

BRIAN SANDOVAL
GOVERNOR



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

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

MEETING MINUTES

Governor's Workforce Development Board
Workforce Innovation and Opportunity Act (WIOA)
Governance Team Workgroup Meeting
Friday, September 11, 2015
10:00 a.m.

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

Date and Time of Meeting: **Friday, September 11, 2015 at 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

Workgroup Members Present: Steve Fisher, John Thurman, Shelley Hendren, Ardell Galbreth, Mike Raponi, Kristine Nelson (proxy for Dennis Perea), Grant Neilson (proxy for Renee Olson).

Workgroup Members Absent: Britta Kuhn (excused), Dennis Perea (excused), Renee Olson (excused)

DETR Staff Present: Coralie Peterson, Kristine Nelson

Others Present: Lynda Parven (ESD)

I. CALL TO ORDER – *Britta Kuhn*

Steve Fisher acted as Chair on behalf of Britta Kuhn, and 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 September 11, 2015 WIOA Governance Workgroup Meeting was posted in accordance with NRS 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. Mr. Fisher announced that the Performance Workgroup completed their review of the ICR (Information Collection for the WIOA Management and Reporting System) and Ken Zutter will submit this on behalf of the State of Nevada. Mr. Fisher stated that although this has been vetted by the CORE programs, he wanted to ask if any had questions or concerns that required further discussion in a future agenda. As no additional comments were made, Mr. Fisher closed the First Public Comment Session and proceeded to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meeting held on August 28, 2015 – *Steve Fisher*

Mr. Fisher asked for approval of the August 28, 2015 Meeting Minutes. Ardell Galbreth made a motion to approve the minutes. Grant Neilson commented that on page six of the minutes that Dale Erquiaga's name had been misspelled, and that in minutes it was noted that the Unified State Plan would be discussed in today's meeting, but was not included in the agenda.

Shelley Hendren commented that on page two "II. Strategic Elements" was assigned to the WIOA Performance Accountability Workgroup, but might be more appropriately assigned to the WIOA Business Outreach Workgroup.

Mr. Fisher said that the document was previously approved, but it is a living document, to allow for possible modifications/changes. Mr. Fisher said that the minutes align with the assignments; however, they could have a further discussion separate from the approval of the minutes.

Mr. Fisher asked Ardell Galbreth if he would like to restate his motion to include the correction in the spelling of Mr. Erquiaga's name on the draft. Mr. Fisher indicated that discussion of the State Plan will be included under agenda item IX, as appropriately and duly noticed on the agenda.

- Ardell Galbreth amended his motion to approve the minutes with the necessary changes and Grant Neilson seconded his motion. All were in favor and the motion carried unanimously.

VI. **DISCUSSION/FOR POSSIBLE ACTION: DEVELOP A VISION STATEMENT** – *Steve Fisher*

Mr. Fisher reminded the members that during the previous GW meeting, that writing a vision statement was discussed as an important component in developing their State Plan. A draft prepared by Dennis Perea, reviewed and modified by Ardell Galbreth, and which has been approved by Dale Erquiaga was forwarded to the GW members for their discussion in this meeting.

Shelley Hendren said that the draft was well-written, but should be condensed to use as a vision or mission statement. Lynda Parven said that the draft did not represent either a vision or mission statement, but is a response to the section of the State Plan that asks for the *State's strategic vision*.

Mike Riponi thought the draft was well-thought out, but suggested striking the word “planning” from the second sentence.

Ardell Galbreth recommended that a vision statement should be clean, short and succinct, and suggested using the portion of the handout “to raise fellow Nevadans to their highest level of self-sufficiency.”

Mr. Fisher stated that the description of the *State’s Strategic Vision* that is to be placed into the State Plan was assigned to the GW, and as this has been reviewed by the Governor’s office. He went on to suggest that a shortened version of strategic vision could be used to form a succinct vision statement.

- Mike Raponi made a motion to adopt the *State’s Strategic Vision* document to fulfill the requirements for the State Plan, with the modest change he recommended earlier. Grant Neilson seconded his motion. All were in favor and the motion carried unanimously.

John Thurman mentioned that a separate vision and/or mission statement is not required for the State Plan, and both Mike Raponi and Steve Fisher concurred with this understanding. Workgroup members agreed that they would instead focus on their ‘work at hand,’ as had been done in the development of the *State’s Strategic Vision*.

VII. **DISCUSSION/FOR POSSIBLE ACTION: RECOMMENDATIONS FROM THE STAFF DEVELOPMENT WORKGROUP** – Steve Fisher

Mr. Fisher asked for comments on the handout containing *Recommendations from the Staff Development Workgroup* that they would like to have incorporated in the State Plan.

Shelley Hendren commented that on page one (second bullet) the expression “upon hire” should be deleted suggesting a systematic or scheduled approach is used instead. She also noted on page three, the third bullet should be removed as a manager can appoint an appropriate presenter.

Ardell Galbreth commented that Workforce Connections uses a combination of staff certified to train, staff members with expertise OR procuring consultants, depending on the subject matter. He mentioned they have an agreement for training case managers with the College of Southern Nevada – (continuing education units) through their “Workforce Development Academy. “ He also agreed with Ms. Hendren that the third bullet should be removed. Grant Neilson stated that he is abstaining from this part of this discussion as he had not seen the document.

- Ardell Galbreth made a motion to move forward with the *Recommendations from the Staff Development Workgroup* with the changes suggested by the Governance Workgroup. Mike Raponi seconded the motion. Grant Neilson abstained from the vote. All other members were in favor and the motion carried with a majority vote.

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

Mr. Fisher asked if any of the members was aware of TEGL updates. Kristine Nelson stated that in the previous meeting she forwarded all the TEGL’s that had been sent out as well as the hyperlink to the Department of Labor posting site, and was not aware of any new items. Hearing no other items, Mr. Fisher moved to the next agenda item.

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

Mr. Fisher stated there have not been any changes to the Check List for this particular meeting, and as no other comments were made, he closed this item.

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

Mr. Fisher asked if the WIOA Performance Accountability Workgroup (ICR) material mentioned in the First Public Comment Session needed to be reviewed further in a future agenda, noting that this would require a special Governance Workgroup meeting for the following week. Grant Neilson and Shelley Hendren both agreed that Ken Zutter could move forward with the ICR document without the need for a special GW meeting.

Mike Raponi questioned if the WIOA Leadership Team Workgroup should be required to comply with Open Meeting Law, as it is cumbersome and unnecessary, and as they are mainly an information sharing group. Mr. Fisher agreed that all decisions are made in the Governance Workgroup, but he will check with Britta Kuhn for further direction.

Shelley Hendren suggested a standing agenda item for work assignments to ensure that they are moving in the right direction. Kristine Nelson agreed that this would be appropriate, and Mr. Fisher agreed to add this to future agendas.

Standing Agenda Items:

- State Plan Work Assignments
- TEGL – WIOA
- Project Plan Check List

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.

Mr. Fisher announced the Second Public Comment and invited members of the public to speak. Kristine Nelson commented that for the Strategic Planning Subcommittee October 1st, 2015 meeting she will add a review and possible action item for the *State Plan Strategic Vision* from the Governance Workgroup, and asked for any other possible suggestions. Shelley Hendren suggested adding a Mission Statement as well. As no other comments were made, Mr. Fisher closed the item and moved to adjourn the meeting.

XII. **ADJOURNMENT – Steve Fisher**

The meeting was adjourned at 11:00 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, September 10, 2015.***

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, September 11, 2015.***

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