

**WORKFORCE CONNECTIONS
EXECUTIVE COMMITTEE
MINUTES**

**March 13, 2014
9:30 AM**

*One-Stop Career Center
6330 W. Charleston Blvd. Suite 190
Las Vegas, NV 89146*

Members Present

Hannah Brown, Workforce Connections' Board Chair
Commissioner Lawrence Weekly, LEO Consortium Chair (phone)
Dan Gouker, Budget & Finance Committee Chair
Sonja Holloway, Youth Council Chair
Valerie Murzl, Workforce Connections' Board Vice-Chair (phone)

Members Absent

Dan Rose, Adult & Dislocated Worker Committee Vice-Chair

Staff Present

Ardell Galbreth
Heather DeSart
Suzanne Potter
Brett Miller
Kenadie-Cobbin Richardson

Others Present

Helicia Thomas, GNJ Family Life Center Lynda Parven, DETR
B. Fahy, GNJ Family Life Center Renee Olson, DETR

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

1. CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Hannah Brown at 9:40 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 with as presented by Dan Gouker and seconded by Sonja Holloway. Motion carried.

3. FIRST PUBLIC COMMENT SESSION: None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Executive Committee Meeting of November 13, 2013

A motion was made to approve the minutes from the Executive Committee Meeting of November 13, 2013 by Valerie Murzl and seconded by Dan Gouker. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Review, Discuss and Approve staff's report regarding the Executive Committee's goals, objectives and strategies to achieve established goals and mission outlined in Workforce Connections' Two-Year Strategic Plan (April 30, 2013 through June 30, 2015)

Ardell Galbreth, Executive Director provided background. Brett Miller, staff presented the proposed revisions to Goal #4 Attract, Grow and Retain Businesses as presented below.

Goal 4 Attract, Grow and Retain Businesses ~ Executive Committee				
Objective	Strategy	Timeline	Measurement	Status
4.1 Create a workforce system that champions business, education, training and workforce development	Establish strong business partners/local employers that look to Workforce Connections' One-Stop System and Career Center(s) as their first choice for employment and training services	Ongoing	<ul style="list-style-type: none"> Give quarterly updates of Business Services activities At least 25 new employers per year At least 6 employers returning for additional services Host at least 2 hiring events with a minimum of 50 positions available per event Host 2 training events with a minimum of 100 attendees per event 	Pending Executive Committee Approval
4.2 Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors	1. Partner with local businesses and training providers (colleges, universities, and apprenticeship trades) to gather business intelligence.	Ongoing – as driven by businesses demands	<ul style="list-style-type: none"> Give quarterly updates of LEAP activities (# of members, # of meetings, actionable items, etc.) 	<ul style="list-style-type: none"> Hosted 2 LEAP meetings; panel attendance was 12 & 14 respectively 3rd meeting scheduled for March 19, 2014 Added 3 new members Participated in 4 site tours Panel members are full engaged
	2. Develop and coordinate training activities based on business intelligence	Ongoing – as driven by businesses demands	<ul style="list-style-type: none"> Complete an evaluation by December 31, 2013 to align existing ETPL/PVL based on LEAP input, in demand jobs, training partner input and sector initiatives Develop and implement by March 31, 2014 a process to maintain aligned ETPL/PVL (utilizing business intelligence from LEAP) by dynamically adding/removing trainings to meet business demands Report on # of changes to ETPL/PVL by June 30, 2014 	<ul style="list-style-type: none"> Initial evaluation/recertification of ETPL completed Process for maintaining ETPL is in place 21 training providers were not re-certified PVL has been eliminated, but pre-vocational services will still be provided as intensive services through providers

Goal 4 Attract, Grow and Retain Businesses ~ Executive Committee				
Objective	Strategy	Timeline	Measurement	Status
4.3 Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> • Agriculture • Aerospace & Defense • Business IT Ecosystems • Clean Energy • Health & Medical Services • Logistics & Operations • Mining • Materials & Manufacturing • Tourism, Gaming & Entertainment 	1. Team up with Governor's Office of Economic Development and target WIA resources in support of industry sector training needs and establish a local employer advisory panel (LEAP) for the purpose of gathering and delivering real time workforce intelligence for the one-stop career center	March 2013	<ul style="list-style-type: none"> • LEAP stood up and activated 	Completed June 2013
	2. Continue to support DETR's sector councils	March 2013	<ul style="list-style-type: none"> • State economic development staff invited to Workforce Connections' partnership forums • WC staff and Board members on DETR sector councils 	Completed/Ongoing
	3. Allocate resources to support sector initiatives	March 2013	<ul style="list-style-type: none"> • Funded partners contracts include resource requirement support to industry sectors 	Completed July 2013

Kenadie Cobbin-Richardson, Business Services Manager delivered a presentation on the following topics (summary provided on page 15-16 of the agenda packet):

- Business Services At-a-Glance
- Partial Client List
- Business Services Process
- Menu of Business Services
- Upcoming Activities

A motion was made to accept staff's report as presented by Dan Gouker and seconded by Sonja Holloway. Motion carried.

6. INFORMATION: Business Service's Report and Video Presentation

Kenadie presented a six minute video created by the Business Services Department regarding outreach that has generated more than \$200,000 in publicity.

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

Ardell recognized Renee Olson, Administrator, DETR/Employment Securities Division and presented the Executive Director's report provided on page 18 of the agenda packet. The following items were highlighted:

- Failed Youth Measure – Literacy/Numeracy Gains: Ardell reported that after researching data, WC determined that it exceeded the Literacy/Numeracy youth performance measure. WC staff met with DETR leadership, including Renee Olson and they have agreed to review WC's unreported data and information. Ardell stated that he hopes DETR/WC will come to a settlement to get the corrected information reported to DOL. Ardell noted that having two separate reporting systems NJCOS (DETR) and NVTrac (WC), was one of the reasons for this reporting error; however, WC is working toward having one reporting system with the State by July 2015.
- Reviewing the WIA formula distribution to equalize both northern and southern Workforce Investment area's allotment.
- The One-Stop Career Center Manager is expected to be hired by May 2014
- One-Stop Career Center and One-Stop Delivery System service delivery training by Greg Newton on Tuesday, March 18th for all funded partners and some staff

A motion was made to accept the Executive Director's report as presented by Dan Gouker and seconded by Sonja Holloway. Motion carried.

8. SECOND PUBLIC COMMENT SESSION: None

9. INFORMATION: Executive Committee Member Comments

Commissioner Lawrence Weekly commented regarding the Two-Year Strategic Plan stating that the WC needs to define and better understand its relationship with DETR. Weekly further stated that in terms of allocating funds, WC does a great job, but with its future partnerships with various businesses and private sectors, WC needs to be proactive in maximizing the funds to produce good, strong data.

Valerie Murzl agreed with Weekly's comments regarding DETR and expressed concern regarding the appearance of DETR or a consortium trying to undermine the One-Stop Center in spite of its successes and Ardell's efforts in getting it in compliance with State and WIA regulations. Murzl stated that we should focus on the results and celebrate the successes we are having and that the Board should stand behind the law, the mandate, the staff and the successes, and collaborate to make it even better.

Hannah Brown concurred with Weekly and Murzl's comments and stated that WC and DETR's relationship needs improvement and hopes the partnership improves so that the primary focus is getting Nevadans back to work. Weekly stated that he recently had a productive meeting with DETR Director Frank Woodbeck and they will be having a follow up meeting to discuss future initiatives. Discussion ensued.

Dan Gouker stated that the Board has done some phenomenal work under Ardell's leadership. The staff has done good work; WC went from pages of audit findings to just five finds, three of which cannot be fixed.

10. Adjournment: A motion was made to adjourn the meeting at 10:21 a.m. by Dan Gouker and seconded by Sonja Holloway. Motion carried.