

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

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, September 17, 2025 – 2:00 p.m.

The GWDB Executive Committee held a public meeting on Microsoft TEAMS

Audio Conference Number: +1 775-321-6111

Phone Conference ID: 488 983 685#

1. Call to Order – Opening Remarks

Chair Soderberg called the meeting to order at 2:00 pm.

2. Roll Call – Confirmation of Quorum

Tiffany Vazquez, OWINN, called roll and confirmed quorum.

Members Present

Don Soderberg, Chair

Robert Benner

Natalie Brown

Tony Machabee

Jerrie Merritt

Marchele Sneed

Absent

Scott Black, Councilman

Edward Estipona, Vice Chair

Suzanne Oetjen

Others present

Kara Abe

Tiffany Vazquez

3. First Public Comment

Chair Soderberg read the notice into the record as follows: “Members of the public 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. Public comments will be limited to three minutes per person. Please clearly state and spell your full name for the record. Anybody who would like to make a public comment, can dial 775-321-6111. When prompted, enter the phone conference ID 488 983 68#.”

There were none.

4. **Approval of May 14, 2025, meeting minutes** – (For possible action)

Chair Soderberg called for a motion to approve the meeting minutes. It was moved by **Jerrie Merritt** and seconded by **Natalie Brown**. The motion carried.

5. **Revisions to State Compliance Policies (SCPs) 1.18 - Serving Veterans and Priority of Service to Veterans, 4.4 - WIOA Non-criminal Grievance/Complaint and Appeals Process, and 5.9 - State Compliance Policy Creation and Update Procedure** – (For possible action)

Chair Soderberg acknowledged Kara Abe to present three non-substantive state compliance policies that have been revised to be presented to the committee for approval.

Kara Abe, ESD Program Chief, WISS, stated that the non-substantive changes presented bring the WIOA policy up to date.

SCP 1.18 - Serving Veterans and Priority of Service to Veterans

This policy provides local workforce development boards, chief elected officials and American job centers of Nevada One Stop Career Center operators with the WIOA requirements for priority of service to veterans. The purpose of this revision is to update links, formatting federal regulations, and references throughout the policy. In addition, hyperlinks have been added for easier accessibility to reference documentation prior to this revision. The term qualifying employment barrier was referred to as a significant barrier to employment. That terminology has been corrected and updated throughout this policy. This policy is being revised for compliance to provide clear and concise guidance to the local boards for local area policy development.

SCP 4.4 - WIOA Non-Criminal Grievance/Complaint and Appeals Process

The updated policy provides clear guidance to the local boards, local areas and direct recipients of WIOA funds in establishing and maintaining compliant and hearing procedures. Revisions include updated federal references, improved formatting, and added hyperlinks. For easier access to supporting documentation, these changes also ensure compliance and enhance clarity for local policy development.

SCP 5.9 - State Compliance Policy Creation and Update Procedure

This policy outlines the formal process and creating and revising of state compliance policies, including the use of technical assistance guides under WIOA. The current revisions enhance clarity and accessibility by updating, formatting federal references, and replacing outdated links for both DETR and OWINN websites.

Tony Machabee raised a question under SCP 1.18 regarding the highlighted text under 20 CFR §680.660, which specifies that a "Member 4" version of the DD214 must be submitted. The participant expressed uncertainty about the necessity of that specific version, noting that they possessed other versions of the DD214 containing similar information. He inquired about the reason for highlighting that requirement and whether the level of detail provided in the Member 4 copy was essential.

Kara Abe explained that the form was an unaltered version of the DD214 that would be

acceptable documentation.

Tony Machabee asked, “Is that a change that we put in as the Workforce Development Board or are we just looking at this and that change has been made by WIOA, for example, and we're just approving it?”

Kara Abe explained that Workforce Connections recommended clarifying the acceptable type of DD214. They specified that the required version should be the unaltered "Member 4" copy, and this clarification was added accordingly.

Chair Soderberg called for a motion to approve the SCPs. **It was moved by Tony Machabee and seconded by Robert Benner. The motion carried.**

6. Review of Upcoming Presentations and Scheduled Items for the Remainder of the Year - (Discussion/Informational only)

Chair Soderberg informed the committee members of what was coming up for the next full board meetings.

- October 15, 2025 in person at Sunshine Minting in Henderson
 - Jason DiOrio – Director of Business Partnerships at Cristo Rey St. Viator
What CRSV is and what they are doing, how others can get involved
 - Melanie Sheldon – Sr. Director of Business Development from GOED
Preview on state on economic development efforts
 - Troy Jordan – Deputy Director from DETR
Update on state and national legislation that impacts workforce
- December 17, 2025
 - Title 2 reports
 - Reports/updates from subcommittees

Chair Soderberg asked for suggestions on presentations for the upcoming year.

Natalie Brown would like NSHE to present new initiatives related to credit for prior learning happening statewide.

Marchele Sneed asked if the credit for prior learning was taking place this year or something in the works.

Natalie Brown mentioned final approval was received last Friday to expand the Credit for Prior Learning policy. Implementation efforts have begun across institutions, and significant progress is expected to be reported soon.

7. New Business from Executive Committee Members and Next Steps - (Discussion/Informational only)

There were none.

8. Second Public Comment

There were none.

9. Adjournment

Chair Soderberg called for a motion to adjourn. It was moved by **Robert Benner** and seconded by **Natalie Brown** and **Jerrie Merritt**. The motion carried. The meeting was adjourned at 2:15 pm.