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GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

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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: **Friday, March 11, 2016 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

GW Members Present: Lorie Wilson (proxy for Steve Fisher), Dennis Perea, Ken Zutter (proxy for Michael Raponi), John Thurman, Shelley Hendren, Renee Olson, Ardell Galbreth

GW Members Absent: Steve Fisher, Michael Raponi, Matt Morris

Others Present: Kristine Nelson (DETR), Grant Nielson (DETR)

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

Dennis Perea called the meeting to order at 10:02 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 this March 11, 2016 GWDB WIOA Governance Workgroup Meeting was posted according to Nevada’s Open Meeting Law as 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. As no comments were made, he proceeded to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES: GW meetings held on February 26, 2016 - *Dennis Perea***

Ardell Galbreth raised a motion to approve the minutes and his motion was seconded. All were in favor and the motion carried unanimously.

VI. **DISCUSSION/FOR POSSIBLE ACTION: STATE PLAN VERSION 9 REVISION REVIEWS – *Dennis Perea***

Dennis Perea asked Kristine Nelson to provide comments on State Plan Version 9. Ms. Nelson explained that she had sent out three documents to the members in advance of this meeting, Version 9 of the State Plan, a summary of assignments pertaining to Version 9, as well as a summary of revisions which references each tract revision, to address the new State Plan requirements released by the Department of Labor.

In response to a question from Grant Nielson, Ms. Nelson she explained further that the original deadline of March 3, 2016 for submission of their approved **State Plan Version 8.3** to the DOL was met and she did have confirmation of their receipt of the document. As the DOL portal has now been opened, Mae Worthey will be submitting that same version of the plan (without any changes) into that portal according to DOL guidelines. She added that they are now in the modification phase, for which she had composed an assignment document. As she had developed this independently using their original assignments as a reference, she asked if any felt the assignments were incorrect to let her know.

Discussion ensued amongst the GW members about the revisions to the state plan. Mr. Perea mentioned that the modification/public comment process will allow them opportunity to ‘add meat on the bones’ of the state plan. GW Members agreed that they would proceed on revisions/modifications in the same manner used in their original state plan process. Any revision/modification recommendations for would be forwarded to the GWDB Strategic Planning Subcommittee for their review before going on to the State Board for approval.

Dennis Perea suggested that they continue in a refining and revising process and determine a deadline, although not necessarily a hard deadline, in an effort to avoid submission of items after the public comment stage.

GW members further discussed making the timeline for revisions/recommendations June 1st, 2016, outside of any guidance on the state plan from the Department of Labor. Mr. Perea asked if Ms. Peterson would include the June 1st deadline as an action item for the next GW meeting.

Shelley Hendren questioned two sections of the revisions and Mr. Perea stated that these could be brought up with Ms. Nelson and discussed further as they go forward. He then asked members to forward any suggested items to Ms. Peterson to be placed on the agenda for the next meeting.

VII. **DISCUSSION/FOR POSSIBLE ACTION** – Problem Statement ideas from each Member –
Dennis Perea

Possible problem statements mentioned included:

- Ardell Galbreth mentioned that a two generation strategy is an area which needs a lot of work, specifically in what they *are* doing: addressing those on public assistance within the regional housing authority as well as their children, and non-custodial parents should be targeted as well in this group. As they try to help parents move out of public housing, they need to make sure their children get into head start programs, with a goal of *BREAKING THE POVERTY CYCLE*.
- Renee Olson stated that in view of the New Nevada, the state will be facing a structural skills deficit going forward, a *PERENNIAL SKILLS GAP*, which raises questions such as: How is the system going to handle whatever population that the skills gap issue affects? And how do they reduce/prepare for that gap? Resolving these issues may address many populations.

Discussion ensued amongst GW Members about the approach to take in developing a problem statement. Dennis Perea commented that perhaps they should ask, for example, what can break the poverty cycle instead of just addressing disconnected youth, and stressed the need that they have the data to support *what is the actual problem*.

Mr. Perea went on to explain that in Dale Erquiaga's comments to him mentioned in the last meeting, he was speaking at a high level, to cure a problem, such as his earlier analogy of curing polio. By attacking a particular problem, you cure other problems; however, he questioned if the problem should be breaking the poverty cycle rather than just disconnected youth, and their solution should be something that can be influenced by workforce.

Further discussion continued about the problem of a skills gap. Ken Zutter stated that DOE kept circling the problem of disconnected youth, as it touches all of them, as so many of them serve that group – but this may still not fill their skills gap. He also mentioned the need of a *clear career path*.

Ardell Galbreth stated that they should approach this with some urgency, as they do not have the skills to fill the demands, and Renee Olson agreed and added that they should *react nimbly*, to supply the immediate needs of emerging industries.

VIII. **DISCUSSION/FOR POSSIBLE ACTION** – One Stop System – *John Thurman*

John Thurman stated he put together a diagram that puts on paper all the programs that would impact services. He is starting to realize that all those in the system (case managers/participants) who would touch the system and will result in the need for a large amount of education. A Staff Development group should kick into gear on items, such as: 1) who is in the system, 2) what are the entry points, 3) and how do they interact together. He asked GW members to view his diagram without seeing the lines, since interaction between all the partners is what will be important.

Mr. Thurman stated that he will distribute the document to all so they will have a better understanding of what he is attempting to describe, and although have already been supplying him information (such as Steve Fisher and Mike Raponi), he would like to have more input.

Mr. Perea asked him to send out the document to the members, but also mentioned that his suggestion plays into the next agenda item, that a System and Staff Development Workgroup may be needed.

IX. DISCUSSION/FOR POSSIBLE ACTION- Decide which Work Groups are needed – *Dennis Perea*

Dennis Perea asked if the Performance Accountability and Fiscal Management Workgroups should be combined. Grant Nielson responded that they could coordinate their efforts, but the details should be handled by the Fiscal Management Workgroup, and the local boards will work on a resource sharing agreement for their areas and should have a methodology for resource sharing, but this would not be a policy 'per se.'

Mr. Perea added they may not need guiding policies for this, but should have a methodology for putting together resource sharing if local areas can't reach a consensus, and asked GW members if they should have a policy to guide the locals, have the locals develop the policy, or if the workgroups should come up with a policy so as not to have a failure in implementation.

Ardell Galbreth mentioned that in some cases local partners may not have the all the resources and the local boards should come up with agreements for their partners, but Mr. Perea responded that *any* agreement affects other groups.

The discussion then moved on to which workgroups should remain. Grant Nielson suggested that the Financial Management Workgroup, Policy Workgroup, and Performance/Accountability Workgroups remain in place. After further discussion, GW members determined the need for a possible new workgroup: System/Staff Development.

Dennis Perea commented that the workgroups should stay in place, and help the State Board become more engaged and asked Ms. Nelson to add this discussion item to the Strategic Planning Committee meeting.

Ardell Galbreth stated that the local boards change from time to time, and the groups need to stay together, as they provide expertise, to achieve the performance that the State is seeking. Getting the State Board involved may not be productive as they may not have the needed time to understand how these things come together on a procedural level.

- Ardell Galbreth made a motion that the workgroups mentioned by Mr. Nielson (Financial Management Workgroup, Policy Workgroup, and Performance/Accountability Workgroups remain in place).

Renee Olson suggested that he amend his motion to add that they keep groups intact until such time as the State Board determines how they want to structure the groups and participate. Ardell agreed to amend his motion. Shelley Hendren also suggested that the Governance Workgroup be added.

Ms. Olson stated that she understood that the workgroups were just for the purpose of transitioning to WIOA and get the state plan in place.

Ken Zutter agreed but added that he considered that the Governance Workgroup and affiliated subgroups should continue as the state plan is a living document, and should continue to function under WIOA; otherwise, how would they plan to deliver workforce in the State of Nevada?

John Thurman commented that Governance became the official oversight group of all the smaller groups, as well as the one large group. Although he agreed with Ms. Olson's comment that originally they were brought together to bring to conclusion the state plan, they now need to transition from submitting the initial plan, take the needed steps for any modifications and proceed into the implementation phase/ ongoing oversight of the system, although he was unsure how this could be done officially and what entity/organization created them.

Dennis Perea reminded them that the workgroups were initially established by the Strategic Planning Subcommittee. Although he could not form a motion, he may have suggested a possible motion that they reform themselves with the Governance Committee being the main body, overseeing the Financial, Policy, Performance and Staff Development Workgroups. The Governance Committee would then report to the Strategic Planning Subcommittee and after their vote approves this structure, it would be moved on to the Governor's Workforce Development Board, so that they would have board members vote for their approval of the structure.

At this juncture, Ardell Galbreth withdrew his earlier motion, and asked that someone formulate a motion to capture what Mr. Perea had mentioned.

- Ken Zutter made a motion that they retain the WIOA Governance Committee with four subcommittees – the **Policy** Subcommittee, the **Fiscal** Subcommittee, the **Performance** and **Accountability** Subcommittee and the **Staff/System** Subcommittee, and that they move forward with presenting the idea that this committee originally formed to develop the State Plan now proceeds into further WIOA planning and that they take that idea to the GWDB Strategic Planning Subcommittee for their approval. Ardell Galbreth seconded his motion.

Mr. Perea asked if any would like to have discussion on the motion/second and Renee Olson commented that it is the Governor's Workforce Development Board's job to do the strategic planning for the State and the State's workforce program, and staff can promote those efforts, but should not work outside the GWDB.

- Mr. Perea suggested that Mr. Zutter's motion be amended to include that everything goes through the GWDB's Strategic Planning Subcommittee and on to the GWDB if they deem necessary. In this way, they can be involved for guidance and approval, and the GW will not be trying to do anything outside of the framework of the GWDB. Mr. Zutter agreed that this be included in his motion. Hearing no further discussion, Mr. Perea asked for a vote. All members approved, and the motion carried unanimously.

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

Dennis Perea asked if members if they should keep the next meeting date as March 25, 2016.

- Renee Olson raised a motion to hold the next meeting on April 8, 2016, and in the interim they will provide the input John Thurman requested for the One Stop System document and continue to work on ideas for the Problem Statement. Ardell Galbreth seconded her motion.

Mr. Perea asked for any discussion on the motion/second, and Kris Nelson asked if she could still send out State Plan Version 9 with the internal deadline of June 1st. Mr. Perea asked if she would send this out with the tentative date of June 1st to be approved by the GW on April 8th, 2016. Ms. Nelson also asked if the problem statement item scheduled for the next GWDB Strategic Planning Subcommittee meeting on March 17, 2016 will need to be tabled. Mr. Perea asked that she leave the item on the agenda in order to get input/guidance during that meeting.

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

XI. **SECOND PUBLIC COMMENT(S)** – *Dennis Perea or Steve Fisher*

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The Chair announced the Second Public Comment and invited members of the public to speak. John Thurman commented that he met a young woman at the Nevada Adult Education Meeting who would like to volunteer a member to participate on any of the workgroups, particularly the Staff/System Development Workgroup. Dennis Perea asked him to send this person's name to Ms. Peterson as the group will need to approve new members to the subcommittee.

XII. ADJOURNMENT – *Dennis Perea*

- Mr. Perea asked for a motion to adjourn the meeting. Ken Zutter raised the motion and Renee Olson seconded his motion. All were in favor and the motion carried unopposed. The Chair adjourned the meeting at 11:28 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, March 10, 2016.***

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.**

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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