

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

EXECUTIVE COMMITTEE

Wednesday, November 9, 2022 - 2:00 p.m.

**Teleconference Only
1-669-900-6833
Access code 823 3034 8355**

MINUTES OF MEETING

Present: Hugh Anderson (Chair), Ken Evans, Scott Black, Jerrie Merritt, Crystal Slaughter, Robert Brenner, Lisa Levine

Absent: Jennifer Keiser

Also present: Katie Gilbertson, Janiese Clyne

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 November 9, 2022, 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 September 14, 2022 meeting minutes

Chair Anderson called for comments/changes to September 14, 2022 draft minutes of the Executive Committee. **It was moved by Jerrie Merritt and seconded by Scott Black to approve the September 14, 2022, minutes of the Executive Committee.**

6. DISCUSSION/INFORMATIONAL ONLY – Review of the 2023 Proposed Calendar, Review of the GWDB Bylaws Revisions

Katie Gilbertson, GOWINN, indicated that in 2023, meetings will alternate each month between full and Executive Board. Ms. Gilbertson noted that the year will kick off on January 19 with a meeting of the Executive Board. In addition, Ms. Gilbertson explained that all dates will remain in the middle of the week and the middle of the month, and in the same timeframe of 2:00 to 4:00 p.m. for the sake of consistency and simplicity. Ms. Gilbertson noted that the legislative session begins in February and as such, the dates are flexible as members may be busy with the session.

Vice Chair Ken Evans informed the Board that he will be working with Ms. Gilbertson to create an overly that ties to the schedule for the subcommittees.

Katie Gilbertson informed the Board that DETR was audited by the Department of Labor in the spring, and provided three recommendations to the bylaws: staggering member terms; updating the process for notification of vacancies to the governor's office; and the use of technology to connect to meetings. Ms. Gilbertson noted that additions in the bylaws are highlighted in yellow and removals from the bylaws are indicated with a red strike-through. Ms. Gilbertson noted that this needs to be approved by the full Board, and that these first edits are for the purpose of cleaning up language, among which included changing everything from OWINN to GOWINN.

Vice Chair Ken Evans noted the potential need of a transition period in order to establish the recommended staggered terms.

Chair Anderson concurred, reminding the Board of the large number of empty seats needing to be filled in the last year, thus creating a situation in the future of a number of members terming out at the same time again in the future. As such, Chair Anderson suggested a legal review on whether some member terms can be shortened and/or extended with additional renewal periods. Chair Anderson questioned whether or not this would require legislative exercise or simply anointment.

Lisa Levine indicated that she would work with the DAG to address some of these questions prior to the December 7 meeting and suggested that this could provide an opportunity for some onboarding with new members.

7. FOR POSSIBLE ACTON – Revisions to State Compliance Policy (SCP) 3.9 - Procurement

Janiese Clyne, ESD Program Chief for WISS, informed the Committee that the policy is for the provision of guidance on the process for WIOA-funded activities. Ms. Clyne noted that the revisions update the language and the appeal process as it relates to the procurement of goods and services, as well as provides clear and concise guidance for the local workforce development boards when handling grievances and appeals in relation to program complaints.

Vice Chair Ken Evans asked for a synopsis of what the changes reflect, citing the importance of ensuring small diverse business participation and fair and equitable opportunities.

Janiese Clyne indicated anything italicized in the policy is added language, and highlighted the individual changes throughout the policy. Ms. Clyne informed the Board that meetings are held regularly with the local workforce development boards specifically regarding the proposed changes. Ms. Clyne noted that the boards have input and will provide feedback before the changes come to the Executive Committee and as such, the local boards have already identified these areas as ones that merited change in language. Ms. Clyne further noted that once the policy is approved with the local boards, a draft will be completed and sent back to these boards for a final review prior to going to Executive Committee.

Lisa Levine asked for a snapshot of how many more of these the Executive Board needs to approve.

Janiese Clyne indicated that as discussion of the policies is had between the local boards, they will have a period of time for review and discussion prior to meeting to ensure that everything reads the way they desire. Ms. Clyne noted that the local boards have a two-week time period allotted to respond. Ms. Clyne concluded by informing the board that there are likely six to eight more policies that will need to go through this process, and asked the Board if they would prefer to have them all on one agenda.

Vice Chair Evans noted that in the interest of efficiency, he would like to receive a list of the policies in order for the Board to prepare any specific questions they would like answered.

Scott Black asked if policy review and potential revision is done on an as-needed basis or if there is a specific frequency to these revisions.

Janiese Clyne indicated that the policy changes are mostly alignment and/or compliance related, which are on an as-needed basis.

Scott Black concurred with Vice Chair Evans, noting a synopsis of proposed changes in advance could be addressed more efficiently by the Board.

Lisa Levine asked if a checklist is followed through the updating of policies, and if this checklist could be shared with the GWDB in hopes of better identifying what has and what has not been approved, as well as preparing the Board for upcoming policy updates.

Janiese Clyne noted that there is not currently a checklist in place, but one can be made and used as a tool in the future.

Lisa Levine asked for confirmation that this is part of the WIOA state plan and is done on an annual basis.

Janiese Clyne confirmed that this is correct.

Chair Anderson called for a motion to approve the revisions to SCP 3.9, procurement. **It was moved by Scott Black and seconded by Ken Evans to approve the revisions to SCP 3.9, procurement.**

8. DISCUSSION/INFORMATION ONLY -- Executive Committee Input

Chair Anderson requested input from the Members of the Board on what is being done well and what they would like to see done differently.

Vice Chair Ken Evans noted that he would like to meet with the subcommittees for the following purposes: for all members to meet and get to know each other; to conceptually chart the course for 2023 in terms of meeting dates and/or cycles, as well as possible objective ideas. Vice Chair Evans further indicated the importance of addressing the childcare initiative as well as any other issues that may arise.

Scott Black noted his appreciation to be able to serve as a member of the Executive Committee Board, noting that it will help to see the bigger picture in his role on the Workforce Development Board. Mr. Black discussed the funding streams and advocated for alignment of the organizations that receive those monies.

Chair Anderson concurred, noting that cross pollination of talent on both Boards will be instrumental in achieving that alignment and ensuring effectiveness.

Jerrie Merritt concurred.

9. PUBLIC COMMENTS NOTICE (SECOND)

Chair Anderson invited comments. There were none.

10. ADJOURNMENT

The November 9, 2022 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:

http://owinn.nv.gov/GWDB/GWDB_Workforce_Meetings/ 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 http://owinn.nv.gov/GWDB/GWDB_Workforce_Meetings/ 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.