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CHAIR
GOVERNOR'S WORKFORCE INVESTMENT BOARD

STEVE FISHER
CHAIR
GOVERNOR'S WORKFORCE INVESTMENT BOARD
WIOA TEAM WORKGROUP

GOVERNOR'S WORKFORCE INVESTMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
GOVERNANCE TEAM WORKGROUP

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MEETING MINUTES

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

Date and Time of Meeting: **Friday, June 26, 2015 at 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 4600

Workgroup Members Present: Dennis Perea, Michael Raponi, Steve Fisher, John Thurman, Shelley Hendren, Renee Olson, Ardell Galbreth

Workgroup Members Absent: Britta Kuhn (excused)

DETR Staff Present: Ansara Martino, Coralie Peterson, Brandon Taylor, Grant Nielson

Others Present: Elyse Monroe (Office of the Governor) attended on behalf of Britta Kuhn, Sandra Chamberlain (Department of Health and Human Services)

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

I. CALL TO ORDER – *Dennis Perea*

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 verified that the agenda for this meeting was posted in accordance with Nevada Revised Statute 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. No comments were made. Hearing none, the Chair moved to the next agenda item.

V. **DISCUSSION/FOR POSSIBLE ACTION: APPROVAL OF MINUTES: GW meeting held on June 05, 2015** – *Dennis Perea*

Mr. Perea asked for approval of the June 05, 2015 Meeting minutes. A motion was made by Shelley Hendren and was seconded by Steve Fisher. Renee Olson was not present for the prior meeting and abstained from the vote. All other members voted to approve the minutes and the motion passed.

VI. **DISCUSSION/FOR POSSIBLE ACTION: WORKFORCE INNOVATION FUND LIMITED COMPETITION OPPORTUNITY** – *Dennis Perea*

Dennis Perea invited Ansara Martino, DETR's Grant and Policy Analyst, to provide her comments on the recent Workforce Innovation Fund Limited Competition Opportunity. She explained that the grant amount is between three and six million dollars. One grant requirement is that 15% of the grant funds are used for evaluation activities by a qualified third-party evaluator. In addition, the grant requires peer monitoring and information knowledge sharing of best lessons learned and challenges that had been encountered with other states who considering utilizing the same grant.

Ms. Martino went on to explain the three required partners, two from core programs (such as Wagner-Peyser, Adult Education or Vocational Rehabilitation), and one from non-core programs (such as Jobs for Veterans State Grants Program, Carl D. Perkins Career and Technical Education Act, SNAP E & T, TANF and Apprenticeship, or any other type of applicable training or employment program).

She added that a Letter of Interest is required, outlining the 1) project design and logic model, 2) outcome and outputs, 3) required partners, 4) applicant capacity. Strength of the project design, close collaboration between the partners, and the documenting and sharing information nationwide, such as lessons learned, will be of great importance.

The funding objective that DETR will be pursuing Objective 3 in the grant, for promoting accountability, data-driven decision making and customer choice for workforce and partner programs, with an emphasis on designing a common, linked, technology-based intake and case management system, that will allow for a seamless customer experience, effective support service provision, and help inform customer's choices, which may fill parts of the other two objectives, which may strengthen their application.

She concluded by emphasizing that the application should point out the strategy that will show support of President Obama's job-driven program. Dennis Perea stated that time is an issue, as the deadline is July 23, 2015; however, he stressed the need for consideration of the various partners who should be included.

- Renee Olson raised a motion to pursue Objective 3 as described in the Workforce Innovation Fund Limited Competition Opportunity and return information regarding who will be part of the workgroup (creating the application for each participating member).
- Shelley Hendren stated that the programs that will be represented in the grant should be determined and be included in her motion. Dennis Perea suggested the following: Wagner-Peyser, Vocational Rehabilitation, Adult Education, the Local Workforce Investment Boards, and TANF Employment and Training and other programs to be added at a later date. Renee Olson asked that the programs mentioned by Mr. Perea be to her motion and John Thurman seconded her motion. All were in favor and the motion carried unanimously.

VII. DISCUSSION/FOR POSSIBLE ACTION: ADOPTION OF GUIDING PRINCIPLES FOR WORKGROUPS – *Dennis Perea*

Dennis Perea asked if all the members had opportunity to review the Guiding Principles forwarded by Steve Fisher. Steve Fisher then reminded the members of the seven Guiding Principles document used by the Department of Labor that he felt would be useful for the workgroups putting together the combined state plan.

- John Thurman raised a motion to accept the guiding principles as good information for use in their overall establishment of the state combined plan and to be used by the sub-groups in compiling their information for the overall group. Mike Raponi seconded the motion. All were in favor and the motion carried unanimously.

VIII. DISCUSSION/FOR POSSIBLE ACTION: REVIEW AND APPROVAL OF OPERATIONAL RULES AND BY-LAWS FOR MONTHLY TEAM MEETING – *Dennis Perea*

Dennis Perea asked Steve Fisher to review the Operational Rules and By-Laws draft document. Mr. Fisher explained that the document was for use in the monthly team meeting, but not specifically for the workgroups. He asked for feedback from the workgroup members in order to modify the draft for possible approval in the next Governance Workgroup meeting.

- Renee Olson said that as she had not had opportunity to review the draft document, she made a motion to table the approval of the By-Laws until the next GW meeting. Mike Raponi seconded the motion. All were in favor and the motion carried unanimously.

IX. DISCUSSION/FOR POSSIBLE ACTION : WORKGROUP TEAM RECOMMENDATIONS – *Dennis Perea*

The Chair stated that as this agenda item coincides with the topic in Item XIII, comments would be deferred until the discussion of the later item.

X. DISCUSSION/FOR POSSIBLE ACTION: SYSTEM MOU FRAMEWORK DEVELOPED BY THE WIOA POLICY WORKGROUP - *Grant Nielson*

Grant Nielson asked for comments on the System MOU Framework, which is applicable to all statewide partners.

- Renee Olson made a motion that Framework presented be adopted and identified as a living document, which will require adjustment throughout the planning process, as well as taking into account any changes that may come about through the Department of Labor or in the WIOA implementation process. John Thurman seconded the motion. All were in favor and the motion was approved unanimously.

Grant Nielson stated that the Policy Workgroup would begin flushing out details in the MOU, but had concern that not all the agencies are represented in the group. Renee Olson suggested reaching out the appropriate partners for input. Dennis Perea agreed that he could continue moving in this direction.

XI. DISCUSSION/FOR POSSIBLE ACTION: RENAMING THE LOCAL WORKFORCE INVESTMENT BOARDS TO ‘LOCAL WORKFORCE DEVELOPMENT BOARDS’ – *Dennis Perea*

Dennis Perea asked for comments from both local workforce boards about renaming Local Workforce Development Boards. Both John Thurman and Ardell Galbreth stated their approval.

- Steve Fisher raised a motion to approve that the Local Workforce Investment Boards be renamed ‘Local Workforce Development Boards.’ Renee Olson seconded his motion. All were in favor and the motion passed unanimously.

XII. DISCUSSION/FOR POSSIBLE ACTION: WHAT IS THE OFFICIAL NAME – WIOA IMPLEMENTATION PLANNING TEAM OR WIOA TRANSITION TEAM? – *Dennis Perea*

Mr. Perea asked if any member had a preference of name for the group. Shelley Hendren commented that as the word transition has a specific meaning, it should not be used. Renee Olson stated she preferred the Implementation Planning Team and raised a motion that the title WIOA Implementation Planning Team be adopted. Ardell Galbreth seconded this motion. Mr. Perea asked for any comments on the motion.

John Thurman asked if the team would also be charged with implementation or just with the development of the State Combined Plan. After further discussion, the workgroup agreed that both responsibilities were included.

- Renee Olson amended her original motion to title the group ‘WIOA Implementation and Planning Team’ and Ardell Galbreth seconded the amended motion. All were in favor and the motion passed unanimously.

XIII. DISCUSSION/FOR POSSIBLE ACTION: WHAT WILL BE THE DELIVERABLES FOR THE INDIVIDUAL WORKGROUPS? – *Steve Fisher*

Steve Fisher explained that the question of what the deliverables will be for the individual workgroups was raised at the general team meeting and added that each group may be able to determine a set of deliverables for their specific area.

Grant Nielson commented that aside from the MOU framework, the Policy Workgroup had assumed the responsibility of vetting policies and will not proceed on developing a particular policy without guidance from the Governance Workgroup. He gave an example of two policies (affiliate policy was noted) that came from the Governance Workgroup, which will be discussed in his next workgroup meeting. They will return their recommendations for possible adoption by the Governance Workgroup, to then be moved on to the Strategic Planning Subcommittee.

Dennis Perea suggested that in order to formalize their actions, that the workgroups present a list of the top questions pertaining to their programs, so that these can be made part of the GW agenda for further action.

- Ardell Galbreth agreed to Mr. Perea’s suggestion and raised a motion that the top questions from each program be listed and Steve Fisher seconded his motion. All were in favor and the motion carried unanimously.

XIV. DISCUSSION/FOR POSSIBLE ACTION: MEASUREMENT METHODOLOGIES – Steve Fisher

Should the Performance Accountability Workgroup develop meaningful measurements in addition to the Federal Measurements?

Dennis Perea stated that in order to develop accountability and raise the self-sufficiency for every level of customers/job seekers served, measurements must be captured within the system. He asked if this subject matter would be best handled by the Performance Workgroup, and if that group had the technical expertise within their membership to answer that question. He also mentioned that it would be helpful to check to see what other states are using for their measurement methodology. Mr. Perea stressed that in order to determine the return on the investment, data must be measureable and recordable.

- Ardell Galbreth raised a motion for the Performance Accountable Workgroup to develop additional measurements to address the performance implications on business in a systematic way. After further discussion, Mr. Galbreth withdrew and amended his motion to include *...and identify the return of investment to the workforce in Nevada*. Shelley Hendren seconded his motion. Mike Raponi abstained and the motion carried with a majority vote.

XV. DISCUSSION/FOR POSSIBLE ACTION: WHAT WILL THE COMBINED STATE PLAN TEMPLATE LOOK LIKE? – Steve Fisher

Steve Fisher asked for comments from the workgroup on the template for the State Plan. John Thurman commented that Renee Olson will be receiving a guidance letter with a template shortly. Grant Neilson stated that the previous T bill could be used as a starting point. Shelley Hendren questioned what the other states are using for a template. Dennis Perea said that he would forward Grant Neilson's template to the workgroup.

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

- Future Agenda Item – Discussion of Affiliate Site(s) Definition – Dennis Perea
- Approval of By-Laws for Team Meeting – Steve Fisher
- Asset Mapping Document – Shelley Hendren

XVII. SECOND PUBLIC COMMENT(S) – Dennis Perea

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Dennis Perea announced the Second Public Comment Session and invited members of the public to comment. Heather DeSart commented that she and Ardell Galbreth had joined the meeting late, as they had difficulty in accessing the teleconferencing line. Hearing no further comments, Mr. Perea moved to the next agenda item.

XVIII. ADJOURNMENT – Dennis Perea

Dennis Perea adjourned the meeting at 11:30 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, June 25, 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](#).

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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

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