

# WORKFORCE CONNECTIONS

## BOARD MEETING MINUTES

April 28, 2015  
10:00 a.m.

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

### Members Present

Bart Patterson	Bill Regenhardt	Cecilia Maldonado (phone)
Charles Perry	Commissioner Varlin Higbee	Commissioner Lawrence Weekly
Councilwoman Anita Wood	Councilwoman Gerri Schroder	Councilwoman Peggy Leavitt
Dan Gouker (phone)	Dan Rose	Hannah Brown
Jack Martin	Jerrie Merritt	Liberty Leavitt
Maggie Arias-Petrel (phone)	Mujahid Ramadan (phone)	Sonja Holloway
Tommy Rowe	Valerie Murzl, Chair	Willie J. Fields

### Members Absent

Commissioner Butch Borasky	Commissioner Ralph Keyes	Councilman Bob Beers
Dr. David Lee	Lynda Parven	Mark Edgel
Matt Cecil	Vida Chan Lin	William Bruninga

### Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Ricardo Villalobos	Jaime Cruz
Brett Miller	Jake McClelland	Kenadie Cobbin Richardson

### Others Present

Janice M. Rael, Nevada Partners, Inc.	Jeramey Pickett, Nevada Partners, Inc.
Thresea Kaufman, Nevada Hospital Association	Arcadio Bolanos, Academy of Human Development
Tenesha McCulloch, Goodwill of Southern Nevada	Steve Gibson, DETR
Carol Turner, WC Consultant/CST Consulting	Anthony Gilyard, FIT
Madelin Arazoza, The Salvation Army	Lita Barba, Olive Crest
Laura McDougall, Olive Crest	Bonita Fahy, SNRHA
April Guinsler, Easter Seals Nevada	E. Lavonne Lewis, The Salvation Army
Helicia Thomas, GNJ Family Life Center	Denise Gee, HELP of Southern Nevada

(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 10:08 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 Charles Perry and seconded by Dan Rose. Motion carried.*

### 3. FIRST PUBLIC COMMENT SESSION:

None

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of March 24, 2015**

Chair Murzl presented the minutes on page 6-12 of the agenda packet.

*A motion was made to approve the Board minutes of March 24, 2015 by Tommy Rowe and seconded by Hannah Brown. Motion carried.*

Maggie Arias-Petrel left the meeting at 10:15 a.m.

**5. PRESENTATION: Outstanding Service Award to Daniel Rose**

Board member Daniel Rose was presented an award for his outstanding service on the Board. Mr. Rose served on the Workforce Connections Board, Youth Council and Adult & Dislocated Worker Committee for 14 years. Mr. Rose will be retiring at the end of this month to devote himself to his family and personal life. Chair Murzl presented the award and thanked Mr. Rose for his time and commitment. Mr. Rose encouraged everyone to go to the Nevada Legislation website and vote in favor of SB 303 to aid the adoption of foster youth.

Dan Gouker stated that Dan's legacy lives on personally and professionally and he supports him in his future endeavors.

**6. INFORMATION: Communications Report – July 1, 2014 through March 31, 2015**

Kenadie Cobbin Richardson, Director of Business Engagement & Communications presented the report on page 15 of the agenda packet. The report reflects \$79,321.65 in earned value media for the following events:

Nevada Day Super Hiring Event .....	\$22,826.35
KCEP-FM .....	\$19,500.00
Credibility Article in RJ.....	\$18,870.74
Healthcare Symposium & Hiring Event .....	\$9,267.56
Other .....	\$4,563.30
IT Expo & Hiring Event.....	\$3,293.70
Total:.....	\$79,321.65

Circulation totaled 1.5 Million (television, print, online, and radio) for a total value of \$234,964.95.

**7. INFORMATION: Hire Report**

Ms. Cobbin Richardson presented the report on page 17 of the agenda and reported 393 hires at a wage range of \$8.25-\$35.00 per hour for the period July 1, 2014 through March 31, 2015. The report shows a graph of placements by sector and a list of employers.

**8. INFORMATION: Executive Committee approved \$35,000 in ADW funds and \$50,000 in NEG funds to Easter Seals of Southern Nevada to provide employment and training services to an additional 20 participants on their current PY2014 contract**

Heather DeSart, Deputy Executive Director provided background. Easter Seals letter requesting additional funding is on page 22 of the agenda packet.

Ms. DeSart reported that a request has been submitted to DOL for extending the NEG funds through June 30, 2016.

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

Ms. DeSart presented the OSCC consortium report on page 24-26 of the agenda packet.

**10. INFORMATION: Budget & Finance Committee minutes of April 8, 2015 (draft)**

Minutes are provided on page 26-32 of the agenda packet.

**11. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept, and approve reports**

Chair Murzl requested that all items be heard and voted on in one motion. Jim Kostecki, Finance Manager provided an overview of the following reports:

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

The PY2014 WIA Formula Budget is provided on page 35-44 of the agenda packet. Mr. Kostecki reported \$1,900,000 was moved from Dislocated Worker to Adult funding stream as per a waiver from that state that allows up to 50% reallocation of Adult and DW funding streams. Initially 25% of DW funding was reallocated based on Adult expenditures and now the remaining 25% (\$1,900,000) will be moved to the Adult funding stream. The Board of Examiners is required to vote on this and will do so in May. He further reported that the LEO Consortium approved increased program operations from 10% to 15%. Department of Labor allows local boards to expend up to 10% of their total allocation for admin costs and WC also allocates 15% of the total allocation for program management and oversight for a total of 25% of the funding for operations. This adds \$969,807 into the operations budget allocated as follows:

<u>Line Item</u>	<u>\$ Change</u>
7000 Accounting and Auditing .....	(3,000)
7045 Systems Communications .....	7,000
7080 Admin Support Contracts .....	6,000
7085 Program Support Contracts .....	70,000
7095 Board Meetings and Travel .....	7,000
8900 Strategic Initiative -WIA .....	382,807
8900 Strategic Initiative - 1 <sup>st</sup> Qtr 2015 ....	500,000

Mr. Kostecki reported that the additional \$70,000 under program support contracts is due to the need for an additional full-time security guard to provide coverage in and around the One-Stop Center and WC building. There are now two full-time security guards onsite. Commissioner Weekly suggested customer service training for the One-Stop Center front desk staff to prevent potential security issues and described a recent incident he witnessed at the One-Stop Center. Discussion ensued. Chair Murzl offered to extend one of her trainers or herself to provide training curriculum used by Station Casinos. The class catalog was previously provided to Ms. Cobbin Richardson.

The Operations budget narrative is provided on page 38-40 of the agenda packet.

Mr. Kostecki provided an overview of the One-Stop Center budget (p. 41) and narrative (p. 42) and the One-Stop System budget (p. 43) and narrative (p. 44), and reported no increases, just movement from the strategic initiatives line item to other line items.

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

The Budget vs. Actual Finance report through February (p. 46) shows all line items in the green.

c. **Awards & Expenditures Report – monthly update (Compliance and operational status of service providers)**

The Awards and Expenditures report through February for Adult, Dislocated Worker, Youth, and direct programs is provided on page 48-51 of the agenda packet. Mr. Kostecki reported a spike in expenditures and based on a recent visit, most of the ADW service providers have obligated almost all of their training dollars. This will be reflected in the March report. He further reported that DOL requires a minimum of 25% of NEG funds to be allocated for On-the-Job training (OJT). Last year, \$170,000 was allocated to occupational skills training, not OJT; therefore, at this time NEG expenditures is limited to OJT until the percentage mandate is met, then these funds will be opened up again for occupational skills training. The report reflects NEG expenditures of \$24,515 from the total allocation of \$1,100,000 in NEG funds. Mr. Kostecki stated that Easter Seals is doing a great job and will hire 2-3 people to expend their NEG funds on OJTs.

Sonja Holloway inquired about the Nevada Department of Corrections contract. Mr. Kostecki explained that this contract was approved some time ago by WC, but the NDOC approval and procurement process took a long time. Mr. Galbreth stated that WC had great hopes for this program to serve ex-offenders and prepare them for release but the bureaucratic process has been unyielding. Ms. DeSart stated that they have begun to serve clients that are incarcerated. She further stated that WC released an RFP for post-release services and recommendations will be brought to this board next month. The NDOC pre-release contract will probably be rolled over as a no-cost contract extension and later reassessed to determine whether it is a worthwhile cause.

Chair Murzl inquired about having a one-stop at the prison. Mr. Galbreth stated that it is a great idea and some states have implemented it. Most of these states did it through their legislature which makes it so much easier and Southern Nevada is just not there yet.

Dan Gouker stated that CSN has training with Casa Grande and Florence McClure Women's Prison, and depending on conviction and where they are housed, individuals may not be allowed to access a computer at all. CSN has adapted by hiring proctors that actually operate the computer based on the inmate telling them what to type, where to click, etc. This is common at Florence McClure with a little more latitude at Casa Grande. He further stated that the staff have to pass a background check, get fingerprinted and all of the curriculum, each and every page of every book has to be reviewed for inappropriate language and passages. He stated that CSN has been working on one project for Florence McClure for probably six months and just now is at the point where classes can be offered within the facility, and if the facility changes administration and the new administrator does not like the program, it goes away without question or negotiation.

Ms. DeSart stated that there has been a lot of conversation around this board about the fact that if we could reach these individuals prior to them being released and help them learn a skill or trade so that they come out prepared, that the recidivism rate would be less. She further stated that in theory it is still an excellent idea and she is not quite ready to give up on it yet. Chair Murzl suggested that when the Board is reconstituted, we can make this a strategy how to politically break through these walls and make the system work.

Jack Martin stated that the Department of Juvenile Justice Services can help cut through all the bureaucracy and do whatever they can to stop kids from entering the adult penitentiary. He said he would be happy to help the other group in any way he can.

Mr. Kostecki continued with his update and reported no issues with the Youth contract expenditures.

Councilwoman Schroder inquired about eligibility requirements for the AARP program. Mr. Kostecki stated that individuals must be at least 50 years old and are not required to be an AARP member.

Bart Patterson requested staff to add a projection category to the report. Ms. DeSart stated that the service providers have been asked to report their obligations with their invoices and staff will report this information to the Board to provide a more accurate representation.

Mr. Kostecki stated that next year WC will pay all the training provider payments directly and will have an accurate accounting of the training expenditures.

**d. Funding Plans – Adult/Dislocated Worker/Youth**

Brett Miller, Manager Strategic Planning & Analysis presented the ADW and Youth Funding with March revenues provided on page 53 and 54 respectively. The ADW report reflects \$12,989,811 remaining available funds and a remaining balance of \$4,088,711 (2.15 months). The Youth report reflects \$5,490,756 remaining available funds and remaining balance of \$1,097,184 (1.66 months). Regarding pending contracts, he reported that an RFP will be released for the DJJS Pre-Entry contract for \$650,000.

**e. Workforce Connections' Professional Services Contracts (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request) (PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED)**

The Professional Services Contracts report is provided on page 56-61 of the agenda packet. Mr. Galbreth reported that the legal services contract with Marquis Aurbach Coffing (p. 58) was canceled, a new RFP was released and proposals were received and are currently under review by the LEOs jurisdiction's legal counsels. A contract recommendation will be presented to this Board probably in May. He further reported the Piercy Bowler Taylor & Kern auditing services contract (p. 59) expired on March 31, 2015 and a new RFP will be released. On page 60, he highlighted the Grant Writer Pool which consists of grant writers and trainers with various areas of expertise that will assist the board to apply for grant opportunities. Mr. Galbreth stated that when the Board votes on this item today, it will be approving or disapproving these particular contracts. Councilman Weekly clarified that the vote will include the grant writing pool, auditing services contract with PBTK and the legal services contract. Mr. Galbreth agreed and stated that the Board may wish to pull any of the contracts on this list at any time. Commissioner Weekly inquired about the selection of the grant writer pool and how the \$50,000 was split between grant writers. Mr. Kostecki stated that all professional services contracts have to be procured individually, so staff worked together with DETR to have a contract pool approved in advanced for up to four years that can be accessed as needed. The contract is \$50,000 to start based on what was available in the budget, but can be added to at any time. Strategic Progress' contract is higher because WC has used them in the past and is comfortable with their services. The other contractors are new to WC. He further stated that the state required WC to write individual contracts with each of the companies in the pool. Chair Murzl suggested hiring a grant writer on staff. Discussion ensued.

Bart Patterson inquired about the legal services contract. Mr. Kostecki stated that all contracts are on a cost reimbursement basis.

***A motion was made to accept and approve reports by Bart Patterson and seconded by Councilwoman Gerri Schroder. Motion carried.***

**12. INFORMATION: Staff WIOA Implementation Plan**

Jaime Cruz, Chief Strategy Officer provided a brief demonstration of the WIOA Implementation Plan, which is a tool for staff to manage and track the implementation of WIOA throughout the multiyear project.

**13. INFORMATION: Strategic Initiatives Update**

Mr. Cruz presented the Strategic Initiative report provided on page 64 of the agenda packet and highlighted the Youth One-Stop Career Center which will focus on STEM career exploration and the Mobile One-Stop Pilot Project. The retrofitted bus for this project is completed and on-site today for the viewing.

**14. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report**

Mr. Galbreth presented the Executive Director's Report on page 66 of the agenda packet.

Hannah Brown inquired about the RFPs. Mr. Galbreth stated that all proposals were received (2 one-stop operator and 24 adult and youth one-stop affiliate sites) and contract recommendations will be presented to the Committees and Board in May.

*A motion was made to accept and approve Executive Director's Report by Charles Perry and seconded by Hannah Brown. Motion carried.*

**15. SECOND PUBLIC COMMENT SESSION**

None

**16. INFORMATION: Board Member Comments**

None

**17. ADJOURNMENT**

The meeting adjourned at 11:16 a.m.