

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

**September 22, 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
Jack Martin	Ken Evans	Leo Bletnitsky
Lou DeSalvio	Louis Loupias	Mark Keller
Marvin Gebers	Michael Vannozzi	Paul Brandt
Rebecca Henry	Renee Olson	Rob Mallery
Tommy Rowe	Valerie Murzl	

Members Absent

Brad Deeds	Janice John	Jerrie Merritt
Liberty Leavitt	Maggie Arias-Petrel	Tobias Hoppe

Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Jaime Cruz	Ricardo Villalobos	Kenadie Cobbin Richardson
Brett Miller	Emilio Pias	Chris Shaw

Others Present

Yvonne Nevarez-Goodson, Ethics Commission	Sonja Holloway, Southern Nevada Job Corps
Sylvia Davis, NDOC	Jill Hersha, Las Vegas Clark County Library District
Lynn Hoffman, ResCare Workforce Services	Dr. Tiffany Tyler, Nevada Partners, Inc.
Tracey Torrence, SNRHA	Chris Boyd, City of Henderson
Ron Hilke, DETR	Venise Jones, ResCare Workforce Services
Denise Gee, HELP of Southern Nevada	Neosha Smith, Youth Advocate Program
Sherman Rutledge Jr., St. Jude's Ranch	Linda Montgomery, The Learning Center
Nield Montgomery, The Learning Center	Amber White-Davidson, Parker Nelson Associates
Cecilia Maldonado, UNLV	Mike Hopper, Sin City Madmen
Vinz Koller, Social Policy Research	

(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. FIRST PUBLIC COMMENT SESSION:

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

- 2,600 unique individuals served at the One-Stop since July 1, 2015; 146 enrolled to receive some type of services (ITAs and OJTs); 50 individuals employed

- Providing staff training including manager, facilitator, and talent development specialist role specific training
- Improving on and rolling out standard processes and participated in various trainings with Workforce Connections (WC)
- Added two new job seeker workshops this month, including computer basics course and workforce place preparation aligned to employers needs to increase job readiness for job seekers
- Participation in several community events, including Town Hall meeting focused on fire fighters training and Saturday the Mobile One-Stop will be at two community events to share information and provide services
- Worked with DETR's Rapid Response Unit to help dislocated workers affected by layoffs in the Las Vegas area
- Working closely with local employers, including Solar City to provide OJT's for Installers and fire fighters to provide EMS training

Chair Murzl inquired about the individuals not enrolled out of the 2,600 served at the One-Stop Career Center (OSCC). Ms. Hoffman explained the enrollment approval process and noted that individuals may visit the OSCC for other services that do not require enrollment, such as job search assistance, workshops and utilizing the resource room. She further noted that the 2,600 served is based on the Q-Less System. Discussion ensued.

Ken Evans inquired about the number of job openings through the OSCC. Ms. Hoffman replied that jobs are available through the OSOS Job Bank and are innumerable.

Renee Olson requested further clarification of approvals. Ms. Hoffman clarified that approval means that the enrollment has been submitted through the process and funding approval is received for training.

Leo Bleznitsky inquired about the process for employers seeking job candidates. Kenadie Cobbin-Richardson, WC staff replied that employers who have job listings simply call or e-mail WC and an employer profile is created and WC begins recruiting immediately.

3. 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 Tommy Rowe to approve the agenda as presented. Motion carried.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of August 25, 2015

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

A motion was made by Michael Vannozzi and seconded by Charles Perry to approve the Board minutes of August 25, 2015 as presented. Motion carried.

5. INFORMATION: Ethics Presentation ~ Yvonne Nevarez-Goodson, Executive Director, Nevada Commission on Ethics

Ms. Nevarez-Goodson introduced herself and disclosed that board member Renee Olson is her sister and attested that Renee had no influence on her ability to present and provide this training today. Ms. Nevarez-Goodson thanked the Board for its service to the State and provided an overview of the PowerPoint presentation provided in the agenda on page 18-36.

During the presentation, discussion ensued regarding disclosure and abstention, whereby Chair Murzl clarified that Board members who recuse themselves must refrain from any and all discussion regarding the matter at hand. In response to Charles Perry's question as to why a judge is not classified as a public official, Ms. Nevarez-Goodson replied that judges have their own oversight commission in state government.

Marvin Gebers stated that some of his pre-apprenticeship program students are guided toward one of the funded partners and asked if this could be a conflict of interest when voting on grant awards. Ms. Nevarez-Goodson stated that yes this would be a disclosable conflict and one that he would want to consider abstaining on.

Ken Evans stated that he represents a member driven organization made up of a large amount of nonprofits, some of which may be potential grant applicants now or in the future and he requested guidance on disclosure and abstention. Ms. Nevarez-Goodson stated that the Commission says that any person who serves on the board of directors or in any other fiduciary capacity to a nonprofit organization has what is known as a commitment in a private capacity to the interest of that organization and the interest of that organization then becomes statutorily attributed to the board member. So, if the nonprofit organization were to come before this board for a grant application, any board member who serves on the board of directors or in any other fiduciary capacity for that organization has an obligation to disclose and abstain. Mr. Evans clarified that he is one step removed because he operates a chamber of commerce which has nonprofit members in the chamber of commerce. Ms. Nevarez-Goodson suggested that he disclose the full relationship and that he would not have any influence on how the nonprofit operates in that capacity, in which case he would not be required to abstain from voting.

Ardell Galbreth, Executive Director requested individuals who wish to receive CEUs for this training to contact him after the meeting.

Ms. Nevarez-Goodson's PowerPoint presentation is available on the Workforce Connections website at <http://nvworkforceconnections.org/wp-content/uploads/2015/10/9.22.15-Ethics-Presentation-Yvonne-Nevarez-Goodson.pdf>.

6. INFORMATION: Programs Committee minutes of August 18, 2015 and September 9, 2015 (draft)

Jack Martin, Vice-Chair, Programs Committee presented the August 18th and September 9th minutes provided on page 38 and 47 respectively.

7. **DISCUSSION AND POSSIBLE ACTION: Approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Adult Building Trades Pre-Apprenticeship Workforce Development Program in an amount not to exceed \$500,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding.**

Mr. Martin provided background. Social Policy Research (SPR) scored the proposals and Nevada Partners, Inc. (NPI) received a high score of 83.56% exceeding the minimum threshold of 75%. Backup for this item in the agenda packet, includes NPI's program scope (p. 53), SPR's Summary of Methodology and Proposal Scoring Process (p. 55-58), proposal scores (p. 59), and score sheets (p. 60-62).

Ricardo Villalobos, Director, Workforce Development Programs provided background on the scoring discrepancies. At the Programs Committee, the score sheets presented had formula errors with some of the scores in the subcategories whereby the point value exceeded the maximum points for that subcategory. The score sheet formulas have been updated and verified and reflect actual scores. None of the changes affected the rankings, qualification (of 75% minimum threshold), and/or outcome of the award recommendation. This scenario applies also for agenda item 8. Discussion ensued.

A motion was made by Charles Perry and seconded by Bart Patterson to approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Adult Building Trades Pre-Apprenticeship Workforce Development Program in an amount not to exceed \$500,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding. Motion carried.

8. **DISCUSSION AND POSSIBLE ACTION: Approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Youth Pre-Entry Workforce Development Program in an amount not to exceed \$650,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding.**

Mr. Martin provided background. SPR scored the proposals and NPI received a high score of 78% and was the only proposal that met the minimum threshold of 75% to qualify. Backup for this item in the agenda packet, includes NPI's program scope (p. 64), SPR's Summary of Methodology and Proposal Scoring Process (p. 65-68), proposal scores (p. 69), and score sheets (p. 70-73).

Mr. Villalobos confirmed that the formula errors were corrected and none of the changes affected the rankings, qualification, and/or outcome of the award recommendation.

Chair Murzl stated that this is a significant mistake and the scoring rubric should be triple checked for accuracy in the future. Mr. Galbreth stated that even though contracted experts created the scoring rubric and evaluated the proposals, staff takes full responsibility and will ensure that all work is carefully reviewed.

Mr. Vannozzi inquired about programs in place to educate and inform the public about upcoming grants and the RFP process. Mr. Villalobos briefly explained the RFP announcement process, RFP 101 Training (next one in January/February 2016) and the Mandatory Bidder's Conference.

Amber White-Davidson, Legal Counsel reminded all parties who speak during the meeting to clearly state their name for the record.

Rebecca Henry inquired about NPI's capacity to take on both contract awards. Mr. Villalobos stated that each of the RFPs has a separate competitive procurement process and in this case NPI won both of the contracts. He further stated that NPI has demonstrated ability and staff has no concerns.

Ms. Olson observed that when an entity becomes more and more financially dependent on a grant awarded to them what financial impact is there when the grant is not renewed and what impact does it have on the board's decision making when it comes time to renew the grant. She noted however, the scoring rubric and strict processes that are in place takes care of this.

Charles Perry noted that Ms. Henry and Ms. Olson's questions were thoroughly discussed at the Programs Committee meeting and Dr. Tiffany Tyler clearly addressed these issues. Chair Murzl concurred and stated that NPI has many other grants and they have shown exemplary results year after year under Dr. Tyler's leadership.

A motion was made by Michael Vannozzi and seconded by Ken Evans to approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Youth Pre-Entry Workforce Development Program in an amount not to exceed \$650,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Approve Programs Committee's recommendation to award additional funding to the sub-recipients listed below. The funds will be used to ensure continuity of education, employment and training services for 1,145 active and follow-up youth participants who transferred and/or carried over from PY2014 funded sub-recipients.

- a. Nevada Partners, Inc.\$154,800 (673 clients transferred)
- b. HELP of Southern Nevada..... \$83,200 (414 clients transferred)
- c. Southern Nevada Regional Housing Authority ..\$27,000 (58 clients transferred)

Mr. Martin provided background. Mr. Villalobos stated that this additional funding will ensure that youth who are being transferred are not dropped from the system and continue to receive follow-up service, including bus passes, work clothing, etc. A summary breakdown of transfers/carry overs is provided on page 75 of the agenda packet.

Ms. Olson inquired about the decision process for awarding these funds. Mr. Villalobos replied that staff looks at the funded partners' caseloads, the populations they serve, and their capacity to serve additional clients as well as the funded partner must be a PY15 provider.

A motion was made by Tommy Rowe and seconded by Paul Brandt to approve Programs Committee's recommendation to award additional funding to the sub-recipients listed below. The funds will be used to ensure continuity of education, employment and training services for 1,145 active and follow-up youth participants who transferred and/or carried over from PY2014 funded sub-recipients. Motion carried.

- a. *Nevada Partners, Inc.\$154,800 (673 clients transferred)*
- b. *HELP of Southern Nevada..... \$83,200 (414 clients transferred)*
- c. *Southern Nevada Regional Housing Authority .. \$27,000 (58 clients transferred)*

10. INFORMATION: List of PY2015 Adult, Dislocated Worker, and Youth Programs

- a. **WIOA PY2015 Adult & Dislocated Worker Contracts ending June 30, 2016**
- b. **WIA PY2014 Youth Contracts ending September 30, 2015**
- c. **WIA PY2015 Youth Contracts ending June 30, 2016**

Mr. Martin presented the list provided on page 77 of the agenda packet and noted that this list was originally requested by Chair Murzl for new Board members' information.

11. INFORMATION: Finance and Budget Committee minutes of August 12, 2015 (draft)

Jim Kostecki, Manager, Financial Services presented the minutes on page 79-86 of the agenda packet.

12. DISCUSSION AND POSSIBLE ACTION: Review, accept and approve 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 the WC's Professional Services Contracts provided on page 88-93 of the agenda packet.

Mr. Patterson inquired about the tutoring services contracts not being renewed. Mr. Villalobos stated that these contracts were procured to help increase performance system wide. Based on an assessment, the tutoring services were not on a level where they needed to be and staff decided not to continue the contracts. Under the new legislation, programs that are WIOA funded are required to provide tutoring services, so it is built within the required elements of the program and the funded partners will be required to provide these services.

A motion was made by Charles Perry and seconded by Renee Olson to accept and approve Workforce Connections' Professional Services Contracts as presented. Motion carried.

13. INFORMATION: Business Engagement Report ~ Kenadie Cobbin-Richardson, Director, Business Engagement and Communication

Kenadie Cobbin-Richardson presented the Business Engagement Report provided on page 95-100 of the agenda packet.

a. Hire Report

During the month of August there were 23 hires for a total of 77. New employers include Batteries in a Flash, Momentum Motor Sports, and SDFI-TeleMedicine.

b. Pre-Screening and Referral Statistics

During the month of August, 128 individuals were pre-screened of which 54 were WIA participants. The list of funded partners who made the referrals is provided on page 96 of the agenda packet. JobConnect (DETR) and One-Stop Career Center (ResCare) made the highest number of referrals at 20 and 25 respectively.

c. Business Engagement Panel Update

New employers who have signed the WC Compact include: C3Connect, Momentum Advance, Sun City Replacement, Sunrise Children's Foundation, The Fishel Company, Remedy Intelligent Staffing, and Canyon Ranch Spa Club.

d. Communication/Outreach Update

- September 10th - Committed to Our Business Community 2015 at the Las Vegas Convention Center. Business-building opportunities and resources - meet with individuals who facilitate the purchase of goods and services in Southern Nevada.
- September 17th – Commissioner Weekly hosted a Town Hall Meeting for the Emergency Medical Technician, Fire Fighter and Paramedic training initiative at the Clark County Government Center for individuals to learn the necessary career pathways to these careers.
- CANCELED: October 28th - Nevada Day Super Hiring Event due to technology changes and restraints. This event will be rescheduled when the technology is updated. Ms. Cobbin-Richardson explained that job seekers and employers are facing challenges with the current process for submitting job applications through the Nevada JobBank. Discussion ensued. Mr. Galbreth commented that until SAWS (Statewide Automated Workforce System) is developed and implemented, WC will continue to face these challenges.

Mr. Vannozzi recognized the Business Development Team for working with Economic Development, specifically for the information and assistance provided to Southern Global.

14. INFORMATION: Strategic Initiatives Update ~ Jaime Cruz, Chief Strategy Officer

Jaime Cruz presented the Strategic Initiatives Update provided on page 102 of the agenda packet.

a. WIOA Implementation

Staff is participating in working group meetings with statewide stakeholders regarding the Unified State Plan and yesterday, Mr. Galbreth submitted the local input for the Unified State Plan, which will go before the Governor's Workforce Development Board for approval and final submission by March 3, 2016.

b. Statewide Automated Workforce System (SAWS)

Staff is working with DETR on the implementation of the new system, which will replace the existing system. An RFP will be released for vendor proposals.

c. Eligible Training Provider List (ETPL) Performance Reporting

Year-long implementation of new Eligible Training Provider List (ETPL) process is more than half-way done. Phase 3 was completed on August 31st and the entire project should be completed December 2015.

d. Strategic Workforce Plan Goals Matrix

Staff is updating the Goals Matrix quarterly and the next update will be brought to the Board in October 2015.

e. Mobile One-Stop Bus Project

The bus will be deployed by the One-Stop Operator (ResCare Workforce Services) in coordination with the One-Stop Affiliate Sites to two locations this Saturday.

f. Interactive Career Exploration (ICE) Project

The ICE Project is well underway. It will provide easy access to career exploration activities through any PC or mobile device. The Woofound Personality Assessment has been added as part of Phase 1.

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

Mr. Galbreth presented the Executive Director's Report provided on page 104 of the agenda packet and highlighted the following:

a. Rural Counties Employment and Training Services Update

The Nye Regional Medical Center in Tonopah closed on August 21st resulting in 53 people losing employment. Employment and training services outreach efforts are in progress by the Rapid Response team. An event is scheduled this Saturday at 3pm-6pm and another on October 9th with the support of DETR and Nye Communities Coalition.

b. Highlighted Workforce Development Initiatives

WC will receive the Pacesetters Award at the Las Vegas Metro Chamber of Commerce Business Excellence Awards this Friday from 11am – 1pm at the Aria Hotel. Board members who are interested in attending should RSVP to Kenadie today.

c. Staff Development and Service Providers/Workforce Development Partners Training

The month of November is designated WC's Professional Development and Training Month. Two mandatory trainings scheduled for all staff including RAYS Customer Service Training by ResCare and a professional development training on November 12th.

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

16. SECOND PUBLIC COMMENT SESSION

Dr. Tiffany Tyler, executive director, Nevada Partners, Inc. thanked the Board for the opportunity to help clients secure employment and transform their lives.

Chair Murzl noted that NPI received national recognition from the White House.

17. INFORMATION: Board Member Comments

Bart Patterson announced the grand opening of the new buildings at Nevada State College this Thursday, September 24, 2015 at 5:00 p.m. and invited all to come. RSVPs are optional.

18. ADJOURNMENT

The meeting adjourned at 12:08 p.m.