

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

August 26, 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 Adam Katschke
Councilwoman Peggy Leavitt	Councilwoman Anita Wood	Charles Perry
Dr. David Lee	Hannah Brown	Lynda Parven
Maggie Arias-Petrel	Mark Edgel (phone)	Mujahid Ramadan
Sonja Holloway	Valerie Murzl	Vida Chan Lin
Willie J. Fields		

Members Absent

Commissioner Butch Borasky	Commissioner Lawrence Weekly	Commissioner Ralph Keyes
Councilman Bob Beers	Councilwoman Gerri Schroder	Dan Gouker
Dan Rose	Matt Cecil	Rudee Bagsby
Tommy Rowe (excused)	William Bruninga	

Staff Present

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

Others Present

Ernest Smith, The Salvation Army	Sylvia Davis, The Salvation Army
Briunna Smith, Marquis Aurbach Coffing, Legal Counsel	Tim Wigchers, Nye Communities Coalition
Elizabeth McDaniels, Goodwill of Southern Nevada	Macey Prince Swinson, Consultant
Byron Johnson, Towbin Automotive	Jack Eslinger, ESQ, City of Las Vegas
Tony Vanchieri, Robert Half Technologies	Veronica Brady, Robert Half Technologies
Rhea Arzadon, Robert Half Technologies	Janice M. Rael, Nevada Partners, Inc.
Denise Gee, HELP of Southern Nevada	E. Lavonne Lewis, The Salvation Army
Jeramey Pickett, Nevada Partners, Inc.	Jim Clinton, Goodwill of Southern Nevada
Daren Pope, Mass Mutual Nevada	Hal Bingham, DETR
Ron Fletcher, DETR	Helicia Thomas, GNJ Family Life Center
Stacey Bostwick, Southern NV Regional Housing Authority	Will Reed, HELP of Southern Nevada
Dr. Tiffany Tyler, Nevada Partners, Inc.	Gary Revere, Olive Crest
Nyeri Richards, Youth Advocate Program	Neosha Smith, Youth Advocate Program
Judy Tukaiss, NV Workforce Development Center, DETR/CSN	April Guinsler, Easter Seals Nevada
Angela Johnson, Insure Monkey	Sean Donavan
Ryan Foxworthy, TEK Systems	Kevin Hook, Las Vegas Urban League
Lorraine Marshall, Las Vegas Paving	Sherman Rutledge, Jr., St. Jude's Ranch for Children
Janet Blumen, Foundation for an Independent Tomorrow	Mai Wortman, Cox Communications, 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 10:15 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 present.

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

A motion was made to approve the agenda as presented by Charles Perry and seconded by Bart Patterson. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION**

None

4. **PRESENTATION: One-Stop Career Center Job Seekers Services Video**

5. **DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of June 24, 2014**

Chair Murzl presented the Board minutes of June 24, 2014 provided on page 7-18 of the agenda packet.

A motion was made to approve the Board meeting minutes of June 24, 2014 by Charles Perry and seconded by Mujahid Ramadan. Motion carried.

6. **INFORMATION: Business Engagement Report ~ Kenadie Cobbin-Richardson**

Kenadie Cobbin-Richardson introduced new employers that recently signed the Workforce Connections' Compact, including: Las Vegas Paving, Robert Half Technologies, TEK Systems, Insure Monkey, Cox Cable, Towbin Dodge, Mass Mutual Nevada, Sun Commercial Real Estate, Inc., and D&Q Enterprises HVAC. Following, representatives from these organizations talked briefly about their experience with joining the Workforce Connections and Southern Nevada employer partnership. Overall the employers are excited, pleased with their experience, and enjoy working with their respective Business Engagement representative, Bryon Goynes, LeRoy Bilal, or Shawna Rice.

Ms. Cobbin-Richardson presented the math test results from the Construction Expo (p. 20) and noted that only 10 of 74 total individuals who tested received a passing score. She further reported that a contract with CSN will be executed within a couple weeks to begin placing individuals into the Apprenticeship Preparation training course so that they can be prepared to take the test and be successful in a new career that pays well.

At 10:46 a.m. roll call was taken and a quorum was present. Chair Murzl requested that the Youth Council Update be taken before the Adult & Dislocated Worker Committee update. The items on the agenda were taken in the following order.

7. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Southern Nevada Regional Housing Authority's In- and Out-of-School PY2012 contract for an additional year in an amount not to exceed \$400,000 in order to serve a minimum of 140 new youth for the contract period October 1, 2014 to September 30, 2015**

Sonja Holloway, Youth Council Chair read the agenda item and presented Southern Nevada Regional Housing Authority's Scope of Work on page 76 of the agenda packet. Ricardo Villalobos, Director Workforce Development Programs provided background. Southern Nevada Regional Housing

Authority serves incarcerated youth at Spring Mountain Youth Camp and Red Rock Summit View as well as other youth residing in public housing within the Las Vegas community.

Charles Perry commented on recent news regarding issues with disciplinary practices at the detention center in Elko, Nevada and inquired as to whether or not there is a need to serve and provide training to the youth who were removed from the Elko facility on a court order and relocated to a facility in Southern Nevada. Mr. Villalobos replied that these services are available to all youth in the Juvenile Justice system. He further stated that Jack Martin, Director, Clark County Department of Juvenile Justice Services recently joined the Youth Council and has a good amount of expertise in this area.

A motion was made to approve Youth Council's recommendation to amend Southern Nevada Regional Housing Authority's In- and Out-of-School PY2012 contract for an additional year in an amount not to exceed \$400,000 in order to serve a minimum of 140 new youth for the contract period October 1, 2014 to September 30, 2015 by Willie J. Fields and seconded by Mujahid Ramadan. Motion carried.

8. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Youth Advocate Program's In- and Out-of-School Re-entry Youth PY2013 contract for an additional year in an amount not to exceed \$300,000 in order to serve a minimum of 100 new youth for the contract period October 1, 2014 to September 30, 2015**

Chair Holloway read the agenda item and presented Youth Advocate Program's Scope of Work on page 78 of the agenda packet. Ricardo Villalobos provided background. Youth Advocate Program only serves youth incarcerated at Caliente Youth Center, Spring Mountain Youth Camp and those involved in the Juvenile Justice system.

A motion was made to Approve Youth Council's recommendation to amend Youth Advocate Program's In- and Out-of-School Re-entry Youth PY2013 contract for an additional year in an amount not to exceed \$300,000 in order to serve a minimum of 100 new youth for the contract period October 1, 2014 to September 30, 2015 by Mujahid Ramadan and seconded by Willie J. Fields. Motion carried.

9. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend GNJ Family Life Center's Out-of-School Youth PY2013 contract for an additional year in an amount not to exceed \$720,000 in order to serve a minimum of 240 new youth for the contract period October 1, 2014 to September 30, 2015**

Chair Holloway read the agenda item and presented GNJ's Scope of Work on page 80 of the agenda packet. Ricardo Villalobos provided background.

A motion was made to approve Youth Council's recommendation to amend GNJ Family Life Center's Out-of-School Youth PY2013 contract for an additional year in an amount not to exceed \$720,000 in order to serve a minimum of 240 new youth for the contract period October 1, 2014 to September 30, 2015 by Willie J. Fields and seconded by Mujahid Ramadan. Motion carried.

10. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend HELP of Southern Nevada's Out-of-School Youth PY2013 contract for an additional year in an amount not to exceed \$660,000 in order to serve a minimum of 220 new youth for the contract period October 1, 2014 to September 30, 2015**

Chair Holloway read the agenda item and presented HELP's Scope of Work on page 82 of the agenda packet. Ricardo Villalobos provided background. Discussion ensued regarding collaboration between programs and cost per participant. Ardell Galbreth, Executive Director stated that the programs are similar in nature, but none of them are identical. He further stated that programs and services must be made available to individuals throughout the workforce community and not isolated to one area, such as North Las Vegas. Mr. Villalobos stated that the cost per participant will vary depending on the youth population and their educational, training, and/or employment needs.

A motion was made to approve Youth Council's recommendation to amend HELP of Southern Nevada's Out-of-School Youth PY2013 contract for an additional year in an amount not to exceed \$660,000 in order to serve a minimum of 220 new youth for the contract period October 1, 2014 to September 30, 2015 by Charles Perry and seconded by Willie J. Fields. Motion carried.

11. **DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept, and Approve Reports**

Jim Kostecki, Manager Financial Services summarized the following operations reports:

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

The PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 and narratives is provided on page 84-92 of the agenda packet. The One-Stop System budget line item 7100 Insurance was increased by \$10,000 for the cost of insurance for the two buses donated to WC by RTC.

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

The Budget vs. Actual Finance report is provided on page 94 of the agenda packet. Mr. Kostecki stated that the remaining budget will carry over into the first quarter of the next program year as next year's funding allotment is not available until the 2nd. The report shows a remaining balance of \$2,134,174.

c. **Awards & Expenditures (Compliance and Operational Status of Service Providers/Funded Partners) - Monthly Update**

The Awards & Expenditures report is provided on page 96-99 of the agenda packet. The Adult/Dislocated Worker report (p. 95-96) includes invoices through June, except for Latin Chamber of Commerce Community Foundation's One-Stop and Home Office invoices, which were received after this report was presented to the Budget & Finance Committee; however, the provider is in good standing. Funded partners have 60 days (until August 30th) to close out their contracts. There will be recaptured funds and a certain amount has been factored into next year's contracts effective July 1, 2014. The Youth report (p. 97) includes all invoices through June. Remaining funds have been recaptured for contracts ending June 30th and factored into next year's contracts. Youth contracts ending September 30th should be approximately 75% spent, except for Latin Chamber of Commerce Community Foundation's Out-of-School contract (28.42%), which is only a seven month contract executed late in the program year. Mr. Villalobos stated that Youth program expenditures increase a good amount at the end of the program year for summer school activities. He further stated that expenditures are somewhat skewed for Out-of-School Youth providers HELP of Southern Nevada and Nevada Partners who received transfer files and additional funding; however, there are no major concerns regarding their expenditures at this time. Discussion ensued.

Mujahid Ramadan stated that the Youth Council has been in discussions regarding how best to use resources to serve the hardest to serve youth populations (i.e., incarcerated youth) and reach out to other community partners for new cutting edge ideas.

d. Funding Plans Adult/Dislocated Worker and Youth – Monthly Update

Adult/Dislocated Worker Funding Plan (p. 101) reflects a remaining balance of \$2,559. Pending contracts include \$304,000 earmarked for PY2014 Higher Education contracts, of which \$204,000 is allocated for a Pre-Apprenticeship training contract with CSN. The other \$100,000 is yet to be determined.

Youth Funding Plan (p. 102) reflects a remaining balance of \$265,535 (.14 months) plus \$100,000 originally earmarked for Nye Communities Coalition that the provider no longer wants/needs. The remaining funds will be used for Youth initiatives in the near future.

e. Workforce Connections' Professional Services Contracts – Monthly Update

The Professional Services Contracts report is provided on page 104-109 of the agenda packet. Ms. DeSart reported that many of the non-local contracts are for consultants and experts. Mr. Galbreth reported that CST Consulting will be ending next year probably at the end of August and contracts for legal and HR services will be ongoing.

A motion was made to accept and approve operations reports as presented by staff by Charles Perry and seconded by Hannah Brown. Motion carried.

12. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to amend Nye Community Coalition's PY2014 contract to award an additional amount not to exceed \$100,000 in order to serve a minimum of 175 participants for the contract term July 1, 2014 to June 30, 2015

Hannah Brown, Adult & Dislocated Worker Committee Chair read the agenda item and presented Nye Communities Coalition's Scope of Work on page 24 of the agenda packet. Heather DeSart provided background. These funds will be used to expand Nye's Adult and Dislocated Worker Program into Esmeralda County.

A motion was made to approve Adult & Dislocated Worker Committee's recommendation to amend Nye Community Coalition's PY2014 contract to award an additional amount not to exceed \$100,000 in order to serve a minimum of 175 participants for the contract term July 1, 2014 to June 30, 2015 by Charles Perry and seconded by Lynda Parven. Motion carried.

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

Chair Brown presented the PY2013 Summary of Monitoring Findings spreadsheet (p. 26) and monitoring reports (p. 27-54) for Adult/Dislocated Worker and Youth funded partners detailing all findings. Councilwoman Peggy Leavitt thanked the staff for preparing the reports and suggested that this amount of detail be provided to the respective committees only. Chair Murzl replied that this was for the Board's education and will not be presented at every meeting. Chair Brown requested that the monitoring summary (p. 26) be presented to the Board until findings are closed. Ms. DeSart stated that Summary of Monitoring Findings spreadsheet will be updated as findings are closed and reported back to the Board and Committees. Discussion ensued.

14. INFORMATION: Employment and Training Reports – Adult/Dislocated Worker/Youth

Brett Miller, Manager Strategic Planning & Analysis summarized the Employment and Training Reports provided on page 56-63 of the agenda packet. Dr. David Lee commented that he would like to see WC promote manufacturing training. Mujahid Ramadan requested staff to contact Judge Gephardt regarding serving Veterans. Mr. Galbreth concurred.

Ms. Cobbin-Richardson reported that Las Vegas has a 2.9% unemployment rate for IT, which is very low and stated that IT training is costly, starting at about \$4,000 for an entry level certification. Mr. Miller reported that overall the placement wage for Veterans was \$16.74 with 144 placements out of 350 Veterans served.

Charles Perry inquired about Southern Nevada Workforce Investment Area's performance compared to other areas in the nation. Mr. Galbreth replied that WC does not have access to other State's performance. Discussion ensued regarding performance.

15. INFORMATION: WIA Client Demographics Report – Adult/Dislocated Worker/Youth

Brett Miller presented the WIA Client Demographics Report on page 65-69 of the agenda packet.

16. INFORMATION: One-Stop Reports

a. Consortium Report

Janet Blumen, Chair presented the Consortium Report provided on page 71 of the agenda packet.

b. One-Stop Affiliate Update: Academy of Human Development

Academy of Human Development Computer Lab Metrics August 2013 through June 2014 report is provided on page 72 of the agenda packet. Ms. DeSart noted that this is the last time the One-Stop Affiliate Updates will be presented as both contracts (AHD and Urban League) have ended as of June 30th.

c. One-Stop Affiliate Update: Las Vegas Clark County Urban League

Las Vegas Urban League Computer Lab Metrics April 1, 2013 through June 30, 2014 report is provided on page 73 of the agenda packet.

d. One-Stop Career Center PY2014 Seat Count and Budget

Jim Kostecki presented the PY2014 Seat Count and Budget provided on page 74 of the agenda packet and reported that 36 of the 37 potential seats at the One-Stop are currently occupied.

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

Ardell Galbreth provided an overview of the Executive Director's Report provided on page 111 of the agenda packet and thanked Commissioner Katschke for his support with the fiscal agent transfer from the Nye County School District to Lincoln County.

a. **Annual Report PY2013 – 2014**

Mr. Galbreth requested the Board to review the Annual Report and contact staff with any questions or/or concerns and noted that the report cover should read Program Year (PY) not Fiscal Year (FY).

b. **Workforce Innovation and Opportunity Act (WIOA) Update**

Mr. Galbreth reported that WC will be working closely with DETR to solidify the implementation of WIOA and stated that under the new Act, WC will not be allowed to do business as usual with the One-Stop Consortium and Center, unless we obtain a grandfather clause. Under WIOA, an RFP process is required to secure a One-Stop Operator or a consortium of entities to operate the One-Stop. A summary of the key improvements of WIOA and its on programs and One-Stop Career Centers is provided on page 113-135. (Board members received a bound copy of the Act.)

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

18. **SECOND PUBLIC COMMENT SESSION:**

None

19. **INFORMATION: Board Member Comments**

None

20. **ACTION: Adjournment**

The meeting adjourned at 12:06 p.m.