

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**February 14, 2017
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
Councilman Bob Beers, City of Las Vegas (phone)
Commissioner Butch Borasky, Nye County (phone)
Commissioner De Winsor, Esmeralda County
Councilwoman Peggy Leavitt, Boulder City

Members Absent

Councilwoman Gerri Schroder, City of Henderson
Commissioner Varlin Higbee, Lincoln 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
Brett Miller, Strategic Planning & Analysis Manager
Emilio Pias, Sr. Analyst, Quality Assurance
Mary Ann Avendano, Sr. Financial Analyst
Faith Canella, Sr. Financial Analyst
Melodye Stok, Accounting Technician
Jim Valade, Financial Analyst
Byron Goynes, Business Engagement Specialist
Debra Collins, Program Manager
Shawonda, Program Manager
Jeramey Pickett, Program Specialist
Carol Polke, Program Specialist
Jennifer Padilla, YouthBuild Program Manager
Celia Rouse, Business Engagement Specialist
Shawna M. Rice, Business Engagement Specialist

Others Present

Sergio Regalado, HELP of Southern Nevada	Brittani Gray, Nevada Partners, Inc.
Rodzhane Combs	Robert Brown, Youth Advocate Programs
Kimberly Diehm, Boulder City Library	Ryan Whitman, PBTK
Angela Phillips, Olive Crest	Denise Gee, HELP of Southern Nevada
Lynn Hoffman, ResCare Workforce Services	Stacey Smith, Nye Communities Coalition
Tammi Odegard, Nye Communities Coalition	Ron Hilke, DETR
Neosha Smith, Youth Advocate Programs	Marie Luisa Dimaguila, Youth Advocate Programs

(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 1:02 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 floor to public comment.

Sergio Regalado, client of HELP of Southern Nevada, thanked the Board for helping him reach his educational and career goals and shared about his positive experience with the program.

Mr. Jackson thanked HELP of Southern Nevada for assisting 20 displaced EFCO employees with employment and training services, while EFCO prepares to close its doors in Henderson later this month.

Rodzhan Combs, client of Nevada Partners, Inc. (NPI), shared about her positive experience with the Intel Innovation Generation STEM education program where she is learning about coding, 3-D printing, laser cutting and drones. She demonstrated her project (drone wrap) and expressed that she would like to work in the fashion industry as a fashion editor.

Brittani Gray, youth program manager, NPI invited everyone to attend the next Intel Innovation Generation graduation on February 16th at NPI.

Ms. Stacy, client of HELP of Southern Nevada shared about her positive experience with the program where she is receiving training in the medical field.

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**

Ardell Galbreth stated there are no changes to the agenda.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to approve the agenda as presented. Motion carried.

4. **PRESENTATIONS**

- a. Workforce Connections Distinguished Service Award - presented to WC's Fiscal Team: Jim Kostecki, Mary Ann Avendano, Faith Canella, Jim Valade, Melodye Stok and Vicki Lara.
- b. Workforce Connections Individual Champion Award - First Runner-up presented to Tami Odegard, Nye Communities Coalition
- c. Workforce Connections Individual Champion Award presented to Denise Gee, HELP of Southern Nevada
- d. Workforce Connections Organization Champion Award presented to HELP of Southern Nevada

Mr. Galbreth presented the awards to the individuals and photos were taken.

Jim Kostecki congratulated his team for the Distinguished Service Award.

5. DISCUSSION AND POSSIBLE ACTION: Approve minutes of December 13, 2016

Chair Weekly presented the minutes provided on page 9-22 of the agenda packet.

A motion was made by Councilwoman Peggy Leavitt and seconded by Councilman Bob Beers to approve minutes of December 13, 2016 as presented. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: Review and approve Annual Audit PY2015 (Year ended June 30, 2016) ~ Presentation by Ryan C. Whitman, CPA, Piercy Bowler Taylor & Kern

Mr. Whitman summarized audit results:

- No significant deficiencies, material weaknesses or findings with the agency's financial statements, internal controls over financial reporting and compliance with GAAS
- No significant deficiencies, material weaknesses or findings with the agency's federal awards
- Unmodified auditor's report issued for both financial statements and federal awards
- WC is now considered a low-risk auditee

Mr. Galbreth commended staff for the excellent audit.

The LEOs congratulated Mr. Kostecki and his team for their achievements.

Chair Weekly disclosed that PBTK handles his campaign finances.

A motion was made by Councilwoman Anita Wood and seconded by Councilman Bob Beers to approve Annual Audit PY2015 (Year ended June 30, 2016). Motion carried.

7. INFORMATION: Status update from our library district partners on the strategic initiative to host additional One-Stop Career Centers at the public libraries

Updates provided by:

- a. Matt McNally, Community Engagement Director, Las Vegas-Clark County Library District (see attached update)
- b. Forrest Lewis, Executive Director, North Las Vegas Library District
- c. Kim Diehm, Director, Boulder City Library District (see attached update)

Forrest Lewis reported, the North Las Vegas Library District recently completed their 5-year strategic plan outlining training opportunities for upcoming jobs in the community and education and workforce development resources available at the three full-service library locations within the North Las Vegas Library District.

Chair Weekly inquired about the Boulder City Library District's STEM program. Ms. Diem stated that STEM kits have been purchased and the library is working with WC's STEM program. Mr. Cruz stated that the library partners will reach out to employers and organizations (e.g., drone airport) for STEM resources and to establish an effective communication plan to engage the community.

Chair Weekly expressed concern that the West Las Vegas Library was not identified as an affiliate site. Mr. McNally stated that the Las Vegas Library District is interested in including this location as well as all other urban branches in the future. He further stated, the West Las Vegas Library was not one of the initial five identified due to its space and restriction limitations within the library. The goal is to include the West Las Vegas Library into the master facility planning process so that the space can be designed correctly and future services can be implemented. Chair Weekly replied, the West Las Vegas Library is surrounded by schools (Agassi, Kelly, and Booker), is in proximity to Nevada Partners and a main bus line, and based on the square footage of the other sites opening in the libraries, it has adequate space to house an affiliate site.

Councilwoman Wood stated that North Las Vegas is looking for a new location for its City Hall branch within a redevelopment area of downtown.

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

Mr. Cruz presented the Strategic Initiatives report (p. 30), updated Strategic Work Plan Goals Matrix (p. 31-39), and proposed design layouts of the one-stop center locations at the Boulder City, Laughlin, North Las Vegas (Alexander, Aliante and City Hall) and Mesquite libraries (p. 40-49).

Mr. Cruz reported that an LEO, Board members and staff will attend the NAWB conference next month in Washington D.C. and meet with members of the house and senate to advocate for 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.

9. DISCUSSION AND POSSIBLE ACTION: Designate members of the One-Stop Operator Selection Committee. The One-Stop Operator will be responsible for the management of the existing comprehensive One-Stop Center and additional new One-Stop centers to open in Program Year 2017 throughout the Southern Nevada Workforce Development Area

Chair Weekly read into the record the proposed members of the One-Stop Operator Selection Committee:

- a. Title I Youth, Adult and Dislocated Worker
Jaime Cruz, Chief Strategy Officer, Workforce Connections
- b. Title II Adult Education and Family Literacy
Nancy Olsen, Adult Education Programs Supervisor, Nevada Department of Education
- c. Title III Wagner-Peyser Employment Services
Renee Olson, Administrator Employment Security Division, Nevada Department of Employment Training and Rehabilitation
- d. Title IV Vocational Rehabilitation
Shelley Hendren, Administrator Rehabilitation Division, Nevada Department of Employment Training and Rehabilitation
- e. Temporary Assistance for Needy Families (TANF)
Steve Fisher, Administrator Division of Welfare and Supportive Services, Nevada Department of Health and Human Services

- f. Las Vegas Clark County Library District
Matt McNally, Community Engagement Director, Las Vegas-Clark County Library District
- g. North Las Vegas Library District
Forrest Lewis, Director, North Las Vegas Library District
- h. Boulder City Library District
Kim Diehm, Director, Boulder City Library District
- i. United Way of Southern Nevada
Bob Morgan, President & CEO, United Way of Southern Nevada

IMPORTANT NOTE: Committee members will designate an alternate representative from their agency to stand-in for them during the evaluation process in case an unforeseen scheduling conflict occurs. Third party evaluation will be provided by Social Policy Research Associates (SPRA).

Mr. Cruz provided background and presented an excerpt from Nevada's Unified State Plan regarding One-Stop Operator Designation or Certification (p. 51): In collaboration with core partners, the local boards shall issue Request for Proposals (RFPs) for one-stop operator(s). An operator selection committee comprised of a representative from each of the mandatory four WIOA partners and other selection committee members designated by the local board shall review third party scoring evaluation results; review or evaluate proposals; and provide feedback to the local boards. The local boards have the option of including third party scoring in their evaluation process. The local board, with the agreement of the chief elected official(s), will select/designate/certify one-stop operators and terminate for cause the eligibility of such operators consistent with WIOA Section 121(d).

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to designate the proposed members of the One-Stop Operator Selection Committee. Motion carried.

10. **DISCUSSION AND POSSIBLE ACTION: Review and approve Executive Committee's recommendation to designate the TANF office on 700 Belrose Street, Las Vegas, NV 89107 as a Workforce Connections One-Stop Affiliate Site as outlined in WIOA. Upon approval and ratification by the Local Elected Officials, TANF staff will be collocated at the comprehensive center on West Charleston and Title I staff will be collocated at the TANF affiliate site.**

Mr. Cruz provided background and presented TANF's One-Stop Affiliate Site Application provided on page 54-57 of the agenda packet. Upon approval, TANF will become an integral part of the One-Stop Delivery System.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to approve Executive Committee's recommendation to designate the TANF office on 700 Belrose Street, Las Vegas, NV 89107 as a Workforce Connections One-Stop Affiliate Site as outlined in WIOA. Upon approval and ratification by the Local Elected Officials, TANF staff will be collocated at the comprehensive center on West Charleston and Title I staff will be collocated at the TANF affiliate site. Motion carried.

11. **INFORMATION: STEM Newsletter**

Mr. Cruz presented the STEM Newsletter for February 2017 (p. 59-60).

12. **DISCUSSION AND POSSIBLE ACTION: Approve Executive Committee's recommendation to award an additional \$50,000 in WIOA Youth funding to Nevada Partners, Inc. to continue delivering WIOA Youth services. The total contract award amount with amendment shall not exceed \$850,000. Upon approval and ratification by the Local Elected Officials Consortium, the contract period shall be July 1, 2016 through June 30, 2017.**

Ricardo Villalobos provided background. This funding request will assist with work-based learning for clients participating in the Intel Innovation Generation STEM education program. 24 clients will receive a 200 hour work-based learning opportunity totaling \$39,600 and the remainder of the funds will go toward support services and occupational skills training through June 2017. NPI's funding request and Executive Summary is provided on page 62-65 of the agenda.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to approve Executive Committee's recommendation to award an additional \$50,000 in WIOA Youth funding to Nevada Partners, Inc. to continue delivering WIOA Youth services. The total contract award amount with amendment shall not exceed \$850,000. Upon approval and ratification by the Local Elected Officials Consortium, the contract period shall be July 1, 2016 through June 30, 2017. Motion carried.

13. **DISCUSSION AND POSSIBLE ACTION: Review, accept and approve Workforce Connections' Professional Services Contracts ~ Jim Kostecki, Chief Financial Officer**

- a. Social Policy Research Associates (SPRA) – This is the fourth amendment to the original contract which provides RFP evaluation services. This amendment adds additional funds of \$30,000 for a not to exceed amount of \$105,000. The term is extended for an additional year. Upon renewal, the contract will be in the third year of a potential four year procurement.

Mr. Kostecki presented SPRA's Professional Service Agreement and amendments (p. 68-96) and WC's Professional Services Contracts report dated January 31, 2017 (p. 97-102).

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt to accept and approve Workforce Connections' Professional Services Contracts as presented. Motion carried.

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

- a. BEST In-Demand Jobs Report
- b. BEST Pre-Screening & Referral Statistics Report
- c. Social Media Page

Ms. Cobbin Richardson presented the reports (p. 104-108) and highlighted the Business Engagement Panel meeting on January 18th at Red Flint, a University of Phoenix project to engage employers in a STEM workforce.

Chair Weekly commended Ms. Cobbin Richardson and her team for the large amount of media generated to bring awareness to the various industry sectors and opportunities for the clients.

15. 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 presented the Executive Director's report (p. 110-113) and highlighted the following:

- a. Nye Communities Coalition (NyECC) served 2,035 individuals in their resource room during this quarter and entered into two OJT contracts with a new employer
- b. NyECC is conducting outreach to employers in northern Nye and Esmeralda counties
- c. Lincoln County Workforce Services held An Hour of Code STEM workshop on December 5th and facilitated a STEM presentation for Jobs for American Graduates (JAG) at Lincoln County High School.

Mr. Galbreth thanked everyone for attending Workforce Connections' State of Workforce Development – Southern Nevada presentation held yesterday. Continuing, he presented a letter (p. 112-113) from NyECC's Executive Director Stacey Smith in response to Commissioner Borasky's inquiry last meeting regarding NyECC's organizational structure and funding sources.

A motion was made by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood to accept and approve Executive Director's report as presented. Motion carried.

16. INFORMATION: LEO Consortium member comments

Commissioner Borasky apologized for not attending the meeting in person due to his very busy schedule.

Councilwoman Leavitt and Wood thanked staff for yesterday's well-delivered and professional presentation and Mr. Cruz for his efforts in the library transition.

Councilwoman Wood reported new projects in North Las Vegas, including a charter school, a new Cracker Barrel restaurant and high school adoption initiative with JAG, wherein each of the Councilmembers adopts a high school to support and encourage the students as they prepare to enter the employment world. She reported that Workforce Connections' Byron Goynes provided Cheyenne High School students with resume and job interview basics and conducted mock interviews.

Commissioner Winsor stated that the meeting was very informative, that he was not aware of WC prior to his appointment on the Consortium, and he stressed the importance of education for youth entering the workforce.

Commissioner Weekly spoke briefly regarding the NAWB Conference in D.C. and the legislative session in Carson City. He noted important initiatives to watch including the legalization of recreational marijuana, proposition to reduce legal gambling age to 18 years and the progress of Las Vegas Convention and Visitors Authority's \$1.5B expansion project. He thanked WC for supporting the Small Business Institute to provide 125 students with summer jobs.

Councilman Beers gave kudos to Jim and the Fiscal team for the excellent audit.

17. SECOND PUBLIC COMMENT SESSION

Chair Weekly opened the floor to public comment. Hearing no comments, he closed the public comment session.

18. ADJOURNMENT

The meeting adjourned at 2:46 p.m.