

# STATE OF NEVADA

**BRIAN SANDOVAL**  
GOVERNOR



**LUTHER W. MACK, JR.**  
CHAIR  
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

**STEVE FISHER**  
CHAIR  
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD  
WIOA TEAM WORKGROUP

**GOVERNOR'S WORKFORCE DEVELOPMENT BOARD**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**  
**GOVERNANCE TEAM WORKGROUP**

1470 E. College Parkway  
Carson City, Nevada 89706  
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## MEETING MINUTES

**Governor's Workforce Development Board**  
**Workforce Innovation and Opportunity Act (WIOA)**  
**Governance Team Workgroup Meeting**  
**Friday, June 17, 2016**  
10:00 a.m.

**Place of Meeting:** **Division of Welfare and Supportive Services**  
*1470 College Parkway*  
*Carson City, NV*

*Video Conferenced to:*  
**Division of Welfare and Supportive Services**  
*701 N. Rancho Drive Training Room 5*  
*Las Vegas, NV 89106*

**Workgroup Members Present:** Steve Fisher, Kristine Nelson (proxy for Dennis Perea) Shelley Hendren, Lynda Parven (proxy for Renee Olson), Ardell Galbreth, Brad Deeds (proxy for Michael Raponi)

**Workgroup Members Absent:** Dennis Perea (excused), Michael Raponi, Renee Olson (excused) Matt Morris, John Thurman

**DETR Staff Present:** Grant Nielson (WIOA Policy Workgroup), Mae Worthey, PhD (DETR PIO)

**Others Present:** Sandra Chamberlin (DHHS)

*\*Please note that all attendees may not be listed above.*

1. CALL TO ORDER – *Steve Fisher, Co-Chair of the Governance Workgroup*

Chair Fisher called the meeting to order at 10:00 a.m.

2. ROLL CALL- CONFIRMATION OF QUORUM – *Coralie Peterson*

Kristine Nelson called roll and confirmed a quorum on behalf of Coralie Peterson.

3. VERIFICATION OF PUBLIC NOTICE POSTING – *Kristine Nelson*

Kristine Nelson affirmed that the notice and agenda for the GWDB WIOA Governance Workgroup June 17, 2016 was posted pursuant to NRS 241.020.

4. **FIRST PUBLIC COMMENT(S)** –*Steve Fisher*

Members of the public are invited for comment(s). **NO** action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed pursuant to [NRS 241.020](#). Due to time constraints, the Chair may limit public comments to **three (3) minutes/person**. Please clearly state and spell your full name.

The Chair announced the First Public Comment Session and invited members of the public to speak. No comments were made. Hearing none, he proceeded to the next agenda item.

5. **FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meetings held on April 8, 2016 and May 20, 2016 - *Steve Fisher*

**A motion for approval of the April 8, 2016 minutes was made by Ardell Galbreth. Lynda Parven abstained as she had not viewed the draft. Shelley Hendren seconded his motion. All were in favor and the motion carried with a majority vote.**

**A motion for approval of the May 20, 2016 minutes was made by Ardell Galbreth and was seconded by Steve Fisher. Shelley Hendren and Lynda Parven abstained as they had not viewed the draft. The motion carried with a majority vote.**

6. **DISCUSSION//FOR POSSIBLE ACTION: STATE PLAN VERSION 9 REVISION REVIEWS**  
–*Steve Fisher*

**Chair Fisher** asked for comments or questions on the (28) state plan revision assignments sent out in advance of the meeting by Kristine Nelson and Mae Worthey.

**Ardell Galbreth** commented on the hard work of the DETR and Workforce Connections staffs on the Dislocated Worker allocation document (which was approved) and wanted to publically acknowledge their support. Due to teleconferencing difficulty, Grant Nielson confirmed Mr. Galbreth's comment and added that the plan will be updated to reflect the allocation information.

**Shelley Hendren** asked for a copy of the version of the state plan approved by the Department of Labor. Kris Nelson stated that the *portal version 8.3* is the plan that was previously approved (with the immediate, non-substantive revisions requested by the DOL to meet their 90 day timeframe) and *version 9.3* is this plan *plus all the revisions that this group has been/will continue to consider*.

**Mae Worthey** commented that the versions were shared with members in the previous meeting. Chair Fisher asked that the latest version be sent to the GW members, which Kris Nelson agree to do, while noting that it is also posted on the vibe site.

She stated that they have no leeway on the timeframe and asked for the revision responses to be submitted to her or Mae Worthey by Friday, June 24, 2016, as the DOL is adamant that their submissions *must be received by September 1, 2016, so as not to impact funding*. She reminded them that the revisions this group approves to will go on to the GWDB Executive Committee and then and, depending on the outcome, to the Governor's Workforce Development Board meeting scheduled for July 21, 2016.

Mike Raponi joined the meeting at this juncture.

GW members agreed to review and discuss the state plan revisions in the July 8<sup>th</sup> meeting before they are moved on to the Executive Committee.

7. **DISCUSSION/FOR POSSIBLE ACTION: WHO SHOULD SIGN THE LOCAL AREA ONE-STOP SYSTEM MOU FOR EACH OF THE MANDATED PARTNERS-** *Steve Fisher*

**Chair Fisher** explained that John Thurman had sent an MOU draft and asked this group to review and provide suggestions or recommendations. Discussion ensued amongst GW members about how to proceed on gaining the approval of the MOUs by each agency, and all agreed that this effort must be coordinated.

**Mike Raponi** volunteered to follow up with their DAG about how to proceed with finalizing MOUs between the agencies and one-stop centers.

8. **DISCUSSION: HOW THE SARA SYSTEM WORKS –** *Shelley Hendren*

**Shelley Hendren** first explained that since the introduction of WIOA there have been many concerns expressed about data sharing and reporting common performance measures. *One of the biggest challenges is that case management systems (CMS) do not gather the required information currently, and almost all Workforce Development core partners use different systems that do not communicate with each other.*

The federal Rehabilitation Services Administration (RSA), under the Department of Education developed the “SARA” system as a possible solution (less costly, less chance for error, involves less risk and is more time-saving than traditional data gathering).

**Ms. Hendren** went on to share information on how SARA addresses WIOA requirements to integrate data systems, collects required data and report common performance measures. Some highlights from presentation (Copyright by the Career Index. April 2016) included:

- SARA is a virtual assistant, and can engage two-way communications with consumers via cell, text, and email. It can even communicate in Spanish.
- SARA is being offered as a pilot for free up to 4 ½ years, after which it will be offered at a discount for states that pilot the product.
- SARA can automatically detect that a client exists in other instances of SARA used by partnering agencies. When detected, relevant data can automatically be shared between agency/partner systems (in real time).
- SARA can actually collect the required data without staff intervention. This is particularly helpful for the client-related performance data that needs be collected after program exit.
- SARA is cloud-based, residing on dedicated servers at a top-rated, ultra-secure Tier IV data center in San Diego, California (AIS Data Centers - <http://www.americanis.net>). All communications to and from SARA takes place via encrypted, point-to-point HTTPS on port 443 using 256-bit, public SSL certificates. Incoming and outgoing emails are processed via TLS and SSL, using AWS SES servers.
- SARA stores only first and last name, email address and cell phone number – information that is available in public directories. (Does not store/use SSN/date of birth/client address).
- SARA can collect document evidence of attained credentials via MMS file from a cell phone, and will place them into the appropriate case files.
- SARA can be a common intake for the WIOA partners.

GW members determined that they would like to have a demonstration of the SARA system, and Ms. Hendren agreed to follow up on scheduling this demonstration.

9. **DISCUSSION/FOR POSSIBLE ACTION:** Discussion and possible action regarding dates, times, and agenda items for future meetings –*Steve Fisher*

The next scheduled meeting will take place on Friday, July 8<sup>th</sup>, 2016 at 10:00 a.m.

10. **SECOND PUBLIC COMMENT(S)** –*Steve Fisher*

Members of the public are invited for comment(s). **NO** action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed pursuant to [NRS 241.020](#). Due to time constraints, the Chair may limit public comments to **three (3) minutes/person**. Please clearly state and spell your full name.

**The Chair** announced the Second Public Comment Session and invited members of the public to speak. Hearing no comment, the Chair closed the item and adjourned the meeting.

11. **ADJOURNMENT** –*Steve Fisher*

Meeting was adjourned.

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**NOTE:** Agenda items may be taken out of order, combined for consideration by the public body, and/or removed from the agenda at any time. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken. If unable to attend meeting, Members of the WIOA may designate a proxy to act on their behalf.

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**NOTE:** Persons with disabilities who require reasonable accommodations or assistance at the meeting should notify the DETR Director's Office, in writing at: 555 E. Third Street, Carson City, Nevada 89713; or, should call (775) 684-3911; if hearing impaired, dial TTY (800) 326-6868 or Nevada Relay 711; or send a fax request to (775)684-3908 as soon as possible and **no later than close of business on Thursday, June 16, 2016.**

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**Notice of this meeting was posted on or before 9 a.m. on the third day prior to the meeting at the following locations:** DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 4500 E. Sunset., Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 2281 Pyramid, Sparks, NV; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 6330 West Charleston Blvd. #150, Las Vegas, NV.

**Notice of this meeting was posted on the Internet at:** DETR's Public Meetings website - [www.nvdetr.org](http://www.nvdetr.org), <http://nvdetr.org/publicmeetings.htm>; and Nevada's Public Notice website at <https://notice.nv.gov/>, as required by [NRS 232.2175](#).

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Supporting public material provided to Committee members for this meeting is posted on DETR's Web site at [www.nvdetr.org](http://www.nvdetr.org), <http://nvdetr.org/publicmeetings.htm>, and may be requested from the Director's Office at 500 E. Third Street, Carson City, Nevada 89713; or call (775)684-3911; or fax (775)684-3908 **on or before the close of business on Friday, June 17, 2016.**

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*Agenda items may be taken out of order, combined for consideration by the public body, and/or removed from the agenda at any time. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken. If unable to attend meeting, Members of the WIOA Governance Team Workgroup may designate a proxy to act on their behalf.*

**WIOA Governance Team Workgroup Members**

Dennis Perea, Michael Raponi, Steve Fisher,  
John Thurman, Shelley Hendren, Renee Olson, Ardell Galbreth, Matt Morris