

*workforce*CONNECTIONS
Local Elected Officials Consortium
AGENDA

March 27, 2012
9:00 AM

Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C & D
North Las Vegas, NV 89030

Conference Line: 877-873-8017
Access Code: 1487967#

This meeting has been properly noticed and posted in the following locations:

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
City of Las Vegas, City Clerk's Office, 495 S. Main Street, Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
WorkforceCONNECTIONS, 7251 W. Lake Mead Blvd., Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting." The Board also has discretion to take Public Comment after any item on the agenda, after the item has been discussed by the Board, but before the Board takes action on the item.

Each person participating in Public Comment will be limited to three minutes of comment. If any member of the Board wishes to extend the length of a comment, then the Board member may do so through a majority vote of the Board.

The Board chair has the right to end any Public Comment which: (1) is not related to any matter within the authority of the Board; or (2) is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, making personal attacks, or interfering with the rights of other speakers. ***Members of the public: please comply with the requests of the Board chair and do not be disruptive, otherwise you may be removed.***

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 7251 W. Lake Mead, #200, Las Vegas, NV 89128; or by calling (702) 638-8750; or by fax (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hour advance notice.
An Equal Opportunity Employer/Program.

NOTE: MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER.

Local Elected Officials Consortium members: Commissioner Lawrence Weekly, Chair; Councilwoman Peggy Leavitt, Vice-Chair; Councilwoman Gerri Schroder; Commissioner Dominic Pappalardo; Commissioner Butch Borasky; Councilman Bob Coffin; Commissioner Tommy Rowe; Councilwoman Anita Wood

All items listed on this Agenda are for action by the Local Elected Officials Consortium unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion or possible action or to provide direction and recommendations to Workforce Connections.

AGENDA

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION and POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes 3
4. **DISCUSSION and POSSIBLE ACTION:** Approval of the Local Elected Officials Consortium meeting minutes of March 8, 2012 4
5. **DISCUSSION and POSSIBLE ACTION:** Election of new Vice-Chair of the Local Elected Officials Consortium..... 14
6. **DISCUSSION and POSSIBLE ACTION:** Select and Appoint Workforce Connections Interim Executive Director 15
7. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. 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 19
8. LEO Consortium Member Comments
9. Adjournment

3. FIRST PUBLIC COMMENT SESSION
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Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.

4. DISCUSSION and POSSIBLE ACTION: Approval of the Local Elected Officials Consortium

Meeting Minutes of March 8, 2012

*workforce***CONNECTIONS**

Local Elected Officials Consortium

MINUTES

March 8, 2012

12:00 pm

**Workforce Connections
7251 W. Lake Mead Blvd.
Suite 200 Conference Room
Las Vegas, NV 89128**

Members Present

Commissioner Lawrence Weekly
Councilwoman Gerri Schroder
Commissioner Butch Borasky
Councilwoman Anita Wood

Commissioner Dominic Pappalardo (Phone)
Councilwoman Peggy Leavitt
Councilman Bob Coffin
Commissioner Tommy Rowe

Members Absent

None

Staff Present

John Ball
Ardell Galbreth
Heather DeSart
Jim Kostecki
Kenadie Cobbin-Richardson

Suzanne Potter
Ricardo Villalobos
Carol Turner
Debra Collins

Jeannie Kuennen
Cornelius Eason
Mary Ann Avendano
Sylvia Spencer

Others Present

Michael Oh, City of Henderson
Tom Wilson, Clark County
Mark Wood, Clark County-DA-Civil
Derrick Berry, DETR
Earl McDowell, DETR
Charles Perry, NVHCA
Hannah Brown, Board Chair
Mary Beth Hartleb, Prism Global Mgmt.
Lisa Morris Hibbler, City of Las Vegas
Trnee Stephenson, ISIS Connection
Monica Ford, Nevada Partners, Inc.
Mujahid Ramadan

Sandra Morgan, City of North Las Vegas
Teri Ponticello, Las Vegas City Attorney
LeVerne Kelley, DETR
Mae Worthey, DETR
Lynda Parven, DETR
Otto Merida, Latin Chamber
Richard Boulware, NAACP
Steve Chartand, Goodwill
Penny Hagen, FIT
Dr. Tiffany Tyler, Nevada Partners, Inc.
Doug Geinzer, SNMIC
Stacy Smith, NyE Communities Coalition

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

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 12:05 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. ACTION: Approve the Agenda with inclusions of any emergency items and deletion of any items

A motion was made to approve the agenda as presented by Commissioner Tommy Rowe and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Richard Boulware, Attorney and Vice President of NAACP, voiced his support for the Workforce Connections Board and commented that the NAACP is concerned that the needs of the community and representation of minority populations will be jeopardized under the plan for one statewide unified board. Mr. Boulware commented that the NAACP stands behind the Workforce Connections Board and wants it to remain as the representative of the local community.

Mr. Boulware commented that more dollars need to go out to the community to help the offender and youth population and NAACP wants to be a community partner to support the process.

Otto Merida commented that Latin Chamber of Commerce Community Foundation is also very concerned about the DETR's plan for one statewide board because the needs of the local community are very unique to the needs in the North, especially in terms of minority populations.

Doug Geinzer, CEO, Southern Nevada Medical Industry Coalition (SNMIC) provided an update on the matter between Workforce Connections and SNMIC outlined in the attached letter addressed to the Elected Officials and dated March 8, 2012.

Charles Perry, NVHCA & Workforce Connections Board Member, commented on the previous speakers' concern for DETR's plan for one statewide board. Mr. Perry commented on the "high" salaries received by members of Workforce Connections staff. Mr. Perry stated that Mr. Ball and his executive staff are responsible for the agency being held in low esteem by "many corners of the State." Mr. Perry stated that he is in support of the State's plan as presented by DETR Director Frank Woodbeck.

Mujahid Ramadan, Workforce Connections Board Member, commented that the State's plan will pose a challenge as Mr. Boulware commented earlier. Mr. Ramadan stated that he would like to see developed a committee who will look objectively at the State's plan and the concerns presented here today. In response to the agencies "high" salaries and internal issues, Mr. Ramadan ask the LEO's to make decisions that will support change in the organization that the Board deems necessary.

4. ACTION: Approval of the Local Elected Consortium meeting minutes of January 10, 2012

A motion was made to approve the Local Elected Consortium meeting minutes of January 10, 2012 by Commissioner Butch Borasky and seconded by Councilman Bob Coffin. Motion carried.

5. ACTION: Approval of the Local Elected Consortium meeting minutes of February 16, 2012

A motion was made to approve the Local Elected Consortium meeting minutes of February 16, 2012 by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Commissioner Butch Borasky abstained. Motion carried.

6. DISCUSSION and ACTION: Nomination for Appointment to the Workforce Connections' Board

- a. Vida C. Lin
Western Risk
Category: Business

Appointment: 3-year Term

A motion was made to approve the nomination for appointment to the Workforce Connections' Board for Vida C. Lin as presented by Councilwoman Gerri Schroder and seconded by Commissioner Tommy Rowe. Motion carried.

b. Bill Regenhardt
National University
Category: Business
Appointment: 3-year Term

A motion was made to approve the nomination for appointment to the Workforce Connections' Board for Bill Regenhardt as presented by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

7. INFORMATION: Presentation from the State of Nevada Department of Training & Rehabilitation regarding plans for a unified state-wide Workforce Investment Board

A presentation was provided by DETR Director Frank Woodbeck and Deputy Director Dennis Perca. The presentation titled *Moving Nevada Forward: A Plan for Excellence in Workforce and Economic Development* provided an overview of the Governor's proposal to restructure Nevada's Workforce Investment System and plan for a unified statewide Workforce Investment Board.

8. DISCUSSION and POSSIBLE ACTION: LEO Consortium Oppose the Statewide Single Unified Workforce Investment Board by a Collaborative Appeal to the U.S. Department of Labor

After some discussion,

A motion was made to continue this item until further information is provided by Deputy Director Woodbeck and his staff by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt. Motion carried.

9. DISCUSSION and POSSIBLE ACTION: Potential Interim Executive Director and/or consideration of extension of the current Executive Director's resignation date

A motion was made to accept John Ball's resignation effective March 30, 2012 by Councilman Bob Coffin and seconded by Councilwoman Anita Wood. Commissioner Tommy Rowe opposed. Motion carried.

Mary Beth Hartleb, CEO Prism Global Management Group (Prism) provided a brief overview of the proposed Interim Director Selection Process developed by Prism. The proposed selection process is provided on page 44 of the agenda packet. Ms. Hartleb confirmed that Prism received a directive from staff to develop this process but staff was not involved in the development. Ms. Hartleb distributed the job description for the Interim Executive Director position.

Councilwoman Anita Wood made a motion to have the LEO Consortium review the Interim Executive Director job description and provide comments by next week; ensure that applications and resumes are received by March 23rd and schedule a meeting in the last week of March to make a final determination in the selection of an Interim Executive Director for Workforce Connections. The motion was seconded by Councilman Bob Coffin. Motion carried.

Commissioner Butch Borasky recommended that the LEO Consortium meeting be scheduled immediately before or following the Workforce Connections Board meeting on March 27th. Staff will schedule the meeting accordingly.

10. DISCUSSION and POSSIBLE ACTION: Allow the City of Las Vegas, on behalf of the LEO Consortium, to retain a search firm to recruit an Executive Director for Workforce Connections Board in an amount not to exceed Twenty Five Thousand Dollars (\$25,000.00)

Teri Ponticello, Las Vegas City Attorney confirmed for the record that the City of Las Vegas' Procurement Department is equipped and has agreed to handle the recruitment process of an Executive Director for Workforce Connections. Discussion ensued.

In consideration of the matter with the State's proposed plan and the uncertainty of the direction of the local board,

A motion was made by Councilwoman Anita Wood to continue this item until such time the issues are resolved with the State and seconded by Councilman Bob Coffin. Motion carried.

11. DISCUSSION ONLY: Information to be provided to the Workforce Connections Board Chair from the LEO Consortium regarding the Executive Director position

John Ball commented that this item is following a discussion at the previous Board meeting the Board Chair involvement in the selection process of the Executive Director position for Workforce Connections.

Commissioner Weekly explained that Hannah Brown, Workforce Connections Board Chair is recommending that the Board Chairperson be included in the discussion and selection of an Executive Director. Commissioner Weekly commented that there is some concern about the Board Chair's involvement because of the fiduciary responsibility of the elected officials and how it would relay to the Board Chair.

Commissioner Weekly commented that this matter will be addressed in the Workforce Connections Bylaws for approval by the LEOs.

12. DISCUSSION and POSSIBLE ACTION: Workforce Connections Policy 5.2, the Non-Compliance Sanctioning Process

Michael Oh, City of Henderson Attorney and representative of the Joint Legal Advisory Committee provided an update on this item. Mr. Oh commented that due to the transition of legal counsel the policy review process has been delayed but not forgotten. The appointed lead attorney will be briefed on the policies (5.2, Non-Compliance Sanctioning Process and policy 5.3, Grievances/Complaints) and will work with the Joint Legal Advisory Committee to determine the policies are consistent with the Workforce Investment Act. The goal of the legal committee is to have a presentation at the next meeting.

Chair Commissioner Weekly called a 5 minute recess; at 2:20 p.m. the meeting was called to order and staff confirmed a quorum was present.

13. DISCUSSION and POSSIBLE ACTION: Cooling Off Period for Workforce Connections Board Members and Staff

A motion to direct Legal to put together specific language based upon current County and municipality and State ordinances for the LEO Consortium to review at the next regularly scheduled meeting was made by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky. Motion carried.

14. ACTION: Approve Revised PY2011 Budget Revision – February 2012

Carol Turner provided an overview of the Budget revision to move 1) \$110K from the NVTrac budget line item to the Salaries budget line item. The revision is for a position, System Development Database Administrator, that was budgeted as a consultant but instead was hired as a permanent employee; 2) \$250K from the Strategic Initiative budget line item to the Audit and Accounting Services budget line item for the additional interim services that were provided for the audit last summer as well as for Ms. Turner's compensation for helping accounting staff. Discussion ensued.

Per Councilman Weekly's request, staff will add additional lines at the bottom of the budget to further breakout each of the sources to provide a clearer picture of the budget revisions.

A motion was made to Approve Revised PY2011 Budget Revision – February 2012 by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Motion carried.

15. INFORMATION: Revised PY2011 Budget Narrative

This item is informational only.

16. SECOND PUBLIC COMMENT SESSION

Hannah Brown, Workforce Connections Board Chair, stated that she has some concerns about combining the two Boards. Ms. Brown stated that when Southern and Northern Nevada are combined it turns out Nevada gets short-changed somehow similar to the Nevada higher education system. Ms. Brown stated that she hear Director Mosley say that this would not happen if the two Boards are combined. Ms. Brown stated that, however, the agency's administrative costs are too high and agrees that with little effort the administrative costs can be more aligned with the State of Nevada.

Richard Boulware, Attorney and Vice President of NAACP, reiterated his earlier comments after having heard the State's presentation about the transition.

Mr. Boulware stated that he is concerned that the agency has insufficient information as stated by Councilman Coffin, specifically information on transition costs, such as overhead and leases, and where specifically the savings are going to be reflected. Mr. Boulware stated that simply opening a one-stop, depending on where it is, does not necessarily save money nor does it provide for better resources. Mr. Boulware stated that in order for this Board to make a decision in this matter, it needs more information. Mr. Boulware suggested that the Board send a specific request to the State and ask specific questions and have the State respond. The Board should ask the State what it can do better and how it can collaborate with the State rather than have the State takeover the Southern part of Nevada.

Mr. Boulware stated that he is also concerned that the State has not reached out to the community members. Mr. Boulware stated that the ultimate purpose of the WIA funds is to serve the community and to help facilitate the providers whom the State has not reached out to. Mr. Boulware stated that he, on behalf of NAACP, has reached out to the State to try and get more information.

Mr. Boulware stated that because salaries are high is not an accurate representation of what the Board does. Mr. Boulware encouraged the Board to set forth some public accountability measures to effectively rebut these types of arguments.

Mr. Boulware suggested that the Board considers public comment in terms of hiring the new Executive Director for Workforce Connections. Mr. Boulware commented that the Board would benefit from more robust communication with the community in terms of its meetings and processes.

Mr. Boulware stated that he is available to assist the Board in any way he can, personally and professionally on behalf of NAACP.

Stacy Smith, Director of Nye Communities Coalition (NYECC), an adult and youth service provider serving Nye and Lincoln County, encouraged the Board to communicate with the services providers in consideration the State's proposal. Ms. Smith stated that the Board would benefit by speaking with providers that have had relationships with the community colleges as partners and as service providers. Ms. Smith stated the NYECC partners with the college and refers many of their participants to the college to take courses; however, the colleges as services

providers has not worked, proven by past experience with three institutions including Great Basin College, College of Southern Nevada, and University of Nevada Reno. Ms. Smith stated that all three institutions struggled to fit within the WIA program. Ms. Smith stated that NYECC has over 24 grants; including federal, state, local, and foundation grants, and the WIA grant is one of the most regulated making it one of the most difficult grants to manage. Ms. Smith gave an example comparing a normal grant where NYECC maintains one grant book; with the WIA grant they maintain seven grant books for Workforce Connections.

Ms. Smith encouraged the Board to come talk with the providers about how the State's plan will impact the programs, the clients, and the community. Ms. Smith stated that in this bad economy a transition at this time will devastate the community.

17. Doug Geinzer, CEO of Southern Nevada Medical Industry Coalition (SNMIC) disclosed that he currently serves on the Governor's Workforce Board. Mr. Geinzer stated that service providers are here to put people to work which requires more dollars used for training. Mr. Geinzer stated that when SNMIC initially submitted their proposal, 44% of the budget went to participant training, which he stated is by far more than any other service provider. Mr. Geinzer stated that SNMIC's administrative structure does not need to grow and any additional funds received would go directly to participant training. Mr. Geinzer asked "are we here to keep ourselves in business or are we here to put other people back to work?"

18. LEO Consortium Closed Session

The LEO Consortium went into a closed session to receive information from legal counsel at 2:48 p.m. Chair Commissioner Lawrence Weekly called the meeting to order at 3:46 p.m. and staff confirmed a quorum was present.

19. LEO Consortium Member Comments

Councilwoman Peggy Leavitt stated that she would like to submit her resignation as Vice-Chair and nominate Councilwoman Anita Wood; this item will be placed on the next meeting agenda.

Councilman Bob Coffin expressed gratitude to Mr. Ball for his five years of faithful service to the Board; Councilwoman Anita Wood concurred.

20. Adjournment

The meeting adjourned at 3:48 p.m.

Attachment: Southern Nevada Medical Industry Coalition letter dated March 8, 2012



**SOUTHERN NEVADA
MEDICAL INDUSTRY
COALITION**

Workforce Development Legislation Strategic Alliances

March 8, 2012

Workforce Connections
Local Elected Officials Consortium
7251 W. Lake Mead Blvd. # 200
Las Vegas, NV 89128

Re: Southern Nevada Medical Industry Coalition

Dear Elected Officials:

The matter between Workforce Connections (WC) and the Southern Nevada Medical Industry Coalition (SNMIC) needs closure. SNMIC has been trying to resolve this matter in good faith for over six months. Today you can end the mockery and stop John Ball from bringing further shame to this agency and financial risk to each of your municipalities.

SNMIC pointed out John Ball's prejudice to SNMIC on September 15, 2011 when we were one of two service providers without a signed contract, and a letter of intent set to expire just two weeks later. Twenty-two other contracts were signed. SNMIC was never presented a contract to sign. This had nothing to do with SNMIC's performance:

- SNMIC program outcomes were second to none.
- As the newest service provider, in just 9 months we delivered near perfect results (nearly 100% recruitment and retention with wages over \$26 per hour).
- Our program delivered a \$10.2 million economic impact.
- Our program budgeted the highest percentage of dollars into participant training (where it should go). More than any other funded partner.

SNMIC did not get any relief from Workforce Connections until Congressman Joe Heck intervened on our behalf and requested an extension to the letter of intent. With that extension, Workforce Connections arbitrarily placed SNMIC on high-risk status and made unfounded accusations of financial mismanagement. Furthermore, the only way to remove the high-risk brand was to dismantle the entire Health Care 20/20 Program including (1) ceasing to enroll any new participants (2) cease training all currently enrolled participants and (3) replace our CEO, the architect and person ultimately responsible for the success of the Health Care 20/20 Program.

When you learned of the decision made by executive staff to place SNMIC on high-risk status at the October 25, 2010 Board of Directors meeting, the board immediately asked that you look into the matter to determine if policy was being followed. At the November 8, 2011 meeting of the Local

P.O. Box 531101 - Henderson, Nevada 89053 – (702) 878-0001 – www.SNMIC.com

Elected Officials it was determined that Policy 5.2 was the governing policy and that policy 5.2 was never followed in the case of SNMIC. Unfortunately, that was never communicated back to the Board of Directors as John Ball cancelled the November and December meetings. When the matter did not appear on the January Board of Directors meeting agenda, it was again brought to your attention at which time a motion was made and passed for the SNMIC matter to be placed on the February Board of Directors meeting agenda. John Ball, again, did not follow the explicit direction of the Board of Directors to add SNMIC to the February Board of Directors meeting agenda. Instead he had legal counsel state that the issue was being discussed by the LEOs, which seemed to take most of you by surprise.

Now, in the most recent letter from your legal counsel dated March 1, 2012, Matt Cecil claims that John Ball was not required to follow policy 5.2 and could place SNMIC on high-risk status just because he felt like doing so. Yet, the justification you were initially provided revolved around Policy 5.2. And now countless hours have been spent in the ADW, Executive, Budget and LEO committees, as well as the Board of Directors, discussing Policy 5.2 as a way to mask John Ball's prejudice.

What we have learned is that John Ball believes he can personally select which service providers should succeed, and those that should fail, and then manipulates this committee of Local Elected Officials, the Board of Directors and each committee that makes up the board in an attempt to validate his personal decisions. This began when John labeled our executive director as one who drives an 'oversized vehicle.' All the while John Ball drives his California registered vehicle, avoiding Nevada taxes. For one authority, he justifies this by stating that he lives in California. For another, he claims he is a Nevada resident so he can maintain his state-funded executive position. Just one example of how John Ball manipulates this system to get what John wants.

Going back to September 2011 - Why was SNMIC never presented a contract? We asked ourselves this many times. Some board members felt that John Ball intended to take the Health Care 20/20 program 'in-house' to call the results his own, an action he has taken with other service providers. Others felt that he wanted to turn the program over to a more favored service provider, behavior this agency got in trouble with many years back.

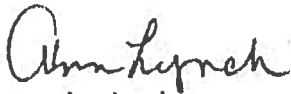
When it was decided that the Health Care 20/20 Program would be transitioned to the Nevada Hospital Association (NHA), SNMIC worked diligently to ensure a smooth transition to the NHA so the clients we mutually represent did not experience an interruption of services. Yet John Ball and Heather DeSart asserted their influence, stating that Doug Geinzer and/or SNMIC could in no way be involved in the program.

These are not decisions for John Ball and his executive staff to personally make. This is why public agencies have committees, and written policies that must be followed. But for some reason John Ball does not feel these policies apply to him. He has continuously, and intentionally, ignored the requests and direction of the LEO Consortium and the WC Board of Directors. John and his executive staff have violated policies that govern this agency and have now placed each of your municipalities at financial risk.

P.O. Box 531101 - Henderson, Nevada 89053 – (702) 878-0001 – www.SNMIC.com

We encourage you to take the proper and necessary action today to put closure to this matter. SNMIC wants to return its focus to fulfilling our mission of improving the quality for health for Southern Nevada.

Sincerely,



Ann Lynch
Chairman



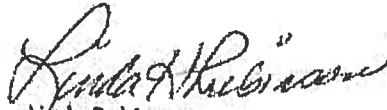
Ron Kline, MD
Vice Chairman



Chris Vito
Past Chairman



Bob Cooper
Founder



Linda Robinson
Director



Douglas Gelner
Chief Executive Officer

5. DISCUSSION and POSSIBLE ACTION: Election of New Vice-Chair of the Local Elected Officials Consortium

The LEOs shall elect from its membership a Vice-Chair to serve for a term of one year or until a successor is elected and qualified.

At the March 8, 2012 Local Elected Officials Consortium Meeting, Councilwoman Peggy Leavitt resigned from the Vice-Chair of the Local Elected Officials Consortium.

6. DISCUSSION and POSSIBLE ACTION: Select and Appoint Workforce Connections' Interim

Executive Director

EXECUTIVE DIRECTOR

Date Approved:

FLSA Status: Exempt

REPORTS TO: Local Elected Officials of *workforce***CONNECTIONS**

POSITION STATEMENT: Serves as chief staff officer to *workforce***CONNECTIONS**. Plans, directs, manages and oversees the activities and operations of *workforce***CONNECTIONS** including financial operations, grant management, financial analysis and planning, and establishing collaborative relationships with current and potential service providers and partners.

SUPERVISION EXERCISED: Provides direct supervision over management, professional, technical and clerical.

SUPERVISION RECEIVED: Receives general administrative direction from the Local Elected Officials of *workforce***CONNECTIONS**.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develops and maintains collaborative relationships with service providers and partners.
2. Manages all financial services and activities consisting of accounting operations, cash management, grant management and oversight, budget, financial analysis and planning, and purchasing and contracts; recommend and administer policies and procedures.
3. Plans, organizes and oversees all corrective active actions taken on outstanding internal control weaknesses identified through internal or external audit.
4. Plans, organizes, reviews and evaluates the activities of professional, technical and administrative staff; recommends staffing levels for the budget and conducts annual performance evaluations.
5. Plans, organizes and oversees the administration of all *workforce***CONNECTIONS** activities and services.
6. Oversees and participates in the development and administration of the overall budget including short range and long range plans; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Ensures fiduciary responsibilities are met, as directed by the Local Elected Officials and in compliance with federal, state and local laws, statutes, regulations, directives and policies.
8. Manages the development and implementation of internal goals, objectives, policies and priorities.
9. Directs the preparation of financial reports, analyses and audits; ensures that complete and accurate records are maintained.

10. Attends and participates in meetings of the Local Elected officials and *workforce***CONNECTIONS** and its committees; meets with board members, committees, councils and constituent groups.
11. Prepare and present timely updates, reports and other necessary communications to Local Elected Officials.
12. May serve as principal representative of *workforce***CONNECTIONS** to outside entities such as national workforce agencies, auditors, trade associations, legislative representatives, various contractors, and communities within the Workforce Investment Area.
13. Selects, disciplines and/or dismisses staff as necessary while ensuring effective morale, productivity and discipline; plans, organizes, administers, reviews and evaluates the activities and performance of staff; works with staff to establish work priorities and schedules; encourages and provides for staff training and professional development; interprets policies and procedures for staff; prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Current knowledge of federal and state laws, statutes, policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Current knowledge of national and local economic and employment trends and conditions.
- Thorough knowledge of modern senior management techniques and practices.
- Ability to analyze problems and opportunities, identify and evaluate alternatives, and develop sound, effective approaches
- Ability to plan, implement and evaluate the achievement of goals, objectives and work-plans.
- Ability to lead, motivate and supervise senior staff and other employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting for extended periods of time; and*
 - *Operating assigned equipment.*

- Ability to maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment*
- Ability to maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*

EDUCATION AND EXPERIENCE:

A Bachelor's degree in business or public administration or a closely related field, and seven years increasingly responsible management experience, including three years at a senior management level. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

EEO/AA Program

7. SECOND PUBLIC COMMENT SESSION

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. 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