

# STATE OF NEVADA

**BRIAN SANDOVAL**  
GOVERNOR



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

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

## GOVERNOR'S WORKFORCE INVESTMENT 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 Investment Board** **Workforce Innovation and Opportunity Act (WIOA)** **Governance Team Workgroup Meeting** **Friday, July 31, 2015** 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 4600*

**Workgroup Members Present:** Steve Fisher, Brad Deeds (proxy for Michael Riponi), Shelley Hendren, John Thurman, Renee Olson, Heather DeSart (proxy for Ardell Galbreth)

**Workgroup Members Absent:** Britta Kuhn (excused), Dennis Perea (excused), Michael Riponi (excused), Ardell Galbreth (excused)

**DETR Staff Present:** Coralie Peterson

**Others Present:** Ricardo Villalobos (Workforce Connections), Lynda Parven, Lorie Wilson, Sandra Chamberlin

I. CALL TO ORDER – *Steve Fisher*

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

II. ROLL CALL- CONFIRMATION OF QUORUM – *Sandra Chamberlin*

Sandra Chamberlin called roll on behalf of Coralie Peterson and informed the Chair that a quorum was present.

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

Coralie Peterson verified that the notice and agenda for this meeting was posted pursuant to NRS 241.020.

IV. **FIRST PUBLIC COMMENT(S)** – *Britta Kuhn*

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.

Steve Fisher announced the First Public Comment Session and invited members of the public to speak. As no comments were made, the Chair closed the First Public Comment Session and moved to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meeting held on July 17, 2015 – *Steve Fisher*

The Chair asked for approval of the July 17, 2015 GW Meeting Minutes. Renee Olson raised a motion to approve the minutes. John Thurman seconded the motion. Heather DeSart abstained from the vote as she was not present for the meeting. All other members approved the motion and it was carried by a majority vote.

VI. **DISCUSSION/FOR POSSIBLE ACTION: REVIEW OF ASSET MAPPING DOCUMENT** – *Shelley Hendren*

Steve Fisher reminded workgroup members that in the previous meeting they had discussed adding youth programs to the Asset Mapping Document, and to have brief presentation of the programs given before making this decision. Shelley Hendren asked that presentations be given first to give a better understanding of the programs. Mr. Fisher then asked Ricardo Villalobos to provide a brief presentation on Workforce Connections youth programs.

**Workforce Connections:**

Mr. Villalobos explained that the Southern Nevada Workforce Development serves Clark, Esmeralda, Lincoln and Nye counties; in the following cities – Las Vegas, North Las Vegas, Henderson and Boulder City. The 13 upper counties are served by Northern Nevada Workforce Development.

**Goals for youth services:** 1) WIOA Title I Youth Programs are designed to serve the most economically disadvantaged in and out-of-school youth, focusing on education and vocational training. (75% of WIOA funds must be spent on out-of-school youth); 2) Connect youths to career pathways through training opportunities aligned with industry sectors and; 3) Expose youths to STEM education.

**In-school youth:** Must be between the ages of 14-21, attending school and meet one of the criteria, such as, basic skills deficient, EOL, homeless, runaway, foster care youth, youth with disability, requires additional assistance to complete education program/secure employment (to be determined by local board).

**Out-of-school youth:** Must be between 16-24 years, not attending school, having similar criteria to groups described for in-school youth or youths who have obtained a secondary school diploma/equivalent but is low-income, skills deficient, EOL, youth offender or part of a population needing assistance (determined by the local board and defined generally as poverty, low-income/levels, also formally known as “enterprise areas”).

**Training services:** Occupational skills training, on-the-job training (OJT), emphasis on work experiences (new legislation requires 20% of funds must be expended on work experiences), and local boards capable to choose additional services.

**Employment services:** Placement assistance, work readiness.

**Supportive services:** Based on need (clothing, sheriff/health cards, equipment or tools).

**Follow-up services for youths:** no less than 12 months from exiting the program.

Mr. Villalobos stated that WIOA performance measures include: placement in post-secondary education advanced training, military, or unsubsidized employment and retention in the employment or post-program placement. In addition, average earnings, credential rate or industry-recognized certification (WorkKeys is currently being considered). He concluded by citing the locations of the Youth One-Stop affiliate sites and providers.

Steve Fisher asked how the youth One-Stop affiliate sites differed from One-Stop affiliate sites, and Mr. Villalobos commented that these are comprehensive One-Stops having all the WIOA required partners. For branding purposes and system uniformity, funded partners are referred to as One-Stop affiliate sites (for example, Nevada Partners, Inc., a Youth One-Stop affiliate site of Workforce Connections).

Mr. Fisher asked if the local boards have been given authority to make changes to the youth programs, in order to understand their governance process. John Thurman commented that the workgroup make recommendations to the GWDB, who has authority over the local boards and will pass recommendations on to the local boards, but the boards also have the ability to customize their programs to meet local needs. Heather DeSart agreed with Mr. Thurman's comment.

Mr. Fisher concluded that the youth programs should be reviewed, and added to the Asset Mapping Document. John Thurman overall charge is to develop the State Combined Plan, and should lists assets/types of services delivered statewide, whether for adult, dislocated workers or youth.

- Discussion amongst workgroup members resulted in the determination to add youth services to the Asset Mapping Document, and could be updated without a formal motion needed. Shelley Hendren suggested that each program area review their program for accuracy and provide her with updates for editing the document.

## VII. **DISCUSSION/FOR POSSIBLE ACTION:** PARTICIPATION LEVEL OF SNAP/TANF PROGRAM - *Steve Fisher*

Mr. Fisher commented that earlier that a combined state plan ensured that TANF/SNAP training participants would be better served. No federal guidance has been received around a state plan, and they have been told that state plans will need to be submitted annually, even if the state plan is put into a combined state plan. He went on to note that due to regulation changes, the state plan needs frequent modification.

He suggested creating a *Memo of Understanding* pertaining to the integration of TANF/SNAP recipients into the workforce development without including the state plan into the WIOA 'Combined State Plan'. Brad Deeds (Department of Education) agreed and added that their objectives could be reached through a 'Unified State Plan' including the scope of services for the TANF/SNAP programs. If they opt for a combined state plan, it would not only replace their state plan, but would need to be updated every year, rather than every 4 years, and both accountability/performance measures may raise considerable issues.

- Mr. Fisher stated that possible approval of moving forward with a unified state plan process rather than a combined state plan process will be addressed in the next meeting.

#### VIII. **DISCUSSION/FOR POSSIBLE ACTION** – TEGL-WIOA – *Steve Fisher*

Mr. Fisher stated that as “T-Bills” are coming out, this would be left as a standing agenda item for discussion/decisions of any new TEGL-WIOA announcements that are released. Hearing no further comments, he proceeded to the next agenda item.

#### IX. **DISCUSSION/FOR POSSIBLE ACTION** – PROJECT PLAN CHECK LIST UPDATES – *Steve Fisher*

Project Plan Check List (Page 5) created by Sandra Chamberlin was reviewed by Mr. Fisher with workgroup members.

#76: Strategic Plan: Mr. Fisher said that innovative goals, objectives and strategies should be developed into a strategic plan. Heather DeSart agreed and volunteered to forward a current Workforce Connections matrix to use as a template. Shelley Hendren also offered to send a current goals/strategies/performance measures document for Vocational Rehabilitation, and Renee Olson said that she can share a strategic plan template recently received.

#77/78: Designation of Local/Regional Workforce Development Boards Areas,

#79: Establish and Certify the Local Workforce Development Boards. John Thurman commented that at the GWDB Meeting held on July 23, 2015, the board took action and re-established the local workforce areas for southern and northern Nevada as they currently were, and re-authorized Workforce Connections as the local workforce development board for southern Nevada area, and NevadaWorks as the local workforce development board for northern Nevada. Sandra Chamberlin will note on the checklist that the information has been received to incorporate into the state plan. Mr. Fisher stated that #80 may also have been addressed.

#81: Establish Authorized Appropriation for Youth/Adult/Dislocated – Sandra Chamberlin stated that this may best handled by the Finance Workgroup.

Mr. Fisher asked for suggestions on additions/modification to the list may be sent to him, and Ms. Chamberlin noted that she would update the list and disburse to the workgroup.

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

Suggestions for new business and future agenda items for the next GW meeting, scheduled for Friday, August 14, 2015 included:

- Approval of developing a unified state plan – Steve Fisher
- Building a strategic plan – Steve Fisher
- Discussion of participation in the Department of Labor webinar training program- Steve Fisher

Standing items:

- Discussion of TEGL-WIOA
- Project Plan checklist updates

Mr. Fisher gave additional comments about a free 7-week training opportunity offered through the Department of Labor for technical assistance in developing a “customer-centric” program design, as well as 5-week pilot implementation process (optional). Ms. Chamberlin posted the webinar (approximately 2 hours) material to the Sharepoint site. Brad Deeds asked the target candidate, and Ms. Chamberlin suggested those who will be providing client services, those developing systems and those who have expertise in service delivery.

Mr. Fisher asked the GW members to look at the materials and discuss further in the next meeting if this would be helpful. Mr. Deeds added that participation of the core partners would be beneficial, due to the training time constraints. Ms. Chamberlin suggested that members may be able to focus on a particular facet of the training.

#### 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 invited members of the public to speak. No comments were made. Hearing none, he moved to adjourn the meeting.

#### XII. ADJOURNMENT – *Steve Fisher*

Steve Fisher adjourned the meeting at 11:22 a.m.

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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, July 30, 2015.***

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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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*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**

Britta Kuhn, Dennis Perea, Michael Raponi, Steve Fisher,  
John Thurman, Shelley Hendren, Renee Olson, Ardell Galbreth