

*Workforce***CONNECTIONS**

**Executive Committee  
AGENDA**

**January 22, 2013  
9:00 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](http://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.

As required by Nevada's Open Meeting Law, the (Board, Committee or Council) 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 the (Board, Committee or Council) 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) hours 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 August 28, 2012 ..... 4
5. **DISCUSSION and POSSIBLE ACTION:** ..... 8
  - a. Review and discuss consultant and staff's recommendation to formulate a new mission statement for the Southern Nevada Workforce Investment Area (Workforce Connections) ..... 9
  - b. Review and discuss Executive Committee goals, objectives and strategies/action plans to achieve established goals and mission. .... 14
6. **DISCUSSION and POSSIBLE ACTION:** Executive Directors Report ~ Ardell Galbreth..... 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 ..... 16
8. Executive Committee Member Comments..... 17
9. 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 Meeting Minutes of August 28, 2012

*workforce*CONNECTIONS

**Executive Committee**

**MINUTES**

**August 28, 2012**

**8:30 a.m.**

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

Members Present

Hannah Brown, Chair – *workforce*CONNECTIONS' Board  
Commissioner Lawrence Weekly, Chair – *Local Elected Officials Consortium*  
Sonja Holloway, Chair – *Youth Council*  
Valerie Murzl, Chair – *Adult & Dislocated Worker Committee*  
Councilwoman Gerri Schroder, Chair – *Budget & Finance Committee*

Staff Present

Ardell Galbreth, Executive Director	Heather DeSart	Suzanne Potter
Jim Kostecki	Carol Turner	Rick Villalobos
Debra Collins	Jaime Cruz	Peter Bacigalupi
Tom Dang	Jeannie Kuennen	Chris Shaw
Clentine January	Dianne Tracy	Madelin Arazoza

Others Present

Scott Marquis, Legal Counsel	Sandra Douglas Morgan, Clark County
Earl McDowell, DETR	LeVerne Kelley, DETR
Doug Geinzer, SNMIC	Commissioner William Kirby, Esmeralda County
Greg Newton	

(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 8:48 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 by Valerie Murzl and seconded by Councilwoman Gerri Schroder. Motion carried.*

**Agenda Item 3 – FIRST PUBLIC COMMENT SESSION**

None

**Agenda Item 4 – ACTION: Approve the Executive Committee Meeting Minutes of March 8, 2012**

*A motion was made to approve the Executive Committee Meeting Minutes of March 8, 2012 by Commissioner Lawrence Weekly and seconded by Valerie Murzl. Motion carried.*

**Agenda Item 5 – Interim Executive Director Report ~ Ardell Galbreth**

Ardell Galbreth, Executive Director, Workforce Connections provided an overview of his vision for the agency, recent accomplishments and an update on the One-Stop Center.

**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 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**

- Developed 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

Discussion ensued.

Commissioner Lawrence Weekly expressed concern about the low summer school enrollments due to a shortage of youth identified to attend sessions and the fact that only \$7,800 of the \$100,000 allocation was expended. Weekly stated that 10% (approximately \$25,000 - \$35,000) of the JAG grant received through the City of Las Vegas and Clark County is set aside specifically for summer school and there is a list of qualified young people waiting to attend. Weekly asked staff what they plan to do with the remaining summer school funds.

Staff confirmed that planning is already underway for next year.

Hannah Brown and Valerie Murzl offered their assistance.

**Agenda Item 6 – Board Development and Communication**

The board discussed improved communication and efficient spending of WIA funds.

**Agenda Item 7 – SECOND PUBLIC COMMENT SESSION**

None

**Agenda Item 14 – Adjournment**

The meeting adjourned at 9:48 a.m.

**5. DISCUSSION AND POSSIBLE ACTION:**

- a. Review and discuss consultant and staff's recommendation to formulate a new mission statement for the Southern Nevada Workforce Investment Area (Workforce Connections)
- b. Review and discuss Executive Committee goals, objectives and strategies/action plans to achieve established goals and mission.



## **Mission Statement**

To establish dynamic partnerships with employers and with the community which facilitate employment, educational and job training gains.

Assignment: Staff and the Executive Committee will finalize the mission statement prior to the January Board meeting.

## **Goal 1: Management and Oversight**

The Board will maximize the return on the investment of public workforce funds and will manage those funds responsibly and in accordance with the highest standards.

Assignment: The Budget and Oversight Committee will finalize the goal statement prior to the January Board meeting and will work with staff to develop an action plan to achieve this goal. The action plan will include specific action steps, due dates and measurable results and will begin no later than April 30, 2013 and will run through June 30, 2015.

Sample Action Step: Resolve all open monitoring and audit findings by June 30, 2013.

## **Goal 2: Youth Education, Training and Employment**

The Board will partner with educators, employers and the community to increase youth core competencies and employment.

Assignment: The Youth Council will finalize the goal statement prior to the January Board meeting. The Council will work with staff to develop action steps to achieve the goal, including timelines and measurable results. The action plan will begin no later than April 30, 2013 and will be completed prior to June 30, 2015.

Sample Action Step: The Council will work with healthcare employers and educators to determine the core competencies each youth should have to enter post-secondary healthcare training programs and to obtain entry employment in the healthcare sector. Due date: September 30, 2013.

## **Goal 3: One-stop Center Establishment**

The Board will work with partners to establish a One-stop Center and a Southern Nevada workforce

system that maximizes employment and job training opportunities.

Assignment: The Adult/Dislocated Worker Committee will finalize the goal statement prior to the January Board meeting. The Committee will work with staff to develop action steps to achieve the goal, including due dates and measurable results. The action plan will begin no later than April 30, 2013 and will be completed prior to June 30, 2015.

Sample Action Step: The Board will work with partners to develop a Center certification process for the Southern Nevada workforce area. Due date: September 30, 2013.

#### **Goal 4: Attract, Grow and Retain Businesses**

The Board will work with employers, economic development agencies and the community to help attract, grow and retain employers in the following eight sectors:

(List the eight sectors designated by the Governor)

Assignment: The Executive Committee will finalize the goal statement prior to the January Board meeting. The Executive Committee will determine whether to continue taking the lead on this goal or whether a new Board committee is needed. The committee will work with staff to adopt an action plan to achieve this goal. Action steps will have due dates and measurable results.

Sample Action Step: Review the membership of the eight sectoral committees established by the Governor. Recruit at least one member from each of the eight sectoral committees to actively work with the Board to align the Southern Nevada workforce strategy with the eight sectoral initiatives. Due date: April 30, 2013.

## **The Game Plan**

- 1. Formally adopt the new mission statement and four goals at the January Board meeting along with the proposed committee assignments.**
- 2. The committees will work with staff to develop proposed action steps, due dates and measurable outcomes for formal adoption by the Board in April.**

- 3. The committees and staff will report progress to the Board quarterly and annually.**
- 4. The Board will review progress at an annual meeting and will update the goals and action steps as needed.**
- 5. The Strategic Plan will be revisited in the Spring of 2015.**

**Workforce Connections**  
**Southern Nevada Workforce Investment Area Strategic Plan Matrix**  
**Mission, Goals, Objectives and Strategies**  
**2 – Year Strategic Plan (April 30, 2013 – June 30, 2015)**

**MISSION:** To establish dynamic partnerships with employers and the community to facilitate employment opportunities, education and job training gains.

Goal 4 Attract, Grow and Retain Businesses				
Objective	Strategy	Timeline	Measurement	Assignment/Status
4.1 Create a workforce system that champions business, education and economic development.	Establish strong business partners/local employers that look to Workforce Connections' One-Stop System and Career Center(s) as their first choice for employment and training services	July 2013	At least five businesses/employers testimonials (oral or written) presented during each Board meeting.	Executive Committee—three months after Board goal approval
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	Grow a better—educated workforce by partnering with businesses and training partners (colleges, universities, and apprenticeship trades) to coordinate and develop training activities according to specific requirements identified by businesses.	Ongoing--as driven by businesses demands.	<ul style="list-style-type: none"> <li>• ??? % of the Southern Nevada population will hold an education or training credential</li> <li>• ???% . of the Southern Nevada population will hold post-secondary degrees</li> <li>• ???% of training certificates and trade credentials/certifications</li> </ul>	Executive Committee—three months after Board goal approval.
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>• Aerospace and Defense</li> <li>• Business IT Ecosystems</li> <li>• Clean Energy</li> <li>• Health &amp; Medical Services</li> <li>• Logistics &amp; Operations</li> <li>• Mining</li> <li>• Materials &amp; Manufacturing</li> <li>• Tourism, Gaming and Entertainment.</li> </ul>	Team up with the Governor's Office of Economic Development and target WIA resources in support of industry sectors training needs. <ul style="list-style-type: none"> <li>• Establish a local employer advisory panel (LEAP) for the purpose of gathering and delivering real time workforce intelligence for the one stop career center.</li> <li>• Continue to support DETR's sector councils</li> <li>• Allocate resources to support sector initiatives</li> </ul>	March 2013	<ul style="list-style-type: none"> <li>• State economic development staff invited to Workforce Connections partnership forums</li> <li>• Local Employer Advisory Panel (LEAP) stood up and activated</li> <li>• WC staff and board members on DETR sector councils</li> <li>• Funded partners contracts include resource requirement support to industry sectors</li> </ul>	Executive Committee—three months after Board goal approval

**6. EXECUTIVE DIRECTORS REPORT ~ Ardell Galbreth:**

**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



**8. EXECUTIVE COMMITTEE MEMBER COMMENTS:**