

*workforce*CONNECTIONS

**Minutes
Executive Committee
November 10, 2011
9AM**

*workforce*CONNECTIONS
7251 W. Lake Mead Blvd.
Suite 200 Conference Room
Las Vegas, NV 89128

Members Present

Hannah Brown Pat Maxwell Councilwoman Gerri Schroder (Phone)

Members Absent

Valerie Murzl Ken LoBene

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Carol Turner	Rick Villalobos	MaryAnn Avendano
Cornelius Eason	Jeannie Kuennen	Debra Collins
Sylvia Spencer	Scott Steinbach	Kelly Ford

Others Present

Douglas Geinzer, SNMIC

(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 9:29 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 Councilwoman Gerri Schroder and seconded by Pat Maxwell. Motion carried.

Agenda Item 3 – First Public Comment Session

Douglas Geinzer, SNMIC, stated that on September 6, 2011 a member of the SNMIC Board met with Workforce Connections staff members, John Ball, Heather DeSart, and MaryAnn Avendano. Mr. Geinzer stated that the Board member stated that Workforce Connections has no intent in renewing SNMIC's contract without having him removed as CEO. Mr. Geinzer stated that per the direction of SNMIC's Executive Committee, he was asked to do what was required to get the contract signed with Workforce Connections. Mr. Geinzer stated that he requested execution of contract or extension on Letter of Intent. Mr. Geinzer stated that John Ball made unsupported accusations parking fees for his oversized vehicle and that other Workforce Connections staff members made accusations that SNMIC had misappropriated almost \$40,000. Mr. Geinzer gave a partial accounting of funds spent including, wage reimbursements, training fees, and federal tax withholdings to the IRS. Mr. Geinzer stated that the information included in the agenda full packet regarding SNMIC's high risk determination and findings should not have been taken to the public. Mr. Geinzer distributed a document (SNMIC – The Facts about Workforce Connections' High Risk Time Lines) which he stated disputes the

accusations made by Workforce Connections. Mr. Geinzer stated that SNMIC was initially granted only ten days to close-out their contract and then received a 30 day extension. Mr. Geinzer stated that SNMIC has always strived for excellence, indicated by the performance measures and SNMIC designed and developed the most successful program in the history of Workforce Connections.

Following Mr. Geinzer's public comments, Chairwoman Hannah Brown asked Mr. Galbreth what the normal timeframe is to closeout contracts. Mr. Galbreth replied that the close out process is normally 60 days; however, since SNMIC is operating under a letter of intent, the close-out process does not fall under the same guidelines and timeframes. Mr. Galbreth stated that this morning he signed a letter to SNMIC allowing them until December 31, 2011 to completely close-out everything associated with their contract. Mr. Galbreth further stated that Mr. Geinzer and his staff had been notified of this extension.

Agenda Item 4 – ACTION: Approve the Executive Committee Meeting Minutes of September 8, 2011
A motion was made to approve the Executive Committee Meeting Minutes of September 8, 2011 by Councilwoman Gerri Schroder and seconded by Pat Maxwell. Motion carried.

Agenda Item 5 – Youth Council Update a. INFORMATION: Ready for Life (RFL) Graduate Advocate Initiative Update

Rick Villalobos, RFL Systems Director, provided an update on the Graduation Advocate Initiative. In January 2012 the Graduate Advocate Initiative will be launched at ten high schools in the Las Vegas valley. The Graduate Advocate Initiative is a partnership between the Clark County School District (CSN), the United Way of Southern Nevada, and *workforce***CONNECTIONS** that focuses on improving the graduation rate in the Clark County School District beginning with the class of 2012. To date, *workforce***CONNECTIONS** has hired a Community Liaison and five Graduate Advocate Coordinators, who will be placed at the targeted high schools. Staff is working on filling the remainder positions to include the Graduate Advocate Director and an additional five Graduate Advocate Coordinators. CSN has hired a Graduate Advocate Community Liaison. Staff is working diligently on identifying 2,000 mentors from the community who will commit to mentoring a student one hour per week at one of the targeted high schools. If anyone is interested in volunteering as a mentor they can contact Byron Goynes at 636-2320 or complete the interest form on page 12 of the agenda packet and send it via fax at 636-4371 or email at bgoynes@snvwc.org.

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

Pat Maxell, Chair stated that the Green Energy Sector staff is making progress as they are a very self-motivated high performing group.

Scott Steinbach provided an update on the Green Energy Sector, including the Global Solar Summit, Green Monster Truck, and "What's it Mean to be Green?" youth program. *workforce***CONNECTIONS** participated at the Global Solar Summit wherein staff met with suppliers and development authority officials to discuss brining solar projects and manufacturers to Southern Nevada. *workforce***CONNECTIONS** staff presented the "What's it mean to be Green?" youth program curriculum and Green Monster Truck at the CCSD Superintendent's meeting recently held at the Orleans Hotel. Desert Rose and Green Valley high school will be the first two schools to deliver the curriculum and green mobile classroom experience.

b. INFORMATION: Healthcare Update

Debra Collins provided a recap of the Nevada Heath Care Sector Council Board Meeting Minutes provided on page 17 – 21 of the full agenda packet.

c. INFORMATION: Other Update

Cornelius Eason provided the following update:

*workforce***CONNECTIONS** held a Roundtable at the Henderson Chamber of Commerce this week, wherein 40

business owner/operators attended, as well as Councilwoman Schroder and Councilwoman March. The Henderson Chamber was very pleased with the attendance and the exposure they received.

*workforce***CONNECTIONS** is continuing the Employment Edge workshops. The Review Journal provided printed workbooks for the full-day Employment Edge workshop and tote bags, the United Way of Southern Nevada provided the portfolio and note pads, and the Pearson Center provided the space free of charge.

*workforce***CONNECTIONS** has launched its layoff aversion program and hired Business Analyst, Janice Greer. Two potential candidates have been identified for the Business Service Representative position. The program will help business overcome challenges and provide solutions and resources to prevent staff layoffs.

*workforce***CONNECTIONS** is hosting six Strictly Business radio shows per month. The shows are successful the only challenge is identifying guests to fill so many shows.

Agenda Item 7 – Operations Update a. INFORMATION: *workforce***CONNECTIONS** Bylaws

Ardell Galbreth noted that the bylaws provided in the agenda must be approved by the Local Elected Officials and are being provided for information purposes only.

b. ACTION: Accept and approve *workforce***CONNECTIONS** Interim Personnel Policy

Ardell Galbreth noted that the Interim Personnel Policy has been vetted by the Local Elected Officials and legal counsel. The policy will go into effect immediately upon approval. Further revisions will be made to align policies with the Local Elected Officials interlocal agreement and Board policies. After brief discussion, ***A motion was made to accept and approve Workforce Connections Interim Personnel Policy by Councilwoman Gerri Schroder and seconded by Pat Maxwell. Motion carried.***

c. INFORMATION: Consolidated Direct Grants

Carol Turner provided an overview of the Consolidated Direct Grants budget on page 40 of the full agenda packet. This provides an overview of the direct grants including the SESP, HRSA, DOJ, YBLV-09, and YBLV-11.

A recess was called by Chair Hannah Brown at 10:15 a.m. The meeting was called back to order by Chair Hannah Brown at 10:20 a.m.

d. INFORMATION: Program Year 2010 Awards and Expenditures – Monthly Update

Mary Ann Avendano provided an overview of the Program Year 2010 Awards and Expenditures provided on page 41 – 44 of the full agenda packet.

e. INFORMATION: Program Year 2011 Awards and Expenditures – Monthly Update

Ms. Avendano provided an overview of the Program Year 2011 Awards and Expenditures provided on page 45 of the full agenda packets. The contract for CCSD – Desert Rose has not been executed due to bureaucratic school district policies.

f. INFORMATION: Chief Financial Officer Search Update

Carol Turner provided an update on the CFO search. A list of the 16 applicants is provided on page 46-47 of the full agenda packet. This afternoon, telephone interviews are scheduled with four of the applicants; two local and two out of state. Those participating in the interview process include: Finance Director of Boulder City; former Finance Director of North Las Vegas; Clark County Controller; Mary Ann Avendano, Carol Turner, and Ardell Galbreth. Final in-person interviews will take place with qualified candidates in December 2011.

g. DISCUSSION/POSSIBLE ACTION: Service Provider/Funded Partner Oversight Protocol

Ardell Galbreth provided a brief overview of the oversight protocol process and Non-Compliance Sanctioning

Process policy #5.2 provided on page 49. This policy will be amended with an appeal process per the request of the Local Elected Officials.

h. INFORMATION: Financial Edge System Implementation Schedule – Monthly Update

Mary Ann Avendano provided an update on the Financial Edge System implementation schedule. Staff is working on the coding to enter data, July 1, 2011 forward, in the new Financial Edge system. Staff estimates that the conversion will be completed by the beginning of December 2011 and will continue to provide update through completion. The Financial Edge system will provide staff with a better accounting of funds.

i. INFORMATION: Southern Nevada Medical Industry Coalition (SNMIC) Update

Rather than read the SNMIC's review of high risk determination, Ardell Galbreth referred all to review pages 53 – 57 of the agenda packet for the facts regarding this matter. Mr. Galbreth stated that this incident is unfortunate; however, staff will strive to have a better dialogue with our funded partners. With better communication, understanding, and technical assistance these circumstances can be avoided in the future. Moving forward, staff will document and keep records of the technical assistance provided to funded partners, including what type of technical assistance was provided, when it was provided, the corresponding result, and corrective actions taken. Discussion ensued.

Agenda Item 13 – Second Public Comment Session

Kelly Ford shared that at the ADW meeting yesterday five of the funded partners brought in clients who gave their testimony about the positive experiences and opportunities gained from the WIA program. The clients expressed their deep gratitude for the support they received from the case managers, agencies, partners, and Workforce Connections. The employers gave testimony on how their businesses have grown with the help of the OJT program which has allowed them to hire and put more people to work. The employers had great reviews about the people and agencies they were working with. The five funded partners were Latin Chamber of Commerce Community Foundation, Clark County School District – Desert Rose, Southern Nevada Regional Housing Authority, Nevada Partners, and Nye Communities Coalition.

Agenda Item 14 – Adjournment

The meeting was adjourned at 10:53 a.m.