

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

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, January 21, 2026 - 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: 531 906 184#

1. Call to Order - Opening Remarks

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

2. Roll Call

Tiffany Vazquez, OWINN, called roll and confirmed quorum.

Members Present

Don Soderberg, Chair

Edward Estipona, Vice Chair

Robert Benner

Tony Machabee

Suzanne Oetjen

Marchele Sneed

Absent

Scott Black, Councilman

Natalie Brown

Jerrie Merritt

Others present

Kara Abe

Tiffany Vazquez

3. First Public Comment

Chair Soderberg read the notice into the record as follows: "This is the first opportunity for public comment. No action may be taken upon a matter raised under this public comment period unless the matter itself has been specifically included on the agenda as an action item, we will impose a three-minute time limit. Please clearly state and spell your full name to provide public comment on this agenda via telephone. The number is (775) 321-6111. When prompted, enter the phone conference ID 531 906 184#."

There were none.

4. **Approval of September 17, 2025, meeting minutes** – (For possible action)

Chair Soderberg called for a motion to approve the meeting minutes. It was moved by **Chair Soderberg** and seconded by **Marchele Sneed**. The motion carried.

5. **Revisions to State Compliance Policies (SCPs) 3.4 – Cash Management, 3.11 – Property Management, and 3.15 – WIOA Recipients and Sub-Recipients Compensation, Entertainment and Travel Cost** – (For possible action)

Chair Soderberg acknowledged Kara Abe to present three non-substantiative 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 state compliance policies up to date.

SCP 3.4 - Cash Management

This policy addresses issues in Nevada's subgrantee and non-federal entity payment system. Subgrantees and non-federal entities must demonstrate that they maintain procedures to support federal cash management requirements. The purpose of this revision is to clarify the already required backup documentation for request for reimbursements. This policy is being revised for compliance to update federal references and to outline how federal funds are handled, ensuring they are used effectively and responsibly. Revisions include procedures for requesting, receiving, storing and dispersing funds with the goal of safeguarding against loss or misuse. The policy also addresses internal controls, accounting practices and reporting requirements.

SCP 3.11 - Property Management

The updated policy establishes how Nevada's workforce system must manage all property purchased with WIOA funds, outlining the rules for acquiring, tracking, safeguarding and disposing of real property, equipment, supplies and intangible assets. It clarifies the responsibilities of both the state and local workforce development boards ensuring compliance with updated federal regulations as outlined in the Code of Federal Regulations, 2 CFR Part 200 and requires strong internal controls, accurate inventory and proper approval process. Overall, this policy ensures that all WIOA funded property is used, maintained and disposed of responsibly and in accordance with the federal and state requirements. This policy revision is for compliance to replace outdated federal references and update the document format. As a side note, charts were removed to clarify the information in a more readable list format.

SCP 3.15 - WIOA Recipients and Sub-Recipients Compensation, Entertainment and Travel Cost

This policy explains the requirements for the establishment of budget controls and fund accounting procedures necessary to assure the proper dispersal of and accounting for federal funds allocated to the local workforce development boards. As to compensation, including fringe benefits, travel, meal and incidental costs, associated with WIOA grant funds. This policy's revision is for compliance with updating federal references as outlined in the Code of Federal Regulations and Language selection in Part 2 CFR 200 was updated in October of 2024, and these revisions reflect those updates made to the

guidance. A reference to TEGL 56 was also rescinded and replaced with TEGL 10-24. And the travel policy referred to as attachment one in state compliance policy, has been updated to DETR's current version of the travel policy.

Chair Soderberg called for a motion to approve the SCPs. It was moved by **Chair Soderberg** and seconded by **Vice Chair Estipona**. The motion carried.

Chair Soderberg asked Kara to provide a schedule outlining when the modifications will take place for the remainder of the year.

Kara Abe agreed and will share with board liaison.

6. Board Training Needs - (Discussion/Informational only)

Marchele Sneed, Executive Director, OWINN asked executive committee members for suggestions on what training is needed for the Governor's Workforce Development Board in addition to a high-level WIOA training.

Vice Chair Estipona mentioned the need for clarification of the board's scope. While the board influenced state policy through strategic initiatives, it did not have authority over local workforce boards, DETR, or other entities. There is a misperception of what the board is and does.

Suzanne Oetjen asked for clarification on the size, scope, and position relative to other boards, as well as alignment with overall goals. There is a need to define governance responsibilities, what the roles and representations are, and what the members are expected to contribute.

Marchele Sneed mentioned that OWINN will coordinate the effort. She reiterated the key priorities including providing a high-level overview of WIOA, explaining how the board fits into the workforce system, and outlining board responsibilities.

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 **Vice Chair Estipona** and seconded by **Marchele Sneed**. The motion carried. The meeting was adjourned at 2:14 pm.