

**WORKFORCE CONNECTIONS  
EXECUTIVE COMMITTEE  
MINUTES**

**September 11, 2014  
9:30 AM**

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

**Members Present**

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

**Members Absent**

Dan Rose, Adult & Dislocated Worker Committee Vice-Chair  
Dan Gouker, Budget & Finance Committee Chair

**Staff Present**

Ardell Galbreth  
Suzanne Potter  
Ricardo Villalobos  
Brett Miller  
Jim Kostecki  
Chris Shaw

**Others Present**

Jack Eslinger, ESQ, City of Las Vegas  
Steve Gibson, DETR-WISS  
Dr. Tiffany Tyler, Nevada Partners, Inc.

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 Valerie Murzl at 9:37 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 by Hannah Brown and seconded by Sonja Holloway. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION:**

None

**4. DISCUSSION AND POSSIBLE ACTION: Approve Executive Committee minutes of June 12, 2014**

Chair Murzl presented the minutes provided on page 5-12 of the agenda packet.

*A motion was made to approve Executive Committee minutes of June 12, 2014 by Hannah Brown and seconded by Sonja Holloway. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Accept staff's update regarding Executive Committee goal 4- to Attract, Grow and Retain Businesses as outlined in Workforce Connections' Two-Year Strategic Plan**

Brett Miller, Manager, Strategic Planning & Analysis provided a status update and brief overview of the ETPL process:

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 Delivery System and One-Stop Career Center as their first choice for employment and training services	Ongoing	<ul style="list-style-type: none"> <li>- Give quarterly updates of Business Engagement activities</li> <li>- At least 25 new employers per year</li> <li>- At least 6 employers returning for additional services</li> <li>- Host at least 2 hiring events with a minimum of 50 positions available per event</li> <li>- Host 2 training events with a minimum of 100 attendees per event</li> </ul>	<ul style="list-style-type: none"> <li>- 13 new employers</li> <li>- 5 employers returning for additional services</li> <li>- 1 hiring event – IT Career Expo</li> <li>- 1 training event – IT Career Expo</li> </ul>
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"> <li>- Give quarterly updates of LEAP activities (# of members, # of meetings, actionable items, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Hosted 1 LEAP meeting</li> <li>- Demonstrated STEM workshops</li> <li>- Added 1 new member</li> <li>- Panel members are fully engaged</li> </ul>

<b>Goal 4</b>				
<b>Attract, Grow and Retain Businesses - Executive Committee</b>				
Objective	Strategy	Timeline	Measurement	Status
	2. Develop and coordinate training activities based on business intelligence	Ongoing – as driven by businesses demands	<ul style="list-style-type: none"> <li>- 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</li> <li>- 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</li> <li>- Report on # of changes to ETPL/PVL by June 30, 2014</li> </ul>	<ul style="list-style-type: none"> <li>- Initial evaluation/ recertification of ETPL completed</li> <li>- Process for maintaining ETPL is in place</li> <li>- 52 classes added to ETPL based on STEM and LEAP activities</li> <li>- 21 training providers were not recertified during evaluation process</li> <li>- PVL has been eliminated, but prevocational services will still be provided as intensive services through providers</li> </ul>
4.3 Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>- Agriculture</li> <li>- Aerospace &amp; Defense</li> <li>- Business IT Ecosystems</li> <li>- Clean Energy</li> <li>- Health &amp; Medical Services</li> <li>- Logistics &amp; Operations</li> <li>- Mining</li> <li>- Materials &amp; Manufacturing</li> <li>- Tourism, Gaming &amp; Entertainment</li> </ul>	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"> <li>- LEAP stood up and activated</li> </ul>	Completed June 2013

Goal 4 Attract, Grow and Retain Businesses - Executive Committee				
Objective	Strategy	Timeline	Measurement	Status
	2. Continue to support DETR's sector councils	March 2013	- State economic development staff invited to WC's partnership forums - WC staff and Board members on DETR's sector councils	Completed/Ongoing
	3. Allocate resources to support sector initiatives	March 2013	- Funded partners contracts include resource requirement support to industry sectors	Completed July 2013

*A motion was made to accept staff's update regarding Executive Committee goal 4 to Attract, Retain and Grow Businesses as outlined in Workforce Connections' Two Year Strategic Plan by Sonja Holloway and seconded by Hannah Brown. Motion carried.*

6. **DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Latin Chamber of Commerce Community Foundation's PY2013 Youth contract for an additional year in an amount not to exceed \$300,000 and extend the contract date to September 30, 2015 in order to serve a minimum of 100 new youth**

Hannah Brown disclosed her relationship as an active board member of the Latin Chamber Foundation board of directors and abstained from voting.

Ricardo Villalobos, Director, Workforce Development Programs provided background. Latin Chamber of Commerce Community Foundation's scope of work is provided on page 17 of the agenda packet. This contract award will allow LCCCF to continue serving its current case load and enroll 100 new youth. LCCCF is the only funded partner located on the eastside of town. Brief discussion ensued regarding enrollments.

*A motion was made to approve Youth Council's recommendation to amend Latin Chamber of Commerce Community Foundation's PY2013 Youth contract for an additional year in an amount not to exceed \$300,000 in order to serve a minimum of 100 new youth by Commissioner Lawrence Weekly and seconded by Sonja Holloway. Hannah Brown abstained. Motion carried.*

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

Ricardo Villalobos presented the summary of monitoring findings on page 19 of the agenda packet and reported that a good majority of the findings are closed, most of the open findings are related to data entry, which the funded partners have 60 days to close, and there are no major concerns with any of the findings.

**8. INFORMATION: Employment & Training Reports – Adult/Dislocated Worker/Youth**

Brett Miller presented the employment and training reports for PY2013 provided on page 21-26 of the agenda packet.

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

Brett Miller presented the WIA Client Demographics Report for PY2013 on page 28-32 of the agenda packet.

**10. DISCUSSION AND POSSIBLE ACTION: Executive Director’s Report ~ Ardell Galbreth**

Ardell Galbreth presented the Executive Director’s Report on page 34 of the agenda packet and highlighted the following:

- Workforce Development Academy was launched on September 2<sup>nd</sup> and staff is receiving great feedback; College of Southern Nevada is providing the Continuing Education Units (CEUs) for the training.
- Working with UNLV regarding workforce development initiative; more to come.
- As of August 30<sup>th</sup>, data records are clean ahead of schedule (estimated completion date was December 31, 2014).

*A motion was made to accept and approve Executive Director’s Report by Sonja Holloway and seconded by Hannah Brown. Motion carried.*

**11. SECOND PUBLIC COMMENT SESSION**

None

**12. INFORMATION: Executive Committee Member Comments**

Valerie Murzl inquired about the apprenticeship training contract with CSN; staff confirmed that the contract was executed by both WC and CSN for the Apprenticeship Preparation training program, which will start soon.

Hannah Brown reported that at a recent event for Senator Reid, the speaker Ben Siegel, who is the senior policy advisor officer for the assistant secretary’s office of the Department of Labor Employment, Training, and Administration office, complimented the One-Stop Career Center saying that it is one of the best run agencies in the country.

Commissioner Weekly stated that at yesterday’s meeting, the LEOs were tasked with reviewing the executive director’s contract and possibly considering a salary increase, whereby a discussion took place regarding the executive director’s future vision for the agency. One of the main concerns of the LEOs is building collaboration between WC’s and DETR’s leadership and staff. Additionally, the LEOs requested Ardell and Dennis Perea, the interim director for DETR, to make a presentation at the next LEO meeting regarding the pros and cons of establishing JobConnect offices as One-Stop Career Centers under the purview of WC. Mr. Galbreth stated he will be working closely with

DETR and WC will need to establish MOUs with DETR and funded partners, which will need to be assigned to the centers in order to make them comprehensive one-stop career centers. Additionally, WC would have to oversee the one-stop career centers. Presently, there are three JobConnects locations operated by DETR: Maryland Parkway, North Las Vegas Boulevard, and Water Street in Henderson. Most of the services provided through JobConnect are Wagner-Peyser with very few WIA services offered. Mr. Galbreth stated that he has been in discussions with Dennis Perea for quite a while, and he seems very supportive of the idea. Commissioner Weekly stated there are pros and cons, and the board needs to consider that WC would ultimately be responsible for providing increased staff and resources to operate the one-stop centers, and also consider the new WIOA legislation and what impacts it will have on the board and one-stop delivery system. Commissioner Weekly reiterated that before moving forward, WC and DETR must be in collaboration and build a better working relationship between the leadership and staffs. Ms. Murzl agreed with Weekly's comments and stated that WC does not want to over commit, under deliver, and affect the current One-Stop Career Center, which is doing so well. Brief discussion ensued regarding relationship building with DETR. Ms. Murzl stated that it would be helpful to understand the history behind the relationship between WC and DETR in order to move beyond this point. Mr. Galbreth stated that yesterday on the phone he received support from DETR's interim director on this matter; however, he does not know whether or not the DETR echelon below him is supportive. Even so, the interim director is very supportive and interested in collaboration with WC and building any type of relationship that will help the agencies move forward, and he has agreed to make a presentation to the LEOs at their next meeting.

Sonja Holloway stated that she would like to see future one-stop centers for youth.

**13. ACTION: Adjournment**

Chair Murzl adjourned the meeting at 10:25 a.m.