

STATE OF NEVADA

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GOVERNOR



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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

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MEETING MINUTES

Name of Organization: Governor's Workforce Development Board's (GWDB)
WIOA Governance Team Workgroup Meeting (GW)

Date and Time of Meeting: **Friday, April 8, 2016 10:00 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), Ken Zutter (proxy for Michael Raponi), John Thurman, Shelley Hendren, Renee Olson, Ardell Galbreth

GW Members Absent: Michael Raponi (excused), Matt Morris

Others Present: Grant Nielson (DETR), Lynda Parven (DETR) Mae Worthey (DETR), Jaime Cruz (Workforce Connections), Lee Quick (NSHE)

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

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

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

Coralie Peterson called roll and informed the Chair that a quorum was present.

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

Ms. Peterson affirmed that the notice and agenda for this April 8th, 2016 WIOA GOVERNANCE WORKGROUP meeting was posted pursuant to Nevada’s Open Meeting Law as contained in Nevada Revised Statute 241.020.

IV. **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. Hearing no comments, the Chair closed this item and proceeded to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES: GW meeting held on March 11, 2016 - *Steve Fisher***

Shelley Hendren requested correction of a typographical error on page 4, in the third paragraph, changing ‘where’ to ‘were’. In addition, Ms. Peterson commented that due to a teleconferencing issue in the March 11, 2016 meeting, it was unclear who had seconded the motion to approve the February 26, 2016 meeting minutes. Ken Zutter commented that he was present and recalled the previous approval. For clarification, he raised a motion that the February 26, 2016 minutes as presented at the last meeting be reapproved. Steve Fisher seconded the motion. All were in favor and the motion carried unanimously.

A motion was then raised by Shelley Hendren to approve the minutes from March 11, 2016 with the change to Item 5 approving the minutes from February 26, 2016, and the minor correction she had suggested for page 4, third paragraph. Her motion was seconded by Ken Zutter. Steve Fisher abstained as he had not been present for this meeting. All others were in favor and the motion carried with a majority vote.

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

Steve Fisher stated that the only comments he had received were from Shelley Hendren, requesting guidance on certain assignments he had distributed prior to the meeting (how would they achieve those goals). In addition, Kris Nelson noted that she had received comments/narratives from Renee Olson’s division that had not shown in the current version, but were being updated.

Ardell Galbreth joined the meeting at this juncture.

Page 64: Coordination, Alignment and Provision of Services to Employment – new requirement on how to achieve the goals of the industry sectors:

Grant Nielson commented that he understood that this is asking how they are going to coordinate business services to employers in the industry sectors they are serving, and may not need specificity. GW members agreed that providing some organizational structure for all the core partners will satisfy this question.

Kris Nelson stated that part of Executive Order 2016-08 describes the reorganization of the industry sector councils, and may provide that kind of information, which states, in part, “the industry sector councils issue recommendations based on information they receive...” and flow that information back to the State Board and the Office of Workforce Innovation that forecasts both short- and long-term job growth, which will show the coordination, alignment and direction that is being requested.

Ms. Hendren agreed and asked if the structure of the Governance Committee and the other workgroups could be included, to bring this to a micro-level. Ms. Nelson agreed to create language for this section for their consideration in the next meeting.

Page 70 – *...Describe how the State’s Strategy will engage other education and training providers...* Shelley Hendren stated that she was unfamiliar with several terms that were used in this section, such as the Eligible Training Providers List (ETPL). John Thurman explained the two local boards are working very closely to bring the ETPL into compliance under the new (WIOA) act, and much activity is taking place beyond post-secondary and NSHE levels, and they are also continuously recruiting new providers who are willing to expend funds for occupational skills training in that system.

Discussion ensued amongst GW members about the need for good partner communication and coordination of training provider services, and also agreed that a generic response should be used for this question for all core programs. John Thurman and Ardell Galbreth agreed to write the response for this area, and Ardell Galbreth also suggested that MOU’s (Memorandum of Understanding) should be developed in a manner that training providers and resources are coordinated amongst the partners.

Page 90 – *Describe how the state will conduct evaluations and research projects under WIOA core programs....* GW members were uncertain on how the response to this new section should be drafted, and Kris Nelson commented that she could refer to previous state plans to see what language has been used in the past that allude to this question, and would compare what other states have provided, to see what information might be extracted. GW members agreed that a general response be used at this time, and Ms. Nelson mentioned that she would generate this in the form of a flow chart. (e.g.: State Board ➡ Executive Committee ➡ Industry Sector Councils ➡ Office of Workforce Innovation).

Page 128 - *Describe the strategies the state will use to achieve improved outcomes for out-of-school youth ...How will we coordinate programs for out of school youth.* Ardell Galbreth stated that the local boards should respond to this question, as they will be able to outline their process. John Thurman agreed and added that they just recently submitted a letter to WISS in response to any inquiry from the Department of Labor on progress they have already made in out of school youth attainment and may be able to use some of that language for this response.

Program Elements - *Describe how the state will use funds to ensure that all 14 programs described in WIOA Section 129 are made available and effectively implemented...* GW members agreed that the current language is accurate. Ardell Galbreth stated they had had recently released an RFP (request for proposal) that includes these requirements and which should be included in contracts as well. John Thurman added that this was used in their last RFP for contracts that started the previous July 1 and subsequently had to have monthly meetings to get up to speed and should be okay on all the pieces that DOL is requiring. Ken Zutter commented that in meeting with DOE, two teams (cross-agency; inter-agency) are looking at the common sections for corrections/revisions that need immediate attention, and will communicate with whoever submitted the plan to address the appropriate areas quickly for corrections hopefully before July 1, so that awards are not held up. Kris Nelson stated that as she submitted the state plan she would be the point of contact for these inquiries, or Mae Worthey (as the encoder).

Mr. Fisher noted that the minutes from the previous meeting indicated that GW members had previously agreed to a timeline of June 1st to have current revisions completed. Kris Nelson commented that she highly doubted that the DOL has reviewed their written submission of March 3, 2016, as they were anxious for them to submit to their portal on April 1st, and believed that this would be what would be reviewed.

Page 84 - Ardell Galbreth asked if they could look at the One Stop Certification Process revision he had proposed. Kris Nelson mentioned that this item is noted on Page 84, and for clarification she asked if the local boards would like submit the actual changes to Version 9 to be addressed in the next meeting.

Discussion ensued amongst GW members about the feasibility of the June 1st deadline for all submissions as it may not allow time for public comment and feedback from the Department of Labor. GW members agreed to have all revisions to Kris Nelson by the internal deadline of June 1st, and then they, as a body, will look at those revisions afterward.

- **Motion – Ken Zutter put forth a motion that they adopt an internal deadline of June 1st for submission of revisions to the state plan to Kris Nelson. His motion was seconded by Ardell Galbreth. Motion carried.**

VII. **DISCUSSION/FOR POSSIBLE ACTION – SUGGESTIONS FOR DEVELOPING A PROBLEM STATEMENT – *Dennis Perea or Steve Fisher***

- STRUCTURAL SKILLS GAPS

Mr. Fisher noted in the minutes from the previous meeting there was some discussion of issues for problem statements, such as dislocated youth, skills gaps and career pathways, and as members were to come back with a possible draft, and asked if this was an item they should be discussing in this meeting.

John Thurman commented he reached out to several different groups asking what specific problem they would choose to address, and as everyone had a different little item, a *symptom*, of a bigger problem, and he is not coming back with a solid recommendation.

Dennis Perea joined the meeting at this juncture and Ken Zutter asked him if he had the opportunity to speak with the Governor's Office regarding developing a problem statement.

Mr. Perea stated that he does not have an example to provide at this point, but also mentioned that the Office of Workforce Innovation may be jumping into this conversation as part of their mission. Steve Fisher stated that this item will remain on the agenda for future discussion in the next meeting.

VIII. **DISCUSSION/FOR POSSIBLE ACTION – PRESENTATION OF ONE STOP SYSTEM DOCUMENT – *John Thurman***

John Thurman explained that he began developing this (ongoing) draft diagram with the *One Stop system required services* (134 C 2), and then moved on to the mandated partner programs in the system. In addition to the required partners, he added Department of Health and Human Services, specifically TANF/SNAP employment and training services.

He drew attention to the section of the diagram showing Title I, with which he is the most familiar, and has various funding services, such as, youth services (Title I B), dislocated workers (Title I B), Job Corp (Title I c), and youth in school/youth out of school programs, he mentioned he was unable to find evidence of National Programs (Title I D) being delivered in Nevada, which should be included in the diagram.

Mr. Thurman noted the client entry points (physical); however, electronically a client could enter the system at any point. Developing the diagram helped him to better understand the system, which should be a large piece for staff development. He also commented on the need for input in some areas, such as in veterans benefits for the job connects (and other locations), and has spoken with Roy Brown to learn what services are in that area (Title 38), and also needs feedback.

He concluded his presentation by stating that one of his responsibilities is to develop an MOU for service providers describing service delivery in the One Stop system. He noted that there may be confusion in designing a resource sharing agreement, overburdening the system with administrative costs.

Grant Nielson responded that he is referring to what would involve *infrastructure methodology*, how much the state is allowed to take to fund the system, should they not come to an agreement with all their local partners. Resource sharing agreements pertain to what is shared in that local area, and the state has not set requirements for this as yet, but may establish guidelines in future.

Mr. Thurman commented that he is unsure of how to include the Social Security Act, and asked if he might be duplicating the item. He will send the document in Smart Draw to all, and added that this gives an idea of the implementation hurdles that await them, how many people are in the system, and that they may see that others need to be part of the system. He welcomed input from all.

IX. DISCUSSION/FOR POSSIBLE ACTION- MAKEUP OF THE NEW WIOA SYSTEM/STAFF DEVELOPMENT WORKGROUP –*Steve Fisher*

Ken Zutter stated that Brad Deeds was on this committee and could provide support. Steve Fisher said Lori Wilson was also on that team and he will ensure that she continues as a member. Ardell Galbreth stated that he could also provide a staff member to take a post in this group. Steve Fisher asked that any suggestions for team members be sent to him. Hearing no further discussion, he moved to the next item.

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

The next GW meeting is scheduled for Friday, April 22, 2016 at 10:00 a.m. Kris Nelson stated she will make changes/add narratives input to Version 9 and disburse to the group prior to that meeting date; however, she will be unable to attend.

Suggested new business/agenda items for the next meeting included:

- Discussion/For Possible Action – STATE PLAN VERSION 9 REVISION REVIEWS – *Steve Fisher or Dennis Perea*
- Discussion/For Possible Action - REVISION FOR ONE STOP CERTIFICATION PROCESS – *Ardell Galbreth*
- Discussion/For Possible Action – PROBLEM STATEMENT – *Steve Fisher or Dennis Perea*

XI. 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 once again welcomed members of the public to speak. Hearing no comments, the Chair adjourned the meeting.

XII. ADJOURNMENT –*Steve Fisher*

Meeting was adjourned at 11:40 a.m.

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, April 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, April 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