

STATE OF NEVADA

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GOVERNOR



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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

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

Date and Time of Meeting: **Monday, December 14, 2015 at 1:00 p.m.**

Place of Meeting: **Division of Welfare and Supportive Services**
1470 College Parkway, Room 141
Carson City, NV 89706

Video Conferenced to
Division of Welfare and Supportive Services
701 N. Rancho Drive Main Lobby Conference room
Las Vegas, NV 89106

Conference Bridge
1-775-684-0777 or 1-702-486-1777
Access Code 4600

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

Meeting was called to order at 1:04 p.m.

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

GW Members Present: Dennis Perea, Michael Raponi, Steve Fisher, Matt Morris, John Thurman, Shelley Hendren, Ardell Galbreth, Lynda Parven (proxy for Renee Olson)

Members Absent: Renee Olson (excused)

Others Present: Kristine Nelson (DETR) Mae Worthey (DETR), Coralie Peterson (DETR), Brad Deeds (DOE), Jaime Cruz

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

Coralie Peterson affirmed that the notice and agenda for this December 14, 2015 WIOA GOVERNANCE WORKGROUP meeting was posted pursuant to Nevada's Revised Statute 241.020

IV. FIRST 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 First Public Comment Session and invited members of the public to comment. Andrea Olvera, commented that she is one of six certified sign language interpreters (Northern Nevada) who currently works at the University of Nevada, Reno as a staff interpreter. Due to the need for interpreters, she has to turn down work every day. She suggested proposed starting an interpreter training program in northern Nevada. She added that this is a growing field, set to grow by 40% in the near future, and that there is currently a shortage in both the educational and community settings.

Ms. Olvera mentioned that her proposal had two parts, 1) to start the interpreter training program to work in this area, and 2) also start a deaf jobs program, to give the deaf a stake in the interpreter program. In order to do this, she would like to invoke the 700 hour rule, (connected to the Governor's Task Force, allowing discriminating/hiring disabled persons temporarily while they prove themselves) within the training program. She would like interpreting/transliterating job development to be included as a category in the WIOA State Plan.

Ms. Olvera then was asked and answered a question from Steve Fisher asked CDI (Certified Deaf Interpreters) adding that this is a field ripe for development, and would provide many deaf and hearing middle income jobs to Nevada, and relieving the burden on many state institutions who are asked to provide accommodation. She offered to provide them additional detail if they had further questions.

Ardell Galbreth commented that he and Jaime Cruz joined the conference at this juncture. Hearing no other comments, he closed the Public Comment Session and moved to the next agenda item.

V. DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES: GW meeting held on December 4, 2015 - Steve Fisher

Shelley Hendren asked that on Page 3 and suggested a modification. Steve Fisher asked for approval of the December 4, 2015 meeting minutes. Shelley Hendren suggested modifying a comment attributed to her on page three of the draft to "...page 63 A that references item 116B Common Performance Measures as well as generalizing a statement two paragraphs later in the draft to "Discussion amongst GW members about the State Plan..." Ms. Peterson agreed to make the modifications requested. Ms. Hendren then made a motion to approve the modified minutes and Matt Morris seconded the motion. All were in approval and the motion carried unanimously.

VI. DISCUSSION/FOR POSSIBLE ACTION: STATE PLAN REVIEW AND WORK ASSIGNMENTS – Dennis Perea or Steve Fisher

Mr. Fisher first thanked Kris and Mae for their hard work on the State Plan draft. He added that although Version 5 was just release, they would be working Version 4 in this meeting. He turned their attention to areas where it appeared that data was still missing information, asking that they be sent to Ms. Nelson as soon as possible. .

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

Dennis Perea commented that he would reach out to the Research & Analysis Bureau to ask about missing labor market information that had been requested.

John Thurman stated that the NevadaWorks information would read essentially like the data from Workforce Connections as they are providing the same services. Kristine Nelson responded that she would prefer to receive specific direction from the Southern Board rather than drafting a general statement, unless directed by the GW. As Ardell Galbreth and John Thurman both agreed that they do provide the same basic services.

Steve Fisher suggested that their information could be combined. Ms. Nelson stated that she would make a notation that with their permission/direction she would make this the all-encompassing statement in the Plan and asked Mae Worthey if she would make these modifications. She asked about another similar situation occurs on page 106 (referral process), and both Mr. Galbreth and Mr. Thurman agreed that the general statement could be used in this instance as well. Ms. Worthey agreed to make the update on the Plan as was mentioned.

Page 17 – Mr. Fisher noted that input on the strengths and weaknesses for each of the core programs was needed and Dennis Perea stated that he would sent out an email requested this information.

Pages 20/24 - Lynda Parven noted that the Wagner-Peyser information had been submitted to Ms. Nelson, which she confirmed.

Page 27 (Performance Goals) Appendix 1 – Ken Zutter asked if they were asking for a narrative for this section. Ms. Nelson stated that he had provided data for Appendix but also asked if a narrative should be added. Mr. Zutter commented that he will coordinate a narrative response from the various core programs to, as well as including a disclaimer.

Page 69-Membership Roster – Kris Nelson is awaiting appointments which will be included for this section.

Page 70 – Discussion of the assessment of core programs ensued amongst GW members including comments, such as:

Dennis Perea felt that this was referring to assessing performance measures within the parameters of One Stop operators, to be considered by the State Board for certification/recertification purposes. Lynda Parven added this touches two levels, in certification, but also that if any of the core partners do not pass their measures, their reserve money is taken away, so the Governors Board wants to make sure that all programs are monitored and reach their goals. Mr. Perea went on to state that the local boards and the core programs have to work a method that the State Board can adopt to ensure accountability.

Shelley Hendren stated this is a high level look at state programs. Dennis Perea stated that the question of who's responsible to give the Governor's Board and Nevada does not have the structure in place to monitor. Ardell Galbreth responded that this was because their programs are not integrated as in other states.

John Thurman asked who is currently monitoring Title II/III/IV. Brad Deeds responded that the DOE reports their measures to the US Department of Education every year for extensions/targets negotiations, et cetera, and are required also to send these to the Governor's Office for possible review/possible input as well. (Superintendent reports to the Governor), and he confirmed that this is an on-site monitoring, and NV DOE, in turn, is subject to the US DOE monitoring.

Mike Raponi asked if the second sentence in this section stating “this assessment must include the quality, effectiveness and improvements of programs broken down by local area, core provider...” needs to be provided.

GW members had further discussion and agreed that this was referring to the negotiated performance levels, by which they determine the quality effectiveness of the identified performance measures. Ken Zutter suggested that they could add in the activities/processes for each of the core programs at a high level. Brad Deeds mentioned that he heard that many are using references such as “to be determined,” until further guidance is received.

Matt Morris stated that they could note the Governor’s Board as overseeing the performance measurement reporting, and should also note *what* is being reporting to them.

- Matt Morris stated that he would work with Kristine Nelson to work out the paragraph addressing the Governor’s Board as an introduction to section A.
- Ken Zutter agreed to wordsmith the other two paragraphs referring to core programs assessments.

Page 74 – Section C: referring to previous assessment results and Dennis Perea suggested that this be scratched.

Shelley Hendren agreed to submit performance measures for Rehabilitation for the past two years, as per federal performance measures for the DOE.

Page 91 Section V – Discussion of the documentation/comments that could be addressed for the common assurances ensued amongst GW members, including comments, such as:

#2 – to note Open Meeting Law NRS 241.020

#5 - Dennis Perea will verify with Financial Management that this policy is currently in place.

#9 – Shelley Hendren noted a problem with programmatic accessibility. Ardell Galbreth stated that this is one of the key components of annual monitoring by DETR to ensure that websites are programmatically accessible per ADA (#9) for Title I. Dennis Perea stated that the One Stop Certification does include policy assurances for specific location.

#10 - Ken Zutter questioned ‘service providers’ and Lynda Parven stated that usually this refers to Title I service providers

#11 – ‘state’ John Thurman

Page 86 – submitted by Lynda Parven, also page 104

Kris Nelson stated that the last noted input needed was on page 106.

Steve Nelson asked if version 5 should be held until the information is received by Research and Analysis. He added that those who are responsible for input for version 6 can include the information from Research and Analysis, and will be commented upon when they discuss Version 6 of the Plan. Mae Worthey asked about adding NevadaWorks to Workforce Connections, as she noted that some other sections are very specific to Workforce Connections. John Thurman asked that she send those sections to him for his review.

Ken Zutter commented on the Systems Chart that he and John Thurman were composing, that just describes the major players, and did not submit the Governance Chart, as it may be more useful just for this group. He asked for the GW members to provide their feedback on the Systems Chart, modelled after the Mississippi draft. He also stated he will correct Appendix 1.

Hearing no further comments, he moved to the next agenda item.

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

Mr. Fisher asked when the group would like to meet to review Version 6 of the State Plan draft. GW members agreed to schedule the next meeting on Tuesday, December 29th, at 1:30 p.m.

VIII. 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.

Steve Fisher announced the Second Public Comment Session and invited members of the public to speak. Hearing no comments, he closed the item and adjourned the meeting.

IX. ADJOURNMENT – *Steve Fisher*

The Chair adjourned the meeting at 2:50 p.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 Friday, December 11, 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 Monday, December 14, 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

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WIOA Governance Team Workgroup Members

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