

Work Innovation Opportunity Act (WIOA) Transition Workgroup Meeting Minutes 5/12/15

Staff Present:

DWSS:

Steve Fisher, Administrator
Naomi Lewis, Deputy Administrator
Sandra Chamberlin, Project Management Office
Lori Wilson, Chief- E&SS
Lee Ann Hollingsworth, Chief – Accounting Unit
Patricia Martin, FS Supervisor

DETR:

Grant Neilson, Chair
Shelly Hendren, Administrator
John Parel, Co-Chair
Ben Daseler
Dennis Perea, Deputy Director
Lynda Parvin, Deputy Administrator
Jennifer McEntee
Heather Johnson
Nancy St. Clair

Nevada Works:

John Thurman, CEO

DOE:

Michael Raponi, Director
Brad Deeds, Adult Ed Supervisor
Ken Zutter, Business Analyst

Governor's Office:

Britta Kuhn, Analyst Governor's Office
Elyse Monroy

Workforce Connections:

Jake McClelland, Chair

Overview: Monthly Lead meetings

Teams meet more often and include:

- Governance Work Group
- Labor Market Information Workgroup
- Policy Workgroup
- Performance Accountability Workgroup
- Fiscal Task Force
- Business Outreach Task Force
- Staff Development Workgroup

I. CALL TO ORDER

Steve Fisher, Chair, called the meeting to order at 2:00 p.m.

II. VERIFICATION OF PUBLIC NOTICE POSTING

Mr. Fisher announced that the meeting notice and agenda had been posted to the DWSS website and to other Department of Health and Human Services locations as required by open meeting law.

III. PUBLIC COMMENTS

Mr. Fisher asked if there were any public comments from the south.

There were no public comments

Mr. Fisher asked if there were any public comments from the north.

There were no public comments.

Mr. Fisher asked if there were any public comments from call-in attendees

There were no public comments.

Hearing no public comments, Mr. Fisher conducted the General Business issues of the meeting.

IV. GENERAL BUSINESS

a. Open Meeting Law

- Mr. Fisher has consulted with the Attorney General’s office about the function and role of the WIOA team meetings. Until further notice, the WIOA meetings will be conducted in accordance with Open Meeting Law requirements. The individual work groups are also subject to Open Meeting Law.
- Mr. Fisher opened for suggestion, the possibility of combining some of the work groups in order to make it easier for the groups to adhere to the Open Meeting Law requirements.
- The minimum requirements to comply with the Open Meeting Law per **NRS 241.020** are as follows:
 - **AGENDA:** the agenda must be posted by 9:00 a.m. 3 working days prior to the day of the meeting, not counting the day of the meeting,
 - **ACTION ITEMS:** action items should be stated on the agenda. If you are not sure it is an action item, add it as an action item anyway. It can be clarified at the meeting.
 - **QUORUM:** in order to vote on an action item, a quorum must be present. A minimum of 5 people must be in attendance to qualify as a quorum.
 - **MINUTES:** the minutes must be taken at each meeting and must be posted and/or available to the public within 30 days of the meeting.
 - **POSTING:** the agenda must be posted at various locations. For this meeting, the notice was posted at various locations throughout the state within the Division of Welfare and Supportive Services (DWSS) and the Department of Health and Human Resources (DHHS). Since this meeting pertains to workforce investment, it should also be posted at locations within the Department of Employment, Training and Rehabilitation (DETR). Steve’s recommendation is that the individual work groups determine where their minutes should be posted with DETR’s organization.

At this time, Steve opened the floor for discussion.

Dennis Perea - Coralie Peterson is the contact for posting to the DETR locations.

Britta Kuhn - agenda items must be listed as either “informational” or “action” items.

Discussion continued about items requiring a vote as an action items; establishing a quorum for voting and determining team leaders or Chairs who could vote as a representative for their team at the monthly meetings and whether or not by-laws need to be established.

Steve clarified that the suggestion to combine teams is only up for discussion today, but individual teams should meet and discuss it, as it will be an action item to be voted on at the next meeting. Since some teams do not have a Chairperson, another member of the team should be present to vote.

Britta Kuhn – Britta will bring this to the attention of the Governance team and request direction as to how the team would like to proceed; if a Chairperson should represent the team’s vote or if another member of the team can take this role.

b. Workgroup Updates:

GOVERNANCE (Britta Kuhn)

1. The Governance team prepared a mission statement. Britta has not received mission statements from the other groups and suggested that mission statements be sent to Steve with a cc to Sandra Chamberlin.
2. Due to time constraints, the Governance team was unable to review the process flow to handle specific workgroup questions; how they are submitted, moved up the chain, and submitted to the subcommittee Chairman, Patrick Scheets.
3. Dennis submitted a one-stop certification draft document.
4. The make-up of the Governor’s Workforce Investment Board (GWIB) is considering a new title: the Governor’s Workforce Development Board (GWDB). The Governance team is in the process of working on when and how the change will take place and if they want to continue with the current board as it is until July or continue October.
5. Branding will be discussed at the next Governance meeting.

LABOR MARKET (Bill Anderson) not present.

POLICY WORKGROUP (Grant Neilson)

1. The Policy Workgroup met on May 6th and discussed the Open Meeting Law, but were unable to act on the action items as they did not have a quorum.
2. The team discussed determining a designee to attend the Governance group meetings.
3. Discussed overall systems MOU. Plan to develop framework to bring structure to the MOU process.

PERFORMANCE/ACCOUNTABILITY GROUP (Steve Fisher reported for Ricardo Villalobos)

1. The group shared links to current state plans in order to begin reviewing and discussing portions related to performance accountability.
2. The group is developing a set of definitions for each program.

Lori Wilson stated that she is looking into whether or not the SNAP/TANF state plans will be combined with the group's state plan.

FISCAL TASK FORCE (Jennifer McEntee)

1. The Task Force met on May 5th and developed their mission statement, including providing fiscal supporting guidance and implementation of program objectives.
2. Shared training that members had attended; specifically uniform guidance and applicability to the sub-recipients. Indirect cost rate is a big change for members.
3. Discussed NPRM assignments and members will provide feedback at their June 4th meeting.
4. Discussed capturing different data analysis tools for available funding and transition restrictions they apply.
5. Discussed one-stop and administrative caps.
6. The group received an update from Jim Kosecki about the RFP for their one-stop manager. The purpose of the RFP is to coordinate the partners and provide the management with Workforce Connection ...(inaudible)
7. Discussed different abilities to capture possibly working with caps where members provide funding to other members; moving up the chain where we do have those caps; what other options may be available.

Brad commented on a previous discussion regarding using a template as a possible resource sharing agreement. Jennifer stated that there was an older one dated 2002, which was used by Nevadaworks, but it could still provide a baseline guide. Also, other

states are developing workforce investment teams so the processes they have already developed could be looked at as a guide or template for Nevada.

BUSINESS OUTREACH (John Parel)

1. The Business Outreach group developed a mission statement.
2. Developing goals and processes
3. Developing a common definition to define “job ready.”
4. Create flow charts and develop a technique to screen applicants for jobs. Create a process where the best candidate matches the appropriate job opening.

STAFF DEVELOPMENT (Jake McClelland)

1. The Staff Development group developed a mission statement. It really helped drill down to core issues that the group wanted to work on with regard to staff training.
2. The group plans to develop an outline curriculum for training. Each of the partners would present topics that will be covered in the training. This training would be periodic and ongoing. Any new staff that is hired by the partners would have the option of sending their new staff to this training; may be mandatory, but that is still up for consideration. There would be a person designated as presenter from each of the partners. Every new member of the system would have a working knowledge of all the other programs that are involved in the system so they would be able to make appropriate referrals, communicate to the client; know basics of the program.
3. Established a monthly standing meeting each Friday at 2:00 p.m. Will post those meetings per Open Meeting Law.
4. This group would be a good candidate for being combined with one of the other groups if the groups are combined.

c. NPRM Review Status Updates

Steve attends the Arizona WIOA meetings. They have a spreadsheet in which they combine responses. Steve asked if team members would like to do something like that or just continue reporting individually.

Brad – Title II states will be combining their information and responding as a group. He advised this group to consider doing the same.

Other members stated that the Titles have an avenue to respond to the NPRM.

Shellie Hendron - For Title IV they have had an opportunity to weigh in collectively with other states. She would be able to do that on behalf of Nevada. They will submit comments individually as well.

d. Schedule next meeting

The next meeting is scheduled for June 9th at 2:00 p.m. The meetings will consistently be scheduled for every 2nd Tuesday of the month at the same time of day. The only thing that could change is the call-in bridge. Members will want to look at that for each meeting to be sure they are calling into the appropriate bridge.

COMMENTS:

1. Steve commented that Britta's suggestion for the groups to develop mission statements was a good idea and resulted in positive feedback.
2. Steve asked if the members liked the Sharepoint system. Consensus is that it works at times, but is inconsistent.
3. Elyse mentioned that with regard to Open Meeting Law, there could be concerns with sharing information on the Sharepoint system. Steve stated that he will look into this.

Steve asked if there were any more comments from the north or south or from members attending by phone. There were no comments.

Hearing no comments, Steve adjourned the meeting at 3:03 p.m.