

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

**July 28, 2015
10:00 a.m.**

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

Members Present

Charles Perry	Dasya Duckworth (phone)	Jack Martin
Jerrie Merritt	Ken Evans	Leo Bletnitsky
Liberty Leavitt	Louis Loupias	Mark Keller
Marvin Gebers	Michael Vannozzi	Paul Brandt
Rebecca Henry	Renee L. Olson	Rob Mallery
Tobias Hoppe	Tommy Rowe	Valerie Murzl, Chair

Members Absent

Bart Patterson	Brad Deeds	Janice John
Lou DeSalvio	Maggie Arias Petrel	

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Ricardo Villalobos	Brett Miller
Kenadie Cobbin Richardson	Jake McClelland	Jaime Cruz
Peter Bacigalupi	Tawuana Carroll	Jennifer Padilla
Debra Collins	Jeannie Kuennen	Kelly Ford
Tom Dang	Chris Shaw	Clentine January

Others Present

Lonnie G. Wright, Hospitality International Training (H.I.T.)	Nicole Frost, Hospitality International Training (H.I.T.)
Sylvia Davis, Nevada Dept. of Corrections (NDOC)	John Collins, Nevada Dept. of Corrections (NDOC)
P. Malone, Nevada Dept. of Corrections (NDOC)	Elizabeth McDaniels, Goodwill of Southern Nevada
Charlene Panissidi, Ameriprise Financial Services, Inc.	Karen Achatz, Ameriprise Financial Services, Inc.
Roger Villa, DHL – Exel Logistics	Jennifer, Erbes, Olive Crest
Ron Hilke, DETR	Nield Montgomery, The Learning Center
Linda Montgomery, The Learning Center	Donna Criswell, Batteries In a Flash
Janice M. Rael, Nevada Partners, Inc.	Erin McDermott, Accion
Cindy Zhang, Allegiant Air	Jill Riley, JT3, LLC
Tony Christensen, JT3, LLC	Carol Turner, CST Project Consulting
Thresea Kaufman	Jennifer Casey, FIT
Angela Burnett, FIT	Rebecca Ahmed, Allegiant Air
Kimberly Newton, Allegiant Air	Debra Giordano, ResCare Workforce Services
Lynn Hamilton, ResCare Workforce Services	Lynn Hoffman, ResCare Workforce Services
Tammara Williams, RTC of Southern Nevada	Dachresha Harris, RTC of Southern Nevada
Paula McDonald, HELP of Southern Nevada	Denise Gee, HELP of Southern Nevada
Sherman Rutledge Jr., St. Jude's Ranch	Dr. Tiffany Tyler, Nevada Partners, Inc.

(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 10:02 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.

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

Ardell Galbreth, Executive Director made changes to the order of items on the agenda.

A motion was made by Charles Perry and seconded by Tommy Rowe to approve the agenda with changes. Motion carried.

3. **INFORMATION: Brief Overview of Robert's Rules of Order**

Heather DeSart, Deputy Executive Director summarized the basic principles of Robert's Rules of Order and making and handling motions as outlined on page 5 of the agenda packet.

4. **FIRST PUBLIC COMMENT SESSION:**

Thresea Kaufman commented in reference to the Medic Corpsman to LPN program for veterans provided by Workforce Connections (WC) and College of Southern Nevada (CSN), and the training was paid for through the Nevada Hospital Association grant. Debra, director of nursing at CSN reported that three students graduated the program, two air force reservists and one active duty. Graduates, Charlene, Sgt. Sherry Toro, and Sgt. First Class Darnell Dobbins introduced themselves and spoke about their positive experience with the program. Debra stated that she understands the Urban League will be funding the training for students starting this fall.

John Collins, director of re-entry, Nevada Department of Corrections (NDOC) thanked the Board for funding a new program at the women's correctional facility in partnership with Foundation for an Independent Tomorrow (FIT). Sylvia Davis, program coordinator, Women's Opportunity Work (WOW) program provided an overview of the re-entry program and introduced new graduates, Ms. Frost and Ms. Wade, who shared about their positive experience with the program. Professor Lonnie Wright, founder and executive director of the Hospitality International Training (H.I.T.) program recognized the graduates for successfully earning a national ServeSafe certification and completing the Line Cook training program, and he thanked the Board for supporting the program.

Debra Giordano, director of operations and general manager, ResCare Workforce Services introduced new staff Lynn Hoffman, project director and operator for the One-Stop Career Center. Ms. Hoffman shared about her history including five years serving as ResCare's business solutions director for the Dallas project, and prior to that, 15 years in recruitment, staffing, technology and talent management. Ms. Giordano introduced Lynn Hamilton, who leads the national field support managers that help the organization transition contracts. She stated that ResCare is committed to ensuring no disruption of services to job seekers and businesses, and reported since taking over the One-Stop Center on July 1st, there have been 3,500 visits of which more than 1,000 were first time customers. ResCare has hired 19 team members, is in the process of filling the last one or two positions, and has a total of 34 staff onsite at the One-Stop Center working together, including agencies and community partners. All staff is participating in extensive training and management is working on redesigning customer flow, improving customer experience, putting in place policies and procedures, and expanding the services offered in the center, such as additional workshops, tools, and resources for the customers.

Chair Murzl acknowledged the veterans and thanked them for their service to our country. Addressing Mr. Collins and Ms. Davis, she stated that the re-entry program was funded \$800,000 to serve 150 clients by September 30th. Enrollment is way below expectations. WC is extending the funding until next year to give them an opportunity to enroll more participants and meet the expectations for performance outcomes. Mr. Collins replied that they had some issues with the initial startup of the program, specifically getting funding from one state agency to another. He reported that as of today, 38 individuals have been enrolled in the program, and three corrective issues were addressed with WC staff and enrollments will increase as well as the expenditures with the first class graduated from the H.I.T. program. He stated that with over ten years of re-entry experience, this is the first time a re-entry program had collaboration from inside the correctional

facility as well as the outside, so these individuals are work ready upon release. Ms. Davis added that the training providers have begun training inside the facility.

5. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of June 23, 2015

Chair Murzl presented the minutes on page 8-16 of the agenda packet.

A motion was made by Charles Perry and seconded by Jack Martin to approve the Board minutes of June 23, 2015 as presented. Motion carried.

6. PRESENTATION: Southern Nevada Real-Time Labor Market Information and Analysis ~ Bill Anderson, DETR's State Economist

Mr. Anderson provided two presentations, a statewide economic overview and an overview of Southern Nevada's real time labor market information. Copies of both PowerPoint presentations were distributed to the Board and made available to the public.

Michael Vannozzi inquired whether part-time job growth would fall as more part-time jobs are converted to full-time jobs. Mr. Anderson stated that when a recession hits jobs are lost and those jobs to a large extent are full-time jobs. In other cases, full-time jobs are scaled back to part-time jobs, which is a typical trend during a recession. Job growth on a net basis has been concentrated in full-time employment, part-time employment is holding steady, and looks to be about 25,000-50,000 higher than where it was at the beginning of the recession. Overtime as full-time jobs are added, the part-time share of total employment should decline. In absolute terms, it is really hard to say whether or not part-time jobs will fall. In response to Mr. Vannozzi's question regarding the number of hours worked for most part-time workers, Mr. Anderson replied that this information is unknown as in Nevada and a vast majority of other states, employers only provide information regarding their employees and the amount of wages paid to each employee, but not number of hours worked. However, there is a nationwide initiative underway to enhance wage records to provide extra data.

Tommy Rowe inquired about Nevada's job growth in comparison to the growing population. Mr. Anderson stated that because Nevada's labor market has improved so much, more people are becoming less discouraged and are reentering the labor market. Because they do not become employed immediately they are likely to be counted as the unemployed. If the Nevada labor market, which is driven by the population, holds steady, the unemployment rate would be about one point lower than where it is right now. Despite that Nevada has the number two job growth ranking in the nation; it still has one of the higher unemployment rates because so many people are returning to the labor force. During the first half of the year, approximately 20,000 entered the labor force, which is about one and one-half times the rate increase nationwide. In the last two months, job growth has been strong enough to offset that population or labor force increase making it possible to drive the unemployment rate down.

7. DISCUSSION AND POSSIBLE ACTION: Nomination and election of Board Vice Chair

Ardell Galbreth, Executive Director reported that Valerie Murzl was voted to serve as chair under the WIOA Board by the Local Elected Officials Consortium, but a vice chair person needs to be elected by this Board. Chair Murzl called for nominations.

A motion was made by Valerie Murzl nominating Jack Martin to serve as vice chair of the Board. Motion carried by unanimous vote.

8. DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Interlocal Agreement between the Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium and Workforce Connections Board

Chair Murzl presented the agreement provided on page 23-28 of the agenda packet Mr. Galbreth pointed out article II B.1 (p. 24) where the Workforce Connections Board (WCB) agrees the Chief Financial Officers or designee of the jurisdictions of the four major financial stakeholder

jurisdictions (Clark County, Cities of Las Vegas, North Las Vegas and Henderson) shall serve as ex-officio members of the WCB Budget Committee.

A motion was made by Charles Perry and seconded by Jerrie Merritt to approve the Interlocal Agreement between the Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium and Workforce Connections Board. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Workforce Connections' Board By-laws

Chair Murzl presented the WCB By-laws provided on page 30-47 of the agenda packet. Mr. Galbreth reported that the LEO Consortium approved and read the following:

- Delete item 6 of footnote (p. 31)
- Under paragraph (v)1 (p. 37) Change Board to Board Chairperson
- Delete “with the approval of the LEOs” from item 3.3 (p. 39)
- Delete item 5.2 (g) (p. 42)
- Under paragraph 6.4 (b), change Board member to Committee member (p. 44)
- Under item 7.1, change Article V to Article VII (p. 45)

Mr. Galbreth recommended that the Board consider these changes for ratification by the LEOs. Amber White Davidson, Legal Counsel read the changes into the record.

A motion was made by Paul Brandt and seconded by Jerrie Merritt to approve amended Workforce Connections' Board By-laws. Motion carried.

10. INFORMATION: Committee members' appointments and assignments

Mr. Galbreth provided background, presented the list of Programs and Finance and Budget Committee members provided on page 20 of the agenda packet, and noted that the Chief Financial Officers of the LEOs jurisdictions will serve as ex-officio (non-voting) members of the Finance and Budget Committee. Chair Murzl noted that the non-board members serving on the Programs Committee have voting power and the quorum requirement for this committee is nine members. The quorum requirement for the Finance and Budget Committee is seven members.

11. INFORMATION: Election of Officers for the Programs and Finance & Budget Committees will take place during the August 12th committee meetings

Chair Murzl announced that the election for officers for the Programs Committee is August 18th and August 12th for the Finance and Budget Committee. Mr. Galbreth stated that only Board members can serve as Chairperson of the Committees.

12. DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Workforce Connections' Vision and Mission Statement along with Strategic Work Plan Goals

Chair Murzl requested that item 12 and 13 be taken together.

Mr. Galbreth provided background. The Strategic Work Plan Goals Matrix is provided on page 49-56 of the agenda packet.

A motion was made by Charles Perry and seconded by Ken Evans to approve Workforce Connections' Strategic Work Plan as presented. Motion carried.

13. DISCUSSION AND POSSIBLE ACTION: Receive and discuss Workforce Connections' operational and functional overview presentation:

Department directors provided an operational and functional overview of their respective departments based on the PowerPoint presentation provided on page 58-95 of the agenda packet.

- Heather DeSart, Deputy Executive Director provided a brief overview and made introductions;
- Jake McClelland, Director, One-Stop System provided a brief overview of goal 1 of the strategic work plan goal matrix (p. 49) and overview of the One-Stop Delivery System (p. 64-70);
- Ricardo Villalobos, Director, Workforce Development Programs provided a brief overview of goals 2 and 3 (p. 51-54) and an overview of WIOA programs (p. 58-63);
- Kenadie Cobbin Richardson, Director, Business Engagement and Communications presented goal 5, an overview of Business Engagement (p. 70-77), and introduced latest employers to sign the WC Compact including Accion, Exel Logistics, U.S. Foods, St. Jude's Ranch for Children, JT3, RTC, Home Watch Care Givers, Ameriprise Financial, Allegiant Air, and Batteries in a Flash. Employers Erin McDermott of Accion, Tamara Williams of RTC, Sue Cook of Home Watch Care Givers and Donna Criswell, Batteries in a Flash shared about their organizations and workforce needs. Ms. Richardson distributed an event flyer for the Business Engagement panel meeting on Wednesday, August 19th from 8:00 a.m. – 11:00 a.m. at Workforce Connections.

In the interest of time, Chair Murzl requested that the remaining presentations for Financial Services, Strategies and Tactics, and Information Systems Management be tabled until the next meeting.

14. INFORMATION: Strategic Initiatives Update

The Strategic Initiatives report is provided on page 97 of the agenda packet.

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

Mr. Galbreth presented the Executive Director's report provided on page 99 of the agenda packet and announced the departure of Deputy Executive Director, Heather DeSart, who has accepted a job offer as the new executive director for a workforce board in Oregon.

A motion was made by Charles Perry and seconded by Jack Martin to accept and approve Executive Director's Report as presented. Motion carried.

16. SECOND PUBLIC COMMENT SESSION

None

17. INFORMATION: Board Member Comments

None

18. ADJOURNMENT

The meeting adjourned at 12:32 p.m.