

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

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) GOVERNANCE TEAM WORKGROUP

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MEETING MINUTES

Governor's Workforce Development Board
Workforce Innovation and Opportunity Act (WIOA)
Governance Team Workgroup Meeting
Friday, July 8, 2016
9:00 a.m.

Place of Meeting: **Division of Welfare and Supportive Services**
1470 College Parkway, Room 149
Carson City, NV 89706

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

Conference Bridge
1-775-684-0777 or 1-702-486-1777
Access Code 4800

GW Members Present: Steve Fisher, Kristine Nelson (proxy for Dennis Perea), Brad Deeds (proxy for Michael Raponi), John Thurman, Shelley Hendren, Ardell Galbreth, Matt Morris, Lynda Parven (proxy for Renee Olson)

GW Members Absent: Dennis Perea (excused), Michael Raponi (excused), Renee Olson

Others Present: Jaime Cruz (Workforce Connections), Mae Worthey (DETR)

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

Chair Fisher called the meeting to order at 9:00 a.m.

2. ROLL CALL- CONFIRMATION OF QUORUM – *Steve Fisher*

Chair Fisher called roll and confirmed that a quorum was present.

3. VERIFICATION OF PUBLIC NOTICE POSTING – *Coralie Peterson*

Kristine Nelson affirmed that the notice and agenda for this GWDB WIOA Governance Workgroup July 8, 2016 meeting was posted pursuant to NRS 241.020.

4. **FIRST PUBLIC COMMENT(S)** – *Dennis Perea or 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.

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

5. **FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meetings held on June 17, 2016 - *Steve Fisher*

Chair Fisher asked for approval of the June 17, 2016 meeting minutes. **John Thurman** noted that he was not present for that meeting. Shelley Hendren raised a motion to approve the minutes and Brad Deed seconded her motion. **Kristine Nelson** asked for correction to the spelling of Grant Nielson’s name on Item 6, page 2 (Nielson in place of Neilson).

Shelley Hendren amended her motion to approve the minutes with the two corrections noted, and her amended motion was seconded by Brad Deeds. John Thurman abstained from the vote as he was not present. All others voted to approve and the motion carried with a majority vote.

6. **DISCUSSION – DEMONSTRATION AND DISCUSSION OF SARA, A VIRTUAL ASSISTANT SOFTWARE THAT WAS DESIGNED TO COLLECT DATA FOR THE COMMON PERFORMANCE MEASURES IN THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – *KD Nyegaard, Executive Director (ERISS); and Chaz Compton, Project Director for the Workforce Innovation Technical Assistance Center (WINTAC)***

KD Nyegaard introduced himself and provided a brief history of SARA (Semi-Autonomous Rehab Assistant) a mobile-centric application that uses email, texting and html to engage the right clients at the right time, extracting key performance/progress measurements and automatically writes the case management notes associated that are then uploaded into the respective case management system where the client belongs. He went on to explain that SARA, at its core, is an artificial intelligence engine that allows it to be trained as an assistant, which has so far, been trained on Title I, Title III, and TANF. It is scheduled to engage TAA and Veterans in the next month.

In response to a question from Chair Fisher, Mr. Nyegaard gave an example of how *easily/rapidly* SARA can be trained in connection with a recent contract for a Tampa Bay/Nellis County welfare work program that they implemented within three weeks (this included importing clients/users, training for staff and making ready for use). Mr. Nyegaard explained that as part of a pilot, services would be provided for selected participants at no cost. He then was asked and answered other related questions from GW members and then proceeded to provide a demonstration of the SARA application.

Lynda Parven joined the meeting at this juncture.

To view a recorded demonstration of SARA, use the following link:

<https://recordings.join.me/V-nINf5apkWGg0TaeKBVZw>

Following this demonstration, discussion ensued amongst GW members about the possible implementation of SARA. Following a brief break in the meeting, the Chair readjourned the meeting and confirmed that a quorum was present.

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

Steve Fisher thanked Kris Nelson for formulating a ‘cheat sheet’ for the deficiencies and asked GW members if they had the opportunity to review the deficiencies to determine if these were satisfied or if they had comments/concerns/issues with any of the responses.

Shelley Hendren commented on some areas of State Plan Version 9.3 -

- **Page 44** (Nevada’s Goals) under item 2: She noted in response to the question “*How are you meeting the need of youth, in particular, and people with barriers to employment?*” As they were unsure how to respond, she had sent the five goals for their State VR program, which discusses the goals for consumers with the most significant disabilities, and includes a youth goal, and suggest that this be attributed to their VR program (heading) if all felt that this response belonged/was appropriate.
- **Page 56:** “*What strategies address the weaknesses that are identified*”: She explained that she reviewed the previous section where all had identified their weaknesses and came up with a combined list of the overall weaknesses for all the programs within WIOA, such as: 1) limited resources, 2) lack of coordinated resources/services, 3) lack of integrated employment and training management/information systems, 4) minimal community awareness of available programs and services, 5) quality deficiencies of workforce practitioners, 6) administrative redundancies, 7) limited access to workforce development services and public transportation, 8) lack of co-location of core programs, 9) lack of career pathways, 10) need for development of foundational skills attainment of post-secondary diplomas/equivalencies, 11) wait times, 12) duplication of efforts, 13) competition between multiple partners (seeking the same funds/opportunities), 14) unified systems for data collection, 15) shortage of training opportunities/service providers, 16) challenges around areas of transportation, 17) effectively utilizing workforce data, 18) strong network partners and 19) administrative burden. She then identified all the strategies that address these weaknesses for the workgroups consideration as she responded on behalf of all of the partners.
- **Page 159:** Suggested that the Voc. Rehab. Sections on the bottom of page 159 and 160) should be removed.

John Thurman commented that the Unified State Plan deficiencies, (noted by the DOL), have been addressed and are ready to take to the Executive Committee and barring any changes, to then be moved on to the State Board and Chair Fisher agreed.

Kris Nelson commented on #12 on the tracking spreadsheet referenced page 140-142 (USDOL deficiencies which referenced State Compliances Policies.) She did receive narrative from WISS, but needs an action plan, benchmarks and a timeline and must be submitted for our response to DOL before September 1, 2016.

Lynda Parven stated that she will add in the dates for the board meetings for the following year, which will be considered satisfaction of this requirement (action plan/benchmark/timeline).

Ardell Galbreth stated he was in the process of reviewing the deficiencies spreadsheet to see if all his submissions were included. **Chair Fisher** asked if he could be present for the Executive Committee meeting to state any changes for inclusion in the document at that meeting, which he agreed to do.

John Thurman raised a motion that they accept the State Plan Version 9.3 document (including the changes made in this meeting) for submission to the GWDB Executive Committee next Wednesday, July 13, 2016 and Ardell Galbreth seconded his motion. All were in favor and the motion carried unanimously.

Lynda Parven stated as she will still reviewing the document she would also advise Kris Nelson if she noted items that needed to be included in the deficiencies responses so that they can be addressed as well as any Mr. Galbreth is asking to be addressed.

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

Chair Fisher stated that the next meeting will take place on Friday, July 22, 2016. Items to be addressed at that meeting will include:

- GWDB State Plan Version 9 Revision (*for possible action*)
- FURTHER DISCUSSION OF SARA
- LOCAL WORKFORCE BOARDS COOPERATIVE AGREEMENT (*for possible action*)

9. **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.

Chair Fisher announced the Second Public Comment Session and invited members of the public to speak. Hearing no comments, the Chair adjourned the meeting.

10. **ADJOURNMENT** – *Steve Fisher*

The meeting was adjourned.

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.

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, July 7, 2016.***

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://nvdetr.org/publicmeetings.htm>; and Nevada's Public Notice website at <https://notice.nv.gov/>, as required by [NRS 232.2175](#).

Supporting public material provided to Committee members for this meeting is posted on DETR's Web site at 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, July 8, 2016.**

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, Ardel Galbreth, Matt Morris