

## **WORKFORCE CONNECTIONS**

### **BOARD MEETING MINUTES**

**March 22, 2016  
10:00 a.m.**

**Rosalie Boulware Conference Room  
6330 W. Charleston Blvd., Suite 150  
Las Vegas, NV 89146**

#### **Members Present**

Bart Patterson	Charles Perry	Dasya Duckworth
Jack Martin	Janice John	Jerrie Merritt
Ken Evans	Leo Bletnitsky	Liberty Leavitt
Lou DeSalvio	Maggie Arias-Petrel (phone)	Mark Keller
Marvin Gebers (phone)	Rebecca Henry	Renee Olson (phone)
Tobias Hoppe (phone)	Tommy Rowe	Valerie Murzl

#### **Members Absent**

Brad Deeds	Louis Loupias	Paul Brandt
Rob Mallery		

#### **Staff Present**

Ardell Galbreth	Suzanne Benson	Jim Kostecki
Jaime Cruz	Brett Miller	Kenadie Cobbin Richardson
Emilio Pias	Lauren Coleman	LeRoy Bilal
Jeramey Pickett		

#### **Others Present**

Stephanie Garabedian, Parker Nelson Associates	Carol Turner, CST Project Consulting
Shaundell Newsome, Sumnu Marketing	Christel San Diego, Sumnu Marketing
Frankie Moore, Sumnu Marketing	Daphine Moore, Sumnu Marketing
Nield Montgomery, The Learning Center	Gretchen Batis, CQES
Gina Garcia, Goodwill Southern Nevada	Dr. Tiffany Tyler, Nevada Partners, Inc.
Tenesha McCulloch, Goodwill Southern Nevada	Julie Tate, ResCare Workforce Services
Denise Gee, HELP of Southern Nevada	Paula McDonald, HELP of Southern Nevada
Bonita Fahy, SNRHA	Diane Hale, HER Services
Tamara Collins, Las Vegas Urban League	April Guinsler, Easter Seals Nevada
Sharon Schroeder, Easter Seals Nevada	Omar Williams, Nevada Partners, Inc.
Lareese Turner, Station Casinos	Ellis Capehart, Nevada Partners/N. Las Vegas JobConnect

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

#### **1. Call to order, confirmation of posting, roll call, and pledge of allegiance**

The meeting was called to order by Chair Valerie Murzl at 10:04 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.

#### **2. FIRST PUBLIC COMMENT SESSION:**

**Gretchen Batis, Center for Quality Elder Care Services (CQES):** First, I would like to address and enter into the record a correction of the minutes of my statement from January 26, 2016. It was reported that I had said that I had trained over 1,100 students. The correct number that I stated was 411. Secondly, I said that my graduate and employment rate was at 95.86%, not 98.56%. Third, I would to make sure it is entered into the record that I do believe that the Woofound kiosk does not

include the medical career as a possible option. Since I am in the non-medical industry that's very important for me, so when I send students and they go through some prescreening that they have that option as non-medical. Also, because of the research that I do continually, I would like it entered into the record that the bureau of labor statistics and occupational programs in the healthcare employment projections said that the number one projection from the year 2010 to 2020 would be direct care workers and PCAs. It would be a projected growth of 71% versus the 20% growth for CNAs for the same period.

I also was contacted by Paul Ortega, Administrator, Ortega Consulting, LLC who spoke at this same meeting and he wants to address the board. (Ms. Batis read Mr. Ortega's comments as follows): I would like to clarify comments attributed to me in the minutes for January 2016. I wanted to encourage the board to focus on the non-medical part of the healthcare industry for training which I am an Administrator (Assisted Living and Residential Group Homes). I believe that CQES: Center for Quality Eldercare Services has done an excellent job in training the next generation of direct care workers and PCAs. There are not enough trained DCW/PCAs and medication technicians available to meet the demand. Please make this a priority for training and continue to use CQES for training, as we will continue to hire their graduates.

**3. DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items**

*A motion was made by Charles Perry and seconded by Jerrie Merritt to approve the agenda as presented. Motion carried.*

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of January 26, 2016**

Chair Murzl presented the minutes on page 8-16 of the agenda packet.

*A motion was made by Charles Perry and seconded by Lou DeSalvio to approve the Board minutes of January 26, 2016. Motion carried.*

**5. PRESENTATION: Southern Nevada Workforce Development Area Employer of the Year Award**

Ardell Galbreth, Executive Director provided background. The Employer of the Year Award recognizes business and employers that are proactive in enhancing workforce development projects, such as participating in Workforce Connections (WC) career days, hiring events, school and work projects, youth work experiences and other enhancing programs and projects. WC's employer of the year has demonstrated extra ordinary commitment to the partnership of WC's mission, "Connecting Employers to a Ready Workforce." For all the super outstanding employers and businesses nominated, one stood out amongst the rest. The Southern Nevada Workforce Development Area (SNWDA) Employer of the Year Award recognizes Station Casinos. Station Casino uses WC as its exclusive workforce development resource, including recruitment and job placement, and thereby fulfilling every other requirement as a WC Compact employer. Based on the demonstrated partnership and evidence of qualitative and quantitative measures, the SNWDA 2015 Employer of the Year is well suited and earned by Station Casinos. Jack Martin, Board Vice President presented the award to Station Casino's Corporate Director of Employment, Ms. Lareese Turner.

**6. INFORMATION: Regional Transportation Commission of Southern Nevada Briefing ~ Ms. Tina Quigley, General Manager, RTC**

- a. RTC Initiatives
- b. Partnership with Workforce Connections

Mr. Galbreth introduced Tina Quigley and thanked RTC for the mobile one-stop bus donations.

Ms. Quigley gave a presentation on Fuel Revenue Indexing. A copy of the PowerPoint is available at: <http://nvworkforceconnections.org/wp-content/uploads/2016/04/03.22.16-RTC-Presentation-Slides.pdf>. Brief discussion ensued following the presentation. RTC's public opinion survey is available on the RTC website at <https://rtcvision.metroquest.com>.

Brief discussion ensued. Bart Patterson acknowledged Ms. Quigley and the RTC for community based planning for transportation needs of the future.

**7. INFORMATION: Programs Committee minutes of January 13, 2016**

Bart Patterson, Programs Committee Chair presented the minutes on page 20-24 of the agenda packet.

**8. INFORMATION: ADW Training by Industry Sector Report**

Brett Miller, Manager, Strategic Planning & Analysis presented the ADW Training by Industry Sector Report through January 31, 2016 provided on page 26 of the agenda packet. He reported the average training cost by sector is \$2,096 and the number of trainings is 749.

**9. INFORMATION: Program Year 2016 Request for Proposal Update**

- a. Geographic Areas
- b. Special Initiatives
- c. Timeline

Jaime Cruz, Chief Strategy Officer presented the PY16 RFP Update provided on page 28 of the agenda packet and reported the proposals are due March 30, 2016.

**10. INFORMATION: Workforce Connections' Panels Update**

- a. Special Populations Panel
- b. Youth Panel
- c. One-Stop Delivery System Panel
- d. Business Engagement Panel

Jack Martin inquired as to how the board can help WC/staff forward the integration model in Southern Nevada, working with multiple agencies and overcoming systemic bureaucracy.

Mr. Galbreth spoke about the importance of workforce development integration and how system integration is part of the WIOA integrated local/state plan that WC is working on in tandem with the State as well as an automated statewide information system. Last week there was a move by the Governor's Office to create another entity that will serve the Governor's Workforce Development

Board and more information will be coming out soon in the form of an Executive Order. He stated that he will be presenting WC's strategic plan at the next Board meeting and spoke briefly about the two generation strategy – a partnership with WC, Clark County Social Services, Goodwill, United Way of Southern Nevada and other partners to help break the poverty cycle among generations. Discussion ensued.

Brett Miller stated that the long-term goal of the new statewide information system would be a common intake system so the data is available to primarily the four core programs of WIOA: Workforce Connections, Wagner Peyser, Adult Ed, and Vocational Rehabilitation. Mr. Galbreth concurred and stated eventually we will need a system to interact also with our non-funded partners, such as United Way and social services.

Mr. Martin requested regular updates from staff regarding the integration model. He recommended staff look into Oregon's model for overcoming obstacles and barriers as well as look at legislation that may force bureaucratic integration.

Jaime Cruz, Chief Strategy Officer reported that yesterday staff met with Health and Human Services and TANF at the one-stop center as a step forward to system integration. Tomorrow, staff will meet with the directors of the Departments of Education and Health and Human Services to address the issue of integration.

Kenadie Cobbin Richardson commented that there are some vendors that are developing technology to connect to different systems, such as Literacy Pro, which is currently talking with eight states. The goal is for all systems to talk without having to change systems.

Renee Olson stated that the state is in the middle of an RFP evaluation process for a workforce system which will hopefully accomplish some of these issues. The intent is to have a system that feeds common information to other systems so individuals will not have to be reregistered in other systems.

Ms. Richardson provided an overview of Business Engagement Panel Report on page 31-32 of the agenda packet.

Shaundell Newsome, founder of Sumnu Marketing and LeRoy Bilal, WC Business Engagement Specialist spoke about their experience with the Business Engagement Panel. Mr. Newsome stated that as a small business, Sumnu needs very talented and trained individuals that have the desire to serve its clients. By working with WC's Business Engagement Specialist Tem (BEST), Sumnu has had five interns and now two employees on staff. Sumnu's long-term goal is to become a global employer. Mr. Bilal stated that many people do not know about WC and the services we provide and asked the Board to please help with outreach to employers and the general public.

Chair Murzl stated that in the gaming industry it is very difficult to hire ex-offenders because of the road blocks and obstacles to overcome. For example, to receive a gaming card, which is required for all employees, the individual must have been out of prison for seven years and then wait another seven years before he/she can work in the gaming industry. She provided an example of a job candidate who is an ex-offender that ultimately could not be hired because he could not attain a gaming card.

**11. INFORMATION: Finance and Budget Committee minutes of January 13, 2016**

Jim Kostecki, Chief Financial Officer presented the minutes on page 34-37 of the agenda packet.

**12. INFORMATION: Audit Finding Status Reports**

Mr. Kostecki presented the audit reports on page 39-47 for the A-133 PY14 audit, DETR's onsite review (November 17, 2014 to December 13, 2014), DOL's onsite review (August 2015) and review of the YouthBuild 2013 grant on June 9, 2015. The green on the matrix indicates completed corrective action and the yellow is pending response from auditing agency.

Chair Murzl congratulated Mr. Kostecki and staff for this clean and perfect audit and congratulated him for his recent promotion to Chief Financial Officer.

**13. DISCUSSION AND POSSIBLE ACTION: Review, accept and approve reports:**

Mr. Kostecki presented the following reports:

- a. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016 (p. 50-60). There is one change in all three budgets involving moving funds from one budget line item to another and no additional funding:

WC's WIOA Formula Budget (p. 51): Facilities Maintenance (line item 7075) increase of \$5,700 due to the need to support the security contract expenditure rate that is trending higher than budgeted.

One-Stop Center Budget (p. 55): Facilities Maintenance (line item 7075) increase of \$4,300 due to the need to support the security contract expenditure rate that is trending higher than budgeted.

One-Stop System Budget (p. 58): Facilities Maintenance (line item 7075) increase of \$10,000 due to adding funding to cover drivers for the deployment of the mobile one-stop vehicles to scheduled events.

*A motion was made by Charles Perry and seconded by Ken Evans to accept and approve PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016 as presented. Motion carried.*

- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA) (p. 62). All line items are in the green (good).

*A motion was made by Charles Perry and seconded by Ken Evans to accept and approve Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA) as presented. Motion carried.*

- c. Awards & Expenditures Report – Monthly Update (Status of Service Providers) (p. 64-68). This report reflects invoicing through December 2015.

Adult and Dislocated Worker expenditures (p. 64-65) are trending well except for National Emergency Grant (NEG) expenditures, which are very low. The NEG funds sunset on June 30, 2016.

Youth expenditures are trending low due to the three month overlap of contracts and the requirement to have 20% of all Youth funding expended on work-based training (on-the-job training and work experiences) under the new WIOA. WC sent out letters to all of the Youth service providers requesting information, including expected enrollments and expenditures, which is due this Friday. The new information will be presented at the next Board meeting. The State also is requesting this information from WC.

***A motion was made by Charles Perry and seconded by Ken Evans to accept and approve Awards & Expenditures Report – Monthly Update (Status of Service Providers) as presented. Motion carried.***

- d. WIOA Expenditure Tracking Report – YTD PY15 Actuals vs. Expected Expenditures - Adult, Dislocated Worker and Youth

Brett Miller presented the WIOA Expenditure Tracking Report provided on page 70 of the agenda packet. To Chair Murzl, Mr. Miller clarified that the \$254,232 under ADW service provider contracts is over-plan, not over-budget.

***A motion was made by Tommy Rowe and seconded by Charles Perry to accept and approve WIOA Expenditure Tracking Report – YTD PY15 Actuals vs. Expected Expenditures – Adult, Dislocated Worker and Youth as presented. Motion carried.***

- e. Workforce Connections' Professional Services Contracts Report. *(Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request).* PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED. (p. 72-77)

The pending contracts for approval include:

1. Taka Kajiyama (p. 74): an increase of \$15,000 for ongoing website development, maintenance and support for the Kiosk and additional ETPL development.
2. Social Policy Research Associates (p. 77): an increase of \$10,000 for PY16 RFP proposal reviews.

***A motion was made by Ken Evans and seconded by Charles Perry to accept and approve Workforce Connections' Professional Services Contracts report as presented. Motion carried.***

**14. INFORMATION: Business Engagement & Communications Report ~ Kenadie Cobbin Richardson, Director, Business Engagement and Communications**

- a. In-Demand Jobs Report
- b. Pre-Screening & System Referral Stats Report
- c. Workforce Connections' Compact
- d. Communications Report
- e. Hospitality Hiring Event

Kenadie Cobbin-Richardson presented the Business Engagement Report provided on page 79-89 of the agenda packet. She reported that one of the partners had over two dozen CDL positions open but none of the service providers have referred clients (CDL candidates) all year since last July, with the exception of JobConnect and ResCare, who constantly look at available jobs and refer clients. As part of system integration, the service providers have to be able to see the opportunities available to them.

Ms. Richardson announced the five new Compact employers: Allied Flooring Services, Contracted Driver Services, Side by Side, Shetakis Wholesalers, and Southwest Gas.

A short video clip followed highlighting some of the recent hiring events. Ms. Richardson thanked Commissioner Weekly and Nevada Partners for helping make the Hospitality Hiring Event a success.

**15. INFORMATION: Strategic Initiatives Report ~ Jaime Cruz, Chief Strategy Officer**

- a. Report on NAWB Presentation in DC
- b. Status Update Unified State Plan
- c. Status Update on WIOA Compliance Assurance Initiatives
- d. Status Update on Workforce Development System Continual Improvement Initiatives

Jaime Cruz presented the Strategic Initiatives Report on page 91-94 of the agenda packet.

WC was selected by NAWB to present the Woofound Assessment at the Innovation Workshop. Paula McDonald, HELP of Southern Nevada shared about her experience with the Woofound Assessment. She agreed that the Woofound Assessment has been a positive experience and helps the client identify and select suitable trainings that speak not only to their skills and interest, but it also is time effective. Overall, HELP is pleased with the assessment and will be using it for all of their clients.

**16. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report ~ Ardell Galbreth, Executive Director**

- a. Workforce Development Area - General Update
- b. Rural Counties Employment and Training Services
- c. Staff Development and Service Providers/Workforce Development Partners Training
- d. Highlighted Workforce Development Initiatives

Ardell Galbreth presented the Executive Director's report provided on page 96-97 of the agenda packet. He highlighted that the long pending disallowed costs associated with procurement action

related to Las Vegas Clark County Urban League and Academy for Human Development computer centers has been resolved.

***A motion was made by Charles Perry and seconded by Ken Evans to accept and approve Executive Director's Report as presented. Motion carried.***

## **17. SECOND PUBLIC COMMENT SESSION**

**Diane Hale, owner and CEO, HER Services:** I would like to comment and give my viewpoint as a small business. I provide OSHA safety training, hazardous materials training and some environmental HASMAT training for workers. I too have had very little information on WC. The first time I ran across it was when I participated in the Clark County training system and from emerging leaders. That was only because of Shaundell Newsome who had mentioned using WC when HER Services is ready to hire. As I got ready to hire, I wanted trained individuals with college education backgrounds. My thought process has always been that WC was for the low-skilled, low-income individuals who would not necessarily fit my profile. I don't believe WC is getting the word out. For the past year I have been promoting WC to business owner who have a need for individuals they can train as needed. Also, I'm not seeing WC at the same events that I attend as a business owner. I go to procurement fairs, not job readiness training or job fairs. So if you are looking to obtain a great list of small business owners, my suggestion is go to the Clark County business fairs and meet with the procurement officers. That's where we are and the majority of other small businesses. It's great that WC has this wonderful resume of large companies and everything, but as a small business owner, we too need the personnel. I know there are a lot of benefits, especially if you are going to vet these people. That's what I really liked when I heard about WC, but you are not reaching small businesses. I will do my part, but I think WC has a great opportunity to let the business owners know. I will be going to the Emerging Leaders program, an SBA program that I graduated from last year that helps business owners expand and grow. The kickoff is tomorrow night and I will pass out business cards to other business owners who are going to participate, including 17-20 emerging small businesses that make over \$500,000 to be selected for this wonderful seven month program. This is WC chance to get out in front of at least 17 new companies. Go where we go, the procurement opportunities fairs, not job fairs.

**Ellis Capehart, Nevada Partners/North Las Vegas Job Connect:** I would like to give numbers for the North affiliate. We were contracted for 175 and we are at 286. Our average wage per person is \$26.50 per hour. Our return on investment so far this year is \$8,157,760. I am the case manager for certain grants: Henderson Community Development Block Grant where I assisted people with rent and utilities. I have already delivered that grant to Henderson. We have another grant for Clark County Emergency Solutions. Currently there are three people enrolled and I need 25 and I assist them with rent and utilities. Also, I have a North Las Vegas Emergency Solutions grant where I have to deliver 17; I have enrolled three so far. For people who are in dire need of assistance, that meet the guidelines of HUD, we will try and assist them. They can call me or Brenda Wilson; we both work out of the North Las Vegas JobConnect office. We are also on Nevada 2-1-1. We have an MGM grant with \$1,500 left on it, where we are contracted to serve 109 individuals. The biggest thing about us right now is I am the guy that delivered the marshals to 8<sup>th</sup> Judicial Court District. What I did was I opened a relationship with the judges there and I put five guys through school, two of them are employed making \$25.14 per hour. I have two ladies at the Clark County School District that are post-certified making \$24.14 per hour and I did all of their support services.



**18. INFORMATION: Board Member Comments**

**Lou DeSalvio:** announced that the Laborers Local 872 is currently accepting applications for the apprenticeship program until March 31<sup>st</sup>. One of the only major requirements is that individuals must have a High School Diploma or GED. Interested applicants should come down before March 31<sup>st</sup> to apply at 4201 E. Bonanza Rd.

**Bart Patterson:** acknowledged Suzanne for her work and wished her Happy Birthday!

**Jerrie Merritt:** announced the 4<sup>th</sup> Annual Women's Money Conference on April 16<sup>th</sup> in Las Vegas at the Texas Station and May 14<sup>th</sup> in Reno. The conference is designed to help women manage their income, pay off debt, repair their credit, and reduce financial stress. The conference is presented by the Nevada State Treasurer Nevada and the Nevada College Savings board along with many other local corporations. Individuals who are interested in attending the conference can register at [www.womensmoney.org](http://www.womensmoney.org). Scholarships are available for this event.

**Chair Murzl:** stated that she also attended the conference and Station Casinos is offering scholarships for those who are interested in attending this year's conference.

**Jack Martin:** commented regarding the recent NAWB conference in DC. He attended with WC staff: Jaime, Jim, Kenadie and Ricardo and they represented Southern Nevada well. Ms. Merritt also attended the conference and commented that she was in awe of the WIOA information presented, meeting other individuals, and learning about her fiduciary responsibility to this board and community and how we as board members need to be working with the State. Both Mr. Martin and Ms. Merritt highly recommended other board members attend this conference in the future.

**19. ADJOURNMENT**

The meeting adjourned at 12:13 p.m.