

MINUTES
***workforce*CONNECTIONS**
EXECUTIVE COMMITTEE
Tuesday, December 10, 2009
9:30 a.m.

Members Present

Councilwoman Gerri Schroder, Local Elected Officials-Chair
Mujahid Ramadan, *workforce*CONNECTIONS-Chair
Ken LoBene, Youth Council-Chair
Charles Darling, Sr., Adult/Dislocated Worker-Chair (via telephone)
Margarita Rebollal, Budget-Chair
Pat Maxwell, Emerging Markets/Partnerships/Resource Development-Chair
Laurie Luongo, Brand & Value-Chair (via telephone)

Members Absent

Pat Maxwell, Emerging Markets/Partnerships/Resource Development-Chair

Staff Present

John Ball, Executive Director	Suzanne Potter
MaryAnn Avendano	Rosie Boulware
Cornelius Eason	Heather DeSart
Jeannie Kuennen	Jaime Cruz
Kelly Henwood	Tameca Ulmer

Others Present

Matt Cecil, Atty., Legal Counsel
Chanda Cook, Nevada Public Education Foundation
Hannah Brown, Urban Chamber of Commerce
Ronna Timpa, Workplace ESL Solutions
Victoria Simon, CHR, Inc.
Fran Phillips, CHR, Inc.
Ron Hilke, DETR

(It should be noted that not all attendees may be listed above)

Agenda Item 1 - Call to Order, confirmation of posting, roll call

The meeting was called to order at 9:53 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.

Agenda Item 2 – ACTION: Approval of Agenda with the inclusion of any emergency items and deletion of any items

Motion was made to approve Agenda with the following inclusion: Councilwoman Gerri Schroder announced the names of reappointments to the *workforce*CONNECTIONS Board as approved at the Local Elected Officials Consortium meeting on January 3, 2010; reappointment: Ronna Timpa, Workplace ESL Solutions; reappointment: Charles Darling, Sr., Darcor Construction; reappointment: Eloiza Martinez, Wells Fargo Bank; reappointment: Laurie Luongo, Trump Hotel Collections;

reappointment: Dana Wiggins, Associated General Contractors; and appointment: Marilyn Fink, Director of Marketing, HealthSouth. ***Motion carried.***

Agenda Item 3 – ACTION: Approval of the Executive Committee minutes of October 8, 2009
Motion was made to approve with corrections by Charles Darling, Sr. and seconded by Laurie Luongo.
Correction: Change Laurie Luongo from members absent to members present. ***Motion carried.***

Agenda Item 4 – DISCUSSION and POSSIBLE ACTION: Recommendation to approve the revisions to the following policies:

- 4.1 Policy Number 1.10 Rev. #1-Travel and Related Expenditures Policy 1.10 Rev. #1 to include recruiting/relocation fees
- 4.2 Policy Number 1.13r –Debt Management
- 4.3 Policy Number 2.13 (corrected) - Allowable Costs
- 4.4 Policy Number 2.2r #3 Rev. – Procurement
- 4.4 Policy Number 3.6r#1 – Eligible Training Providers
- 4.5 Policy Number 3.9 – Incident Reporting
- 4.6 Policy Number 5.6r #2 – Record Retention

The policies were reviewed and discussion ensued. Staff addressed all questions and made clarifications. ***Motion was made to approve as presented by Councilwoman Gerri Schroder and seconded by Laurie Luongo. Motion carried.***

Agenda Item 5 – INFORMATION ONLY: Committee progress reports

5.1 Adult/Dislocated Worker – Heather DeSart gave a brief update on the Adult/Dislocated Worker program. An informal review for all service providers, both incumbent and new, was conducted through the 2nd and 3rd weeks of November 2009. There were ongoing trainings prior to the review. The review was to see how the service providers were doing without holding anybody accountable in the public eye. 10% of case files were reviewed. As a result of this review, it was learned what items needed to be addressed and training was provided accordingly, with an emphasis on the eligibility component and case notes and documentation. A few service providers will require close, ongoing monitoring and daily technical assistance. The agency will conduct an additional informal review prior to the formal review in late January, early February 2010.

Ms. DeSart reported that the agency participated in a Rapid Response effort with Nevada Partners, Inc. and the Culinary Union for the employees who were laid off due to the closure of Binion's Hotel. On December 17, 2009 a resource fair will take place at the Culinary Union to help these individuals. Trained representatives will be on hand to provide assistance and resources for UI claims, HUD support, energy assistance, childcare assistance, 2-1-1, union representation, and more.

Ms. DeSart reported that Goodwill opened its second Career Connections on Pecos and Tropicana. The event received press coverage and *workforce*CONNECTIONS was presented a plaque.

5.2 Brand & Value – Laurie Luongo distributed proposed Board member packets for review. Once the packets are finalized and approved, they will be distributed to new Board members as part of an orientation and on-board process. Discussion ensued.

5.3 Budget Committee – Margarita Rebollal, provided an ARRA Summer Youth Fiscal Update; as of November 4, 2009, a total of \$2,899,341 has been invoiced to the state, which accounts for 64%

of the total ARRA youth allocation of \$4,517,790. Since this time, two additional invoices were submitted bringing the total invoiced amount to \$2,985,524, accounting for 66% of our total allocation.

Ms. Rebolal provided an update on the Combined ARRA/PY09 Formula Budget vs. Actual Report through September 2009; 14.87% of the budget for ARRA and Formula funds has been spent. Contract Services #6305 will have a lower run after October 2009. This is due to contract staff being assigned to permanent positions, effective November 2009, including website services.

5.5 Youth Council – Ken LoBene presented the Youth Council Impact Statement, Youth Council Action Plan, and Youth Council Impact Logic Model. These are tools that will drive how the Youth Council operates and performs in reaching the overall goal to increase the graduation rate and interim goals to connect youth with employment and prepare youth for post-secondary transition. Other initiatives are truancy and teen pregnancy. Mr. LoBene stated that the State Workforce Youth Council is also on board in adopting this goal. Mr. LoBene provided an update on the Project 5000 Kids. Discussion ensued.

5.4 Emerging Markets/Partnerships/Resource Development – Cornelius Eason provided a brief update on Emerging Markets. The agency has been assisting the service providers in identifying emerging markets in key areas, to include healthcare, green energy, and manufacturing. A sales training was held to help the service providers adjust to the new emerging markets and promote their agencies. Lastly, the agency has been promoting internships and work experiences as a means to get unemployed people into employment opportunities. Currently ten people are working for Clark County Code Enforcement and twenty people at Parks and Recreation beginning Monday, December 14, 2009. The City of Las Vegas has plans for up to fifty work experience and internships. The WEX and internships are 100% paid by the Board through a contracted adult service provider.

Charles Darling, Sr. announced that there will be a career fair in October 2010 at the Las Vegas Speedway racetrack, in which approximately 750 people are expected to attend. The main focus is “Careers in Construction,” including plumbing, electrical, carpentry, painting, plastering, and other construction trade jobs.

5.6 *workforce***CONNECTIONS** Update - John Ball provided an agency update. Mr. Ball confirmed new Information Systems Technology staff members, Mike Hopper and Peter Bacigalupi. Mr. Hopper is involved with the various committees, the web page, applications, and projects. Mr. Bacigalupi will be addressing various information systems structural issues, primarily the OSOS system.

Mr. Ball stated that there will be several positions available, including a Program Manager for Project 5000 to start February 2010. This position will be posted on the website shortly. The main requirement of the Project 5000 Program Manager is the ability to handle the complexity of the project and communicate with business and social services. This position promises to be exciting and extremely challenging.

Mr. Ball stated that there has been movement with Ex-Offender Re-Entry programs. Last month was summits in Southern and Northern Nevada with national best practice experts.

Mr. Ball reported that David Jefferson is meeting with Ardell Galbreth and Dennis Perea of DETR on the ARRA reporting requirements.

Mr. Ball addressed two legal issues; one in regards to the complaints from two former employees of the Board. At the recommendation of the Board's Counsel, Mr. Ball plans on settling, if it is within his administrative authority to do so. The second issue addressed was the name change. At this point it appears that *workforce***CONNECTIONS** will be considered a Nevada quasi-governmental agency, which means it's not exactly an established government but a "*creature*" of an established government. The agency will continue to offer PERS benefits. The final determination should be made in a few weeks.

Agenda Item 6 – DISCUSSION: Possible items to be placed on the agenda for the January 28, 2010 *workforce*CONNECTIONS Board meeting

In addition to the items from all the committees, Mr. Ball indentified two additional items. First, Ronna Timpa recently visited Singapore for a project with the Singapore Workforce Development Agency regarding a global model of how to get a workforce ready in a global economy. Ms. Timpa will give a brief ten minute presentation on her Singapore experience at the next Board meeting. Second, we are working with Cornelius Eason, Emerging Markets, to get an update on labor market analysis trends information, which will be presented at the January or February 2010 Board meeting.

Agenda Item 7 – DISCUSSION: Meeting schedule for 2010

Tameca Ulmer has established a meeting schedule for 2010. The Board meetings will continue to be the fourth Thursday of each month; however, due to holidays, other planning may be required for the months of March, May, November, and December. Ms. Ulmer is working with the State on the availability of the Grant Sawyer Building for the Board meetings. The meeting schedule will be e-mailed to the Boards and their respective committees.

Agenda Item 8 – Citizen Participation

None

Agenda Item 9 - Adjournment

The meeting was adjourned at 11:49 a.m.