

WORKFORCE INNOVATIONS FOR A NEW NEVADA

WORKFORCE DEVELOPMENT PROGRAM APPLICATION

AUTHORIZED PROVIDER INFORMATION

Name: Nevada System of Higher Education on behalf of Truckee Meadows Community College		
Address: 7000 Dandini Blvd, Reno, NV 89512		
City: Reno	City: Reno	City: Reno
Point of Contact: Kyle Dalpe	Phone: 775-856-5307	Email: kdalpe@tmcc.edu

COMPANY INFORMATION

Name: Quality Plastics, High Mountain Door and Trij), Reno Custom Crating, Sierra Meat, Iron Skillet			
Number of Primary Jobs Created: 30	Wages: Nevada Mean - \$15.24	Industry: Manufacturing, distribution, logistics.	Capital Investment: Not Applicable

PROGRAM OBJECTIVES

Employer Need

Quality Plastics, High Mountain Door and Trim, Reno Custom Crating, Sierra Meat and Seafood and Iron have all expressed a need for trained and skilled employees to sustain and expand their Manufacturing and Logistics businesses. One of the challenges they expressed around filling and creating new jobs is that the individuals they hire often have little or no skills. The burden to train on the job has a direct impact on the ability and rate of job growth for these companies. These companies are also invested in creating employment opportunities at sustainable wages that justify the necessary skills to gain entry. These employers are also some of the few in our community that have taken the initiative with hiring individuals involved in the justice system. The objective of this proposal is to provide career development opportunities to individuals involved in the justice system in Northern Nevada with a direct pathway to higher wage employment. With this proposal, it is our intent, to create trained, professional individuals who otherwise may not have the opportunity to work in this industry and who will also meet the needs of local employers to expand their businesses.

Re-Entry and Diversion Pilot Program:

In 2017, Sen. Majority Leader Aaron Ford introduced Senate Bill 306. This bill proposed funding for a two-year pilot prison program for incarcerated offenders to receive post-secondary education. NDOC was directed to offer 100 inmates in Southern Nevada to begin a one-year education program. No such program was established in Northern Nevada.

The objective of this proposal is to provide career development opportunities to individuals involved in the justice system in Northern Nevada. This will be done through training in soft and technical skills in stackable certificate programs at Truckee Meadows Community College. The goal is to lead participants into gainful employment at family-sustainable wages in emerging, "in-demand" occupations. To ensure future success in certificate programs, individuals will receive readiness training in math, English and study skills as well as basic computer literacy. All participants will complete the Getting Ahead program as well as financial literacy. This program targets those who are recently paroled on court ordered supervision,

incarcerated at the Northern Nevada Transitional Housing facility or active in a misdemeanor specialty court, specifically Get To Court under Judge Pearson and Court Assistance Program under Judge Sullivan, who are seeking opportunities to begin a career at higher wage levels. This will also provide an opportunity for continued education and career advancement to the population served. The trainings will focus on entry-level skills which are sought by companies in industries such as advanced manufacturing, logistics and automotive technology. This allows for participants to continue their education, acquiring additional skill certifications leading to an Associate's Degree and beyond. The levels of employment and wage attainment will grow based on the participants' desire and ability to advance.

Truckee Meadows Community College has a long record of assisting individuals with limited resources re-enter the workforce or college. This pilot project will provide education in certificate programs that which will have a direct pathway to employment. Ex-offenders and many of those involved in the justice system, need additional education which they often lack. These include job search, financial literacy and the effects of poverty and stigma in their lives.

PROGRAM OUTCOMES

Proposed:

- Complete "Getting Ahead in a Just Getting by World" based on the Bridges Out of Poverty framework.
- Certification in ACT WorkKeys for basic math and writing in the workplace
- Increased computer literacy and study skills.
- Increased educational attainment either through a certificate program or 2-year degree.
- Increased career placement and/or increase in wage.
- Reduce recidivism as compared to similar non-treated cohort.
- Reduce cost to the state for services to ex-offenders and justice involved individuals.

Phase One of this project will be launched May 28th. The initial plan will to begin with the recruitment of individuals, with a cohort of 30 participants. Instruction will begin on July 11 and will cover over a sixteen-week period: Getting Ahead, WorkKeys, Computer Literacy, and Financial Literacy. All participants will also get OSHA and Forklift certification during this time. Participants who complete phase one will then move to Phase two.

Phase Two will consist of participants then moving on to their perspective certification programs. In this first cohort, programs will be limited to Manufacturing, Logistics and Food Safety and Handling.

WORKFORCE DIVERSITY ACTION PLAN

The geographic area targeted for this pilot expansion will be the Northern Nevada area near the participating companies and the participants will be chosen by the Specialty Court Judges, Department of Alternative Sentencing Parole and Probation and Northern Nevada Transitional Housing (NNTH). Each applicant will be required to have 1) a high school diploma or equivalent 2) consistent participation in their parole/probation or supervisory program 3) no sex related convictions. Candidates will be interviewed by the Re-Entry Coordinator at TMCC. Each referring agency will select applicants from their pool of justice-involved adults and will provide a culturally and ethnically diverse pool of applicants to the program, which also will also be sensitive to the desire to have a diversity of program participants. The pilot program will initially only include males.

Statement to Comply with Federal & State Law:

TMCC does not discriminate on the basis of race; color; national origin; sex; disability; age; gender, including a pregnancy-related condition; gender identity or expression; sexual-orientation; protected veterans' status; genetics; or religion in their programs and activities and provides equal access to facilities to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations in all programs and activities, including, but not limited to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation. Inquiries concerning the application of non-discrimination policies and/or questions as to how to file a complaint of discrimination may be referred to the following individuals:

TMCC Equity and Inclusion Officer
 Truckee Meadows Community College
 7000 Dandini Blvd
 RDMT 208
 Reno, NV 89512-3999
 (775) 673-7027

STATEWIDE PORTABILITY PLAN

Potential or Existing Plan:

Successful participants will earn certification in their chosen trade and will undergo and ACT WorkKeys test to further certify their technical skill level as a part of the program. The ACT test will result in each successful participant receiving a National Career Readiness Certificate (NCRC) that is a nationally-recognized certification sought by the participating companies as well as other manufacturing companies throughout the state and nation.

COST ESTIMATES

Category		Per	Quantity	Total
Part 1	OSHA 10 Hour Safety Certification (General	\$130	30	\$3,900
	Forklift Safety Training	\$79	30	\$2,370
	Start Kit: Binder, notebook, jump drive,	\$125	30	\$3750
	Getting Ahead Workbook	\$25	30	\$750
	Workkeys: Applied Math, Graphic Literacy	\$2000	Up to	\$2,000
	Workkeys Certification Assessment at TMCC	\$115	30	\$3,450
Part 2	Certified Logistics Associate (MSSC) (Distribution/logistics)	\$650	13	\$8,450
	Material Handling (M1) (Manufacturing)	\$130	14	\$1,820
	Production Operator (M1) (Manufacturing)	\$700	14	\$9800
	Meat and Seafood Handling and Processing	\$500	3	\$1500
	ServSafe Manager Online Course with testing center access	\$179	3	\$537
	Laptops for program implementation	\$400	15	\$6,000
	Mobile laptop storage and charging cart	\$600	1	\$600
	Wage and Fringe for C. Vega Coordinator			\$25,000
	Discretionary Fund: Marketing, outreach, promotion and misc.			\$2,975
	TOTAL Request			\$69,927

Future Consideration: Following successful completion of Phase One, and execution of Phase Two; we would seek expansion of the program to serve additional cohorts. They will include adult felons, adult misdemeanor court, young adult offenders (18-25yo) and women. The court sees a significant number of women who are drug offenders and work in the sex trades. These are best treated in a separate docket which is now known as the Commercial Exploitation Court (CEC). Due to experiences such as trauma and PTSD, once we have successfully completed the first cohort we will recruit for a women cohort next. We will expand the certifications that are offered to include other fields such as construction and welding. We are exploring trainings that will have value to companies like Panasonic to encourage hiring of ex-offenders.

TRAINING FACILITIES

Facility Name: Truckee Meadows Community College, Pennington Applied technology Center AND Washoe County		
Address: 475 Edison Way or 1530 E. 6 th St.	City: Reno	Hours: Varies

WORKFORCE DIVERSITY ACTION PLAN

Truckee Meadows Community College aims to develop a well-trained, diverse workforce for Northern Nevada. This Workforce Diversity Action Plan outlines key considerations and actions steps that will be used to help accomplish workforce diversity goals.

In order to develop this diverse workforce, it is important to consider ways to engage all segments of the population in (1) **recruiting**, (2) **interviewing**, and (3) **hiring**.

I. AGENCY SUPPORT

The Nevada System of Higher Education (NSHE), through Truckee Meadows Community College will assist trainees individually with understanding the classroom training provided, as well as the lab components of the program.

TMCC's Re-Entry Center will coordinate this project. Through the Re-Entry Coordinator, we will provide workforce readiness training and basic certifications prior to entering a CTE program. Life skills will include Getting Ahead in a Just Getting by World based on the Bridges out of Poverty model. The Getting Ahead curriculum involves serious work from the participants with the support of a trained facilitator. Participants will explore issues in the community that have an impact on poverty such as banking, housing, jobs and transportation. Participants will learn the tools to assess and build on resources to help move them toward self-sufficiency. Coordinator will be bringing together a variety of community and campus resources to provide the support needed for this population to succeed. Coordinator will manage tracking, data and reporting for this project.

Washoe County Department of Alternative Sentencing-Sober 24 is a seven day a week monitoring program in which participants submit to daily or random testing in order to determine the presence of alcohol or any other controlled substance, in their system. The program is used both in pretrial and post-conviction. The location also houses Alta Vista Counseling Services, Washoe County Sherriff's Dept., Community Service, Book, print and release, Reno Police Department Help Officer, and Washoe County Social Services. We will use this location to provide the first phase of the training program.

Reno Justice Court, Judge Pearson, has been an advocate of education for the offenders that appear in his Community Court. According to the Center for Court Innovation, Community Courts have been developed over the last 15 years "to play a role in solving complex neighborhood problems and building stronger communities." Community Courts have complementary goals of reducing crime and incarceration while improving public trust in justice. The courts are able to serve people with criminal and/or non-criminal matters and often combine a number of specialized court dockets under one roof. While the Community Court model is very diverse, designed to meet the needs of individual communities, all of these courts utilize a problem-solving and community-focused approach. In criminal cases they combine punishment and assistance in accessing social services such as drug treatment or mental health care. Diversionary courts for young offenders have been very successful in helping young adults avoid criminal convictions on misdemeanor matters. In Washoe County, there are approximately 200 misdemeanor arrests of young adults between the ages of 18 to 24 every year. Many of these arrests are for low-level alcohol and marijuana charges. Instead of escalating young adults through the criminal justice system on subsequent arrests, Young Offenders Court will intervene early, providing guidance and assistance to young offenders in the form of substance abuse treatment and other services. The mission of the Community Court is to harness the power of the justice system to address

local problems by engaging stakeholders in new ways in an effort to bolster public trust in justice and test new approaches to reduce both crime and incarceration. The Community Court will follow the traditional Community Court model, relying on the principles and practices of enhanced information, community engagement, collaboration, individualized justice, accountability, and outcomes. To mission is to assist the participants of the program to gain and maintain sobriety and to live a clean, healthy lifestyle as well as to reduce recidivism.

The Northern Nevada Faith Based Coalition for Healthy Families (NNFBCFHF) will provide mentorship to the participants. Faith Based programs have had a long history of working with prisoners and parolees. Mentors will meet with their mentees on a bi-monthly basis to provide support and guidance. The NNFBC has identified the positive role of faith in those that are trying to change their lives in a positive manner.

Northern Nevada Transitional Housing (NNTH) is operated by the Nevada Department of Corrections (NDOC) as a program for non-violent, non-sex offender residents who are within 1 to 2 years of probable release. NNTH focuses on providing residents an opportunity to establish employment prior to being released. NDOC recognizes that the vast majority of offenders will return to the community, and education is consistently found to be among the most effective factors in reducing recidivism. To that end, NNTH provides incentives for every resident to further his education.

Federal Supervised Release, District of Nevada, will also identify ex-felons who are unemployed, underemployed or showing high interest in career and technical education programs. As of May 2, 2018, according to the Post Conviction Risk Assessment, which scores Dynamic Risk Factors, 617 individuals (61%) of the total population supervised have Education and Employment as an elevated Dynamic Risk Factor. The referral base will consist of 53.2% of the District of Nevada's population consisting of low/moderate and high risk levels. Education and Employment combined is the third Dynamic Risk Factor after Criminal History 87% and Social Networks 76%. By addressing education and employment this will afford individuals an opportunity for creating more positive prosocial peer networks and activities to reduce several dynamic risk factors. The result creates opportunity for a healthier environment and safer community.

Nevada Department of Public Safety, Division of Parole and Probation will refer individuals that are unemployed, underemployed or stating they are interested in pursuing education for employment as moderate risk. Current rental prices in the Reno-Sparks area have become increasingly high. Parole and Probation identified the benefits of this program in employment due to the need of higher wages of ex-offenders in order to secure stable housing.

Some of the current employers in the Reno-Sparks area that recruit from NNTH are: **Reno Custom Crating, Sierra Meat and Seafood, High Mountain Door and Trim** and **Alamo Truck Stop**. Each business has expressed their support in this proposal in addition to more training for their incarcerated or recently released employees. They have also indicated that the greatest value is in training of soft skills, such as financial literacy and professionalism in the workplace. These employers are willing to provide wage increases to those completing the program or hiring preference to those that have completed this re-entry program. In addition, each employer has also indicated their need for more employees in their expanding businesses as well as having employees that are trained prior to hiring.

II. ACTION PLAN

TMCC, State and Federal agencies, employers, and the justice- involved adults will develop specific plans over time, but the following action plan describes broad steps and considerations that will be considered throughout.

The partnership will develop, implement and evaluate strategic outreach and recruiting initiatives targeted towards unemployed or underemployed justice involved individuals in the community. During and after each cohort, the partnership will assess the success of their efforts to understand the relative success of recruiting, training and educational programs. This is part of a continuous improvement feedback process that will assess performance and inform necessary modifications to the strategy.

This process will help identify gaps and barriers that may be preventing justice involved individuals from either finishing the training program or securing employment upon completion of the program.

III. RECRUITING STRATEGIES

General

Individuals will be referred through a justice program, specifically diversion courts, Federal and State Parole and the NNTH. After the first participants have been recruited, agencies will meet to create a common referral form based on specific criteria as identified in the initial recruiting, Reno Justice Court will identify justice- involved adults in need of additional education to secure employment. Judges Pearson and Sullivan will select participants who have been in the Specialty Court Program for 90 days, have felony convictions, or history of incarceration and are interested in obtaining education that would allow them to pursue a career and/or viable employment. Federal Supervised Release, District of Nevada, will also identify basic low/moderate-, elevated moderate- and intense high-risk ex-felons who are unemployed, underemployed or showing high interest in career and technical education programs.

Nevada Department of Public Safety, Division of Parole and Probation will also identify individuals who are unemployed, underemployed or stating they are interested in pursuing education for employment as moderate risk.

Any individual who is in compliance with their program requirements and expressing interest in the TMCC Re-Entry program will be referred by their case manager.

Adults & Youth

All recruited individuals will be adults as they will be referred by agencies serving only adults. Our goal will be to explore development of a justice-involved youth program in the future based on the outcomes of this pilot program.

Persons with Disabilities

Persons with disabilities will be assisted by TMCC's Disability Resource Center. TMCC also partners with the DETR's Bureau of Vocational Rehabilitation (BVR). BVR provides services, technology, education, training and workforce support to more than 5,200 individuals with disabilities in Nevada each year. BVR will assist the participants with recruitment and retention of these individuals, and will customize work readiness and training, as needed. BVR's services ensure that individuals can meet the same performance standards and expectations as other employees. BVR can provide funding for on- and off-site training tailored to their specific needs, and pays for the salaries of potential employees while they are learning, and also for job coaching, instruction at Nevada colleges, assistive technology and

additional on-the-job supports. BVR will also provide the participants with information related to accessing additional tax incentives related to employing individuals with disabilities.

IV. INTERVIEWING

As part of the agreement in this partnership, employers will show preference in interviewing candidates who have completed the Re-Entry program for appropriate positions in their respective agencies. During the initial soft-skills training, TMCC Career Center will work with individuals on both resume preparation and interview skills.

V. HIRING

Once the employer makes a determination to hire a candidate based on the candidate qualifications and best fit for the position they will notify TMCC to ensure effective data and outcome tracking. Feedback on the quality of the training and addition required training will be collected. Employers will provide follow up on the individuals' sustained employment for up to 1 year of completing the program. Data will be collected on potential barriers including, but are not limited to, transportation, childcare or the need for continuing education. TMCC will work to identify potential grants, model programs or other opportunities that the student or TMCC could apply for, provide or develop, to mitigate such barriers and help ensure that the diverse workforce is hired and retained.

VI. DEFINITIONS

Inclusion

Inclusion is a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.

Racial & Ethnic Categories

As currently defined in federal regulations:

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Underserved

Community-specific data will be used to better understand the composition of the workforce and to identify potential gaps or opportunities for additional engagement. In addition to the justice involved population this Action Plan also seeks to identify opportunities to engage family members in employment and training to provide as many opportunities as possible to the re-entry/diversion populations continued success and prevention of recidivism or incarceration.

VII.

Underrepresented

A situation in which the number of women or members of a minority group within a category of civil service employment constitutes a lower percentage of the total number of employees within the employment category than the percentage that women or the minority group constitutes within the civilian labor force of the United States. The initial pilot cohort will only recruit males. Best practices in Re-Entry program development and implementation has identified that men and women are best supported in separate training programs. In addition, many women involved in the justice system have faced sexual or physical trauma by males and initial separation may provide the greatest success in the soft skills training portion. It is our intention to have a cohort of women in the second semester, pending additional funding.

Underutilized

Underutilization occurs when the percentage of employees of a minority group is less than the availability percentage for that group. Underutilization is calculated for employees in each job group. The declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, underutilization is a technical targeting term used exclusively by workforce diversity planners who seek to apply good faith efforts to increase in the future the percentage of utilization of minorities and women in a workforce.

Workforce Diversity

Workforce diversity is a collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively. These include, but are not limited to, characteristics such as national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures. The concept also encompasses differences among people concerning where they are from and where they have lived and their differences of thought and life experiences.