

**MINUTES**  
*workforce***CONNECTIONS**  
**EXECUTIVE COMMITTEE**  
Thursday, January 14, 2010

**Members Present**

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

**Members Absent**

Councilwoman Gerri Schroder, Local Elected Officials-Chair

**Staff Present**

John Ball, Executive Director	Suzanne Potter
David Jefferson, Chief Operating Officer	MaryAnn Avendano
Cornelius Eason	Heather DeSart
Jeannie Kuennen	Wendy Villanueva
Kelly Henwood	Tameca Ulmer
Sylvia Spencer	

**Others Present**

Helicia Thomas, GNJ Family Life Center  
Maria Walker, GNJ Family Life Center  
Capucine Holmes, GNJ Family Life Center  
Shirelle Sparks, GNJ Family Life Center  
Eric James, Fresh Start Family Services/Sacred Village  
Bishop James M. Rogers, GNJ Family Life Center  
Ron Hilke, DETR  
Lee Quick, SNRHA  
Fran Phillips, CHR  
Vickie Simon, CHR

(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 9:38 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**

Mujahid Ramadan stated that the January 28, 2010 Board meeting will be postponed until February 25, 2010 due to a scheduling conflict with the Las Vegas Preview 2010 business forecasting and networking event the same day. An early poll of the Board determined that more than 50% of the Board members are planning to or have expressed interest in attending this event and therefore the Board meeting is postponed.

As a result, staff is recommending that item #6 be incorporated with item #5 for Discussion and Possible Action.

*Motion was made to approve the agenda with inclusion as presented by Pat Maxwell and seconded by Ken LoBene. Motion carried.*

**Agenda Item 3 – ACTION: Approval of the Executive Committee minutes of December 10, 2009**

*Motion was made to approve the minutes of December 10, 2010 as presented by Pat Maxwell and seconded by Ken LoBene. Motion carried.*

**Agenda Item 4 – ACTION: Approval of the Executive Committee minutes of December 22, 2009**

*Motion was made to approve the minutes December 22, 2010 as presented by Ken LoBene and seconded by Pat Maxwell. Motion carried.*

**Agenda Item 6 – DISCUSSION and POSSIBLE ACTION-6.1 Adult/Dislocated Worker:**

Charles Darling, Sr. provided an update on the Adult and Dislocated Worker (ADW) program. The ADW committee met yesterday and accepted the Service Provider 2<sup>nd</sup> Quarter Enrollments Report and approved staff's recommendation to remove Native American Community Services (NACS) from high risk status.

Heather DeSart gave an overview and progress report on the status of Native American Community Services (NACS). At the direction of Fiscal staff, NACS was placed on high risk status that restricted them from drawing down funds while going through extensive monitoring conducted by ADW staff. NACS has received a great amount of technical assistance and guidance from the ADW. NACS has demonstrated cooperation and willingness and has moved from the "perilous" state they were in resulting in staff's recommendation to remove NACS from high risk status.

Ms. DeSart will draft a formal letter and forward it to NACS to remove them from high risk status. A copy of the letter will be included in the agenda for the next Board meeting.

Ms. DeSart provided an update on the OJT waiver approval from the Department of Labor (DOL). The agency requested that an OJT waiver be submitted to DOL. Currently, the agency has an OJT opportunity for participants to go on an OJT, in which 50% of the participant's wages are reimbursed to the employer. The OJT contracts stipulate hiring the participant at the end of the contract. The OJT waiver will allow us to reimburse the employer at a higher percentage rate depending on the size of the company. The OJT waiver states that employers with 50 or less employees will be reimbursed up to 90% of the participant's wages; employers with 51-250 employees will be reimbursed up to 75%

of wages; and employers with 251 or more employees will be reimbursed 50% of the participant's wages.

Mr. Darling stated ADW will be updating the tentative schedule for formal on-site compliance review for PY09 service providers.

*Motion was made to accept the PY09 Service Provider 2<sup>nd</sup> quarter enrollments report and approve staff's recommendation to remove Native American Community Services from high risk status as presented by Margarita Rebollal and seconded by Ken LoBene. Motion carried.*

### **6.2 INFORMATION ONLY-Brand and Value:**

John Ball gave an update on Brand and Value. Mr. Ball met with Laurie Luongo and Ronna Timpa to discuss the updated and formalized Board Orientation; materials and a Board survey are being prepared. Debra Campbell will be brought back on board and will work closely with the Brand and Value committee.

Ms. Luongo stated that she Ms. Timpa will meet with Debra Campbell tomorrow for the January 20<sup>th</sup> Brand and Value Committee meeting to discuss different ideas and make recommendations for Board Development, which will include some strategic planning sessions in the next couple of months.

### **6.3 INFORMATION ONLY-Budget Committee:**

Margarita Rebollal provided a Budget update. The Budget committee did not have a quorum on January 2, 2010; however, the following items were discussed:

- 1) Combined ARRA/PY09 Formula Budget vs. Actual-November 2009 report, as shown on page 26 of the agenda, through November 22.85% of the PY09 budget has been spent. One item to watch is line item #6305-Contract Services, which will be greatly reduced as website services became a staffed position in November and other contract staff has been assigned to a permanent position. Additional contract staff may be required to assist Mike Hopper with website projects in which funds will need to be added to line #6305 in the next few months.
- 2) Contract Expenditures for Service Providers ARRA Funds-ADW & Youth, as shown on pages 27-28 of the agenda, through ARRA Invoice #24, providers have accrued expenses and requested forecasts in the amount of \$1,830,126, which is 18.7% of the total contract funds awarded (\$9,783,980); provider spending has greatly increased in the last couple of months; program and fiscal staff has continued to provide technical assistance and thus the percentage spent should continue to increase over the next six months.
- 3) Contract Expenditures for Service Providers PY09 Formula Funds-ADW & Youth, as shown on page 29 of the agenda, through invoice #373, providers have accrued expenses and requested forecasts in the amount of \$2,350,448, which is 32.6% of the total contract funds awarded (\$7,202,001). The spending out of these funds is right on track; HELP of Southern Nevada (Youth) and Nevada Partners, Inc. (ADW) spending is under budget at this time but they also have ARRA contracts; staff will be working with these providers to ensure their spending stays on track throughout the remainder of the contract ending June 20, 2010.

4) PY08 Formula Funds Contract Expenditures for Service Providers-Final Report, as shown on page 30 of the agenda, contracts have been closed out; a total of \$379,318 has been recaptured from the ADW & Youth contracts; \$159,888 was recaptured in ADW and \$219,431 in Youth; these funds will be allocated to PY09 contracts and expenses.

Ms. Rebollal provided an update regarding settlement costs as being an unallowable expense, as discussed at the December 22, 2009 emergency Executive Committee meeting.

Ms. Rebollal distributed and read into the record a copy of an e-mail she received on January 13, 2010 from Connie Williams, NV DETR. *Good Morning: In response to your question, it is unallowable to use WIA funds for legal settlement costs. Some other legal fees, such as counsel, are allowable but even then must be proportionately charged to WIA based on the indirect cost rate or cost allocation plan. Non-Federal funds must be used to pay for any legal settlement costs. Guidance regarding this can be found in Circular A-87 and codified under CFR at 2 CFR Part 225: 5. Bad debts: Bad debts, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs, are unallowable. 16. Fines and penalties: Fines, penalties, damages, and other settlements resulting from violations (or alleged violations) of, or failure of the governmental unit to comply with, Federal, State, local, or Indian tribal laws and regulations are unallowable except when incurred as a result of compliance with specific provisions of the Federal award or written instructions by the awarding agency authorizing in advance such payments. Please contact me if you have any additional questions or concerns. Thank you, Denise Dombeck, Federal Project Officer/Regional Performance Specialist, US DOL/ETA, 907<sup>th</sup> Street, Suite 17-100, San Francisco, CA 94103, 415-625-7945, FAX: 415-625-7923.*

David Jefferson and Ms. Rebollal will be contacting Denise Dombeck with concerns regarding this matter. Mr. Jefferson and Mr. Ball will be travelling to San Francisco to meet with staff from DOL Region 6 to discuss this issue. Discussion ensued.

#### **6.4 INFORMATION ONLY-Emerging Markets/Partnerships/Resource Development:**

Pat Maxwell provided an Emerging Markets update. Emerging Markets has been successfully working with Southern Nevada Medical Industry Coalition whereas Debra Collins has been appointed co-chair of their Recruitment Task Force.

Cornelius Eason stated that Ms. Collins has developed a survey that will be delivered to all the major hospitals and medical facilities to determine which occupations are available and the necessary training and skill sets required. This information will be used to direct the Service Providers with the requisite training programs in the right direction.

Mr. Eason shared a success story regarding Evergreen Recycling. Mike Hopper, Web 2.0 Development Manager, filmed a video at the Evergreen Recycling facility which will be used as a marketing tool through the various Chambers and other small business forums.

Recently, *workforce*CONNECTIONS was one of twenty states in the U.S. to be awarded a Green Capacity Building Grant, which has been allocated to YouthBuild Las Vegas to train youth in green construction jobs.

Last week 20 additional Work Experiences (WEX) started at Clark County Code Enforcement bringing the total to 30 WEX since October 2009.

Through GNJ Family Life Center's Adult program, the first Energy Auditors graduate from the Resident and BPI Certificate program next week and will immediately begin working on the Neighborhood Stabilization Project. Discussion ensued.

### **6.5 DISCUSSION and POSSIBLE ACTION-Youth Council: Foster Youth RFP Contract Recommendation**

Kelly Henwood and Matt Hirsch gave an update on the *workforce*CONNECTIONS and United Way of Southern Nevada funded pilot project for workforce, education, and training services for transitioning foster youth, ages 17-21, in Clark County.

Based upon a Request for Proposals that was issued in November and the subsequent evaluation process, Olive Crest is recommended for funding for an initial 16-month contract in the amount of \$426,667 with the term of the contract through June 30, 2012. A total of nine proposals were received. All proposals were reviewed by an Evaluation Team of six qualified, knowledgeable professionals from DETR, United Way, *workforce*CONNECTIONS, and Department of Family Services, and the Southern Nevada Regional Housing Authority. Three of the nine proposals were selected for oral interviews, including AHEC, Olive Crest, and Nevada Partners, Inc. Following the oral interview, the Evaluation Team made the final recommendation for the top bidder, Olive Crest. A Summary of Proposals Strengths and Weakness is shown on page 36-38 and Olive Crest's Program Plan on page 39-40 of this agenda. Discussion ensued.

*A motion was made to approve the negotiation and execution of an initial 16-month contract for Olive Crest for \$426,667 by Pat Maxwell and seconded by Margarita Rebollal. Motion carried.*

### **ACTION-Proposed Allocation for Unobligated WIA funds:**

Ms Henwood provided background regarding the unobligated WIA Youth Funds. PY08 WIA Title I Youth contract carry-in funds in the amount of \$712,287 were recently finalized along with unobligated PY09 WIA Youth funds, creating a pool of unobligated contract/program funding. The Youth Council recently adopted an Action Plan to help guide the accomplishment of their goals and objectives. The recommended categories for unobligated funding are in response to and align with the Action Plan. The recommended categories are Re-Entry Initiative, Dropout Retrieval Initiative, Additional Wages/Participant Expenses Related to Work Experience, Industry Sector Initiative, and Lincoln County. The description of all categories is shown on page 41-42 of the agenda.

Ms. Henwood stated that the action on this item is to approve the funding categories only and that any resulting procurements or contracts will be brought back to the Board for approval according to the procurement guidelines.

*A motion was made to approve the recommended funding categories for unobligated WIA Youth funds by Charles Darling, Sr. and seconded by Margarita Rebollal. Motion carried.*

### **INFORMATION ONLY-Extended ARRA Work Experience Contracts:**

Tameca Ulmer provided an overview of the ARRA Youth Extended Work Experience Contractors report as shown on page 43 of the agenda. The term of the extended work experience contract is

October 1, 2009 through March 31, 2010 during which a total of 173 out-of-school youth, 18 years and older, will be placed in a work experience.

**INFORMATION ONLY-WIA Year Round Youth Contracts Performance and Expenditures:**

Ms. Spencer provided an overview of the WIA Year Round Youth Contracts Performance and Expenditures report. Total ARRA-WIA youth served was 1075; 62% were in-school and 38% out-of-school; 100% were placed in Work Readiness and 97% of those placed completed Work Readiness; 96% were placed in a work experience and 82% of those placed completed the work experience.

On behalf of the Youth Council, Ken LoBene requested an evaluation be done on each Youth Service Providers regarding the ARRA Youth contracts, expenditures and performance.

**6.6 INFORMATION ONLY-workforceCONNECTIONS Update:**

David Jefferson provided an agency update. Mr. Jefferson and Mr. Ball will be meeting with Richard Trigg on February 2<sup>nd</sup> in San Francisco to discuss a game plan on how to spend 70% of funds by the end of September 2010. Following the meeting, we will come back with different strategies on how to get the funds spent.

The work in Pahrump is running very well and Commissioner Borasky is excited about work being done at Great Basin College. There are issues with the Elko institution regarding how the dollars are flowing down. The agency is reviewing this partnership on its effectiveness or if changes are needed.

**Agenda Item 7 – DISCUSSION-Possible items to be placed on the agenda for the January 28, 2010 workforceCONNECTIONS Board Meeting.**

Mujahid Ramadan confirmed that the January 28, 2010 Board meeting is cancelled and bypassed the discussion.

**Agenda Item 7 - Adjournment**

The meeting was adjourned at 10:51 a.m.