

STATE OF NEVADA

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GOVERNOR



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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
Tuesday, December 29, 2015
1:30 p.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, John Thurman, Michael Raponi, Renee Olson, Matt Morris, Janice John, Ardell Galbreth

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

Others Present: Jaime Cruz (Workforce Connections), Brad Deeds (DOE), Ken Zutter (DOE)

I. *Perea or Steve Fisher, Co-Chairs of the Governance Workgroup*

Meeting was called to order at 1:33 p.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*

Coralie Peterson affirmed that the notice and agenda for this December 29th, 2015 GWDB Governance Workgroup Team Meeting was posted in accordance with Nevada’s Open Meeting Law as contained in 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. No comments were made. Hearing none, the Chair closed this item and moved to the next item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES: GW meeting held on December 14, 2015** - *Steve Fisher*

Mr. Fisher stated that the draft of the meeting minutes for the December 14th, 2015 meeting had just been completed, but as the workgroup members did not have sufficient time to review these in advance of the meeting, the Chair postponed this item for approval at the next meeting.

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

The Chair asked that the group refer to Version 7 of the State Plan draft and discussion ensued amongst GW members for the purpose of clarification of some items shown in the draft which included comments, such as:

– **Page 32 (C) – Nevada’s Workforce Development Capacity – WIOA**

John Thurman contacted Jaime Cruz and also with Ardell Galbreth as he had the understanding that the numbers on page 32 reflected the total of the clients/dollars served for Title I/Adult Dislocated Workers/Youth Services (reported for the most complete program year 2014), and also wanted to verify this information with WISS.

Ardell Galbreth drew attention to the third paragraph, which indicated statewide numbers. John Thurman responded that if the numbers are reflective of statewide numbers, the wording of the paragraph should be reworded to indicate this, and he had sent sample language to Kris Nelson and Mae Worthey. Renee Olson confirmed she will verify the numbers and advise Ms. Nelson/Ms. Worthey via email.

GW members agreed to have the collective statewide numbers shown in the first paragraph of the section. Mae Worthey asked for confirmation that entire section referred to both boards and the first paragraph should state that NevadaWorks and Workforce Connections oversee the funding in the amount which is confirmed by WISS.

As Mae Worthey noted concern about the consistency of the section, with possible ambiguities in the services that each board provides, Mr. Thurman agreed to wordsmith the section, using the format GW members agreed upon and will include figures that are verified by WISS (confirmed by Renee Olson).

– **Pages 103-104 (Section V. Common Assurances - #3 and #8);**

#3 – Dennis Perea commented that there is no mechanism in DETR to review/oversee all of the other core programs, but this needs to be addressed. Kristine Nelson will remove the question mark but can note the lead agencies in this section. Mike Raponi asked if the State Compliance Policy require an oversight body beyond the lead agencies. All core programs were to have a seat during this planning process, which ensures that they are represented. Ken Zutter stated that they may not need responses for all of the assurances. Kristine Nelson noted she had placed known policies in the remark/comment section, such as the State Compliance Policy 1.2, which refers to the State Board with the standardized format to assure compliance with WIOA, noted in #3.

Ken Zutter noted that WIOA now includes Adult Education, so the policy would need to be updated. John Thurman suggested that they leave some of these area blank, not including a policy that may not apply or needed to be updated. Mike Raponi made a reference to the Governance organizational chart that they had developed, showing the lead agencies working together (a symbolic commitment). John Thurman asked if there was a need to complete each comment, and asked Kris Nelson if she had seen any guidance when comparing other states' plans.

Kris Nelson responded that she had seen some documentation/representation in that column, but no specific guidance, but agreed that the governance chart would indicate responsibility (State Board) and was her reasoning in showing the state policies. Renee Olson if nothing is currently developed, she suggested leaving the comment section blank, as they may be committing themselves to updating of a policy.

Ken Zutter commented that the State Plan is being developed and approved by the Governance Committee, which includes a roster of members from all of the programs. Kris Nelson asked about the possibility of being audited to ensure that they have state compliance policies that are compliant with the WIOA.

#3 - John Thurman understands this as giving assurance that indicates that the lead agencies for the core programs have had opportunity to review and agrees with what is being presented in the Plan. Renee Olson agreed with his understanding, and Mr. Fisher stated that the comment section could be left blank for the time being.

Kris Nelson asked if the references to state compliances policies noted in # 5, 6, 7, 9 and 1 should be removed. Mike Raponi stated that they should be removed, as they need updating to be WIOA compliant. GW members agreed that updated policies could remain, and to address possible policy changes a disclaimer statement could be added.

#8- Brad Deeds stated that “Cost sharing agreements are being developed” could be used, and Ms. Nelson stated that she made that notation.

– **Page 155 (Adult Basic Education and Literacy Programs Certifications and Assurances - #1-4);**

Brad Deeds commented that these had been submitted to Ms. Nelson

– **Pages 218-220 (Glossary);** there are a couple of acronyms that were referenced in the document submissions, but that were not defined.

EMSI - Economic Modelling Specialists International

The Chair then turned attention to Page 39 of the State Plan draft, referring to strategies and their objectives. Matt Morris agreed to work with Kris Nelson in reviewing this section to combine and/or clarify items to eliminate redundancies.

Mr. Fisher stated that the Plan will shortly go to the Strategic Planning Subcommittee for review on January 14th, and the State Plan will be presented at the State Board workshop on January 21st, so this will be their last opportunity for modifications to the draft, and, he asked if any had any big concerns.

Dennis Perea that while he felt that this is a good document that they should move forward with, but also to be prepared for the Department of Labor to come back to them for more input on integration.

Matt Morris stated that Dale Erquiaga has reviewed the draft they are working on, and has some substantial changes to suggest, and he will send this proposed language to Ms. Nelson (for example, to address potential legislation/how the Governor's Office will review/make recommendations) which will be helpful to resolve some of the broader issues Mr. Perea mentioned.

Dennis Perea added that an integrated system has to be well-thought out, and will no doubt need further discussions.

GW members agreed to keep this workgroup together to address future requests for revisions/clarifications as well as implementation moving forward. Dennis Perea added that the case management system will also need governance oversight as well.

Kristine Nelson stated that an email was received from the Department of Labor (ETA) requesting comments/questions regarding the state plan, and she asked if the group should put together a response to this request. Ken Zutter added that this referred to an ICR which had a first comment period closed previously and has reopened it for 30 days to allow time for state's response.

Dennis Perea stated that he will submit a response about the need to integrate reporting at the federal level. Kris Nelson agreed to follow up with Mr. Perea on this statement. Mr. Fisher then moved to the next agenda item.

VII. **DISCUSSION/FOR POSSIBLE ACTION:** GWDB STATE PLAN WORKSHOP ASSIGNMENTS – *Steve Fisher*

Mr. Fisher reviewed the draft of the agenda for the January 21st 2016 GWDB State Board Workshop meeting indicating assignments to some in the GW as well as others, and asked for their feedback. Comments included:

Dennis Perea suggested that the presentations be shortened to ensure that the meeting does not run over two hours.

Renee Olson asked for a copy of the State Plan draft prior to the meeting. Kris Nelson suggested a white paper from each area, with the bulk of the time being allowed for answering questions from the Board members.

Mike Raponi agreed with Mr. Perea that this should be an informative workshop, with *a strategic presentation*, perhaps fewer presenters, highlighting their objectives/strategies for this multi-agency approach, including their challenges, as well as a structured question and answer period.

Matt Morris stated that he will follow up with Dale Erquiaga who will want someone emphasizing the new direction on how this moves into a broader vision for the state, which may be in the form of an introduction or comment.

Mr. Raponi also mentioned that they need to hear about the system looking at it through the eyes of a receiver. Kristine Nelson asked if the Strategic Planning Subcommittee should cherry-pick important items and then plan on providing an overview presentation to the State Board, with an introduction given by Dale Erquiaga.

Renee Olson agreed that few presentations may be less disjointed, and that challenges should be included as well. Mr. Raponi asked the GW members to think about what part of the Plan should be presented to the State Board, while stressing the Board's role/responsibilities and discuss this further at the next meeting.

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

Mr. Fisher commented that the next meeting is scheduled to be held on January 15, 2016, the day after the Strategic Planning Subcommittee meeting. Kris Nelson confirmed that she will include an agenda item for discussion of the WIOA State Plan. Kris Nelson left the meeting at this juncture.

Mr. Fisher scheduled the next meeting on January 8, 2016 at 10:00 a.m. for one hour to discuss their presentation for the State Board meeting on January 21st, which will be finalized in a GW meeting on January 15, 2015 at 10:00 a.m.

IX. 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.

Mr. Fisher announced the Second Public Comment Session and again invited members of the public to speak. Matt Morris commented that in the Special Session that the WIOA Plan was included specifically in during the session, with reference to the ongoing workforce strategy/vision and also wanted to mention that Dale Erquiaga was very impressed with their work and thanked them for their efforts.

X. ADJOURNMENT – *Steve Fisher*

Meeting was adjourned at 3:03 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 Monday December 28, 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 Tuesday, December 29, 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, Ardel Galbreth, Matt Morris