

MINUTES
*workforce***CONNECTIONS**
EXECUTIVE COMMITTEE
Thursday, February 11, 2010

Members Present

Mujahid Ramadan, *workforce***CONNECTIONS**-Chair
Ken LoBene, Youth Council-Chair
Margarita Rebollal, Budget-Chair
Laurie Luongo, Brand & Value-Chair (via telephone)

Members Absent

Councilwoman Gerri Schroder, Local Elected Officials-Chair
Charles Darling, Sr., Adult/Dislocated Worker-Chair
Pat Maxwell, Emerging Markets/Partnerships/Resource Development-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 | Byron Goynes |
| Dianne Tracy | Jenaya Butler |
| Jaime Cruz | Debra Collins |

Others Present

Ronna Timpa, WESL
Debra Campbell
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

Motion was made to approve the agenda with deletion of the WIA Year-Round Contractor Update as presented by Margarita Rebolal and seconded by Ken LoBene. Motion carried.

Agenda Item 3 – ACTION: Approval of the Executive Committee minutes of January 14, 2010

Motion was made to approve the minutes of January 14, 2010 as presented by Ken LoBene and seconded by Margarita Rebolal. Motion carried.

Agenda Item 4 – DISCUSSION and POSSIBLE ACTION: Division and Committee Progress Reports

4.1 Adult and Dislocated Worker

Heather DeSart provided an Adult and Dislocated Worker (ADW) update. The ADW committee elected Valerie Murzl as Vice-Chair. Two policies were revised: Policy 3.0 Eligibility for WIA Title I Services was modified to diminish the eligibility requirements for dislocated workers; and Policy 3.6#2 Eligible Training Provider was modified to include the current Approved Eligible Training Provider List requirements and applicable language denoted in the American Recovery and Reinvestment Act.

Laurie Luongo inquired about responsible person(s) for outreach when organizations close or go through a mass layoff. Ms. DeSart replied that there is a rapid response team with procedures in place. John Ball stated the federally funded statewide system is ultimately responsible for outreach. Discussion ensued.

4.2 Brand and Value Committee

Discussion ensued regarding *workforce***CONNECTIONS** By-Laws. John Ball stated that the By-Laws included with this agenda are outdated and are currently under review. The attorney and staff will make recommendations and a revised document shall be presented to the Board for adjustment and clarification in March and ratification in April.

4.3 Budget and Finance

Margarita Rebolal provided a Budget and Finance update: the combined ARRA/Formula PY09 Budget vs. Actual, as of December 2009, is at 28.62% spending; item(s) to watch is line item 6305 Contract Services, which will decrease due to contract staff assigned to permanent positions and line item 6210 Legal Fees, which incurred costs for counsel on meeting agendas and representation at Board meetings; the Contractor Expenditures for Service Providers through ARRA Invoice #27 is \$2,402,205 with 23.6% of the total award spent and Contract Expenditures for Service Providers PY09 Formula Report through Invoice #376 is \$3,253,170 with 44.1% of the total award spent.

HELP of Southern Nevada and Nevada Partners, Inc. Adult and Dislocated Worker funds are under spent. Staff will work with both agencies to appropriately allocate the Formula and ARRA dollars throughout the remainder of the contract ending June 30, 2010.

4.4 Emerging Markets/Partnerships/Resource Development

Cornelius Eason provided an Emerging Markets update and overview of events. There was a Service Provider Partner and Executive Directors Roundtable with nine service providers and seven staff from *workforce***CONNECTIONS**; Sommer Hollingsworth, President/CEO of the Nevada Development Authority (NDA) briefed the committee, MaryAnn Avendano discussed the spending level and budgets, and Heather DeSart discussed program management.

Preview Las Vegas 2010 was a success and received a lot of pre and post show press. Forty-four representatives from *workforceCONNECTIONS* attended, including 12 Board members, 14 staff, and 18 service provider partners. According to the Las Vegas Chamber, the event had over 2,200 attendees, an increase from last year by 500 attendees and 120 exhibitors making it the best attendance in five years.

workforceCONNECTIONS is entering into a partnership with the Southern Nevada Human Resources Association (SNHRA), a trade group for human resource directors, representatives, and professionals in the business community. There will be several events to attend including a Diversity Luncheon on March 9, 2010 at the Gold Coast. An invitation will be e-mailed to the Board and staff for free admission. *workforceCONNECTIONS* will be a sponsor of quarterly events and the *workforceCONNECTIONS* banner will be displayed on the SNHRA website, newsletters, e-blasts, and at events.

workforceCONNECTIONS purchased a table at the upcoming Asian Chamber of Commerce Annual Dinner on February 19, 2010 and the Latin Chamber of Commerce Annual Installation Dinner on February 20, 2010 and will sponsor the Las Vegas Chamber of Commerce Luncheon on March 17, 2010 and the Urban Chamber of Commerce Luncheon on September 22, 2010.

4.5 Youth Council

Ken LoBene provided a Youth Council Update. The Youth Council is recommending a contract amendment for AHEC in the amount of \$300,000 of Title I WIA Youth funding for Industry Sector Initiative and a contract amendment for College of Southern Nevada in the amount of \$120,000 for rural services in Lincoln County, including a youth allocation. These items will be on the February 25, 2010 Board meeting agenda.

Regarding Project 5000 Kids, a kick-off event is scheduled for April 8, 2010 at the Historic 5th Street School. An invitation card was created and will be forwarded to the Youth Council for review. An invitation list is being compiled with businesses, partners, and employers in the Las Vegas community. Information on this event will be available on the website at www.workhappens.org.

4.6 *workforceCONNECTIONS* update

John Ball provided a staffing and contract update. Dianne Tracy distributed an update of *workforceCONNECTIONS* staff and their positions. Positions under consideration for Project 5000 Kids include a Project Manager, an Account Executive responsible for outreach, and three Program Specialists; for the Great Basin area, a Receptionist and Quality Assurance position, for Caliente/Las Vegas, a Re-Entry Case Manager and Specialist, and an Accounting Technician for the agency's fiscal department.

The current staff on contract is Gina Gaven of Tribal Minds for business community outreach, Stacey Wedding of Professional and Philanthropy for outreach to foundations, funders, and other community partners; both positions support Project 5000 Kids. Debra Campbell's contract was extended to work with the Brand and Value Committee and on the strategic planning process.

At the local level, a contract is in the early stages of development with the Nevada Public Education Foundation around the Ready for Life project. The State has already contributed \$600,000 and *workforce***CONNECTIONS** is negotiating an amount to match.

The Personnel policy regarding FMLA (Family Medical Leave Act) is under revision to delete references to the Federal FMLA Act and replace with a new policy for medical leave. The Personnel General Leave Policy 1.9 A r#2 with proposed revisions was distributed to the Youth Council.

Regarding the committee meeting schedule coordination, staff is reviewing possible alternatives to improve the current process of the agendas for the Executive Committee, Local Elected Officials Consortium, and Budget committee as it has been noted that these agendas often overlap and staff is suggesting agendas be combined to streamline the work flow and meeting schedule. The staff will conduct a poll of the committees.

Due to end of year holiday conflicts, the November and December 2010 Board meetings will be combined. Staff will poll the Board for the preferred meeting date, either the first or second Thursday in December.

Photographs of all Board members will be taken at the March Board meeting.

Staff has identified four opportunities for Board member involvement in national workforce groups including, CWA (California Workforce Association), NAWDP (National Association of Workforce Development Professionals, NAWB (National Association of Workforce Boards) and NAJTA (National Association of Job Training Assistance). The Board is invited to participate in the upcoming annual conferences. Staff will follow-up with a memo to the Board with the pertinent information and conference dates.

Agenda Item 5 – DISCUSSION: Possible items to be placed on the agenda for the February 25, 2010 *workforce***CONNECTIONS** Board Meeting.

In addition to the committee progress reports, there will be a presentation on Project 5000 Kids and YouthBuild Las Vegas, a discussion on the Board development process, By-Laws, and approval for the PY07 A-133 audit.

Agenda Item 6 – Public Comment

None

Agenda Item 7 - Adjournment

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