Work Innovation Opportunity Act (WIOA) Transition Workgroup Meeting
Minutes 6/9/15

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
Elizabeth Watson, Budget and Statistics

DETR:
Grant Neilson , Chair
Renee Olson
Kara Lang
Ben Daseler
Dennis Perea, Deputy Director
Kristine Nelson
Jennifer McEntee
Heather Johnson
Bill Anderson

Nevada Works:
John Thurman, CEO
Milt Stewart, Program Manager

DOE:
Ken Zutter, Business Analyst

Governor's Office:
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 ORDERL**

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

II. **ROLL CALL – CONFIRMATION OF QUORUM**

Mr. Fisher announced that since there is not a quorum present today, he would postpone voting on the May 12th meeting minutes until the next meeting.

III. **VERIFICATION OF PUBLIC NOTICE POSTING**

The notice for this meeting was posted in accordance with Open Meeting Law.

IV. **FIRST PUBLIC COMMENT(S)**

Mr. Fisher asked if there were any public comments.

There were no public comments

Hearing no public comments, Mr. Fisher moved on to item V

V. **FOR POSSIBLE ACTION:** Approval of Minutes for the WIPT Meeting Held May 12, 2015 will be postponed to the next meeting.

VI. **FOR DISCUSSION:** How a Quorum will be met at Monthly Meetings.

There are 37 members who attend this meeting, therefore to obtain a quorum, 19 members must be present to vote on an action item. The way the process will work is that the individual teams will determine if an item is and action item that requires a committee vote. They will vote on the item; it will then be moved to the agenda on the Governance Workgroup for a final decision as to whether it will go to the Governor's subcommittee.

This meeting will continue to be transparent and follow Open Meeting Law. Items generally won't be voted on, other than minutes, but if they are, the Open Meeting Law rules will apply.

VII. **FOR DISCUSSION:** Workgroup Meeting Process

Steve opened the floor for discussion, asking how the individual groups are doing with handling their meetings in accordance with Open Meeting Law. Responses were positive and some teams are at a stage where they are ready to write something for the state plan.

Steve recommended that teams may want to join in the Governance meetings and listen to some of the decisions being made in those meetings. There may also be some information pertaining to their individual group concerns that would be beneficial.

Jake McClelland reported that he does not receive the notices for the Governance work group meetings.

Sandra Chamberlin reported that she has been posting the meetings to the SharePoint calendar and suggested that team members can look there for the meeting schedules. Sandra mentioned that not all workgroups have completed the work plan template/mission statement. She encouraged them to do that as it will help them get organized.

Ken Zutter reported that he has had difficulty logging into the SharePoint calendar. It is intermittent and works at times and at other times does not, which makes it challenging to run a workgroup without a shared resource.

Sandra Chamberlin will be setting up a test to see how the DWSS collaboration tool will work for the teams as an alternative. Because it is a DWSS site, the various teams would have to fill out security forms so they can be incorporated in the DWSS network and mapped to the Teaming site.

John Thurman asked Sandra to make sure he is included in the test.

Steve Fisher will make sure that members from each team are included to make sure they all can access the DWSS site.

VIII. **FOR POSSIBLE ACTION:** Review and Discuss Draft WIPT Operational Rules and Procedures

Steve announced that bi-laws will be drafted for the Governance Workgroup. Steve will also draft bi-laws for this meeting as well.

IX. **GWIB WIOA WIPT WORKGROUP UPDATES**

GOVERNANCE (Dennis Perea/Steve Fisher)

- The Governance team meeting centered on membership composition of the Governor's Board and how to get it in place by July 1st; Dennis will work with the Governor's office to see if they can at least get a structure in place by then.

- Dennis reported on the State longitudinal data system which is a case management system for DETR and the workforce boards. The RFP did go out after the final review by the board and partners.

- Dennis is working on draft language for resource sharing agreements between partners and the local one-stop operators.

- Steve announced that he located a list of 7 guiding principles that he would like to use as a template for developing guidelines for this workgroup. The 7 guiding principles will be discussed at the next Governance Workgroup meeting and Sandra has posted these guiding principles to SharePoint. Steve announced that the next Governance meeting will be next Friday. If you have any recommendations to be announced at this meeting, please send those recommendations to Steve or Sandra by Tuesday. Steve also stated that there is a flow chart that has been developed as to how the information flows between groups.

  1. Engaging Employers
  2. Earn and Learn
  3. Smart Choices
  4. Measurement Matters
  5. Stepping Stones
  6. Opening Doors
  7. Regional Partnerships

  Discussion continued.

LABOR MARKET (Bill Anderson)

- The Labor Market workgroup will have their initial meeting soon and will have three members. Dee Salazar will be a new member of the team.

POLICY WORKGROUP   (Grant Neilson)

- The Policy Workgroup met last week; they have developed a format they want to use and plan to present an MOU to the Governance Workgroup for approval.

- Grant asked if the Governance Workgroup could provide the Policy work group with instructions for work items via email.

PERFORMANCE/ACCOUNTABILITY GROUP (Ken Zutter)

- The group now has an assigned person to post meeting notices and take minutes. The meetings are scheduled to occur every 2 weeks at 10:30 a.m.

- During the last meeting the group discussed how the meetings would be conducted and developed a few pages of their plan.

- Ken Zutter is the new Chair and Ricardo will be the co-Chair. Mr. Scheets has stepped down.

- Ken indicated that he will sit in on the Governance meetings for feedback and perspective on how teams will work together; what direction they should be going.

FISCAL TASK FORCE (Jennifer McEntee)

- The Fiscal Workgroup conducted their first meeting but was unable to establish a quorum.

BUSINESS OUTREACH (Ben Daseler)

- The Business Outreach group was unable to meet. They plan to meet within the next 2 weeks.

STAFF DEVELOPMENT (Jake McClelland)

- The Staff Development group was unable to meet.

X.   **FOR DISCUSSION:** Update on NPRM Responses

- Ken Zutter reported that his group has public comments on this, if anyone would like to see them; others agreed that they would like to see the comments, so Ken will try to post them to SharePoint; if it doesn't work, he will email the information.

- Sandra Chamberlin asked if all of the groups have reviewed the NPRM and shared their public comments.

- Steve responded that the teams discussed this at the previous meeting and they were going to respond as individual groups based on their core program.   Discussion followed.

XI. **FOR POSSIBLE ACTION:** Discussion and Possible Action Regarding Dates, Times and Agenda Items for Future Meetings

- Sandra Chamberlin announced that she would like the teams to brainstorm what the combined state plan will look like. The feds drive content but not structure. There is a list of items they want to see in the state plan.   Discussion ensued as to federal regulations and expectations; what will be required in the combined state plan.

- Steve announced that this meeting is mainly a status meeting for the groups to come together and hear what the other teams are working on. He asked if anyone would like to see other items on the agenda.

- Ken Zutter responded that this is a good forum for the teams to share information and as these meetings go forward, it will help in determining deliverables and what is expected of the teams.

- Dennis Perea asked if after the Governance group meets and makes requests, can those requests be brought up in this meeting? Steve confirmed this and Dennis stated he would have an agenda item for each of the work groups at the next Governance meeting and obtain guidance as to the expectations for each group.

XII. **SECOND PUBLIC COMMENT(S)**

Steve asked if there were any public comments.

XIII. **ADJOURNMENT**

Hearing no public comments, Steve adjourned the meeting at 2:47 p.m.