

*workforce*CONNECTIONS

**Local Elected Officials Consortium
MINUTES**

**September 11, 2012
1:00 p.m.**

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

Members Present

Councilwoman Gerri Schroder	Commissioner Lawrence Weekly
Councilwoman Peggy Leavitt	Commissioner Butch Borasky
Councilwoman Anita Wood	Commissioner Bill Kirby (phone)
Commissioner Tommy Rowe	

Members Absent

Councilman Bob Coffin

Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Heather DeSart	Carol Turner	Ricardo Villalobos

Others Present

Sandra Douglas Morgan, Legal Counsel	Hannah Brown, Workforce Connections Board
Dr. Tiffany Tyler, Nevada Partners, Inc.	Linda Montgomery, The Learning Center
Keith Hosannah, DETR/WISS	Nield Montgomery, The Learning Center
Derrick Berry, DETR	Janice M. Rael, Nevada Partners, Inc.
Michael Oh, City of Henderson	Katherine Duncan, Ward 5 Chamber of Commerce

(It should be noted that not all attendees may be listed above)

1. CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:01 p.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.

2. DISCUSSION AND POSSIBLE 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 Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Katherine Duncan, President, Las Vegas Ward 5 Chamber of Commerce: Ms. Duncan in partnership with Home for Veterans has put together a plan called the Nevada Plan for Equal Employment to reach out to developers that are seeking to diversify their workforce as required by certain government entities that receive federal, state and city funding. Most are

required to have an employment plan to reach out to minorities including veterans and women. Ms. Duncan has contacted a team of developers who are willing to work the plan. Right now, associated builders and contractors have open enrollment for anyone seeking a 4-year paid apprenticeship program.

Today, Ms. Duncan is asking for the Board's support to help get 30 people ready for the paid apprenticeship program. Home for Veterans will outreach to the community through their headquarters at 1001 F. Street.

An overview of the program's vision and goals has been presented to Workforce Connections' Board Chair Hannah Brown and Interim Executive Director Ardell Galbreth.

Commissioner Weekly directed Mr. Galbreth to speak with Jaime Cruz, Workforce Connections staff, to discuss collaboration efforts.

Ms. Duncan stated that two solar air conditioning units have been donated to the program that will be used as part of the training on weatherization, insulation and other green economy techniques.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting on July 10, 2012

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting on July 10, 2012 by Commissioner Bill Kirby and seconded by Commissioner Butch Borasky. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Authorize Workforce Connections to enter into a Memorandum of Understanding (MOU) with the College of Southern Nevada for the purpose of securing office space to establish a Comprehensive One-Stop Center and staff office space

Sandra Douglas-Morgan, Legal Counsel, clarified that although the agenda item says to authorize Workforce Connections to enter in to a Memorandum of Understanding, it is really just to begin negotiations and that there is no agreement or MOU to enter into at this time.

Mr. Galbreth reported, per discussions with the College of Southern Nevada (CSN) leadership, there may be a possibility for negotiating an agreement to allow Workforce Connections' to use the facilities and offices located at the CSN's Sahara Campus to house a Southern Nevada Workforce Investment Area Comprehensive One-Stop Center. If such a space is awarded at no or low costs, approximately \$300,000 could be allocated to serve and deliver critical employment and training services in Southern Nevada. The Sahara West Center building floor plan is provided on pages 15 and 16 of the agenda packet.

Commissioner Weekly asked if there would be any fiscal impact. Galbreth stated that if the agency obtains the space there may be costs incurred for tenant improvement and/or renovation to accommodate the One-Stop center and said more information will be provided, including budgets as we move forward. Weekly replied that a partnership with CSN would be a great opportunity.

A brief discussion ensued regarding the location and current condition of the building, which Galbreth agreed is a bit weathered but will be suitable for the One-Stop.

Weekly stated that he understands and appreciates cost-saving measures but doesn't want the organization to acquire a dump. As a top-notch agency, the new building should be appealing and most of all safe for customers.

Councilwoman Gerri Schroder suggested that staff may want to speak with the owner of the building to discuss the possibility of making improvements to the outside of the building to make it more welcoming to the public at their cost.

Commissioner Butch Borasky requested arranging a site visit to look at the condition of the building because he has made a living for many years rehabbing old buildings and would be able to determine if this building is really worth the effort or not; Galbreth will follow-up with the Commissioner.

Councilwoman Anita Wood inquired about the One-Stop location initially discussed near CNS's West Charleston campus; Galbreth replied that it is still one of the options for the One-Stop.

Commissioner Bill Kirby clarified that Workforce Connections' current office building lease does not end until September 30, 2013.

A motion was made to authorize staff to enter into a discussion of negotiation for a Memorandum of Understanding (MOU) with the College of Southern Nevada for the purpose of securing office space to establish a Comprehensive One-Stop Center and staff office space by Councilwoman Gerri Schroder and seconded by Commissioner Bill Kirby. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative

Jim Kostecki, Workforce Connections staff, reported that one adjustment was made to the budget for banking fees: line item (6120-Bank/Payroll Services) was increased by \$8,000. As stated in the backup, the increase is based on additional funds allocated to Bank Services for semi-annual bank fees and to Payroll Services to fund Paylocity payroll check and tax payment services.

A motion was made to approve the PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative by Commissioner Tommy Rowe and seconded by Councilwoman Gerri Schroder. Motion carried.

7. INFORMATION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (no change since last LEO Consortium Meeting)

Mr. Kostecki reported that no changes have been made to the PY2012 Budget since the last LEO Consortium Meeting and that there will be an updated budget presented at the October Budget Committee Meeting.

Commissioner Kirby stated that he compared both PY2011 and PY2012 Budgets and found substantial reductions throughout, including Salaries which was reduced by \$280,000. This is a good indication that we are saving money, Kirby said.

Commissioner Borasky asked if there is room to trim the budget further. Galbreth replied that the agency is where it needs to be and is hitting on all cylinders; however, with the One-Stop

Center and One-Stop System at least four additional positions will be needed, including a One-Stop Center/System Manager, Supervisor, Resource Room Coordinator, and Receptionist.

Commissioner Weekly stated that he hopes that individuals recently laid off are considered for open positions at the agency.

Galbreth confirmed that two of the positions were filled with former or current staff members.

8. REVIEW, DISCUSS, and ACCEPT

a. Budget vs. Actual Finance Report (Workforce Connections Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)

Mr. Kostecki provided a brief overview of the report on page 32 of the agenda packet.

Kostecki explained the purpose for the Strategic Initiatives line item. Commissioner Weekly asked if staff needs approval from this Board to move funds to/from the Strategic Initiative line item; Kostecki replied yes.

Carol Turner, Workforce Connections staff, commented that \$200,000 of the Strategic Fund balance came from the Reduction in Force. These funds are set aside and are available to support high priority items that. Allocating these funds would require a budget revision and approvals at each of the committees.

A motion was made to accept Budget vs. Actual Finance Report for the Period July 1, 2011 through June 30, 2012 (Formula WIA) by Commissioner Tommy Rowe and seconded by Councilwoman Anita Wood. Motion carried.

b. PY2011 Awards & Expenditures Report – Monthly Update

Mr. Kostecki provided an overview of the expenditures for ADW, Youth and Direct grants that includes invoices through July.

Mr. Kostecki noted that the PY2012 contract extensions expire on June 30, 201

A motion was made to accept PY2011 Awards & Expenditures Report – Monthly Update by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Motion carried.

c. Adult/Dislocated Worker & Youth Funding Plans

Ms. Turner provided an overview of the ADW Funding Plan (page 36) and Youth Funding Plan (page 37).

On the ADW side, there is approximately \$3.3 Million in PY2011 funds which will probably be expended by the end of October. PY2012 funds will begin in October; these funds are good for 2-years. All of the contracts have been written, except for the Lincoln County contract that staff is working on. The contracts did not officially have a year-end close so there are no funds being reverted to be awarded; funding was estimated and allocated to the existing contracts. Approximately 1.8 months of expenditures will be remaining at the end of next year that will be available for priority projects.

A motion was made to accept the Adult/Dislocated Worker & Youth Funding Plans by Commissioner Bill Kirby and seconded by Commissioner Butch Borasky. Motion carried.

d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report

Ms. Turner provided an overview of the Audit Findings report for September on page 38 through 43 of the agenda packet.

Finding 11-2: staff is developing new monthly/quarterly financial status reports

Finding 11-3: staff is reconciling PY11 invoice and drawdown transactions in the FE system. Staff is on target to meet this deadline for the November 29th audit.

Finding 11-4: staff is continuing to transition from the SEFA to FE reporting to ensure that discrepancies between the drawdown requests and the actual expenditures are identified in a timely manner.

A motion was made to accept Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report by Councilwoman Peggy Leavitt and seconded by Commissioner Tommy Rowe. Motion carried.

e. INFORMATION: Workforce Connections' Standing Professional Services Contracts

A motion was made to accept Workforce Connections' Standing Professional Services Contracts by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt. Motion carried.

9. INFORMATION: Interim Executive Director's Report ~ Ardell Galbreth

Interim Executive Director Galbreth reported about hearing from DETR Director Frank Woodbeck regarding the U.S. Department of Labor denying their waiver request to establish a single statewide Workforce Investment Board. A copy of a letter to Governor Sandoval from Assistant Secretary Jane Oates denying DETR's request is provided in the agenda packet.

Mr. Galbreth thanked the LEOs for their input as it made a tremendous difference in the final outcome. Galbreth stated that we still have the challenge to stay on course and align our resources and training initiatives, included in Workforce Connections' Two-Year Strategic Plan with the State's initiatives.

Commissioner Weekly mentioned possible legislative bill draft request in the works.

Mr. Galbreth stated that even though the U.S. Department of Labor denied the State's request, the State still has the authority to establish policies and statutes as to how the agency operates and/or a policy that limits the amount of programmatic funds allocated.

Ms. DeSart reported that the Board is currently using a 10% programmatic support cost and if the policy is changed and the percentage is decreased, the agency would have to do another Reduction in Force plan, which would eliminate all the sector support staff and cripple the agency from functioning at its current capacity.

Weekly participated in a conference call with Assemblywoman Irene Bustamante, Assemblywoman Lucy Flores and Assemblyman Steven Brooks, during which a comment was made that the legislatures are not properly briefed about Workforce Connections' performance, outcomes, compliance, and working partnership with DETR Director

Woodbeck and his office. The take-away from the conference call is that Workforce Connections must do a better job at educating the community and lawmakers, who are in a position to make a tremendous change. Additionally, the LEOs and Board members need to play a bigger role in the agency, not as micromanagers, rather to help out and offer assistance for events, outreach, meetings, etc.

Commissioner Weekly will be holding a workforce training event jointly with Councilwoman Wood and Assemblywoman Kirkpatrick. Weekly thanked Councilwoman Wood and Assemblywoman Kirkpatrick for having the vision to do this.

Heather DeSart, Deputy Director, stated Workforce Connections' staff and funded partners will be at the Town Hall meeting to talk about all the resources and services we provide.

Councilwoman Gerri Schroder stated that the LEOs need more presence in the State Legislature. Weekly commented that the travel budget has been reduced, but the agency may want to look at sending some of the LEOs, Board members and/or staff to spend time at State Legislature sessions, as long as there are no more than three Board members and/or LEOs in attendance at one time.

Councilwoman Peggy Leavitt stated that the Board needs to step up to the plate and be able to articulate what we are doing and why we are staffing so nobody wants to make changes to how the Board operates.

Councilwoman Anita Wood stated that North Las Vegas has a 14% unemployment rate and much of the community does not know about Workforce Connections or its roll in the unemployment process. Wood stated that most of these individuals are unemployed because their industries have dried up and we need to figure out how to get these individuals retrained before their unemployment benefits are exhausted.

In response to Wood's comment about training individuals for jobs, Mr. Galbreth replied that the sector councils are designed to provide intelligence to the Governor's Board and Workforce Connections as well as to where the jobs are and many individuals will need to be retooled with new skills in order to engage in these jobs.

Commissioner Kirby commented that he is on the sector council for mining, which hasn't had a meeting to date so he is concerned how the sector councils are going to function.

Mr. Galbreth stated that Workforce Connections' staff has been invited to serve on the various sector councils in an ex-officio role.

Responding to Commissioner Borasky, Galbreth stated that DETR envisioned saving \$5 Million by reducing staff at the local workforce boards and then more money would be put into employment and training programs throughout the state. Borasky stated that he was still not clear how DETR and the Governor's office intended to carry-out the plan; therefore he will meet with Director Woodbeck himself and report back at the next meeting.

Commissioner Bill Kirby spoke briefly on job prospects in the mining industry developing in the rurals. Kirby said he could identify potential service providers and staff could meet with them to discuss their workforce and training needs.

10. DISCUSSION AND POSSIBLE ACTION: Accept the Board's recommendation to appoint Interim Executive Director Ardell Galbreth as Permanent Executive Director of Workforce Connections (Southern Nevada Workforce Investment Board)

Discussion took place regarding whether or not to conduct an Executive search or appoint Interim Executive Director Galbreth as permanent Executive Director, a preliminary poll was taken as follows:

Councilwoman Leavitt, Wood and Schroder stated they were in favor of conducting an executive search to identify the most qualified individual for the job and to fulfill this board's original intent to work with the City of Las Vegas to conduct an executive search; however, all of them agreed that Mr. Galbreth has done an amazing job as Interim Director and would likely be the most qualified candidate in a search.

Commissioners Kirby, Rowe, Borasky and Weekly stated they were in favor of appointing Interim Executive Director Galbreth as permanent Executive Director. The Commissioners feel as though Mr. Galbreth has shown due diligence and demonstrated that he is fully capable of running the agency proven by his performance and outcomes during his term as Interim Director.

A motion was made to accept the Board's recommendation to appoint Interim Executive Director Ardell Galbreth as permanent Executive Director of Workforce Connections (Southern Nevada Workforce Investment Board) by Commissioner Bill Kirby and seconded by Commissioner Tommy Rowe. Chairman Weekly asked for a vote: Councilwoman Leavitt, Wood and Schroder voted nay; Commissioners Kirby, Rowe, Borasky, and Weekly voted yea. Motion carried.

Following the motion, the LEOs directed legal to work out the terms of the agreement and put it back on the agenda for discussion and action.

11. SECOND PUBLIC COMMENT SESSION

Hannah Brown, Workforce Connections Board Chair: Ms. Brown congratulated Mr. Galbreth.

Dr. Tiffany Tyler, Nevada Partners, Inc. (NPI): Dr. Tyler congratulated Mr. Galbreth and reported that NPI currently has staff collocated at each of the Nevada JobConnects, including the Henderson and North Las Vegas locations as well as provides remote services at over 14 additional locations. Dr. Tyler stated that NPI would volunteer to conduct information sessions and/or orientations any governmental site the Board deems appropriate in support of the overall vision in getting the message out there and the resources.

12. LEO Consortium Member Comments

Councilwoman Schroder stated that she has full confidence in Mr. Galbreth and congratulated him in his new role, which he will do very well in. Schroder noted that her nay vote was because it would be fair to open it up to the public so that anyone interested in the position would be allowed to apply; however, her in no way nullifies confidence in Mr. Galbreth and his ability to do the job.

Commissioner Borasky stated that his reason for changing his vote to support Mr. Galbreth was because a search could result in hiring the wrong person for the job and Mr. Galbreth has proved himself and he will make us proud.

Councilwoman Wood congratulated Mr. Galbreth and stated that her nay vote was because she really believes that the agency owes the public a national search and she is disappointed that a search will not take place, but it was not because she does not have faith in Mr. Galbreth. Mr. Galbreth has done a wonderful job but he has a long way to go to get the agency back where it should be, which will require a lot of thinking outside the box to come up with new ways of doing business. Councilwoman Wood said she is more than willing to work with Mr. Galbreth in facing these challenges

Commissioner Rowe congratulated Mr. Galbreth and commented that not only did the majority of the LEOs support you but also most of the full Board. Rowe stated that he has faith that Galbreth will continue to do such a good job.

13. Adjournment

The meeting adjourned at 2:19 p.m.