

## WORKFORCE CONNECTIONS

### BOARD MEETING MINUTES

June 24, 2014  
10:00 a.m.

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

#### Members Present

Bart Patterson	Bill Regenhardt (phone)	Commissioner Butch Borasky
Commissioner Adam Katschke	Commissioner Lawrence Weekly	Councilman Bob Beers
Charles Perry	Dan Rose	Dr. David Lee
Hannah Brown	Lynda Parven	Mujahid Ramadan (phone)
Sonja Holloway	Tommy Rowe	Valerie Murzl
Vida Chan Lin	Willie J. Fields, Jr. (phone)	

#### Members Absent

Commissioner Ralph Keyes	Councilwoman Peggy Leavitt	Councilwoman Anita Wood
Councilwoman Gerri Schroder	Dan Gouker	Maggie Arias-Petrel
Mark Edgel	Matt Cecil	Rudee Bagsby
William Bruninga		

#### Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Ricardo Villalobos	Debra Collins
Jeannie Kuennen	Jake McClelland	Clentine January
Brett Miller	LeRoy Bilal	Kelly Ford
Celia Rouse	Shawna Rice	Byron Goynes

#### Others Present

Jack DeGree, Legal Counsel, Marquis, Aurbach, Coffing	Kevin Sanchez, One-Stop Career Center youth intern
Karrie Andrews, Workforce Connections' youth intern	Helicia Thomas, GNJ Family Life Center
Neosha Smith, Youth Advocate Program	Janet Blumen, Foundation for an Independent Tomorrow
Gabriel T. Guerrero, Goodwill of Southern Nevada	Karl Maisner, KMJ Web Design
Patty Rosatti, Youth Advocate Program	Nyeri Richards, Youth Advocate Program
Jim Clinton, Goodwill of Southern Nevada	April Guinsler, Easter Seals Nevada
Tina Jeeves, Easter Seals Nevada	Karla Giddens, Al's Beef
Tamara Collins, Las Vegas Urban League	E. Lavonne Lewis, The Salvation Army
Dr. Tiffany Tyler, Nevada Partners, Inc.	Myesha Wilson, St. Jude's Ranch for Children
Sherman Rutledge, Jr., GNJ Family Life Center	Shaundell Newsome, Sumnu Marketing
Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Eloiza Martinez, LCCCF	Kelli Mosley, Olive Crest
Vickie Henry, Community Service of Nevada	Jennifer Bevacqua, Olive Crest
Gary Revere, Olive Crest	Jennifer Isakson, Olive Crest
Janice M. Rael, Nevada Partners, Inc.	Yvette Thomas, Nevada Partners, Inc.
Gwendolyn Wilson, Lutheran Social Services	Sharon Morales, LCCCF
Denise Gee, HELP of Southern Nevada	Will Reed, HELP of Southern Nevada
Holly Gatzke, Lincoln County Workforce	Cecilia Makonado, Community Services of Nevada Board
John Barry, St. Jude's Ranch for Children	Irene-Bustamante Adams, Latin Chamber Community Foundation

(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 10:15 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 not present. Chair Brown requested that public comment be taken first until a quorum is confirmed.

2. **FIRST PUBLIC COMMENT SESSION**

Commissioner Lawrence Weekly presented Chair Brown with a birthday cake and flowers and the Board sang Happy Birthday.

Kelly Mosley, Program Supervisor, Olive Crest provided a brief report and thanked the Board for investing in the foster youth program and for supporting foster youth in the community. Two Olive Crest youth participants, Jennifer (age 18) and Sabrina (age 18) shared about their positive experience with the Olive Crest's youth program. Jennifer entered the program during her junior year of high school. At that time, Jennifer was credit deficient and Olive Crest provided her assistance that enabled her to attend night school, complete a paralegal training program, and an internship opportunity. Jennifer received supportive services, including bus passes and work attire. Sabrina entered the program in the summer prior to her senior year of high school. Olive Crest purchased textbooks for Sabrina's college courses in high school and provided her supportive services, including bus passes. As a result, Sabrina graduated high school with just under 40 credits and will be attending college in Utah.

Helicia Thomas, GNJ Family Life Center commented on the PY2013 Summary of Monitoring Findings (agenda item 15) stating that she met with Ardell to discuss GNJ's 28 findings and it was discovered that several findings were not accurate and thanked Ardell for his time and explaining the monitoring process.

Ardell Galbreth, Executive Director stated that staff will go into more detail regarding the monitoring findings under agenda item 15.

At 10:25 a.m. staff confirmed a quorum was present.

3. **DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items**

Ardell Galbreth confirmed there were no inclusions or deletion of any items.

*A motion was made to approve the agenda as presented by Tommy Rowe and seconded by Charles Perry. Motion carried.*

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of May 27, 2014**

Chair Brown presented the Board minutes of May 27, 2014 provided on page 7-17 of the agenda packet.

*A motion was made to approve the Board meeting minutes of May 27, 2014 as presented by Charles Perry and seconded by Dan Rose. Motion carried.*

5. **DISCUSSION AND POSSIBLE ACTION: Add the Pledge of Allegiance to the agenda in the following sequence: Call to order, confirmation of posting, Pledge of Allegiance, and roll call**

*A motion was made to approve the addition of the Pledge of Allegiance to the agenda in the following sequence: Call to order, confirmation of posting, Pledge of Allegiance, and roll call by Valerie Murzl and seconded by Charles Perry. Motion carried.*

Commissioner Butch Borasky led the Board in the Pledge of Allegiance to the flag.

6. **DISCUSSION AND POSSIBLE ACTION: Nomination and Election of Board Officers**

Ardell Galbreth stated that current Chair Hannah Brown has termed out as Board Chair and according to the By-Laws a new chair must be elected. Staff received a nomination for Valerie Murzl to serve as Chair. No other nominations were made.

*Vida Chan Lin nominated Valerie Murzl to serve as Board Chair seconded by Bart Patterson. Motion carried.*

*Valerie Murzl nominated Hannah Brown to serve as Board Vice-Chair seconded by Bart Patterson. Motion carried.*

## 7. **DISCUSSION AND POSSIBLE ACTION: Accept and approve Workforce Connections' Compact**

Kenadie Cobbin-Richardson, Business Engagement Manager provided background. Workforce Connections' Compact demonstrates a commitment by local business leaders to hire workers from the public workforce system in Southern Nevada, utilize our training resources to upgrade workers and give advice on ways the public workforce system can serve the employer community better. To date, the following employers have signed Compacts:

- Aggregate Industries
- Air Systems, Inc.
- Al's Beef
- Botanical Medical
- Electrical JATC of Southern Nevada
- Golden Corral
- Hatcher Financial
- KMJ Web Design
- Las Worldwide
- Link Technologies
- Lutheran Social Services
- Nevada HAND
- OPCMIA Local 797 JATC (Operative Plasters and Cement Masons International Association)
- Sheet Metal Local #88 JATC
- Solar City
- Sumnu Marketing.

Ms. Cobbin-Richardson introduced some of the employer partners who have signed the Compact, including: Karl Meisner, Owner, KMJ Web Design; Carla Givvens, General Manager, Al's Beef; Shawndell Newsome, Owner, Sumnu Marketing, and Gwendylan Wilson, Lutheran Social Services.

Karl Meisner: "KMJ Web Design is a full service one-stop shop for web development needs in all sorts and sizes. The program has been instrumental. As a business owner it has been tremendously difficult to find quality people; the process is daunting. I work closely with LeRoy Bilal, who was a huge help in helping us find a new candidate for a new administrative position we were looking for. I've been very pleased with the whole process."

Carla Givvens: "I am actually the Assistant Manager of Al's Italian Beef, but my parents are the franchise owners. If you're not from Chicago or familiar with Italian beef sandwiches, it is a staple for the mid-west. We brought it to Las Vegas because there are tons of Chicagoans that live here and we wanted to represent that here in the desert. We have been located at 6840 W. Sahara since January 20<sup>th</sup> when we opened. Workforce Connections has played a vital role in the hiring of our staff. Out of the 22 employees we have, ten of them came through Workforce Connections and it has been a blessing to be able to find people who are ready and willing to work, especially in the restaurant industry where you have such high turnover. The people that Workforce Connections prescreens are ready to work and have the motivation. It has been a great experience working with Byron Goynes and working with Workforce Connections. Thank you for your help."

Shawndell Newsome: "Good morning and congratulations to the new Chair and Happy Birthday to the immediate past Chair. I am the founder and visionary for Sumnu Marketing. We are a marketing firm that supports small businesses as well as do corporate strategies and work with nonprofits on community outreach. One of the things we are very excited about is over the past couple of years we hired three people working with Workforce Connections and their community partners. The great thing about working with the group is that we do receive quality employees. Currently, we have Daphne Moore, who is a young lady who moved, went to school in Houston, then returned back, but could not find a job. We worked through Workforce Connections and she is currently in the OJT program and doing a fabulous job as a marketing coordinator. On the other side we also do a lot of work with our clients that we work with Workforce Connections to get members employed through those services whether it is through the Regional Transportation Commission or NV Energy or other specific clients. We are very excited to be here, thank you."

Gwendylan Wilson: "Good morning. I have had a collaboration working with Shawna Rice, who has been an excellent resource for me. She has provided me with candidates for our PCA (Personal Care Assistant) position. We have our Angels of Care program, which we utilize our PCAs and they have to go out for seniors so that they can stay at home. We provide a respite service, incontinency service; we help them with grooming, bathing, light housekeeping, meal preparation. We are

looking for people who generally have that skill and are passionate to go out and provide those services. With Workforce Connections collaboration we are able to find candidates who are able to go out and have that passion. They have taken very well care of our clients. We have hired four people out of the eight people we interviewed. So it has been really wonderful and I really appreciate everything you guys have done for us for that program. Also, in about a month, in July, we will be opening up an employment center and it is so vital because the area we are in off of Mojave and Stewart is pretty undeveloped as far as employment. We are going to have clients coming in and we will be helping them with applications, online applications, job search, creating resumes and we have an instructor led training program that we will be offering and also online training for certifications. We are hoping to continue the collaboration with you guys so that we can send those individuals that will be more employable and you can assist us in helping them find employment. If you have people that are coming in that also need training, then you can refer them to our training center as well. Thank you for everything.”

A copy of the Compact is provided on page 21 of the agenda packet.

Dan Rose stated that he appreciates this effort as this is the first time in a long time that a group has wanted to take part in the coordinators meeting with all the building trades and sit down and talk to all the apprenticeship programs to find out more about them. Mr. Rose stated that he has worked closely with LeRoy, who has been sending applicants and corresponding often via e-mail and telephone.

Ms. Cobbin-Richardson recognized the Business Engagement staff, LeRoy Bilal, Shawna Rice, and Byron Goynes.

Bart Patterson inquired about how businesses join the compact. Cobbin-Richardson replied that any interested employers may contact her directly. Business Engagement is actively recruiting new businesses. At each Board meeting, Business Engagement will present at least two or three new employers.

*A motion was made to accept and approve Workforce Connections’ Compact by Charles Perry and seconded by Tommy Rowe. Motion carried.*

**8. DISCUSSION AND POSSIBLE ACTION: Accept and approve Workforce Connections’ Two Year Strategic Plan (July 1, 2014 to June 30, 2016)**

Ardell Galbreth presented the Two Year Strategic Plan provided on page 23-70 of the agenda packet and stated that it is a compliance document required semi-annually by the Workforce Investment Act, Department of Labor and Department of Employment, Training, and Rehabilitation in Nevada. The strategic plan complies with the Governor’s sector initiatives as well as other strategies that will help Southern Nevada grow and provide opportunities for its job seekers.

Brett Miller, Program Senior Analyst provided highlights of the new plan:

- New plan incorporates many aspects of the proposed WIOA (Workforce Innovations and Opportunities Act).
- Initiatives with STEM (Science, Technology, Engineering, Math), including workshops at the One-Stop Career Center.
- Initiatives with LEAP (Local Employer Advisory Panel) as a primary of gathering information from businesses

Mr. Galbreth asked the Board to research the new act WIOA which will replace the existing Workforce Investment Act. Galbreth further stated that WC plans to submit unsolicited proposals to the U.S. Department of Labor, such as the AARP 50+ grant awarded recently to WC. Mr. Miller recommended the Board to read the Executive Summary portion of the strategic plan on page 26-29 of the agenda packet. Mr. Galbreth noted that the strategic plan was posted for 30 days on the WC website to allow the public to review and comment; however, no comments were received.

Lynda Parven stated, “On page 5 of the plan, I just wanted to point out the last sentence of the first bullet under number four indicates this plan seeks to broaden provision of services by opening additional centers and I just wanted to point out that minus costs that DETR pays back to the Board...that the current One-Stop costs \$567,000 a year that does not go out in contracts to the providers to serve customers directly, and the third bullet indicates that the WIA Title I service providers constitute additional points of access, which are free.”

Mr. Galbreth stated that he will be providing more information regarding One-Stop Career Centers later in the meeting under the Executive Director’s report.

Bart Patterson stated that the plan’s emphasis on STEM is very important for workforce development and U.S. global competitiveness and it is important to collaborate with all of the higher education institutions in Southern Nevada to be more engaged and get more youth more involved with STEM.

Dr. David Lee inquired about missing elements regarding outreach to minority groups, including Hispanic and Chinese and recommended the Board do more outreach to minorities. Mr. Galbreth reiterated that that this is a compliance document that responds to a series of questions that DETR and DOL has asked the Board to address. Earlier this year staff presented to the Board a strategic plan, which indicates the populations that the Board is targeting, such as youth/individuals with disabilities, foster care youth, etc.

*A motion was made to accept and approve Workforce Connections' Two Year Strategic Plan by Commissioner Lawrence Weekly and seconded by Charles Perry. Lynda Parven opposed. Motion carried.*

9. **INFORMATION: Adult & Dislocated Worker Committee Minutes of June 11, 2014 (draft)**

Valerie Murzl, Adult & Dislocated Worker Committee Chair presented the minutes of June 11, 2014 provided on page 79-79 of the agenda packet.

10. **DISCUSSION AND POSSIBLE ACTION: Approve Easter Seals no-cost contract extension to March 31, 2015 to deliver adult and dislocated worker training and employment services**

Valerie Murzl presented the agenda item; no comments made. The program summary for Easter Seals Nevada Employment Solutions Program is provided on page 81 of the agenda packet.

*A motion to approve Easter Seals no-cost contract extension to March 31, 2015 to deliver adult and dislocated worker training and employment services was made by Charles Perry and seconded by Vida Chan Lin. Motion carried.*

11. **INFORMATION: Update on Lincoln County School District's decision to terminate their role as fiscal agent for the Adult & Dislocated Worker program in Lincoln County**

Valerie Murzl read the agenda item; no comments made. A letter from Assistant Superintendent Steve Hansen regarding Lincoln County School District stepping down as fiscal agent is provided on page 83 of the agenda packet.

12. **INFORMATION: Executive Committee approved Adult & Dislocated Worker Committee's recommendation to negotiate and execute a \$100,000 contract with Lincoln County's Grant Administration Department to deliver adult and dislocated worker training and employment services in Lincoln County for the contract period July 1, 2014 to June 30, 2015**

Valerie Murzl read the agenda item; no comments made.

13. **INFORMATION: Workforce Connections' \$100,000 grant award from the AARP Foundation to implement the Back to Work 50+ Program at the One-Stop Career Center**

Valerie Murzl read the agenda item. Heather DeSart reported that WC was one of only four Workforce Investment Boards in the country to receive this award and staff is very excited to do really good things for the 50+ population with this non-federal, flexible funding. A summary of the AARP Foundation Grant is provided on page 86 of the agenda packet.

Commissioner Lawrence Weekly disclosed that he received his first AARP application for membership and received a card, but it will not affect his judgment. Weekly further stated that it is an honor and a blessing for WC to receive these funds as many older individuals are working past retirement age, and thanked Jaime Cruz for briefing the LEOs on this new grant award at the last meeting.

14. **INFORMATION: PY2013 3<sup>rd</sup> Quarter Performance Report – Adult/Dislocated Worker/Youth**

Valerie Murzl presented the PY2013 3<sup>rd</sup> Quarter Performance Report provided on page 88 of the agenda. Heather DeSart reported that WC is meeting and/or exceeding all performance measures currently.

15. **INFORMATION: PY2013 Summary of Monitoring Findings – Adult/Dislocated Worker/Youth**

Valerie Murzl presented the PY2013 Summary of Monitoring Findings report for Adult, Dislocated Worker, and Youth funded partners provided on page 90 of the agenda packet. Heather DeSart reported that two columns have been added to the report per the request of the ADW Committee regarding the status of the finding (open, closed or review in progress).

Commissioner Weekly stated that the agenda backup does not include any detail regarding the specifics of the findings and thanked Helicia Thomas for her comments during the first public comment session. Commissioner Weekly requested staff to

explain the report, specifically GNJ's 26 findings (21 open and 5 closed). Ardell Galbreth stated that he did meet with Ms. Thomas and CEO of GNJ Family Life Center to discuss the monitoring process, as many of the funded partners are not fully aware of the process. For example, WC staff is instructed to go out and monitor the funded partners in accordance with the policies, regulations, laws, and statues, during which time staff is instructed not to discuss any findings or details thereof with the funded partners while they are out in the field monitoring. At the end of the monitoring staff is required to properly research and vet any findings documented in the monitoring report. Ardell stated that he compared documents given to him by Ms. Thomas to documents staff retrieved during the monitoring process and the documents did not match. Weekly stated that the funded partners are under the impression that the Board members have more information than they actually do regarding these findings and there needs to be more communication all around, between DETR, WC and funded partners. Chair Brown stated that she initially requested staff to provide the monitoring findings because it is important to see how the funded partners are performing, but the intention was not to put a black mark against the funded partners; however, this report does not provide any information but the number of findings and provides no explanation of the actual findings. Ms. Brown stated that she was hoping to receive a status report of unresolved findings because the Board does not need to see findings that are resolved or those that can be resolved. Ms. Brown further stated that the review in progress status is confusing and seems unfair. Heather DeSart replied that it is not a fairness issue. The monitoring is scheduled with the various funded partners over a period of time; this year it began in February-March, and it takes some time to complete the programmatic and fiscal monitoring process for each of the funded partners' programs. For example, staff completes an entrance conference with the funded partner, conducts the monitoring, then within 30 days submits a monitoring report to the funded partner, then the funded partner has 30 days to submit their response. So, the funded partners who were monitored at the beginning of the year have completed the entire process and their findings are either open or closed, while other funded partners are still going through the process and have not submitted their responses to the monitoring report. The report indicates these funded partners' findings as review in progress. Ms. DeSart stated that there are very few times when a finding cannot be closed; staff works closely with the funded partners with the end goal to close all findings. Valerie Murzl inquired about their severity of the findings. Ms. DeSart replied that the findings vary between funded partners and most of them are not severe, but some have questioned costs associated with the finding. Funded partners have the opportunity to provide supporting documentation that may justify a questioned cost. Ms. DeSart stated that staff can provide the Board the monitoring reports for each of the funded partners or a summary report that indicates opened findings. Chair Brown stated that she would prefer WC staff to resolve administrative findings with the funded partners at the time of monitoring, such as acquiring a missing signature on a document, etc. Mr. Galbreth asked the Board to keep in mind that WC is also being audited by DETR and the independent auditors so if staff does not properly monitor and identify funded partners' compliance irregularities, in turn WC will receive more findings. Mr. Galbreth explained that funded partners receive observations for minor insignificant things; however, if there is a violation of a policy or regulation, the funded partner will receive a finding and corrective action. Ms. DeSart stated that program staff provides daily technical assistance and regular formal trainings to the funded partners from the time a contract starts. In the framework of training and technical assistance throughout the year, there is one time during the year that DOL requires WC to conduct a formal monitoring of funded partners, where staff goes out and monitors their books. Bart Patterson stated that staff really needs to communicate systemically things that are happening with all of the funded partners or consistently across a few of the partners because then there is likely an education issue where the partners do not understand. Mr. Patterson asked when a finding may lead to probation or some form of concern. Ms. DeSart replied that has never happened. The idea is to get a corrective action in place and close the finding. WC has never given a pink paper or put a funded partner on high risk based on the inability to close a finding, but sometimes there is an unwillingness to close a finding or appeal the finding, then WC staff works with the funded partner to try and resolve. Chair Brown stated that it would be more beneficial for the Board to see the results after the funded partner has completed the monitoring process and has had time to submit their corrective action. Dr. Lee stated that he would like to see a report with more serious open findings and he would like to see more participation from the Board to help resolve those findings. In response to Ms. DeSart's comments, Mr. Perry stated that there was one instance in the past where a funded partner was put on high risk and surrendered its ability to do business with WC because they were refused the opportunity to get their findings resolved.

**16. INFORMATION: New Implementation Schedule for Enrollments and Expenditures**

Heather DeSart provided an overview of the sample document provided on page 92 of the agenda packet. The form will help track funded partners' expenditures throughout the fiscal year and will be included in all contracts. Ms. Murzl suggested to staff to label the document as a sample to avoid confusion.

**17. INFORMATION: Opportunity for Adult, Dislocated Worker, and Youth funded partners to provide feedback to Board members and staff regarding current contract expenditures**

Valerie Murzl invited funded partners to come to the microphone and speak about their challenges.

Helicia Thomas, GNJ Family Life Center: "As it relates to spending, there is not really an issue for GNJ. Sometimes the issue comes from WIA funds having to be the last funding that is offered. So, sometimes with our collaborations we may be able

to get that service funded through a partnership. So, we have to show due diligence that we are not just spending WIA funds on things that other agencies may be able to pay for. Sometimes that might cause a problem with the spending, but we have not had that problem. The only thing that is a concern sometimes is the reports are about two months late, so when you're looking at a report it's not a real time report; however, we have to keep real time reports because we have things that are obligated. For example, training that we have to set aside money for, so that we know that money is going towards training because the person has started but we haven't received the invoice yet, so then Workforce Connections doesn't have the bill yet. Sometimes that causes a lag but the money is obligated or accrued and will be expended. It's not a problem spending the money, but sometimes other money that will be spent in place of WIA money that will make expenditures look slower than expected."

Denise Gee, HELP of Southern Nevada: "You will see on the financial report, our in-school program...we serve credit deficient, non-proficient youth in seven high school...we are right on target with our spending. In our out-of-school program we are underspent and I want to explain where we are with that and what some of the reason is for that. We started the contract at the beginning of the year with \$400,000. We received 199 transfer files from another program and then we received additional money which was the best estimate of where we were to cover those costs with each one of the youth at a certain area of the continuum. We might have had 40 that were in follow up and 154 that needed different support. It took some time to transfer these files and get active working with them, but I think it was the best estimate that we would need approximately those additional dollars to serve those youth. We are working diligently to try to do that, to spend the training dollars and the work experience dollars for them. We are doing the very best to make sure the youth get the very best of those dollars."

Dr. Tiffany Tyler, Nevada Partners, Inc.: "I want to offer context, not necessarily challenges with spending the money because we are internally on track to fully expend, but wanted to offer context for how the work rolls out sometimes that may impact the way you see the work. Beginning with the first period of the contract at the beginning of the year whenever new funding is awarded you are given a per participant amount and oftentimes it's somewhere between \$2,200 - \$2,500 and you've been given a certain number of enrollments to hit. On the front end, you literally as a strategy you will sometimes take the total amount divided by the number of clients to know what you have to hit by the end of the contract and to give you a rough gauge of how much you can spend on that client, if you're going to hit that contractual commitment. So then you begin having to manage some things. For example, you know you have approximately \$2,200 and someone walks in asking for a \$10,000 training, do you say you're going to give the other folks that come in after him only \$500? Do you say well I'm going to train only in certain areas based on that \$2,200, but I have to manage clients' needs, interests, and aptitudes? Some of those things really drive the work. What you will maybe see at the beginning of the year is you being more conservative so you're sticking to that \$2,200 because you know for sure that if you've been told you have to serve 300 you're going to do that. Then maybe as folks come through the door, maybe they will only ask for a \$700 training and then there is additional money on the back end that you can spend on those clients that come in later. That's kind of a fine dance and if you layer on top of that things like we now know as a State requirement a certain percentage has to go into training. So then you're saying, I know that 25% or 40% has to go absolutely into occupational skills training, so someone may come through the door and ask for child care or transportation assistance, but you know to support the overall system that you have to do a certain amount of training. What you will likely see is providers making sure they provide the training to hit the benchmark for the system but then the expenditures may look artificially low because what you are not seeing is maybe the folks that asked for the child care or some of the other services that you can provide after you went to three or four other people to see if they were turned down for it somewhere else. Helicia indicated because the WIA dollars are structured in such a way that they have to be the last dollar you spend on things that may not be directly involved in employment, like childcare, that we know there is a relationship there. Some needs are not necessarily being reflected in the expenditures. When you are in quarter three and are wondering why is it under expended and why are we going to roll over money? It's not necessarily the need wasn't out there or that we are not accounting for it. To strategically make sure that you hit all the enrollments and expenditures and have enough money to serve people throughout the year, you make decisions that may impact how the expenditures look at any point and time. To underscore the communication about the timely reporting, it is important to note that there is a slight lag in what you see. For example, in this Board packet it says that we have not expended any NEG money, but to date it's about \$31,000, which reflects some of the constraints that Heather noted about system wide there need to be some infrastructure in place to identify those individuals eligible for NEG. That infrastructure was not in place so you see this slow rollout. I'm not always sure as we look at the work that you are aware of all of those pieces, but we are absolutely committed to being fiscally responsible and we see it as a privilege to administer the funding each year."

Valerie Murzl: "Do you think our providers are being too conservative in the first and second quarter for fear at the back end that they may not have enough money remaining and/or not serve enough clients, so the conservative approach is causing us then to get this money back, this \$4,000,000 we are getting back now?" "Are we being too low risk when we should be high risk and move the money faster and deal with it on the backend?" "Isn't it better to serve the people that need served, whether its \$10,000 or \$2,200, serve them and get to the point where you are into the third quarter and you are low on funds, but you have served so many people already, you have met all their needs and gotten them employed." "What's the better

scenario, be conservative on the front end and give back \$4,000,000 or spend the \$4,000,000 in the first or second quarter and have no money?"

Dr. Tyler: "I think there is a mix of things. One, I can say in recent months there has been a lot more communication with the Board staff about how we work as a system to manage that. So, some of the things we had to consider as we were going into the summer program period with youth was we knew that we could give incentives for getting diplomas, but do we want to give them \$250 or \$100 based on what some of the other needs may be. In having conversations with them we were able to talk about what the vision was. Was it more youth for less or less youth with a richer service? Some of these conversations are happening. As we look at this upcoming year, it's going to take collaboration and coordination across the whole system. When I look at the table on page 92, what I interpret it as is to ensure that I do not exceed overhead or personnel costs by \$10,000 in any given month, but based on the sheer number of enrollments that happen at the end of the last quarter, I have 700 people, so I can't only task two case managers with that. What has happened in the work may make this untenable. Or in this case, it says in July make sure that you do not exceed seven enrollments or \$5,625 (in training & supportive costs) per participant, which means that the case managers can no longer take whoever walks in the door and if I'm at the One-Stop, I'd better make sure I partner with everybody else ensure between all the providers at the One-Stop that the enrollment numbers didn't get turned around. And then working across the system, what if we have more than seven people walk through the door, do we really believe that there only 49 enrollments that are going to happen there. If we look at the data of who is coming through the door for the previous year, we'd know that it would be over 2,000 in any one month. So there is this fine dance of how do I manage the contractual expectations? How do I support the whole system because we are fully obligated? There isn't additional money that we're going to pull from somewhere, but knowing that maybe if we only have seven enrollments per provider in the system, you're going to get some calls about people being turned away or not served despite their needs. We are committed to making it work. So some of the things we are already talking about, even at the One-Stop as a Consortium, is can we develop an enrollment calendar that includes all the agencies to ensure that if someone walks through the door each month that there are resources just to serve some percentage of it. So, the short answer to the initial question, have we been too conservative, maybe in some instances, but as we look at the new year, we are going to have to be even more conservative to ensure we manage in such a way that everyone can be served when they come over. One of the things recently brought to our attention at an all providers meeting regarding the upcoming year is direction received from a DOL trainer that if we run out of training money it needs to be taken out of overhead and personnel. So you would have a situation that if I fully expend on the front end I could be at month six saying I have this case manager that has 100 clients enrolled, but I have to release them to free up their salary to provide training to additional clients. Then the dance goes from a Cha-Cha to a Samba."

Heather DeSart: "Everything Tiffany is saying is correct and we recognize that this is going to be a challenging year, more so than we have ever experienced before and that is why we are trying to be proactive in creating this implementation schedule so that we can help the providers as much as possible to maintain balance throughout the year. At the last Consortium meeting at the One-Stop, Dr. Tyler made similar comments to the room and said we have to work together, this is about strategizing, and it is no longer something we can just do in our sleep like we have done over the last many years. We have to strategize to make sure we collectively provide the services that are needed with the dollars that are available. It is possible to do because everybody seems to be on board working together."

Irene Bustamante-Adams, Latin Chamber of Commerce Community Foundation: "I appreciate Dr. Tyler eloquently stating the challenges that we are going to have this upcoming funding cycle and it does force us to strategize and collaborate, which is what I think you guys want to see as a Board. We are doing that in our own right, figuring it out. We will probably meet our own goals at the beginning of the month instead of turning away people. Who else can we refer them to in the provider system in order to have those needs met? We would like to hopefully see that the quality of service is maintained from provider to provider. That is in a perfect world; that may not happen. It challenges us to rise up to that level, that no matter what provider you go to, that quality of service is going to be there. So, I just ask that that be a point on the agenda, to look at the quality of service because as soon as we meet out seven adults were going to serve, we are going to have to send them somewhere else. Number two, I appreciate the template and the technical service coming from the staff so that we can monitor ourselves and not be over and above the expenses that we have. It is forcing collaboration, which is what I think that is what you want to see and having to become more strategic on how we are serving the community and its just becoming very, very creative."

Jennifer Bevacqua, Olive Crest (Project Independence Youth Program): "Without repeating some of what people have said before me, for us we had a new program this year, so one of the challenges is balancing out starting up and since most of the budget is really primarily for the youth, you have to get them in the program to be able to spend appropriately, and for us too we don't want to throw your money out the window...oh we have this kid, let's spend \$20,000 on them just to spend the money. So for us what we're seeing is our trend has gone up as enrollments go up, as we get to know our youth, as we get to place them in the right work experience. That's the important thing for us, is to utilize those funds to get them in the right programs, incentivize where possible, really see what kind of supportive services are right for them. That takes a little bit of time to do, especially with our population who might be engaged one day, but then might have to move their foster home



and we can't find them for a little while and so then we might have to go find them and it might take a little bit of time. What we're seeing with our spending, and we were fortunate to have Workforce Connections' staff to walk through where we were at a couple months ago to determine do we look at no cost or what do we look at, as our trends increased it was determined that we won't, we don't really need to. There will probably be for us a little bit unfortunately left on the table so to speak. I'd love to just carry it into the next month. We'd expend into next month probably all of the dollars we were given. So, we are almost there. Again, the trends go up but part of it was for us starting up, getting the enrollments, getting the youth in and really trying to make sure that we are spending appropriately on the youth and really having an impact."

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

Valerie Murzl presented the Employment and Training reports provided on page 95-98 of the agenda.

**19. INFORMATION: Sector Council Snapshot**

Valerie Murzl presented the Governor's Workforce Investment Board Sector Council Snapshot provided on page 100 of the agenda packet. Brett Miller highlighted the following:

- Sector councils are working on their strategic plans
- Pilot plans are starting to be funded (i.e., ACT Work Keyes)
- LEAP meeting scheduled in July

**20. INFORMATION: WIA Client Demographics Report**

Valerie Murzl presented the WIA Client Demographics Report provided on page 102-106 of the agenda.

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

- a. **Consortium Report:** Janet Bluman, Consortium Chairman provided an overview of the Consortium report provided on page 108 of the agenda. The Consortium adopted a One-Stop Career Center Vision and Mission (p. 110) and established two standing committees, Compliance and Performance Committee and Customer/Client Service Committee. All System partners are mandated to serve on at least one of the standing committees to ensure buy in and participation by all. As of March 1, 2014, the One-Stop Career Center has enrolled 1,051 participants. As of June 1, 2014 there are 2,573 Adult program participants and 774 Dislocated Worker program participants. Tomorrow is the One-Year Anniversary for the One-Stop Career Center.
- b. **One-Stop Affiliate Update: Academy of Human Development**  
Academy of Human Development metrics is provided on page 112 of the agenda.
- c. **One-Stop Affiliate Update: Las Vegas Clark County Urban League**

Las Vegas Clark County Urban League metrics is provided on page 114 of the agenda.

In the interest of time, Ardell Galbreth recommended that the Board consider the remaining action items next, including agenda items 23-25, 31 and 32; Chair Brown concurred.

**22. INFORMATION: Youth Council Minutes of June 11, 2014 (draft)**

The Youth Council minutes are provided on page 116-120 of the agenda.

**23. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Olive Crest's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 150 new foster youth**

Sonja Holloway, Youth Council Chair read the agenda item. Olive Crest's program summary is provided on page 122 of the agenda.

*A motion to approve Youth Council's recommendation to amend Olive Crest's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 150 new foster youth was made by Charles Perry and seconded by Lynda Parven. Motion carried.*

**24. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities**

Sonja Holloway read the agenda item. Goodwill of Southern Nevada's program summary is provided on page 124-125 of the agenda.

*A motion to approve Youth Council's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities was made by Charles Perry and seconded by Tommy Rowe. Motion carried.*

25. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 for the contract period July 1, 2014 through June 30, 2015 to serve 100 in-school and out-of-school youth in Boulder City and Laughlin**

Sonja Holloway read the agenda item. St. Jude's Ranch program summary is provided on page 127 of the agenda.

*A motion to approve Youth Council's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 for the contract period July 1, 2014 through June 30, 2015 to serve 100 in-school and out-of-school youth in Boulder City and Laughlin was made by Charles Perry and seconded by Lynda Parven. Motion carried.*

26. **INFORMATION: Executive Committee approved Youth Council's recommendation to contract with Lincoln County as the new fiscal agent for all Lincoln County WIA Youth programs effective July 1, 2014**

A letter from Elaine Zimmerman, Lincoln County Grants Administration stepping up as the fiscal agent is provided on page 129 of the agenda.

27. **INFORMATION: Executive Committee approved Youth Council's recommendation to amend HELP of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$870,000 and extend the date to September 30, 2015 to serve 386 new in-school youth**

HELP of Southern Nevada's program summary is provided on page 131 of the agenda.

28. **INFORMATION: Executive Committee approved Youth Council's recommendation to amend Nevada Partners, Inc.'s PY2012 contract for an additional year in an amount not to exceed \$880,000 and extend the date to September 30, 2015 to serve 391 new in-school youth**

Nevada Partners, Inc.'s program summary is provided on page 133 of the agenda.

29. **INFORMATION: Executive Committee approved Youth Council's recommendation to amend Nevada Partners, Inc.'s PY2012 contract for an additional year in an amount not to exceed \$250,000 for the contract period July 1, 2014 through May 31, 2015 to serve 125 new in-school youth**

Nevada Partners, Inc.'s program summary is provided on page 135 of the agenda. Ricardo Villalobos reported that the Executive Committee recommended that Nevada Partners, Inc. utilize these funds to serve the eight targeted GAI high schools (Canyon Springs Cheyenne, Desert Pines, Legacy, Mojave, Rancho, Valley, and Western) as well as youth from other non-GAI high schools that needs services.

30. **INFORMATION: Budget & Finance Committee Minutes of June 11, 2014 (draft)**

The Budget & Finance Committee minutes are provided on page 137-141 of the agenda.

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

Jim Kostecki, Finance Manager provided an overview of the following reports:

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

On page 144, three changes were made to the PY2013 WIA Formula Budget:

- **7050 Tuition, Training, and Seminars** (Staff): increased by \$5,000 to fund additional training opportunities
- **7055 Travel and Mileage** (Staff): increased by \$5,000 based on an analysis of spending in April

- **7200 Equipment–Operating Leases:** increased by \$5,000 based on an analysis of spending (copying expenses) through April

Backup includes PY2013 WIA Formula Budget and Budget Narrative (p. 143-148); One-Stop Center-Charleston (p. 149) and One-Stop System (p. 150).

*A motion was made to accept and approve PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative by Charles Perry and seconded by Valerie Murzl. Motion carried.*

**b. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 and Budget Narrative**

Last month the PY2014 WIA Formula Budget was approved for an estimated \$19,300; the actual allocation is \$19,396,143.

Backup includes PY2014 WIA Formula Budget and Budget Narrative (p. 152-157); One-Stop Center-Charleston (p. 158) and One-Stop System (p. 159).

*A motion was made to accept and approve PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 and Budget Narrative by Charles Perry and seconded by Valerie Murzl. Motion carried.*

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

At 83% of the program year concluded, the April Budget vs. Actual report for Workforce Connections (p. 161) reflects two line items slightly over budget:

- **7050 Tuition, Training, and Seminars (98.90%):** running high because the Executive Director encourages staff to attend relevant workforce and leadership training to support WC's initiatives; budget reallocation approved of \$5,000 approved in prior agenda item.
- **7100 Insurance (92.89%):** running high because insurance is paid upfront; this account will true up by end of June.

The April Budget vs. Actual report for the One-Stop (p. 163) reflects two line items slightly over budget:

- **7050 Tuition, Training, and Seminars (99.49%):** the budget for this line item is fully spent and no additional trainings are expected prior to the end of June.
- **7100 Insurance (99.22%):** running high because insurance is paid upfront; this account will true up by end of June.

*A motion was made to accept and approve Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA) by Charles Perry and seconded by Valerie Murzl. Motion carried.*

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

The Awards & Expenditures report includes all expenditures through April 2014. The ADW report (p. 166) and Youth report (p. 167) reflect pink paper issued to Latin Chamber Foundation. Mr. Kostecki reported that the pink paper was issued to LCCCF for lack of qualified fiscal staff. LCCCF immediately hired a CPA firm and WC fiscal staff has already conducted two technical assistance visits at LCCCF with CPA firm staff. The pink paper was closed on June 23<sup>rd</sup>. A copy of the pink paper issuance letter and closure letter was provided to the Board and public. LCCCF was not able to submit their invoices prior to the release of this report, but WC recently received their April invoices.

*A motion was made to accept and approve Awards & Expenditures (Compliance and Operational Status of Service Providers/Funded Partners) by Charles Perry and seconded by Valerie Murzl. Motion carried.*

**e. Funding Plans**

Mr. Kostecki reported that WC has access to only 8%-10% of the new funding for the first quarter of the program year. Therefore, staff is budgeting for 15 months (five quarters) to ensure carry over funds are available for the next program year. The Adult and Dislocated Worker Funding Plan is provided on page 170 and the Youth Funding Plan on page 171.

*A motion was made to accept and approve Funding Plans by Charles Perry and seconded by Valerie Murzl. Motion carried.*

f. **Workforce Connections' Standing Professional Services Contracts**

WC's Standing Professional Services Contracts report is provided on page 173-179 of the agenda.

*A motion was made to accept and approve Workforce Connections' Standing Professional Services Contracts by Charles Perry and seconded by Tommy Rowe. Motion carried.*

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

Ardell Galbreth highlighted the following items on the Executive Director's Report provided on page 181 of the agenda:

- WC received information from DETR regarding failed youth measure Literacy/Numeracy Gains and is in the process of collecting correct data to submit to DETR to evaluate and determine accurate, real-time performance for this youth measure for prior year; according to WC's data/information all performance measures were achieved or exceeded.
- Workforce Innovation and Opportunity Act (WIOA) has passed the Senate and is currently in the House to be passed with bi-partisan support; next step to be signed by the President.
- Nye Communities Coalition is in the process of setting up a One-Stop Career Center in Nye County. Nye Communities Coalition has been constantly producing good quality employment and enrollment outcomes.

*A motion was made to accept the Executive Director's Report by Charles Perry and seconded by Valerie Murzl. Motion carried.*

**33. SECOND PUBLIC COMMENT SESSION:**

Kenadie Cobbin-Richardson announced the One Year Anniversary Celebration for the One-Stop Career Center on Wednesday, June 25<sup>th</sup> at Workforce Connections. The ceremony will begin in the Bronze Conference Room, followed by a special butterfly release ceremony in the back parking lot for the job seekers and a special dedication in memory of Rosie Boulware, and will finish with a Champagne toast and cake in the One-Stop Career Center conference rooms.

Jennifer Bevacqua, Olive Crest thanked the Board and Youth Council for continuing to support Olive Crest's efforts to serve foster youth and former foster youth in Southern Nevada.

**34. INFORMATION: Board Member Comments**

Valerie Murzl presented flowers to Hannah Brown for her duty and leadership serving as Board Chair and the many years of service to the community. Ms. Brown thanked Valerie and the Board for supporting her in this role, which has provided her the opportunity to help serve the community.

**35. ACTION: Adjournment**

The meeting adjourned at 11:59 a.m.