

# STATE OF NEVADA

**BRIAN SANDOVAL**  
GOVERNOR



**LUTHER W. MACK, JR.**  
CHAIR  
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

1470 E. College Parkway  
Carson City, Nevada 89706  
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GOVERNOR'S WORKFORCE INVESTMENT BOARD

### MEETING MINUTES

#### **Governor's Workforce Investment Board** **Workforce Innovation and Opportunity Act (WIOA)** **Governance Team Workgroup Meeting** **Friday, November 13, 2015**

*Some members of the Governance Team Workgroup may be attending the meeting and provide testimony through a simultaneous teleconference and other persons may observe the meeting conducted at the following locations listed below:*

**Place of Meeting:** **Division of Welfare and Supportive Services**  
*1470 College Parkway  
Carson City, NV*

*Video Conferenced to:*  
**Division of Welfare and Supportive Services**  
*701 N. Rancho Drive Training Room 5  
Las Vegas, NV 89106*

**Workgroup Members Present:** Dennis Perea, Steve Fisher, Michael Raponi, Matt Morris, John Thurman, Shelley Hendren, Renee Olson, Ardell Galbreth

**Workgroup Members Absent:** None

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

**Others Present:** Ken Zutter, Grant Nielsen, Brad Deeds, Jaime Cruz, Sandra Chamberlin

*\*Please note that all attendees may not be listed above.*

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

The Chair called the meeting to order at 10:04 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 verified that the notice and agenda for this November 13th, 2015 WIOA Governance Workgroup Team 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. Hearing no comments, the Chair moved to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meeting held on October 2, 2015, October 9, 2015, October 23, 2015 and November 6, 2015 - *Steve Fisher*

The Chair asked for approval for the October 2, 2015 Meeting minutes. A motion was made to approve the October 2, 2015 minutes Mike Raponi, and Shelley Hendren seconded the motion. Renee Olson was not present for the meeting and abstained. All others voted to approve and the motion was carried with a majority vote.

Steve Fisher commented that the October 9, 2015 Meeting minutes showed both the date of October 2, 2015 and October 9, 2015 on the first page, and asked Ms. Peterson to clarify which date was correct. Ms. Peterson confirmed that the date of the minutes was October 9, 2015 and affirmed that she would modify the minutes to correct this error. Mike Raponi raised a motion to approve the October 9, 2015 Meeting minutes with the modification mentioned, and Shelley Hendren seconded his motion. All were in favor and the motion carried unanimously.

The Chair asked for approval of the October 23, 2015 Meeting minutes. A motion was made by Mike Raponi and was seconded by Steve Fisher. Shelley Hendren abstained from this vote as she was not present for the meeting. All others voted to approve the motion carried with a majority vote.

For the record, Steve Fisher stated that there no were no minutes for the November 6, 2015 meeting.

VI. **DISCUSSION/FOR POSSIBLE ACTION – CONTINUE THE DEVELOPMENT OF THE STATE PLAN GOALS, OBJECTIVES, AND STRATEGIES** – *Steve Fisher*

Steve Fisher stated that he had taken suggestions from Shelley Hendren and added them to his draft of the WIOA Goals – Objectives – Strategies document distributed prior to the meeting. He then asked for other suggestions or comments from the workgroup members and hoped to get approval on the objectives before moving on to strategies.

Discussion ensued amongst workgroup members about each of the objectives and resulted in their agreement the following modifications to the objectives for Goal #1:

## **Goal #1:**

Objective 1.1 – to remain unchanged

Objective 1.2 – to remain unchanged

Objective 1.3 – *add* “and those with multiple and complex barriers to employment”

Objective 1.3.1 – *new* “Expand and enhance outreach activities”

Objective 1.5 – *new* “Ensure physical and geographical access to service delivery locations” and 1.5.1 – No Wrong Door – need to clarify that “no wrong door” means all services are available at all sites.

1.5.2 – Warm Transfers

- Motion –Mike Raponi raised a motion that they accept the objectives for Goal #1 with the changes made to Objectives in 1.3 and 1.5 as previously stated. John Thurman seconded the motion. All were in favor and the motion carried unanimously.

## **Goal #2:**

Discussion of possible modifications to the objectives for Goal #2 included:

Shelley Hendren noted an omission from her draft – “positively impact the ability of Nevadans to find integrated employment opportunities” which ...she suggested that this was an outcome as to alignment...and has been removed from the draft they are viewing for this meeting. Steve Fisher asked for any changes or modifications for 2.1 -

Steve Fisher suggested that they remove asterisk from 2.3.

Mike Raponi questioned the language of objective 2.4 – ‘coordinate employment supports’, and asked if this language would be flushed out as they addressed strategies. Shelley stated that this language was purposeful and that 4 major areas of alignment are addressed (job coach on site, bus pass, etc.)

- Motion - A motion to approve 2.1 through 2.4 – a motion was made by Ardell Galbreth to accept modification to 2.3 and Mike Raponi seconded the motion.

Ken Zutter noted the strategy 2.2.3 was moved to objective 3.3 and he wanted to make all aware of that change.

Hearing no other discussion, a vote was taken and the motion carried unanimously.

## **Goal # 3:**

Comments made by Governance Workgroup members on the objectives for Goal #3 included:

Brad Deeds suggested that Objective 3.3 – be changed to “Ensure that Nevada’s workforce has the relevant skills preparation and credentials necessary for in-demand employment.”

Objective 3.6 – Brad Deeds mentioned that this language was suggested by the Nevada Department of Education

Matt Morris mentioned the importance of tying into the WIOA goals and increase specificity, while giving the Plan a “Nevada flavor” focusing on the current goal of enhancing the quality of the integrated workforce system.

Discussion of the objectives for Goal #3 ensued amongst workgroup members, focusing on the importance of relevant training for in-demand occupations, as well as the need for transparency and accountability to ensure the effectiveness and efficiency of the workforce system.

Shelley Hendren asked if the term ‘New Nevada’ meant that we are preparing this workforce for the new Nevada. Dennis Perea responded that he heard the expression ‘New Nevada’ (indicating where Nevada is heading) and also a term ‘new minimum,’ (referring to skills gap) and these may have been intertwined.

### **Objectives 3.1 – 3.6 for Goal #3:**

- Motion was made by Matt Morris to approve the objectives for Goal #3 as written and adding the following modifications:
  - Objective 3.3 - changed to “Ensure that Nevada’s workforce has the relevant skills, preparation, and credentials necessary for in-demand employment.”
  - Objective 3.6 - to add “enhance the efficiency and effectiveness of the workforce system.”

His motion was seconded by Mike Raponi. All were in favor and the motion carried unanimously.

### **Goal #4:**

Discussion of the objectives for Goal #4 included comments, such as:

Mike Raponi questioned 4.1 “integrated employment” asked for further elaboration from Shelly Hendren, and she explained that this would mean that workers with and without physical disabilities would be integrated within the workplace.

Mike Raponi stated objectives should not overlap. Shelley Hendren said that language can be changed but the objectives are important.

Ken Zutter raised the following questions: 1) employers; 2) job seekers 3) prosperity 4) accountability – do they have ways to demonstrate outcomes for employers/employees/all Nevadans to allow them to answer: ‘Am I reducing my dependency on social services?’

Workgroup Members agreed to the following modifications for the Objectives for Goal #4:

Objective 4.1 – unchanged

Objective 4.2 - unchanged

Objective 4.3 - unchanged

Objective 4.4 – add “Provide effective and efficient job training that is aligned with in demand occupations.”

Objective 4.5 – unchanged

- Motion – John Thurman made to approve Objectives 4.1 through 4.5 with the modification for Objective 4.4 which was suggested by Matt Morris. John Thurman raised a motion to approve 4.1 to 4.5; Ardell Galbreth seconded the motion. All were in favor and the motion carried unanimously.

Steve Fisher asked if the GW members would like to review the strategies and come back with suggestions for the next meeting and members agreed. Mr. Fisher closed the item and moved to the next agenda item.

## VII. **DISCUSSION/FOR POSSIBLE ACTION** – GOVERNANCE –*Steve Fisher*

Steve Fisher noted that John Thurman drafted a workflow picture of the Governance System and Ken Zutter had also prepared a governance structure draft.

Ken Zutter stated that the draft he had prepared showed the accountability relationships.

John Thurman commented that as a state organizational structure is required in the State Plan, he developed his chart to further their discussion; however, was not a finished document. He also questioned what the structure would look like from the perspective of:

- A Prospective Client?
- Mandated Services?
- Mandated Partners?

Sandra Chamberlin mentioned that from the perspective of an outsider, the chart does help the reader.

Kristine Nelson commented that she and Ken Zutter had reviewed an existing organizational chart, from which NSHE is missing, and should be included, as they are a mandated partner in the system. She added that the sector councils were located under the State Board and were identified correctly in the organizational chart.

Steve Fisher commented that a systems organizational chart is needed as well as designation for a holder of the documents so that the number of versions could be managed.

Kristine Nelson acknowledged that DETR would have the responsibility of being the holder of the documents.

Ken Zutter mentioned that the Portal is available, and Sandra Chamberlin stated that some have not completed the log in process. Steve Fisher asked if someone who volunteer to take responsibility to complete the charts? John Thurman agreed to be the holder of the chart until it is finalized, to ensure that drafts will not be released and misunderstood, and Brad Deeds volunteered to work with him.

Ken Zutter stated that two teams may be needed, and stressed that representation/feedback from all the core programs is included.

As John Thurman mentioned that he would need to leave the meeting at this juncture, and hearing no further comments, Steve Fisher closed the agenda item, and in the interest of time, he proceeded to Item XII.

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

## IX. **DISCUSSION/FOR POSSIBLE ACTION** – TEG-L-WIOA – *Dennis Perea or Steve Fisher*

X. **DISCUSSION/FOR POSSIBLE ACTION – PROJECT PLAN CHECK LIST UPDATES –**  
*Dennis Perea or Steve Fisher*

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

XII. **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 comment. No comments were made. Hearing none, he adjourned the meeting.

XIII. **ADJOURNMENT – Steve Fisher**

The meeting was adjourned at 12:11 p.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, November 5, 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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Supporting public material provided to Committee members for this meeting is posted on DETR’s Web site at [www.nvdetr.org](http://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, November 6, 2015.**

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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**

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