

Workforce CONNECTIONS

**Youth Council
AGENDA**

**April 24, 2012
8:00 a.m.**

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
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
workforce CONNECTIONS, 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.

YOUTH COUNCIL MEMBERS: KENNETH LOBENE, CHAIR; SONJA HOLLOWAY, VICE-CHAIR; ALEX GARZA; DANIEL ROSE; SGT. MARK SHARP; CHRIS SULLIVAN

All items listed on this Agenda are for action by the Youth Council 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 workforceCONNECTIONS.

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) minutes3
4. **DISCUSSION and POSSIBLE ACTION:** Approve Staff’s Recommendation to Negotiate and Execute Youth Contracts for the Green and Healthcare Consortium Partners for the period May 1, 2012 through September 30, 2013 for:4
 - Green Initiatives for Tomorrow/Latin Chamber Commerce of Community Foundation \$500,000.00
 - New Growth Nevada Corporation..... \$500,000.00
5. **DISCUSSION and POSSIBLE ACTION:** Approve Staff’s Recommendation to Publish a Request for Proposals (RFP) for a WIA Youth Summer Component Leading to Year-Round Youth Services in an Amount not to Exceed \$500,000.00..... 18
6. **DISCUSSION and POSSIBLE ACTION:** Approve one of the Following Options to Transition the Ready for Life Graduate Advocate Initiative to Youth Service Provider(s) in an Amount not to Exceed \$1,000,000.00 with Selected Option to be Presented to Workforce Connections Full Board for Approval:.....20
 - i. Amend the \$3,260,000.00 Request for Proposals (RFP) Published March 30, 2012 for In-School and Out-of-School Youth Services in an Amount no to Exceed \$4,260,000.00
 - ii. Publish a Request for Proposals (RFP) for Year-Round Youth Services in an Amount not to Exceed \$1,000,000.00
 - iii. Amend Contracts of Current Youth Funded Partners in an Amount no to Exceed \$1,000,000.00
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) minutes22
8. Adjournment

Agenda Item 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

Agenda Item 4 – DISCUSSION and POSSIBLE ACTION: Approve Staff’s Recommendation to Negotiate and Execute Youth Contracts for the Green and Healthcare Consortium Partners for the period May 1, 2012 through September 30, 2013 for:

- Green Initiatives for Tomorrow - Latin Chamber Commerce of
Community Foundation\$500,000.00
- New Growth Nevada Corporation\$500,000.00



YOUTH GREEN SECTOR CONSORTIUM

Scope of Work

<p>Program Name: (List any alternate business names, acronyms, dba's, etc.)</p>	<p>GIFT Program (Green Initiatives For Tomorrow) Latin Chamber of Commerce Community Foundation (contractor, fiscal agent, work readiness and job training) Southern Nevada Regional Housing Authority (Subcontractor—Case management, assessment)</p>
<p>Location: (if applicable, list any multiple site locations)</p>	<p>LCC Site (Latin Chamber or Rafael Rivera Center) SNRHA Site</p>
<p>Program Type: (Please note the funding source)</p>	<p>WIA Youth Formula (PY 2011)</p>
<p>Number of Participants to be Served: (indicate number of in-school youth versus out-of school youth to be served)</p>	<p>At least 100 WIA Registered Youth.</p>
<p>Briefly describe as a success story: (using three sentences or less, briefly describe why this program would be highlighted as a GREEN "success story")</p>	<p>Consortium has successfully brought together the LCC-CF, SNRHA, CCSD Career Technical Academy, UNLV Continuing Education and CCSD's Gene Ward Elementary School along with Workforce Connections to implement a Green Youth Services work readiness training and experience. "What's It Mean To Be Green?" will be taught to each participant. Clients will be placed as much as possible with Green sector positions or job placements.</p>
<p>Target Population: (include geographic areas by zip code(s) and ages of participants targeted)</p>	<p>89101, 89104, 89106, 89115, 89030 and other low income and high need areas in the Las Vegas area. Housing Residents within all Southern Nevada Zip Codes.</p>
<p>Program Description: (in addition to program specific information, please include the following program components: Program Structure, Timeline, Key Participant needs being met; and types of training services to be provided)</p>	<p>Green Initiatives for Tomorrow will serve at least 100 WIA registered youth using Year Round Youth services at LCC-CF and Housing Authority sites. Using a consortium approach, partners will leverage each other's strengths for the benefit of youth. LCC-CF is the Fiscal Agent, and will also conduct job placement in relevant Green employment experiences for summer youth participants. The SNRHA will conduct case management and ensure that the program is helping youth to prepare for the jobs of tomorrow. Other partners will provide feedback and contribute in various phases of the GIFT program to</p>



	<p>ensure richness of experience and effectiveness of the program.</p> <p>Program Structure:</p> <ul style="list-style-type: none">○ Step 1: Develop and conduct outreach/recruitment events. Youth present at these events will be provided with applications. Program will be explained to potential participants. Interested participants will be asked to complete the application, gather required documentation, and will make an appointment for an assessment with SNRHA.○ Step 2: SNRHA will screen for program eligibility; notify participants of eligibility in writing.○ Step 3: SNRHA will schedule appointments to complete assessments and ISS. Follow up will be completed as needed.○ Step 4: Youth will participate in program activities/services as needed. These will include for all participants: Soft skills training/curriculum, "What's It Mean To Be Green?" program.○ Program Services may include:<ul style="list-style-type: none">▪ Summer Work Experience –with green employers/green jobs▪ Mentoring▪ Alternative Secondary School Services▪ Occupational Skills Training▪ Tutoring▪ Leadership Development▪ Comprehensive Guidance Counseling▪ Paid/Unpaid WEX▪ Support Services▪ Follow Up Services○ Step 5: Post Assessment services rendered○ Step 6: Follow up services to be conducted <ul style="list-style-type: none">● Program Timeline: Contractual timeline outline previously developed by SNRHA will be adjusted as needed and adopted by youth green consortium. Consortium members commit to meeting once per month and/or as needed upon contract execution.
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	<ul style="list-style-type: none"> • Participant Needs To Be Met: Work readiness, work experience, lit/num gains, soft skills (e.g. time management, presentation, etc.) Career development & coaching/motivation, secondary education opportunities. Green career pathway development, awareness of green economy/prevalence of green jobs aka "shades of green". • Types of Job Training Services Provided (as needed, focus on market-driven): Focus will be on three Key Green Categories: Green Manufacturing, Energy Efficiency, and Green Information Technology. • Employment Placement: LCC-CF will leverage OJT employers from Adult program and LCC membership lists to place youth in Green employment environments in the three key green sector areas identified above.
<p>Unique & Exemplary Attributes: (list activities that specifically address the Youth GREEN Sector Consortium strategies)</p>	<p>The GIFT Program will help youth navigate Green Career Pathways to ensure that youth will be able to receive the training they need to attain a livable wage in the new Green economy. The GIFT Program collectively pools community based organizations and their resources, focus on green for youth, targeted development of career pathways/focus on entrepreneurship.</p>
<p>Contact Person & Information: (include phone, email and complete postal mailing address)</p>	<p>LCC-CF Rene Cantu Jr., Ph.D. Executive Director PO Box 1761 Las Vegas, NV 89125-1761 (702) 385-7368 Fax (702) 385-2614</p> <p>SNRHA Stacey Bostwick Supportive Service Coordinator Southern Nevada Regional Housing Authority</p>



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Completed by: Rene Cantu JS (please print) Date: 4/19/12

YOUTH HealthCare SECTOR CONSORTIUM

Scope of Work

<p>Program Name: (List any alternate business names, acronyms, dba's, etc.)</p>	<p>Nye County HealthCare – Nye County School District, Nye Communities Coalition, Desert View Hospital</p>
<p>Location: (if applicable, list any multiple site locations)</p>	<p>Pahrump NV</p>
<p>Program Type: (Please note the funding source)</p>	<p>WIA Youth Formula (PY 2011)</p>
<p>Number of Participants to be Served: (indicate number of in-school youth versus out- of school youth to be served)</p>	<p>10 – 5 new and 5 current NyECC – 6 in-school 4 out</p>
<p>Briefly describe as a success story: (using three sentences or less, briefly describe why this program would be highlighted as a HealthCare “success story”)</p>	<p>Collaboration between the partners in Pahrump will allow for synergistic movement on this project. Each of the three partners has resources, abilities, connections and opportunities to bring together for the youth.</p>
<p>Target Population: (include geographic areas by zip code(s) and ages of participants targeted)</p>	<p>89048, 89060,89041 – 16 to 21 year olds</p>
<p>Program Description: (in addition to program specific information, please include the following program components: Program Structure, Timeline, Key Participant needs being met; and types of training services to be provided)</p>	<p>The Youth HealthCare Sector Case Manager (YHSCM) is hired in collaboration with Nye County School District. This person is responsible for recruiting 5 new youth and 5 current NyECC youth that want to be involved in health care sector. Youth will be Juniors in high school or out of school youth including drop outs.</p> <p>The 10 youth will be enrolled by April 30th, 2012. During May and early June, the youth will receive focused case management and tutoring to academically ensure that they are prepared to enter the medical field. The YHSCM will be able to obtain their academic records and develop comprehensive plans to ensure that they are academically on track for the area of the medical field that they are interested in.</p> <p>During the summer months, the youth will participate in paid work experiences in the medical field They will also participate in academic summer school as necessary. They will participate in scrub camp</p> <p>Late August the youth will return to school; everyone will enroll in CNA class. YHSCM will provide assistance with</p>



	<p>ensuring that the youth enroll and succeed in the math, science and other courses that are crucial to success in the medical field. YHSCM will ensure that the participating youth are prepared to pass their proficiency tests, are knowledgeable regarding applying for colleges, continuing education, and scholarships and will actively engage in the college scholarship application process with the youth. CNA classes will complete in June of 2013 and students will graduate. Youth will be assisted into employment for the summer; working as CNA's, personal care attendants, or other positions in the medical field if possible. They will exit into followup as high school graduates, certificate of nursing assistants, and employed; and start their continuing education / college in August 2013.</p> <p>Throughout the project parents/ guardians or other family of the youth will have the opportunity to participate in family nights, to learn about the program and the work that it takes to succeed in the medical field. Youth will have the opportunity to participate in and observe community health projects including health fairs, diabetes education, chronic health awareness, sexual health and family planning, sports health, fitness and nutrition. Additionally, each of the youth will be assigned mentors from the medical field, preferably associated with a university. Skype and GoTo Meeting will be used for communication with any out of town mentors. Youth will be provided with support services and barrier removal as necessary for their circumstances. Youth will have the opportunity for guest speakers and field trips to interact with individuals in a variety of medical field positions. All youth will participate in health sciences exploration. The curriculum will be developed by the Nye County School District Career and Technical Ed advisory board and Desert View Hospital Staff.</p>
<p>Unique & Exemplary Attributes: (list activities that specifically address the Youth Sector Consortium strategies)</p>	<p>Medical partners, activities associated with medical field</p>
<p>Contact Person & Information: (include phone, email and complete postal mailing address)</p>	<p>Stacy Smith, 7757279970 stacy@nyecc.org 1020 East Wilson Road Pahrump NV 89048</p>

Completed by: Stacy Smith _ (please print) Date: 3-5-12



You(th) Matter NOW

January 2011, in response to the economic downturn and Nevada’s 50% high school dropout rate, Community Services Agency (CSA) began the *You(th) Matter Now* (YMN) program to provide 35 low- to moderate-income high school juniors with job-skills training and exposure to one of the fastest growing job sectors, the healthcare field, along with preparation for post-secondary education. The Core program components included:

- Introduction to health careers
- Job readiness (soft skills) training
- Paid summer internship placement
- Money management
- Post-secondary education planning
- Mentoring by university students

All 35 students who started the program finished, and are on track to graduate in June.

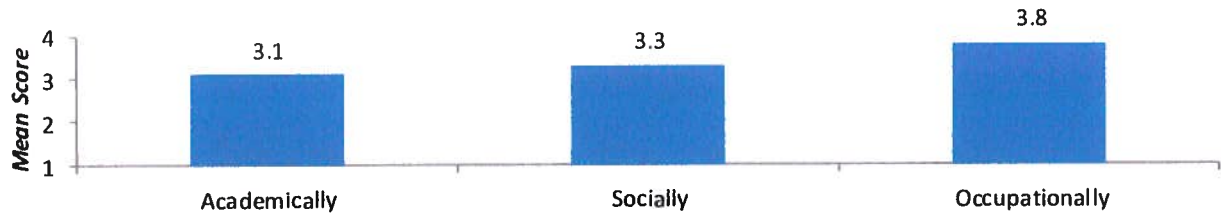
OUTCOMES

Over the course of the program, the majority of program youth met each of the following targeted short-term outcomes (see Table below).

Intended Short-Term Outcomes for Youth	Outcome Status
Have a college plan	At exit, 90% of participants planned to attend a four-year university. (All planned to apply to post-secondary education opportunities)
Apply to post-secondary education	77% of participants had applied to one or more post-secondary education opportunities.
Know how to research educational funding sources	Participant confidence increased significantly from 40% who reported a high level of confidence researching educational opportunities at pre to 63% who reported a high level of confidence at post.
Complete application for educational funding	80% had applied for one or more educational funding opportunities. Participant confidence increased significantly from 29% who reported a high level of confidence in applying for funding opportunities at pre to 53% at post.
Heightened interest in health care careers	At exit, 81% of the YMN participants were either “quite” (10%) or “very” (71%) interested in pursuing a health-related career. 91% of students responded that the program had motivated them toward pursuing a health-related career “quite a bit” (24%) or “very much” (69%)
Have a sense of Meaningful Participation	In terms of <i>Meaningful Participation in the School Environment</i> , the percentage of participants scoring in the high range rose from only 11% at pre to 39% at post.

When asked directly at program exit, to what extent the program had helped them academically (i.e., learning, grades, tests scores, etc.), socially (i.e., getting along with peers and adults in their lives), and occupationally (i.e., knowing how to pursue education and career), the youth responded that the program had helped them most occupationally (79% indicated “very much”,) and Socially (52% indicated “very much”).

Participant ratings of the extent the You(th) Matter Now program helped them:



Note: 1=Not at all, 2=A little, 3=Quite a bit, 4=Very much

SUCCESS STORIES

Program success is not only measured by metrics, but in the words from and stories about the students themselves.

Youth Exit Survey Comments

- “I enjoyed every minute of this program and hope to see it continued for years to come. It would be a shame for future students to miss out on this opportunity.”
- “I will miss it. I have made lifelong friends and my mentor is wonderful and she helps me with a lot and I hope we don’t grow apart.”
- “It was amazing and I hope to come back and be a mentor if you are allowed another grant.”
- “This has been a great program overall that has not just helped me, but my family as well.”
- “This program has given me much more than just a scholarship; it has given me the tools that I need for life. I learned how to never give up and have more confidence. I also learned that money is never an obstacle, so pursue your dreams no matter what.”
- “Well I would say that I’m very thankful for this opportunity, I’m so happy I got to [do] this and I just wish it wouldn’t end.”
- “The YMN program has positively changed me a lot because I have learned the importance in being involved in the school and the community. Other important aspects that I loved about this program were the field trips and the life debate topics that we talked about.”

Personal Stories

- Student who enrolled in the program pregnant, had her baby, completed her internship and stayed in school; she is on track to graduate this year.
- Student who suffered from extreme personal issues briefly dropped out of traditional school (during the YMN program year) to enroll in an online program; however, student eventually returned to school and is on track to graduate. All throughout the changes to her school situation, student stayed with the YMN program and reported a particularly positive experience through her internship.
- Student who at the start of the program planned to apply to only one school, just notified CSA that he was accepted to Duke University, Dartmouth, Boston College, Bowdoin and waitlisted for Harvard and Vanderbilt.

VICTORY IN ACTION'S YOUTH CONSORTIUM PROGRAM OUTLINE

VICTORY IN ACTION*



AWARENESS, ACCESS, ENGAGE, EDUCATE, EMPOWER

Life Skills, Leadership and Empowerment Strategies and Practices: Techniques and skill sets to facilitate and support behavioral modification, stress and anxiety reduction

Self-Image

Self-Reflection

Self-Expression

Self-Control

Encouraging creativity, imagination, innovation, inspiration, motivation, and collaboration

Individual Sessions and Group Activities/Education Workshops:

Individual: 1- Baseline Assessment

7- Individual Sessions (45-75 min.) (Incl. post assessment)

Therapeutic Modalities:

-Heart Coherence (Brain-Heart Relationship)

-Sound therapy (Resonance, Vibration, Senses)

-Movement, meditation and mindfulness training (Mind-Body Awareness)

Other adjunctive group activities/supportive services: music, arts, hiking, etc.

Activities / Training via: Group activities (on-site and off-site) (6-12 hrs./month) -- Will vary based on activity schedule for summer and during the school year.

Field Trips, lunch meetings, after school meeting, adolescent work experience, overnight Mt. Potosi

Tools/Materials: Therapeutic tools/equipment per participant

Personal hand held unit, mat, personalized pen, journal, poster frame, binder, paper, tabs, folders, markers, poster board/construction paper, magazines, scissors, glue book, medal

Estimated 75 participants for 18 months ---Transportation required-Bus

Contact: Deborah Howell

Ph: 808-754-6004

Email: Deborah@victoryinaction.com

web site: www.victoryinaction.com

Agenda Item 5 – DISCUSSION and POSSIBLE ACTION: Approve Staff's Recommendation to Publish a Request for Proposals (RFP) for WIA Youth Summer Component Leading to Year-Round Youth Services in an Amount not to Exceed \$500,000.00

Introduction:

The WIA Summer Youth Component is part of the 10 program elements established by the Workforce Investment Act of 1998 for the purpose of providing training and work experience for economically disadvantaged youth ages 14-21 that have a barrier to employment and to prepare them for entry into the labor market.

For the proposed proposal, youth served through these funds will be eligible youth who are low-income, ages 14-19 and who have at least one of six barriers to employment:

1. School dropout
2. Basic Skills deficient
3. Pregnant or parenting
4. Homeless, Runway, or Foster child
5. Offender
6. An individual who requires additional assistance to complete an educational program, or secure and hold employment; locally defined as...

Background:

The WIA vision for youth is that all youth acquire the necessary skills and work experience to successfully transition into adulthood, careers, and further education and training.

The focal point of the Youth Program is to increase the focus on longer term academic and occupational learning opportunities and provide long-term comprehensive service strategies and to graduate youth.

This program will be a lead in to services offered throughout the year (year round program) for the youth served during the summer component.

Request

*workforce*CONNECTIONS staff would like to publish a request in an amount not to exceed \$500,000 to serve 100 youth in a WIA summer component that leads to the year round program.

The Tentative RFP schedule would be as follows:

Release RFPs	April 30, 2012
SOQs and RFPs available for Pick-up or Download from the Internet	April 30, 2012
Bidder's Conference	May 16, 2012
Statement of Qualifications & Notification of Intent to Apply	May 23, 2012
Statement of Qualifications Review	May 24-25, 2012
Proposal Submittal Deadline	June 1, 2012
Proposal Technical Review	June 4, 2012
Evaluation of Proposals	June 5-6, 2012
Recommendations Reviewed	June 7, 2012
wC Youth Council Recommendation	June 13, 2012
wC Board Approval	June 26, 2012
Contract Negotiation Period	June 28, 2012
Contracts Typed for Signature	June 29, 2012
Training for Funded Partners	June 30, 2012
Contracts Executed/Project Start Date	July 1, 2012

***Any or all of the above dates are subject to change.**

Agenda Item 6 - DISCUSSION and POSSIBLE ACTION: Approve one of the Following Options to Transition the Ready for Life Graduate Advocate Initiative to Youth Service Provider(s) in an Amount not to Exceed \$1,000,000.00 with Selected Option to be Presented to Workforce Connections Full Board for Approval

- i. Amend the \$3,260,000.00 Request for Proposals (RFP) Published March 30, 2012 for In-School and Out-of-School Youth Services in an Amount no to Exceed \$4,260,000.00
- ii. Publish a Request for Proposals (RFP) for Year-Round Youth Services in an Amount not to Exceed \$1,000,000.00
- iii. Amend Contracts of Current Youth Funded Partners in an Amount no to Exceed \$1,000,000.00 based on following criteria:

1. Expenditure Rate
2. Performance

Funding will be distributed among identified Youth Funded Partners.

Pros & Cons of RFL GAI Transition options:

- i. Amend the \$3,260,000.00 Request for Proposals (RFP) Published March 30, 2012 for In-School and Out-of-School Youth Services in an Amount no to Exceed \$4,260,000.00

Pros	Cons
Opportunity for new Youth Funded Partner(s) (YFP)	Potential for multiple MOUs needed – time intensive
Combination of new & current YFPs	Collaboration challenges
Provides smoothest transition from in-house status	Potential issues with CCSD and the MOU process
Aligns with FY/PY cycle (July 1, 2012-June 30, 2013)	
Potential for additional/new partnerships	
Program design maintains infrastructure	

- ii. Publish a Request for Proposals (RFP) for Year-Round Youth Services in an Amount not to Exceed \$1,000,000.00

Pros	Cons
Opportunity for new YFP	Time intensive to process transition
Opportunity for 1 YFP	Potential for multiple MOUs – time intensive
Aligns with FY/PY cycle (July 1, 2012-June 30, 2013)	Collaboration challenges

- i. Amend Contracts of Current Youth Funded Partners in an Amount no to Exceed \$1,000,000.00 based on following criteria:

1. Expenditure Rate
2. Performance

Funding will be distributed among identified Youth Funded Partners.

Pros	Cons
Know the track records of existing YFP(s)	More \$ to YFPs which have already received amendments on April 2012
Able to amend current YFPs Scopes of Work	Expenditure rate & performance criteria will award funds to same YFPs that received contract amendments in April 2012
Existing experience of YFPs	Expenditure rate concerns
	Potential for multiple MOUs needed – time intensive
	Collaboration challenges

Agenda Item 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