

**STATE OF NEVADA
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD**

EXECUTIVE COMMITTEE

Wednesday, September 13, 2023 - 2:00 p.m.

**Teleconference Only
1-669-900-6833
Meeting ID: 862 3155 3377
Passcode: 326338**

MINUTES OF MEETING

Present: Hugh Anderson (Chair), Ken Evans (Vice Chair), Jerrie Merritt, Crystal Slaughter, Robert Benner

Absent: Jennifer Keiser, Scott Black

Also present: Katie Gilbertson, Samantha Hill-Cruz, Nancy Olsen, Arianna Florence, Evelyn Pacheco, Dr. Tiffany Tyler-Garner

1. CALL TO ORDER - OPENING REMARKS

Chair Anderson called the meeting to order and welcomed participants.

2. ROLL CALL - CONFIRMATION OF A QUORUM

Per direction from Chair Anderson, **Katie Gilbertson** took roll call and confirmed the presence of a quorum.

3. VERIFICATION OF PUBLIC NOTICE POSTING

Katie Gilbertson affirmed that the agenda and notice of the Governor's Workforce Development Board (GWDB) meeting on September 13, 2023, was posted pursuant to Nevada's Open Meeting Law, NRS 241.020.

4. FIRST PUBLIC COMMENT(S) NOTICE

Chair Anderson read the notice into the record as follows: "Members of the public on remote technology are invited to provide comments at this time. No action may be taken on any matters during public comment until the matter itself has been included on an agenda as an item for possible action."

Chair Anderson invited comments. There were none.

5. DISCUSSION/INFORMATIONAL ONLY – Update on State Plan

Nancy Olsen, Nevada Department of Education shared that there has been extensive work done on the State Plan. The goal was to revise the existing State Plan to create a more comprehensive approach among different titles. Ms. Olsen believes this goal has been achieved. The working group plans to have a draft ready for the entire board by October 4th for a vote on October 18th. After that, the State Plan will be open for public comments before returning to the full board for final approval and submission to the US Department of Labor and the US Department of Education. A dedicated work group has been instrumental in these revisions. The revisions will be used to create a concise

strategic document guiding the plan's implementation. Although there's still work to be done, Ms. Olsen is confident it will be ready by the October 4th deadline.

Chair Anderson thanked Ms. Olsen for her leadership and hard work on the Plan.

6. ***FOR POSSIBLE ACTION - Approval of GWDB Executive Committee's July 19, 2023 meeting minutes**

Chair Anderson called for comments/changes to July 19, 2023 draft minutes of the Executive Committee. **It was moved by Jerrie Merritt and seconded by Vice Chair Evans to approve the July 19, 2023, minutes of the Executive Committee.**

7. ***FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 5.9 -- State Compliance Policy Procedure**

Samantha Hill-Cruz, ESD Program Specialist III, WISS stated that the Executive Committee has already reviewed the policy, but some changes had been made. She asked Chair Anderson how in-depth he would like to present the policy.

Chair Anderson replied that the whole policy should be reviewed.

Samantha Hill-Cruz continued with the presentation. SCP 5.9 pertains to the creation and updating of state compliance policies. The purpose of this policy is to enhance Workforce Innovation activities and services at the state and local level, focusing on improving employment retention, earnings, postsecondary credential attainment, and overall workforce quality. Regulations governing this policy are found in 20 CFR (Code of Federal Regulations). Changes to these regulations are disseminated through notices and guidance letters, which must be incorporated into the state compliance policy. Ms. Hill-Cruz noted that state compliance policies are written following criteria established by the Workforce Innovation and Opportunity Act (WIOA) and guidance letters, with room for customization to meet Nevada's unique needs. Before finalization, these policies are reviewed by the Governor's Workforce Development Board, and local workforce boards can provide written comments. Substantive policy changes require approval from both the Governor's Workforce Development Board Executive Committee and the Full Board, while non-substantive changes only need approval from the Executive Committee. Ms. Hill-Cruz mentioned when there are mandatory substantive changes due to federal program regulations or updates related to titles or VPLs, these are automatically incorporated into the State compliance policy and notified to the Governor's Workforce Development Board. The staff prepares updated State compliance policies for public comment, as required by the Department of Labor. While Nevada does not have a sunshine provision for public comment, the state is working on integrating this feature. During the public comment period, documents will be posted on the website, and feedback will be reviewed and considered. The public comment period lasts for 14 business days, and a form is provided for submitting feedback. She paused to see if there were any questions.

Chair Anderson noted that she should continue with the presentation and have questions at the end.

Samantha Hill-Cruz discussed the issuance of Technical Assistance Guides (TAGs) to clarify statewide procedures related to the Workforce Innovation and Opportunity Act (WIOA) reporting, Performance Management Information Systems (MIS), and other necessary clarifications. TAGs are used to communicate changes to federal regulations, with changes to advisory documents published in the same year as the original document. These changes can be at the federal level and include both non-substantive changes (administrative corrections or adjustments) and substantive changes that impact the content of state compliance policy. She continued that the state of Nevada proposes state-level mandates, including procedural changes, clarifications, and updates. Technical Assistance Guides (TAGs) are issued to local Workforce boards for comment before being posted for public access. Training and Employment Guidance Letters (TEGLs) are used to transmit policy and operational guidance to the WIOA state and local workforce systems. Training and Employment Notices (TENs) are used to communicate announcements and general information. Veteran Program

Letters (VPLs) provide guidance to states and the Department of Labor's Veterans Employment and Training Service (VETS) field staff on changes related to the Department of Veterans Affairs. Approved State compliance policies are posted on the Governor's Office Workforce website, while TAGs are posted on the DETR's website.

Chair Anderson thanked Ms. Hill-Cruz and the Committee for their attention to the policy.

Chair Anderson called for a motion to approve the revisions to SCP 5.9. **It was moved by Crystal Slaughter and seconded by Vice Chair Evans to approve the revisions to SCP 5.9.**

8. *FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 1.18 – Serving Veterans and Priority of Service to Veterans

Chair Anderson notified Ms. Hill-Cruz that she could focus on the highlights for the remainder of the compliance policies.

Samantha Hill-Cruz, ESD Program Specialist III, WISS presented updates to SCP 1.18. Various changes included changing the name from "investment" to "innovation" for WISS; updating and authorizing references, including new TEGs; including relevant State compliance policies related to the document; tidying up the document by removing certain sections or paragraphs; and changing "Job Connect" to "EmployNV Career Hub" and updating website information. Ms. Hill-Cruz shared updated information related to service delivery, priority, special populations, and other areas. She also noted that these updates mainly relate to federal regulations focused on clarification rather than state-imposed changes.

Chair Anderson called for a motion to approve the revisions to SCP 1.18. **It was moved by Crystal Slaughter and seconded by Robert Benner to approve the revisions to SCP 1.18.**

9. *FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 5.3 – Lobbying (Restrictions On)

Samantha Hill-Cruz, ESD Program Specialist III, WISS noted that State Compliance Policy 5.3 updated WISS' title to "innovation" and updated authorized references. A new section related to WIOA Section 195 was included.

Chair Anderson called for a motion to approve the revisions to SCP 5.3. **It was moved by Robert Benner and seconded by Crystal Slaughter to approve the revisions to SCP 5.3.**

10. *FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 5.7 – Oversight and Monitoring

Samantha Hill-Cruz, ESD Program Specialist III, WISS presented State Compliance Policy 5.7. Changes include updating WISS' title to "innovation," providing clarifications and corrections throughout the document. Notable changes include adding acronyms for clarification, updating references, and making wording adjustments for consistency. New sections, such as the Self-Appraisal System (SAS), are added to comply with federal monitoring requirements. Ms. Hill-Cruz added that SCP 5.7 also addresses oversight, monitoring, reporting, and fiscal controls, ensuring alignment with federal regulations. Each page's footer is consistently updated, and the final page introduces a new section related to the SAS and includes references to other State compliance policies for clarity.

Vice Chair Evans asked about the section that discusses responding to past findings. He wanted to know if the group would need to revisit this concern as they move forward.

Samantha Hill-Cruz asked if he was referring to the findings from the Department of Labor monitoring. She then asked Mr. Evans to repeat his question.

Vice Chair Evans restated this SCP has a section that talks about having to document past findings and then respond to past findings. He asked for clarification if that meant the last audit would be reviewed and if this would happen moving forward.

Janiese Clyne, WISS responded that this policy was updated because of the last program and fiscal monitoring from the Department of Labor. A portion of the monitoring included the self-appraisal system which is why it was added to the SCP. She also stated that any findings are related to what WISS has to do in regard to this policy.

Chair Anderson asked how the adjustments to the policies are accomplished, whether someone manually reads the difference between the state's policies and the recommended policies, or if specific changes are directed to specific areas, or if this is an automated process that identifies which changes should be made.

Samantha Hill-Cruz responded that the next agenda item would explain the state compliance policies processes. They do not have an automated document reader. She explained that WISS interprets the law, the TEGLS, TENS, and VPLS come out, the office reviews them, and the office updates the policies accordingly. The policies are then presented to the local boards and presented to the state board. Ms. Hill-Cruz mentioned that her next presentation will delve deeper into the process.

Chair Anderson called for a motion to approve the revisions to SCP 5.7. **It was moved by Vice Chair Evans and seconded by Jerrie Merritt to approve the revisions to SCP 5.7.**

11. DISCUSSION/INFORMATIONAL ONLY – Update on Outstanding SCPs and Review of SCP Process

Samantha Hill-Cruz, ESD Program Specialist III, WISS shared that she is the program manager for DETR's Workforce Innovation Support Service (WISS) Team. WISS' responsibilities for various programs, include WIOA Title One Adult, Dislocated Worker, Youth, Eligible Training Provider List, Trade Adjustment Act, Rapid Response, Work Opportunity Tax Credit, and the State Displaced Homemaker Program. The presentation shared information on the WIOA Title One State Compliance Policy process, covering its creation, upkeep, and outstanding elements. Ms. Hill-Cruz emphasized the complexity of the WIOA law, its alignment with the Code of Federal Regulations (CFR), and the importance of referencing Training and Employment Guidance Letters (TEGLs) for policy interpretation and updates. The Employment and Training Administration's issuance of TEGs and Training and Employment Notices (TENS) is highlighted, as well as the significance of the PIRL report layout for standardized data reporting. Ms. Hill-Cruz concluded her presentation by mentioning the State Compliance Policy's role in documenting program requirements, clarifying responsible parties, and the agency's efforts in reviewing, updating, and making policies available for public comment. Resources for further information are provided.

12. DISCUSSION/INFORMATIONAL ONLY – Title Data Reporting in Tennessee

Chair Anderson welcomed the presentation speakers and stated that title report updates have been a concern for the Board for quite some time so the advice from Tennessee would be beneficial in spurring new ideas.

Katie Gilbertson, GOWINN notified Chair Anderson that neither one of the speakers would be available to attend the meeting. She asked if the Chair wanted her to briefly present the attachments that were sent in by the speakers.

Vice Chair Evans asked if it would be possible to have them present at the October meeting.

Katie Gilbertson responded stating that she would have to check with the speakers.

Vice Chair Evans said that the reason why he was asking was that the speakers would be able to add some nuances to the topic during a presentation.

Chair Anderson requested that Ms. Gilbertson ask the speakers if they will be available for a future meeting to give a brief summary.

Katie Gilbertson confirmed that she would reach out to them.

13. DISCUSSION/INFORMATIONAL ONLY – Discussion on Title Report Revisions

Chair Anderson asked the Executive Committee if they had anything to comment on from what the group has been presented today. He provided that the reason for his question regarding automation to Ms. Hill-Cruz is that he is concerned with the laborious process of updating the in-depth documents properly. Chair Anderson suggested that the State explore the use of artificial intelligence to make the job easier and more efficient.

14. DISCUSSION/INFORMATIONAL ONLY – Presentation from Nevada Women in Trades

Evelyn Pacheco, President, Nevada Women in Trades introduced Nevada Women in Trades and emphasized the importance of collaboration and support for their efforts to help women enter non-traditional careers, particularly in the trades. Ms. Pacheco mentioned an upcoming summit on September 30th, the Third National Alliance of Women in Trades Summit, focused on empowering women in non-traditional careers. The summit aims to spread awareness about non-traditional career options for women and support underserved women, including those coming out of prison. Ms. Pacheco, who is involved in mentoring women at North Las Vegas City Women, emphasized the need for collaboration to provide career opportunities for underserved women. She highlighted that Nevada Women in Trades operates on grants and donations, providing a no-cost program for women seeking careers in the trades.

Vice Chair Evans asked if Ms. Pacheco's organization is on the approved education list.

Evelyn Pacheco responded that her organization is not a secondary or post and explained that she does not feel the need to since she has multiple partners. She clarified that her program is pre-apprenticeship with the intention of helping participants get into an apprenticeship program. Ms. Pacheco shared that she has already gotten four women into trades since 2020. She mentioned that next month will be her sixth time doing the pipeline program.

Vice Chair Evans stated that his reason for asking if her program was on the list was to see if she could get additional resources.

Evelyn Pacheco acknowledged and shared that she has tried to get on the ETPL list but if she does not have a post or secondary program, she cannot receive WIOA funding. Ms. Pacheco reiterated that she is marketing for underserved and veteran women through her program.

Vice Chair Evans noted that he did not want to belabor the point but rather put this in the parking lot to see if there would be a way to appropriately support her program in the future.

Evelyn Pacheco thanked Vice Chair Evans and welcomed potential support.

Chair Anderson asked if Ms. Pacheco is promoting her advocacy in middle and high schools. He shared that both this level and the local workforce boards are envisioning youth outreach in their services.

Evelyn Pacheco answered that she is already working on that and will partner with Thrive Point next year which is an academy high school that partners with some other technical schools. She agreed that outreach, particularly starting with junior high school, is extremely important. She also stated that she is involved with the North Las Vegas municipal court and Florence, along with serving as a speaker at a solar convention, to show her program's extensive outreach.

Chair Anderson asked for additional questions from the Executive Committee members and told Ms. Pacheco that they are here for support.

Evelyn Pacheco stated that she had submitted a bill AB305 that made its way through the Assembly and Senate but was then vetoed. She noted that she has spoken with Governor Lombardo, and he told her that there are no women who want to get in the trades. She stated that a reason for joining the meeting today was to get support for passing AB305 in the next legislative session.

Vice Chair Evans shared that there is the Barriers and Underserved Populations Subcommittee within the Board and that Subcommittee might be the avenue to have additional conversations.

Evelyn Pacheco said she would love to and stated how much support that the bill received. She asked someone to reach out to her to make that happen.

Vice Chair Evans mentioned that this topic has his attention and wants to make sure that the system is professionally and culturally competent and that there may be some work to be done.

15. DISCUSSION/INFORMATIONAL ONLY – Update from Barriers and Underserved Populations Subcommittee

Vice Chair Evans discussed ongoing initiatives and mentioned a checklist of various items being worked on. There are three focused subgroups: African American males aged 16 to 24 in the southern region, Latinx males in the northern region, and single women with school-aged children. Additionally, the subgroup includes individuals with disabilities, aiming to provide opportunities for their integration into society. Vice Chair Evans emphasized the intention to have speakers covering the southern, northern, and rural regions in future subcommittee sessions to ensure comprehensive coverage.

Dr. Tiffany Tyler-Garner, Manager, City of Las Vegas Department of Youth Development and Social Initiatives reported on the ongoing work of the Subcommittee, which focuses on five to six primary areas. These areas include a standing focus on contextual reports regarding the state of unemployment for target populations, with a regional emphasis to ensure statewide approaches are taken. Another area is policy, particularly in surveying and offering recommendations to inform the state strategic plan and other programs addressing unemployment disparities. Dr. Tyler-Garner noted the Subcommittee received two presentations in the last convening, one on the teacher pipeline and efforts to address it as an employment sector, and another on services, including employment mentorship, for young males of color in southern Nevada. She anticipates future meetings with broader regional representation, aiming to create a calendar of presentations that address sector needs, system issues, and highlight promising practices and programs. Dr. Tyler-Garner also discussed the opportunity to support existing convenings that bring sectors together for discussions.

Vice Chair Evans added they are progressing with a group called King of Jewels, focusing on a cohort of primarily African American young men aged 16 to 18. The goal is to ensure that 70 percent of this cohort is employed or career-ready within a year. This effort serves as an example of their broader objective to identify successful initiatives and scale them across the state. Vice Chair Evans emphasized that this is just one instance of their ongoing work.

Chair Anderson shared that Jerrie Merrit and he were in a Workforce Connections Board meeting yesterday and that statewide there are 57,000 workers missing post COVID, which means not in education or the workforce, and 42,000 are in Southern Nevada. Many of them are younger, and getting those folks ready for the workforce would be a major boost to the statewide economy. He asked Vice Chair Evans if there has been any progress on the childcare pilot project.

Vice Chair Evans replied that he has a meeting coming up with two individuals that he anticipates will help move the project forward, Board member Mujica and Kim Cullen from the Children's Cabinet. He said that there are resources out there that might be leveraged for the project.

16. DISCUSSION/INFORMATIONAL ONLY – New Business from Executive Committee Members

Vice Chair Evans shared the possibility of establishing a rural working group, which may evolve into a more formal rural subcommittee. The aim is to carefully consider distinctions and start as a working group, monitoring progress before formalizing. Additionally, there will be attention given to an IT working group, with individuals identified for the purpose of proactive engagement in ensuring effective IT systems. Vice Chair Evans emphasized the importance of monitoring to enhance governance board inputs and improve services for employers and potential employees. Overall, the effort on behalf of himself and Chair Anderson is to engage board members and be responsive to their concerns for system improvement.

17. PUBLIC COMMENTS NOTICE (SECOND)

Chair Anderson invited comments. There were none.

18. ADJOURNMENT

The September 13, 2023 meeting was adjourned.

Notice of this meeting was posted on or before 9 a.m. on the third day prior to the meeting on the Internet at:

<https://gowinn.nv.gov/boards-commissions/gwdb/> and
[Nevada's Public Notice website at https://notice.nv.gov/](https://notice.nv.gov/), as required by NRS 232.2175.

Supporting public material provided to Committee members for this meeting is posted on GOWINN's Website at <https://gowinn.nv.gov/boards-commissions/gwdb/> may be requested from the Executive Director's Office at 555 E. Washington Ave. Ste. 4900, Las Vegas, Nevada 89101; or call (702) 486-8080.