

MINUTES
*workforce***CONNECTIONS**
EXECUTIVE COMMITTEE MEETING
THURSDAY, MARCH 11, 2010

MEMBERS PRESENT

Mujahid Ramadan, *workforce***CONNECTIONS**-Chair
Ken LoBene, Youth Council-Chair
Charles Darling, Sr., Adult/Dislocated Worker-Chair
Margarita Rebollal, Budget-Chair
Laurie Luongo, Brand & Value-Chair

MEMBERS ABSENT

Gerri Schroder, Local Elected Officials-Chair
Pat Maxwell, Emerging Markets/Partnerships/Resource Development-Chair

STAFF PRESENT

John Ball	Suzanne Potter	MaryAnn Avendano	David Jefferson
Tameca Ulmer	Byron Goynes	Cornelius Eason	Sylvia Spencer
Heather DeSart	Debra Campbell	Jaime Cruz	Rosie Boulware

OTHERS PRESENT

Ronna Timpa, WESL
Ron Hilke, DETR

(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 9:39 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 as presented by Charles Darling, Sr. and seconded by Margarita Rebollal. Motion carried.

Agenda Item 3 – ACTION: Approval of the Executive Committee minutes of February 11, 2010

Motion was made to approve the minutes of February 11, 2010 as presented by Laurie Luongo and seconded by Charles Darling, Sr. Motion carried.

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

a. Adult and Dislocated Worker – Charles Darling, Sr., Chair

Charles Darling, Sr. reported that a contract was approved for Training and Employment services for Lincoln County in the amount of \$602,937 for the remaining program year 2009, contract term March 1, 2010 through June 30, 2010 and program year 2010, July 1, 2010 through June 30, 2011.

Mr. Darling, Sr. reported the following: 1.) An increase of funding was approved by \$163,812.72 for Easter Seals to add personnel, cover overhead costs, and purchase equipment to support the Foliot

Furniture project; 2.) An increase of funding was approved by \$25,285 for Native American Community Services to add a part-time case manager and provide work experiences; 3.) Area Health Education Center (AHEC) of Southern Nevada and Expertise, Inc. were placed on high risk status. Staff has scheduled on-site corrective technical assistance with the service providers to continue through the first week of April 2010 at *workforce***CONNECTIONS**.

Heather DeSart provided an overview of the Adult and Dislocated Worker Program Activity Report as shown on page 8 of the agenda. The report provides a snapshot view of how the providers are doing with enrollments, trainings, and OJTs in specific job sectors, including Healthcare, Hospitality, Manufacturing, and Green Energy for program year 2009. Discussion ensued.

b. Brand and Value Committee – Laurie Luongo, Chair

Laurie Luongo provided a Brand and Value Committee update and overview of events. Staff and Board members attended the National Association of Workforce Boards (NAWB) Conference in Washington, D.C. The conference was educational and Ms. Luongo recommended it be a discussion item on the next Board agenda.

Ms. Luongo presented a handout called Suggested Topics for Board Meeting Continued Education/Development ~ 2010. The educational topic at the next Board Meeting for March 2010 is Money, Money, Money, presented by David Jefferson, Chief Operations Officer. Mr. Jefferson will discuss the RFP process, the new language for 2010 and timelines for RFP through disbursement of funds.

c. Budget and Finance – Margarita Rebolal, Chair

Margarita Rebolal provided an overview of the Budget forecast for preliminary funding year 2010, July 1, 2010 through June 30, 2011, as shown on page 10 of the agenda: ARRA funds (ADW) carry-forward is a conservative estimate depending on the run rate of the providers through June; the agency may capture \$1.5 - \$2 million. Recaptured ARRA (Youth) funds will support the Project 5000 Kids campaign. The forecast for Formula funds for funding year 2010 is based on PY09 actual allocation and is anticipated to be the same amount for 2010.

Other grants include Ready for Life (Governor's Reserve-Youth) and State Energy Sector Partnership and Training Grant-DETR.

d. Emerging Markets/Partnerships/Resource Development – Pat Maxwell, Chair

Cornelius Eason provided an Emerging Markets update and overview of events. *workforce***CONNECTIONS** in partnership with Nevada Cancer Institute and College of Southern Nevada (CSN) was awarded a \$3.2 million stimulus grant for the Plus One Program to provide healthcare training for 100 students.

The monthly Service Provider-Executive Director's Roundtable is scheduled for Friday, March 12th at McCormick and Schmick's. John Ball, Executive Director, and Larry Mosley, DETR Director, are the event's speakers.

Eight Board members and two staff attended the NAWB conference in Washington, D.C.

*workforce***CONNECTIONS** is sponsoring a luncheon at the Las Vegas Chamber of Commerce in April 2010.

*workforce***CONNECTIONS** is pursuing economic development opportunities in Lincoln and Nye Counties in conjunction with Nevada Commission on Economic Development, Lincoln County Regional Development Authority and Economic Development Authority of Nye County.

e. Youth Council – Ken LoBene, Chair

Ken LoBene provided a Youth Council Update. LaShae Thomas, Youth Representative, tendered her resignation and the Youth Council approved new Youth Representatives, Michael Robertson, Samantha Hurt, and Isidro Medina and expanded their committee to ten, with Nevada Public Education Foundation occupying one non-voting seat. The Youth Representatives will represent one voting seat and attend and participate at Youth Council meetings. The committee has two unoccupied seats that must be filled, one preferably with a representative from the Clark County School District specializing in Policy.

Summer Youth contracts will be closed out on March 31, 2010. The Youth Council has approved staff to negotiate and discuss new contracts based on funding projections and scenarios. Funding scenarios are: ARRA Carry-In Funding, to be indentified upon contract close out after March 31st, and Governors Reserve Funding, a pending funding request for \$1 million was submitted to the State for Governor's Reserve (15%). Staff will recommend service providers that competed during a competitive RFP process last spring based on their PY09 summer program's administrative capacity, the quality of work experiences, performance outcomes, and other criteria.

Gina Gaven and the Youth Team are preparing for the *work*+**HAPPENS**: Project 5000 Kids campaign scheduled for April 8, 2010 at The Historic 5th Street School. Invitations have been mailed and people can RSVP at www.workhappens.org.

Mr. LoBene will give a presentation on Project 5000 Kids at the Board meeting on March 25, 2010.

f. *workforce***CONNECTIONS** Update – John Ball, Executive Director

John Ball provided a *workforce***CONNECTIONS** update. The By-Laws are in the process of being updated and the Board's legal counsel and staff have developed a working draft of updated By-Laws. Staff is recommending that the Executive Committee appoint a small group to work with the Board's legal counsel, the LEO's legal counsel, and staff to review the working draft and prepare a final draft for approval by the Board at the April Board meeting then onto the May Board meeting for ratification.

Succession planning for the Executive Director position is underway. The first step in that process has been the building of a strong team of operations and program managers capable of leading the wide variety of functions required for the ongoing success of *workforce***CONNECTIONS**. The next step will be the design and implementation of a succession plan for the Executive Director position. After discussion at the March 4, 2010 LEO meeting, the LEO Consortium and the current Executive Director will begin formulating that plan now in order to include potential related expenses and timelines in the upcoming program year 2010 Budget and to allow for a timely and thoughtful Executive Director transition to be completed no later than the second half of program year 2011.

The new committee structure implemented last year by the *workforce***CONNECTIONS** Board has proven to be an increasingly effective design for advancing Board policy and programs. With continuing review of the committee process, frequent overlap has been noted among the LEO Consortium, Executive Committee and Budget Committee agendas. There is a recommendation for the Executive Committee to review the issue and consider possible alignment of the LEO Consortium and Executive Committee agendas, and a streamlined process for reporting Budget Committee activities to those two committees.

Current *workforce***CONNECTIONS** personnel policy requires tracking and approving employee leave through several different accrual and authorization processes. Considerable time and effort can be saved by simplifying and combining these processes to allow for accrual into a single Personal Time Off (PTO) account. Staff will present the issues regarding this improvement, report on issues raised regarding this topic at the Local Elected Officials Consortium meeting, and recommend approval of the drafting of a new PTO policy for consideration at April's Executive Committee meeting.

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

John Ball confirmed the following items to be placed on the March 25, 2010 Board agenda: Brand and Value's "Money, Money, Money" presentation by David Jefferson, Ready for Life (RFL) presentation by Chanda Cook and contract recommendation for the RFL initiative, *work***HAPPENS**: Project 5000 Kids presentation by Ken LoBene, a NAWB presentation by Cornelius Eason, and ADW's two action items.

Agenda Item 6 – Public Comment

Laurie Luongo inquired about the new Board member orientation packets to ensure that the new Board member filling Commissioner Boland's seat is satisfactorily received and welcomed to the Board.

Mujahid Ramadan requested that staff order WIA Rules and Regulation books for all Board Members. Staff agreed to follow through with the request.

Agenda Item 7 - Adjournment

The meeting was adjourned at 11:03 a.m.