

*workforce*CONNECTIONS

**Minutes  
Executive Committee Meeting  
September 8, 2011  
9AM**

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

Members Present

Hannah Brown                      Ken LoBene                      Councilwoman Gerri Schroder (Phone)  
Pat Maxwell

Members Absent

Valerie Murzl

Staff Present

John Ball	Heather DeSart	Suzanne Potter
Ardell Galbreth	Rick Villalobos	MaryAnn Avendano
Cornelius Eason	Jeannie Kuennen	Clentine January
Kelly Woods	Kim Colagioia	Adriana Burnett
Kelly Ford	Jaime Cruz	Bridget Shaney
Beth Rubins		

Others Present

LeVerne Kelly, DETR-WISS      Maria Flores, BCA

(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 9:00AM. 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 Pat Maxwell and seconded by Councilwoman Gerri Schroder. Motion carried.***

Agenda Item 3 – First Public Comment Session

None

Agenda Item 4 – ACTION: Approve the Executive Committee Meeting Minutes of May 12, 2011

***A motion was made to approve the Executive Committee Meeting Minutes of May 12, 2011 by Pat Maxwell and seconded by Councilwoman Gerri Schroder. Motion carried.***

Agenda Item 5 – INFORMATION: Funded Partner Contract Report

Heather DeSart, Deputy Director – Workforce Development reported that the funded partner contract and budget

negotiations are complete. The contracts will be executed by the end of the month. The contract template has been refined.

#### Agenda Item 6 – INFORMATION: Adult & Dislocated Worker Committee

Ms. DeSart provided a performance report as of first quarter, second month:

- Adult: 119 new enrollments; 23 in occupational skills training; 33 in OJTs
- Dislocated Worker: 70 new enrollments; 31 occupational skills training; OJTs
- Youth: 13 new enrollments; 0 occupational skills training; 0 OJTs

John Ball, Executive Director, commented that performance is up in spite of the poor labor market and the agency has overcome challenges facing youth performance and is exceeding in two of the measures, placement in employment or education and attainment of degree or certificate. Discussion ensued.

PRIDE (Prisoner Re-Entry) Update: Mr. Ball and Ms. DeSart provided an update on the PRIDE Re-Entry program. In response to questions presented by some members of the Board, staff created a timeline of events for the prisoner re-entry program from the RFP process in June 2010, Board and relevant committee approvals to run the program in-house, to contract approval for PY2011 (full time included with agenda packet).

Mr. Ball highlighted key steps:

- September 2010: ADW/Board approved Ridge House contract
- October 2010: RFP process was appealed; Ridge House award was cancelled
- November 2010: RFP process cancelled; Ridge House award/contract rescinded
- November/December 2010: Discussion and approval to continue program under interim contracts by Executive Committee (11/10/10) and full Board (12/7/10). Mr. Ball read language from the meeting: *In order to minimize any service delivery disruption, Workforce Connections staff and legal counsel are directed to determine the most appropriate service delivery model and to negotiate and execute interim contracts to operate that model until the new permanent contract award is in place. Staff will have the flexibility to negotiate with any potential interim contractor, any other partner agencies, such as the Department of Corrections, Department of Employment and Training, and other or to operate the program internally.*
- January 2011: Announcement made that program will be run in-house at ADW meeting (1/12/11) and reiterated at the full Board (1/25/11)
- April 2011: Approval by full Board (4/26/11) to continue to run program in-house for PY2011 (through June 30, 2012).
- June 2011: PRIDE contract ratified at full Board (6/28/11)

Hannah Brown stated that she understood that the program would be run in-house until a contract award was made but that it appears to have become an in-house program. Ms. Brown asked when an RFP for the re-entry program will be put out for bid. Mr. Ball reiterated that the full Board and relevant committees discussed and approved the process to run the program in-house for PY2011 to stabilize the program and address funding issues, after which, performance would be evaluated and, possibly, an RFP process would take place in Spring 2012.

Ms. DeSart reported that the PRIDE program is currently being operated at the Casa Grande re-entry facility, which has presented challenges due restrictions of the Department of Corrections. To address these challenges, specifically to increase the service delivery area to serve the community at large, the program is moving to a new location that is centrally located to accommodate and serve all felons and not just residents of Casa Grande. The new location is on East Desert Inn between Pecos-McLeod and Eastern.

#### Agenda Item 7 – INFORMATION: Youth Council

Ken LoBene, Youth Council Chair, provided an overview of the performance charts on page 12 of the agenda

packet. Discussion ensued regarding data supporting literacy and numeracy measures.

Mr. LoBene reported on the upcoming Youth Council Ready for Life (RFL) Rollout meeting scheduled September 16<sup>th</sup>. The purpose of the meeting is to discuss and develop an actionable collaborative community strategy supporting the wC/RFL mentoring initiative. The event is being facilitated by Tribal Minds and will be held at the Molasky Corporate Center. The RFL mentoring initiative is a collaborative effort between Workforce Connections/Ready for Life, Youth Council, United Way and the Clark County School District to increase the graduation rate, specifically targeting 2,000 senior high school students who are at risk of not graduating in June 2012. Discussion ensued.

Kelly Woods provided an update Youth Green Economy Sector Consortium overview. The full report is provided on page 13 of the agenda packet.

Kim Colagioia provided an update on the Youth Healthcare Sector Consortium and Request for Interest (RFI) process. The full report is provided on page 14 of the agenda packet. The potential partner meeting for the green and healthcare consortia was held on August 31<sup>st</sup>. The RFI was published and responses are due by September 15<sup>th</sup>. The responses will be evaluated and staff will bring recommendations to the Youth Council and full Board in October. The RFI is available on the website at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

#### Agenda Item 8 – INFORMATION: Budget & Finance Committee

Councilwoman Gerri Schroder, Chair, stated that has not been a meeting since the full Board and the next meeting is scheduled on September 21<sup>st</sup>.

MaryAnn Avendano, Finance Manager, provided an update on the PY10 close-out process. Funded partner close-out packages were due on August 30<sup>th</sup>; 18 close-out packages were received, nine of which have been processed and reconciled by staff. Preliminary carry-forward dollars from the nine reconciled are about \$870,000 a majority of which (approximately \$500,000) came from the CSN/Lincoln County contract. The final carry-forward amount will be determined after all 18 are close-outs are reconciled.

Ardell Galbreth, Deputy Director-Operations, provided a brief PY09 Audit update. Staff is working with the CFOs from the various jurisdictions regarding formulating a corrective action plan for the audit findings. Staff is in the process of preparing for the audit completed June 30, 2011; a full audit report will be completed no later than March 2012. Mr. Galbreth stated that this will be the first time the agency will complete the audit process on time. Further updates will be provided.

The agency's Chief Financial Officer position is available. The CFOs from the various jurisdictions have volunteered to participate on the interview panel.

#### Agenda Item 9 – INFORMATION: Emerging Markets/Partnerships/Resource Development

Pat Maxwell, Chair, provided an update. The Nevada Healthcare Sector is completing the HRSA report which is due by September 24<sup>th</sup>. The funded partners attended an introductory training on healthcare and were introduced to the Nevada Healthcare Sector Council members at the September 1<sup>st</sup> meeting.

Cornelius Eason has been tasked with coordinating the development the agency's Communications Department. Mr. Eason also continues to host with Juana Hart, The Strictly Business radio show on KCEP every second and fourth Monday's at 9AM. Mr. Eason together with Ms. DeSart and Juana Hart also hosts a show each Thursday at 2PM on KNUU to update and provide information to the business community.

Mr. Eason provided an update on the Business Roundtable Series. Nine roundtables are scheduled for 2011. Two roundtables were held with over 200 people in attendance and featured speakers from banking, economic development, and other business entrepreneurs. The next roundtable with a focus on retail and restaurants is

scheduled September 15<sup>th</sup> and will have expert speakers from the retail industry including the President/General Manager from the Miracle Mile Mall, Executive VP of Retail Operations for MGM International, and Government Affairs Director from the Retail Association.

Jaime Cruz reported that the Green funded partners are meeting monthly and the program is meeting planned projections. Mr. Cruz reported on the upcoming Global Solar Summit in October–November 2011. Staff is developing a partnership with CCSD to implement a green curriculum for youth.

Agenda Item 10 – INFORMATION: Operations Update

Ardell Galbreth provided a brief update on data management. Following, Adriana Burnett, MIS Support & Training Administrator, provided a presentation on the new NVTrac data system.

Mr. Galbreth reported that the bylaws and policies are being reviewed.

Mr. Galbreth reported that the agency completed an RFP process for professional Human Resource expertise. Interviews were conducted and a new human resource company will soon be in place.

Agenda Item 11 – Executive Director Update

John Ball, Executive Director, provided an update on the meeting last week with the U.S. House Committee on Education and the Workforce. The committee is conducting field hearings around the country. Southern Nevada was selected primarily because Congressman Heck is on the committee but also because Nevada's economy is one of the worst in the U.S. and the committee is seeking to find which practices are working and which ones are not as they look forward to reauthorizing the Workforce Investment Act. Mr. Ball provided written testimony which is available on the Workforce Connections website.

The agency is working on an internal reorganization. Heather DeSart is working on workforce systems to align the Adult and Youth programs and processes; Rick Villalobos is working to align the Youth programs around the RFL policy framework; Ardell Galbreth will act as deputy director of operations; Cornelius Eason will oversee the agency's communications and resource development; Jaime Cruz will direct Green Economy strategies, and Sylvia Spencer is working on a variety of executive matters. The CFO position will report directly to the Executive Director. Ms. Brown requested a copy of the new organization chart; Mr. Ball agreed to provide the chart once the reorganization process is completed.

Agenda Item 12 – DISCUSSION: Possible items to be placed on the agenda for the Board of Director's Meeting on September 27, 2011.

Mr. Ball reported that the variety of items reported today will be included on the agenda.

Agenda Item 13 – Second Public Comment Session

None

Agenda Item 14 – Adjournment

*The meeting was adjourned at 10:46 a.m.*