

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**September 13, 2016
1:00 p.m.**

**Rosalie Boulware Bronze & Silver Conference Rooms
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146**

Members Present

Commissioner Lawrence Weekly, Clark County
Councilwoman Anita Wood, North Las Vegas
Councilwoman Peggy Leavitt, Boulder City
Commissioner Butch Borasky, Nye County
Councilwoman Gerri Schroder, City of Henderson

Members Absent

Councilman Bob Beers, City of Las Vegas
Commissioner Varlin Higbee, Lincoln County
Commissioner Ralph Keyes, Esmeralda County

Staff Present

Ardell Galbreth, Executive Director
Suzanne Benson, Board Administrator
Jim Kostecki, Chief Financial Officer
Jaime Cruz, Chief Strategy Officer
Ricardo Villalobos, Director, Workforce Development Programs
Kenadie Cobbin Richardson, Director, Business Engagement & Communications
Brett Miller, Manager, Strategic Planning & Analysis

Others Present

Michael Oh, Legal Counsel, City of Henderson
Stephanie Garabedian, Parker Nelson Associates
George T. "Tommy" Rowe
Jack Eslinger, City of Las Vegas
Michael Harlan, HELP of Southern Nevada
Doug Coombs, Olive Crest
George Gault, Mesquite Works
Angela Phillips, Olive Crest
Tristan Torres, Olive Crest
Lynn Hoffman, ResCare Workforce Services/One-Stop Career Center
Nazin Hernandez, ResCare Workforce Services
Jerome Tucson
Amy Licht, Olive Crest
Bonita Fahy, Southern Nevada Regional Housing Authority
Chris Boyd, City of Henderson
Gina Garcia, Goodwill Southern Nevada
Denise Gee, HELP of Southern Nevada
Madelin Arazoza, Salvation Army
Schuyler Ritchie, Foundation for an Independent Tomorrow

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

1. **CALL TO ORDER, confirmation of posting, roll call, Pledge of Allegiance**

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:04 p.m. 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.

2. **FIRST PUBLIC COMMENT SESSION**

Chair Weekly opened the public comment session.

Michael Harlan shared about his positive experience with HELP of Southern Nevada's WIOA Youth program.

Jerome shared about his positive experience at the One-Stop Career Center and the training assistance he is receiving through ResCare Workforce Services.

George Gault, vice-chair, Mesquite Works expressed concern regarding WC's current RFP evaluation process and urged the Consortium to consider revising the process making it more competitive for community providers with no prior WIOA experience.

Hearing no further comments, Chair Weekly closed the public comment session.

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

Executive Director Ardell Galbreth confirmed no changes to the agenda.

A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to approve the agenda as presented. Motion carried.

4. **PRESENTATION: Workforce Connections Distinguished Service Award presented to Mr. George T. "Tommy" Rowe**

Mr. Rowe received the Distinguished Service Award for his ongoing support and excellent leadership and service on the Southern Nevada Workforce Development Board and the Local Elected Officials Consortium beginning in 2001.

Mr. Rowe thanked the Consortium and acknowledged Mr. Galbreth for his great leadership and gave a special thanks to Commissioner Weekly for his dedication to the people of Lincoln County.

5. **DISCUSSION AND POSSIBLE ACTION: Approve Local Elected Officials Consortium minutes of July 12, 2016**

Chair Weekly presented the minutes provided on page 18-23 of the agenda packet.

A motion was made by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder to approve Local Elected Officials Consortium minutes of July 12, 2016 as presented. Motion carried.

6. **DISCUSSION AND POSSIBLE ACTION: Approve new Board member appointment of Jill Hersha, Las Vegas-Clark County Library District for a 2-year term. Ms. Hersha currently serves on the Programs Committee.**

Mr. Galbreth presented Ms. Hersha's Board member application (p. 25) and provided background.

Councilwoman Schroder read Ms. Hersha's statement from the conflict of interest acknowledgement certification (p. 28): "I serve on the Programs Committee of the Workforce Board. Additionally, the CALL Program, of which I am manager, has formed a partnership with the local One-Stop operated by ResCare to provide Title II services at their location as well as provide on-site staffing of Title II personnel, on a part-time basis. This is in efforts to comply with WIOA's goals to unite federally funded programs providing services to people needing assistance getting into the workforce."

A motion was made by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky to approve new Board member appointment of Jill Hersha, Las Vegas-Clark County Library District for a 2-year term. Motion carried.

7. PRESENTATION: Success in the New Economy video

Staff presented a video explaining the misalignment of higher education and the workforce and the importance of having both education and technical skills to succeed in the new economy. The video is available at the following link:

<https://www.youtube-nocookie.com/embed/eEXBIO1-aEY?list=PL9IU4D6EoaV7OpD7b7TiUQeGZVTsowGhd>.

8. DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Memorandum of Understanding (MOU) Agreement between Workforce Connections and Las-Vegas Clark County Library District. The Las Vegas-Clark County Library District and Workforce Connections will work together as partners serving employers and job seekers throughout the Clark County area.

Mr. Galbreth presented the MOU between WC and Las Vegas-Clark County Library District (p. 32-39) and provided brief background regarding the partnership.

A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood to approve Memorandum of Understanding (MOU) Agreement between Workforce Connections and Las-Vegas Clark County Library District. The Las Vegas-Clark County Library District and Workforce Connections will work together as partners serving employers and job seekers throughout the Clark County area. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Review, discuss and approve Memorandum of Understanding (MOU) Agreement between Workforce Connections and United Way of Southern Nevada. United Way of Southern Nevada and Workforce Connections will work together as partners in serving families identified to participate in Southern Nevada Two-Generation Strategies initiatives with a focus on employment and training services.

Mr. Galbreth presented the MOU between WC and United Way of Southern Nevada (p. 41-48) and provided brief background. Under this partnership, a full spectrum of services will be provided to families. WC will provide ADW services to the adult population and United Way will provide youth services.

A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood to approve Memorandum of Understanding (MOU) Agreement between Workforce Connections and United Way of Southern Nevada. United Way of Southern Nevada and Workforce Connections will work together as partners in serving families identified to participate in Southern Nevada Two-Generation Strategies initiatives with a focus on employment and training services. Motion carried.

10. INFORMATION: Update on Executed Local Elected Officials Consortium Agreements ~ Michael Oh, Legal Counsel

Michael Oh reported that the LEO Consortium Agreement and the Agreement between the Chief LEO Consortium and the WC Board are fully executed by the jurisdictions and sent to the following individual on August 25, 2016:

- Boulder City – Tami McKay, Deputy City Clerk
- City of Las Vegas – Steven Harsin, Executive Committee, City of Las Vegas
- Clark County – Catherine Jorgenson, District Attorney’s Office
- Esmeralda County – Angela Jewell, County Clerk’s Office
- Lincoln County – Lisa Lloyd, County Clerk’s Office
- North Las Vegas – Bethany Sanchez, Chief Deputy City Attorney
- Nye County – Liz Pittsley, Nye County Administration
- Workforce Connections – Suzanne Benson

Commissioner Borasky stated that Liz Pittsley is no longer with Nye County.

11. DISCUSSION AND POSSIBLE ACTION: Strategic Initiatives Report ~ Jaime Cruz, Chief Strategy Officer

- a. Status Update of WIOA Compliance Assurance Initiatives
- b. Status Update of Workforce Development System Continual Improvement Initiatives

Jaime Cruz presented the Strategic Initiatives Report (p. 79) and updated Strategic Work Plan Goals Matrix update to include the following new tactics:

- Establish additional One-Stop Career Centers that serve Youth, Adult and Dislocated Workers under one roof. WC is in the process of relocating services to local libraries. Site visits have been done at various local libraries, the library in Mesquite, NV and soon the library in Laughlin, NV.
- Establish regional partnerships in areas with jurisdictional synergies. WC is pursuing a partnership with the Mohave/La Paz Counties Board in Arizona, which includes Bullhead City and the town of Littlefield, to serve employers and job seekers.

A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to accept the Strategic Initiatives Report as presented. Motion carried.

12. DISCUSSION AND POSSIBLE ACTION: Accept and approve the Local Workforce Development Board’s 4-Year Plan (July 1, 2016 through June 30, 2020)

Mr. Cruz presented the Plan provided on page 90-221 of the agenda packet. Chair Weekly recommended that the LEOs revisit the Plan in two years to ensure alignment with DETR and compliance with state and federal regulations.

A motion was made by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood to accept and approve the Local Workforce Development Board’s 4-Year Plan (July 1, 2016 through June 30, 2020) and recommendation to revisit the Plan in two years. Motion carried.

13. INFORMATION: Sub Recipient Contracts List for Agenda Item 14-18

The Sub Recipient Contracts List is provided on page 222 of the agenda packet.

14. DISCUSSION AND POSSIBLE ACTION: Accept Board's recommendation to award and execute a contract with The Salvation Army to deliver WIOA services in Mesquite, Nevada. Upon approval, The Salvation Army will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. The contract period shall be October 1, 2016 through June 30, 2018

Ricardo Villalobos, Director, Workforce Development Programs provided background and presented the backup on page 225-380 of the agenda packet. Two other agencies were considered, ResCare Workforce Services and Lincoln County. After careful consideration, staff determined that The Salvation Army would be the best service provider for Mesquite. In light of past performance issues, WC staff will closely monitor the agency and provide technical assistance as needed.

Chair Weekly inquired about the service providers' attendance at yesterday's RFP Session. Mr. Villalobos stated that the session was only for Board and Committee members and the LEOs. Discussion ensued.

A motion was made by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky to accept the Board's recommendation to award and execute a contract with The Salvation Army with required performance monitoring to deliver WIOA services in Mesquite, Nevada. The Salvation Army will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. The contract period shall be October 1, 2016 through June 30, 2018. Motion carried

15. DISCUSSION AND POSSIBLE ACTION: Accept Board's recommendation to enter into a sole-source contract with ResCare Workforce Services to deliver WIOA services in Boulder City and/or Laughlin, Nevada. Upon approval, ResCare Workforce Services will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. The contract period shall be October 1, 2016 through June 30, 2018.

Mr. Villalobos provided background and presented the backup on page 382-442 of the agenda packet. After two failed RFP processes with unqualified proposals, staff solicited interest from incumbent providers and considered two potential providers, ResCare and HELP of Southern Nevada. After careful consideration, ResCare was determined to be the best service provider because of their ability to leverage their infrastructure, commitment to hiring up to three staff members to provide services to adult and youth clients, and proven track record of establishing partnerships as well as being very responsive to the system design and philosophy.

A motion was made by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky to accept Board's recommendation to enter into a sole-source contract with ResCare Workforce Services to deliver WIOA services in Boulder City and/or Laughlin, Nevada. Upon approval, ResCare Workforce Services will deliver WIOA services to adults and dislocated workers in an amount not to exceed \$180,000 and WIOA youth services in an amount not to exceed \$180,000. The total award amount shall not exceed \$360,000 for the first twelve (12) months. The contract period shall be October 1, 2016 through June 30, 2018. Motion carried.

16. **DISCUSSION AND POSSIBLE ACTION: Accept Board's recommendation to award and execute a no-cost extension for Nevada Partners, Inc. to ensure continuation of WIOA pre-apprenticeship activities to adults and dislocated workers. The current contract period is October 1, 2015 through September 30, 2016. Upon approval, the contract will be extended through December 31, 2016.**

Mr. Villalobos provided background and presented the backup provided on page 444-511 of the agenda packet. Nevada Partners will provide math and reading remediation and a work experience to assist participants get into an apprenticeship program.

A motion was made by Commissioner Butch Borasky and seconded by Councilwoman Peggy Leavitt to accept Board's recommendation to award and execute a no-cost extension for Nevada Partners, Inc. to ensure continuation of WIOA pre-apprenticeship activities to adults and dislocated workers. The current contract will be extended through December 31, 2016. Motion carried.

17. **DISCUSSION AND POSSIBLE ACTION: Accept Board's recommendation to award and execute a no-cost extension for Nevada Partners, Inc. to ensure continuation of WIOA pre-entry youth services at Department of Juvenile Justice System's Spring Mountain Youth Camp. The current contract period is October 1, 2015 through September 30, 2016. Upon approval, the contract will be extended through December 31, 2016.**

Commissioner Weekly disclosed that Department of Juvenile Justice System falls within the purview of Clark County and turned the meeting over to Vice Chair Wood. Legal counsel concurred.

Mr. Villalobos provided background and presented the backup provided on page 512-600 of the agenda packet. This extension will provide additional services for youth exiting Spring Mountain Youth Camp such as occupational skills training to provide a pathway to employment.

A motion was made by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder to accept Board's recommendation to award and execute a no-cost extension for Nevada Partners, Inc. to ensure continuation of WIOA pre-entry youth services at Department of Juvenile Justice System's Spring Mountain Youth Camp. The current contract will be extended through December 31, 2016. Commissioner Lawrence Weekly abstained. Motion carried.

18. **DISCUSSION AND POSSIBLE ACTION: Accept Board's recommendation to award and execute a no-cost extension for St. Jude's Ranch for Children to ensure continuation of WIOA youth services in Boulder City and Laughlin, Nevada. The current contract period is July 1, 2015 through September 30, 2016. Upon approval, the contract will be extended through December 31, 2016.**

Mr. Villalobos provided background and presented the backup provided on page 602-725 of the agenda packet. This extension will ensure that youth participants continue to receive a high level of service until ResCare's program is up and running.

A motion was made by Commissioner Butch Borasky and seconded by Councilwoman Anita Wood to accept Board's recommendation to award and execute a no-cost extension for St. Jude's Ranch for Children to ensure continuation of WIOA youth services in Boulder City and Laughlin, Nevada. The current contract will be extended through December 31, 2016. Motion carried.

19. DISCUSSION AND POSSIBLE ACTION: Accept Board's recommendation to release the following Request for Proposals (RFPs) to deliver WIOA youth services for the following populations:

- a. WIOA Youth Services to Foster Care and former Foster Care Youth in an amount not to exceed \$500,000
- b. WIOA Youth Services to serve at risk youth in partnership with Nevada Department of Employment, Training and Rehabilitation in an amount not to exceed \$200,000

Mr. Villalobos presented the RFPs and noted that staff will bring contract recommendations to the Board and LEOs in November/December. The RFP summaries are provided on page 729-731 of the agenda packet.

A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood to accept Board's recommendation to release Request for Proposals (RFPs) to deliver WIOA youth services for the populations in items 19a and 19b. Motion carried.

20. INFORMATION: PY2015 Training Reports ~ Brett Miller, Manager, Strategic Planning & Analysis

Brett Miller summarized the ADW Snapshot, Youth Snapshot and ADW Trainings by Industry Sector report provided on page 733-735 of the agenda packet.

21. DISCUSSION AND POSSIBLE ACTION: Review, accept and approve reports ~ Jim Kostecki, Chief Financial Officer

- a. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017
- b. Awards & Expenditures Report – Monthly Update (Status of Service Providers)
- c. WIOA Expenditure Tracking Report – July 1, 2015 through May 31, 2016 Actuals vs. Expected Expenditures – Adults, Dislocated Worker and Youth

Mr. Miller summarized the report provided on page 757 of the agenda packet.

- d. Workforce Connections' Professional Services Contracts
 1. Coverall Health Based Cleaning System Services & Supplies – This is the third amendment to the original contract which provides janitorial services at Workforce Connection's main office and One-Stop Career Center. This amendment amount of \$45,000.00 represents the annual renewal of the contract and increases the maximum amount to \$168,412.00 (p. 760-819).
 2. CST Project Consulting – This is the second amendment to the original contract which provides fiscal consulting projects as needed to support Board staff. This amendment adds additional funds of \$54,000.00 for a not to exceed amount of \$299,160.00. The term remains the same. The contract is in the second year of a potential four year procurement (p. 820-839).
 3. Grant Management and Consulting Services (GMAC) – This is the initial contract (\$100,000.00) under a competitive procurement action to design, establish and execute a Workforce Development Practitioner Apprenticeship Program (WDPAP) for the Workforce Connections One-Stop Delivery System (p. 840-860).

4. Prism Global Management Group – This is the first amendment to the original contract which provides human resource services. This amendment represents the annual renewal of the contract and increases the maximum amount by \$72,000.00 to an amount not to exceed \$144,000.00 (p. 861-878).

Jim Kostecki summarized the reports and highlighted the following:

- PY2016 WIOA Formula Budget (p. 738) – Line item 8900 Strategic Initiatives increased by \$61,074 due to a change in the Dislocated Worker allocation formula portion of the State Plan approved by DOL, thus increasing our DW funding allocation by \$240,449.
- ADW contract expenditures at approximately 90% overall (p. 751). Unspent funds will be rolled into next year's contracts.
- Youth contract expenditures at approximately 85-87% overall (p. 753).

A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to accept and approve reports (21a -21d) as presented. Motion carried.

22. INFORMATION: Business Engagement and Communications Reports ~ Kenadie Cobbin Richardson, Director, Business Engagement & Communications

- a. BEST In-Demand Jobs Report
- b. Pre-Screening and Referral Stats Report
- c. Top 200 Industry Credentials
- d. Nevada Day Super Hiring Event 2016

Kenadie Cobbin Richardson presented the reports (p. 880-889) and highlighted the following:

- Top 200 Certifications in Southern Nevada report (p. 882-888) shows the number one most requested or required credential for work is for registered nurses at 2,886 job postings in Southern Nevada
- Nevada Day Super Hiring Event featuring job opportunities in healthcare, IT, manufacturing and hospitality is happening on Thursday, November 3rd at 10:00 a.m. at the Culinary Academy at 710 West Lake Mead Blvd.

23. DISCUSSION AND POSSIBLE ACTION: Annual Performance Evaluation of Executive Director Ardell Galbreth

Mr. Galbreth reported that the Executive Director's Performance Report binder was distributed at the July 12th meeting and commended staff for their contributions, support and knowledge.

The LEOs individually acknowledged Mr. Galbreth for his leadership and accomplishments.

Discussion ensued regarding the content and delivery of information for agenda packets. The LEOs discussed iPads in lieu of paper packets. This matter will be agendaized for discussion and possible action at the next LEO Consortium meeting.

Chair Weekly stated that the purpose of this item is to accept the ED's Annual Performance report and provide feedback; however, he would like the Consortium to discuss and consider incentivizing Mr. Galbreth for his performance at the next meeting.

A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood to accept Annual Performance Evaluation of Executive Director Ardell Galbreth. Motion carried.

24. INFORMATION: LEO Consortium member comments

Commissioner Borasky provided a brief update on the upcoming National Association of Counties (NACO) 2016 Annual Conference hosted by Nye County. The conference is scheduled November 15-17 at the Pahrump Nugget in Pahrump, NV.

Councilwoman Leavitt provided a brief update on the events held in Boulder City during the fall and an RFP currently in discussion for land development in Boulder City. She stated that she has the ability to receive agenda packets on an iPad using the Good Reader software but it will be difficult to read through entire packets if they continue to be as large as today's packet. She thanked staff for the informative RFP session yesterday and enjoyed seeing Valerie Murzl and other Board members.

Councilwoman Schroder commented regarding the agenda packets suggesting that only current, pertinent information to the agenda item be included as backup (i.e., current contract or amendment needing approval). She reported on the Henderson Hospital, due to open in a few weeks, the Henderson Industrial Community Advisory Panel (HICAP) meeting and Cyber Security presentation by the Sands Corporation, and reported several job openings at Timet, including: Environmental Engineer, HTL Research Engineer, Project Engineer, Safety Specialist, Crane Repair, Maintenance RP, Melt Shop Supervisor, Crushing Supervisor, Certified Welder, Furnace Operator as well as intern positions for Project Engineer and Process Engineer. She gave an update on her visit last week to Foundation for an Independent Tomorrow (FIT) where she met with ex-felons in the classroom and discussed some of the major obstacles they face when looking for employment and reported on the resolution to Ban the Box in an effort to improve employment opportunities for ex-offenders by removing from job applications the box that applicants must check if they have ever been convicted of a felony or misdemeanor.

Councilwoman Wood reported on the well-attended Nellis Creech Military and Veterans Appreciation Day last Saturday, upcoming San Gennaro Festival at Craig Ranch Regional Park on September 17th and the growth of North Las Vegas' industrial area, including a Dignity Hospital under construction, a hotel, and soon to open Cracker Barrel Restaurant at Craig and Berg.

Commissioner Weekly reported that LVCVA is proud to host the last Presidential debate on October 19th at the Thomas and Mack, which will bring an approximate \$100 million in media value to Las Vegas. Las Vegas has partnered with Hainan Airlines to offer flights from Las Vegas to Beijing for \$650 roundtrip. The Southern Nevada Tourism Infrastructure Committee (SNTIC) from the Governor will be making legislation recommendations regarding the LVCVA expansion project and stadium, which will likely result in a special session by the Legislature within the next few weeks.

25. SECOND PUBLIC COMMENT SESSION

Chair Weekly read the notice into the record: "Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Consortium. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes."

Doug Combs, Olive Crest stated that Project Independence serves annually approximately 200 youth and has 50 business partners within the community that provide work experience services to youth and reported that benchmarks were exceeded in 2016, including growth with business

partners in the community. Leveraging services from another grant, Olive Crest started a transitional housing program to benefit emancipated youth called Project Independence Plus, which is located near UNLV. Current enrollment is at 8 with a goal to have 12-16 by end of 2016. Three Project Independence youth participants (Leon, Vivian and Tristan) shared how the program has positively impacted their lives.

Gabrielle Moncrease praised HELP of Southern Nevada and shared how the program has made a difference in her life after she was laid off from her job of 27 years.

Madelin Arazoza, Salvation Army thanked the Consortium for the contract recommendation and the opportunity to serve the residents of Mesquite.

Hearing no other comments, Chair Weekly closed the Public Comment Session.

26. **ADJOURNMENT**

The meeting adjourned at 3:21 p.m.