

STATE OF NEVADA

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GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

STEVE FISHER
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GOVERNOR'S WORKFORCE DEVELOPMENT BOARD
WIOA TEAM WORKGROUP

GOVERNOR'S WORKFORCE DEVELOPMENT BOARD WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) GOVERNANCE TEAM WORKGROUP

1470 E. College Parkway
Carson City, Nevada 89706
Telephone (775)684-0504 • Facsimile (775)684-3908

MEETING MINUTES Governor's Workforce Development Board Workforce Innovation and Opportunity Act (WIOA) Governance Team Workgroup Meeting Friday, October 16, 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, October 16, 2015 at 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

Workgroup Members Present: Kristine Nelson (acting as proxy for Steve Fisher), Dennis Perea, (Brad Deeds acted as proxy for Mike Raponi), Jaime Cruz (acting as proxy for Ardell Galbreth), John Thurman, Melaine Mason (acted as proxy for Shelley Hendren), Renee Olson, and Matthew Morris

Workgroup Members Absent: Steve Fisher (excused), Mike Raponi (excused), Ardell Galbreth (excused), Shelley Hendren (excused)

DETR Staff Present: Coralie Peterson, Mae Worthey

Others Present: Brad Deeds, Ken Zutter (representing Performance Accountability Workgroup), and Grant Neilson

I. CALL TO ORDER – *Dennis Perea, Co-Chair of the Governance Workgroup*

Meeting was called to order at 10:00 a.m.

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

Ms. 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 the October 16, 2015 GWDB WIOA Governance Workgroup meeting was posted pursuant to Nevada’s Open Meeting contained in NRS 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. No comments were made. Hearing none, the Chair closed the session and moved to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION:** APPROVAL OF MINUTES: GW meeting held on September 25, 2015 – *Dennis Perea*

Mr. Perea asked for approval of the September 25, 2015 meeting minutes. A motion to approve the minutes was made by John Thurman and was seconded by Brad Deeds. Kristine Nelson asked that Renee Olson name be corrected, and Ms. Peterson acknowledged that she would make this correction. All were in favor and the motion carried unanimously.

VI. **DISCUSSION/FOR POSSIBLE ACTION:** APPROVAL OF MINUTES: GW meeting held on October 2, 2015 – *Dennis Perea*

Chair tabled this item until the next meeting.

VII. **DISCUSSION/FOR POSSIBLE ACTION:** APPROVAL OF MINUTES: GW meeting held on October 9, 2015 - *Dennis Perea*

Chair tabled this item until the next meeting. At this juncture, Renee Olson joined the meeting.

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

- a. Performance and Accountability Workgroup - Reassign WIOA Plan assignment II (a) (2)(C), Capacity, to core programs.
- b. 2. Performance and Accountability Workgroup – Update and Recommendation regarding WIOA Plan Assignment II(b)(3), Performance Goals.
- c. 3. Performance and Accountability Workgroup – Recommend adding Labor market Information Workgroup to WIOA Plan Assignment III (b) (1) (A), State Operating Systems.

- d. 4. Performance and Accountability Workgroup – Reassign WIOA Plan Assignment III (b) (6)(C), Use of Unemployment Insurance (UI) Wage Record Data, to Governance and/or Policy Workgroup.
- e. 5. Performance and Accountability Workgroup – Reassign WIOA Plan Assignment III (b) (6)(D), Privacy Safeguards, to Policy Workgroup.

Mr. Perea stated that in the previous GW meeting, Ken Zutter gave an overview in the last meeting, giving a detailed explanation of why the changes were to be made. He went on to ask if any in attendance would like any further discussion and if not, he would entertain a motion to approve a. through d.

Brad Deeds stated that Grant Nielson that the Policy Workgroup had raised some questions about what was being asked of them, and he asked if Ken Zutter could share their concerns with the GW members.

Ken Zutter that Policy directed their attention to policy recommendation **8 d.** – reassignment of the use of unemployment insurance records data – he stated that this should involve a review and discussion of existing agreements, as well as policy and laws/statutes regarding data sharing.

Renee Olson stated that as Administrator for the unemployment insurance program, she would like to be involved in discussions relating to the use of wage records.

General discussion ensued amongst workgroup members about the use of wage records for reporting required by WIOA. Grant Neilson stated that they could have further offline conversations on how to develop and share information on the use of quarterly wage records, and recommended a loose response on the plan in the meantime.

Ken Zutter drew attention to another item of concern on the agenda, **8 e.** – description of privacy safeguards incorporated in the State’s workforce development system. He stated that he reworded a write up used by Mississippi and would like to forward this to the next Policy Workgroup for review and vetting and Grant Neilson welcomed him to present this.

Mr. Zutter added that Performance Accountability had a submission for item **8 c.** also asked for additional input from the Labor Market Information Workgroup. Dennis Perea stated he would ask Bill Anderson to review and give input on those particular areas.

Mr. Zutter updated the GW members that Department of Education is considering assigning their own rules for participant eligibility for at least one of the core outcomes, and their final guidance is pending, so Title II would not be submitting performance targets until they learn about what the cohort selection process will be. When Mr. Zutter concluded his comments, Mr. Perea asked for a motion to approve Item a.

- Kristine Nelson made a motion to approve Item 8 a., and Brad Deeds seconded the motion. Renee Olson abstained from the vote as she was not present for that part of the discussion. All others were in favor and the motion carried with a majority vote.

Mr. Zutter said that no action was needed at this time on the other assignments (b. through e.) at present, and Dennis Perea closed this item to the next agenda item.

IX. DISCUSSION/FOR POSSIBLE ACTION – CONTINUE THE DEVELOPMENT OF THE STATE PLAN GOALS AND STRATEGIES – *Dennis Perea*

Mr. Perea stated that he had been unable to attend the previous two meetings and was made aware of changes that the Department of Education had made. He asked if the GW members had an opportunity to review those changes made to the state plan goals and strategies which were made and sent out by Kristine

Nelson prior to the meeting. He also mentioned the need for the goals to align with the four priorities set by the Governor and laid out in an NGA report he distributed before the meeting.

General discussion yielded suggestions for the Goals/Strategies draft document, such as:

- Strike 2.3 – to be wordsmithed into strategy under 2.1
- 2.4 – duplicative
- 2.5 – broad/flexible (all core partners will give strategy input)
- 2.7 – provide a single point of access – to be moved to access section (1.3)
- Use of term “Integrated Employment” to be shown in Item 1.3
- 2.8 – Strike – Melaine Mason will wordsmith
- Consistent language needed

General discussion on 2.5, related to common intake, ensued amongst GW members, with agreement that this will be long term goal.

Dennis Perea stated that the ultimate objective would be to have a common case management system. Renee Olson said that they could work toward this goal, but interface is what is addressed in the present “pipeline” rather than common intake, and John Thurman agreed with this understanding. Grant Neilson said that if needed data is collected, it may accomplish the same thing.

Matt Morris commented at some point they will need to address a governance model, and as a bridge, one of the functions of whatever governance model they choose could be implementation. Over time, as new information is received and new strategies arise, implementation could be made a function of the governance entity, while they are executing the plan.

Kris Nelson asked if he was suggesting that this defined item be moved from an objective into a governance future model. Mr. Morris responded that where specific targets are unknown or points are as yet undeveloped, that work could be moved on to the governance entity.

Kris Nelson asked if the goals could be voted upon, and discussions could continue with the workgroup and other stakeholders on the objectives.

- Dennis Perea asked for a motion to approve the goals. Matt Morris raised a motion to approve the goals as written and Kris Nelson seconded the motion. Kris Nelson commented to Melaine Morris that Shelley Hendren did much work on the goals in the previous meeting. All were in favor and the motion carried unanimously.

Dennis Perea asked for a motion of objectives 1.1 through 2.7, excluding 2.8 for a future date. Kris Nelson and John Thurman suggested that the approval of the objectives be tabled until the next meeting. Matt Morris asked about who would be ultimately responsible for the entire system.

John Thurman volunteered to draft an organizational chart. Kris Nelson asked if a governance subcommittee should be formed under the State Board to include the core partners. Dennis Perea asked if this could be addressed as an agenda item for the next meeting to allow him time to speak with Director Soderberg about a potential governance structure past submission of the plan, which will be accountable for the system,

X. DISCUSSION/FOR POSSIBLE ACTION – TEG-L-WIOA – *Dennis Perea*

As no recent TEGs were reported by GW members, the Chair moved to the next agenda item.

XI. DISCUSSION/FOR POSSIBLE ACTION – PROJECT PLAN CHECK LIST UPDATES – *Dennis Perea*

Mr. Perea asked Sandra Chamberlin if there were any updates to the Project Plan Check List or if this should be tabled. Ms. Chamberlin commented that she did not, while she has been tracking the discussions of the various workgroups. Kris Nelson asked Ms. Chamberlin about access to the Sharepoint site where the Check List is maintained. Ms. Chamberlin stated that project team members will be provided with log in information to access this system to view the checklist and all documents retained in the site.

XII. DISCUSSION/FOR POSSIBLE ACTION: Discussion and possible action regarding dates, times, agenda items for future meetings – *Dennis Perea*

- Approval of Minutes for 10/2/15, 10/9/15 and 10/16/15 GW meetings
- Approval of State Plan Objectives
- Discussion of Data Sharing Agreement – Ken Zutter/Grant Nielson
- Outcome Accountability - Dennis Perea

XIII. SECOND 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 Second Public Comment Session and invited members of the public to speak. Ken Zutter commented on a recent webinar he attended in which a 46-page report highlighted the difficulty that is expected be encountered by the states in meeting the accountability requirements of the plan. He stated that he would forward the report to the GW members. Hearing no further comments, the Chair moved to adjourn the meeting.

XV. ADJOURNMENT – *Dennis Perea*

The meeting was adjourned at 11:35 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, October 15, 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