

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

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MEETING MINUTES
Governor's Workforce Development Board
Workforce Innovation and Opportunity Act (WIOA)
Governance Team Workgroup Meeting
Friday, December 4, 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 4800

Workgroup Members Present: Steve Fisher, Dennis Perea, Michael Raponi, Matt Morris, Shelley Hendren, Ardell Galbreth

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

Others Present: Jaime Cruz, Grant Nielsen, Sandra Chamberlin, Grant Neilson

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

Meeting was called to order at: 10:04 a.m.

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

Ms. Peterson informed the Chair that a quorum for the meeting was present.

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

Ms. Peterson affirmed that the notice and agenda for the December 4, 2015 WIOA GOVERNANCE WORKGROUP meeting was posted pursuant to 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. Hearing no comments, the Chair proceeded to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meeting held on November 13, 2015 - *Steve Fisher*

The Chair asked for approval of the November 13, 2015 Meeting minutes. A motion was made by Mike Raponi and was seconded by Ardell Galbreth. Kristine Nelson asked that page 5, item 7 of the minutes draft be modified to show that DETR will be the holder for documentation only and will not be responsible for the creation of the organizational chart. All approved the modified minutes and the motion carried.

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

The Chair proceeded directly to Agenda Item VIII, and then returned to this item for further discussion of the State Plan Goals, Objectives and Strategies.

Steve Fisher asked Jaime Cruz if the One Stop Strategies document he sent previously was meant to be included in the State Plan, and Mr. Cruz responded that this was meant to be an example to be discussed in forming the strategies for the State Plan, and Ms. Nelson stated she would delete the Workforce Connections template from the Plan.

VII. **DISCUSSION/FOR POSSIBLE ACTION – GOVERNANCE AND ORGANIZATIONAL CHART** – *Steve Fisher*

Steve Fisher reminded the GW members of the importance of an organizational chart to better understand the governance structure, and that John Thurman had drafted a chart to display relationships, while Ken Zutter had drafted a chart related to governance. He asked that they continue their work on the chart; however, GW members agreed that this did not require inclusion in the Plan.

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

The Chair thanked Kristine Nelson and Mae Worthey for their work in organizing the State Plan draft. He also stressed the importance of workgroups working with their staff to meet deadlines and get missing input back to Kristine Nelson. Those who had already submitted their documentation were asked to review the draft for possible modifications.

Ms. Nelson stated she and Mae Worthey will continue to modify the draft as they receive additional input, but went on to explain that the Strategic Planning Subcommittee will be meeting shortly for discussion of the State Plan they have drafted in advance of the next Governor's Workforce Development Board meeting (workshop) which will also allow Board members to work on modifying the draft.

She mentioned that Grant Neilson might be in a better position to comment on what she understood to be a 30-day public comment session, but noted that she and Ms. Worthey will continue to modify and revise the document as long as is possible.

Mae Worthey suggested that those supplying input use a word document to allow for tracking changes to the document Ms. Nelson sent prior to the meeting. Ms. Nelson added that missing content and modifications can be sent as an attachment to both she and Ms. Worthey.

Ms. Nelson suggested specifically that the core programs review the existing draft. Mr. Fisher stated that the Title II will send their missing content within a week to them.

Ms. Hendren was unsure how to respond what was requested Page 63 (A) and Page 67 (C) previous two years assessments. She also suggested that may need to include an analysis.

Workgroup members agreed that this was actually meant to be performance measures. Matt Morris suggested ranges be used. John Thurman stated that looking at the past, performance measures were negotiated on annual basis, and that level of detail may not be needed. Grant Neilson noted that it would be hard to be specific without negotiation, and suggested using terminology to indicate 'subject to negotiation.'

Mike Raponi said the description of WIOA Title I is very specific and using that as an example, responses would be quicker. Workgroup members agreed to use this guideline for the remaining entries (A) and (C).

Shelley Hendren questioned if this is meant to be an assessment of the program providers from the perspective of the One Stop operator. Ardell Galbreth stated that was his understanding.

Shelley Hendren commented on page 63 A that references performance measures as described in Section 116 B – Common Performance Measures and asked if this could mean how they will report performance measures in future. Ms. Nelson asked if Mae Worthey could review the sections Shelley Hendren referred to in order to understand better how they should respond to the sections she questioned. John Thurman responded that 'attainment met or exceeded' is what he understood them to mean and may be sufficient response.

Ardell Galbreth said that map on Page 3 and 85 has the wrong workforce areas, and he will send the correct map to Ms. Nelson for incorporation in the draft, which Ms. Nelson agreed to include in place of the earlier maps.

Discussion ensued amongst GW members about the State Plan, including comments, such as:

Ms. Nelson noted that the input for Page 6 is needed on the skill levels, education levels and skills gaps on the new Water Technologies Industry Sector Council from Research and Analysis.

24 – Performance Goals. Ms. Nelson said WISS provided information shown on Appendix 1, and this was the only input she received from core groups. Ms. Hendren understood that the Performance Accountability Workgroup was going to be providing this, as they have representatives from all core programs.

Page 60 – State agency organization – Mr. Fisher commented on the organizational chart (John Thurman and Ken Zutter working on these, one organizational and one is governance, but both labelled governance. Ms. Hendren stated that these were reviewed and vetted in the previous meeting. John Thurman will contact Ken Zutter to work together on a finalized chart for review by the GW members in the next meeting.

Page 62 – Kristine Nelson confirmed that she has input for the membership roster and will attach this to the draft.

Page 63 – Mae Worthey commented that reviewing the State of Mississippi State Plan indicated that the prior assessments were from the previous year (indicating how many people served by program by percentage). Coordinated data transfers were also noted. She will forward the example to the GW members for their reference to use an example. Ms. Nelson stated she had posted that Mississippi Plan.

Page 106- John Thurman and Ardell Galbreth agreed to provide input.

Page 108 – b Outreach Activities Plan – Describe the State’s outreach activities, and Dennis Perea said that current entry was sufficient as Nevada has no outreach in this area.

Steve Fisher commented that all input for the State Plan has been assigned, and they should aim for the next due date to be December 15.

Ms. Nelson stated she will send on an email indicating the updated timeline; however, stressed that the March 3, 2016 is the unchanged ultimate due date for the Plan to be submitted. She asked Mae Worthey to update the timeline.

Before closing the item, Mr. Fisher asked for final comments on the draft. Shelley Hendren stated that there had been previous conversations about the core programs sending their strategies, and all but Rehab have been submitted. Kris and Mae are going through the strategies, checking for duplications. Ms. Hendren agreed to send the crosswalk document she had drafted. Hearing no further comments, he closed this item and returned to Item VII.

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

Grant Neilson commented about 41.14 and 17.13 (Technical Assistance Guide for Career Pathways) and this was all he had noted. Mr. Fisher thanked him for his comment, and closed this item.

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

A new check list will be updated and sent out.

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

Ms. Nelson asked if Patrick Sheet could be invited to attend the upcoming meeting to make sure that his group, who meeting on January 14th, so that is kept current on the developments of the State Plan. Mr. Fisher stressed that all missing input be sent to Kris Nelson and Mae Worthey by Thursday,

The next meeting will be scheduled for Monday, December 14th at 1:00 p.m. for discussion of the organizational chart and a review of the updated State Plan draft. Sandra Chamberlain will make arrangement for the meeting room.

XII. SECOND PUBLIC COMMENT(S) – *Dennis Perea or 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. Grant Neilson stated that the Performance Accountability Workgroup is waiting for feedback from the Governance Workgroup on Policies 1.4, 1.30, and ETPL (Fast Tracked Process).

Kristine Nelson stressed that those who have missing input to get it to her as soon as possible. Kristine Nelson also commented that she will include a message to the leadership team of the timeline. Hearing no further comments, the Chair moved to adjourn the meeting.

XIII. **ADJOURNMENT** – *Steve Fisher*

The Chair adjourned the meeting at 11:56 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, December 3, 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, December 4, 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