associates to help them transition to healthier lifestyles. Ramadan stated, the community needs to invest time in helping reform these individuals before they commit crimes and end up incarcerated, costing the community more money. Ramadan plans on inviting members of Metro's Gang Divisions to the next Youth Council meeting to discuss these issues and how to address them.

Dan Rose spoke about an article from the Channel 8 News website titled “The Construction Industry Making a Comeback in Las Vegas.” The article mentioned that as construction jobs are coming back a number of people who left Nevada with high skills are returning to Nevada. Rose stated, because of this, the unemployment rate is not going to change much and Nevada still has a long way to go.

Councilwoman Gerri Schroder provided an update on the National League of Cities Conference in Washington D.C where she attended the Reforming the WIA Act workshop focused on the importance of job training and internships, the funding of WIA, job prospects for youth and expanding the age range for job preparation, and how to ensure businesses get the employees they need when there are economic issues with low income and low educated areas as well. Other highlights include the First Jobs Program, Cyber Space Program, which introduces technology to disadvantaged youth, and Operation Boot Straps, a program that creates career pathway programs in healthcare manufacturing. Councilwoman Schroder will share her complete conference notes with Heather and Ardell.

Dan Gouker stated that CSN will be at tomorrow’s Construction Expo at the One-Stop Career Center and asked staff to include CSN in discussions with the Department of Corrections as they have a long history working together. CSN has the employability skills curriculum in place and partners with DETR for the Work Keys component. Gouker will contact Kelly Ford regarding adding a pre-apprenticeship program to the ETPL list.

16. Adjournment

The meeting adjourned at 12:18 p.m.