

# WORKFORCE CONNECTIONS

## BOARD MEETING MINUTES

August 25, 2015  
10:00 a.m.

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

### Members Present

Bart Patterson	Charles Perry	Dasya Duckworth (phone)
Jack Martin	Janice John	Jerrie Merritt
Ken Evans	Leo Bletnitsky	Liberty Leavitt
Lou DeSalvio	Louis Loupias	Maggie Arias-Petrel (phone)
Mark Keller (phone)	Marvin Gebers (phone)	Michael Vannoizzi
Paul Brandt	Rebecca Henry	Renee Olson
Rob Mallery	Tommy Rowe	Valerie Murzl

### Members Absent

Brad Deeds	Tobias Hoppe
------------	--------------

### Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Jaime Cruz	Ricardo Villalobos	Kenadie Cobbin Richardson
Brett Miller	Jake McClelland	Emilio Pias
Debra Collins	Kelly Ford	Shawonda Nance
Jeramey Pickett	Chris Shaw	Tom Dang

### Others Present

Rose Marie Reynolds, Office of the Attorney General	Vinz Koller, Social Policy Research (phone)
Carol Turner, CST Project Consulting	Amber White-Davidson, Parker Nelson Associates
Arcadio Bolanos, Academy of Human Development	Lynn Hoffman, ResCare Workforce Services
Tim Foster, ResCare Workforce Services	Nield Montgomery, The Learning Center
Linda Montgomery, The Learning Center	Sonja Holloway, Sierra Nevada Job Corps
Dave McKinnis, Bellagio Resorts (phone)	Dr. Cecilia Maldonado, UNLV
Janice M. Rael, Nevada Partners, Inc.	Jodi Gilliland, UNLV – Continuing Education
Jennifer Erber, Olive Crest	Margaret Rees, UNLV
Tanya Hill, Nevada Department of Corrections	Trinette Burow, Nevada Department of Corrections
Ron Hilke, WISS/DETR	Denise Gee, HELP of Southern Nevada
Sherman Rutledge Jr., St. Jude's Ranch for Children	K. E. Hooks, Las Vegas Urban League
April Guinsler, Easter Seals Nevada	Janet Blumen, FIT
Jennifer Casey, FIT	Debra Giordano, ResCare Workforce Services

(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 10:03 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 by Charles Perry and seconded by Paul Brandt to approve the agenda as presented. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION:**

Lynn Hoffman, ResCare Workforce Services/One-Stop Operator provided a One-Stop Career Center update:

- 1,900 individuals served at the One-Stop since July 1, 2015
- Providing continued staff development training
- Developing policies and procedures
- Hired three new staff
- Participated in a Latin Chamber of Commerce event

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of July 28, 2015**

Chair Murzl presented the minutes on page 7-11 of the agenda packet.

*A motion was made by Charles Perry and seconded by Renee Olson to approve the Board minutes of July 28, 2015 as presented. Motion carried.*

**5. DISCUSSION AND POSSIBLE: Approve the minutes of dissolved committees:**

**a. Adult and Dislocated Worker Committee minutes of June 10, 2015**

The ADW Committee minutes are provided on page 13-17 of the agenda packet.

**b. Youth Council minutes of June 10, 2015**

The Youth Council minutes are provided on page 18-21 of the agenda packet.

*A motion was made by Charles Perry and seconded by Bart Patterson to approve the June 10, 2015 minutes of the Adult and Dislocated Worker Committee and Youth Council as presented. Motion carried.*

**6. INFORMATION: Business Engagement Report and Workforce Connections' Compacts**

Kenadie Cobbin Richardson, Director, Business Engagement & Communications presented the Business Engagement In-Demand Jobs Report (p. 23) and Business Engagement Panel members (p. 26). She announced new WC Compact employers (p. 27) and various events, including a one day seminar with Deanna Neilson at the Pearson Center, the Emergency Medical Technician (EMT) Basic Certification training (p. 29) and the Nevada Day Super Hiring Event 2015 on Wednesday, October 29<sup>th</sup> at Cashman Center with 70 employers.

In response to Renee Olson's inquiry regarding the goal for number of jobs and participants who attended the one day seminar, Ms. Richardson replied the goal is 468 jobs per year (12% attainment) and only about 30 individuals attended the one day seminar because there was not an employer on site making it difficult to attract job seekers.

Michael Vannozzi inquired about the referral process for the Nevada Day Super Hiring Event. Ms. Richardson suggested that board members contact her directly and an e-mail with registration links will go out to all board members as well.

**7. INFORMATION: Nevada Open Meeting Law Training ~ Rose Marie Reynolds, Office of the Attorney General**

Rose Marie Reynolds provided an overview of the Nevada Open Meeting Law (OML) in conjunction with a PowerPoint presentation. A copy of the presentation was made available to the public and can be accessed on the Workforce Connections website at <http://nvworkforceconnections.org/wp-content/uploads/2015/08/08.25.15-OML-Presentation.pdf>. Discussion ensued regarding quorum requirements.

8. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award National Emergency Grant (NEG) funds to the sub-recipients listed below. NEG funds can only be expended on WIOA training activities for eligible Dislocated Workers.**

- a. Academy of Human Development ..... \$50,000
  - b. Easter Seals Nevada..... \$50,000
  - c. Goodwill of Southern Nevada ..... \$50,000
  - d. HELP of Southern Nevada..... \$25,000
  - e. Las Vegas Clark County Urban League .... \$50,000
  - f. ResCare Workforce Services ..... \$500,000
  - g. Nevada Partners, Inc. .... \$100,000
  - h. Nye Communities Coalition ..... **\$35,000**
- \$860,000**

Chair Murzl announced that Bart Patterson was elected Chair of the ADW Committee at their last meeting.

Ricardo Villalobos, Director, Workforce Development Programs provided background. A summary is provided on page 33 of the agenda packet.

Mr. Patterson noted that much discussion was held at the ADW meeting regarding this item and the amounts were determined with each of the service providers based on their capacity and ability to expend these funds. Discussion ensued.

Ms. Olson inquired about remaining NEG funds. Jim Kostecki, Manager, Financial Services reported a balance of \$1,165,000 of which \$305,000 is unallocated and stated that these funds are strictly for training (occupational skills training and OJT) and OJTs must account for 25% of the funds spent. A minimal amount of NEG funds can be used for administration costs based upon expenditures to the grant; however, at this time no administration costs have been charged to the grant.

*A motion was made by Bart Patterson and seconded by Tommy Rowe to accept the Programs Committee's recommendation to award National Emergency Grant (NEG) funds to the sub-recipients listed below. Motion carried.*

- a. Academy of Human Development ..... \$50,000
  - b. Easter Seals Nevada..... \$50,000
  - c. Goodwill of Southern Nevada ..... \$50,000
  - d. HELP of Southern Nevada..... \$25,000
  - e. Las Vegas Clark County Urban League .... \$50,000
  - f. ResCare Workforce Services ..... \$500,000
  - g. Nevada Partners, Inc. .... \$100,000
  - h. Nye Communities Coalition ..... **\$35,000**
- \$860,000**

9. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award additional Adult and Dislocated Worker funding to the sub-recipients listed below. The funds will be used to ensure continuity of employment and training services for 1,600 actively enrolled participants who were transferred from PY2014 funded sub-recipients.**

- a. Academy of Human Development ..... \$35,000
  - b. HELP of Southern Nevada..... \$40,000
  - c. Nevada Partners, Inc. .... \$75,000
  - d. ResCare Workforce Services ..... \$100,000
- \$250,000**

Mr. Villalobos provided background. These funds are to ensure that participants continue to receive the services and opportunities they need to be competitive in the workforce and from a system performance point of view, to ensure that services continue to be successful as a local workforce development board.

Chair Murzl stated that 700 of the 1,600 participants will be transferred to ResCare.

*A motion was made by Jack Martin and Leo Bleznitsky to accept the Programs Committee's recommendation to award National Emergency Grant (NEG) funds to the sub-recipients listed below. Motion carried.*

- a. Academy of Human Development ..... \$35,000
  - b. HELP of Southern Nevada..... \$40,000
  - c. Nevada Partners, Inc. .... \$75,000
  - d. ResCare Workforce Services ..... \$100,000
- \$250,000**

**10. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award ResCare Workforce Services an additional \$250,000 to deliver services out of the One-Stop Career Center. The funds will be used to amend ResCare's current PY2015 contract to allow for staffing adjustments and additional funds for training and supportive services for eligible Adults and Dislocated Workers.**

Jake McClelland, Director, One-Stop System provided background. These funds are for the transfer of four positions at the one-stop center previously staffed by WC and now employed by ResCare.

Mr. Kostecki reported this is a budget line item transfer from the One-Stop Operations budget to the One-Stop System budget.

Mr. Patterson appreciated staff recognizing that a different delivery model through ResCare would be more efficient in terms of the management coordination. He stated that the Board is putting a lot of confidence in ResCare and they are doing a great job, which will continue to be monitored due to how important they have become to the success of this Board and the utilization of funds.

*A motion was made by Jack Martin and seconded by Renee L. Olson to accept Programs Committee's recommendation to award ResCare Workforce Services an additional \$250,000 to deliver services out of the One-Stop Career Center. The funds will be used to amend ResCare's current PY2015 contract to allow for staffing adjustments and additional funds for training and supportive services for eligible Adults and Dislocated Workers. Motion carried.*

**11. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award and execute a no-cost contract extension to the Nevada Department of Corrections to ensure the continuation of pre-release employment and training assistance to incarcerated individuals at Florence McClure Women's Correctional Center. The current contract will be extended with a contract period of November 12, 2014 to June 30, 2016.**

Mr. Villalobos provided background. The expenditure rate of the current contract is \$94,500 (12%) and 38 enrollments. Staff will closely monitor this contract to ensure goals are met on a scheduled basis. Discussion ensued.

Mr. Patterson stated that in the case of this item and the next agenda item, contract and legal issues on the service provider's end delayed the program to start. WC has received assurances that things are moving forward and clients will be served.

Jack Martin stated that it would be prudent to have alternatives in case NDOC is not meeting performance measures by January because this population must be served and there are other entities that can provide these types of services.

The scope of work is provided on page 38-40 of the agenda packet.

*A motion was made by Bart Patterson and seconded by Leo Bleznitsky to accept Programs Committee's recommendation to award and execute a no-cost contract extension to the Nevada Department of Corrections to ensure the continuation of pre-release employment and training assistance to incarcerated individuals at Florence McClure Women's Correctional Center. The current contract will be extended with a contract period of November 12, 2014 to June 30, 2016. Motion carried.*

12. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award and execute a no-cost contract extension to UNLV Continuing Education to prepare nurses for a nursing career in acute care settings with GAP Training for the RN: Transition into Practice Program. The current contract will be extended with a contract period of November 1, 2014 to June 30, 2016.**

Mr. Villalobos provided background. In response to Leo Bleznitsky's inquiry regarding hiring nurses locally for this program, Mr. Villalobos confirmed that individuals will be hired by local hospital partners. Discussion ensued.

The scope of work is provided on page 42 of the agenda packet. Mr. Villalobos noted a correction on page 42, the amount awarded should read \$200,000 (not \$157,580).

*A motion was made by Michael Vannozzi and seconded by Ken Evans to accept Programs Committee's recommendation to award and execute a no-cost contract extension to UNLV Continuing Education to prepare nurses for a nursing career in acute care settings with GAP Training for the RN: Transition into Practice Program. The current contract will be extended with a contract period of November 1, 2014 to June 30, 2016. Motion carried.*

13. **DISCUSSION AND POSSIBLE ACTION: Approve Programs Committee's recommendation of competitive proposer contract awards evaluation and scoring process.**

Chair Murzl provided background. WC contracted with Social Policy Research (SPR) to provide assistance with the RFP evaluation process and develop a fair and impartial scoring rubric for scoring incoming proposals. The scoring rubric is provided on page 47-59 of the agenda packet.

Mr. Patterson agreed with the changes and highlighted that this is not a proprietary system to SPR so the board can continue to use this system regardless of who evaluates the proposal. He further stated that the Programs Committee discussed that after the scoring is done, getting more information or transparency involving the scores on the specific items as opposed to getting just one big raw score of all the proposals, of which some were very close making it hard to distinguish because the board did not receive the underlying scores on the different measures, so having more information at the board level when the contracts come forward for approval would be very helpful.

Ms. Olson stated that the Board needs to be a little weary of the preliminary discussions when putting together a proposal as to not give anyone an advantage. Chair Murzl agreed and stated that board members should not have these conversations but refer individuals back to staff.

Mr. Villalobos noted a correction on page 55 under 3. Panel Interview, it should read: Respondents must be prepared to address questions from a panel consisting of, but not limited to, representatives from the local workforce development board staff and apprenticeship programs.

Vinz Koller (phone) provided a brief overview of SPR's background and stated that they will incorporate the modifications and provide more transparency for the next round of proposals. Information regarding the scoring rubric development process is provided on page 44-46 of the agenda packet.

*A motion was made by Paul Brandt and seconded by Janice John to approve Programs Committee's recommendation of competitive proposer contract awards evaluation and scoring process as presented. Motion carried.*

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

Chair Murzl requested that items 14 a-e be taken in one vote.

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

Jim Kostecki provided an overview of the PY2015 WIA Formula Budget on page 62-73 of the agenda packet. He noted the following:

- Funding is based on program year; this year's funding is PY2015 (aka Fiscal Year 2016).
- Funds have a two year life; after two years, funds revert to the State for one additional year.
- Unspent funds after a program year are recaptured and carried forward to next program year.
- 10% of total allocation is expended on administrative costs (fiscal, HR, legal, etc.); 15% is allocated for program management and oversight (staff operations, IT functions, etc.); remainder of funding (75%) goes to community resources (service provider contracts and one-stop).
- WC Operations budget for administrative and program management and oversight (25%) is provided on page 63 and the budget narrative is on page 64-67. Budget revisions for approval will be highlighted in yellow.
- Line item 8900 Strategic Initiatives – WIA (\$179,503) and 1<sup>st</sup> Qtr 2016 (\$900,000) represents allowable funding not yet identified to a line item. Can be used for future initiatives. Funds will be reallocated to other line items from the Strategic Initiatives line item as needed and approved by the board. The 1<sup>st</sup> Qtr 2016 (\$900,000) is budgeted and projected to allot for five quarter period and to ensure there are enough funds to operate the first quarter every year due to sequestration.
- One-Stop Center Operations budget is provided on page 68 and the budget narrative is on page 69-70. WC is the fiscal agent for the One-Stop Center operations.
  - Line item 6500 Salaries is decreased by \$171,228; Line item 7100-7120 Employee Fringe Benefits is decreased by \$52,798; and Line item 7125 Employer Payroll Taxes is decreased by \$4,462. The decrease in these lines items is a result of the One-Stop Operator employing three employees from WC that worked in the One-Stop Center previously.
- One-Stop System budget is provided on page 71 and the budget narrative is on page 72-73. This budget includes the One-Stop Manager and staff and the Business Engagement Team, a total of seven staff members.

- Line item 6500 Salaries is decreased by \$15,000; Line item 7100-7120 Employee Fringe Benefits is decreased by \$6,000; and Line item 7124 Employer Payroll Taxes is decreased by \$512. The decrease in these line items is a result of funding the One-Stop Operator for assuming four positions from WC that were not included in the original award to the Operator. The Operator will receive an additional \$250,000 to assume the four positions. The adjustments from the One-Stop Center budget, coupled with the ones from the One-Stop System budget will generate the \$250,000 funding needed.
- Line item 7020 Licenses and Permits is increased by \$14,000. The increase is due to reclassifying the license fees for the WorkKeys assessment tool from line item 7500 Participant Training.
- Line item 7500 Participant Training is decreased by \$414,000. The decrease is a result of tracking the Health GAP training and the apprenticeship preparation contracts on the service provider expenditure report. The WorkKeys licensing portion was moved to line item 7020 Licenses and Permits above.

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

Mr. Kostecki presented the Budget vs. Actual Finance Report provided on page 75 of the agenda packet.

**c. Awards & Expenditures Report – Monthly Update (Status of Service Providers)**

Mr. Kostecki presented the Awards & Expenditures Report for Adult, Dislocated Worker, Youth and direct grant expenditures provided on page 77-80 of the agenda packet.

Ken Evans noted that Nevada Department of Corrections will be highlighted in the future as having an active pink paper; Mr. Kostecki concurred. Mr. Galbreth stated that in the future staff will ensure that all reports are accurate and transparent to both the Board and public.

**d. WIOA Expenditure Tracking – Adult/Dislocated Worker/Youth**

Brett Miller, Manager, Strategic Planning & Analysis provided an overview of the WIOA Expenditure Tracking report provided on page 82 of the agenda packet. The overall goal of this report is to outline the spending plan and to report actuals versus expected expenditures. Mr. Miller summarized the spending plan line items:

- WC Operations – cost of administrative and operations for WC
- One-Stop Center and System – cost of One-Stop Center building, One-Stop System Manager and staff, and the Business Engagement Team
- Community Resources – service provider contracts
- Additional for Sequester – how Adult funding is received and what levels can be drawn in the first quarter of the year
- Pending Approval – for funding items to be approved
- Planning Stage – various projects; placeholder for initiatives; RFPs to go out
- Strategic De-obligation – planning for recaptured funds to avoid carry forward

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

Mr. Kostecki presented WC's Professional Services Contracts provided on page 84-89 of the agenda packet. He stated that all professional services contracts require State approval prior to execution and contracts are for one year with an option to renew up to three additional years, as per the State's procurement policy. All pending contracts are highlighted in yellow on the report.

*A motion was made by Rebecca Henry and seconded by Michael Vannozzi to approve the reports under item 14a – 14e as presented. Motion carried.*

**15. INFORMATION: Strategic Initiatives Update**

Jaime Cruz, Chief Strategy Officer presented the Strategic Initiatives Update provided on page 91 of the agenda packet and highlighted that the implementation of the Workforce Innovation and Opportunity Act still holds the full attention of the staff. Members of the management team are working with statewide stakeholders regarding the Unified State Plan, which includes core mandated partners: Health and Human Services (TANF), Department of Education (Adult Ed & Literacy), DETR (Wagner-Peyser and Vocational Rehabilitation) and the Local Workforce Development Board (Adult, Dislocated Worker and Youth). March 3<sup>rd</sup> is the deadline for the submission of the Unified State Plan. WC has already started on a parallel track to ensure the pieces are in place for the LWDA's plan, which will be due shortly after March 3<sup>rd</sup>.

**16. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report ~ Ardell Galbreth, Executive Director**

**a. Executive Director's Report**

Mr. Galbreth presented the Executive Director's Report provided on page 94 of the agenda packet.

**b. State Unified Plan Coordination with Local Workforce Development Area (LWDA) Formula Allocation**

Mr. Galbreth provided background and Carol Turner, CST Project Consulting presented further detail regarding plan to update and modify the Dislocated Worker (DW) allocation formula (p. 95-105) for the State's two local workforce boards. In looking at the formulas as a group with DETR and NevadaWorks (northern workforce board), it was determined that the DW allocation formula could be improved. The revised language went through public comment, the local elected officials and the Department of Labor for approval. DOL denied the request and recommended that it be included in the new WIOA Unified State Plan. WC will put these changes into the Unified Plan for implementation at the end of this program year.

*A motion was made by Louis Loupias and seconded by Renee L. Olson to accept and approve Executive Director's Report as presented. Motion carried.*

**17. SECOND PUBLIC COMMENT SESSION**

April Guinsler, director of employment solutions, Easter Seals Nevada thanked the Board for approving the additional \$50,000 in NEG funds. She reported that Easter Seals was very successful spending its NEG funds last year and getting it into the community helping small businesses and non-profits continue to grow. This year Easter Seals has already obligated almost \$8,000 of NEG funds and hopes to back in the near future asking for more. Ms. Guinsler asked if any board members know anyone who is hiring to send them her way as Easter Seals has a great candidate



pool that can help that small business to grow and alleviate some of that financial constraint when onboarding a new employee.

**18. INFORMATION: Board Member Comments**

Maggie Arias-Petrel acknowledged Mr. Galbreth for his participation in the August 15<sup>th</sup> expo at Cashman Center, which had an attendance of over 5,000 community partners, including WC and Academy of Human Development.

Liberty Leavitt announced the Clark County School District Reclaim Your Future Community Walk event on Saturday, September 12, 2015, 7:30 a.m. - 1:00 p.m. to outreach to students to get them back in the classroom, specifically students of Del Sol, Valley, El Dorado, and Chaparral high schools. HELP of Southern Nevada is in charge of the dropout recovery program for these schools. Ms. Leavitt encouraged individuals to volunteer, especially those who speak Spanish by Wednesday, September 2<sup>nd</sup>. Flyers will be forwarded to staff to distribute to the board members and service providers. Mr. Villalobos reiterated the importance of this massive event to re-engage dropouts and encouraged individuals and their organizations to spread the word to as many people as possible.

**19. ADJOURNMENT**

The meeting adjourned at 12:37 p.m.