

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

EXECUTIVE COMMITTEE

Wednesday, July 19, 2023 - 2:30 p.m.

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

MINUTES OF MEETING

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

Absent: Lisa Levine, Scott Black

Also present: Katie Gilbertson, Janiese Clyne, Nancy Olsen

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 July 19, 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. *FOR POSSIBLE ACTION - Approval of GWDB Executive Committee's May 10, 2023 meeting minutes

Chair Anderson called for comments/changes to May 10, 2023 draft minutes of the Executive Committee. **It was moved by Jerrie Merritt and seconded by Ken Evans to approve the May 10, 2023, minutes of the Executive Committee.**

6. ***FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 5.10 -- State Compliance Policy Procedure**

Janiese Clyne, ESD Program Chief, WISS explained State Compliance Policy 5.10 introduces a new policy in IT, aiming to provide standardized digital documentation for various stakeholders like local boards, CEOs, elected officials, and EmployNV career hubs. The policy aligns with Section 185 of the Workforce Innovation and Opportunity Act (WIOA), mandating proper record-keeping for federal funding recipients. Ms. Clyne indicated that this guidance pertains to electronic file storage and imaging standards in administering programs such as WIOA, Wagner-Peyser, Trade Adjustment Assistance, and others. It streamlines participant information collection, aiding eligibility determination and improving service delivery. Ms. Clyne emphasized that the EmployNV system must be used as a record of enrollment, services, and performance data. It outlines procedures for data collection, storage, and protection. It's not intended for fiscal documentation. Electronic records enhance efficiency, accessibility, and reduce waste. Access to records is granted based on need for official duties. The policy defines processes for timely data entry, documentation upload within 14 business days, and confidentiality. Case notes are vital tools, required to be factual and devoid of opinions. Corrections require board or team authorization. Ms. Clyne informed that confidentiality rules apply to personal identifiable information (PII) and medical/disability records, keeping them separate from the EmployNV system. Detailed instructions for case note entry and tagging are provided in subsequent sections of the policy, facilitating the transition to a paperless system. Ms. Clyne explained WISS is seeking approval of SCP 5.10 so that it can be presented to the Full Board.

Vice Chair Evans asked if the new Chief Technology Officer will be a part of the process.

Janiese Clyne answered that they will not as this is taken care of by the local boards.

Chair Anderson questioned if this process has started yet and if not, how long will it take?

Janiese Clyne clarified that they have been doing paperless for about four years. Ms. Clyne shared that departments had been integrating this policy at their own speed, but all had to be converted to paperless by June 30 of this year.

Chair Anderson called for a motion to approve the revisions to SCP 5.10. **It was moved by Ken Evans and seconded by Jerrie Merritt to approve the revisions to SCP 5.10.**

7. ***FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 1.10 -- State Compliance Policy Procedure**

Janiese Clyne, ESD Program Chief, WISS reported State Compliance Policy 1.10 involves non-substantive changes and aligns with WIOA Section 1.34, detailing training fund coordination with financial assistance programs. It modernizes the policy by updating WIA to WIOA, referencing TEGL 19-16, and modifying the title to Workforce Innovation Support Services. Ms. Clyne informed that the non-substantiative changes enhance clarity and reflect the new name. The update replaces WIA with WIOA, cites relevant guidelines, and replaces "investment board" with "development board." The policy also highlights coordination requirements with Federal Pell Grants, providing the CFR code as a reference.

Chair Anderson called for a motion to approve the revisions to SCP 1.10. **It was moved by Jerrie Merritt and seconded by Ken Evans to approve the revisions to SCP 1.10.**

8. ***FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 1.18 -- State Compliance Policy Procedure**

Janiese Clyne, ESD Program Chief, WISS, asked if policies that have non-substantiative changes need to be approved by the Executive Committee.

Chair Anderson said he did not believe they needed to be voted on but asked for clarification.

Katie Gilbertson, GOWINN shared that the bylaws discuss this matter and revisions to the bylaws are on a later agenda item.

Karlene Johnson, ESD Deputy Administrator, WISS, provided that State Compliance Policy 5.9 states that any non-substantiative changes do not need to be voted on by the Executive Committee nor the Full Board, but WISS has to provide a detailed breakdown of what changed for the Board's edification.

Chair Anderson asked if any of the Board members had reservations about not voting on the policies. There were none.

Janiese Clyne continued with the presentation, stating that State Compliance Policy 1.18 focuses on prioritizing services for veterans and military spouses. It has been updated to reflect the Workforce Innovation Support Services and references relevant CFRs and TEGL changes since the policy's inception. The policy emphasizes providing priority services in a specific order: first to veterans with eligible spouses, second to non-covered persons, third to Veterans with eligible spouses that are not included in a WIOA priority group, fourth populations established by the Governor or the local Workforce Development Board, and last non-covered persons outside groups given priority under WIOA. Ms. Clyne clarified that veterans don't need to use their VA benefits for additional assistance. The policy addresses military spouses who relocate due to their spouse's assignment changes, making them eligible for dislocated worker formula grants. The document refers to updated TEGL changes and outlines the priority for veterans with significant barriers to employment. The policy has undergone non-substantive changes to update references and align with new guidelines. It emphasizes maintaining clarity without changing the actual provision of services. The policy addresses a correction and requests a review of these updates.

Vice Chair Evans asked if these priorities were there before or if they are new priorities.

Janiese Clyne responded that these priorities were there before and explained the revision process related to the SCPs and TEGLs.

9. *FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 5.3 -- State Compliance Policy Procedure

Janiese Clyne, ESD Program Chief, WISS noted that State Compliance Policy 5.3 focuses on lobbying restrictions and publicity guidelines. It replaces WIA Section 5.3 with WIOA Section 194 and offers direction on publicity limitations, updating WIOA Section 195 from WIA. The intent is to address lobbying and publicity restrictions.

10. *FOR POSSIBLE ACTION – Revisions to State Compliance Policy (SCP) 5.7 -- State Compliance Policy Procedure

Janiese Clyne, ESD Program Chief, WISS presented State Compliance Policy 5.7 which updates and adds data element validation for the Wagner-Peyser self-appraisal system, which was prompted by a finding from a DOL monitoring review in September. The policy hadn't previously included this requirement in the monitoring policy, so this update addresses that. The Governor's Workforce Development Board was also updated as part of this revision. The changes throughout the policy include updating terminology from "Workforce investment" to "Workforce innovation," fixing grammatical errors, and incorporating relevant TEGL changes. The policy clarifies CFR references related to monitoring and oversight rules. On page 10, a section about reporting suspected fraud, abuse, and criminal conduct is referenced from SCP 5.2 for consistency. Page 17 introduces the self-appraisal system, a required addition based on DOL's requirement. Ms. Clyne summarized that the self-appraisal system involves measuring success against employment and placement goals, service appropriateness, and timeliness. These procedures include identifying, documenting, addressing, and creating a corrective action plan to rectify any deficiencies. This update responds to a DOL finding and aligns the policy with required monitoring standards.

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

Janiese Clyne, ESD Program Chief, WISS shared that State Compliance Policy 5.9 outlines procedures for creating and updating policies. The update incorporates changes prompted by a finding from DOL's monitoring event. One addition involves publishing policy changes and compliance updates for public comment. This requirement stems from DOL's request to make State expected levels of performance accessible to the public after negotiations with DOL. While no specific "sunshine provision" is found in NRS (Nevada Revised Statutes), the policy proposes a solution. Ms. Clyne provided that the SCP mandates that the Governor's Workforce Development Board, local workforce development boards, DETR, and Nevada's public libraries post these documents on their websites for 14 business days. This posting allows the public to comment within the stipulated period, and comments are to be emailed to DETR for review. This update addresses the DOL finding and seeks to ensure transparency and public participation in policy updates.

Vice Chair Evans asked if the policies reviewed today would have needed to be posted for 14 business days.

Janiese Clyne responded that this policy has not been approved yet, so the 14 business days rule would apply moving forward.

12. *FOR POSSIBLE ACTION – Approval of Revisions to GWDB Bylaws

Chair Anderson presented two proposed revisions to the GWDB bylaws to provide clarity on the responsibilities of the GWDB Executive Committee and Subcommittees. The first modification in section 4.1.4 grants the Executive Committee the authority to vote on and approve non-substantive changes to SCPs. The second alteration in section 4.3 formally outlines subcommittee formation, structure, and meeting schedules. Chair Anderson noted that the final vote on the bylaws revisions I scheduled for the next Full Board meeting on August 16.

Chair Anderson called for a motion to approve the revisions to the GWDB bylaws. **It was moved by Crystal Slaughter and seconded by Ken Evans to approve the approve the revisions to the GWDB bylaws.**

13. DISCUSSION/INFORMATIONAL ONLY – Presentation on AB 98

Katie Gilbertson, GOWINN gave an update on Assembly Bill 98. Ms. Gilbertson shared that the bill was passed in the recent legislative session and signed into law by Governor Lombardo. There are two key changes with this bill. First, it updates the NRS language to reflect that the board is now titled the Governor's Workforce Development Board instead of Investment Board. Second, it revises the language concerning the Governor's Workforce Development Board's industry sector councils. Previously, there were statewide sector councils hosted by GOWINN. This bill now situates the industry sector councils at the regional level with Workforce Connections and Nevadaworks, enhancing information sharing, promoting industry involvement, and preventing top-down decision-making. The law abolishes GOWINN's competing statewide sector councils, fostering stronger relationships between regional sector councils and the Governor's Workforce Development Board. The change aims to enhance collaboration, cooperation, alignment, and efficiency within Nevada's workforce development system.

14. DISCUSSION/INFORMATIONAL ONLY – Update on State Plan and feedback from Executive Committee

Nancy Olsen, Nevada Department of Education shared that the State Plan is progressing, and the aim is to transform it from a compliance document into a strategic plan. New strategies include focusing on system-wide response rather than individual title-based responses and developing three overarching goals have been approved by the strategic planning subcommittee. Sections of the joint portion of the plan were assigned to work group members to revise and a tracking sheet was created for monitoring progress. The overarching goals will serve as a foundation for more specific goals and measurements to be included in shorter documents for the board and core partners. The first goal

emphasizes that the workforce system will increase participation by targeting historically underserved populations to decrease unemployment and increase labor participation. Ms. Olsen added that methods for measuring progress and implementation are a critical component of the first goal. The second goal is to increase operational alignment of services among required partners by identifying which partner does it best to strengthen streamlining and minimize duplication. The third goal is to improve collaboration between required partners. Ms. Olsen provided that these goals are broad and not meant to be specific, but rather lead to more specific SMART goals that will be informed by strategies and measurements. The timeline includes board approval of a draft in October, public comment period, final approval in February, and entry into the WIOA portal before the March deadline.

Vice Chair Evans praised Ms. Olsen and Ms. Florence for their leadership and facilitation of this process, as well as the work group and team working on this plan.

Nancy Olsen thanked Vice Chair Evans and commended the work group.

Chair Anderson thanked Ms. Olsen for the hard work and success in creating a clear and concise document. He asked what the Board can do to make sure the proper measurements are in place so that the data can be extracted in real time in an ongoing basis.

Nancy Olsen shared that the Board could help by identifying which data elements should be reported to the Board on a regular basis.

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

Katie Gilbertson, GOWINN shared that there is a survey to find dates for the tour of the Mesquite STEAM Center Tour.

16. PUBLIC COMMENTS NOTICE (SECOND)

Chair Anderson invited comments. There were none.

17. ADJOURNMENT

The July 19, 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 OWINN'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.