

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

October 27, 2015
10:00 a.m.

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

Members Present

Bart Patterson (phone)	Brad Deeds (phone)	Charles Perry
Dasya Duckworth	Jack Martin	Janice John
Jerrie Merritt	Ken Evans	Liberty Leavitt
Lou DeSalvio	Maggie Arias-Petrel (phone)	Mark Keller
Marvin Gebers (phone)	Paul Brandt (phone)	Rebecca Henry
Rob Mallery	Tobias Hoppe	Tommy Rowe
Valerie Murzl		

Members Absent

Leo Bletnitsky	Louis Loupias	Michael Vannozzi
Renee Olson		

Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Ricardo Villalobos	Brett Miller	Kenadie Cobbin Richardson
Jeramey Pickett	Debra Collins	Lauren Coleman

Others Present

Amber White-Davidson, Parker Nelson Associates	Marlon Dumont, Nevada Partners, Inc.
Janice M. Rael, Nevada Partners, Inc.	Brittani Gray, Nevada Partners, Inc.
Denise Gee, HELP of Southern Nevada	Bradley Williams, ResCare Workforce Services
Lynn Hoffman, ResCare Workforce Services	Anita Pang, ResCare Workforce Services
Bonita Fahy, SNRHA	April Guinsler, Easter Seals Nevada
Jennifer Erbes, Olive Crest	Anthony Gilyard, FIT
Ron Hilke, DE'TR	Nield Montgomery, The Learning Center
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. FIRST PUBLIC COMMENT SESSION:

David Michael Chappel shared about his experience with Easter Seals Nevada and employment as a licensed truck driver.

Lynn Hoffman, project director, ResCare Workforce Services and One-Stop Operator provided a One-Stop Career Center (OSCC) update for the month of September:

- 800 clients received basic career services

- 30% met one-on-one with a Talent Development Specialist for training and job search preparation
- Mobile One-Stop deployed for community events to provide outreach and increase awareness of services offered at the OSCC
- Engaged with JobConnect to build partnership
- Provided several tours of the OSCC

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

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

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of September 22, 2015**

Chair Murzl presented the minutes on page 7-15 of the agenda packet.

A motion was made by Charles Perry and seconded by Lou DeSalvio to approve the Board minutes of September 22, 2015 as presented. Motion carried.

5. **INFORMATION: National Association of Workforce Boards (NAWB) – The Forum 2016**

Ardell Galbreth, Executive Director provided information regarding the NAWB conference in Washington, DC March 12-15, 2016 (p. 7-8) and requested board members who wish to attend to contact Kenadie Cobbin-Richardson, Director, Business Engagement & Communications by November 7th to receive the \$100 discount per registration. Chair Murzl shared about her experience at last year's conference and recommended that the committee chairs attend this year.

6. **INFORMATION: Executed copy of Workforce Connections' Board By-laws**

Mr. Galbreth presented the final Workforce Connections (WC) Board By-laws (p. 20-37) for information only.

7. **DISCUSSION AND POSSIBLE ACTION: Review, accept and approve Workforce Connections' Strategic Work Plan Goals Matrix**

Brett Miller, Manager, Strategic Planning & Analysis provided an overview of the Strategic Work Plan Goals Matrix (p. 39-46) and highlighted goal 4.4 Maintain a compliant, engaged, effective and efficient board and tactics 1. Implement a recruitment strategy that builds a pool for potential board, committee and panel members; and 2. Implement a continual Board Member development program. Chair Murzl thanked staff for the document and the Board for 100% completion of this goal.

A motion was made by Charles Perry and seconded by Lou DeSalvio to accept and approve Workforce Connections' Strategic Work Plan Goals Matrix as presented. Motion carried.

8. **INFORMATION: Finance and Budget Committee minutes of October 14, 2015 (draft)**

Jim Kostecki, Manager, Fiscal Services presented the Finance and Budget Committee minutes (p. 48-52).

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

Mr. Kostecki presented the following reports:

a. **PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016 (p. 55-66)**

WC Operations Budget (p. 56) line item changes:

- 7045 Systems Communications: increase of \$20,000 for the purchase of Woofound Online visual personality assessment tool for service providers serving clients
- 7200 Equipment – Operating Leases: increase of \$7,500 due to the extra printing incurred during the first quarter generated by the implementation of the Workforce Innovation and Opportunity Act (WIOA)
- 8900 Strategic Initiatives: decrease of \$27,500 for above changes

One-Stop System Budget (p. 64) line item changes:

- 7045 Systems Communications: increase of \$5,000 due to the increased cost of the annual renewal of the HRM applicant tracking software used by Business Engagement
- 8500 Capital – Equipment and Furniture/Tenant Improvements: increase of \$20,000 due to the request of funds needed to renovate the second RTC bus into a mobile one-stop

b. **Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016**

The Budget vs. Actual Report (p. 68) shows expenses through August (16.7% of the program year completed). Three line items to watch: System Communications (33.36%), Insurance (37.74%), and Equipment – Operating Leases (20.84%). The insurance is pre-paid and will balance out over time.

c. **Awards and Expenditures Report – Monthly Update (Status of Service Providers) (p. 70-73)**

These reports reflect invoicing through August. National Emergency Grant (NEG) expenditures are zero percent due to low On-the-Job training opportunities for Dislocated Worker clients.

d. **WIOA Expenditure Tracking – Adult, Dislocated Worker and Youth**

Brett Miller provided an overview of the WIOA Expenditure Tracking report on page 76 of the agenda packet.

- 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.**

WC's Professional Services Contract report (p. 78-83) reflects pending contracts (board approved) for contractors: Coverall Cleaning System, CST Project Consulting, Jantec, and Taka Kajiyama. An amendment to the Workplace ESL Solutions contract for \$12,000 is pending Board approval. This contract is to support the Workforce Development Academy.

A motion was made by Lou DeSalvio and seconded by Charles Perry to accept and approve reports as presented. Motion carried.

10. **INFORMATION: Business Engagement Report & Workforce Connections' Compact Employers**

- a. **Compact Employers** (p. 85)
- b. **Hire Report** (p. 85)
- c. **Pre-Screening and Referral Statistics** (p. 86)
- d. **Business Engagement Panel Update** (p. 87)
- e. **Communication/Outreach Update** (p. 89-91)

Kenadie Cobbin-Richardson presented the Business Engagement Report provided on page 85-91 of the agenda packet and highlighted the following:

- The Fire Service, in partnership with Nevada Partners, Inc. completed their first cohort at the training center with 20 individuals, 16 of whom will move on to the EMT training; next cohort will start in November
- Commissioner Weekly and WC to host a holiday hiring event on November 5th for youth ages 18-24 years at the One-Stop Career Center with the Mobile One-Stop onsite.

11. **INFORMATION: Strategic Initiatives Update**

- a. **Status Update on WIOA Compliance Assurance Initiatives**
- b. **Status Update on Workforce Development System Continual Improvement Initiatives**

Brett Miller presented the Strategic Initiatives Update (p. 93) highlighting the following:

- Annual Report Compliance Document was submitted to the State on September 2nd
- Mobile One-Stop deployed for Pirates Cove Community Event on September 26th (pictures projected on overhead screen)

- Interactive Career Exploration (ICE) project is well underway to provide career exploration, including Woofound Personality Assessment (brief demo provided)

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

- a. Workforce Development Area General Update**
- b. Rural Counties Employment and Training Services Update**
- c. Highlighted Workforce Development Initiatives**
- d. Staff Development and Service Providers/Workforce Development Partners Training**

Ardell Galbreth presented the Executive Director's Report on page 95 of the agenda packet.

In response to Ken Evans request for an update regarding the Tonopah hospital closure, Mr. Galbreth reported that most of the 53 displaced individuals found jobs or they live in other areas outside of Tonopah where they have found employment and/or are seeking employment in the local area.

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

13. SECOND PUBLIC COMMENT SESSION

Hearing no comments, Chair Murzl closed the public comment session.

14. INFORMATION: Board Member Comments

Valerie Murzl announced that there are no Board meetings during the months of November and December and wished everyone a happy holiday.

Jack Martin encouraged everyone to explore the Woofound assessment and commented on its accuracy.

15. ADJOURNMENT

The meeting adjourned at 11:15 a.m.