

**WORKFORCE CONNECTIONS**  
**LOCAL ELECTED OFFICIALS CONSORTIUM**  
**MINUTES**

**December 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 (phone/in-person)  
Councilman Bob Beers, City of Las Vegas (phone)  
Commissioner Butch Borasky, Nye County  
Commissioner Varlin Higbee, Lincoln County  
Commissioner Ralph Keyes, Esmeralda County (phone)  
Councilwoman Gerri Schroder, City of Henderson  
Councilwoman Peggy Leavitt, Boulder City (phone)

**Members Absent**

None

**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  
Emilio Pias, Sr. Analyst, Quality Assurance  
Norma Fernandez, One-Stop System Liaison

**Others Present**

Claudia Aguayo, Legal Counsel, City of North Las Vegas  
Vinz Koller, SPR Associates (phone)  
Jessie Oettinger, SPR Associates (phone)  
Stephanie Garabedian, WC Legal Counsel, Parker Nelson Associates  
Ron Thomas, Nevada Partners, Inc.  
Omar Williams, Nevada Partners, Inc.  
Edwin Perez, Nevada Partners, Inc.  
Donald L. Lowery, HELP of Southern Nevada client  
Jeff Vaughn, Nevada Partners/Build Nevada  
Douglas Combs, Olive Crest  
Jack Eslinger, City of Las Vegas  
Lydia De La Rosa, ResCare Workforce Services  
Darnella Smith, ResCare/One-Stop Career Center client  
Sonja Holloway, Sierra Nevada Job Corps  
Denise Gee, HELP of Southern Nevada  
Jennifer Casey, Foundation for an Independent Tomorrow  
Carol Turner, CST Project Consulting  
Lynn Hoffman, ResCare/One-Stop Career Center  
Anita Yang, ResCare Workforce Services

Angela Phillips, Olive Crest  
Amy Licht, Olive Crest  
Tammi Odegard, Nye Communities Coalition  
Neosha Smith, Youth Advocate Program  
Nyeri Richards, Youth Advocate Program  
Patty Rosatti, Youth Advocate Program

(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.

**Darnella Smith** shared about her positive experience with the One-Stop Career Center and thanked case manager, Lydia De La Rosa, ResCare Workforce Services for her assistance.

**Lynn Hoffman, ResCare/One-Stop Career Center** shared that Ms. Smith is a veteran and ResCare is very proud to serve and assist the veterans in the community.

**Donald L. Lowery** shared about his positive experience with HELP of Southern Nevada where he received training in cosmetology after losing his VA funds due to the ITT Technical Institute closure. Mr. Lowery is a veteran with 14 years in the Navy.

**Hector S.** shared about the culinary training he received through the One-Stop Career Center.

**Douglas Combs, executive director, Olive Crest** introduced client Elliot Britain who shared about his life changing experience with Olive Crest. Elliot has been a client of Olive Crest for over three years. He is currently employed at a treatment center and this year he will graduate from CSN with an associate's degree. Elliot received a 3.8 GPA in his field of study, Psychology; he will continue studying at UNLV.

**Ardell Galbreth, Executive Director** announced that Las Vegas Metro officers are in the audience today as part of a community partnership between WC and Metro.

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**

Mr. Galbreth stated there are no changes to the agenda.

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

**4. DISCUSSION AND POSSIBLE ACTION: Approve minutes of September 13, 2016**

Chair Weekly presented the minutes provided on page 9-18 of the agenda packet.

*A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to approve minutes of September 13, 2016 as presented. Motion carried.*

5. **DISCUSSION AND POSSIBLE ACTION: Approve new Board membership of Eric James, Urban Chamber of Commerce for a 3-year term representing Business/Trade Organization**

Mr. Galbreth presented Mr. James's letter of recommendation (p. 20), board application (p. 21), and resume (p. 26) and provided background. Mr. James serves on the board of the Urban Chamber of Commerce and owns a successful State Farm Insurance & Financial Services Agency. Mr. James will replace former WC Board member, Ken Evans.

*A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to approve new Board membership of Eric James, Urban Chamber of Commerce for a 3-year term representing Business/Trade Organization. Motion carried.*

6. **BOARD AGENDA AUTOMATED DEMONSTRATION WITH DISCUSSION AND POSSIBLE ACTION: Accept and approve Board's recommendation to purchase computer automated tablets for board members to use during Board, Committee and Consortium meetings**

Mr. Galbreth provided background. The purpose of acquiring tablets is to reduce paper waste by eliminating voluminous agenda packets and allow board members to easily and efficiently browse through the agenda and backup on the tablets using Adobe Reader software. Chris Shaw, IT Manager provided a brief demo of the Android tablets (not iPad). Discussion ensued.

Jim Kostecki reported the cost of printing at roughly \$.05/per color copy.

Mr. Galbreth stated that WC will maintain the tablets and preload the agenda packets for the meetings. Staff will continue to e-mail links to the agenda packets for anyone who wishes to print it.

Councilwoman Leavitt stated that this will save money in printing costs as well as staff time.

In response to an inquiry regarding agenda packets for the public, Mr. Galbreth stated that one full agenda packet will be printed, bound and made available on the sign in table for the public's review.

Councilwoman Wood stated, she and some of the other LEOs use iPads for their meetings and they can easily upload the agenda packet from the e-mailed link and view it through Good Reader.

Mr. Galbreth stated that the tablets will be used for the Board and Committee meetings as well.

*A motion was made by Councilwoman Anita Wood and seconded by Commissioner Varlin Higbee to accept and approve Board's recommendation to purchase computer automated tablets for board members to use during Board, Committee and Consortium meetings. Motion carried.*

7. **INFORMATION: Ongoing partnerships with K-12**

Jaime Cruz presented a letter addressed to Commissioner Weekly and Board Chair Valerie Murzl regarding the deployment of WC's Green Mobile Classroom at the West Prep Academy (p. 30) and stated, WC is actively supporting WIOA's focus on the alignment of the public workforce development system, K-12 education and economic development.

Mr. Cruz presented the My Future coloring book based on the construction industry and created in collaboration with the Builder's Alliance.

**8. INFORMATION: Workforce Connections' STEM Newsletter**

Mr. Cruz presented the STEM Newsletters on page 32-35 of the agenda packet.

**9. DISCUSSION AND POSSIBLE ACTION: Accept and approve Strategic Initiatives Report**

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

Jaime Cruz presented the Strategic Initiatives Report (p. 37), updated map of proposed One-Stop Affiliate Sites in the libraries (p. 39) and the updated Strategic Work Plan Goals Matrix on page 40-48 of the agenda packet.

Mr. Cruz provided a brief presentation regarding the One-Stop Affiliate Site locations. The affiliate sites will be branded as Workforce Connections One-Stop Career Centers (logo on page 38). WC is planning an MOU with the City of Henderson, pending the strategic planning process and executive director hiring process by the City of Henderson. Boulder City's Board of Trustees is approving the partnership with WC. Boulder City has identified space for the OSAS in their library and is waiting for legal to approve the MOU for the executive director's signature. The Boulder City Library OSAS will open in the next program year.

Councilwoman Leavitt stated she is pleased to see the progress in Boulder City and is excited about the partnership.

Councilwoman Wood commended staff for their efforts in this initiative which will make workforce services and resources much more easily accessible for the residents of Boulder City, North Las Vegas and Henderson; Chair Weekly concurred and stated, this is a huge benefit to Southern Nevada.

*A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to accept and approve Strategic Initiatives Report as presented. Motion carried.*

**10. DISCUSSION AND POSSIBLE ACTION: Approve and ratify Board's recommendation to publish an RFP to competitively procure and select an Operator for multiple One-Stop Career Centers and affiliate sites in the Southern Nevada Workforce Development Area. The contract period shall start as early as May 1, 2017 to accommodate an implementation period. This will allow the Operator to be ready for the new centers opening in the libraries on or about July 1, 2017. The contract will have the option to renew for up to 3 additional years through June 30, 2021.**

Mr. Cruz provided background. WIOA recommends that a One-Stop Operator be separate from the service providers and the One-Stop Operator cannot provide client services.

Chair Weekly inquired about a cancellation clause. Mr. Galbreth stated that all WC contracts have an option to terminate due to lack of funding, non-performance or a number of other circumstances.

Commissioner Higbee inquired about WC's ability to fund multiple locations. Mr. Galbreth stated that the library model will reduce overhead costs, such as utilities and rent and/or lease agreements, and some of the other costs will be shared with the library districts.

Chair Weekly inquired about the library selection process and asked why West Las Vegas Library was not selected. Mr. Cruz stated that the executive directors of the various library districts identified the libraries they felt had the capacity and infrastructure to support OSAS staff. He

further stated that other library locations have been identified to open in phases and the West Las Vegas Library will open in phase two.

Procurement of the One-Stop Operator as required by sec. 121(d)(2)(A) of WIOA is provided as backup on page 50-51 of the agenda packet.

*A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to approve and ratify Board's recommendation to publish an RFP to competitively procure and select an Operator for multiple One-Stop Career Centers and affiliate sites in the Southern Nevada Workforce Development Area. The contract period shall start as early as May 1, 2017 to accommodate an implementation period. This will allow the Operator to be ready for the new centers opening in the libraries on or about July 1, 2017. The contract will have the option to renew for up to 3 additional years through June 30, 2021. Motion carried.*

**11. INFORMATION: Sub Recipient Contracts List for Agenda Item 12-18**

Ricardo Villalobos presented Sub Recipient Contracts List for agenda items 12-18 provided on page 53 of the agenda packet.

**12. DISCUSSION AND POSSIBLE ACTION: Approve and ratify Board's recommendation to award an additional \$50,000 in WIOA Youth funding to Nye Communities Coalition to continue delivering WIOA Youth services to youth residing in Nye and Esmeralda Counties. The total contract award amount with amendment shall not exceed \$400,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be July 1, 2016 through June 30, 2017**

Mr. Villalobos provided background. Nye Communities Coalition (NyECC) is requesting an additional \$50,000 for staff salary increases (68%), increased time for staff to focus on WIOA workforce development job duties (28%), and additional training for staff to increase their skills (4%). The salary of a career coach for youth averages \$39,000 annually. Currently, NyECC staff earn approximately \$20,000 annually. WC believes this is a reasonable request to ensure high quality staff is there to provide great services in Nye and Esmeralda County. Chair Weekly concurred stating that it is imperative for these individuals to earn living wages to care for their families and focus 100% on serving their clients.

Councilwoman Schroder inquired about the NyECC's other funding. Tammi Odegard, program director of NyECC replied, WC provides all of the funding for NyECC's workforce development program. NyECC has other funding sources for its many other programs such as health and wellness, community development, AmeriCorps, and many more.

Chair Weekly requested that Ms. Odegard provide at a later date, a breakdown of the deliverables and outcomes for NyECC's Youth program.

NyECC's funding request and justification is provided on page 56 of the agenda.

*A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to approve and ratify Board's recommendation to award an additional \$50,000 in WIOA Youth funding to Nye Communities Coalition to continue delivering WIOA Youth services to youth residing in Nye and Esmeralda Counties. The total contract award amount with amendment shall not exceed \$400,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be July 1, 2016 through June 30, 2017. Motion carried*

13. **DISCUSSION AND POSSIBLE ACTION: Approve and ratify Board's recommendation to extend and award Nevada Partners, Inc. a contract to deliver Youth Pre-Entry Workforce Development Services. The additional award amount shall not exceed \$650,000. The total contract award amount with amendment shall not exceed \$1,300,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be October 1, 2015 through December 31, 2017.**

Mr. Villalobos provided background and presented NPI's Scope of Work provided on page 58-62 of the agenda packet. This additional award will allow NPI to deliver Youth Pre-Entry Workforce Development Services to an additional 100 youth, while continuing to serve existing youth previously enrolled. The focus is on adjudicated youth from Spring Mountain Youth Camp (SMYC). This is a partnership with Department of Juvenile Justice Services; however, there is no funding going to DJJS.

Chair Weekly inquired about staffing at SMYC, enrollment data and transitional housing. NPI staff member Ron Thomas replied, NPI staff is at SMYC on Wednesdays and Thursdays to provide basic skills training and Hospitality International Training provides occupational training; NPI has a partnership HELP of Southern Nevada for housing assistance, as well as a partnership with Metro. He reported the following enrollment numbers:

- Total Enrollments: 118
- Individuals at SMYC: 47
- Enrolled In-School: 99
- Completed Work Experience: 61
- Employed: 5
- Youth Over 18 years: 9

Councilwoman Wood commended NPI for helping this hard-to-serve population.

*A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to approve and ratify Board's recommendation to extend and award Nevada Partners, Inc. a contract to deliver Youth Pre-Entry Workforce Development Services. The additional award amount shall not exceed \$650,000. The total contract award amount with amendment shall not exceed \$1,300,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be October 1, 2015 through December 31, 2017. Motion carried.*

14. **DISCUSSION AND POSSIBLE ACTION: Accept Board's recommendation to approve and ratify Board's recommendation to extend and award Nevada Partners, Inc. a contract to deliver Adult Building Trades Pre-Apprenticeship Workforce Development Services to adults and dislocated workers. The additional award amount shall not exceed \$400,000. The total contract award amount with amendment shall not exceed \$800,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be October 1, 2015 through December 31, 2017.**

Mr. Villalobos provided background and presented NPI's Scope of Work for the Build Nevada Pre-Apprenticeship Program provided on page 64-67 of the agenda packet. This award is to enroll an additional 80 new participants in a construction pre-apprenticeship program designed to prepare individuals to succeed in apprenticeship and construction employment, with a focus on math and reading remediation. Completing this program provides participants the opportunity to access

individual Joint Apprenticeship Training and receive prompt notifications of JATC apprenticeship openings.

Mr. Villalobos reported the demographics of the Build Nevada program:

- 85% Black or African American
- 12% White or Caucasian
- 9% Hispanic or Latino
- 2% Alaskan, American Indian, Asian and Hawaiian Islanders

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood to approve and ratify Board's recommendation to extend and award Nevada Partners, Inc. a contract to deliver Adult Building Trades Pre-Apprenticeship Workforce Development Services to adults and dislocated workers. The additional award amount shall not exceed \$400,000. The total contract award amount with amendment shall not exceed \$800,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be October 1, 2015 through December 31, 2017. Motion carried.*

15. **DISCUSSION AND POSSIBLE ACTION: Approve and ratify Board's recommendation to enter into a sole-source contract with HELP of Southern Nevada to deliver WIOA Youth services to high school dropouts. The award amount shall not exceed \$200,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018.**

Mr. Villalobos provided background. As a result of a non-responsive RFP for the Out-of-School Youth Pilot, WC and DETR is recommending a sole source contract for HELP of Southern Nevada to implement this out-of-school youth pilot program. HELP's Earn While You Learn Program will serve the most at-risk youth (SNAP recipients, out-of-school youth, disconnected youth, high school drop-outs, etc.) and lead to the completion of a high school diploma or its equivalency, a skilled-trades training program with a certification that would lead to self-sufficient employment in the health and/or IT sector. The purpose of the

HELP's Earn While You Learn Program Scope of Work and the Out-of-School Youth Pilot RFP is provided as backup on page 70 and 72 respectively.

Chair Weekly stated that he does not typically support sole-source contracts; however, HELP has demonstrated that they are a great community partner.

Councilwoman Wood stated that out-of-school youth or dropouts are at a very high-risk and have a great need for these services.

Chair Weekly stated that this is the first year CCSD students will not take the proficiency exams and requested staff to provide outcomes regarding dropouts versus graduates based on the new testing requirements as the data becomes available.

Denise Gee, Chief Workforce Officer at HELP, stated that they are actively working with youth that were definitely affected by not being able to pass the proficiency exam and agreed to collect stats as well this upcoming year.

*A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to approve and ratify Board's recommendation to enter into a sole-source contract*

*with HELP of Southern Nevada to deliver WIOA Youth services to high school dropouts. The award amount shall not exceed \$200,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018. Motion carried.*

16. DISCUSSION AND POSSIBLE ACTION: Approve and ratify Board's recommendation to enter into a contract with Arbor E&T, LLC dba ResCare Workforce Services to deliver WIOA Youth services in the One-Stop Career Center and/or other designated areas/facilities. The contract amount shall not exceed \$1,000,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018.

Or, enter into a contract with one of the service providers listed below to deliver WIOA Youth services in the One-Stop Career Center and/or other designated areas/facilities. The contract amount shall not exceed \$1,000,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018.

The following service providers were considered for this award:

- a. Arbor E&T, LLC dba ResCare Workforce Services
- b. Chicanos Por La Causa Nevada, Inc. (CPLC)
- c. Easter Seals Nevada
- d. Youth Advocate Programs, Inc.

Mr. Villalobos introduced SPR evaluators on the phone, Vinz Koller and Jessie Oettinger, and shared the evaluator's comments regarding proposal strengths and weaknesses (p. 106) and proposal scores (p. 107):

- This was generally a strong group of bidders with significant experience managing federal funding and programming
- Applications were complete and budgets were reasonable
- Where bidders excelled was in their comprehensive and detailed responses to prompts
- Where bidders lost points was in failing to address prompts with enough detail or where they did not address them at all

Proposals Scores:

- Arbor E&T 80.91%
- CPLC 76.90%
- YAP 76.31%
- Easter Seals 51% (did not meet minimum 70% threshold to qualify)

SPR summary, proposal scoring summary, scorecards and executive summaries are provided as backup on page 109-141 of the agenda packet.

*A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood to approve and ratify Board's recommendation to enter into a contract with Arbor E&T, LLC dba ResCare Workforce Services to deliver WIOA Youth services in the One-Stop Career Center and/or other designated areas/facilities. The contract amount shall*



*not exceed \$1,000,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018. Motion carried.*

17. **DISCUSSION AND POSSIBLE ACTION: Approve and ratify Board's recommendation to enter into a contract with Youth Advocate Programs to deliver WIOA Youth services with a Work-Based Learning focus in Henderson, Nevada. The contract amount shall not exceed \$500,000. Upon approval and ratification by the Local Elected Officials Consortium, then contract period shall be January 1, 2017 through June 30, 2018.**

Mr. Villalobos provided background and presented the backup on page 143-155 of the agenda packet. Youth Advocate Program (YAP) was the only respondent to this RFP. YAP serves high-risk youth with a focus on sex trafficking victims and adjudicated youth.

*A motion was made by Councilwoman Anita Wood and seconded by Commissioner Varlin Higbee to approve and ratify Board's recommendation to enter into a contract with Youth Advocate Programs to deliver WIOA Youth services with a Work-Based Learning focus in Henderson, Nevada. The contract amount shall not exceed \$500,000. Upon approval and ratification by the Local Elected Officials Consortium, the contract period shall be January 1, 2017 through June 30, 2018. Motion carried.*

18. **DISCUSSION AND POSSIBLE ACTION: Approve and ratify Board's recommendation to enter into a contract with Olive Crest to deliver WIOA Youth services to foster care youth. The contract amount shall not exceed \$500,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018.**

**Or, enter into a contract with one of the service providers listed below to deliver WIOA Youth services to foster care youth. The contract amount shall not exceed \$500,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018.**

The following service providers were considered for this award:

- a. Chicanos Por La Causa Nevada, Inc. (CPLC)
- b. Olive Crest

Mr. Villalobos provided background and presented the backup: SPR Summary (p. 157), proposal scoring summary (p. 160), scorecards (p. 162-173) and executive summaries (p. 174-177). Olive Crest's proposal received the high score of 78.24% and CPLC received 72.06%. Olive Crest is the incumbent service provider of foster care youth services for the past four years.

Councilwoman Wood stated, Olive Crest is an amazing organization that provides excellent support and services to the foster youth population.

Chair Weekly stated that he had the great opportunity to visit one of Olive Crest's residential sites and he was so impressed with the love and passion they show these youth.

*A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to approve and ratify Board's recommendation to enter into a contract with Olive Crest to deliver WIOA Youth services to foster care youth. The contract amount shall not exceed \$500,000. Upon approval and ratification by the Local Elected Officials, the contract period shall be January 1, 2017 through June 30, 2018. Motion carried.*

**19. INFORMATION: PY2016 Training Reports**

Brett Miller summarized the adult and youth training reports for the period July 1 through September 30, 2016 provided on page 179-181 of the agenda packet.

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

Chair Weekly read the item into the record and requested the item (20a through 20e) be taken in one vote. Jim Kostecki, CFO summarized the reports.

a. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017 **(p. 184-195)**

No change in overall budget; reallocation of Strategic Initiatives line item to the following line items (p. 185):

- 7000 Accounting and Auditing - Increase of \$50,000 as a result of fully funding the CST Consulting contract for accounting services:
  - A-133 Audit \$80,000
  - Auditing Services \$25,000
  - Accounting Svcs. \$145,000
- 7070 Rent (Offices) – Increase of \$2,500 as a result of the annual CPI increase
- 7200 Equipment – Operating Leases – Increase of \$17,500 due to the large increase in printing during the first quarter for the committee, Board and LEO meetings

One-Stop Center-Charleston Budget (p. 190)

- 7070 Rent (Offices) – Increase of \$2,000 as a result of the annual CPI increase

One-Stop System Budget (p. 193)

- 7020 Licenses and Permits – Increase of \$5,000 due to an increase in the amount of locations needed to be licenses for the WorkKeys assessment program
- 8500 Capital – Equipment and Furniture, Tenant Improvements – Increase of \$40,000 in anticipation of needed furniture, cubicles and equipment for the library locations as service providers' staff relocate to provide services

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2016 through June 30, 2017 (Formula WIOA) **(p. 197)**

Two budget line items in yellow for the first quarter:

- 7025 Dues & Subscriptions (48.37%) – due to large annual payment; budget line item amount is sufficient through the end of the year
- 7100 Insurance (44.46%) – due to prepayment of insurance; budget line item will balance out over the course of the year.

c. Awards & Expenditures Report - Monthly Update (Status of Service Providers) **(p. 199-203)**

HELP of Southern Nevada – Dropout Recovery (p. 202) shows a negative obligation (\$2,732) due to refund from previous year’s trainings and no obligated trainings for current year. This will change as new clients are enrolled in training.

- d. WIOA Expenditure Tracking Report – July 1, 2015 through May 31, 2016 Actuals vs. Expected Expenditures – Adults, Dislocated Worker and Youth **(p. 205)**

Brett Miller summarized the WIOA Expenditure Tracking Report.

- e. Workforce Connections’ Professional Services Contracts. *(Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any Consortium member upon request).* **(p. 207-213)**
  - 1. CST Project Consulting – This is the third amendment to the original contract which provides fiscal consulting projects as needed to support Board staff. This amendment adds additional funds of \$135,720.00, for a not to exceed amount of \$434,880.00. The term is extended for an additional year. Upon renewal, the contract will be in the third year of a potential four year procurement.
  - 2. Jantec – This is the third amendment to the original contract which provides temporary employment services to WC as needed. This amendment extends the term an additional year. Upon renewal, the contract will be in the third year of a potential four year procurement.
  - 3. Joy Huntsman – This is the fifth amendment to the original contract which provides counseling services for the AARP Back to Work 50+ grant. This amendment adds additional funds of \$30,000.00, for a not to exceed amount of \$108,795.00. Upon renewal, the contract term is extended for an additional 13 months

***A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Varlin Higbee to accept and approve reports (agenda item 20a – 20e) as presented. Motion carried.***

**21. INFORMATION: Business Engagement and Communications Reports**

- a. BEST In-Demand Jobs Report
- b. BEST Pre-Screening & Referral Stats Report
- c. Workforce Connections Compact

Kenadie Cobbin Richardson presented the reports provided on page 215-219 of the agenda packet. She reported that the 51 Compact Employers on page 219 are the employers that are attending meetings regularly, providing business intelligence to the system as well as donating money to the system for various small activities.

Brief discussion ensued regarding community engagement and outreach. Ms. Richardson ensured that she will follow up on all leads and introductions provided by the LEOs.

Councilwoman Schroder reported that Henderson’s police and fire departments are currently recruiting and shared a success story regarding a FIT client attaining employment.

**22. 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 Initiatives

Mr. Galbreth delivered the Executive Director's report provided on page 221-222 of the agenda packet.

*A motion was made by Commissioner Varlin Higbee and seconded by Councilwoman Anita Wood to accept and approve Executive Director's report as presented. Motion carried.*

**23. DISCUSSION AND POSSIBLE ACTION: Discuss and consider Executive Director Ardell Galbreth's performance incentive**

Mr. Galbreth recognized staff and the service providers for the hard work and achievements that have benefitted WC. He thanked the LEOs and offered to answer any questions regarding his performance.

The LEOs commended Mr. Galbreth for his efforts, leadership and outstanding performance and unanimously agreed to a reasonable salary increase for Mr. Galbreth.

Claudio Aguayo, Legal Counsel referred to Section 194 of WIOA, which states WIOA funds cannot be used to pay the salary and bonuses of an individual either direct cost or indirect cost at a rate in excess of \$183,300 annually (per 2015 schedule) (U.S. Code / Title 5 / Part III / Subpart D / Chapter 53 / Subchapter II / § 5313 Positions at Level II of the Executive Schedule).

Chair Weekly echoed the others comments regarding Mr. Galbreth's outstanding performance and recommended a salary increase of 5%; Councilman Beers concurred.

Mr. Galbreth requested the additional leave as indicated on Attachment B Compensation Package for Ardell Galbreth (p. 229) and thanked the LEOs for their support and confidence.

The fiscal department will work out the effective date.

*A motion was made by Commissioner Lawrence Weekly and seconded by Councilman Bob Beers to approve Executive Director Ardell Galbreth's salary increase of 5% and additional leave. Motion carried. (Revised Attachment B Compensation Package for Ardell Galbreth attached).*

**24. INFORMATION: LEO Consortium member comments**

None

**25. SECOND PUBLIC COMMENT SESSION**

Chair Weekly stated, 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.

**Lynn Hoffman, ResCare/One-Stop Career Center** thanked the Consortium for the contract award to provide Youth services in the OSCC and affiliate sites.

**Ronald Thomas, Nevada Partners, Inc.** thanked the Consortium for the contract award.

**Jeff Vaughn, Build Nevada** thanked the Consortium for the contract award to provide pre-apprenticeship services.

**Douglas Coombs, Olive Crest** thanked the Consortium for the opportunity to continue providing services to foster care youth.

**Nyeri Richards, Youth Advocate Program** thanked the Consortium for the contract award.

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

**26. ADJOURNMENT**

The meeting adjourned at 3:11 p.m.

**Attachment B**  
Compensation Package  
for  
Ardell Galbreth  
Workforce Connections (WC)  
Executive Director

**Base Salary**

Current Annual Base Salary: \$165,000  
Approved Salary Adjustment: 5%  
Amended Annual Base Salary: \$173,250  
Effective: January 1, 2017

**Paid Time Off**

Paid Time Off (PTO) current accrual 12.62 per pay period and 12.92 beginning April 1, 2017 (Consistent with WC policy).

**Paid Holidays**

New Year's Eve (1/2 day)  
New Year's Day  
MLK Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day

Nevada Day  
Veteran's Day  
Thanksgiving  
Family Day (day after Thanksgiving)  
Christmas Eve (1/2 day)  
Christmas Day  
Employee Birthday

**PERS**

Fully funded by WC

**Leave Buyback**

Consistent with WC policy

**Additional Leave Accrual**

80 hours / per year  
Approved Effective: January 1, 2017

**Professional Development Time**

80 hours / per year

No cost of Living Allowance Increases

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ARDELL GALBRETH, EXECUTIVE DIRECTOR  
WORKFORCE CONNECTIONS

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LAWRENCE WEEKLY, COMMISSIONER  
CHAIRMAN, LOCAL ELECTED OFFICIAL CONSORTIUM

**Attachment B**  
Compensation Package  
for  
Ardell Galbreth  
Workforce Connections (WC)  
Executive Director

**Base Salary**

Current Annual Base Salary: \$165,000  
Approved Salary Adjustment: 5%  
Amended Annual Base Salary: \$173,250  
Effective: January 1, 2017

**Paid Time Off**

Paid Time Off (PTO) current accrual 12.62 per pay period and 12.92 beginning April 1, 2017 (Consistent with WC policy).

**Paid Holidays**

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New Year's Day  
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Veteran's Day  
Thanksgiving  
Family Day (day after Thanksgiving)  
Christmas Eve (1/2 day)  
Christmas Day  
Employee Birthday

**PERS**

Fully funded by WC

**Leave Buyback**

Consistent with WC policy

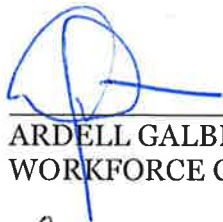
**Additional Leave Accrual**

80 hours / per year  
Approved Effective: January 1, 2017

**Professional Development Time**

80 hours / per year

No cost of Living Allowance Increases



ARDELL GALBRETH, EXECUTIVE DIRECTOR  
WORKFORCE CONNECTIONS



LAWRENCE WEEKLY, COMMISSIONER  
CHAIRMAN, LOCAL ELECTED OFFICIAL CONSORTIUM