

STATE OF NEVADA

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GOVERNOR



LUTHER W. MACK, JR.
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

Governor's Workforce Investment Board **Workforce Innovation and Opportunity Act (WIOA)** **Governance Team Workgroup Meeting** **Friday, July 17, 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, Steve Fisher, John Thurman, Shelley Hendren, Renee Olson, Jaimie Cruz (proxy for Ardell Galbreth), Brad Deeds (proxy for Michael Raponi)

Workgroup Members Absent: Dennis Perea (excused), Elyse Monroy

DETR Staff Present: Grant Nielson (WIOA Policy Workgroup)

Others Present: Sandra Chamberlin (DHHS)

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

I. CALL TO ORDER – *Britta Kuhn*

Britta Kuhn called the meeting to order at 10:00 a.m.

II. ROLL CALL- CONFIRMATION OF QUORUM – *Sandra Chamberlin*

Sandra Chamberlin took roll and verified that a quorum was present.

III. VERIFICATION OF PUBLIC NOTICE POSTING – *Sandra Chamberlin*

Sandra Chamberlin verified that the notice and agenda for this meeting was posted in accordance with Nevada Revised Statute 241.020.

IV. **FIRST PUBLIC COMMENT(S)** – *Britta Kuhn*

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. Hearing no comments, Ms. Kuhn moved to the next agenda item.

V. **FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meeting held on June 26, 2015 and July 10 – *Britta Kuhn*

Ms. Chamberlin asked for approval of the Governance Workgroup meeting held on June 26, 2015 and July 10, 2015. Steve Fisher made a motion to approve both the June 26, 2015 and the July 10, 2015 meeting minutes and Renee Olson seconded the motion. All were in favor and the motion carried unanimously.

VI. **FOR POSSIBLE ACTION: SUGGESTED QUESTIONS/TASKS FOR WORKGROUPS – TASK LIST ATTACHED TO AGENDA** – *Britta Kuhn*

Steve Fisher explained that suggested questions/tasks that he, Dennis Perea, and Shelley Hendren raised were consolidated by him into a list, which was attached to this meeting's agenda. He added that no additional questions had been received, although the GW agreed previously that the list is a living document and questions can be added to it in future. Mr. Fisher then drew attention to the items on the Tasks List assigned to the Governance Workgroup:

Youth Services: Britta Kuhn mentioned an Executive Order on Youth Services and asked how this would be leveraged with WIOA to better serve that group. Steve Fisher asked Jaime Cruz about youth services provided through Workforce Connections. Mr. Cruz commented that under WIA (and now WIOA) their services are focused on providing eligible youths with help in continuing their education (including entering some sort of post-secondary activity, such as college, vocational training, apprenticeships, employment or military service.)

Renee Olson commented that both workforce boards have been involved with JAG Nevada (Jobs for America's Graduates, Inc.). John Thurman said that the JAG program in Southern Nevada is an in-school program, and a minimum of 75% of the WIOA funding received needs to be spent on out of school programs, and the only in-school program receiving WIOA funding is the JAG program. Renee Olson commented that JAG is expanding statewide and has received additional funding.

Steve Fisher stated that the youth services could be added to the Asset Mapping document that Shelley Hendren would be presenting. For a better understanding of the youth services provided, Britta Kuhn asked that the partners give a brief overview on the youth services they each provide in the next meeting, and Shelley Hendren suggested that the Asset Mapping document she forwarded could be used as their template.

Oversight to Ensure Implementation of WIOA: Workgroup members determined that the question of who would have the authority to oversee and ensure implementation of WIOA should be addressed by the Strategic Planning Subcommittee. Britta Kuhn said that the GWDB has to have a clear understanding of what WIOA will require of the Governor’s Board.

VII. FOR POSSIBLE ACTION: REVIEW OF ASSET MAPPING DOCUMENT FOR WORKFORCE PROGRAMS – *Shelley Hendren*

Shelley Hendren forwarded an electronic copy of the Asset Mapping Document to Workgroup Members as the meeting was being conducted. She explained that she will have both the original and condensed version for reference. She asked for the members review and feedback. Members agreed that this document will be a living document to allow for modification as is needed. Steve Fisher asked for her to add an impact/outcome section to the condensed version, and Renee Olson concurred with this suggestion. She also offered to add the youth programs into her template. She stated that she will present the complete document in the next meeting.

VIII. FOR POSSIBLE ACTION: QUESTIONS/RECOMMENDATIONS FROM WORKGROUPS – *Britta Kuhn*

a. ***POLICY WORKGROUP***

The One-Stop operator can have no familial relationship to the 3rd degree of consanguinity, business, financial or political ties with any member of the Local Board or its staff, Local Elected Officials Consortium or an employee of a mandatory core program located within the One-Stop

Steve Fisher stated that he had received two questions from the Policy Workgroup for consideration by the GW:

- Who constitutes a One Stop Operator? Controlling management or any staff of the operator?
- Could the group define business, financial or political ties?

Britta Kuhn commented that if a staff member working at a supervisory level has family members working within the One Stop this will cause a conflict of interest. Grant Nielson stated the policy statement applies to the Operator of the One Stop, and both Britta Kuhn and John Thurman agreed with this understanding, and agreed to leave the statement intact.

Britta Kuhn said that she would work to define the terms for business, financial or political ties. Renee Olson asked if the WIOA was reviewed for existing definitions within the Act, and Ms. Hendren commented on her review of ethics policies, and she suggested using the term “pecuniary” interest as noted in Section 281 A, instead of “financial”.

a. ***PERFORMANCE ACCOUNTABILITY***

- i. Provide guidance on the level of participation of the SNAP/TANF program in the context of either a Unified or a Combined State Plan.

Steve Fisher agreed to meet with his staff at Division of Welfare and Supportive Services and prepare a white paper to describe how they would like to integrate with WIOA (One Stops, et cetera) for discussion in the next meeting.

IX. FOR POSSIBLE ACTION: Discussion and possible action regarding dates, times, and agenda items for future meetings – *Britta Kuhn*

Britta Kuhn stated that the various work groups acting in fact-finding capacity, with no decision-making will not need to conform to the Open Meeting Law. She added that two groups that will continue to conform to OML requirements will be the Governance Workgroup and the Implementation and Planning Groups, which was confirmed in discussions she had with George Taylor (DAG).

Suggestions for new business or future agenda items included:

- Overview of Youth Services – Program Partners
- Definitions for Business, Financial or Political Ties related to One Stop Operators – Britta Kuhn
- Participation Level of SNAP/TANF Program – Steve Fisher
- Standing Agenda Topic: Discussion of TEGL-WIOA
- Standing Agenda Topic: Project Plan check list updates

X. SECOND PUBLIC COMMENT(S) – Britta Kuhn

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 Second Public Comment Session and invited members of the public to speak. As no comments were made, the Chair closed the Second Public Session and adjourned the meeting.

XI. ADJOURNMENT – Britta Kuhn

Meeting was adjourned at 11:00 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, July 16, 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 Friday, July 17, 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

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