

WorkforceCONNECTIONS

Executive Committee

MINUTES

January 12, 2012

9:30 a.m.

WorkforceCONNECTIONS  
7251 W. Lake Mead Blvd.  
Suite 200 Conference Room  
Las Vegas, NV 89128

Members Present

Hannah Brown  
Pat Maxwell

Ken LoBene  
Valerie Murzl

Commissioner Lawrence Weekly (Phone)

Members Absent

Councilwoman Gerri Schroder

Staff Present

Ardell Galbreth  
John Ball  
Carol Turner

Heather DeSart  
Rick Villalobos  
Jaime Cruz

Suzanne Potter  
MaryAnn Avendano  
Janice Greer

Others Present

Lynda Parven, DETR

Nield Montgomery, The Learning Center

(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 by Hannah Brown at 9:32 a.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

**Agenda Item 2 – ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items.**

*A motion was made to approve the agenda as presented by Valerie Murzl and seconded by Pat Maxwell. Motion carried.*

**Agenda Item 3 – FIRST PUBLIC COMMENT SESSION**

None

**Agenda Item 4 – ACTION: Approve the Executive Committee Meeting Minutes of November 10, 2011**

*A motion was made to approve the Executive Committee Meeting Minutes of November 10, 2011 by Pat Maxwell and seconded by Valerie Murzl. Motion carried.*

**Agenda Item 5 – Adult & Dislocated Worker Update ~ Valerie Murzl**

Heather DeSart provided a brief informational update on the PY2011 Additional Funding Flowchart provided on page 7 of the agenda packet. Discussion ensued.

**Agenda Item 6 – Emerging Markets, Partnerships & Resource Development a. INFORMATION: Green Energy Sector Update**

Jaime Cruz provided an informational update on the SESP Grant and “What’s it mean to be Green?” program, an introduction for youth to the green economy and green career pathways. Mr. Cruz provided examples of green employers including the local shrimp farm. Mr. Cruz stated that the program is on track for meeting and/or exceeding performance measures. Mr. Cruz distributed the “What’s it mean to be Green?” workbook which was designed in-house.

Ardell Galbreth provided an overview of the Workforce Connections’ Awards and Recognition for calendar year 2011 provided on page 20 of the agenda packet.

Pat Maxwell commented that the Emerging Markets committee members are in discussion regarding the need to continue the committee or strategically re-align its focus. Valerie Murzl invited any interested members from the Emerging Markets committee to join the ADW committee should it be discontinued. Discussion ensued. Further discussion will take place at the next regularly scheduled Board meeting.

**Agenda Item 7 – Operations Update**

**a. INFORMATION: Audit Findings Status Report**

Carol Turner provided an informational update on the Audit Findings Status report provided on page 21 of the agenda packet. Discussion ensued regarding the ongoing CFO and Financial Manager search specifically the need for highly qualified individuals with prior WIA experience. The search will be expanded to reach both local and out-of-state candidates.

**b. INFORMATION: Financial Edge System Implementation Schedule – Monthly Update**

Ms. Turner provided a Financial Edge update on page 26 of the agenda packet. By the end of January 2012, staff will complete the dual entry of documents into the live version of Financial Edge to be completed and end the dual entry of data into QuickBooks.

**c. INFORMATION: Current PY2010 Auditing Update**

Mary Ann Avendano reported that the audit is progressing very well and staff is working very hard to get all of the items addressed from the auditors. Tomorrow is the final day of field work on the audit and the final audit projects are being wrapped up. An audit exit meeting is scheduled tomorrow at 4pm. The audit report is on schedule for a January 31, 2012, which will be the first on-time audit report in several years.

**d. INFORMATION: Budget vs. Actual Finance Report (Workforce Connections Operations)**

Ardell Galbreth provided an overview of the Budget vs. Actual Finance report provided on page 28 of the agenda packet.

**e. INFORMATION: Review Revised Budget (Workforce Connections Operations)**

Mr. Galbreth provided an overview of the line items that need adjusting, including:

- Line item 6100: increase \$50K to cover A-133 audit reports, extended financial consultant support
- Line item 6120: increase of \$1,250 to cover the cost bank account fees for interest bearing account
- Line item 6130: increase of \$125K for equipment and furniture (office furniture, computers, servers, and programmatic support)
- Line item 6150: increase of \$15K to cover legal publications and advertisements (i.e., RFP and job postings).
- Line item 6305: increase of \$30K to cover program support contracts and continue outreach and job development. Last year this line item was reduced \$145K which was too much.
- Line item 6320: increase of \$20K to cover staff training including the Financial Edge training
- Line item 6500: increase of \$55K to cover workforce development outreach. Last year this line item was reduced by \$70K

- Line item 6850: Strategic Initiatives is a new line item to support high-demand workforce needs that occur throughout the year.

f. INFORMATION: PY2012 Awards & Expenditures

This item was informational only.

g. INFORMATION: Oversight Protocol – Monitoring and Technical Assistance Summary Report(s)

Mr. Galbreth commented that Policy 5.2 Non-Compliance Sanctioning Process was revised to include an appellate process for funded providers.

Mr. Galbreth commented that the pink paper policy is going very well and the few funded partners that received pink papers for non-compliance have received technical assistance and have promptly responded and taken corrective action. Discussion ensued.

**Agenda Item 8 – INFORMATION: Executive Director Transition**

John Ball provided an update on the Executive Director transition. The LEO Consortium chair and vice-chair will work with the human resource department from the major jurisdictions to put together an executive search process.

**Agenda Item 9 – SECOND PUBLIC COMMENT SESSION**

Janice Greer, Business Analyst, Workforce Connections provided a brief introduction to Workforce Connections' Layoff Aversion Program (<http://www.nvworkforceconnections.org/layoff-aversion/>).

Ken LoBene, Chair, Youth Council provided the following program update:

- The director and ten Graduate Advocate Coordinators have been hired for the Ready for Life Graduate Advocate Program, which is up and running in the high schools identified for the program. Mentors are needed. The program is receiving lots of accolades from the schools. Discussion ensued.
- YouthBuild Las Vegas is doing very well and has a 0% recidivism rate. The youth participants are attaining their high school diplomas/GEDs, and increasing their math and reading skills.
- Caliente Youth Re-Entry is doing very well with 35 participants enrolled; eight placed in employment and only one returned to custody.
- Rural Youth Program: kudos to Lucy Ivins for the progress she is making in the rural areas. Lucy is developing partnerships with various community organizations including Health and Human Services, who have earmarked funds for workforce development services in Nye County. The rural areas are looking at bringing locally Green initiatives similar to those in Clark County.
- Clentine January is doing a good job working with the youth funded partners. The funded partners are attending the First Tuesday Monthly forums wherein they discuss issues and potential problems with their programs as well as receive technical assistance and training.
- February 2<sup>nd</sup> is National Job Shadow Day. Approximately 1650 youth will participate in a job shadow experience at a community organization. CCSD is providing the transportation this year.

**Agenda Item 14 – Adjournment**

The meeting was adjourned at 11:56 a.m.