

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

December 6, 2016

10:00 a.m.

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

Members Present

Bart Patterson	Janice John	Jerrie Merritt
Jill Hersha	Leo Bleznitsky	Liberty Leavitt
Louis Loupias	Mark Keller	Michael Gordon (phone)
Rebecca Henry (phone)	Rob Mallery	Tobias Hoppe (phone)
Valerie Murzl		

Members Absent

Bill Regenhardt	Charles Perry	Jack Martin
Lou DeSalvio	Marvin Gebers	Paul Brandt
Peter Guzman	Renee Olson	

Staff Present

Ardell Galbreth	Suzanne Benson	Ricardo Villalobos
Jaime Cruz	Jim Kostecki	Kenadie Cobbin Richardson
Brett Miller	Chris Shaw	Emilio Pias

Others Present

Stephanie Garabedian, Legal Counsel, PNA	Gina Garcia, Goodwill of Southern Nevada
Terri Conway, Goodwill	Rebecca Keenan, Nevada Subcontractors Association
Daniel Reese	Rupert Ruiz, Chicanos Por la Causa Nevada
Deborah Smith, Nevada JobConnect	Ron Fletcher, DETR
Angela Phillips, Olive Crest	Ron Hilke, DETR
Nichole Anderson, GOED	Marlon Dumont, Nevada Partners, Inc.
Denise Gee, HELP of Southern Nevada	Lynn Hoffman, ResCare/One-Stop Career Center
Tammi Odegard, Nye Communities Coalition	Janet Blumen, FIT
Stacey Smith, Nye Communities Coalition	Amy Licht, Olive Crest
Brittani Gray, Nevada Partners, Inc.	Janice M. Rael, Nevada Partners, Inc.
Jeff Vaughn, NPI/BuildNevada	Sonja Holloway, Sierra Nevada Job Corps
Carol Turner, CST Project Consulting	Nyeri Richards, Youth Advocate Program

(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 10:02 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

Chair Murzl opened the public comment session.

Jeremy Washington, owner of Mr. Jeremy's, shared about his sweet potato pie company and left samples.

Mark Brooks, client of Project Independence, shared about his positive experience with the program. Mr. Brooks is now employed and recently enrolled in school to earn his diploma.

Rupert Ruiz, president of Chicanos Por la Causa (CPLC) Nevada, apologized for not attending the Programs Committee meeting last week and talked briefly regarding CPLC Nevada's scope of services which include workforce development, housing, small business lending, education, social services, parenting education, safety services intervention and case management. CPLC is a Nevada based statewide organization.

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

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

Ardell Galbreth, Executive Director confirmed there were no changes to the agenda.

A motion was made by Bart Patterson and seconded by Leo Bletnitsky to approve the agenda as presented. Motion carried.

4. DISCUSSION AND POSSIBLE ACTION: Approve Board minutes of August 23, 2016

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

A motion was made by Bart Patterson and seconded by Jerrie Merritt to approve Board minutes of August 23, 2016. Motion carried.

5. INFORMATION: Welcome new Board member Jill Hersha, Las Vegas-Clark County Library District

Chair Murzl welcomed Ms. Hersha, who has been an active member of the Programs Committee.

6. DISCUSSION AND POSSIBLE ACTION: Elect Finance & Budget Committee Vice Chairman to fill vacant office. The Finance & Budget Committee member who is elected shall serve a term ending June 30, 2017

Mr. Galbreth read from the WC Board Bylaws: (c) Vacancies. The Board shall elect successors to fill the unexpired term of any officer within two months after the office becomes vacant. The Board member who is elected to fill a vacant office shall only serve to the end of the original term for which the vacancy was filled. He stated that Michael Gordon expressed interest in serving as Vice Chair of the Finance & Budget Committee to fill the vacant position left by former Vice Chair, Michael Vannozzi. Budget Committee members were asked if any had an interest in serving. No others showed interest.

A motion was made by Louis Loupias and seconded by Leo Bletnitsky to elect Michael Gordon Finance & Budget Committee Vice Chairman for a term ending June 30, 2017. Motion carried.

7. BOARD AGENDA AUTOMATED DEMONSTRATION WITH DISCUSSION AND POSSIBLE ACTION: Accept staff'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 paper meeting packets. Chris Shaw, IT Manager provided a brief demonstration of the tablets. Discussion ensued. The cost of a tablet is approximately \$150/each compared to the printing cost which is \$.05 per page for colored copies. Recent packets have been at least 200 pages. Approximately 30 packets are printed for each meeting. Meeting packets will continue to be uploaded to the WC website and one paper packet will be available for public review at each meeting. However, if any member of the public requests a paper copy, one will be provided accordingly.

A motion was made by Bart Patterson and seconded by Leo Bletnitsky to accept staff's recommendation to purchase computer automated tablets for board members to use during Board, Committee and Consortium meetings. Motion carried.

8. INFORMATION: Ongoing partnerships with K-12

Jaime Cruz directed the Board's attention to the letter on page 23 of the agenda packet and reported that WC is actively supporting WIOA's focus on the alignment of education and economic development through the use of STEM and labor market information.

9. INFORMATION: Workforce Connections STEM Newsletter

Mr. Cruz presented the edited newsletters provided on page 25-28 of the agenda packet.

10. DISCUSSION AND POSSIBLE ACTION: Accept and approve Strategic Initiatives Report – Jaime Cruz, Chief Strategy Officer

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

Mr. Cruz presented the updated Strategic Initiatives Report (p. 30) and Strategic Work Plan Goals Matrix provided on page 33-41 of the agenda packet. Going forward, the status column of the Goals Matrix will be highlighted in yellow.

Mr. Cruz previewed the map (p. 32) of existing and future One-Stop Affiliate Site locations within the Las Vegas-Clark County Library District. The first two library locations will be located in the rural area of Mesquite and Laughlin. Four new locations have been approved to open under phase one by July 1, 2017 including the North Las Vegas Library, Alexander Library, Aliante Library and Boulder City Library. Over the next few years, WC will look at opening One-Stop Affiliate Sites at several additional locations, including Henderson, Centennial Hills, Enterprise, Meadows, Rainbow, Summerlin, Sunrise, West Las Vegas, Whitney and Windmill libraries.

A motion was made by Jerrie Merritt and seconded by Janice John to accept and approve Strategic Initiatives Report as presented. Motion carried.

11. **DISCUSSION AND POSSIBLE ACTION: Review, accept and approve staff'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. As part of the Operator procurement process, a selection committee comprised of members of all the core partners under WIOA will review the proposals and make a recommendation for approval by the Board and ratification by the LEO Consortium. The proposal evaluation process will take place in January and February and the approval and ratification in March and April.

Procurement of the One-Stop Operator as required by sec. 121(d)(2)(A) of WIOA is provided as backup on page 43-44 of the agenda packet.

A motion was made by Jerrie Merritt and seconded by Rob Mallery to accept and approve staff'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.

12. **INFORMATION: Sub Recipient Contracts Summary List for Items 13-19**

Programs Committee Chair Bart Patterson presented the Sub Recipients Contracts Summary List provided on page 45-47 of the agenda packet. He reported that all of the items were thoroughly discussed at the Programs Committee meeting last week.

13. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee'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.**

Chair Patterson read the item and requested Ricardo Villalobos, Director, Workforce Development Programs to provide background. NyECC is requesting an additional \$50,000 to their WIOA Youth, Adult, and Dislocated Worker budget for staff salary increases (68%), percentage of time increase for staff to focus on WIOA workforce development job duties (28%), and additional training for staff to increase skills (4%). NyECC staff earn approximately \$20,000 annually compared to the average career coach salary of \$40,000 annually.

NyECC's letter of request/justification is provided as backup on page 49 of the agenda packet.

A motion was made by Leo Bletnitsky and seconded by Jerrie Merritt to accept Programs Committee'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.

14. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee'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.**

Chair Patterson read the item and reported that the Programs Committee looked at NPI's program enrollment, successful completion and employment re-entry and discussed program timelines for the enrollment process, program completion, including participants release from detention, and concluded that longer contracts need to be in place for a better evaluation period to look at the success of the program.

NPI's Pre-Entry Youth Program Scope of Work is provided as backup on page 51-55 of the agenda packet.

A motion was made by Jerrie Merritt and seconded by Valerie Murzl to accept Programs Committee'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.

15. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee'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.**

Chair Patterson read the item and Mr. Villalobos provided background. This request is for an additional year's award to serve an additional new 80 participants through the Build Nevada Pre-Apprenticeship Program. The program is designed to prepare individuals to succeed in apprenticeship and construction employment by providing math and reading remediation. NPI's Build Nevada Program has a partnership with the building trade's Southern Nevada Union Apprenticeship Programs allowing program participants invaluable access to individual Joint Apprenticeship Training, including introduction to journeymen and apprentices, JATC site visits,

renewable energy and construction site visits, and prompt notifications of JATC apprenticeship openings.

Mr. Villalobos provided a breakdown of the demographics of the Build Nevada Program participants:

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

Chair Patterson stated that the Programs Committee requested an item be agendaized for a later meeting to discuss appropriate advertising and marketing for program enrollment.

Chair Murzl inquired about the My Future coloring book handout. Mr. Cruz clarified this was part of his Strategic Initiatives report. WC launched My Future, a STEM initiative for the K-12 education system. The book handed out today was created for those interested in the construction industry.

NPI's Build Nevada Pre-Apprenticeship Program Scope of Work is provided as backup on page 57-59 of the agenda packet.

A motion was made by Jerrie Merritt and seconded by Jill Hersha to accept Programs Committee'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.

16. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee'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.

Chair Patterson read the item and Mr. Villalobos provided background (p. 62). As a result of a non-responsive RFP (no proposals received), 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 and high school drop-outs, etc.) and lead to the completion of a high school diploma or its equivalency and a skilled-trades training program with a certification that would lead to self-sufficient employment in the health and/or IT sector. Brief discussion ensued.

Mr. Villalobos stated that DETR must approve all sole source contracts.

HELP's Earn While You Learn Program Scope of Work and the Out-of-School Youth Pilot RFP is provided as backup on page 63 and 65 respectively.

A motion was made by Leo Bletnitsky and seconded by Jerrie Merritt to accept Programs Committee'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.

17. **DISCUSSION AND POSSIBLE ACTION:** Accept Programs Committee'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.
- c. Easter Seals Nevada
- d. Youth Advocate Programs, Inc.

Chair Patterson read the item and presented the backup. He stated that Chicanos Por La Causa (CPLC) was not present at the Programs Committee meeting to answer any questions and the general discussion at the meeting was based on whether or not to award the highest bidder. ResCare's proposal and panel interview received the highest scores.

Mr. Villalobos briefly introduced the SPR evaluators present on the phone and shared SPR's comments on proposal strengths and weakness:

- 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

Backup is provided on page 97-134 of the agenda packet, including: SPR Summary (p. 97); Scoring Summary and Scorecards (p. 100); and Executive Summaries (p. 127).

A motion was made by Valerie Murzl and seconded by Jerrie Merritt to accept Programs Committee'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.

18. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee'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, the contract period shall be January 1, 2017 through June 30, 2018.**

Chair Patterson read the item and Mr. Villalobos provided background. Youth Advocate Program (YAP) was the only respondent in this RFP process. YAP specializes in serving victims of sex trafficking and adjudicated youth.

Backup is provided on page 136-148 of the agenda packet, including: SPR Summary (p. 136); Scoring Summary and Scorecards (p. 139); and YAP's Executive Summary (p. 147).

A motion was made by Jill Hersha and seconded by Janice John to accept Programs Committee'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, the contract period shall be January 1, 2017 through June 30, 2018. Motion carried.

19. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee'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.
- b. Olive Crest

Chair Patterson read the item and Mr. Villalobos provided background. Only two proposals were received. Olive Crest's proposal was scored at 78.24% and CPLC at 72.06%. Olive Crest is the incumbent provider of foster care youth services for the past four years.

Louis Loupias inquired regarding enrollment numbers. Mr. Villalobos replied, Olive Crest will enroll 80 youth at \$6,666 cost per youth and per the evaluator's comments, Olive Crest has existing staff to take on work and salaries and fringe is reasonable. He further reported no past performance issues with Olive Crest.

Backup is provided on page 150-170 of the agenda packet, including: SPR Summary (p. 150); Scoring Summary and Scorecards (p. 153); and Executive Summaries (p. 167).

A motion was made by Mark Keller and seconded by Jerrie Merritt to accept Programs Committee'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.

20. INFORMATION: PY2016 Training Reports ~ Brett Miller, Manager, Strategic Planning & Analysis

Brett Miller summarized the PY2016 Training Reports for Adult and Youth provided on page 172-174 of the agenda packet.

Mr. Galbreth directed the Board's attention to WC's Annual Report – PY15 (separate handout) and acknowledged Mr. Miller, Mr. Cruz and staff for producing an excellent report.

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

Jim Kostecki summarized the following operations reports:

a. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017 (p. 177-188)

Mr. Kostecki reported, no changes to budget summary; line item reallocations highlighted in yellow for all three budgets.

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2016 through June 30, 2017 (Formula WIOA) (p. 190)

Mr. Kostecki reported, two line items in yellow, 7025 Dues and Subscriptions and 7100 Insurance due to timing of payment. He has no concerns as both line items will balance out over the course of the year.

c. Awards & Expenditures Report – Monthly Update (Status of Service Providers) (p. 192-196).

Mr. Kostecki summarized the report and noted that there is potential for pink papers due to the new work-based learning requirement in the Youth contracts.

d. WIOA Expenditure Tracking Report – July 1, 2015 through May 31, 2016 Actuals vs. Expected Expenditures - Adult, Dislocated Worker and Youth

Brett Miller summarized the report provided on page 198 of the agenda packet.

e. Workforce Connections' Professional Services Contracts (p. 200-206)

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 Bart Patterson and seconded by Mark Keller to accept and approve reports as presented. Motion carried.

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

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

Kenadie Cobbin Richardson summarized the reports provided on page 208-212 of the agenda packet.

23. 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 read the Executive Director's Report provided on page 212-215 of the agenda packet.

A motion was made by Jerrie Merritt and seconded by Leo Bleznitsky to accept and approve Executive Director's report as presented. Motion carried.

24. INFORMATION: Board Member Comments

Bart Patterson wished everyone a happy holiday season.

25. SECOND PUBLIC COMMENT SESSION

Chair Murzl opened the public comment session.

Rebecca Keenan, VP of NV Subcontractors Association, stated that there is a huge shortage of candidates for the hundreds of jobs in the construction industry.

Marlin Dumont, NPI thanked the board for the contract recommendation.

Jeff Vaughn, Build Nevada thanked the board for the funding recommendation.

Lynn Hoffman, ResCare Workforce Services thanked the board for the Youth contract and stated that she has reached out to other bidding organizations to establish partnerships.

Denise Gee, HELP of Southern Nevada thanked the board for the contract recommendation and announced the new Shannon West Homeless Shelter under construction, which is scheduled to open July 2017.

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

26. Adjournment

Chair Murzl adjourned the meeting at 11:37 a.m.