



MEETING MINUTES

Governor’s Workforce Investment Board
Workforce Innovation and Opportunity Act (WIOA)
Governance Team Workgroup Meeting
Friday, May 22, 2015
10:00 a.m.

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: Britta Kuhn, Dennis Perea, Steve Fisher, John Thurman, Janice John, Renee Olson, Ardell Galbreth, Heather DeSart

Workgroup Members Absent: Michael Raponi, Shelley Hendren (excused)

DETR Staff Present: Director Don Soderberg, Public Information Officer Mae Worthey, Coralie Peterson

Others Present: Lori Wilson (attended in behalf of Grant Nielson, (Liasion for the WIOA Policy Workgroup), Denise Donbek (Department of Labor), and Elyse Monroe (Office of the Governor).

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

I. Opening Remarks Britta Kuhn, Chair
WIOA Governance Team Workgroup

Britta Kuhn called the meeting to order at 10:07 a.m.

II. Roll call and Establishment of a Quorum Coralie Peterson, Administrative Assistant
Director’s Office, Department of Employment, Training and Rehabilitation (DETR)

Coralie Peterson called roll and informed the Chair that a quorum was present for this meeting.

III. Verification of Posting.....Coralie Peterson

Ms. Peterson informed the Chair that the agenda for this meeting was posted in accordance with Nevada Revised Statute (NRS) 241.020.

IV. **First Public Comment Session** Britta Kuhn

Members of the public will be invited to speak before; however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Public comment may be limited to three minutes per person at the discretion of the chairperson.

The Chair announced the First Public Comment Session and invited members of the public to speak. DETR Director Don Soderberg and DETR Public Information Officer Mae Worthey announced their presence. Hearing no further comments, the Chair proceeded to the next agenda item.

V. **Discussion/For Possible Action** – Review, Adoption and Implementation of Operational Rules and Guidelines for Governance Group (copy attached)Britta Kuhn

Ms. Kuhn reminded workgroup members that in the previous meeting, it was determined that the Open Meeting Law regulations should apply to their meetings, and earlier recommendations will be addressed briefly in today’s meeting as action items. She first asked for a review and comments from members of the draft for Operational Rules and Guidelines for the Governance Group.

Members agreed to the following changes to the **Operational Rules and Guidelines** draft:

- Section I. Introduction – To read: “The Governance Workgroup intends to conduct regular meetings.”
- Section III. Vision Statement – Change term to read “customer” in place of “client.”
- Section IV. Objectives – Ms. Kuhn to add a new section, Item 5 to read: “This document is subject to revisions as needed.”
- Members – Governance Workgroup (GW) members and the program they represent will be shown as: Dennis Perea (DETR Programs), Steve Fisher (TANFF and SNAP Programs), Britta Kuhn (Office of the Governor), Ardelle Galbreth and Heather DeSart (Workforce Connections - Local Workforce Investment Board) John Thurman (NevadaWorks - Local Workforce Investment Board), Janice John will be replaced by Shelley Hendren (Vocational Rehabilitation), Renee Olson (Wagner Peyser), Michael Raponi (Title II) and Elyse Monroy (Office of the Governor.)

Ms. Kuhn stated that Ms. Monroy may serve as a proxy acting in her behalf, Heather DeSart may serve as proxy for Ardelle Galbreth and Janice John may serve as a proxy for Shelley Hendren.

- Section V. Meetings –
 - #1 Change to “...will meet until mission is accomplished.”
 - #2 Coralie Peterson designated to create and post the agenda for the GW.
 - #3 Documents meeting Open Meeting Law requirements to be publically posted.
 - #4 Coralie Peterson – designated secretary will prepare minutes for GW.
 - #5 References to GWIB is to be deleted.

- Quorum and Voting –
 - #4 Add – “In the event of a tie, the matter will be submitted to the GWIB Strategic Planning (SB) Subcommittee for their vote.”

Recommendation: A motion was made by Heather DeSart to approve the Operational Rules & Procedures Draft with the noted changes and John Thurman seconded the motion. All were in favor and the motion passed unanimously.

VI. **Discussion/For Possible Action** – Review and Ratification of Previous Vote re: Mission Statement.....Britta Kuhn

Recommendation: Dennis Perea made a motion to use the Mission Statement used in the Operational Rules & Procedures. Steve Fisher seconded his motion. All members were in favor and the motion carried unanimously.

VII. **Discussion/For Possible Action**– Review and Ratification of Previous Votes re: Statewide Branding and Local Branding..... Britta Kuhn

Recommendation: Dennis Perea made a motion to recommend that the Comprehensive One Stops in the State of Nevada be branded “America’s Job Centers of Nevada” and affiliate sites will show their current name and sub-branded “America’s Job Centers of Nevada” based upon criteria yet to be determined. Steve Fisher seconded the motion. None were opposed and the motion carried.

VIII. **Discussion/For Possible Action** – Review and Ratification of the Previous Vote re: Renaming the GWIB the Governor’s Workforce Development BoardBritta Kuhn

Recommendation: Britta Kuhn raised a motion to recommend to the GWIB SP Subcommittee that the GWIB be renamed the Governor’s Workforce Development Board. Renee Olson seconded the motion. All were in favor and the motion passed unanimously.

IX. **Discussion/For Possible Action** – Review and Ratification of the Previous Vote re: Review and Ratification of Previous Votes re: Designation of Proposed Regions.....Britta Kuhn

Recommendation: John Thurman raised a motion to recommend to the GWIB SP Subcommittee that the (proposed) designated regions align with the WIA areas currently in place and which are anticipated to be in place under WIOA. Janice John seconded the motion. All were in favor and the motion carried unanimously.

X. **Discussion/For Possible Action** – Preparation of GWIB Vision and Mission Statement.....Britta Kuhn

Recommendation: Ms. Kuhn raised a motion to recommend that a GWIB Vision and Mission Statement be developed by the GWIB SP Subcommittee. Renee Olson seconded the motion. All were in favor and the motion carried unanimously.

XI **Discussion/For Possible Action** – Depository for Finalized Work Documents.....Britta Kuhn

- Workgroup members agreed that the Workforce Connections Sharepoint internal site be used as a depository for WIOA Workgroup final documents and “working documents/drafts,” Ms. Kuhn suggested that this be discussed further by the general workgroup. She went on to discuss concern on how public records requests be handled.
- DETR Public Information Officer Mae Worthey offered to respond to open records requests on behalf of the workgroups and Ms. Kuhn said she would note this in the Operational Guide.

Recommendation: *Britta Kuhn recommended that handling public records requests (NRS 239) be added as an agenda item for discussion by the general workgroup.*

XII. **Discussion/For Possible Action** – Flow Process for Specific Workgroup Questions/Decisions/Recommendations to the Strategic Planning Subcommittee.....Britta Kuhn

Steve Fisher provided a handout showing the flow process for recommendations made by the workgroups for review by Governance Workgroup (GW). The recommendations will be relayed by the workgroup Chair to the GW Chair requesting the item to be placed on following GW meeting agenda. Ms. Kuhn suggested that each workgroup Chair call for these questions/recommendations in each meeting. Mr. Fisher clarified that the outcome of their action on the question/recommendation will be indicated in the meeting minutes.

Recommendation: Dennis Perea made the motion to adopt the Flow Chart as a general process to move recommendations from the workgroups to the GW, on to the Strategic Planning Subcommittee, and ultimately to the GWIB. Britta Kuhn seconded the motion. All were in favor and the motion carried unanimously.

XIII. **Discussion/For Possible Action** - Time Frame for Progress Reports and/or Recommendations to the GWIB Strategic Planning Subcommittee.....Britta Kuhn

Britta Kuhn made a motion that Steve Fisher and Dennis Perea (back-up) be designated to submit recommendations for action items to the SP Subcommittee. Janice John seconded this motion. All were in favor and the motion carried unanimously.

XIV. **Discussion/For Possible Action** – Time Frame for Changing the Membership of the GWIB and Other Related Matters.....Britta Kuhn

Ms. Kuhn stated that she has drafted an executive order, which in part, addresses the composition of the GWIB Board membership, and asked for their comments on how this could be referenced. Renee Olson suggested that the executive order can state generally that membership for Board Members will need to be in compliance with the law. To resolve any concerns, Ms. Kuhn tasked herself, Dennis Perea, Steve Fisher, and Elyse Monroy, along with Kristine Nelson, to review the current GWIB membership to determine what changes are needed to ensure that the Board is in compliance with WIOA by July 1, 2015.

XV. **Discussion/For Possible Action** – Review of One-Stop Certifications Draft Document.....Dennis Perea

Dennis Perea asked for feedback from workgroup members on the One-Stop Certification draft document. He explained that the intent was to fulfill their fiduciary responsibility in controlling costs and maintain resources for each program. Rather than having two separate agreements, one stating what constitutes a One-Stop and another containing a resource-sharing agreement between partners (how costs are allocated for example, in-kind or cash costs), he asked if the two agreements could be integrated into this one draft.

After discussion between the GW members, Mr. Perea agreed to revise the draft to incorporate language reading “general guiding principles will be reevaluated at the time of recertification.”

John Thurman asked if the Certification draft document was aimed at the physical locations or the system in general and Mr. Perea clarified that this was aimed at the comprehensive One-Stops. Hearing no further comments, Ms. Kuhn moved to the next agenda item.

XVI. **Discussion/For Possible Action** – Review of Request for Proposal for Statewide Automated Workforce System (SAWS) for Release.....Dennis Perea

Dennis Perea stated briefly that the RFP for SAWS went to the group for review and has now been moved up to Purchasing. One reason for delay was the desire to insert language in the RFP allowing flexibility for other programs to be added into the same case management system in the future. The question was then raised, does the system have that capability now or will it need to be engineered to allow that option in the future. He said he will provide further updates at a future meeting.

XVII. **Discussion** - New Business and Future Agenda Items.....Britta Kuhn

New Business and Future Agenda Items suggested in this meeting included:

- Local Board – Unified Presence – Britta Kuhn
- Discussion of Developing Guiding Principles for WIOA Workgroups – Steve Fisher
- Update on GWIB Membership Composition – Britta Kuhn

XVIII. **Second Public Comment Session** Britta Kuhn

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name. Each comment may be limited to three (3) minutes.

The Chair announced the Second Public Comment Session and invited members of the public to speak. No comments were made. Hearing none, the Chair adjourned the meeting.

XIX. **OLD BUSINESS – For Possible Action**Britta Kuhn

XX. **Adjournment**Britta Kuhn

Meeting was adjourned at 12:14 p.m.

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

Britta Kuhn, Dennis Perea, Michael Raponi, Steve Fisher,
John Thurman, Janice John, Renee Olson, Ardell Galbreth

Notice: *Persons with disabilities who require special accommodations or assistance at the meeting should notify Coralie Peterson, DETR, Director's Office, between the hours of 8:00 a.m. through 5:00 p.m., in writing at 2800 E. St. Louis., Las Vegas, Nevada 89104; or call (702) 486-0523; or fax (702) 486-6426 on or before the close of business Thursday, May 21, 2015.*

Notice of this meeting was posted at the following locations on or before 9:00 a.m. on the third working day before the meeting: 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 Road, 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 Way, 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 W. Charleston Blvd, Las Vegas, NV. This agenda was also posted on DETR's Web site at www.nvdetr.org. In addition, the agenda was mailed or e-mailed to groups and individuals as requested.