

**WORKFORCE CONNECTIONS
EXECUTIVE COMMITTEE
MINUTES**

**February 9, 2017
2:00 p.m.**

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

Members Present

Valerie Murzl, Board Chair
Commissioner Lawrence Weekly, LEO Consortium Chair
Jack Martin, Board Vice Chair
Bart Patterson, Programs Committee Chair (phone)
Jerrie Merritt, Finance & Budget Chair

Members Absent

None

Staff Present

Ardell Galbreth, Executive Director
Suzanne Benson, Board Administrator
Jaime Cruz, Chief Strategy Officer
Jim Kostecki, Chief Financial Officer
Ricardo Villalobos, Director, Workforce Development Programs
Kenadie Cobbin Richardson, Director, Business Engagement & Communications
Brett Miller, Manager, Strategic Planning & Analysis
Jeannie Kuennen, Program Manager
Emilio Pias, Sr. Analyst, Quality Assurance
Carol Polke, Program Specialist II – Strategic Initiatives
Jeramey Pickett, Program Specialist II – Strategic Initiatives

Others Present

Angela Phillips, Olive Crest
Neosha Smith, Youth Advocate Program
Ron Hilke, DETR/WISS
Kimberly Diehm, Boulder City Library District
Macey Prince, WC Consultant
Cedric Cole, Commission on Minority Affairs
Forrest Lewis, North Las Vegas Library District
Matt McNally, Las Vegas Clark County Library District
Brittani Gray, Nevada Partners, Inc.

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

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

The meeting was called to order by Chair Valerie Murzl at 2:00 p.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.

Brittani Gray, youth program manager, Nevada Partners, Inc. spoke briefly about the Intel Innovation Generation program to provide work-based learning opportunities for 23 individuals over a 14-week period. Participants Jennifer Torres and Wesley Walker shared about their positive learning experiences with the Intel program.

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 stated there were no changes to the agenda.

A motion was made by Commissioner Lawrence Weekly and seconded by Jerrie Merritt to approve the agenda as presented. Motion carried.

4) DISCUSSION AND POSSIBLE ACTION: Approve the minutes of November 10, 2016

Chair Murzl presented the minutes on page 8-11 of the agenda packet.

A motion was made by Commissioner Lawrence Weekly and seconded by Jack Martin to approve the minutes of November 10, 2016 as presented. Motion carried.

5) 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.

6) 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 Strategic Initiatives report (p. 14), updated Strategic Work Plan Goals Matrix (p. 15-23), 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. 24-33).

Jack Martin inquired about partnering with other agencies such as DFS and DJJS. Mr. Cruz stated, WC is interested in furthering other partnerships.

Mr. Galbreth stated, WC is partnering with TANF and is establishing partnerships with Clark County Social Services and other agencies.

Mr. Cruz reported, the infrastructure cost to move into the libraries is a one-time expense to WC at approximately \$3,500 - \$4,000 per cubicle space for the 11 one-stop centers opening in the first year.

Jim Kostecki stated, the initial infrastructure costs will come out of the Strategic Initiatives budget line item, but next year the costs will be factored into the One-Stop Operator's agreement with the state's approval.

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

7) 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

Proposed members:

- 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 read the excerpt from the Unified State Plan regarding One-Stop Operator Designation or Certification, provided on page 35 of the agenda packet:

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 required 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).

Mr. Cruz stated, proposals will be scored by a third party evaluator (SPRA) then evaluated by the One-Stop Operator Selection Committee. A recommendation for the One-Stop Operator will go before the Board for approval in March and the Local Elected Officials

Consortium for ratification in April. Upon approval and ratification, the contract commences on May 1, 2017.

Discussion ensued regarding the evaluation process.

A motion was made by Commissioner Lawrence Weekly and seconded by Jack Martin to designate the proposed members of the One-Stop Operator Selection Committee. Motion carried.

- 8) **DISCUSSION AND POSSIBLE ACTION: Review and approve the Executive Director'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. He clarified that CCSD provides onsite High School Equivalency services and classroom space/equipment for Adult Ed at the Belrose Complex.

TANF Affiliate Site Application is provided as backup on page 39-41 of the agenda packet.

A motion was made by Commissioner Lawrence Weekly and seconded by Jerrie Merritt to approve the Executive Director'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.

- 9) **DISCUSSION AND POSSIBLE ACTION: Approve Programs 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 to support services and occupational skills training through June 2017.

NPI's funding request and Executive Summary is provided as backup on page 43-46 of the agenda.

A motion was made by Commissioner Lawrence Weekly and seconded by Jack Martin to approve Programs 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.

10) DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve Annual Audit PY2015 (Year ended June 30, 2016) ~ Jim Kostecki, Chief Financial Officer

Mr. Kostecki presented the Schedule of Findings and Questioned Costs provided on page 49-51 of the agenda. This is the cleanest audit WC has ever had with zero findings for the fiscal year ended June 30, 2016. He commended his staff for doing a tremendous job over the past five years to reach this point.

Mr. Galbreth noted that it is virtually unheard of for a state or federally funded agency to qualify as low-risk and commended Mr. Kostecki and the fiscal team for the achievement.

Jerrie Merritt congratulated Mr. Kostecki and his team.

The complete audit report was provided as a separate handout.

A motion was made by Jerrie Merritt and seconded by Jack Martin to accept and approve Annual Audit PY2015 (Year ended June 30, 2016). Motion carried.

11) DISCUSSION AND POSSIBLE ACTION: Review, accept and approve Workforce Connections' Professional Services Contracts. (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any Committee members upon request).

- 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 \$30,000.00, for a not to exceed amount of \$105,000.00. The term is extended for an additional year. Upon renewal, the contract will be in the third year of a potential four year procurement.

Mr. Kostecki presented the PSC Report provided on page 54-59 of the agenda packet.

A motion was made by Commissioner Lawrence Weekly and seconded by Jerrie Merritt to accept and approve Workforce Connections' Professional Services Contracts as presented. Motion carried.

12) INFORMATION: Business Engagement and Communication Reports ~ Kenadie Cobbin Richardson, Director, Business Engagement & Communications

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

Ms. Cobbin Richardson presented the Business Engagement reports provided on page 61-65 of the agenda packet.

13) DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report

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

Mr. Galbreth presented the Executive Director's report provided (p. 67-70) and reported that the Workforce Development Practitioner Apprenticeship Training project has been delayed at least three months while details are sorted out at DOL and DETR. Mr. Villalobos stated that WC's information will be presented to the Apprenticeship Council in May.

Mr. Galbreth reminded Board members of the scheduled State of Workforce Development – Southern Nevada presentation on Monday, February 13th at 11:00 a.m.

Commissioner Weekly stated that WC may want to consult with an individual with expertise in federal government to keep WC informed of any potential changes in legislation. Discussion ensued.

Mr. Galbreth stated that WC is currently working with Karlene Henry of DOL as well as DOL consultant, Macey Prince, but it can certainly seek out other individuals with expertise. He stated that however, WC cannot pay for any lobbying. He reported, based on preliminary numbers for the state's allocation, WC can expect to see approximately \$1M increase in funding this year.

Mr. Kostecki concurred and explained the sequestration process and the carry-forward funds allocated for this period.

Mr. Cruz clarified that the libraries will be staffed with existing WIOA career coaches as well as individuals from WIOA required partners (e.g., WIOA Title partners, Wagner-Peyser, etc.) and the goal is not to hire new staff.

Chair Weekly commended Mr. Galbreth for his leadership.

A motion was made by Commissioner Lawrence Weekly and seconded by Jerrie Merritt to accept and approve Executive Director's Report as presented. Motion carried.

14) INFORMATION: Executive Committee Members Comments

Mr. Martin commented regarding Mr. Villalobos' departure and asked about filling the gaps. Mr. Galbreth stated, there are no gaps in service and oversight expected until decisions are made to fill the position and/or restructure existing staff in the agency.

15) SECOND PUBLIC COMMENT SESSION

Chair Murzl opened the public comment session; hearing no comments, the public comment session was closed.

16) Adjournment

The meeting adjourned at 3:26 p.m.

Attachment to Minutes

Agenda Item 5

Update from Matt McNally, Las Vegas-Clark County Library District

Good afternoon. It's a real pleasure to be here. My name is Matt McNally and I'm the Community Engagement Director of the Las Vegas-Clark County Library District. In addition to overseeing 5 administrative departments that include adult programming, youth programming, literacy programming, art galleries, and our outreach services, a core responsibility of mine is to also establish and strengthen partnerships with other individuals and organizations in our community.

Before I begin, I want to take a moment to acknowledge an individual that I've grown quite close to over the last six months. Jaime Cruz has worked diligently with me in the exploration and development of this partnership between Workforce Connections and the Library District. When our organization talks about finding partners who embody the characteristics of a true organizational partnership, we need to look no further than Jaime Cruz and that of Workforce Connections. Jaime, I'm delighted to call you my colleague and friend. The working relationship that we've established is strong, and is vital to the success of this collaboration. The visionary leadership of our Executive Director, Dr. Ron Heezen, and that of Ardell, has supported us in this venture.

The Las Vegas-Clark County Library District serves approximately 1.5 million patrons spread across our taxing district which includes the City of Las Vegas and areas within Clark County. It does not include the areas of North Las Vegas, Henderson, or Boulder City. We have 25 library branches in our organization. 13 of the branches exist in the urban area of Las Vegas while another 12 exist in rural locations such as Mesquite, Laughlin, Mt. Charleston, Blue Diamond, Indian Springs, Searchlight, Bunkerville, and so forth.

In 2016, our organization implemented a new strategic framework, called Vision 2020. The framework was constructed by approximately 30 library staff members within the organization. At the conclusion of the year-long planning process, the team selected 4 areas to focus our future services toward. They include:

- Limitless Learning
- Business & Career Success
- Government & Social Services; and
- Community & Culture

The business model of libraries is changing all across America. Libraries are often thought of for the collection, including: books, magazines, newspapers, digital databases, and AV materials. But with advances such as Google, Kindles, ipads, and information becoming more readily accessible, good libraries are adjusting aspects of their service model. While the

core service of any library will always be to provide information, libraries are beginning to focus on creating experiences by cultivating interactions. The goal is to create positive community impact.

We believe that our partnership with Workforce Connections strengthens that directional change, specifically within the areas of Limitless Learning and Business & Career Success. Additionally, the services of Workforce Connections, uniquely pair with the Library District's CALL program. CALL stands for Community Adult Learning in Libraries and encompasses the areas such as Adult Basic Education, English as a Second Language, English Language Learners, Math Proficiency, One-on-One Tutoring, Citizenship Preparation, Career Readiness, and Employment.

The Library District funds the CALL program at an approximate cost of \$350,000 annually. Through the efforts of Jill Hersha, our Literacy Services Manager, and Danielle Milam, our Development and Planning Director, the District also receives over three quarters of a million dollars annually to expand services beyond what we alone can provide. This funding comes to us from the Adult Education and Family Literacy Act under Title II of the Workforce Innovation and Opportunity Act, commonly known as WIOA. The Library District has a proven track-record throughout 14 years of achieving success with this funding. The District serves over 1,700 students annually who regularly score higher in retention and level advancement rates in comparison to other Nevada literacy programs.

Under WIOA Title II programs which focus on Adult Education, providers are required to embed career readiness and workforce skills in to the curriculum of all literacy classes to retain and apply for future grant funding. The District uses the ACT Career Ready 101 system. The curriculum is being used to develop workforce skills and allow students to take the WorkKeys assessment. Successful students will obtain a National Career Readiness Certificate, which is nationally recognized and makes the student more employable.

Federal programs of WIOA are now required to work together in assisting out-of-work, and unemployed youth and adults to attain skills and training leading to a career pathway. The Library District's new partnership with Workforce Connections helps satisfy these WIOA requirements. Workforce Connections currently serves the public by providing services at the One-Stop Career Center under WIOA Titles I, III and IV, which makes partnering with the Library District providing services under WIOA Title II, an ideal match.

Workforce Connections is the expert at moving individuals in to the workforce and the Library District has been extremely successful with our education and literacy results. A large majority of patrons that seek one service is likely to seek a service in another area. Under this partnership, services of both Workforce Connections and the Library District in the future would be made available at the same location. The Library District has many assets to offer, but the top two include:

- Incredible trust with the public
- Numerous locations spread out across the community

In August 2016, the Library District signed an MOU with Workforce Connections to partner and bring the services of both organizations together. The partnership is stronger today, than the inspiration was six months ago.

Over the next few years, we'll be allocating square footage in our existing library buildings to implement Workforce Connections services. Additionally, our organization is in the process of conducting a facility master planning process. The partnership goals with Workforce Connections will be introduced in to that process to identify a number of criteria. We know that the scale of services will vary from library branch to library branch based on community needs, the ability for Workforce Connections to staff the designated areas, and facility square footage limitations and abilities. Jaime and I have also discussed a staff training component to inform both Workforce Connections providers and Library District staff, about the skills and abilities that each possess. Our hope is that individuals from both Workforce Connections and the Library District will work cohesively to direct a patron toward the right service representative when visiting the library.

We began with physical implementation this fiscal year. Like Workforce Connections, the Library District mirrors the same fiscal year from July 1 through June 30. We implemented services at our Mesquite Library and Laughlin Library as a pilot to the partnership. We don't expect the quantitative results from those locations to resemble the expected results in our urban library branches. But, by implementing services at those locations, it helped satisfy a requirement of Workforce Connections to provide services in rural areas of southern Nevada. It also made it easier for us to implement the partnership immediately with minimal cost.

The Library District currently has plans to build two new libraries in Mesquite and in East Las Vegas at 28th and Bonanza. So, we involved Workforce Connections into the architect design process for the new buildings. We want to make sure that the location in the building and the design makes sense for the services you'll provide. We identified technology needs, opportunities to share spaces, and square footage allocations. Currently, services in Mesquite are being operated from a temporary desk location until the new library is built and the existing library is renovated. In Laughlin, approximately 200 square feet has already been dedicated, and the architect plans for the East Las Vegas Library, has allocated approximately 500 square feet for services.

We're now planning to implement Workforce Connections services at five library branches next fiscal year. These facilities include the Clark County Library, West Charleston Library, Sahara West Library, Las Vegas Library, and the Spring Valley Library. These locations provide fewer obstacles and lesser costs for us to immediately implement services.

Introducing services at the other library branches of our District for subsequent years will be included in the Library District's Facility Master Planning process.

Jaime and I have spent a great deal of time together touring library branch spaces, meeting with Library Branch Managers and Workforce Connections providers, talking to staff, and developing a path forward. The Library District's Board of Trustees, Executive Director, Executive Council, and Library District staff have all shown great enthusiasm for this project.

This model, of libraries partnering with a local workforce development board, doesn't yet exist to my knowledge. The Library District and Workforce Connections is creating it together, which we hope is going to draw state and national attention when we make this successful. Thank you for your time this afternoon. Jaime and I would be happy to try and answer any questions or receive any comments that you have at this time.

Update from Kimberly Diehm, Boulder City Library District

Thank you for inviting me to speak today. BC Library, with a population of about 15,000, is very excited to partner with Workforce Connections to bring this remarkable organization into our town. We love knowing they share our vision to enrich the lives of the people in our community through our services. We are excited about the opportunity to reach out to the:

1. Elementary schools to educate our youth about the jobs that will be in demand in the future;
2. Local employers to understand and meet their workforce needs, and
3. Teens and adults who need guidance in their education or employment goals, in their training needs and in overcoming barriers to taking that first step.

Process has been smooth so far. I was able to stop by the Charleston location where Jaime gave a great informational tour for me and one of my board members, and then he also presented the information about how we can work together at one of our Board Meetings. All the members are very eager for the process to begin.

As of now we have selected the space to be used for the office. The room has been designed and all the finishing details have been selected. We have a date set the first week of March to clean out the area and consolidate parts of our collection. Hopefully installation for the office can start by mid-March and we can be ready to conduct business by April. We are looking forward to promoting this within our community.