

STATE OF NEVADA

BRIAN SANDOVAL
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

1470 E. College Parkway
Carson City, Nevada 89706
Telephone (775)684-0504 • Facsimile (775)684-3908

MEETING MINUTES

Governor's Workforce Investment Board **Workforce Innovation and Opportunity Act (WIOA)** **Governance Team Workgroup Meeting**

Friday, June 05, 2015
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: Britta Kuhn, Michael Riponi, Shelley Hendren, Dennis Perea, Steve Fisher, John Thurman, Ardell Galbreth, Heather DeSart, Steve Fisher

Workgroup Members Absent: Renee Olson

DETR Staff Present: Coralie Peterson

Others Present: None noted

I. CALL TO ORDER – *Britta Kuhn*

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

II. ROLL CALL- CONFIRMATION OF QUORUM – *Coralie Peterson*

Steve Fisher called roll on behalf of Ms. Peterson and informed the Chair that a quorum was present.

III. VERIFICATION OF PUBLIC NOTICE POSTING – *Coralie Peterson*

Coralie Peterson verified that the agenda 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.

Britta Kuhn announced the First Public Comment Session and invited members of the public to comment. Hearing no comments, the Chair proceeded to the next agenda item.

V. **FOR POSSIBLE ACTION: APPROVAL OF MINUTES:** GW meeting held on May 22, 2015 – *Britta Kuhn*

The Chair asked for approval of the May 22, 2015 Meeting Minutes. Dennis Perea confirmed the last name spelling of an attendee, Denise Donbek (Department of Labor) on page one and Ms. Kuhn confirmed that page five correctly noted that Renee Olson seconded the motion. Steve Fisher made a motion to approve the minutes with the stated spelling correction on page one and Dennis Perea seconded his motion. Shelley Hendren abstained as she had not attended the meeting. The motion was carried with a majority vote.

VI. **FOR POSSIBLE ACTION: UPDATE ON GWIB MEMBERSHIP COMPOSITION** – *Britta Kuhn*

Discussion of additional members to the GWIB Board (33 minimum members are needed) included:

- GWIB Chair – Members discussion noted that it is uncertain whether *Luther Mack* will continue/resign from serving as the Chair of the GWIB.
- “At Large” Representative - Dennis Perea stated that although Kristine Nelson was not available for today’s meeting to assist in the discussion of the composition of the GWIB membership, she sent a suggestion to him on how to handle the “at large” position pertaining to *Frank Woodbeck*, filling that one position.
- Labor Representative - Dennis Perea said that Director Don Soderberg recommended that *Todd Koch*, who is affiliated with a labor union and also oversees the Northern Nevada Labor Temple in Reno, be invited to fill a labor representative board position, if the GW is in agreement.

Britta Kuhn stated that she spoke with Mack Spivey, who represents a non-union component, the Association of Builders and Apprenticeship Program, who in turn, recommended *Jack Mallory* (IBEW/International Union of Painters and Allied Trades/Southern Nevada Building Construction Trades Council) and *Danny Thompson* for labor representatives. Dennis Perea stated that Mr. Thompson oversees the AFL-CIO for the state. Ms. Kuhn said that Mr. Spivey also mentioned another option for northern Nevada was *Adell Lawry (PNB Plumbing)*. Mr. Perea suggested that *Mack Spivey* or someone else from his office may also be a good choice, as this would give representation from one of the few non-union apprenticeships.

Steve Fisher noted the 20% representation is needed for the Board from labor organizations/labor federations and community-based organizations. Ms. Kuhn confirmed that *Frank Woodbeck* would be moved into the labor category as he represents a community-based organization.

Ms. Kuhn said that Ms. Nelson had advised them that 7 representatives from labor were needed, although discussion ensued amongst workgroup members questioning the actual number needed in this category. Mr. Perea explained that the AFL-CIO is an umbrella organization over many trades, making them a federation. He said this is why he mentioned *Todd Koch* as a potential member, as he works in conjunction with the Northern Nevada Labor Temple, which is a federation over many different trades.

- Business Representatives -Britta Kuhn stated that she reached out to *Bill Welch* who was interested in participating as a business component for the Board. She also said that she received information from Kristine Nelson indicating that 33 members are needed for the Board and this was confirmed by Dennis Perea.

Ms. Kuhn stated that Ms. Nelson informed her that 2 additional southern business leaders were needed, and Mr. Perea mentioned that he had invited *Max Fisher* to represent the gaming sector in the Board, and will be reaching out to another potential business leader later that day.

Britta Kuhn said that 2 northern business representatives were needed. She also noted that she will ask *Steve Hill* (GOED).

- Senate/Assembly Representative – Steve Fisher said that Ms. Nelson had advised the GW members that the new Senate Majority Leader made recommendations and asked for feedback/approval on letters she prepared to notify the current Senate/Assembly representatives. Dennis Perea said that when the Board was reconstituted notifications were sent from the Chair. He also mentioned that Stephen Silberkraus was appointed as a new State Assembly representative.

Ms. Kuhn stressed the need to solicit potential members and encourage them to provide applications to Anna Lynn and requested their contact information for others she can reach. Mr. Fisher summarized the needed representatives – Two (2) additional southern business representatives are needed and one (1) additional representative is needed for northern business Nevada as well as five (5) additional labor representatives, as well as representatives from the Senate. All workgroup members were in agreement that 33 was the minimum number of board members required for compliance with the WIOA percentage guidelines. Discussion ensued amongst workgroup members about identifying, for example, whether builders and contractors would be considered as either labor *or* business leaders. Ms. Kuhn asked Shelley Hendren if she could reach out for representation from someone in the hospitality field, such MGM or Stations Casinos, with whom she has established relationships. John Thurman stated as members require nomination to the Board, that nomination letters should also be sent, and Ms. Kuhn thanked him for this suggestion.

VII. **FOR POSSIBLE ACTION:** UPDATE ON REQUEST FOR PROPOSAL FOR STATEWIDE AUTOMATED WORKFORCE SYSTEM (SAWS) FOR RELEASE – *Dennis Perea*

Mr. Perea stated that the Request for Proposal (RFP) for the SAWS system has been reviewed and approved by the local boards and has been moved on to the Purchasing Department. While many entities have obtained state lobbyists vying for this system, he mentioned that the technology company Burning Glass, asked for the RFP in advance. Without compromising the state's RFP, he had anticipated that they would be seeking to develop their own proposal to integrate SAWS. He concluded his comments in stating that the purchasing process may take from four to six weeks for released to the public for proposal, taking additional time to insert language requiring explanation of how other core partners (DOE, DHHS, for example) could be integrated. Ms. Kuhn thanked him for his comments and moved to the next agenda item.

VIII. FOR POSSIBLE ACTION: LOCAL BOARD – UNIFIED PRESENCE – *Britta Kuhn*

Steve Fisher commented on an earlier discussion of the boards working together collaboratively. Dennis Perea added that as meeting go forward continuity needs to be established between northern and southern Nevada, and this topic was to be a standing item to be revisited to ensure all are moving in the same direction.

IX. FOR POSSIBLE ACTION: HOW QUORUM WILL BE MET AT MONTHLY TEAM MEETINGS – CHAIRPERSON REPRESENT TEAM VOTE OR REPRESENTATIVE FROM CORE PROGRAMS (TANF/SNAP)? – *Steve Fisher*

Steve Fisher asked if the Governance Workgroup could discuss and reach a decision for who would vote at the monthly team meetings, to ensure that all programs are represented fairly and to keep things moving forward. Dennis Perea asked if he could present a motion to address this question for their further discussion, and the Chair said she would entertain this motion.

Mr. Perea raised a motion that a quorum is met with 1) one designated member representing each of the core programs, 2) one member from both of the local boards, and 3) one member from the Governor’s office. Once those individuals have been identified, they will have the ability to proxy.

Steve Fisher noted that the 4 Core Programs and other groups to be represented mentioned by Mr. Perea were: Title 1, Title 2 Wagner-Peyser (Title 3), and Title 4 (Rehabilitation), DHHS (TANF/SNAP), Local Board (North), Local Board (South) and the Governor’s Office.

Mr. Fisher seconded the motion. As discussion ensued amongst workgroup members about how they would establish voting members and constitute a quorum for the monthly team meetings. John Thurman said that a smaller group could be chosen from the general membership for the voting privileges and Ms. Kuhn said that she could modify the by-laws in the Operational Guide drafted by the GW to be enacted in the next meeting. After further discussion, members determined that the main monthly team meeting would be for the purpose of sharing information and collaboration purposes only, and that no voting would take place in that meeting.

Members agreed that the GW represents the “core group” and who could receive recommendations voted upon by each the other workgroups for their consideration and will then make ultimate recommendations directly to the GWIB. This being the case, Mr. Perea retracted his earlier motion.

X. FOR POSSIBLE ACTION: DISCUSSION OF DEVELOPING GUIDING PRINCIPLES FOR WIOA WORKGROUPS – *Steve Fisher*

Steve Fisher provided a Department of Labor handout and asked the GW members to provide their feedback on its use as Guiding Principles for the workgroups.

1. Engaging Employers – work with local employers to determine training needs/develop training programs
2. Earn and Learn- offering work-based learning opportunities with employers
3. Smart Choices – better use of data for job seekers
4. Measurement Matters – evaluating learning outcomes
5. Stepping Stones – promote seamless educational progression
6. Opening Doors – accessible job-driven training
7. Regional Partnerships – creating collaboration between job centers/non-profits/labor unions

Ms. Kuhn encouraged the members to review the handout for possible modification and will include this as an action item in the next meeting for possible adoption by the GW. Mr. Fisher said he will post the document on the Sharepoint site.

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

Suggestions for the new business and future agenda items discussed in this meeting included:

- Adoption of Operational Rules and By-Laws for Monthly Team Meeting Group – Steve Fisher
- Possible Adoption of Guiding Principles – Steve Fisher
- Resource Sharing Agreement Document – Dennis Perea
- Workgroup Team Recommendations – Britta Kuhn

XII. 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.

Britta Kuhn announced the Second Public Comment Session and invited members of the public to speak. As no comments were made, she closed this item and moved to the next agenda item.

XIII. ADJOURNMENT – Britta Kuhn

The Chair adjourned the meeting at 11:56 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 04, 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, June 05, 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

DRAFT