

*Workforce*CONNECTIONS

**Executive Committee
AGENDA**

**August 28, 2012
8:30 a.m.**

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

Voice Stream Link: <http://www.nvworkforceconnections.org/mis/listen.php>

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 on the Workforce Connections website 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.***

As required by Nevada's Open Meeting Law, the Executive Committee may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the Agenda, we respectfully request that you observe the following:

- 1. Please state your name and home address for the record***
- 2. In fairness to others, groups or organizations are requested to designate one spokesperson***
- 3. In the interest of time, please limit your comments to three (3) minutes. You are encouraged to give brief, non-repetitive statements to insure that all relevant information is presented.***

It is the intent of this Committee to give all citizens an opportunity to be heard. Welcome to our meeting.

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.

Executive Committee members: Hannah Brown (Workforce Connections Board Chair); Commissioner Lawrence Weekly (LEO Consortium Chair); Councilwoman Gerri Schroder (Budget & Finance Committee Chair); Sonja Holloway (Youth Council Chair); Valerie Murzl (Adult & Dislocated Worker Chair)

*All items listed on this Agenda are for action by the Executive Committee 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:** Approval of 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:** Approve the Executive Committee Minutes of March 8, 2012 4
5. **DISCUSSION and POSSIBLE ACTION:** Interim Executive Director Report ~ Ardell Galbreth 9
6. **DISCUSSION and POSSIBLE ACTION:** Board Development and Communication 12
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. 14
8. Adjournment

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

4. DISCUSSION and POSSIBLE ACTION: Approve the Executive Committee Minutes of March 8, 2012

*Workforce*CONNECTIONS

Executive Committee

MINUTES

March 8, 2012

9:30 a.m.

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

Members Present

Hannah Brown
Pat Maxwell
Ken LoBene

Commissioner Lawrence Weekly
Councilwoman Gerri Schroder

Members Absent

Valerie Murzl

Staff Present

Ardell Galbreth
John Ball
Carol Turner
Debra Collins
Clentine January

Heather DeSart
John Kostecki
Jaime Cruz
Jeannie Kuennen
Sylvia Spencer

Suzanne Potter
Rick Villalobos
Emilio Pias
Kelly Ford

Others Present

Matt Cecil, Legal Counsel
Charles Perry, NVHCA
Carol Elslager, ISIS Connections
Eric James, Governor's Board
Doug Geinzer, SNMIC
Peggy Oliver, ISIS Connection
Lynda Parven, DETR
Tom Wilson, Clark County (Phone)
Dennis Perea, DETR
Mujahid Ramadan, MR Consulting

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

Agenda Item 1 – Call to Order, confirmation of posting, roll call

The meeting was called to order by Hannah Brown at 9:37 a.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.

Agenda Item 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 Councilwoman Gerri Schroder and seconded by Pat Maxwell. Motion carried.

Agenda Item 3 – FIRST PUBLIC COMMENT SESSION

Peggy Oliver, ISIS Connection commented that she and her colleagues attended the RFP 101 seminar and thanked the Board for setting up an excellent workshop which provided key points of the RFP process, such as what the evaluators look for in a proposal.

Executive Committee Minutes, March 8, 2012

Ms. Oliver expressed her concern regarding the possibility of one unified workforce board stating that it would cause the community and service providers to suffer.

Charles Perry, NVHCA & Workforce Connections Board Member commented on the unified workforce investment board initiative proposed by the Governor's office and DETR. Mr. Perry stated that he is in favor of a unified board under the Governor's Workforce Investment Board with oversight by DETR and the industry sector councils. Mr. Perry said it is necessary because the executive leadership under Mr. John Ball have corrupted the agency to the point that it is basically non-functioning. Mr. Perry stated that it is a shame and a disgrace that this has happened and that he does not know how it happened. Mr. Perry stated that when Mr. Ball first came on as a consultant he initiated many good changes; however, now there is a total breakdown. Mr. Perry stated that it is "their way or the highway" and thinks that it is time for it to come to a stop. Mr. Perry reiterated that he is in favor of the unification that is being proposed by the Governor's office and the Director of DETR.

Mujahid Ramadan, Workforce Connections Board Member commented that he is challenged by the direction the board is going but also has mixed emotions as to whether or not there should be a unification to one statewide board due to the different needs and populations statewide. Mr. Ramadan stated that the Board is having challenges but none that cannot be overcome. Mr. Ramadan requested to be a part of any discussions around the potential unification and suggested that the Board also be involved to provide input and voice their concerns.

Agenda Item 4 – ACTION: Approve the Executive Committee Meeting Minutes of January 12, 2012

A motion was made to approve the Executive Committee Meeting Minutes of January 12, 2012 by Pat Maxwell and seconded by Commissioner Lawrence Weekly. Motion carried.

Agenda Item 5 – Adult & Dislocated Worker Update ~ Valerie

Sylvia Spencer provided an update on the RFP 101 Workshop held on February 29, 2012 at the Texas Station. The workshop topics included the procurement process, statement of qualifications, and how to respond to a Request for Proposals (RFP). Ms. Spencer will administer a survey of the attendees and bring the results back to the Board.

In response to Commissioner Weekly's question, Ms. Spencer stated that the Workforce Connections in-house Re-Entry program is not an eligible respondent to the Re-Entry RFP process.

Agenda Item 6 – Youth Council Update ~ Ken LoBene, Chair

Kim Colagioia, Ready for Life (RFL) Graduate Advocate Director, provided an informational update on the RFL Graduate Advocate Initiative (GAI). Currently 384 community members are interested in being a youth mentor and 200 mentors are working with youth. The full update is provided on page 12 of the agenda packet. Discussion ensued regarding the challenges of the program which include identifying WIA eligible youth and income verification. The program goal is to serve 500 WIA youth by June 30, 2012.

Commissioner Weekly commented that the Graduate Advocate Coordinators need to be more proactive and work outside normal business hours. Discussion ensued.

Clentine January, Project Specialist I, provided a year-round youth funded partner informational update. Demographic and characteristic information is provided on page 15-18 of the agenda packet.

Ken LoBene stated that the new RFP will require respondents to address how their agency will serve the most at-risk youth in the zip codes that are most in need.

Ms. January reported that as of February 13th, Nye Communities – TCC, Nevada Partners, HELP of Southern Nevada and Olive Crest were monitored with no findings. Clark County School District – Desert Rose will be

Executive Committee Minutes, March 8, 2012

monitored on February 24th.

Agenda Item 7 – Emerging Markets, Partnerships, and Resource Development Update ~ Pat Maxwell, Chair

Pat Maxwell stated that the dissolution of the Emerging Markets committee will be an action item on the next Board agenda; however, staff will continue to provide reports to the Board. Ms. Maxwell stated that the existing committee members are willing to serve on the Adult & Dislocated Worker committee.

Cornelius Eason, Director of Regional Strategies provided the following committee update:

Employment Edge Workshop Series – the next event is scheduled for March 29th and will last from 8:00 am – 2:30 and is being held at the Pearson Community Center. The target attendee of this job seekers workshop is Veterans of the U.S. Armed Services.

Layoff Aversion/Business Services – This program is fully underway and the team of two business consultants is actively meeting with businesses to assess their needs. The consultants are also aggressively recruiting resource partners that can be available to assist the business clients once the needs have been identified.

Business Roundtable Series – this gathering of business owners, managers and professionals continues in partnership with the North Las Vegas, Henderson and Women’s Chambers of Commerce. The next events are currently being planned with a target of May for the next.

Strictly Biz Radio Show – The radio shows that broadcast 6 times per month on KCEP, FM (2nd and 4th Mondays, 9:00 am) and KNUU AM (each Thursday 2:00 pm) allows the agency to drive the community conversation regarding a wide range of workforce development, economic development and business related issues. Recent guests include the Director of Business and Industry, Director of DETR, officers of the Henderson, North Las Vegas, Las Vegas, Urban, Women’s, and Latin Chambers. We have also hosted a number of small business owners as well as elected officials to discussing the current economy and business climate.

Jaime Cruz, Director - Green Economy Workforce provided an update on the Green Economy Sector programs including “What’s It Mean to Be Green” Program and SESP. The participant outcomes for the SESP program, currently at 45%, are on track to meet performance goals by the end of the grant, January 2013. Mr. Cruz provided a list of companies that are providing participant workforce opportunities and local businesses benefiting from incumbent worker training.

Staff has been invited to bring the Green mobile classroom as an exhibit to the upcoming Nevada STEM Coalition Summit on March 9 – 10 at the South Point Hotel and Las Vegas Science Fair on April 29th at the Las Vegas Speedway.

Agenda Item 8 – Operations Update ~ Ardell Galbreth, Deputy Directory - Operations

Ardell Galbreth provided information regarding the amendment to the Board By-Laws and Matt Cecil, Legal Counsel provided an overview of proposed changes including options for Board members to get items on the Board agenda and designating the Adult & Dislocated Worker Committee as a standing committee. The amended By-Laws require vetting by the Local Elected Officials then approval by the Board. Discussion ensued.

Mr. Galbreth introduced Jim Kostecki who will serve as the agency’s new Finance Manager. For the past five years, Mr. Kostecki worked for the City of North Las Vegas. Mr. Kostecki is CPA certified in Nevada and Illinois.

Carol Turner provided an overview of the revised PY2011 Budget revision for February 2012, PY2011 Budget vs. Actual, and PY2011 Awards & Expenditure report. The budgets and detailed budget narrative are provided in the agenda packet.

PY2011 Budget revision: \$110K was moved from the NVTrac line item 6130-11 and reclassified under Salaries

Executive Committee Minutes, March 8, 2012

line item 6260; the purpose is to hire the NVTrac system developer as a full-time employee rather than a contractor. \$250K was moved from Strategic Initiative line item 6850 to the Audit/Accounting Services line item 6100; the purpose is to fund additional accounting services provided by Ms. Turner as well as the interim services that were provided by Piercy, Bowler, Taylor, Kern employees.

In response to Commissioner Weekly's question regarding the Strategic Initiative line item, Mr. Turner explained that the line item was created for carry-forward funds and the operations portion of the additional 10% of funds from the Governor. \$75K of this line item is from the governor's reserve initiative – these funds have the most flexibility.

Commissioner Weekly requested staff to provide further breakdown and specify what percent of the funds are restrictive vs. nonrestrictive.

In response to Commissioner Weekly's question regarding the Travel line item 6310, Ms. Turner explained that these funds cover the travel costs incurred for training seminars and conferences as well as local mileage reimbursement to staff.

In response to Commissioner Weekly's question regarding Board Support & Travel line item 6285, Ms. Turner explained that these funds cover the costs of Board meeting space, equipment, and mileage reimbursement for Board members that travel from the rural areas.

Commissioner Weekly requested staff to produce a report of all active vendor and consultant contracts.

Agenda Item 9 – Executive Director's Update ~ John Ball

John Ball reported that DETR's Director and Deputy Director will provide a full presentation on the Unified Workforce Investment Board Statewide Proposal at the Local Elected Officials Consortium meeting following this meeting; staff will report on the presentation at the next Board meeting.

Agenda Item 10 – SECOND PUBLIC COMMENT SESSION

Mujahid Ramadan, Workforce Connections Board Member requested staff to provide the number and type of OJT and job placements under the State Energy Partnership Grant (SESP) and emerging markets. Mr. Ramadan commented that the agency needs to engage with other re-entry service providers and professionals in the community to maximize our knowledge base. Mr. Ramadan volunteered his time to serve on a sub-committee to work with the staff in terms of the Re-Entry RFP outcome and shaping our strategy moving forward.

Charles Perry, NVHCA & Workforce Connections Board Member reiterated his earlier comments that he stands firmly in favor for the Unified Workforce Investment Board Statewide Proposal.

Doug Geinzer, CEO, Southern Nevada Medical Industry Coalition commented on the PY2011 Budget. Mr. Geinzer stated that it appears that the in-house programs were awarded more than the Adult & Dislocated Worker (ADW) service providers. Mr. Geinzer stated that it is problematic when the in-house programs are awarded \$3.7 Million while the ADW service providers are only awarded \$3.6 Million.

Ms. Hannah Brown stated that the Board needs to take a look at the agency's administrative costs because even though the agency is within WIA standards, the administrative costs can be reduced. Ms. Brown stated that the Board's salaries are astronomical and more money needs to be put out on the street and allocated to put people back to work.

Agenda Item 14 – Adjournment

The meeting adjourned at 11:20 a.m.

5. DISCUSSION and POSSIBLE ACTION: Interim Executive Director Report

Interim Executive Director Report Executive Committee

- **My Vision**

- Oversee quality employment and training services to the residents of Southern Nevada Workforce Investment Area
- Ensure compliance in all areas, while being creative in overseeing the delivery of quality employment and training services
- Establish and maintain a local area Workforce Development One-Stop System and a One-Stop Career Center with focus on industry sector strategies
- Target and serve most in need of services/under served clients population
- Engage with local area community workforce development activities
- Establish key workforce development performance indicators with clear, concise return on investment (ROI) outcomes
- Work to gain and retain confidence of Board of Directors

- **Recent Accomplishments**

- Development and Implemented Workforce Connections' 2-Year strategic plan compliance plan, outlining/addressing the state's concerns in the areas of:
 - Staff reduction by 54%
 - Staff operations/program budget reduced to 10%
 - Strategic alignment with Governor's WIB statewide plan
 - Workforce development support and resource alignment with industry and regional sectors
 - Outsourced Graduate Advocates Youth Program with continued oversight
 - Developed effective strategy and response to single Statewide Workforce Investment Board plan
 - Undergoing organizational restructuring for more efficient operation
 - Completed job analysis of all staff positions—bring about change in the way business is conducted
 - Developing new staff job descriptions for alignment with assigned duties

- New job descriptions based on recent job analysis along with the alignment of job families/categories with career ladders
- Developing consistent staff evaluation/appraisal system
- **One-Stop System and Center Update**
 - Workforce Connections to be designated as One-Stop Operator with consortium partners
 - Industry/Regional Sector Initiatives—different from Nevada JobConnect offices—more integrated, creative workforce development services
 - Scheduled One-Stop Center/System Training (With One-Stop Partners/One-Stop Center Staff)
 - Will be the first comprehensive One-Stop Center in the state for some time—compliant with the Workforce Investment Act

6. DISCUSSION and POSSIBLE ACTION: Board Development and Communication

Board Development Communication and Board Effectiveness

- Effective communication builds morale among board members and management
 - Respect to others
 - Being passionate about serving your community with respect to others
 - Understanding the capabilities of management staff
- As a single functioning unit, board of directors should work in concert with each other while providing its management staff with clear and concise guidance
- An open communication dialogue is healthy and fosters excellent inputs and exchange among board members and management staff
 - Such communication fosters a sense of working together toward the same goal for the benefit of the community
 - Increase the effectiveness of all stakeholders
- Use a sensitive approach
- Manage By Walking Around
 - Encourage and motivate all board members to be deliberate in participating in board action
 - Focus on Board Priorities
 - Work together in building board spirit
 - Reinforce your Commitment

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