

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA

Tuesday, October 14, 2014
1:00 p.m.

Bronze Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, Nevada 89146

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

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

City of Las Vegas, 495 S. Main St., Las Vegas, NV
City of North Las Vegas, 2250 N. Las Vegas Blvd., North Las Vegas, NV
Clark County Clerk's Office, 500 S. Grand Central Pkwy., Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water St., Henderson, NV
Boulder City (City Hall) 401 California Ave., Boulder City, NV
Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County Courthouse, 181 Main St., 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.

As required by Nevada's Open Meeting Law, the Board 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 to give all citizens an opportunity to be heard.

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Board are available upon request. Request for such supporting materials should be made to Suzanne Potter at (702) 636-2300 or spotter@nvwc.org. Such supporting materials are available at the front desk of Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV, 89146, and are available online at www.nvworkforceconnections.org.

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; or by calling (702) 638-8750; or by fax at (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.

Local Elected Officials Consortium Members: Chair Commissioner Lawrence Weekly (Clark County), Vice-Chair Councilwoman Anita Wood (City of North Las Vegas), Councilwoman Peggy Leavitt (Boulder City), Councilwoman Gerri Schroder (City of Henderson), Commissioner Butch Borasky (Nye County), Councilman Bob Beers (City of Las Vegas), Commissioner Ralph Keyes (Esmeralda County), Commissioner Adam Katschke (Lincoln County)

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, roll call, and Pledge of Allegiance
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 2
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
4. **DISCUSSION AND POSSIBLE ACTION:** Approve Local Elected Officials Consortium minutes of September 9, 2014 5
5. **DISCUSSION AND POSSIBLE ACTION:** Approve New Board Member Applications 12
 - a. Cecilia Maldonado, Associate Professor/Workforce Development, UNLV
Category: Education (2-year term - Effective January 1, 2015) 13
 - b. Jerrie Merritt, Senior Vice President, Bank of Nevada
Category: Business (3-year term – Effective October 14, 2014) 21
6. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss, amend, and approve Executive Director’s Employment Contract and approve salary adjustment 24
7. **DISCUSSION AND POSSIBLE ACTION:** Pros and Cons – Converting Nevada JobConnect Offices to One-Stop Career Centers with Workforce Connections’ Oversight ~ DETR’s Deputy Director, Dennis Perea and Workforce Connections’ Executive Director, Ardell Galbreth 35
8. **DISCUSSION AND POSSIBLE ACTION:** Receive DETR’s Deputy Director’s report regarding Workforce Connections’ contract with CST Project Consulting LLC and direct staff accordingly 37
9. **INFORMATION:** Strategic Initiatives Update 38
10. **DISCUSSION AND POSSIBLE ACTION:** Accept and approve Executive Director’s Report ~ Ardell Galbreth 40

11. **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 49
12. **INFORMATION**: LEO Consortium member comments and updates..... 50
13. **ACTION**: Accept a motion for adjournment

Agenda Item 3.

FIRST PUBLIC COMMENT:

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 Local Elected Officials Consortium minutes of
September 9, 2014

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

September 9, 2014

1:00 p.m.

**Bronze Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146**

Members Present

Commissioner Lawrence Weekly
Commissioner Ralph Keyes (phone)
Councilwoman Anita Wood
Commissioner Butch Borasky (phone)
Councilman Bob Beers
Councilwoman Peggy Leavitt
Commissioner Adam Katschke
Councilwoman Gerri Schroder (phone)

Members Absent

None

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Ricardo Villalobos	Brett Miller

Others Present

Jack Eslinger, ESQ, City of Las Vegas	Liberty Leavitt, Clark County School District
Dr. Tiffany Tyler, Nevada Partners, Inc.	Steve Gibson, DETR/WISS
Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Earl McDowell, DETR	Anthony Manor, District D

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:13 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. DISCUSSION AND POSSIBLE ACTION: Approve the Agenda with inclusions of any emergency items and deletion of any items

A motion was made to approve the agenda by Commissioner Adam Katschke and seconded by Councilwoman Peggy Leavitt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

None

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of July 22, 2014**

A motion was made to approve the Local Elected Officials Consortium minutes of July 22, 2014 by Commissioner Butch Borasky and seconded by Commissioner Adam Katschke. Motion carried.

5. **DISCUSSION AND POSSIBLE ACTION: Approve New Board Member Applications:**

- a. Jack Martin, Director – Clark County Department of Juvenile Justice Services/Category: Other (2-year term)
- b. Liberty Leavitt, Graduation Initiative Coordinator – Clark County School District/Category: Education (2-year term)

A motion was made to approve new Board member applications for Jack Martin and Liberty Leavitt by Councilman Bob Beers and seconded by Councilwoman Peggy Leavitt. Motion carried.

6. **DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept, and Approve Reports**

Councilwoman Gerri Schroder disclosed her relationship with the Las Vegas Urban League.

Chair Weekly requested that all items be taken in one vote. Jim Kostecki, Manager, Financial Services summarized the following reports:

a. **PY2013 WIA Formula Budget July 1, 2014 through June 30, 2015 and Budget Narrative**

PY2013 WIA Formula Budget report is provided on page 27-34 of the agenda packet. Mr. Kostecki noted one change to the One-Stop System Budget (p. 34) to line item 7100 Insurance – increased by \$10,000 for insurance on buses donated by RTC. These funds will be reallocated from Strategic Initiative account.

b. **Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)**

Budget vs. Actual report is provided on page 36 of the agenda packet. Mr. Kostecki reported that all line items are within budget parameters.

c. **Awards & Expenditures Report (Compliance and Operational Status of Service Providers/Funded Partners) – Monthly Update**

Mr. Kostecki presented the Adult & Dislocated Worker report (p. 38-39), Youth report (p. 40), and Direct Grants (p. 41) through June 2014 invoices. Only \$140,000 of the \$1,100,000 NEG funds allocated last program year was spent, so staff is meeting with DETR for new strategies and ways to expend the current year's allocation of NEG funds.

d. Funding Plans – Adult/Dislocated Worker/Youth – Monthly Update

Brett Miller, Manager, Strategic Analysis summarized the Adult/Dislocated Worker Funding plan and highlighted the pending contracts on page 43 of the agenda packet. The ADW funding plan shows a remaining balance of \$52,184 (.04 months). Heather DeSart, Deputy Executive Director reported that the Apprenticeship Preparation contract was executed by CSN and Workforce Connections, and the first cohort will begin the program this month. Discussion ensued regarding selecting the NSHE (Nevada System of Higher Education) entities for this and other programs. Mr. Galbreth stated that WC is seeking a new collaboration with higher education and has been in discussion with UNLV, CSN and Nevada State College regarding a partnership nursing program. Commissioner Weekly directed Ardell to send the LEOs an update regarding the pending contracts with NSHE and information on how WC staff (not the LEOs) is selecting these entities. Councilman Beers inquired about math pre-/post-test options for the Apprenticeship Preparation program, the duration of the program, and employment opportunities for individuals that complete the program. Ms. DeSart stated that the entire program is 12 weeks and individuals are not guaranteed an apprenticeship upon completing the program, however; it prepares them with the math skills they need to qualify for an apprenticeship.

Brett Miller summarized the Youth Funding Plan and highlighted pending contracts on page 44 of the agenda packet. The Youth funding plan indicates a remaining balance of \$725,166 (1.03 months). Councilwoman Leavitt inquired about the status of the Mesquite contract. Mr. Galbreth replied that funds have been set aside; however, a program scope has not been developed at this time. Chair Weekly inquired about Opportunity Village as a potential service provider for disabled youth services. Ricardo Villalobos, Director, Workforce Development Programs replied that Goodwill of Southern Nevada currently serves disabled youth and Opportunity Village, for whatever reason, did not respond to the RFP. Mr. Villalobos will reach out to Opportunity Village.

Councilman Beers requested staff to add a column to the report identifying the current funded partners; staff concurred.

e. Workforce Connections' Professional Services Contracts – Monthly Update

The Professional Services Contracts report is provided on page 46-51 of the agenda packet.

A motion was made to accept and approve reports by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.

7. INFORMATION: Veterans' Employment and Training Reports ~ Brett Miller

Brett Miller summarized the Veterans' Training Snapshot (p. 53) and Employment Snapshot (p. 54) for PY 2013 and highlighted the following:

- 152 Veterans completed training
- \$416,585 spent on training
- \$2,741 average cost of training

Chair Weekly encouraged the LEOs to get more involved in Veterans' services and contact staff regarding upcoming Veterans' meetings and events in the community. Ms. DeSart stated that staff will be happy to attend and represent WC at any event they request. Discussion ensued. Commissioner Borasky reported that Nye Communities Coalition and the local VFW is holding their Annual Veterans' Stand Down event on October 16th from 9 a.m. to 3:00 p.m. at the Home Depot along north highway 160 to benefit the veterans population.

8. DISCUSSION AND POSSIBLE ACTION: Proposed changes to Statewide WIA Distribution Formula

Ardell Galbreth presented the proposed changes (highlighted in red) to the Statewide WIA Distribution Formula provided on page 58-63 of the agenda packet. Mr. Galbreth stated that the proposed methodology changes will even out the allocation between the northern and southern workforce investment boards. The changes will go to the Governor's Workforce Investment Board for approval/disapproval at their meeting on October 16, 2014. Chair Weekly asked whether or not DETR is on board with the changes that Workforce Connections is proposing, and requested DETR representative Earl McDowell to comment. Mr. McDowell stated that this is the first time he has seen the proposed changes and he would be remiss to and answer on behalf of DETR at this time. Councilman Beers noted that Board members (and public) can go to DETR's website and post their comments.

A motion was made to accept the proposed changes to the Statewide WIA Distribution Formula by Councilman Bob Beers and seconded by Councilwoman Anita Woods. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Executive Director's Performance Evaluation

Ardell Galbreth reported that the LEOs received a copy of the Executive Director's Performance Report outlining at their meeting in July and were asked to review the report and come back today with comments and/or further direction regarding his performance. Mr. Galbreth stated that he has a passion to serve the community and would like to opportunity to continue to do so with the support from the LEOs. The LEOs commented and unanimously agreed that Mr. Galbreth was doing a great job with his leadership and successfully moving the agency forward. Councilman Beers stated that he would like to see WC enter into MOUs with DETR to make the current Nevada JobConnect offices into One-Stop Career Centers. Commissioner Weekly directed staff to agendize a presentation regarding the pros and cons of establishing the JobConnects into One-Stop Centers and invite DETR's interim director Dennis Perea to speak. Councilwoman Wood and Commissioner Weekly agreed that WC needs to improve relations with DETR and build collaboration in order to serve more individuals that still need help finding employment. Weekly further stated that he appreciates meeting with the Board Chair and Ms. DeSart to review the agendas before the meetings and to discuss other things going on.

Commissioner Weekly requested guidance from legal counsel regarding the executive director's contract and possible salary adjustment. Jack Eslinger stated that no action can be taken until it is properly agendized. Commissioner directed staff to agendize it for the next meeting and Councilman Beers requested staff to provide the LEOs with a copy of the current contract at least one week prior to the meeting.

10. DISCUSSION AND POSSIBLE ACTION: Executive Director's Update ~ Ardell Galbreth

a. Executive Director's Report

Ardell Galbreth presented the Executive Director's Report on page 66 of the agenda packet and highlighted the following:

- WC is seeking additional grants and has been working with DOL's regional office in San Francisco regarding the consumer financial support grant for veterans.
- Staff attended California Workforce Association conference last week.
- Staff and board received good feedback and comments from the US Department of Labor regional office in San Francisco and Washington DC regarding the One-Stop Career Center and One-Stop Delivery System in southern Nevada.
- Moving forward with WC and Nellis AFB partnership. Met with Airman's Readiness Unit last Friday to discuss employment and training support needs and opportunities for Nellis AFB as they downsize.
- Workforce Development Academy successfully launched last week and great feedback received regarding instructors.

b. Annual Report – Program Year 2013/14

Mr. Galbreth reported that the Annual Report for Program Year 2013–2014 (distributed at the previous Board meeting) was submitted to DETR.

c. Workforce Innovation and Opportunity Act (WIOA) Update

Mr. Galbreth directed the LEO's attention to the backup provided in the agenda packet including a summary of the Workforce Innovation and Opportunity Act (p. 68), key improvements from current law (p. 70), analysis of the potential impact on one-stop career centers (p. 72), side-by-side comparison of WIOA and WIA services required (p. 73), service eligibility (p. 80), and performance required (p. 84); WIOA careers, career pathways, barriers to employment (p. 87); employer engagement and business services (p. 89), and WIOA key implementation dates for programs (p. 91).

11. SECOND PUBLIC COMMENT SESSION:

Dr. Tiffany Tyler, Nevada Partners, Inc. commented that NPI annually attends the Veterans' Stand Down event to support veterans.

12. INFORMATION: LEO Consortium Member Comments

Councilwoman Schroder reported that she recently visited Vietnam and China on behalf of the City of Henderson to support the Union Village Project, which breaks ground for its new hospital next month. The project will create many temporary construction jobs as well as permanent hospital jobs.

Commissioner Borasky reported that Big 5 will be having its grand opening this week, China Wok is working on a few planning issues prior to its grand opening, and Nye County is celebrating its Fall Festival the weekend of September 26 – 28th.

Commissioner Katschke reported that summer youth programs are winding down in Lincoln County.

Councilwoman Leavitt reported that Boulder City is in the preliminary stages of developing a new youth employment and training program, planning for the construction of I-11, and will be holding Art in the Park the first weekend in October for approximately 100,000 attendees.

Councilman Beers inquired about English acquisition programs. Ms. DeSart reported that in the past there has been some ESL and workplace English training.

Councilwoman Woods reported the City of North Las Vegas is planning its next master planned community to be called Tully Springs, and there are many upcoming community events scheduled at Craig Ranch Park.

Commissioner Weekly reported that 130,000 children went without food in Clark County last year and organizations, agencies are encouraged to hold food drives and donate to Three Square. Weekly further reported that Peggy's Attic at Child Haven, which was started by Councilwoman Leavitt, is accepting donations for new and gently used baby items.

13. ACTION: Adjournment

A motion was made to adjourn the meeting at 2:26 p.m. by Councilman Bob Beers and seconded by Councilwoman Peggy Leavitt. Motion carried.

Agenda Item 5. DISCUSSION AND POSSIBLE ACTION:

Approve new Board Member Applications

- a. Cecilia Maldonado, Associate Professor/Workforce Development
University Nevada Las Vegas (UNLV)
Category: Education (2-year term – Effective January 1, 2015)

- b. Jerrie Merritt, Sr. Vice President
Bank of Nevada
Category: Business (3-year term – Effective October 14, 2014)

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle): Maldonado, Cecilia	Title: Associate Professor, Workforce Development	Agency/Organization Represented: University of Nevada, Las Vegas
Address (Street, City, State, Zip Code): 4505 S. Maryland Parkway, Box 451014, Las Vegas, Nevada 89154-1014		
Phone Number: (702) 895-3410	Alternate Phone: (702) 203-8653	Email Address: ceciliam@unlv.nevada.edu
Manager/Supervisor: John V. White	Phone Number: (702) 895-3303	Manager/Supervisor Email Address: john.white@unlv.edu
# of employees supervised:	# of employees in your organization:	
Nominating Agency/Organization: University of Nevada, Las Vegas		

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

Suzanne Potter
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146
 Email: spotter@snywc.org
 Fax: (702) 636-4375

DATE OF APPOINTMENT/REAPPOINTMENT: _____

WORKFORCE CONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

Your current relationship with Workforce Connections (Check all that apply)

- Have Relatives Working for Workforce Connections
- Any Partnership(s) with Workforce Connections Staff or Board Members (Current/active contracts or vendor business)
- Any Partnership(s) with Workforce Connections Local Elected Officials
- I currently have no partnership with any Board or Staff member of Workforce Connections
- Other (Please Explain: _____)

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
 - i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

1. Will your appointment/reappointment to Workforce Connections potentially violate any of the criteria listed above?

- Yes
- No

If yes, please provide an attached letter explaining your potential conflict of interest.

2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by Workforce Connections may be considered as constituting grounds for disqualification and/or dismissal.

Cecilia Maldonado, Ph.D.
Applicant's Name

Cecilia Maldonado, Ph.D.
Signature of Applicant

9/2/14
Date

ATTENDANCE POLICY

ANY BOARD MEMBER OF WORKFORCE CONNECTIONS SHALL BE REMOVED FROM THE BOARD AFTER THREE CONSECUTIVE ABSENCES FROM REGULARLY SCHEDULED BOARD MEETINGS.

COMMITTEE ASSIGNMENT

ALL BOARD MEMBERS OF WORKFORCE CONNECTIONS ARE REQUIRED TO SERVE ON A STANDING COMMITTEE.

PLEASE INDICATE A COMMITTEE YOU ARE WILLING TO SERVE (*PLEASE CHECK AT LEAST ONE*):

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE: *Suzanne Potter*

DATE: 9/2/14

Please return completed form to:

Suzanne Potter
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Email: spotter@snywc.org

Fax: (702) 636-4371

CECILIA MALDONADO-DANIELS
(702) 895-3410
ceciliam@unlv.nevada.edu
drcecilia8@yahoo.com

EDUCATION

2000, August	Ph.D. Workforce Education and Development Emphasis: Training and Human Resource Development Pennsylvania State University, University Park, PA Dissertation Title: <i>An Investigation of Hispanic Students' Participation in Postsecondary Technical Education in the United States</i>
1997, May	M.S. Technical Education Emphasis: Computer Technology University of Akron, Akron, OH
1995, May	B.S. Elementary Education University of Akron, Akron, OH
1991, January	B.S. Industrial Management Emphasis: Management Information Systems University of Akron, Akron, OH

SKILLS/CERTIFICATIONS

Fluent in Spanish (speaking, reading and writing)
 Certified Facilitator, Development Dimensions International Learning Systems (DDI)
 Certified Facilitator, Langevin Learning, Inc.
 Certified DACUM (**D**eveloping **A** **C**urriculum) Facilitator, The Ohio State University

RESEARCH INTERESTS

Hispanic Participation in Post-secondary Technical Education (Dissertation Topic)
 Hispanic Education and Workplace Issues
 Latina Women and Leadership
 Technology Training
 Generations in the Workplace

AWARDS and HONORS

2011-2012	Graduate & Professional Student Association [GPSA] Outstanding Mentor
2011-2012	UNLV Foundation Distinguished Teaching Award

PROFESSIONAL EXPERIENCE

University of Nevada, Las Vegas, Las Vegas, NV

2014 [January] – Present

Provost Fellow, Mentoring and Faculty Development
 Associate Professor, Workforce Development

University of Nevada, Las Vegas, Las Vegas, NV

2011 [April] – 2012 [June]

Immediate Past Chair, Faculty Senate
 Associate Professor, Workforce Development (Moved to College of Urban Affairs)
 Program Coordinator, Ph.D. Workforce Development & Organizational Leadership

Immediate Past Chair Duties:

- Ex-Officio, non-voting member of the UNLV Faculty Senate;
- Member of the Executive Committee;
- Attends monthly Faculty Senate meetings;
- Chairs University Promotion & Tenure Committee
- Faculty Senate Representative, University Policy Committee
- Faculty Senate Representative, President's Advisory Committee
- Meets monthly with the Executive Committee to plan Faculty Senate meetings and discuss relevant issues;
- With the Executive Committee, meet monthly with President and Executive President and Provost;
- Participates in Fall and Spring Commencement ceremonies;

University of Nevada, Las Vegas, Las Vegas, NV

2010 [April] – 2011 [April]

Chair, Faculty Senate

Associate Professor, Workforce Education and Development

Program Coordinator, Workforce Education and Development

Faculty Senate Chair Duties:

- Ex-Officio, non-voting member of the UNLV Faculty Senate;
- Chair of the Executive Committee;
- Presides at monthly Faculty Senate meetings;
- Meets monthly with the Executive Committee to plan Faculty Senate meetings and discuss relevant issues;
- With the Executive Committee, meet monthly with President and Executive President and Provost;
- Ex-Officio member of the Academic Council and Cabinet; attends monthly meetings;
- Member, Council of Chairs [All Faculty Senate Chairs within the Nevada System of Higher Education];
- With the Council of Chairs, meets monthly with Chancellor of the Nevada System of Higher Education;
- Participates at all Board of Regents' meetings [6 meetings per year]
- Coordinates Grievance processes; advises parties of their rights under these processes; randomly selects committee members and selects chairs of each grievance committee;
- Interprets UNLV Bylaws;
- Selects, in consultation with the Executive Committee, chairs for 16 Faculty Senate Committees;
- Meets with Committee Chairs and Council of Senior Senators;
- Coordinated Evaluation of the President
- Participates in Fall and Spring Commencement ceremonies;
- Manages Faculty Senate office and staff
- Represents faculty and participates at various university events such as New Faculty Orientation, the President State of the University address, awards ceremonies and University Town Halls

University of Nevada, Las Vegas, Las Vegas, NV

2009 [April]- 2010 [April]

Vice Chair, Faculty Senate

Associate Professor, Workforce Education and Development
 Program Coordinator, Workforce Education and Development

Faculty Senate Vice Chair Duties:

- Ex-Officio, non-voting member of the UNLV Faculty Senate;
- Member of the Executive Committee; participates in the planning of monthly Faculty Senate meetings and discuss relevant issues;
- Attends monthly Faculty Senate meetings;
- As member of the Executive Committee, meet monthly with President and Executive President and Provost;
- Ex-Officio member, University Promotion and Tenure Committee
- Other duties as assigned by Chair, Faculty Senate:
 - **Co-Chair, Joint Evaluation Team (2009-2010).**
 JET is an ad hoc committee responsible for reviewing college, school and vice presidential division input for reductions, modifications or eliminations of programs on our campus in response to budget crisis.
 - **Chair, Ad Hoc Sub-Committee on Fostering a Culture of Civility. (2009-2010).**
 Subcommittee of the Faculty Senate Academics and Freedom Committee - charged to investigate how other universities have defined and then acted to encourage tolerance, civility, understanding of differences and appreciation for the value of diversity in the teaching and research activities of a university like UNLV.
 - **Faculty Senate Liaison, Hate Crimes Policy Task Force. (2009).**
 Invited to serve by University President on this 4-person task force to review the proposed Hate Crimes and Bias Incidents Policy and provide the President suggestions for revisions. A revised policy was given to the President, who accepted it and presented it to the Board of Regents for approval in June, 2009.

University of Nevada, Las Vegas, Las Vegas, NV

2007- Present

Associate Professor, Workforce Education and Development

Tenured July 1, 2007

Program Coordinator, Workforce Education and Development

Professor Duties:

- Teach undergraduate and graduate courses in the program;
- Mentor advisees and graduate assistants;
- Advise students;
- Chair student committees (Master's and Ph.D.)
- Review and update courses within the program;
- Research and publish;
- Participate and contribute as a member of department, college and university committees;

Program Coordinator Duties:

- Correspond with current and prospective students enrolled and interested in the program;
- Advise graduate students in the program;
- Complete programs of study and other pertinent forms for graduate students;
- Coordinate class schedules with faculty and obtain necessary part-time instructors to teach courses not covered;
- Assist part-time instructors with course content and onboarding;

- Review, evaluate and coordinate curriculum changes for undergraduate and graduate programs;
- Write reports (assessment, program review. etc.);
- Chair program meetings;
- Attend and participate in Department Leadership Team
- Graduate Coordinator and Member of the Graduate Council
- Evaluate undergraduate portfolios to determine valid work experience for credit;
- Advise all undergraduate students before they enroll in student teaching course;
- Evaluate and approve new student admission requests;
- Evaluate and approve petitions submitted by students;
- Communicate and collaborate with college personnel about program and student issues.

University of Nevada, Las Vegas, Las Vegas, NV

2000 - 2007

Assistant Professor, Workforce Education & Development
Training & Development Emphasis Coordinator
(2000-2006)

Program Coordinator, Workforce Education and Development
(2006-present)

Professor Duties:

- Develop all courses for the emphasis in Training and Development
- Teach courses in undergraduate and master's program in HRD
- Chair student committees (Master's and Ph.D.)
- Participate in university, college and department committees
- Research and publish
- Faculty Senator (2006 to present)

Training Emphasis Coordinator Duties:

- Recruit and advise current and new students
- Complete and submit program of study forms
- Review and update courses in emphasis
- Hire adjuncts and assist with onboarding.

Program Coordinator Duties:

- See above

University of Nevada, Las Vegas, Las Vegas, NV

2000 - 2005

Training Specialist, The Center for Workforce Development & Research

Duties:

- Coordinate and advise training projects through the Center
- Assist in Center projects: Design, develop and facilitate workshops
- Assign and mentor master's students in the Workforce Training and Development program who assist in Center projects

Pennsylvania State University, University Park, PA

1998 - 2000

Instructor of Education, Center for Professional Personnel Development

Duties:

- Teach course on Vocational Student Organizations to current teachers finishing certification as well as graduate and undergraduate students
- Conduct Needs Assessments

- Design and deliver professional development training as well as provide services to Vocational Educators in the Central Region of Pennsylvania as needed
- Assist in other Center-related projects
- Co-Advisor for Penn State's Collegiate Skills USA- VICA – Beta Chapter

Pennsylvania State University, University Park, PA

1999 - 2000

Program Coordinator for Pennsylvania Vocational Educators Conference (PVEC)

Duties:

- Recruit, market and coordinate statewide conference for Vocational Teachers in the state of Pennsylvania

Pennsylvania State University, University Park, PA

1998 - 2000

Trainer (part-time), Center for Academic Computing

Duties:

- Train university staff and/or students on various software applications
- Provide other instruction which includes Advanced Eudora (Email) and PowerPoint

Pennsylvania State University, University Park, PA

1997 - 1998

Graduate Assistant and Ph.D. Candidate, Workforce Education and Development

Duties:

- Designed posters using PageMaker
 - Designed and developed web pages
 - Compiled course packets for professors
 - Developed multimedia presentations
-

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):		Title:	Agency/Organization Represented:
Merritt, Jerrie E.		Sr. Vice Pre.	Bank of Nevada
Address (Street, City, State, Zip Code):			
2700 West Sahara Ave Las Vegas, Nevada 89102			
Phone Number:	Alternate Phone:	Email Address:	
(702) 252-6122	(702) 592-8276	jmerritt@bankofnevada.com	
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:	
John Guedry	(702)-252-6102	jguedry@bankofnevada.com	
# of employees supervised:	# of employees in your organization:		
0	252		
Nominating Agency/Organization:			

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

Suzanne Potter
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146
 Email: spotter@snywc.org
 Fax: (702) 636-4375

DATE OF APPOINTMENT/REAPPOINTMENT: _____

WORKFORCE CONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

Your current relationship with Workforce Connections (Check all that apply)

- Have Relatives Working for Workforce Connections
- Any Partnership(s) with Workforce Connections Staff or Board Members (Current/active contracts or vendor business)
- Any Partnership(s) with Workforce Connections Local Elected Officials
- I currently have no partnership with any Board or Staff member of Workforce Connections
- Other (Please Explain: _____)

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
 - i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

1. Will your appointment/reappointment to Workforce Connections potentially violate any of the criteria listed above?

- Yes
- No

If yes, please provide an attached letter explaining your potential conflict of interest.

2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by Workforce Connections may be considered as constituting grounds for disqualification and/or dismissal.

Jerrie E. Merritt
Applicant's Name

Jerrie Merritt
Signature of Applicant

9-19-14
Date

JERRIE E. MERRITT'S BIO

Jerrie E. Merritt serves as senior vice president and community development manager for Bank of Nevada. Her banking career spans over 35 years. Jerrie's responsibilities include development and coordination of all community development and acts as a liaison with state and local agencies, non-profit development groups, and other participants in community and economic development programs and projects. Working to strengthen existing client relationships and building strong community partnerships.

Jerrie has been recognized for her skillful leadership, stellar performance and undeniable contributions to the financial arena. A champion of education, she served on the State of Nevada Capital Investment Corporation, and has lobbied for the Glass Ceiling Act in Washington D. C. She has served as a distinctive District President of Financial Women International.

With a spirit of excellence she currently lends her experience and expertise to the Board of the Urban Chamber of Commerce as the Chair of the board of directors, Links Incorporated, Coalition of 100 Black Women, Valley Hospital Medical Center, Help of Southern Nevada, American Business Women Association and Trustee Board for The Champions Center Church.

No stranger to the community she loves, Ms. Merritt is the past President for the Rape Crisis Center, Hannah Brown Community Development Center and is passionately involved with numerous philanthropic and civic organizations.

Merritt was awarded the Women of Distinction Award by the NAWBO and was featured as an Interesting Personality in the Inaugural Edition of **Who's Who In Black Las Vegas™**. She has been married for 41 years and has one son.

Agenda Item 6. DISCUSSION AND POSSIBLE ACTION:

Review, discuss, amend, and approve Executive Director's
Employment Contract and approve salary adjustment

September 11, 2014

Southern Nevada Workforce Investment Board
Local Elected Officials Consortium
6330 West Charleston Blvd., Ste 150
Las Vegas, Nevada 89146

RE: Annual Performance Evaluation

Consortium Members,

Per the executed employment agreement between me and the Southern Nevada Workplace Investment Board (SNWIB) that commenced on September 11, 2012, a written Annual Performance Report was submitted to the Local Elected Officials (LEOs) Consortium on July 22, 2014. My accomplishments for the program year ending on June 30, 2014 were extensively outlined in the report.

I believe my performance and accomplishments far exceed all of the criteria detailed within my employment agreement with criteria approved by the LEOs.

In consideration for salary adjustment commensurate with noted performance based on the previously accepted performance report and the average and fair compensation of a Chief Executive in Nevada, I respectfully request my base compensation be adjusted to a base annual salary of \$150,000. This proposed base annual rate of pay is just below the Nevada median range.

Thank you in advance for your consideration to this request.

Sincerely,



Ardell Galbreth
Executive Director

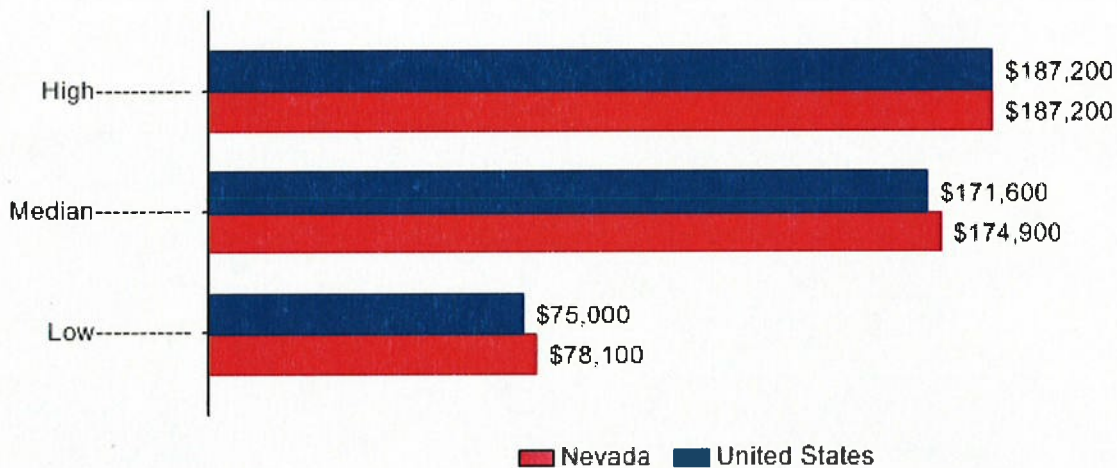
Enclosures: Employment Agreement
Wage Analysis – Chief Executives, Nevada

CHIEF EXECUTIVES: NEVADA

2013 State and National Wages

Location	Pay Period	2013				
		10%	25%	Median	75%	90%
United States	Hourly	\$36.07	\$53.18	\$82.50	\$90.00+	\$90.00+
	Yearly	\$75,000	\$110,600	\$171,600	\$187,200+	\$187,200+
Nevada	Hourly	\$37.55	\$55.19	\$84.07	\$90.00+	\$90.00+
	Yearly	\$78,100	\$114,800	\$174,900	\$187,200+	\$187,200+

Yearly Wage Chart : 2013 Wage Table



- "High" indicates 90% of workers earn less and 10% earn more.
- "Median" indicates 50% of workers earn less and 50% earn more.
- "Low" indicates 10% of workers earn less and 90% earn more.

National Data Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey
 State Data Source: Nevada Wage Information

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into this March 26, 2013, by and between Ardell Galbreth, (hereinafter referred to as "Executive Director"), and the Southern Nevada Workforce Investment Board (hereinafter referred to as "SNWIB").

RECITALS

WHEREAS, the Southern Nevada Workforce Investment Board (SNWIB), doing business as Workforce Connections presently is the grant recipient and administrative entity for the Southern Nevada Workforce Investment Area for the provision and oversight of employment and training services under the State of Nevada pursuant to the Workforce Investment Act (WIA) (hereinafter referred to as the "Organization").

WHEREAS, it is the desire of the SNWIB to employ an individual to serve in the position of executive director for Workforce Connections;

WHEREAS, Section 1.6 of the SNWIB Bylaws provide that the executive director shall be selected and hired by the Local Elected Officials, as defined by WIA.

WHEREAS, it is the desire of the Local Elected Officials to secure and retain the services of an executive director, and to provide inducement for him to remain in such employment; and

WHEREAS, Ardell Galbreth desires to accept employment as the executive director for SNWIB upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the SNWIB and the Executive Director hereby agree as follows:

1. EXECUTIVE DIRECTOR POSITION. The Executive Director shall serve as the chief staff officer to the SNWIB as set forth in detail on the job description attached as Attachment A, the terms of which are incorporated herein, in a manner consistent with and subject to the responsibilities of SNWIB under WIA and Nevada law. In addition to the duties set forth in Attachment A, the Executive Director shall organize appropriate ongoing and periodic public relations programs within the limits of the Organization's fiscal budget and pursuant to direction from the Local Elected Officials of the SNWIB. Attachment A may be amended at any time and from time to time by a majority vote of the Local Elected Officials of the SNWIB.

2. RESPONSIBILITIES AND COVENANTS

2.01. Applicable Laws. The parties acknowledge and agree that the delegations of powers and responsibilities to the Executive Director hereunder may be limited by applicable federal, state and local laws and regulations affecting the operation of the Organization, and the services provided therein. SNWIB and the Executive Director agree to fully comply with such applicable laws and regulations in the performance of their powers and responsibilities hereunder.

2.02. Approval of Purchases. Any provision of this Agreement to the contrary notwithstanding, the Executive Director shall take no action nor incur expenses with respect to a specific item, nor commit SNWIB or the Organization with respect to an item, except in accordance with the Local Government Purchasing Act (Chapter 332 of NRS), unless the expenditure is justified on an emergency basis as defined by Nevada law or as outlined in the SNWIB Bylaws or the Local Elected Officials' Consortium Agreement.

2.03. Control of Conflicts of Interest. The Executive Director shall not enter into any agreement with respect to the Organization with any association, partnership or company in which the Executive Director has an ownership interest without the prior written approval of SNWIB. The Executive Director shall comply with all Nevada laws and policies adopted by SNWIB related to the ethics and conduct of public employees, including but not limited to, Chapter 281A of the Nevada Revised Statutes. Further, the Executive Director agrees that, as a condition of his employment under this Agreement, the Executive Director will not engage in any employment, either as an employee or as an independent contractor, with any person, firm, corporation, or other entity without the prior, express, and written consent of SNWIB.

2.04 Nondisclosure of Confidential Information Retention of Records. The Executive Director covenants and agrees that he will not, either during the term of his employment or at any time thereafter, disclose to anyone any confidential information concerning the business or affairs of the Organization, except as required by law. The Executive Director further covenants and agrees that he will retain, or direct the retention of, as required by Nevada law, all records of the SNWIB, and that all such retained records shall remain in the custody of the SNWIB at all times, including after the termination of this Agreement.

3. COMPENSATION.

3.01. Basic Compensation. For services rendered by the Executive Director hereunder during the term of this Agreement and subject to funding availability, SNWIB shall provide the compensation set forth in Attachment B, the terms of which are incorporated herein. The SNWIB will withhold appropriate federal income taxes in accordance with the Form W-4 filled out by the Executive Director, and other deductions as directed by the Executive Director or law.

3.02 Performance Report. The Executive Director shall submit a written report to the board by September 30 of each year describing the Executive Director's accomplishments for the budget year ending on June 30, including but not limited to, each of the following items:

- a) Policy implementation and daily operations – Describe either in general terms or specifically how each responsibility listed in the Job Description was executed.
- b) Techniques and methods employed to assist the service providers – Describe the current system of assisting the service providers and any innovation techniques or methods utilized to improve the efficiency or productivity of the service providers.
- c) Project development – Outline new grants with dates and sources of the grants for special projects that enhance the basic WIA activities.
- d) Fiscal management – Provide a summary or a chart to explain how and whether the fiscal system has met or exceeded the requirements of federal, state, and local directives for the one year period preceding the budget year just ended.

3.03 Annual Evaluation. The Executive Director's annual evaluation will be completed by the Local Elected Officials within sixty (60) days after their receipt of the Executive Director's Performance Report and shall be based on criteria approved by the Local Elected Officials of the SNWIB.

4. TERM. The term of the Agreement shall commence on September 11, 2012 and shall end on September 10, 2015, unless terminated earlier pursuant to the terms of this Agreement. This Agreement may be extended for three (3) years, upon a mutual written agreement by both Parties.

5. TERMINATION

5.01. Termination for Convenience. The Executive Director is an "at will" employee serving at the pleasure of the Local Elected Officials and SNWIB.

a) The Local Elected Officials may terminate the employment of the Executive Director at any time, with or without cause, upon the affirmative vote of a simple majority of the Local Elected Officials Consortium. Upon such termination, the Executive Director shall be entitled to severance pay equal to three (3) months of his then current base salary. The severance pay shall be paid in a lump sum, unless otherwise agreed to by the Parties.

b) If the Executive Director voluntarily resigns his position, the Executive Director shall provide a minimum of three (3) months written notice to the Local Elected Officials, unless otherwise agreed to by the Parties.

5.02 Termination for Cause. The following actions by the Executive Director shall constitute cause for termination:

- a) Failure to comply with the lawful directions of the SNWIB;
- b) Conviction in a court of law of a felony or of any crime or offense involving or related to honesty, moral turpitude, misuse or misappropriation of money or other property;
- c) Any act of dishonesty by the Executive Director which adversely affects the business of SNWIB;
- d) Willful violation of the policies or procedures of SNWIB or of any applicable state or local regulation or law, or the performance by the Executive Director of any willful or intentional act which reflects unfavorably, on the reputation of SNWIB; or
- e) Executive Director's abuse of drugs, alcohol, or other substance which interferes with Executive Director's performance of any of his obligations under this Agreement, and which is not remedied within sixty (60) days after notice.

5.03. The Executive Director will not be entitled to any severance pay if: 1) the Executive Director is terminated for any of the reasons set forth in Section 5.02, or any other circumstances constituting "just cause," or 2) the State of Nevada reorganizes its Workforce Investment operations by eliminating the SNWIB and/or creates a single state workforce investment board responsible for both northern and southern Nevada.

6. ASSIGNMENT. Assignment or an attempt to assign the rights or obligations of the Executive Director without the prior written consent of the Local Elected Officials is void and a breach of this Agreement.

7. NOTICES. All notices, requests and approvals required or permitted to be given hereunder shall be in writing and shall be sent by hand delivery, overnight carrier, facsimile, or by U.S. mail, with postage prepaid, registered or certified, and addressed to:

SNWIB: Workforce Connections
7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128

Executive Director: Ardell Galbreth
8269 Trinity Oaks Court
Las Vegas, Nevada 89139

Any notice required or permitted to be given hereunder shall be deemed to be given to, and received by the addressee thereof on the third business day after the sending thereof. Either of the parties may change the address for these purposes by such party giving notice of such change to the other party in the manner hereinabove provided.

8. SEVERABILITY. In the event that any provision of this Agreement is rendered invalid or unenforceable by any valid act of Congress or the Nevada State Legislature, or declared null and void by any court of competent jurisdiction, or is found to be in violation of Nevada statutes and/or regulations, said provision (s) will be immediately (or retroactively) void and may be renegotiated for the sole purpose of rectifying the non-compliance. The remainder of the provisions of this Agreement not in question shall remain in full force and effect.

9. WAIVER. The waiver by a party of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance by a party of performance by the other shall not be deemed to be a waiver of any preceding breach of any term, covenant or condition of this Agreement, other than the failure to perform the particular duties so accepted, regardless of knowledge of such preceding breach at the time of acceptance of such performance.

10. BENEFIT TO PARTIES. SNWIB does not intend to benefit any person who is not named as a party to this Agreement, to assume any duty to inspect, to provide for the safety of any person or to assume any other duty beyond that imposed by general law.

11. LIMITATION OF APPROPRIATED FUNDS. In accordance with NRS 354.626, the financial obligations under this Agreement between the parties shall not exceed those monies appropriated and approved by SNWIB for this Agreement for the then current fiscal year under the Local Government Budget Act. This Agreement shall terminate and SNWIB 's obligations under it shall be extinguished at the end of any of the Organization's fiscal years in which SNWIB fails to appropriate monies for the ensuing fiscal year sufficient for the performance of the functions provided by this Agreement. SNWIB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled by the Executive Director under this Agreement and for the operation of the Organization.

ATTACHMENT A

Southern Nevada Workforce Investment Board

EXECUTIVE DIRECTOR

Date Approved: FLSA

Status: Exempt

REPORTS TO; Local Elected Officials of the Southern Nevada Workforce Investment Board

POSITION STATEMENT: Serves as chief staff officer to the Southern Nevada Workforce Investment Board. Plans, directs, manages and oversees the activities and operations of the Southern Nevada Workforce Investment Board 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 staff.

SUPERVISION RECEIVED: Receives general administrative direction from the Local Elected Officials of the Southern Nevada Workforce Investment Board.

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 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 administration staff; recommends staffing levels for the budget and conducts annual performance evaluations.
5. Plans, organizes and oversees the administration of all Southern Nevada Workforce Investment Board 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.

Executive Director (continued)

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 the Southern Nevada Workforce Investment Board 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 the Southern Nevada Workforce Investment Board to outside entities such as national workforce agencies, auditors, trade associations, legislative representatives, various contractors, and communities within the Southern Nevada Workforce investment service 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;*

Executive Director (continued)

- *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.

SALARY:

Open and to be negotiated between LEO's and Executive Director candidate. In keeping with Public Law 109-234 (effective June 15, 2006) that implements the salary and bonus limitations for individuals being paid by Employment & Training Administration (ETA) funds, the Compensation is not to exceed \$179,700 in a 12-month period (effective January 2007). Final salary will require approval of the Local Elected Officials (LEO's).

Attachment B

**Compensation Package
For
Ardell Galbreth
Southern Nevada Workforce Investment Board
Executive Director**

Base Salary	Current Salary \$130,200
Annual Leave Accrual	11.69 per pay period (Consistent with SNWIB Policy with 80 hours Advance)

Paid Holidays

New Year's Eve (1/2 day)	Nevada Day
New Year's Day	Veteran's Day
MLK's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve (1/2 day)
Independence Day	Christmas Day
Labor Day	Employee Birthday

PERS	Fully funded by SNWIB
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Leave Buyback	Consistent with SNWIB Policy
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Professional Development Time	48 hrs / per year
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No Cost of Living Allowance increases

Agenda Item 7. DISCUSSION AND POSSIBLE ACTION:

Pros and Cons – Converting Nevada JobConnect Offices to One-Stop Career Centers with Workforce Connections’ Oversight ~ DETR’s Deputy Director, Dennis Perea and Workforce Connections’ Executive Director, Ardell Galbreth

**The PROS and CONS of converting the JobConnect offices
to comprehensive One-Stop Career Centers under the oversight of Workforce Connections
and operated by DETR under an executed MOU with Workforce Connections**

PROS	CONS
SYSTEM OVERSIGHT	
Will ensure compliance with Section 121 (access to all of the required programs and activities: WIA/WIOA; Wagner-Peyser; Adult Literacy & Vocational Education; Vocational Rehabilitation; Welfare-to-Work; Senior Community Service Employment Program - SCSEP; Trade; Veterans Employment and Training; the Community Services Block Grant; and HUD Employment and Training Programs), whether in person or via electronic connection. Addresses Finding #12 of the 2011 DOL On-Site Monitoring Review Report.	Increased workload for Workforce Connections. Need for infrastructure preparedness.
Will centralize oversight local workforce investment area. Will unify the plan, process, policies & procedures. Minimizes confusion in the community. Will extend the One-Stop Career Center and American Job Center brands to the Job Connect offices.	Potential morale degradation issues with staff.
ONE-STOP OPERATORS / CONSORTIUMS	
Executed MOUs between Workforce Connections and DETR will make the JobConnect locations One-Stop Career Centers. This addresses finding #28 of the 2011 DOL On-Site Monitoring Review Report and will bring the JobConnect locations out of non-compliance.	Potential increased beaucracy by having WISS monitor WC, and WC monitor JobConnect.
Will ensure US DOL compliance by making sure that the LWIB and the One-Stop partners in the JobConnect offices are operating under a Memorandum of Understanding. This addresses finding #29 of the 2011 DOL On-Site Monitoring Review Report.	May result in slower decision making processes since the contract process, budgeting process, and GWIB policy process for DETR could take 2 to 4 months based on monthly, bimonthly and quarterly meeting schedules.
SERVICE DELIVERY	
Will expand Wagner-Peyser services to rural counties through required MOUs. No Wagner Peyser services are currently provided in Esmeralda, Lincoln, or Nye counties. Will effectively combine delivery of services to those clients hardest to serve including Re-Entry, Adults with Disabilities, etc.	May require additional funding to stand up affiliate locations in rural counties that do not exist at this time. Existing Wagner-Peyser funding will need to be spread across rural locations.
Will increase efficiency and effectiveness of the One-Stop Delivery System. Section 121 states that the One-Stop Delivery System is to unify the numerous employment and training programs into a single, customer-friendly set of services.	In addition, the statewide distribution of Wagner-Peyser funding will need to be reviewed by DETR to ensure equitable distribution across the state.
Will improve sharing of information between state and local partners (e.g. Unemployment Insurance data).	
Will improve quality of Business Engagement Services provided to employers. Employers will receive similar employer services from their chosen location(s) and it should reduce the confusion created by separate or multiple contacts from JobConnect offices and the Workforce Connections One-Stop Career Center.	Increased need for Business Engagement Services training.
FUNDING	
Improve leveraging of multiple funding sources. All programs and activities must contribute funds to the operation of the One-Stop Delivery System.	Will result in a reduced amount of WIA funding for service provider home office locations.
Will appropriately distribute WIA/WIOA, Wagner-Peyser and other funding across four One-Stop Career Center locations in the valley.	Significant need for investment in facilities & technology upgrades in existing JobConnect locations.
Will support the successful rollout of the new Statewide Automated Workforce System (SAWS) across the local workforce investment area.	Reduced WIA/WIOA funding for Serice Provider Home Offices.

Agenda Item 8. DISCUSSION AND POSSIBLE ACTION:

Receive DETR's Deputy Director's report regarding Workforce Connections' contract with CST Project Consulting LLC and direct staff accordingly.

Agenda Item 9. INFORMATION:

Strategic Initiatives Update

Strategic Initiatives Update 09-23-14

I. Behind the scenes

- Continual improvement of Workforce Connections' One-Stop Delivery System (OSDS)
- Formulation and execution of strategies that support the agency's goals
- Alignment of organizational, program and budget priorities
- Collection, analysis and reporting of relevant data
- Quality assurance processes
- Innovation

II. Current on-going initiatives

- Preparation for the implementation of the Workforce Innovation and Opportunity Act (WIOA)
- Pursuing flexible funding sources to augment existing WIA funded programs.
 - AARP Foundation's BACK TO WORK 50+ Program
 - US DOL's Transitioning Veterans Financial Coaching Program
 - US DOL American Apprenticeship Grants
- Comprehensive review and update of Policies and Procedures that will support on-going compliance and the most effective service delivery to participants
- Collaboration with DETR to complete a thorough US DOL data validation process between Management Information Systems (NV Trac and OSOS) and the implementation of a Statewide Automated Workforce System (SAWS)
- Collaboration with DETR to implement performance data reporting for the Eligible Training Provider List (ETPL)
- Streamlining the ETPL application and management process with the implementation of online tools
- Implementing Science Technology Engineering & Math (STEM) career exploration workshops in the One-Stop Career Center (OSCC) that expose participants to skill sets and competencies required in Nevada's targeted industry sectors
- Local Employer Advisory Panel (LEAP) meets quarterly and provides local area intelligence for the OSDS

III. Workforce Connections' Strategic Plan has four major goals:

1. Implement Effective Management and Oversight
2. Champion Youth Education, Training and Employment
3. Establish a One-Stop Delivery System and a Comprehensive One-Stop Career Center
4. Attract, Grow and Retain Business

(Goals 1 and 3 in the Strategic Plan need to be updated and will be addressed at the next ADW and Budget & Finance Committee meetings).

Agenda Item 10. DISCUSSION AND POSSIBLE ACTION:

Accept and approve Executive Director's Report

Executive Director's Report October 14, 2014

Rural Counties Update

- **Nye County**
- Reviewing the possibilities of setting up STEM equipment for training initiatives
- Reviewing the possibilities of establishing a Comprehensive Rural One-Stop Career Center—most of the components are already in place with a no cost facility
- **Lincoln County**
- Continued traction in all workforce delivery areas with businesses/employers engagement

NEW PROGRAMS AND SERVICES INITIATIVES

- Receive Notification to Participate in Veterans' Transition Coaching Program in Partnership with the Armed Force Services Corporation Sponsored by the U.S. Department of Labor
- Working a Partnership with Nevada System of Higher Education (NSHE) with Grant Receipt to Support the Future of Nurses Program Effective November 1, 2014
- Staff Attended U.S. Department of Labor Town Hall Meeting with Focus on Implementing the New Workforce Innovation and Opportunity Act (WIOA)—four Staff Members Attended

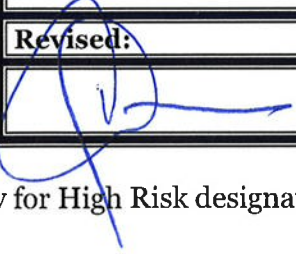
Staff Development and Service Providers Training

- Detailed Confidentiality and Privacy Act Training Conducted for all Staff on October 24, 2014

Workforce Development Challenges

- Working with and providing technical assistance to the Latin Chamber of Commerce Community Foundation to help improve the agency's financial compliance posture



Workforce Connections General Policies Sanctions and Resolutions for Non-Compliance	<h1>Admin-010-02</h1>
Supersedes WC Policy 5.2 dated 07-11-2003	Revised:
Policy Approved By: WC Executive Director Policy Adopted on: 07-01-2014	

Purpose:

To establish Workforce Connections (WC) Policy for High Risk designation, and the framework for implementing sanctions.

Background:

The Workforce Investment Act (WIA) mandates the necessity to monitor recipients and sub-recipients of all grants awarded and funds expended under WIA Title I to determine compliance with the WIA, established regulations, State, and local guidelines. Consistent with this, the Act identifies core indicators of performance, allowable use of funds, allowable activities, and reporting requirements that must be met by State and local entities managing WIA Title I funds.

WIA [PL 105-220 Sec. 184 (a) (2) (A)] In General – Each State (including the Governor of the State), local area (including the chief elected official for the area), and provider receiving funds under this title shall comply with the applicable uniform cost principles included in the appropriate circulars of the Office of Management and Budget (OMB) for the type of entity receiving the funds.

WIA [PL 105-220 Sec. 184 (a) (3) (A)] In General – Each State (including the Governor of the State), local area (including the chief elected official for the area), and provider receiving funds under this title shall comply with the appropriate uniform administrative requirements for grants and agreements applicable for the type of entity receiving the funds, as promulgated in circulars or rules of the Office of Management and Budget.

Policy:

Workforce Connections, as the administrative entity, may impose sanctions on a service provider for significant inability or failure to perform as required. This includes performing or failing to perform and comply, as required, with Federal laws, regulations, State and local policies. This policy applies to all Workforce Connections Service Providers providing WIA Title I services to Adults, Dislocated Workers, Youth, and the One-Stop operators.

Reference:

- [WIA PL 105-220 Sec. 184] [20 CFR §667.400]; [20 CFR §667.269]
- [20 CFR §667.410]; [20 CFR §667.700]; [20 CFR §667.705]; [20 CFR §667.710]
- [29 CFR part 95][29 CFR part 97] [WIA SCP 5.6 and 5.7]
- [OMB Circular A-87][OMB Circular A-102][OMB Circular A-122] [OMB Circular A-133]

Information involving criminal fraud, waste, abuse, or other criminal activity must be reported immediately to the U.S. Department of Labor (USDOL). Incident reports from Local Workforce Investment Areas should be reported to the USDOL through the State of Nevada Department of Employment, Training and Rehabilitation (DETR).

WC policy GEN-050-02 and State Compliance Policy (SCP) 4.7.

Workforce Connections Policy Admin-010-02	WC Administrative Policies
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Workforce Connections is an equal opportunity employer/program.



Addendum-1

I. General Provisions for Sanctions

- A.** Any time a service provider fails to comply or perform, as required by Federal or State laws, regulations, local policies, contract provisions, or grant agreements, sanctions shall be imposed against such service providers. This may occur as a result of compliance assurance reviews by Workforce Connections staff, State or Federal monitoring, complaint investigations, or other similar activities.
- 1.** Sanctions will be determined by the severity of the area of non-compliance, violations, and/or the frequency of the violations (see Workforce Connections Decision Logic Table).
 - 2.** Workforce Connections may establish other controls and procedures as may be necessary to assure proper disbursement of, and accounting for, federal funds awarded to the local workforce investment area by WIA Title I and to ensure that financial transactions are conducted and records are maintained in accordance with Federal, State, local policies, contract provisions, or grant agreements.
 - 3.** Statutory authority: Title I of the Workforce Investment Act (WIA), WIA Regulations, Title 20 of the Code of Federal Regulations Part 667, Title 29 of the Code of Federal Regulations Parts 95 and 97, Office of Management and Budget (OMB) circulars A-87, A-102, A-122, and A-133.
- B.** [PL 105-220 Sec.184 (d)] In general each recipient of funds under Title I of the Workforce Investment Act (WIA) shall be liable to repay the amounts described in subsection (c) (1). This repayment must come from funds other than funds received under Title I of WIA. Repayments occur upon determination by the awarding agency that the misexpenditure of funds was due to willful disregard of the requirements of Title I of WIA, gross negligence, failure to observe accepted standards of administration, or a pattern of misexpenditure as described in paragraphs (2) and (3) of subsection (c). No such determination shall be made under this subsection or subsection (c) until notice and opportunity for a fair hearing has been given to the recipient.
- C.** Designation of High Risk status: Workforce Connections shall apply the provisions specified in Title 29 of the Code of Federal Regulations Part 97.12 for providers of WIA Title I services to determine high risk status.
- D.** Prior to the designation of High Risk status, if an irregularity with a service provider's performance or compliance in any area is observed, Workforce Connections staff will attempt to intervene with technical assistance and support as necessary in order to prevent the service provider from being designated as High Risk status.
- E.** Workforce Connections is committed to ensuring that program outcomes are achieved and a high level of integrity is maintained. The sanctioning process has been established to ensure that WIA Title I funds are administered within the boundaries of acceptable practices that have been established by laws, regulations, State and local policies, and contract provisions or grant agreements.



Addendum-1
Continuation

F. Workforce Connections reserves the right to administer sanctions based on the severity of an area of non-compliance and may institute higher levels of sanctions at any time, including high risk status designation, if it is in the best interest of the Local Workforce Investment Board (LWIB).

II. Applicable levels of High Risk

- A.** Workforce Connections has established two (2) levels of High Risk. When service providers are sanctioned they may be designated high risk status as indicated in Workforce Connections' decision logic table. Workforce Connections has established a set of rules that shall be followed for designating service providers as high risk and will indicate when and how the high risk status will be removed.
1. High risk status level one (1) is assigned for significant inability or failure to perform as required by Federal, State and WC regulations, or directives, as appropriate.
 2. High risk status level two (2) is assigned for severe or repeated failure to perform as required by Federal, State and WC regulations, or directives, as appropriate.

B. Communication

1. Workforce Connections will send a written notice of sanction to the service provider's executive representative or designee.
2. All sanction determinations will be sent by first class mail, USPS.
3. The sanction determination will include:
 - a) Sanctionable act upon which the sanction was based;
 - b) Effective date;
 - c) Required corrective actions and timeline for completing corrective actions;
 - d) Availability of technical assistance from Workforce Connections to assist service providers in completing required corrective actions.
 - e) Conditions upon which service providers may be removed from high risk status.

III. Appeal

A service provider may appeal a sanction determination by filing a request within 10 working days following the receipt of notification by Workforce Connections. The appeal shall be in writing, as specific as possible, and directed to the Workforce Connections Executive Director. The appeal may include a request for an extension of time to repay a disallowed cost determination.

The decision of Workforce Connections Executive Director will be in writing and issued within 15 working days of the receipt of the appeal. WC Executive Director may provide written notice to the appellant of an extension of the amount of time within which the final decision will be provided.

IV. Relationship to debarment and suspension.

The enforcement of criteria identified in Workforce Connections' decision table, may subject a service provider to "Debarment and Suspension" under [29 CFR part 98].



Addendum-1
Continuation

V. Technical Assistance: Technical assistance is vital in addressing performance and encouraging continuous improvement.

Technical assistance and training may be recommended by Workforce Connections or requested by service providers and One-Stop Career Center. Technical assistance may be the resource for improving program operations, facilitating the implementation of corrective action, or providing general information. Service providers will not be monitored on the quality or compliance of their programs during technical assistance visits, **but they will be provided directions to improve quality and compliance issues.** Request for minor technical assistance may be requested verbally or in writing (e-mail format). If major assistance is required in several areas, then the request should be in writing so Workforce Connections staff has sufficient information to decide on the most appropriate form and level of assistance to provide. Technical assistance may include, but is not limited to, training or support on the following:

- A. Improving assessment processes and methodology;
- B. Performance management;
- C. Record keeping;
- D. Internal systems of control;
- E. Procurement;
- F. Cost allocation;
- G. Case management;
- H. Monitoring and oversight;
- I. Use of management information system (MIS).

VI. High Risk Status Removal

Workforce Connections shall make reasonable efforts to ensure that once a service provider has completed and implemented required corrective actions and all issues of non-compliance are determined by Workforce Connections to be resolved, the service provider will be removed from high risk status and will be notified in writing.

Workforce Connections Decision Logic Table

	Rule	Service provider/contractor records pertain to:	Consisting of:	Resulting in issuance of:	Then:
Pink Paper	1.	Failure to comply with established laws, regulations, policies, contract agreement.	Late financial reporting, late or missing invoices, late data recording, failure to meet established performance measures, or other failure to comply or perform	Pink Paper containing due dates for corrective action plan with technical assistance from WC.	WC withholds reimbursement payments to service provider, deny advance reimbursement requests, perform more frequent on-site reviews, or impose other requirements.
Red Paper	2.	Repeated failure to comply with established laws, regulations, policies, contract agreement.	Failure to resolve issues of non-compliance outlined in Pink Paper (Rule 1.)	Red Paper containing due dates for corrective action plan with technical assistance from WC. Possible reduction of funds awarded if Red Paper corrective action due dates are not met.	WC withholds reimbursement payments to service provider, deny advance reimbursement requests, perform more frequent on-site reviews, or impose other requirements. Sanctions may also be issued in increments of 5% of the contract award not to exceed 20% in a single contract period. WC Executive Director and Deputy Director approval is required. Reductions over 20% need the approval of the Board and LEOs.
High Risk	3.	Monitoring or A-133 audit findings	15 or more monitoring or A-133 audit findings	High Risk designation - Level 1	High risk status will remain in place until all issues of non-compliance have been resolved and high risk status is removed. New/additional funding may be awarded based on service provider performance record.

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WC Administrative Policies

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	Rule	Service provider/contractor records pertain to:	Consisting of:	Resulting in issuance of:	Then:
High Risk	4.	Disallowed costs	Less than \$10,000 found during monitoring or A-133 audit, AND Any payment is not made within 10 days of approved re-payment plan due date	High Risk designation - Level 1	High risk status will remain in place until the full amount due is repaid and high risk status is removed. New/additional funding may be awarded based on service provider performance record.
High Risk	5.	Disallowed costs	\$10,000 to \$25,000 found during monitoring or A-133 audit	High Risk designation - Level 1	High risk status will remain in place until the full amount due is repaid and high risk status is removed. New/additional funding may be awarded based on service provider performance record.
High Risk	6.	Disallowed costs	\$10,000 to \$25,000 found during monitoring or A-133 audit, AND any payment is not made within 10 days of approved re-payment plan due date	High Risk designation - Level 2	No additional awards will be considered. WC may issue a stop service delivery and operations order. WC may begin termination of the sub-award. Incident may be reported to DETR/WISS, OIG, and DOL. WC may consider recommendation for debarment or suspension.

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WC Administrative Policies

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	Rule	Service provider/contractor records pertain to:	Consisting of:	Resulting in issuance of:	Then:
High Risk	7.	Disallowed costs	Greater than \$25,000 found during monitoring or A-133 audit	High Risk designation - Level 2	No additional awards will be considered. WC may issue a stop service delivery and operations order. WC may begin termination of the sub-award. Incident may be reported to DETR/WISS, OIG, and DOL. WC may consider recommendation for debarment or suspension.
High Risk	8.	Gross negligence	Service provider disregards, either unintentionally or intentionally, financial management standards, sub-award requirements, and/or programmatic requirements for the sub-award.	High Risk designation - Level 1	High risk status will remain in place until all issues of non-compliance have been resolved and high risk status is removed. New/additional funding may be awarded based on service provider performance record.
High Risk	9.	Misappropriation of property and/or funds, fraud, or embezzlement	Examples include: ghost participants, theft, failure to liquidate accruals or pay bills, use of advance funds for non-contract expenses, or other misappropriations.	High Risk designation - Level 2	No additional awards will be considered. WC may issue a stop service delivery and operations order. WC may begin termination of the sub-award. Incident may be reported to DETR/WISS, OIG, and DOL. WC may consider recommendation for debarment or suspension.

Workforce Connections Policy Admin-010-02 **WC Administrative Policies**

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Agenda Item 11. SECOND PUBLIC COMMENT:

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

Agenda Item 12. INFORMATION:

LEO Consortium member comments and updates