

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 25, 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 25, 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, Dennis Perea, Mike Raponi, John Thurman, Janice Johns (proxy for Shelley Hendren), Renee Olson, Grant Neilson, Ken Zutter, and Matt Morris

Workgroup Members Absent: Shelley Hendren (excused), Ardell Galbreth (excused)

DETR Staff Present: Coralie Peterson, Kristine Nelson, Mae Worthey

Others Present: Lynda Parven

I. CALL TO ORDER – *Steve Fisher Co-Chair of the WIOA Governance Team Workgroup (GW)*

Meeting was called to order by Steve Fisher at 10:02 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 25, 2015 WIOA Governance Workgroup Meeting was posted in accordance with Nevada Revised Statute 241.020.

IV. FIRST PUBLIC COMMENT(S) – *Dennis Perea*

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, he closed the session and proceeded to the next agenda item.

V. DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES: GW meeting held on September 11, 2015 – *Dennis Perea or Steve Fisher*

Mr. Fisher asked for approval of the September 11, 2015 Meeting Minutes. Renee Olson and Dennis Perea both abstained from the vote as they had not been present for that meeting. A motion was made by John Thurman and was seconded by Mike Raponi. All others voted to approve and the motion carried.

VI. DISCUSSION/FOR POSSIBLE ACTION: STATE PLAN WORK ASSIGNMENTS – *Steve Fisher*

Mr. Fisher reminded the GW members that this is a standing agenda item included to check how they are proceeding with their assignments. He added that Kristine Nelson had sent out the updated ETA document with added items highlighted in red, as well as the outstanding items, highlighted in green.

Kris Nelson said that from all of the input she and Mae Worthey had received, she cut and pasted directly into to ETA, and will continue to do so, unless any may have other suggestions/objections, until the final input is submitted into a U.S. Department of Labor “portal.” Steve Fisher asked how the State Board would be able to view documents submitted.

Ken Zutter stated that he attended a conference where a presentation on the “portal” was provided, and one output is a standardized report, which is a goal of the department, to have the same format (chapter numbers/headings); however, he questioned if the portal would be ready and have functionality in time to receive their input.

Ms. Nelson said that as assignments are still due, they will continue to copy and paste new input and revise/update ETA until the January State Board “workshop” date, at which time the input will be formatted into a version that can be easily navigated by the Board, which will be edited to correct grammar, as well as edit the content to remove repetitive items with a goal of producing one cohesive document.

Mae Worthey asked that all remaining items are forwarded to them as soon as possible, as it difficult to produce a sound document without having all of it together. She also stressed the fine timeline, with little leeway to allow for the review and editing process.

Mr. Fisher asked if any saw barriers to getting information to Kris and Mae in a timely manner. Ken Zutter stated that the Performance Accountability Workgroup has encountered barriers in completing their 12 assignments, as in many cases, they are asked to give comment/response to something contained in a different item/assignment. Mr. Fisher agreed, noting, as an example, questions about the current labor market could tie back to a labor market analysis, compiled by Labor Market Information Workgroup.

Mr. Zutter added that more communication has been helpful, as some of the questions in their assignments may be understood in different ways, and if strategic planning and goals are laid out clearly, it could give guidance to the workgroups in completing their assignments. Mr. Fisher questioned if a special workshop on goals and strategies would be necessary to help the workgroups.

Dennis Perea asked if now would be a good time to discuss work flows and the resource sharing agreements, as goals need to be defined, adding that the question always seems to be “What is the system going to look like?”

John Thurman stated that the State Plan will list goals and objectives, but the actual details of cost-sharing will need to be worked as they go forward.

Ken Zutter stated that the Nevada Department of Education needs a strategy on how they will integrate new activities, citing as an example ‘how is adult education going to work with labor to provide integrated training?’

Sandra Chamberlin suggested that the various workgroups review their assignments for potential barriers (dependencies on other workgroups for their content in the plan) to better understand where their integration points lay.

Ken Zutter commented that he belongs to the Labor Market Information Workgroup that has yet to meet, but which is tasked with many strategic elements, creating a missing piece of the State Plan. Dennis Perea stated that he would follow up on this.

At this juncture in the meeting, Steve Fisher welcomed Matt Morris, and noted that he would become a member of the Governance Workgroup.

Kris Nelson will distribute the updated ETA document with a strong, encouraging message that the key labor piece be provided as soon as possible. Discussion ensued amongst GW members about the benefit of them having a strategic planning workshop, and Mr. Fisher agreed to coordinate the arrangements for this meeting on goals and strategies.

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

Mr. Fisher asked if any new TEGL’s had been released. Renee Olson mentioned that some technical changes to the law had been made, and Lynda Parven and Ken Zutter concurred with this understanding. Ken Zutter also mentioned that the Performance Accountability workgroup had been tasked to submit comments on the combined Department of Education/Department of Labor ICR (“Information Collection Request”) on reporting and accountability, but a new ICR, asking for only labor specific information has been released. He went on to say that there is an ICR on the Unified State Plan Requirements requested comment, and Lynda Parven stated that she and her staff had not deemed a response from DETR as necessary at present.

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

Mr. Fisher stated he will be sending out an email requesting input for the ETA document Mae Worthey and Kris Nelson are compiling, and also requesting that workgroup members share information on any barriers that they have encountered in supplying their particular assignment of the State Plan input.

Kris Nelson commented that at the last meeting, consideration of scheduling a “public workshop” before the Board to replace the Board meeting usually held in January was discussed to review the ETA draft with

possible presentations from the core partners to be followed up by an ad hoc meeting in February to approve/recommend the Plan. In this way, the State Board members would be provided ample opportunity to participate and be engaged with the State Plan.

Mr. Fisher thanked her for her suggestion, and both he and Mike Raponi supported the idea of holding an informational workshop for the Board Members. Kris Nelson will reach out to the Chairman of the Board to make arrangements for the workshop. Hearing no other comments, Mr. Fisher moved to the next agenda item.

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

Mr. Fisher asked that aside from the standing agenda items, any suggestions for new business or future agenda items can respond to Ms. Peterson for consideration as an agenda item for the next meeting, which is scheduled to be held on Friday, October 9, 2015 at 10:00 a.m.

X. 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 comments, he adjourned the meeting.

XI. ADJOURNMENT –Steve Fisher

Meeting was adjourned at 10:46 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 25, 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

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