

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

June 23, 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
Charles Perry (phone)	Commissioner Varlin Higbee	Commissioner Lawrence Weekly (phone)
Councilman Bob Beers (phone)	Councilwoman Anita Wood	Councilwoman Peggy Leavitt
Jack Martin	Jerrie Merritt	Liberty Leavitt
Lynda Parven	Maggie Arias-Petrel (phone)	Mark Edgel
Mujahid Ramadan	Sonja Holloway	Tommy Rowe
Valerie Murzl	Vida Chan Lin	William Bruninga (phone)
Willie J. Fields (phone)		

Members Absent

Commissioner Butch Borasky	Commissioner Ralph Keyes	Councilwoman Gerri Schroder
Dan Gouker	Dr. David Lee	Hannah Brown
Matt Cecil		

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Ricardo Villalobos	Clentine January
Kenadie Cobbin Richardson	Jake McClelland	

Others Present

Amber White Davidson, Parker Nelson & Associates	Sylvia Davis, Nevada Department of Corrections
Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Brian Patchett, Easter Seals Nevada	Marty Reza, The Salvation Army
Erik Clark, The Salvation Army	Rob Robinson, ResCare
Brad Williams, ResCare	Arcadio Bolanos, Academy of Human Development
Louis Loupias, So. NV Operating Engineers JATC #12	Tammi Odegard, Nye Communities Coalition
Janice M. Rael, Nevada Partners, Inc.	Jeremy Pickett, Nevada Partners, Inc.
Helicia Thomas, GNJ Family Life Center	April Guinsler, Easter Seals Nevada
Bailey Battin, Easter Seals Nevada	Jennifer Casey, FIT
Janet Blumen, FIT	Diana Palelei, Easter Seals Nevada
Flora Cortez, Easter Seals Nevada	Neosha Smith, Youth Advocate Program
Patty Rosati, Youth Advocate Program	Nyeri Richards, Youth Advocate Program
Denise Gee, HELP of Southern Nevada	Chris Boyd, CDH
Sherell Maddox, The Move Project Inc.	Dr. Tiffany Tyler, Nevada Partners, Inc.
Sherman Rutledge, St. Jude's Ranch	Jackie Gates, St. Jude's Ranch

(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 10:05 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 Bill Regenhardt and seconded by Jack Martin. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION:**

Linda Montgomery, president of The Learning Center distributed the TLC Career Corner monthly newsletter and summarized the following outcomes for program year 2014-15 and IT statistics:

- Total IT students enrolled: 15
- Total ID students still in school: 4
- Total IT students dropped for personal reasons: 7
- Total IT students that completed program: 104
- Total IT students placed in IT field employment: 104
- Average wage range: \$10.00 - \$45.00
- Average wage rate: \$17.94
- Average annual salary: \$37,459
- ROI: 752.79%
- IT/Help Desk/Support job openings: 1,770
- IT Network Support: 312
- IT Program Manager: 589
- Programmer/Developer: 659
- IT Business Analyst: 256
- IT Security Manager: 838
- National unemployment rate in IT sector: 0%
- Nevada unemployment rate in IT sector: below 1%

Brian Patchett, president/CEO of Easter Seals Nevada thanked the board and staff for the opportunity to serve over 8,000 people across the state of Nevada, helping individuals with disabilities to become more independent through employment. He shared about his disability and the college assistance he received from Easter Seals that helped him succeed. With this contract, Easter Seals will serve over 100 individuals each year. Mr. Patchett serves on the Governor's task force on employment for persons with intellectual disabilities and is the chair of the commission of services for persons with disabilities for Nevada.

April Guinsler, program director of the employment solutions program at Easter Seals thanked the board for their support and introduced partner/employer Bonnie, owner of Western States Marketing. Bonnie shared about hiring one of Easter's Seal's clients, Valerie, who shared about her new job in the field of real estate and property management.

Marty Reza, case manager at Salvation Army thanked the Board for the opportunity to serve clients and Board staff for the opportunity to participate in the Workforce Development Academy.

Erik Clark, client of The Salvation Army shared about his experience with the culinary program.

Janet Blumen, Foundation for an Independent Tomorrow recapped last year's program and reported expenditures of \$840,000 for occupational training for 323 individuals (292 trainings and 31 OJTs).

Ms. Bluman thanked the board for funding FIT's re-entry program for the next program year but expressed disappointment that FIT did not receive any Adult and Dislocated Worker funding.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of May 26, 2015**

The minutes are provided on page 7-15 of the agenda packet.

A motion was made by Tommy Rowe and seconded by Mark Edgel to approve the Board minutes of May 26, 2015 as presented. Councilwoman Peggy Leavitt abstained. Motion carried.

5. **INFORMATION: Business Engagement Report**

Kenadie Cobbin Richardson, Director, Business Engagement & Communications presented the BEST Pre-Screening & Referral Stats report provided on page 17 of the packet and reported that during the month of May, 69 individuals were prescreened (four were referred by a funded partner) and 35 individuals were placed into employment. Total placements year to date is 450, exceeding the goal of 393 placements, with an average wage of \$12.39.

6. **INFORMATION: Adult & Dislocated Worker Committee minutes of June 10, 2015 (draft)**

The minutes are provided on page 19-23 of the agenda packet.

7. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Nye Communities Coalition as a One-Stop Affiliate Site – Nye and Esmeralda Counties to deliver career and training services to adults and dislocated workers in an amount not to exceed \$575,000 for the contract period July 1, 2015 through June 30, 2016**

Ricardo Villalobos, Director, Workforce Development Programs provided background.

Councilwoman Leavitt commented that she is continually impressed by this program.

Nye Communities Coalition's scope of services is provided on page 25-26 of the agenda packet.

A motion was made by Charles Perry and seconded by Councilwoman Anita Wood to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Nye Communities Coalition as a One-Stop Affiliate Site – Nye and Esmeralda Counties to deliver career and training services to adults and dislocated workers in an amount not to exceed \$575,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.

8. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Lincoln County Grants Administration as a One-Stop Affiliate Site – Lincoln County to deliver career and training services to adults and dislocated workers in an amount not to exceed \$100,000 for the contract period July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background.

Lincoln County Grant's Administrations scope of work is provided on page 29-30 of the agenda packet.

A motion was made by Jack Martin and seconded by Mark Edgel to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Lincoln County Grants Administration as a One-Stop Affiliate Site – Lincoln County to

deliver career and training services to adults and dislocated workers in an amount not to exceed \$100,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.

9. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Academy of Human Development as a One-Stop Affiliate Site – East to deliver career and training services to adults and dislocated workers in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016**

Heather DeSart, Deputy Executive Director provided background. Brief discussion ensued.

Bart Patterson recommended that the Board establish metrics for renewing contracts in the future.

Academy of Human Development's (AHD) scope of work is provided on page 32-34 of the agenda packet.

A motion was made by Jack Martin and seconded by Charles Perry to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Academy of Human Development as a One-Stop Affiliate Site – East to deliver career and training services to adults and dislocated workers in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.

10. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Easter Seals Nevada to deliver career and training services to adults and dislocated workers in an amount not to exceed \$500,000 for the contract period July 1, 2015 through June 30, 2016**

Ms. DeSart provided background and reported that this recommendation is a result of the recent RFP process for adults with disabilities and is based on additional funds becoming available and Workforce Innovation and Opportunity Act has a strong emphasis on serving this population.

Bart Patterson recommended that the Board approve the scoring and evaluation process in advance of the outside independent evaluation and in the future the Board may want to consider splitting a contract between two service providers if the proposals receive close scores and the Board believes both service providers can do an excellent job serving clients.

Commissioner Weekly agreed with Mr. Patterson's comments. He thanked Brian and April from Easter Seals for their comments earlier and stated that it feels good to award a contract to a service provider that is making a significant difference in the community serving clients and restoring the confidence in individuals with disabilities, and he is truly honored to support Easter Seals and the work they are doing.

Mark Edgel stated that from his experience on the receiving end of grants, nothing is more frustrating than to receive just enough money to do nothing and splitting contract funds is not necessarily the best option.

Easter Seals Nevada's scope of work is provided on page 36-38 of the agenda packet.

A motion was made by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Easter Seals Nevada to deliver career and training services to adults and dislocated workers in an amount not to exceed \$500,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.

11. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Las Vegas Urban League to deliver career and training services to veterans and eligible spouses in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016**

Ms. DeSart provided background.

Las Vegas Urban League's scope of work is provided on page 40-42 of the agenda packet.

A motion was made by Councilwoman Anita Wood and seconded by Tommy Rowe to approve Adult & Dislocated Worker Committee's recommendation to award and execute a contract with Las Vegas Urban League to deliver career and training services to veterans and eligible spouses in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016. Motion carried.

12. **INFORMATION: Training and Employment Reports**

Jim Kostecki, Manager, Financial Services presented the training and employment reports on page 44-47 of the agenda packet.

13. **INFORMATION: Youth Council minutes of June 10, 2015 (draft)**

The minutes are provided on page 49-52 of the agenda packet.

14. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Lincoln County Grant's Administration for PY2015 in an amount not to exceed \$150,000 for a contract term July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background. He reported that this grant is to serve youth residents of Lincoln County.

To follow up on a discussion at the last Youth Council meeting regarding the number of youth to be served under the new youth contracts, Mr. Villalobos reported that based on the cost per youth range (\$4,008 to \$7,000) of the western states (Hawaii, California, Oregon, Washington, Arizona, Utah and Nevada), under this particular contract 22 to 38 youth will be served depending on the individual needs of the clients. He noted that this is a system shift toward a quality vs. quantity system with higher outcome expectations and a much higher quality of services for both youth and adults. Jack Martin concurred and fully supports this initiative.

Lincoln County Grant's Administration's scope of work is provided on page 54 of the agenda packet.

A motion was made by Mujahid Ramadan and seconded by Jerrie Merritt to approve Youth Council's recommendation to award and execute a contract to Lincoln County Grant's Administration for PY2015 in an amount not to exceed \$150,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.

15. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Nye Communities Coalition for PY2015 in an amount not to exceed \$350,000 for a contract term July 1, 2015 through June 30, 2016**

Mr. Villalobos provided background and reported that Nye Communities Coalition will serve between 50 to 88 youth depending on the individual needs of the clients.

Nye Communities Coalition's scope of work is provided on page 56-57 of the agenda packet.

A motion was made by Mujahid Ramadan and seconded by Jerrie Merritt to approve Youth Council's recommendation to award and execute a contract to Nye Communities Coalition for PY2015 in an amount not to exceed \$350,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.

16. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to St. Jude's Ranch for Children for PY2015 in an amount not to exceed \$275,000 for a contract term July 1, 2015 through June 30, 2016

Mr. Villalobos provided background and reported that St. Jude's Ranch will serve between 40 to 69 youth depending on the individual needs of the clients. He stated that St. Jude's Ranch is a new service provider and staff is working closely with them through the challenges.

Mr. Patterson inquired about the current leadership and structure of St. Jude's. Ms. DeSart replied that staff conducted a fiscal and programmatic monitoring and is confident with the contract recommendation.

Liberty Leavitt inquired about access to Boulder City H.S. and Laughlin H.S. Mr. Villalobos stated that St. Jude's will need access to the high schools because due to enrollment challenges in the rural areas, the rural services providers will be allowed to enroll a small number of in-school youth.

St. Jude's Ranch for Children's scope of work is provided on page 59-60 of the agenda packet.

A motion was made by Tommy Rowe and seconded by Councilwoman Peggy Leavitt to approve Youth Council's recommendation to award and execute a contract to St. Jude's Ranch for Children for PY2015 in an amount not to exceed \$275,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.

17. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Olive Crest for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016

Mr. Villalobos provided background and reported that Olive Crest will serve between 72 to 125 youth, specifically current or former foster youth and youth in guardianship.

Olive Crest's scope of work is provided on page 62-63 of the agenda packet.

A motion was made by Councilwoman Anita Wood and seconded by Mujahid Ramadan to approve Youth Council's recommendation to award and execute a contract to Olive Crest for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.

18. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award and execute a contract to Goodwill Industries of Southern Nevada for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016

Mr. Villalobos provided background and reported that this contract is to serve specifically youth with disabilities.

Goodwill Industries of Southern Nevada's scope of work is provided on page 65-66 of the agenda packet.

A motion was made by Mujahid Ramadan and seconded by Commissioner Varlin Higbee to approve Youth Council's recommendation to award and execute a contract to Goodwill Industries of Southern Nevada for PY2015 in an amount not to exceed \$500,000 for a contract term July 1, 2015 through June 30, 2016. Motion carried.

19. INFORMATION: Youth Performance Reports

Mr. Kostecki presented the performance reports on page 68-69 of the agenda packet. Mr. Galbreth stated that WC is exceeding the minimum requirement for Literacy/Numeracy gains performance measure by a very small percentage and should be meeting/exceeding all performance measures by the end of the program year. Brief discussion ensued.

20. INFORMATION: Budget & Finance Committee minutes of June 10, 2015 (draft)

The minutes are provided on page 71-74 of the agenda packet.

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

Mr. Kostecki presented the following reports:

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

The PY2014 Budget is provided on page 77-86 of the agenda packet. Line item adjustments are highlighted in yellow.

b. PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016

The PY2015 Budget is provided on page 88-99 of the agenda packet. The budget reflects an increase of \$82,000 to the Dislocated Worker funding stream, due to a formula adjustment of the delinquent farm loans allocation.

c. 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 is provided on page 101 of the agenda packet and reflects all line items in the green (good) at 85% of the program year completed.

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

The Awards & Expenditures report for Adult/Dislocated Worker, NEG, Youth and direct grant expenditures through April 30, 2015 is provided on page 103-106 of the agenda packet. Mr. Kostecki reported that WC received a one year extension on NEG funds, which are strictly for occupational skills training and OJTs (minimum 25%) for dislocated workers. He further reported that all future contracts will uniformly begin July 1 and end June 30th and a couple of Youth contracts will overlap and two weeks prior, WC submitted the PY15 YouthBuild grant and expects to receive an announcement no later than August.

e. Funding Plans – Monthly Update – Adult/Dislocated Worker/Youth

The ADW Funding Plan (p. 108) reflects a remaining balance of \$46,169 (.04 months) and the Youth Funding Plan (p. 109) reflects a remaining balance of \$894,357 (1.49 months) and \$3,000,000 carry forward from PY14. Both reports include contracts approved today.

Chair Murzl expressed major concern regarding carry forward balances.

f. 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)

WC's Professional Services Contracts report is provided on page 111-116 of the agenda packet.

Mr. Galbreth noted the new format of the PSC report is to ensure that all information regarding the contracts (terms, amounts, renewal status, etc.) is as clear as possible to the Board and LEOs.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to accept and approve reports as presented. Motion carried.

22. INFORMATION: Strategic Initiatives Update

Jaime Cruz, Chief Strategy Officer presented the report provided on page 118 of the agenda packet.

Mr. Martin suggested addressing the Youth expenditures as a new strategy for PY15 and offered to help strategize. Chair Murzl echoed Mr. Martin's comments.

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

Mr. Galbreth presented the Executive Director's Report on page 120 of the agenda packet and highlighted that the One-Stop Operator contract with ResCare begins July 1st and staffing of the one-stop is underway. He announced that the Board members' ethics training originally scheduled for July 28th has been rescheduled for September 22nd.

Brad Williams, ResCare provided an update on the one-stop transition. He reported that several members of ResCare's corporate services has been at the one-stop assisting with the interviewing and hiring process and the one-stop is now fully staffed except for three positions: program administrator that includes human resource functions (currently posted); case manager/talent development specialist that will work closely with the Business Engagement team, and project director (job offer pending). ResCare is working closely with Board staff discussing policy and procedure changes with WIOA, and by the end of this week, will be finalizing a three month training calendar for all one-stop staff with a focus on Board program policy and procedure, ResCare's standard operating policy and procedures, its culture, and the exceptional customer experience and quality customer satisfaction of employers, job seekers, etc. The onboarding process has officially begun with new employee orientation yesterday and ResCare's two day customer experience training developed in conjunction with the Disney Institute.

Mr. Galbreth stated that this is the last meeting of the current board under the Workforce Investment Act and the new board structure under the auspices of the Workforce Innovation and Opportunity Act is effective July 1, 2015. He expressed great appreciation to the long-standing board and committee members' for their years of service, commitment and effort in getting the services out into the community. He encouraged board members to consider serving on a committee and if interested, submit an application for approval by the Local Elected Officials Consortium.

Mr. Martin congratulated Jaime Cruz for graduating from the Nevada's Certified Public Manager's training.

A motion was made to accept and approve Executive Director's Report by Charles Perry and seconded by Willie J. Fields. Motion carried.

24. SECOND PUBLIC COMMENT SESSION

Brian Patchett and April Guinsler of Easter Seals Nevada thanked the Board for the contract award and the opportunity to continue serving individuals with disabilities. He also thanked Commissioner Weekly for his kind words about Easter Seals and Board staff for their support.

Helicia Thomas, chief operations officer of GNJ Family Life Center announced that GNJ is in its final contract closeout process and reported that over the last 14 years with WIA funding, GNJ has served over 10,000 youth and families in Southern Nevada. Ms. Thomas acknowledged Clentine January and Debra Collins for their passion and commitment to the community as well as the outstanding technical assistance they provided GNJ that was instrumental in meeting and/or exceeding performance measures.

Arcadio Bolanos of Academy of Human Development expressed gratitude for the support of the Board and staff and stated that he understands the challenges and responsibilities entrusted in AHD to provide the best services in the community. He announced that this Friday is his 20th year in the U.S. and back in 1995 he never imagined that he would be in this position today and thanked his mentors Mujahid Ramadan, Bill Murphy, and the late Rosie Boulware.

Kelli Mosley, Olive Crest thanked the Board for approving their contract and announced her departure from Olive Crest on July 17th to begin a new career as a Marriage and Family Therapist. Ms. Mosley stated that she is encouraged by the changes that are transitioning with the Board and the programs overall and thanked Clentine January, Ricardo Villalobos and Ardell Galbreth. Ms. Mosley asked the Board to consider the youth that are not captured in the outcomes that are lost to human trafficking, domestic violence and incarceration and the front line staff who fight every day to help these individuals.

Sherell Maddox of The Move Project, Inc. announced a partnership with Thermal Fisher to provide a drug testing lab for offenders which will be up and running by July 17th pending approval from their board.

Sherman Rutledge, program director of St. Jude's Ranch for Children thanked the Board for allowing them to provide much needed services to youth in Boulder City and Laughlin, NV.

25. INFORMATION: Board Member Comments

Mark Edgel expressed his appreciation to Mr. Galbreth, his staff, Madam Chair, board members, and service providers for doing significantly good work for the community.

Bart Patterson announced the Dress for Success Open House on June 24th at 11:00 a.m. to 2:00 p.m. and encouraged the service providers, board members and staff to attend.

Mujahid Ramadan expressed appreciation for being a part of this Board and the successes and contributions it has made and will continue to make.

26. ADJOURNMENT

The meeting adjourned at 12:00 p.m.