

STATE OF NEVADA
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, May 14,2025 – 2:00 p.m.

Phone Line: 1 669 900 6833

Meeting ID: 869 4234 1898

Passcode: 077506

Members Present

Edward Estipona, Vice Chair

Scott Black, Councilman

Robert Benner

Natalie Brown

Tony Machabee

Jerrie Merritt

Marchele Sneed

Absent

Don Soderberg, Chair

Suzanne Oetjen

Others present

Kara Abe

Greg Ott

Elaine Rodriguez

1. CALL TO ORDER - OPENING REMARKS

Vice Chair Estipona called the meeting to order at 2:00 pm

2. ROLL CALL - CONFIRMATION OF A QUORUM

Elaine Rodriguez, OWINN, called roll and confirmed that a quorum was present.

3. VERIFICATION OF PUBLIC NOTICE POSTING

Elaine Rodriguez verified that the meeting had been publicly posted pursuant to Nevada Open Meeting Law, NRS 241.020.

4. FIRST PUBLIC COMMENT(S) NOTICE

Vice Chair Estipona 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 comments until the matter itself has been included on an agenda as an item for possible action. For anybody who would like to make a public comment, you can visit zoom.com or you can call (669) 900-6833 and enter meeting ID 869 4234 1898 and passcode is 077506"

There were none

5. DISCUSSION/INFORMATIONAL ONLY – Welcome new executive committee members

Vice Chair Estipona introduced himself as a new member of the Executive Committee. He is

from Estipona Group and represents business

Natalie Brown introduced herself as the Assistant Vice Chancellor for Workforce Development and Community Colleges with the Nevada System of Higher Education.

Tony Machabee introduced himself from NAI Alliance, a commercial real estate group specializing mainly in properties in Northern Nevada representing the business sector.

Vice Chair Estipona noted the absence of Suzanne Oetjen, Vice President of People Operations and representative of the business sector.

6. ***FOR POSSIBLE ACTION – Approval of March 19, 2025, Meeting Minutes**
Vice Chair Estipona called for a motion to approve the meeting minutes. **It was moved by Robert Benner and seconded by Jerrie Merritt. The motion carried.**

7. ***FOR POSSIBLE ACTION – Revisions to State Compliance Policies (SCPs) 3.4 – Cash Management, 5.1 – Debarred and Suspended Contractors 5.4 – Record Retention, and 5.5 – Reporting Requirements**

Vice Chair Estipona acknowledges Kara Abe to present four state compliance policies that have been revised to be presented to the committee for approval.

Kara Abe, ESD Program Chief, WISS, stated that proposed policy revisions aim to update formatting and ensure compliance, providing clear guidance to local workforce development boards for developing local area policies. These non-substantive changes are necessary for the efficient and stable operation of Nevada’s workforce system and require approval from the Governor’s Executive Committee before publication.

SCP 3.4 - Cash Management

The revised policy outlines program requirements for cash management and addresses issues in Nevada's Subgrantee and non-federal entity payment system. It ensures compliance with updates to federal regulations and provides procedures for handling federal funds responsibly. Revisions include guidelines for requesting, receiving, storing, and dispersing funds, as well as internal controls, accounting practices, and reporting requirements to prevent misuse or loss.

SCP 5.1 - Debarred and Suspended Contractors

The policy provides guidance on data entry requirements for the management information system (MIS) to ensure compliance with data validation and mandatory reporting under the Workforce Innovation and Opportunity Act (WIOA). It replaces the previous Workforce Investment Act (WIA) guidance with updated WIOA directives.

SCP 5.4 - Record Retention

The policy outlines requirements and procedures for retaining records related to WIOA contract funds. The revision updates federal regulations and references and ensures consistency in the definition section across all state compliance policies.

SCP 5.5 - Reporting Requirements

This policy requires WIOA-funded agencies to comply with restrictions on awarding federal funds to debarred or suspended entities. The revision includes updates to the CFR section, federal regulations, and references, as well as the addition of a certification regarding debarment, suspension, ineligibility, and voluntary exclusion. This certification, in line with Executive Orders 12549 and 12689, is required to ensure WIOA funds are not used for contracts or subawards with ineligible parties. The policy applies to all WIOA Title 1 and Wagner-Peyser Act Grant Title 3 recipients and subrecipients.

Vice Chair Estipona asked if these revisions were aimed at realigning the policies with the

compliance standards set by WIOA at both the federal and state levels.

Kara Abe confirmed his statement. A lot of the policies were still referencing old WIA terminology, and the revisions align and bring it up to date with WIOA guidance.

Marchele Sneed asked Kara to provide clarification for substantive and non-substantive.

Kara Abe explained there are two types of changes: substantive and non-substantive. Substantive changes involve altering the policy or state procedure, requiring approval from the Executive Committee and a second vote from the full Governor's Workforce Development Board. The policies presented today are non-substantive changes, which simply update the policies to align with current guidance without changing any processes or regulations, ensuring compliance with the Department of Labor.

Vice Chair Estipona asked the Attorney General whether a block approval could be used or if each approval needed to be handled individually.

Greg Ott confirmed a bulk motion is permitted as long as all members agree and no one requests to pull any items out.

Vice Chair Estipona called for a motion to approve SCP 3.1, SCP 5.1, SCP 5.4, and SCP 5.5. **It was moved by Scott Black and seconded by Natalie Brown. The motion carried.**

8. *FOR POSSIBLE ACTION – Employer Engagement and economic Development Subcommittee Members

Vice Chair Estipona reiterated that at the last Executive Committee meeting, Chair Soderberg proposed forming a new Employer Engagement and Economic Development Subcommittee to improve outreach and responsiveness to employer needs. The members that responded with interest are:

1. Dennis Perea, Chair
2. Edward Estipona
3. George Gault
4. Ken Goodrich
5. Anthony Machabee
6. Sara Millett
7. Janel Thomas
8. Michael Yoder

Vice Chair Estipona called for a motion to approve the subcommittee members. **It was moved by Tony Machabee and seconded by Marchele Sneed. The motion carried.**

9. DISCUSSION/INFORMATIONAL ONLY – New business from Executive Committee members and next steps

None

10. SECOND PUBLIC COMMENT(S)
None

11. ADJOURNMENT
The meeting was adjourned at 2:18 pm.